

Presented To: City Council

Presented: Tuesday, Mar 31, 2015

Report Date Tuesday, Mar 24, 2015

Type: Managers' Reports

Request for Decision

Sourcing an Auditor General for CGS

Recommendation

That CGS Council convene a hiring panel for the recruitment and selection of an Auditor General consisting of the Chair of the Audit Committee, the Mayor and Councillors _____ and _____, with the support of the CAO and the Director of Human Resources and Organizational Development and in conformance with CGS Hiring Policies.

That the Chair of the Audit Committee, with the assistance of the Director of Human Resources and Organizational Development, be authorized to make an offer of Employment consistent with CGS's Hiring Policies for a _____ year term.

Finance Implications

There are no implications to the Operating budget as all ongoing costs of employment are covered in the Salary and Benefits budget of the Office of the Auditor General. Costs associated with the recruitment and selection process will be borne by the department supplemented by the Outreach Recruitment budget in Human Resources and Organizational Development as required.

Background

At its Priorities meeting of September 19th, 2007, Council approved the hiring of a Value for Money Auditor who would report to the Finance Committee of Council (now Audit Committee).

At its November 28th, 2007 meeting later that year, Council defined the terms and conditions regarding the hiring of a new Auditor General, among them:

1. That the Hiring Committee be comprised of the CAO, the Chief Financial Officer and Treasurer, and four (4) members of the Finance Committee. The Human Resources and Organizational Development Department will provide advice, support, and assistance as required.
2. The position be excluded from CGS's Non Union Salary Administration Plan and not be evaluated because of its unique nature in relation to other jobs at CGS and the benefits package would be consistent with that offered to a Senior Management Team member.

Signed By

Division Review

Kevin Fowke
Director of Human Resources &
Organizational Development
Digitally Signed Mar 25, 15

Recommended by the Department

Kevin Fowke
Director of Human Resources &
Organizational Development
Digitally Signed Mar 25, 15

Recommended by the C.A.O.

Doug Nadorozny
Chief Administrative Officer
Digitally Signed Mar 25, 15

3. The term of the Contract will not exceed five (5) years and will include provisions for termination.
4. The term should be offset with the term of City Council (i.e. ends one (1) year before or one (1) year after) to ensure continuity of service and not burden the new Council with an urgent decision.
5. The Auditor General would report solely to the Finance Committee (now Audit Committee).
6. Unless otherwise directed by Council, the position would be accountable to the Chief Administrative Officer for employment purposes (i.e. vacation scheduling, reporting absences, requesting leaves of absence, etc.) .

ANALYSIS

Staff recommends two (2) changes to these Terms of Reference for this recruitment and selection.

First, that the size of the Hiring Committee be reduced. It is recommended that the Committee be comprised of the Chair of the Audit Committee, the Mayor, and two (2) Councillors with the support of the CAO and the Director of Human Resources and Organizational Development.

Secondly, CGS's first Auditor General was hired at a time when Senior Managers were employed via definite term employment contracts with end dates, renegotiation time frames and termination provisions.

This was behind Council's reasoning offering the Auditor General a similarly structured three (3) year contract of employment. In 2009, all Senior Managers were converted to common law employment relationships (i.e. a permanent employment relationship without end dates and termination provisions). It is recommended that the Auditor General be hired on a term contract that has a standard notice provision for the protection of the Municipality and the successful candidate and would not contain a termination provision. Staff believes that the term of the Auditor General should be offset with the term of Council and so recommend either a three (3) year or a five (5) year term.

With Council's direction to proceed, the necessary materials for posting the position internally and externally in accordance with our Policies have been prepared and will appear in the following media/posting vehicles as soon as practicable:

- The Sudbury Star
- The Northern Life
- Le Voyageur
- Workopolis
- Institute of Internal Auditors
- Chartered Professional Accountants Association
- Certified General Accountants Association
- Association of Municipalities of Ontario
- Ontario Municipal Human Resources Association
- Canada Municipal Jobs

The Recruitment and Selection Committee will meet to assess the applications received and apply a weighted short listing tool in accordance with the job description for the position. The Committee would then commence interviewing, testing and reference checking for short listed candidates. The Chair of the Audit Committee will complete the recruitment on behalf of Council by making an offer to the preferred candidate with the assistance of the Director of Human Resources and Organizational Development.