

DECISION/DIRECTION NOTE

Title: Compliance Review of Permit to Operate a Class 4 Water Distribution System

Date Prepared: July 29, 2020

Report To: Audit Committee

Councillor and Role: N/A

Ward: N/A

Decision/Direction Required:

To approve the Compliance Review of Permit to Operate a Class 4 Water Distribution System report and the associated action plans put forth by management.

Discussion – Background and Current Status:

In accordance with the City's approved audit plan, the Office of the City Internal Auditor completed a compliance review of the City's permit to operate a class 4 water distribution system. This review was conducted within the Environmental Services Division of the Department of Public Works.

The review identified several areas for improvement. Details of these opportunities and related recommendations can be found in the attached audit report. Management have provided action plans and implementation dates for all recommendations.

The Office of the City Internal Auditor would like to thank the DCM, Public Works, the Director, Environmental Services, and the Manager, Infrastructure for their help and time during this review.

Key Considerations/Implications:

1. Budget/Financial Implications:
 - There may be budget implications depending on how management decides to mitigate the risks highlighted in the report.
2. Partners or Other Stakeholders:
 - City staff involved in water distribution
 - Users of City water distribution systems

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3. Alignment with Strategic Directions/Adopted Plans:
 - The recommendations and corresponding management action plans outlined in this report align with the Sustainable City and Effective City strategic directions.
4. Legal or Policy Implications:
 - Policies and/or procedures have been recommended throughout this report.
5. Privacy Implications:
 - There may be privacy implications depending on how management decides to mitigate the risks highlighted in the report.
6. Engagement and Communications Considerations:
 - There may be engagement and communications considerations depending on how management decides to mitigate the risks highlighted in the report.
7. Human Resource Implications:
 - There may be human resource implications depending on how management decides to mitigate the risks highlighted in the report.
8. Procurement Implications:
 - There may be procurement implications depending on how management decides to mitigate the risks highlighted in the report.
9. Information Technology Implications:
 - There may be information technology implications depending on how management decides to mitigate the risks highlighted in the report.
10. Other Implications:
 - There may be other implications depending on how management decides to mitigate the risks highlighted in the report.

Recommendation:

That Council approve the Compliance Review of Permit to Operate a Class 4 Water Distribution System report and the associated action plans put forth by management.

Prepared by:

Sean Janes, CIA, CPA, CMA, CFE
City Internal Auditor

Approved by:

Sean Janes, CIA, CPA, CMA, CFE
City Internal Auditor

Report Approval Details

Document Title:	Compliance Review of Permit to Operate a Class 4 Water Distribution System.docx
Attachments:	- Water Distribution Final Audit Report.pdf
Final Approval Date:	Aug 4, 2020