



SUBJECT: Status of Management Action Plans

TO: Audit Committee

FROM: Office of the City Auditor

Report Number: CA-16-24

Wards Affected: Not applicable

Date to Committee: December 4, 2024

Date to Council: December 10, 2024

Recommendation:

Receive for information city auditor's office report CA-16-24 providing a summary of the Management Action Plans in progress.

PURPOSE:

Vision to Focus Alignment:

- Designing and delivering complete communities
- Providing the best services and experiences
- Protecting and improving the natural environment and taking action on climate change
- Driving organizational performance

Executive Summary:

The City Auditor follows-up with Management about the progress of all past audit recommendations. This is a quarterly report that summarizes that progress.

Background and Discussion:

At the conclusion of most audit projects, the City Auditor provides an audit report to Management which typically identifies one or more recommendations for Management to address. Management's response to these recommendations are called 'Management Action Plans' (MAPS).

Standard 15.2 of the Global Internal Auditing Standards sets out requirements of internal auditors to ensure that Management Action Plans have been effectively implemented. This applies in all cases except where "*senior management has accepted the risk of not taking action*". The City Auditor follows-up regularly with Management in service areas that previously received audit projects to ensure that there is progress against their respective MAPS. The following report to Audit Committee (submitted quarterly) is a summary of that progress.

Strategy/process/risk

Below is a summary of the In-Progress Management Action Plans (MAPS) from the last report to Audit Committee on September 11, 2024 (Report CA-12-24).

Audit Project Name:	High	Medium	Low	
Cyber-Security Audit (2022-Identify)	1	1	0	
Environmental Stewardship Strategies Audit	0	3	0	
Cyber-Security Audit (2023-Protect)	2	5	2	
Procurement Audit	0	0	3	
	3	9	2	Total In-Progress

Below is a summary of the in-progress MAPS as of December 4, 2024:

Audit Project Name:	High	Medium	Low	
Cyber-Security Audit (2022-Identify)	1	0	0	
Environmental Stewardship Strategies Audit	0	3	0	
Cyber-Security Audit (2023-Protect)	1	3	2	
Procurement Audit	0	0	3	
	2	6	5	Total In-Progress

The City Auditor reviewed the detailed progress updates from Management against the original Management Action Plans from the audit report (see Appendix-A and Confidential Appendix-B); four were successfully completed over the past quarter (although Management elected to accept the risk of not proceeding with one MAP after conducting a feasibility study; see recommendation #3 in Appendix-B).

The tables above indicate the remaining (or incomplete) MAPS. The City Auditor will continue to follow-up with accountable Management until all MAPS are complete. Please note that both Cyber-Security Audits were presented to Audit Committee ‘in-camera’ and as a result, quarterly updates will continue to be reported confidentially going-forward.

Options Considered

Following up on in-progress Management Action Plans is a requirement under professional standards adopted by the City Auditor. There were no alternatives considered when drafting this report.

Financial Matters:

Total Financial Impact

There is no immediate financial impact from this report, however there may be a financial impact from staff executing their respective Management Action Plans; those impacts would be captured through the annual budget process.

Source of Funding

Not applicable.

Other Resource Impacts

Staff from the Clerks, Environment & Energy, Finance and Burlington Digital Services teams contributed their time to provide progress updates in this report. That time was not measured.

Climate Implications:

An audit of Council's approved environmental strategies was completed in 2023: *Corporate Emissions and Energy Management Plan (2019)*, *Climate Action Plan (2020)* and *Climate Resilient Burlington (2022)*. This report follows-up on the recommendations from that audit report.

The City Auditor's follow-up process was conducted entirely remotely which saved vehicular trips to City facilities, thereby reducing greenhouse gas emissions. Meeting materials and audit evidence were entirely sent electronically, thereby reducing the consumption of paper.

Engagement Matters:

Not applicable.

Conclusion:

Staff accountable for Management Action Plans (MAPS) from past audits have made progress since last reported to Audit Committee. The City Auditor will continue to follow-up regularly until all have been deemed to be 'Complete'.

Respectfully submitted,

Respectfully submitted,
Maciej Jurczyk, CPA, CIA, CRMA, LSSGB, CFE
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Appendices:

- A. Appendix-A: Detailed summary of Management Action Plans
- B. Confidential Appendix-B: Detailed summary of Management Action Plans re: Cyber-Security Audits

Report Approval:

All reports are reviewed and/or approved by the Department Director, Chief Financial Officer and the Commissioner of Legal & Legislative Services & City Solicitor.