



OFFICE OF THE
City Auditor

Office of the City Auditor 2014 First Quarter Activity Report

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1. Audit Plan Progress Monitoring

Bylaw 16097, *Audit Committee Bylaw*, Section 5 states that the “Committee assists Council in fulfilling its oversight responsibilities by reviewing reports from the City Auditor.”

This quarterly report provides the Audit Committee with an update on the Office of the City Auditor’s (OCA) first quarter activities and the status of our 2014 Annual Work Plan activities.

To date in 2014, we have provided the following seven reports to City Council and Audit Committee members.

- Building Permit and Inspection Services Audit – *February 6, 2014 Audit Committee*
- Capital Projects Advisory Assistance – *February 6, 2014 Audit Committee*
- Fleet Safety Audit – *February 6, 2014 Audit Committee*
- 2013 Municipal Election Audit – *April 24, 2014 Audit Committee*
- Community Programs Review – *April 24, 2014 Audit Committee*
- 2013 Annual Report – *April 24, 2014 Audit Committee*
- OCA 2014 First Quarter Activity Report – *April 24, 2014 Audit Committee*

Table 1, on the following page, provides an update of our progress toward completion of our 2014 Annual Work Plan. The purpose of this table is to assist the Audit Committee and Council in their governance role by enabling them to effectively monitor the OCA’s progress towards completing the approved Annual Work Plan.

Table 1 is divided into project categories to provide a better understanding of the type of work that is associated with each project. It also indicates when reports were discussed at Audit Committee meetings or when we expect to present reports for discussion. Projected Audit Committee discussion dates for audits in progress may change depending on emerging or competing priorities that impact the completion of an audit.

Table 1 – 2014 Annual Plan Progress Monitoring

✓ - Completed projects and Audit Committee date report discussed
 X – Projects In-Progress or Not Yet Started and expected Audit Committee date

Project Description	Status	Audit Committee Date				
		Feb 6	Apr 24	Jun 9	Sep 8	Nov 18
Value for Money Audits						
Google Procurement Process Review	<i>In-Progress</i>				X	
Automated Photo Enforcement Review	<i>In-Progress</i>				X	
Building Permit and Inspection Services Audit	Complete	✓				
Fleet Safety Audit	Complete	✓				
Public Involvement Audit	<i>In-Progress</i>			X		
Transportation Contributed Assets	<i>Not Yet Started</i>					
City Streets Audit	<i>In-Progress</i>					X
Corporate Communications Branch	<i>Not Yet Started</i>					
Project Management and Maintenance Services	<i>Not Yet Started</i>					
Social Media	<i>In-Progress</i>			X		
Landscaping Securities	<i>In-Progress</i>				X	
Information Protection Readiness for Securing Personal Information	<i>In-Progress</i>			X		
Community Programs	Complete		✓			
Investigations						
Investigation Projects	<i>As required</i>					
Hotline Administration	<i>Ongoing</i> All hotline reports are assessed and investigated to the extent the City Auditor deems necessary.					
Proactive Projects						
Performance Measures Validation	<i>Not Yet Started</i>					
Continuous Auditing	<i>Not Yet Started</i>					
Enterprise Risk Management Framework	<i>Ongoing</i> We are providing support to the Administration in their efforts to expand the corporate ERM role.					
Capital Projects Advisory Assistance	<i>Multi-year</i>	✓				

Project Description	Status	Audit Committee Date				
		Feb 6	Apr 24	Jun 9	Sep 8	Nov 18
Edmonton Police Commission 2014 Self-Evaluation	<i>Not Yet Started</i>					
2013 Municipal Election	Complete		✓			
Follow-up Reviews						
Follow-up of Recommendations	Ongoing				X	
Emerging Issues						
Community and Recreation Facilities Cash Controls Audit	<i>In-Progress</i>					X
OCA Governance and Leadership						
Audit Committee Orientation	<i>Ongoing</i> The City Auditor participated in an orientation session for the new Public Member.					
2013 Annual Report	Complete		✓			
2014 Annual Work Plan Progress	<i>Ongoing</i> This report summarizes the status of our 2014 projects to date.		✓			
2015 Annual Work Plan	<i>In-Progress</i>					X
Industry Sharing	<i>Ongoing</i> We share our operating practices with various bodies to promote the internal audit profession. Examples are provided in Section 2 of this Activity Report.					

