

## Management Action Plans

City of Brampton Bovaird Barn Audit

## Appendix 2: Management Action Plans

The table starting on the next page contains the auditor’s (KPMG) recommendations and management response and action plans.

### Areas of Audit Findings, Recommendations, and Proposed Management Actions

Ref #	Areas of Findings	Audit Recommendations	Management Response and Due Date	Responsible Party
1	FHBH’s Reporting Relationship with the City	<p>KPMG recommends the City consider:</p> <p>Establishing a formal agreement between FHBH and the City which would clearly outline the roles and responsibilities of each party, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Guidelines and limits for operating and capital costs covered by each party,</li> <li>• Reporting obligations of each party (e.g., reporting financial performance, volunteer member lists, public engagement statistics),</li> <li>• The City policies that FHBH must adhere to as a volunteer organization that collaborates with the City,</li> </ul>	<p>Management has developed a two-year interim management agreement for the Friends of Bovaird House. The agreement will be presented to Brampton City Council at the first meeting after the Audit Committee meets on November 7, 2023.</p> <p>Staff are developing the Terms of Reference for an Expression of Interest that will identify qualified third-party organizations that may be interested in operating Bovaird House on behalf of the City. Per Council Motion CW012-2023 further details will be presented to council in the first quarter of 2024.</p>	Principal Planner / Supervisor

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		<ul style="list-style-type: none"> <li>The effective period of the agreement and the renewal process.</li> </ul>		
2	FHBH's Reporting Relationship with the City	<p>KPMG recommends the City consider:</p> <p>Carrying out a periodic review of the agreements with FHBH to help facilitate the timely renewal of the agreement and updating of the agreement as required.</p>	The Agreement is set to run for two years. The length was limited in this way as it is understood to be a temporary arrangement while we seek another operator.	Principal Planner / Supervisor
3	The City's Conflict of Interest Policies	<p>KPMG recommends:</p> <p>The City explore whether a policy should be created to address conflicts of interest that apply to:</p> <ul style="list-style-type: none"> <li>Volunteers and members of organizations that collaborate with the City, City Councillors and their family members and dependents who volunteer with organizations that collaborate with the City.</li> </ul>	<p>Corporate Policy will explore the appropriate method to address the conflict of interest of volunteers.</p> <p>Q2 2024</p>	CAO's Office
4	The City's Conflict of Interest Policies	<p>KPMG recommends:</p> <p>The City consider whether to add a requirement that City Councillors declare any conflicts of interest during City Council meetings, including non-pecuniary interests. Currently, the City of Brampton Council Handbook states that only pecuniary interests need to be</p>	Council Handbook will be expanded to explain non-pecuniary interest and suggest that declaration of such is best practice but not mandatory as under the Municipal Act. As part of Council orientation and workshop, staff will incorporate further education on pecuniary and non-pecuniary interest, and best	Through the CAO's Office

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		<p>declared. (Section 7.9 Declaring Interests that "Members of Council are bound by provisions of the Municipal Conflict of Interest Act..[which] imposes certain duties on Members when any matter is to be considered at a meeting of Council or local board in respect of which the Member or the Member's spouse, child or parent has any direct or indirect pecuniary (i.e., financial) interest.... Members must declare any direct or pecuniary interest."105) The City may wish to seek legal advice around whether the policies should be reviewed to consider situations where non-pecuniary interests exist.</p>	<p>practices in conflict of interest declarations.</p> <p>Q2 2024</p>	