

Management's Response to the Auditor General's Report Entitled: "Investigation into Allegations of Reprisal for Reporting a Conflict of Interest"

Recommendation 1: City Council request the Executive Director, Municipal Licensing and Standards, in consultation with the Chief People Officer, to develop and implement a framework for Municipal Licensing and Standards staff when declaring conflicts of interest to ensure that there is a standardized process that includes:

- a. conflict of interest declarations are completed in writing;
- b. the appropriate people are notified of the conflict so that proper controls are in place to mitigate and manage the conflict appropriately; and
- c. the documentation is stored in a central location.

Management Response: <input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree
Comments/Action Plan/Time Frame: MLS agrees and will work with the Chief People Officer to implement a standardized process when declaring conflicts of interest by the end of Q3, 2024.

Recommendation 2: City Council request the Executive Director, Municipal Licensing and Standards, to ensure staff members have an up-to-date and clear understanding of the Divisional conflict of interest policy and procedure requirements, as well as providing periodic refresher training.

Management Response: <input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree
Comments/Action Plan/Time Frame: MLS agrees and will ensure that the above standardized process is clearly communicated to all staff, and that a schedule of refresher training is developed for implementation by end of Q4, 2024.