2. Industry Sharing

We strive to provide national, and where possible, global leadership in the government auditing profession. To stay current in the industry, our staff undertakes a number of activities that promote the profession and our audit practices within and outside the City. In addition, a number of private and public sector organizations have approached us to share our performance audit experiences.

The following section summarizes some of the significant activities and initiatives that we have been involved in during the first quarter of 2014.

2.1. International Fellowship Program

The Canadian Comprehensive Auditing Foundation's International Fellowship Program invites auditors from a participating country's government audit office to acquire knowledge and experience in audit methodologies, techniques, and practices for the purpose of transferring these to their colleagues upon their return home. Since November 2008, we have hosted eight auditors from the State Audit Office of Vietnam in four separate fellowship opportunities. In February 2014, we provided the latest two participants in this program with an opportunity to understand and become familiar with the City of Edmonton's governance structure and our audit practices. As part of this program, we have helped the auditors from Vietnam understand how to implement value-for-money auditing in a municipal government environment.

2.2. Serving on Boards

Many of our audit staff members actively support the auditing profession by chairing or serving on boards of directors or committees of professional audit-related and other organizations. These include the Institute of Internal Auditors (IIA) Edmonton Chapter, the Association of Local Government Auditors (ALGA), Information Systems Audit and Control Association (ISACA), Association of Professional Engineers and Geoscientists of Alberta (APEGA) and the Association of Administrative Assistants.

Our staff members have served on the IIA Edmonton Chapter in many executive positions, including President. The Edmonton Chapter has over 400 members representing major industry, government and public practice in Edmonton and Northern Alberta. The Chapter organizes various courses and luncheons that take place throughout the year. The Chapter also engages in advocacy activities to promote the Internal Audit profession. For the 2014-2015 Chapter year, we have a staff member who is the incoming President.

We also have a staff member who has been involved for a number of years with the Association of Administrative Assistants and who will be serving as President for a seventh year. The Association of Administrative Assistants is a Canadian chartered non-profit professional organization founded in April 1951. The Association is proactive in encouraging its members to further their education and enhance their career opportunities by continuously upgrading their skills and professionalism.

2.3. Auditing in the Public Sector Panel Discussion

On February 25, 2014, the City Auditor was one of three presenters to the Financial Management Institute (FMI) Edmonton Chapter as part of a panel discussion on the auditor's role in the public sector. The other two panelists included the Auditor General of Alberta and a partner with Deloitte Canada. The FMI is a nationally recognized, not-for-profit volunteer association with members across Canada, both within and outside of the public sector working to improve the financial management of all levels of government across Canada.

2.4. Chief Audit Executive Roundtable

On April 15, 2014, the City Auditor participated in an audit leadership event that brought Chief Audit Executives (CAE) from Edmonton together to discuss audit practices within their respective industries. These roundtable discussion groups offer a unique and valuable opportunity for CAEs to discuss common concerns and challenges, to share lessons learned, and to brainstorm with their peers on solutions and best practices.

2.5. Volunteer IIA Instructors

Two of the OCA's staff serve the profession by acting as volunteer instructors for Value-for-Money auditing courses hosted by the Institute of Internal Auditors (IIA) throughout North America. All costs of transportation, accommodation, and meals for the instructor are covered by the IIA. This arrangement provides the OCA with the opportunity to send employees to IIA courses offering the same number of professional development credits at no registration cost. Providing this service to the IIA also helps our employees' satisfy their ongoing professional development requirements and keeps the OCA in touch with changes and professional contacts in the auditing field. In January 2014, an OCA staff member was selected to be an instructor for the *Auditor in Charge* course to be held in Toronto in June of this year.

2.6. 2017 IIA Canadian Conference

One of the OCA's staff was selected in January 2014 to be the co-chair of the Organizing Committee of the 2017 IIA Canadian Conference. The committee is preparing a bid to bring the 2017 IIA Canadian Conference to Edmonton. This 3-day Conference will bring around 500 internal auditors from all across Canada to Edmonton.