

Appendix B of CA-02-22

Appendix-B: Audit Universe updated for 2022

#	Category	Imported from 2019 Audit Universe		Updated for 2022	
		Service	Audit Unit	Service Lead	Past Internal Audit Projects
1	Legislative Services	Council and Citizen Committee	Council and Committee	City Clerk	
2	Legislative Services	Council and Citizen Committee	Citizen Advisory Committee	City Clerk	2014 Committee of Adjustment Audit
3	Legislative Services	Council and Citizen Committee	Election	City Clerk	
4	Legislative Services	Council and Citizen Committee	Records & Information Management	City Clerk	2011 Records Management 2012 Corporate Delegation of Authority Audit
5	Corporate Customer Experience	Service Burlington	Customer Experience Business Development	Strategic Lead Customer Experience	
6	Corporate Customer Experience	Service Burlington	Service Burlington Contact Center	Strategic Lead Customer Experience	2017 Inventory Audit 2017 Corporate Cash Handling Audit
7	Corporate Customer Experience	Service Burlington	Customer Experience Design and consultation	Strategic Lead Customer Experience	
8	Corporate Customer Experience	Service Burlington	CRM System Admin and User community support	Strategic Lead Customer Experience	2019 CRM Implementation & On-going Operations
9	Design and Build	Building Code Permits and Inspection	Application Process	Director of Building and By-law, Chief Building Official	
10	Design and Build	Building Code Permits and Inspection	Plans Review	Director of Building and By-law, Chief Building Official	2014 Plans Review Audit 2018 Plans Review Follow-up Audit
11	Design and Build	Building Code Permits and Inspection	Building Inspections	Director of Building and By-law, Chief Building Official	2016 Building Inspections Audit
12	Design and Build	Community Design and Development Review	Policy and Research	Director of Community Planning	
13	Design and Build	Community Design and Development Review	Official Plan Amendments and Zoning By-law Amendments	Director of Community Planning	
14	Design and Build	Community Design and Development Review	Site Plan/Minor Development/Zoning Certificates	Director of Community Planning	
15	Design and Build	Community Design and Development Review	Subdivision/Condo/Part Lot Control	Director of Community Planning	
16	Design and Build	Community Design and Development Review	Variances, Consent and Other City Tribunals	Director of Community Planning	2014 Committee of Adjustment Audit
17	Design and Build	Community Design and Development Review	Data Management	Director of Community Planning	
18	Design and Build	Facilities And Buildings - Design and Construction	Facilities And Buildings - Design and Construction	Manager of Facility Assets	
19	Design and Build	Parks and Open Space - Design and Development	Parks and Open Space Planning	Director of Engineering Services	
20	Design and Build	Parks and Open Space - Design and Development	Parks and Open Space Design and Construction	Director of Engineering Services	
21	Design and Build	Parks and Open Space - Design and Development	Parks and Open Space Asset Management	Director of Engineering Services	
22	Design and Build	Parks and Open Space - Design and Development	Landscape Architecture	Director of Engineering Services	
23	Design and Build	Parks and Open Space - Design and Development	Planning Applications	Director of Engineering Services	
24	Internal Support and Administration	Asset Management	Asset Management Oversight	Director of Engineering Services	2014 Roads Infrastructure Asset Management
25	Internal Support and Administration	Asset Management	Long-Range Financial and Operational Planning	Director of Engineering Services	
26	Internal Support and Administration	Corporate Legal	Insurance/Risk Management	Executive Director of Legal Services & Corporation Counsel	
27	Internal Support and Administration	Corporate Legal	Real Estate Service (Property & Land)	Executive Director of Legal Services & Corporation Counsel	2015 Lease Mngt and Administration Audit
28	Internal Support and Administration	Corporate Legal	Legal Services	Executive Director of Legal Services & Corporation Counsel	
29	Internal Support and Administration	Corporate Strategy & Risk Management	Corporate and Strategic Planning	Executive Director, Strategy, Risk & Accountability	
30	Internal Support and Administration	Corporate Strategy & Risk Management	Corporate Risk & Accountability	Executive Director, Strategy, Risk & Accountability	
31	Internal Support and Administration	Corporate Strategy & Risk Management	Business Performance and Continuous Improvement	Executive Director, Strategy, Risk & Accountability	
