

SUBJECT: Status of Management Action Plans

TO: Audit Committee

FROM: Corporate Affairs
City Auditor

Report Number: AUD-01-25

Wards Affected: Not applicable

Date to Committee: March 5, 2025

Date to Council: March 18, 2025

Recommendation:

Receive for information office of the city auditor report AUD-01-25 regarding status of Management Action Plans for Q1 2025.

Executive Summary

Purpose of report:

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

Key findings:

- Progress has been demonstrated to management since the last quarterly update. Four Management Action Plans have been completed.
- One past recommendation has been determined by management to not be feasible for implementation and, therefore, management accepts the risk of not implementing the audit recommendation.

Implications:

- The City bears a risk of not implementing the audit findings from the Cyber-Security Audit-Identify Controls. However, management believes that there are sufficient compensating controls that exist to reduce this risk to a tolerable level.

Information Report

Background

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 is 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 departments/divisions 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.

Status

Below is a summary of the In-Progress Management Action Plans (MAPS) from the last report to Audit Committee on Dec 4, 2024 (Report CA-16-24).

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

Below is a summary of the in-progress MAPS as of March 5, 2025:

Audit Project Name:	High	Medium	Low	
Cyber-Security Audit (2022-Identify)	0	0	0	
Environmental Stewardship Strategies Audit	0	3	0	
Cyber-Security Audit (2023-Protect)	1	2	0	
Procurement Audit	0	0	2	
	1	5	2	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. One audit finding from the Cyber-Security Audit (2022-Identify) has been closed (not completed). Per discussion with Management, they have determined that it is not feasible to implement the audit

recommendation as envisioned in the original audit report (see Confidential Appendix-B for their detailed rationale).

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 past Cyber-Security Audits were presented to Audit Committee 'in-camera' and as a result, quarterly updates will be reported confidentially going-forward.

Key Dates & Milestones

This report is an accountability and transparency mechanism that occurs on a quarterly basis. The next report to Audit Committee in this regard will be on June 11, 2025.

Implications

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.

There are no immediate climate impacts from this 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.

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

References

- [CA-16-24](#) - Status of Management Action Plans
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Strategic 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
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Author:

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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 approved by the Head of Corporate Affairs, Chief Financial Officer, and Commissioner of Legal and Legislative Services/City Solicitor.