

**OFFICE OF  
THE CITY AUDITOR**

# **REPORT RECOMMENDATION FOLLOW-UP**

Administration closed 1 recommendation.

There are 36 outstanding recommendations: 35 are not yet due and 1 is overdue.

**JUNE 9, 2023**

# Closed Recommendations

Since our last report (April 19, 2023) Administration has **closed 1 recommendation.**

<b>Project Name</b>	<b>Department</b>	<b>Recommendation</b>	<b>Original Due Date</b>	<b>Closed Date</b>
1. Historic Resource Management Program	Urban Planning and Economy	Rec 3 - Assess historic resources' condition	March 31, 2023	June 6, 2023
			<b>Revised due date:</b> April 30, 2023	

On November 10, 2021, we recommended that the Planning and Environmental Services Branch formalizes the approach to assess the ongoing condition of historic resources after the completion of grant-related rehabilitation work and identify potential remediation actions.

The Historic Resource Management Program is publicly funded, and preserving historic resources in good condition is key in demonstrating the effectiveness of the usage of public funding. Assessing the conditions and proactively identifying changes in the condition of historic resources after the completion of grant-related rehabilitation work helps the Branch to be aware of and be responsive to deterioration or damages.

The Branch has developed standard operating procedures for the post-rehabilitation condition assessment of historical resources based on a risk-based approach. These procedures include weighted risk based inspection categories to determine the order of condition assessments: time since the most recent site visit, heritage importance, scale of public investment, and any other knowledge about the condition of the building. Based on these procedures and available resources, the Branch selected seven properties for site visits in 2023 and has notified the property owners.

# Overdue Recommendations

There is one overdue recommendation.

One recommendation is **more than one year overdue**.

Project Name	Department	Recommendation	Months Overdue	Due date
1. Information Technology - Disaster Recovery Planning	Financial and Corporate Services	Rec 1 - Fully implement the disaster recovery program	16	June 30, 2023  <b>Original due date:</b> December 31, 2021

Specific information related to this recommendation was not shared publicly due to *Freedom of Information and Protection of Privacy Act* exemptions. Some of the information could pose a risk to the City if malicious actors were made aware of it; as a result, any discussion related to this recommendation should be done in private.

# Recommendations Not Yet Due

There are 35 recommendations that are **not yet due**.

Project Name	Department	Recommendation	Months until due	Due date
1. Enforcement Services Management and Support	Community Services	Rec 1 - Develop performance measures	1	June 30, 2023  <b>Revised due date:</b> March 30, 2024
2. Safety Codes Permits and Inspection Services	Urban Planning and Economy	Rec 3 - Update standard operating procedures and checklists	1	June 30, 2023
3. Council and Committee Reporting Review	Office of the City Manager	Rec 1 - Strengthen Council report writing instructions	2	July 31, 2023
4. City Governance of Fort Edmonton Park	Community Services	Rec 4 - Develop detailed service agreements	3	September 1, 2023  <b>Revised due date:</b> December 31, 2023

5.	Safety Codes Permits and Inspection Services	Urban Planning and Economy	Rec 1 - Clarify minimum number of inspections	4	September 30, 2023
6.	Safety Codes Permits and Inspection Services	Urban Planning and Economy	Rec 2 - Expand risk-based inspections	4	September 30, 2023
7.	Safety Codes Permits and Inspection Services	Urban Planning and Economy	Rec 4 - Enhance performance measures	4	September 30, 2023
8.	Safety Codes Permits and Inspection Services	Urban Planning and Economy	Rec 5 - Improve efficiency for permit application and inspections	4	September 30, 2023
9.	Enterprise Performance Management	Financial and Corporate Services	Rec 1 - Gather performance measurement data	4	September 30, 2023
10.	Enterprise Performance Management	Financial and Corporate Services	Rec 1 - Monitor departments	4	September 30, 2023
11.	Enforcement Services Management and Support	Community Services	Rec 3 - Implement functional dispatch and GPS systems	7	December 31, 2023
12.	City's Response to Homelessness	Community Services	Rec 1 - Develop a corporate-wide homelessness plan	7	December 31, 2023 <b>Revised due date:</b> December 31, 2024

13. City's Response to Homelessness	Community Services	Rec 2 - Assign accountability for homelessness plan	7	December 31, 2023 <b>Revised due date:</b> December 31, 2024
14. City's Response to Homelessness	Community Services	Rec 3 - Develop performance measures and evaluate the homelessness plan	7	December 31, 2023 <b>Revised due date:</b> December 31, 2024
15. Enterprise Performance Management	Financial and Corporate Services	Rec 4 - Enhance operational and public reporting	7	December 31, 2023
16. Cyber Security Program	Open City and Technology	Rec 6 - In private	7	December 31, 2023
17. Council and Committee Reporting Review	Office of the City Manager	Rec 2 - Improve readability and fully support information in Council reports	9	February 28, 2024
18. Enterprise Performance Management	Financial and Corporate Services	Rec 3 - Regularly evaluate performance measures	10	March 31, 2024
19. Grants and Subsidies	Financial and Corporate Services	Rec 1 - Provide training	10	March 31, 2024
20. Grants and Subsidies	Financial and Corporate Services	Rec 2 - Monitor and report on business area compliance	10	March 31, 2024

21. Grants and Subsidies	Financial and Corporate Services	Rec 3 - Evaluate grant programs and subsidies	10	March 31, 2024
22. City Governance of Fort Edmonton Park	Community Services	Rec 2 - Clarify roles and responsibilities of various stakeholders	11	April 30, 2024
23. Enforcement Services Management and Support	Community Services	Rec 2 - Update policies and procedures	13	June 28, 2024
24. IT General Controls - Process Ownership	Financial and Corporate Services	Rec 1 - Update and fully implement IT governance framework	13	June 30, 2024
25. Cyber Security Program	Open City and Technology	Rec 3 - In private	13	June 30, 2024
26. Cyber Security Program	Open City and Technology	Rec 4 - In private	13	June 30, 2024
27. Cyber Security Program	Open City and Technology	Rec 7 - In private	13	June 30, 2024
28. Cyber Security Program	Open City and Technology	Rec 8 - In private	13	June 30, 2024
29. City Governance of Fort Edmonton Park	Community Services	Rec 1 - Update governance documents	19	December 31, 2024
30. City Governance of Fort Edmonton Park	Community Services	Rec 3 - Clarify City's funding approach of FEMCo	19	December 31, 2024

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31. Historical Resources Management Program Audit	Urban Planning and Economy	Rec 1- Update guiding documents	<b>19</b>	December 31, 2024
32. Cyber Security Program	Open City and Technology	Rec 1 - In private	<b>19</b>	December 31, 2024
33. Cyber Security Program	Open City and Technology	Rec 9 - In private	<b>25</b>	June 30, 2025
34. Cyber Security Program	Open City and Technology	Rec 2 - In private	<b>31</b>	December 31, 2025
35. Cyber Security Program	Open City and Technology	Rec 5 - In private	<b>44</b>	December 31, 2026

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