32	Internal Support and Administration	Corporate Strategy & Risk Management	Board Liaison	City Manager	
33	Internal Support and Administration	Corporate Strategy & Risk Management	Corporate Culture Leadership	City Manager	2012 2012 BCP-DRP-CERP Audit 2014 Corporate-wide Elements of an Ethical Organization Audit
34	Internal Support and Administration	Corporate Strategy & Risk Management	Corporate Project Management	City Manager	
35	Internal Support and Administration	Corporate Strategy & Risk Management	Government Relations	Executive Director, Strategy, Risk & Accountability	
36	Internal Support and Administration	Financial Management	Procurement Process	Chief Financial Officer	2013 Procure to Pay (under \$20,000) Audit 2014 Procurement Transactions ->\$25,000 Audit 2019 Accounts Payable & P-Card Audit
37	Internal Support and Administration	Financial Management	Transactional Processing	Chief Financial Officer	2010 Accounts Payable 2010 Investments 2011 Grant Application Management 2011 Charitable Donations Mgmt. & Admin Audit 2013 SAP Controls Audit 2013 Investments Audit 2015 Follow Up Audit for Charitable Donations Management & Administration 2015 Phase III: Financial Accounts 2015 Phase I: Manage General Ledger 2016 Phase II: General Ledger Account Reconciliation Audit 2017 Investments Audit 2017 Corporate Cash Handling Audit
38	Internal Support and Administration	Financial Management	Payroll process	Chief Financial Officer	2016 Corporate Payroll Audit
39	Internal Support and Administration	Financial Management	Financial Reporting and Business Planning	Chief Financial Officer	2019 Accounts Payable & P-Card Audit
40	Internal Support and Administration	Financial Management	Collection and Payment Processing	Chief Financial Officer	
41	Internal Support and Administration	Financial Management	Property Tax Billing	Chief Financial Officer	
42	Internal Support and Administration	Fleet Management	Vehicle and Equipment Maintenance	Director of Roads, Parks & Forestry	2011 Fleet Management Audit 2017 Inventory Audit
43	Internal Support and Administration	Fleet Management	Vehicle Procurement	Director of Roads, Parks & Forestry	2011 Fleet Management Audit
44	Internal Support and Administration	Fleet Management	Vehicle and Equipment Operator Training	Director of Roads, Parks & Forestry	
45	Internal Support and Administration	Geographic Information and Mapping	Property/Land Information Service, Advocacy, Map production & Open Data	Director of Engineering Services	
46	Internal Support and Administration	Geographic Information and Mapping	Spatial Data Management and Analysis	Director of Engineering Services	
47	Internal Support and Administration	Corporate Communications and Engagement	Strategic Communications	Director of Corporate Communications & Engagement	
48	Internal Support and Administration	Human Resources	Compensation and Benefits	Executive Director of Human Resources	
49	Internal Support and Administration	Human Resources	Organizational Development	Executive Director of Human Resources	
50	Internal Support and Administration	Human Resources	Recruitment	Executive Director of Human Resources	
51	Internal Support and Administration	Human Resources	Health, Safety and Wellness	Executive Director of Human Resources	2018 Health Safety & Wellness Audit
52	Internal Support and Administration	Human Resources	Employee & Labour Relations	Executive Director of Human Resources	2012 Corporate Employee Performance Management Program Audit
53	Internal Support and Administration	Information Technology	IT Support Service	Chief Information Officer	2012 2012 BCP-DRP-CERP Audit 2013 SAP Controls Audit 2016 Enterprise Mobility Consulting Project 2019 Corporate Cloud Computing Mngt
54	Internal Support and Administration	Information Technology	IT Consulting Service	Chief Information Officer	
55	Internal Support and Administration	Information Technology	IT Solution Delivery	Chief Information Officer	
56	Internal Support and Administration	Internal Audit	Internal Audit	City Auditor	
57	Internal Support and Administration	Sign Production	Sign Production	Director of Roads, Parks & Forestry	
58	Internal Support and Administration	Sign Production	Sign Installation	Director of Roads, Parks & Forestry	
59	Internal Support and Administration	Sign Production	Sign Design	Director of Roads, Parks & Forestry	
60	Internal Support and Administration	Facilities And Buildings - Operations	Facility Operations	Director of Recreation, Community and Culture	2014 Facility Operations Audit
