

APPENDIX 2- Management Action Plan Status Details as at March 31, 2022

Please note that:

- Management Action Plans marked as completed in this report will be omitted from future reports.
- Dates under the “Updated Target Completion Date” column were provided by the client.

Audit and Finding/Issue	Original Target Completion Date	Updated Target Completion Date	Status at Q1 2022
HR Recruitment- 2019 Policies & Procedures Require Review and Update	Q3 2020	Q2 2022	Deferred at Q1: Awaiting policy approval
HR Recruitment- 2019 Policies & Procedures Require Review and Update	Q3 2020	Q2 2022	Deferred at Q1: Awaiting policy approval
HR Benefits (Phase 1)- 2019 Policies & Procedures are not current	Q4 2019	Q4 2022	Not yet due
HR Benefits (Phase 1)- 2019 Validation of Practitioners for STD	Q4 2019	Q4 2022	Not yet due
HR Benefits (Phase 1)-2019 Validation of Practitioners for STD	Q4 2019	Q4 2022	Not yet due
Asset Management- 2020 Key person dependency risk	Q1 2022	Q2 2022	Deferred at Q1: the recruitment process is underway
Transit Operations- 2020 Scrap Sales & Potential Exposure	Q1 2022	Q4 2022	Not yet due

Audit and Finding/Issue	Original Target Completion Date	Updated Target Completion Date	Status at Q1 2022
Transit Operations- 2020 Inventory Management systems are not integrated	Q2 2022	-	Not yet due
Transit Operations- 2020 Fare Collection and Enforcement	Q4 2021	Q2 2022	Deferred at Q1: Transit is in process of reviving certain fare monitoring controls put on hold during COVID-19
Transit Operations- 2020 Attendance cards Mechanics and Stock Keepers	2022	-	Not yet due
Cyber Security- 2020 Presented in camera Details available upon request	Q3 2021	Q1 2022	Completed
Cyber Security- 2020 Presented in camera Details available upon request	Q3 2021	Q2 2022	Deferred at Q1: Awaiting policy approval
Cyber Security- 2020 Presented in camera Details available upon request	Q4 2021	Q4 2022	Not yet due
Cyber Security- 2020 Presented in camera Details available upon request	Q4 2022	-	Completed (in advance of target completion date)
Cyber Security- 2020 Presented in camera Details available upon request	Q4 2021	Q2 2022	Completed (in advance of updated target completion date)
Cyber Security- 2020 Presented in camera Details available upon request	Q4 2021	Q4 2023	Not yet due

Audit and Finding/Issue	Original Target Completion Date	Updated Target Completion Date	Status at Q1 2022
Building Design and Construction- 2020 Compliance Review & Training	Q4 2021	Q1 2022	Completed
HR Benefits (Phase 2)-2021 Management oversight of plan changes	Q3 2021	Q1 2022	Completed
HR Benefits (Phase 2)-2021 Management oversight of plan changes	Q3 2021	Q1 2022	Completed
HR Benefits (Phase 2)- 2021 Management oversight of plan changes	Q2 2021	-	Completed (in advance of target completion date)
HR Benefits (Phase 2)- 2021 Management oversight of plan changes	Q2 2021	-	Completed (in advance of target completion date)
Executive Expenses- 2021 Support for converted amount of out of country expenses not always included	Q4 2021	Q2 2022	Deferred at Q1: Awaiting policy approval
Snow Removal- 2021 Contracts Terms and Conditions	Q4 2025	-	Not yet due
Snow Removal- 2021 Service Initiation Validation	Q4 2021	Q1 2022	Completed
Snow Removal- 2021 Contractors' Performance Reviews	Q2 2022	-	Not yet due
Corporate Governance- 2021 Enterprise Risk Management (ERM)	Q1 2022	Q4 2022	Not yet due

