

# Administrative Update on the Auditor's Dashboard

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## Recommendation

That the February 11, 2021, Office of the City Manager report OCM00282, be received for information.

## Executive Summary

The Administrative Update on Auditor Dashboard provides the status on audit recommendations that are more than six months overdue. For this reporting period, there are six recommendations that are more than six months overdue, as outlined below.

## Report

### **18448 - Edmonton Transit Service Revenue Management Audit Rec 5 - Document Performance Measures Methodology**

The performance measures are submitted to the EPM Catalogue and will be completed for review at the end of January 2021. Administration refined Enterprise Performance Management methodology to align with newly approved City Plan measures.

Administration expects that final actions to fully implement the recommendation will be complete for review and closure by the City Auditor by January 31, 2021.

### **19456 - Ukrainian Canadian Archives and Museum of Alberta Investigation Rec 1 - Clear Funding Agreement Terms and Conditions**

Administration continues the work on reviewing and updating Administrative Grants framework. This includes reviewing legislative and administrative authorities in the context of the grant procedures as well as updating Administrative Procedures of Grants and Other City Contributions. Administration expands the review to sponsorship and rebates. This includes looking at how many organizations are applying for particular programs and able to access the funding based on the eligibility requirements or conditions attached.

Administration expects that final actions to fully implement the recommendation will be complete for review and closure by the City Auditor by March 31, 2021.

**18448 - Edmonton Transit Service Revenue Management Audit**  
**Rec 8 - Improve Safeguards for Fare Media**

Administration continues to monitor CCTV scans on a regular basis and is working on completing staff training and a final review of cash controls and obtaining sign-off from Treasury Management to close the cash control review recommendations. This work was delayed due to COVID-19 and temporary staff layoffs.

Administration expects that final actions to fully implement the recommendation will be complete for review and closure by the City Auditor by January 31, 2021.

**19453 - Conflict of Interest Management Audit**  
**Rec 3 - Ensure All Employees have Completed the Code of Conduct Training**

The Code of Conduct e-learning training for City of Edmonton employees is being updated and is scheduled to launch in Q1 2021. All City staff will be expected to complete the refreshed training within four months of the launch, and compliance will be monitored and tracked. Administration has considered alternative delivery options for employees who are unable to access the e-learning option.

The revised training will also be included as part of the mandatory training for new employees as part of their onboarding activities.

Administration expects that final actions to fully implement the recommendation will be complete for review and closure by the City Auditor by July 30, 2021.

**19453 - Conflict of Interest Management Audit**  
**Rec 4 - Provide Ongoing Conflict of Interest Communication and Easily Accessible Information and Tools**

The updated Code of Conduct, including a Conflict of Interest disclosure form, will be shared with all City staff in early 2021.

Additional information and tools will be accessible by employees through the OneCity website to support the launch of the updated Code of Conduct training in Quarter 1, 2021. Related non-digital resources will be provided to supervisors for staff who do not have regular access to the internet.

Administration expects that final actions to fully implement the recommendation will be complete for review and closure by the City Auditor by March 31, 2021.

**19454 - Edmonton Economic Development Corporation (EEDC) Audit  
Rec 1 - Update EEDC's Governing Documents**

The Articles of Association governance document, Memorandum of Association and other strategic documents for Explore Edmonton have been updated to clarify the roles and responsibilities of the shareholder, board, and Management. The changes were approved by Explore Edmonton's governance committee and board in December 2020. The new governance documents will be presented at the Annual General Meeting meeting in April 2021 for approval.

Administration expects that final actions to fully implement the recommendation will be complete for review and closure by the City Auditor by April 30, 2021.

**Corporate Outcomes and Performance Management**

Corporate Outcome(s): Conditions of Success			
Outcome(s)	Measure(s)	Result(s)	Target(s)
Timely closure of audit recommendations.	Number of audit recommendations more than six months overdue	<p>Six recommendations are more than six months overdue:</p> <p>18448 - Edmonton Transit Service Revenue Management Audit Rec 5 - Document Performance Measures Methodology</p> <p>19456 - Ukrainian Canadian Archives and Museum of Alberta Investigation Rec 1 - Clear Funding Agreement Terms and Conditions</p> <p>18448 - Edmonton Transit Service Revenue Management Audit Rec 8 - Improve Safeguards for Fare Media</p>	<p>Anticipated completion date:</p> <p>January 31, 2021</p> <p>March 31, 2021</p> <p>January 31, 2021</p>

		19453 - Conflict of Interest Management Audit Rec 3 - Ensure All Employees have Completed the Code of Conduct Training	July 30, 2021
		19453 - Conflict of Interest Management Audit Rec 4 - Provide Ongoing Conflict of Interest Communication and Easily Accessible Information and Tools	March 31, 2021
		19454 - Edmonton Economic Development Corporation (EEDC) Audit Rec 1 - Update EEDC's Governing Documents	April 30, 2021

**Others Reviewing this Report**

- B. Andriachuk, City Solicitor