61	Leisure	Arts and Culture	Festivals and Events	Director of Recreation, Community and Culture	
62	Leisure	Arts and Culture	Public Art Collection Management	Director of Recreation, Community and Culture	
63	Leisure	Arts and Culture	Arts & Cultural Programs & Services	Director of Recreation, Community and Culture	
64	Leisure	Arts and Culture	Cultural Mapping and Community Liaison	Director of Recreation, Community and Culture	
65	Leisure	Arts and Culture	Relationship Liaison with Arts & Culture Boards	Director of Recreation, Community and Culture	
66	Leisure	Organized Sport Support	Sport Organization Relationships, Granting, Allocation of Space & Joint Ventures	Director of Recreation, Community and Culture	

67	Leisure	Organized Sport Support	Sport Venue Operations & Renovations	Director of Recreation, Community and Culture	
68	Leisure	Recreation	Aquatic Programs	Director of Recreation, Community and Culture	
69	Leisure	Recreation	Ice Programs	Director of Recreation, Community and Culture	
70	Leisure	Recreation	Golf Course and Program	Director of Recreation, Community and Culture	2017 Inventory Audit
71	Leisure	Recreation	Food and Beverage Services	Director of Recreation, Community and Culture	2017 Corporate Cash Handling Audit
72	Leisure	Recreation	Parks and Trails	Director of Recreation, Community and Culture	
73	Leisure	Recreation	General Recreation Programs	Director of Recreation, Community and Culture	
74	Leisure	Recreation	Community Garden Program	Director of Recreation, Community and Culture	
75	Maintenance	Cemetery	Customer Service and Sales	Director of Roads, Parks & Forestry	2012 Parks & Rec Customer Service Audit
76	Maintenance	Cemetery	Interment Services	Director of Roads, Parks & Forestry	
77	Maintenance	Cemetery	Grounds Maintenance	Director of Roads, Parks & Forestry	2017 Inventory Audit
78	Maintenance	Environment and Energy	Community Energy Plan	Manager of Sustainability	
79	Maintenance	Environment and Energy	Energy Management Plan (City Operations)	Manager of Sustainability	
80	Maintenance	Environment and Energy	Sustainability Initiatives	Manager of Sustainability	
81	Maintenance	Parks and Open Space Maintenance	Parks and Open Space Maintenance	Director of Roads, Parks & Forestry	2017 Inventory Audit
82	Maintenance	Parks and Open Space Maintenance	Horticulture	Director of Roads, Parks & Forestry	2011 Roadside Horticulture Program Audit
83	Maintenance	Parks and Open Space Maintenance	Technical Services	Director of Roads, Parks & Forestry	
84	Maintenance	Roadway and Sidewalk Maintenance	Road and Sidewalk Inspection	Director of Roads, Parks & Forestry	
85	Maintenance	Roadway and Sidewalk Maintenance	Roadway & Routine Maintenance	Director of Roads, Parks & Forestry	
86	Maintenance	Roadway and Sidewalk Maintenance	Sidewalk Maintenance	Director of Roads, Parks & Forestry	
87	Maintenance	Roadway and Sidewalk Maintenance	Winter Maintenance	Director of Roads, Parks & Forestry	2017 Winter Maintenance Audit
88	Maintenance	Roadway and Sidewalk Maintenance	Leaf Pick Up Program	Director of Roads, Parks & Forestry	
89	Maintenance	Surface Water Drainage	Surface Water Drainage Project Management	Director of Engineering Services	
90	Maintenance	Surface Water Drainage	Surface Water Drainage Maintenance & Storm Sewer Discharge	Director of Engineering Services	
91	Maintenance	Surface Water Drainage	Resident Drainage Customer Service	Director of Engineering Services	
92	Maintenance	Surface Water Drainage	Storm Water Management Design and Review	Director of Engineering Services	
93	Maintenance	Surface Water Drainage	Site Alteration Permitting and Administration	Director of Engineering Services	
94	Maintenance	Tree Management	Tree Maintenance	Director of Roads, Parks & Forestry	
95	Maintenance	Tree Management	Tree Planting	Director of Roads, Parks & Forestry	
96	Maintenance	Tree Management	Urban Forest Health and Pest Management	Director of Roads, Parks & Forestry	
97	Maintenance	Tree Management	Public Tree Bylaw Administration and Enforcement	Director of Roads, Parks & Forestry	
98	Maintenance	Tree Management	Private Tree By-law Pilot	Director of Roads, Parks & Forestry	
99	Public Safety	Animal Control	Dog Licensing	Director of Building and By-law	2011 Animal Control Audit 2013 Animal Control Follow Up Audit
100	Public Safety	Animal Control	Adoption and Care	Director of Building and By-law	2011 Animal Control Audit 2013 Animal Control Follow Up Audit
