



Administrative Report

Office of the Chief Administrative Officer

To: Warden Tom Bain and Members of County Council

**From: Robert Maisonville
Chief Administrative Officer**

Date: May 16, 2018

**Subject: Staffing Request – Financial Services, Compliance
Supervisor**

Report #: 2018-0516-ADM-R09-RM

Purpose

To recommend to Council the addition of a Compliance Supervisor position to support corporate procurement and operational activities.

Background

The approved 2018 County Budget included an allocation to fund the mid-year addition of a Compliance Supervisor to support procurement and risk management related operational activities. Budget approval of funding to support a new position does not however constitute approval to actually add the proposed position.

Corporate Policy 91-001, **Employment/Hiring**, provides the process for considering and approving new positions to be added to the existing staffing complement. Section 6.0 of the **Employment/Hiring** policy requires:

- The request to be presented to the Chief Administrative Officer for review. Such presentation is to include the Department Head's written business case for adding the position;
- The CAO to present a recommendation to County Council for approval;

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Once the position is approved by Council, the hiring manager and Director, Human Resources shall establish the appropriate recruitment strategy.

Discussion

An Administrative Memo has been prepared by the Director of Financial Services / Treasurer (attached at Appendix I) outlining the rationale for adding the requested position. This proposal has been reviewed by the CAO and discussed in detail with the Director and the Senior Management Team, both at the time of budget development and most recently, in anticipation of filling the role.

As identified in the attached Administrative Memo, and reviewed during 2018 Budget presentation, the implementation of the new position is part of a risk mitigation strategy, and to ensure compliance with recent legislative changes. The procurement position will provide oversight and leadership for the Corporation's procurement processes. Beyond the fair, open and competitive process that has been established, new requirements require additional notification and communication, as well as additional process documentation. The new position will initially concentrate efforts on the review and amendments to existing policies to ensure legislative compliance, establish improvements to corporate procedures, look to develop synergies across the organization, and be the resident expert and trainer on electronic procurement practices. Over the longer term, the position will also assist with the maintenance of internal audit, financial controls and provide financial supports and analysis across the diverse facets of the County's operations.

Financial Implications

The position of Compliance Supervisor currently does not exist within the organization, however based on similar qualifications in other municipalities the position fits within the Corporation's non-union hierarchy, under Band 5, with a wage range of \$67,619 to \$83,019, plus benefits.

The position was budgeted for mid-year implementation, however based on timing requirements for recruitment, an optimistic start date is not likely until later in the year, resulting in modest savings to the 2018 Budget.

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Recommendation

It is the recommendation of the Chief Administrative Officer that County Council:

- Approve the creation a Compliance Supervisor position in the Financial Services Department to support corporate procurement and related risk mitigation activities;
- Authorize the development of a recruitment strategy to fill the new position.

Respectfully Submitted

Robert Maisonville

Originally Signed by

Robert Maisonville, Chief Administrative Officer

Appendix No.	Title of Appendix
Appendix I	Administrative Memo, prepared by Director of Financial Services / Treasurer