

100 DAY PLAN FOR ESTABLISHING THE OFFICE OF THE AUDITOR GENERAL

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STRUCTURE

- Day 100 Objectives
- 3 Time Frames
 - Immediate Priorities – Days 1 – 30
 - Intermediate Priorities – Days 31 – 60
 - Tertiary Priorities – Days 61 – 100
- 3 Areas of Focus
 - Human Resources
 - Structural Necessities
 - Knowledge of Business

OBJECTIVES FOR DAY 100

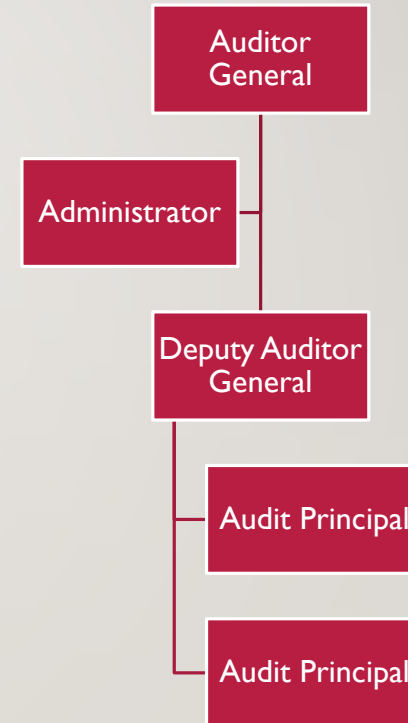
Operational Objective – Ready to commence audit work

Building Blocks

- Key staff in place
- Budget for period ending December 31, 2022
- AG Administrative Policies & Procedures – as needed
- Audit Manual and Audit Templates in place
- OAG Advisory Committee in place
- AG has met with all members of Council, CoV Senior Management, IA Dept, Board Chairs
- Stakeholder meetings underway or ongoing
- CoV Initial 3 year Audit Plan

IMMEDIATE PRIORITIES – DAYS 1 – 30

- Human Resources
 - Initial structure
 - Job descriptions – Deputy Auditor General, Audit Principal, Manager, Auditor and Administrator
 - Commence recruitment for Deputy Auditor General, Audit Principals and Administrator



IMMEDIATE PRIORITIES – DAYS 1 – 30

- Structural Necessities
 - Develop Budget
 - Space – temporary vs. long-term
 - Administrative Policies and Procedures – CoV as starting point, modified or added to if/where necessary (bylaw 5.7, 5.8)
 - Information Technology – computers + peripherals, telephone
 - Procurement and installation commenced in collaboration with CoV IT Dept

IMMEDIATE PRIORITIES – DAYS 1 – 30

- Knowledge of Business
 - Standards decision – CAS – register with CPA BC as a practicing office
 - Commence meetings with Council, CoV Program Management, IA Dept, Legal, FOI
 - Recruit AG Advisory Committee
 - “Time spent in recce is seldom wasted” – read, read, read

INTERMEDIATE PRIORITIES – DAYS 31 – 60

- Human Resources
 - Hire Deputy Auditor General
 - Hire Administrator
 - Commence hiring Audit Principals
 - Develop competency framework

INTERMEDIATE PRIORITIES – DAYS 31 – 60

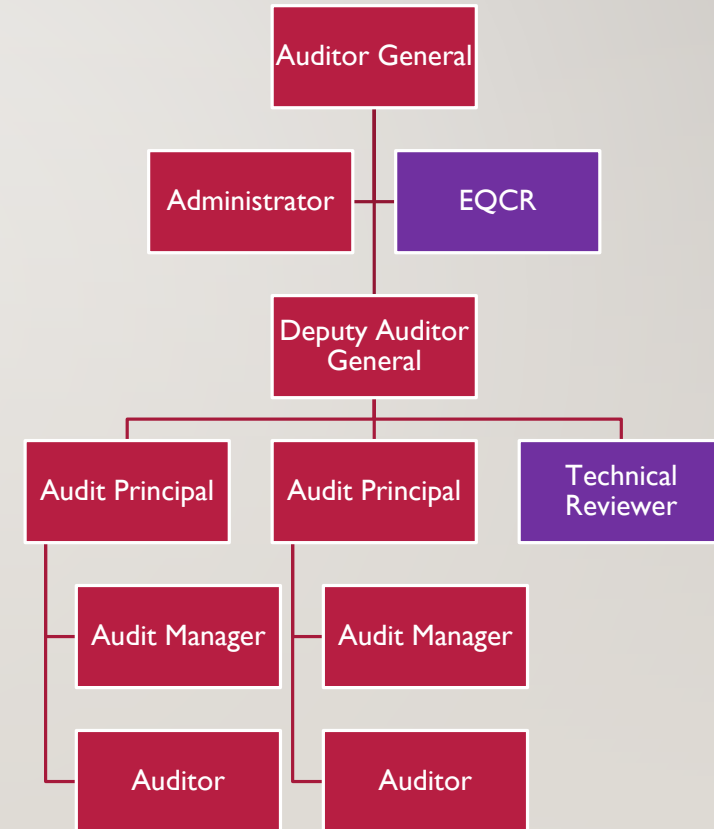
- Structural Necessities
 - Complete IT installation
 - Secure long-term space

INTERMEDIATE PRIORITIES – DAYS 31 – 60

- Knowledge of Business
 - Meet with Advisory Committee
 - Draft OAG Audit Manual
 - Draft OAG Policies & Procedures, as needed
 - External Audit orientation with Council

TERTIARY PRIORITIES – DAYS 61 – 100

- Human Resources
 - Operational structure
 - Hire Audit Principals
 - Commence manager and auditor recruitment
 - Training TBD based on staff needs



TERTIARY PRIORITIES – DAYS 61 – 100

- Structural Necessities
 - RFQ for Engagement Quality Control Review (EQCR) and Technical Review contractors
 - Draft Audit Templates
- Knowledge of Business
 - Commence meetings with stakeholders (e.g. First Nations, Chamber, DVBIA, CPABC, etc.)
 - Present Initial 3 Year Audit Plan to Council
(prior to January 30, 2022, per AG By-law s. 3.9)

FINAL THOUGHTS

- What's not here
- Top 3 key risks
 1. People
 2. People
 3. People
- Status update – Day 9

THE FIRST 100 DAYS

QUESTIONS?