101	Public Safety	Animal Control	Animal By-law Enforcement & Education	Director of Building and By-law	2011 Animal Control Audit 2013 Animal Control Follow Up Audit
102	Public Safety	By-law Enforcement	By-law Enforcement Complaints and Inspections	Director of Building and By-law	
103	Public Safety	By-law Enforcement	By-law Licensing	Director of Building and By-law	
104	Public Safety	By-law Enforcement	By-Law Permits	Director of Building and By-law	2013 Building Administration & Licensing
105	Public Safety	By-law Enforcement	By-law Lotterey Licensing and Liquor Licensing	Director of Building and By-law	2013 Building Administration & Licensing
106	Public Safety	Emergency Management	Whole of Government emergency management program	Fire Chief	
107	Public Safety	Emergency Management	Continuity of Operations Planning	Fire Chief	
108	Public Safety	Emergency Management	Whole Community Emergency Management	Fire Chief	2012 BCP-DRP-CERP Audit
109	Public Safety	Fire Communications	Fire 911 Communications Dispatch	Fire Chief	2010 Communications Supervisory Organizational Structure Audit 2019 Fire Emergency Comms Audit
110	Public Safety	Fire Prevention & Public Education	Fire Safety Education and Prevention	Fire Chief	
111	Public Safety	Fire Emergency Response	Fire Training & Emergency Response	Fire Chief	2016 Fire Emergency Response Training Audit
112	Public Safety	Fire Emergency Response	Fire Fleet and Station Operations	Fire Chief	2011 Fire Vehicle Equipment Maintenance Audit 2013 Fire Vehicle Equip Maintenance Audit 2017 Inventory Audit
113	Public Safety	Fire Emergency Response	Fire Administration	Fire Chief	2014 DCP Benchmark Compliance Audit
114	Public Safety	Halton Court Service	Halton Court Services Prosecution	Executive Director of Legal Services & Corporation Counsel	
115	Public Safety	Halton Court Service	Halton Court Services Administration	Executive Director of Legal Services & Corporation Counsel	2011 Halton Court Services Finance & Accounting Audit 2017 Corporate Cash Handling
116	Public Safety	Halton Court Service	Halton Court Services Courtroom Support	Executive Director of Legal Services & Corporation Counsel	
117	Public Safety	Halton Court Service	Halton Court Services Collection of Unpaid Fines	Executive Director of Legal Services & Corporation Counsel	
118	Roads and Transportation	Parking Management	Parking Space Management	Director of Transportation	
119	Roads and Transportation	Parking Management	Parking Revenue Management	Director of Transportation	2017 Corporate Cash Handling Audit
120	Roads and Transportation	Parking Management	Parking By-law Enforcement	Director of Transportation	2018 Parking By-Law Enforcement VFM Audit
121	Roads and Transportation	Roads and Structures - Design and Construction	Survey	Director of Engineering Services	
122	Roads and Transportation	Roads and Structures - Design and Construction	Design	Director of Engineering Services	
123	Roads and Transportation	Roads and Structures - Design and Construction	Construction Administration	Director of Engineering Services	2012 Contingency Payments Management - Design & Construction Audit
124	Roads and Transportation	Roads and Structures - Design and Construction	Construction Inspection	Director of Engineering Services	2018 Construction Field Inspections Audit
125	Roads and Transportation	Roads and Structures - Design and Construction	Municipal Consent	Director of Engineering Services	
126	Roads and Transportation	Traffic Operations Management	Traffic Operations	Director of Transportation	
127	Roads and Transportation	Traffic Operations Management	Traffic Signals	Director of Transportation	
128	Roads and Transportation	Traffic Operations Management	Crossing Guard Program	Director of Transportation	
129	Roads and Transportation	Traffic Operations Management	Streetlighting	Director of Transportation	
130	Roads and Transportation	Transit	Transit	Director of Transit	2011 Transit Inventory Physical Count 2012 Transit Business Services 2012 Transit Physical Inventory Count Limited Scope Audit 2014 Transit Business Services Follow-up Audit 2014 DCP Benchmark Compliance Audit 2015 PRESTO User Entity Controls Audit 2017 Inventory Audit
131	Roads and Transportation	Specialized Transit	Specialized Transit	Director of Transit	
132	Roads and Transportation	Transportation Planning	Developer Application Review	Director of Transportation	
133	Roads and Transportation	Transportation Planning	Long Range Transportation Planning	Director of Transportation	
134	Roads and Transportation	Transportation Planning	Active Transportation	Director of Transportation	