

## **FACILITY UTILIZATION AUDIT**

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### **EXECUTIVE SUMMARY**

The City Auditor's Office has issued the Facility Utilization Audit Report. The report includes Administration's response to recommendations raised by the City Auditor's Office.

#### **RECOMMENDATIONS**

1. That Audit Committee receive this report for information.
2. That Audit Committee recommends that Council receive this report for information.

#### **RECOMMENDATION OF THE AUDIT COMMITTEE, DATED 2014 JANUARY 23:**

That Council receive this report for information.

### **PREVIOUS COUNCIL DIRECTION / POLICY**

Bylaw 30M2004 established the position of City Auditor and the powers, duties and functions of the position. The City Auditor's mandate, under Bylaw 30M2004, is to assist Council in its oversight of the Administration; and ensuring accountability for the stewardship of public funds and the achievement of value for money.

Audit Committee approved the City Auditor's Office 2013 Annual Audit Plan.

### **BACKGROUND**

This audit was undertaken as part of the approved City Auditor's Office 2013 Annual Audit Plan. The objective of the audit was to assess if The City had defined and communicated a governance structure to enable the efficient utilization of facilities.

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

We observed a lack of an overall facility governance model and a centralized source of data that could be used to comprehensively and efficiently manage The City's portfolio of facilities. As a result we recommended The City:

1. Define and implement a model for the governance of its facility portfolio. This included defining key roles, responsibilities and accountabilities for the various functions related to facilities and space, establishing policies and decision making structures and a funding model.
2. Determines the data that needs to be collected on a centralized basis to manage its facility portfolio at a corporate level along with responsibilities for its quality and reporting.

### **Stakeholder Engagement, Research and Communication**

This audit was conducted with the support of staff across The City. Administration agreed to the recommendations, and their responses to the recommendations are included in the report.

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### **Strategic Alignment**

Audit reports assist Council in its oversight of the City Manager's administration and accountability for stewardship over public funds and achievement of value for money in City operations.

### **Social, Environmental, Economic (External)**

This report has been reviewed for alignment with The City of Calgary's Triple Bottom Line (TBL) Policy Framework. No implications are identified.

### **Financial Capacity**

#### **Current and Future Operating Budget:**

N/A

#### **Current and Future Capital Budget:**

N/A

### **Risk Assessment**

The activities of the City Auditor's Office serve to promote accountability, mitigate risk and support an effective governance structure.

#### **REASONS FOR RECOMMENDATIONS:**

1. Audit Committee's Terms of Reference states: "Audit Committee receives directly from the City Auditor any individual Audit Report and forwards these to Council for information."
2. As above.

### **ATTACHMENT**

1. Facility Utilization Audit Report