

Emergency Management & Business Continuity Program Audit

Audit Committee – June 13, 2022



Today's Presentation

- Audit Objective
- Scope and Methodology
- Audit Conclusion
- Management Action Plans
- Next Steps
- Questions

Audit Objective

The objective of the audit was to evaluate the adequacy and effectiveness of the internal controls, processes, and procedures in place to mitigate the business risks associated with the management and administration of the emergency management and business continuity program.

Audit Scope & Methodology

The scope of the audit covered the emergency management and business continuity activities for the period of March 2020 to April 2022. This audit was co-sourced with MNP, who were the successful bidders after a competitive procurement process.

This audit was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing.

Audit Conclusion

Overall, the City of Vaughan has a mature, high functioning Emergency Management and Business Continuity Program. However, minor opportunities for improvement have been identified, relating to strengthening the business continuity component of the overall program.

Issues and Observations

The MNP findings that were rated high, and medium include:

- Key Person Risk
- Leveraging Technology – Business Continuity Software
- Adherence to Established Response Procedures
- Business Continuity Plan – Governance Structure

Management Action Plans

Emergency Planning Recommendations

- Advisor position has been hired and knowledge transfer initiated.
- The revisions to the Emergency Plan are in progress that includes a framework for adjusting response procedures.
- Pandemic appendix is in development.
- The Program reports to the EMPC on the status of activities and implementation of lessons learned quarterly.

Management Action Plans

Business Continuity Planning

In consultation with the Emergency Management Program Committee establish a cross functional working group to

- Develop a BCP governance structure
- Train BCP leads
- Evaluate software solutions
- Develop policies to integrate BCP in daily operations
- Manage annual review of BCP and integrate lessons learned

Next Steps

- Action plans have been developed
- Implementation is underway or completed
- Internal Audit will follow up and report on the status of these action plans



Questions?





Thank You