Audit and Finding/Issue	Original Target Completion Date	Updated Target Completion Date	Status at Q1 2022
Corporate Governance- 2021 Enterprise Risk Management (ERM)	Q2 2022	Q1 2023	Not yet due
Corporate Governance- 2021 Enterprise Risk Management (ERM)	Q4 2022	Q3 2023	Not yet due
Corporate Governance- 2021 Enterprise Risk Management (ERM)	Q4 2022	Q1 2023	Not yet due
Corporate Governance- 2021 Enterprise Risk Management (ERM)	Q4 2022	Q1 2023	Not yet due
Corporate Governance- 2021 Enterprise Risk Management (ERM)	Q4 2022	Q1 2023	Not yet due
Corporate Governance- 2021 Corporate Policy Review	Q1 2022	Q1 2022	Completed
Corporate Governance- 2021 Records Management Retention and Disposal	Q2 2022	-	Not yet due
Corporate Governance- 2021 Records Management Retention and Disposal	Q4 2022	-	Not yet due
Corporate Governance- 2021 Records Management Retention and Disposal	Q2 2022	-	Not yet due
Corporate Governance- 2021 Exercise of Delegation of Powers and Authorities	Q3 2021	Q2 2022	Deferred at Q1: Work is in progress; report will be presented to Council in May 2022

Audit and Finding/Issue	Original Target Completion Date	Updated Target Completion Date	Status at Q1 2022
Corporate Governance- 2021 Council Code of Conduct for Council acknowledgement and review	Q1 2022	Q2 2022	Deferred at Q1: Awaiting appointment of a temporary Integrity Commissioner; review scheduled for April 2022
Corporate Governance- 2021 Lack of Code of Conduct coverage for Citizen Appointees	Q1 2022	Q3 2022	Not yet due
Corporate Governance- 2021 Lack of common Policy to address complaints	Q4 2021	Q2 2022	Not yet due
Emergency Expenses- 2021 Invoice Approval Process Needs to be Strengthened	Q4 2021	Q3 2022	Not yet due
Emergency Expenses- 2021 Invoice Approval Process Needs to be Strengthened	Q3 2022	-	Not yet due
Vendor Performance Management- 2021 Vendor Performance Evaluation Effectiveness	Q1 2022	Q2 2022	Deferred at Q1: Training program currently under development with estimated completion May 2022
Vendor Performance Management- 2021 Vendor Performance Evaluatoin Effectiveness	Q4 2021	Q1 2022	Completed
Vendor Performance Management- 2021 Oversight and Utilization of Vendor Performance Data	Q1 2022	Q2 2022	Deferred at Q1: Work in progress to provide appropriate access to information for staff
Vendor Performance Management- 2021 Oversight and Utilization of Vendor Performance Data	Q4 2022	-	Not yet due

Audit and Finding/Issue	Original Target Completion Date	Updated Target Completion Date	Status at Q1 2022
Economic Development-2021 Required Insurance documents from project partners were not always on file.	Completed at time of audit	-	Completed at time of audit
Economic Development-2021 Invoices to support expense amounts for one of the projects was not reviewed.	Completed at time of audit		Completed at time of audit
Economic Development-2021 Two of the requirements in the agreement between the BEC and the Provincial Government were not in place	Q1 2022		Completed
Economic Development-2021 Two of the requirements in the agreement between the BEC and the Provincial Government were not in place	Q2 2022	-	Not yet due
Economic Development-2021 Annual Report for one of the projects was not provided as per the timeline in the agreement.	Completed at time of audit	-	Completed at time of audit
Corporate Facility Management & Operations-2021 Technical Standards and Safety Authority (TSSA) Certificates Expired	Q1 2022	-	Completed

Audit and Finding/Issue	Original Target Completion Date	Updated Target Completion Date	Status at Q1 2022
Corporate Facility Management & Operations-2021 Monthly Fire Extinguisher Inspections	Q4 2022	-	Not yet due
Corporate Facility Management & Operations-2021 Pricing on Invoice does not agree to contract	Completed at time of audit		Completed at time of audit