

# COUNCIL REPORT – OFFICE OF THE CITY AUDITOR

Edmonton

## COUNCIL AND COUNCIL COMMITTEE REPORT VALIDATION AUDIT

### RECOMMENDATION

That the February 4, 2026, Office of the City Auditor report OCA03358, be received for information.

#### Report Purpose

**Information only.**

### Executive Summary

This report presents the results of the Council and Council Committee Report Validation audit.

### REPORT

City Council serves as the governing body and custodian of the City's legislative and administrative power. To support decision-making regarding plans, strategies, and policies, the City of Edmonton Administration provides information through reports, memorandums and emails. Between 2018 and 2026, Administration sent an average of 575 reports per year to City Council and its committees.

This audit follows a previous 2023 audit that focused on objectivity, reliability, and timeliness. To address previous recommendations, Administration updated its report writing and review process, including the Council Report Template and Style Guide.

The objective of the audit was to determine if Administration validates Council and Council Committee report data against supporting information. The audit assessed reports from business areas under the City Manager's authority for objectivity, reliability, and timeliness.

Overall, Administration is validating its reports against supporting data to ensure they provide objective, reliable, and timely information. The use of the Council Report Template has strengthened consistency and standardized the report writing process, representing a significant improvement over the findings of the previous audit.

## **COUNCIL AND COUNCIL COMMITTEE REPORT VALIDATION AUDIT**

While the audit identified minor issues in the reliability of a small number of data points (2.3 percent of tested data points) and minor compliance issues with the Council Report Template, these discrepancies did not significantly affect the reports. Consequently, there was no need to make formal recommendations as part of this audit.

### **POLICY**

Bylaw 16097 - Audit Committee Bylaw, Section 14(a) states that, "The Committee will review all reports from the City Auditor including completed audits and investigations."

### **ATTACHMENT**

1. Council and Council Committee Report Validation Audit Report