



AUDITOR GENERAL FOR LOCAL GOVERNMENT

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NEWS RELEASE

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AGLG RELEASES HR AUDIT ON THE DISTRICT OF TOFINO

SURREY – A performance audit of the District of Tofino’s human resources practices found that the District – while facing capacity challenges – has taken an approach to managing human resources (HR) that generally meets its needs, Auditor General for Local Government (AGLG) Gordon Ruth said today.

“While the District does not have dedicated human resources staff, it is mostly successful in managing the risks associated with its limited human resources capacity,” said Mr. Ruth, “and we were pleased to find a foundation in place to provide core human resources functions across the organization.”

The audit found that Tofino, a small local government, took a largely informal approach to human resources, resulting in some inconsistency in practices and documentation across departments. However, the District’s human resources practices were mostly effective, with Tofino mitigating the challenges it faces with relatively high staff turnover through strategies ranging from District-owned staff accommodation to streamlining and emphasising business improvement processes.

Mr. Ruth said, “Tofino could build on its foundation to effectively manage and administer core HR services by setting service levels and quality standards to help inform workforce planning and enhance accountability and by formalizing succession plans for key staff positions.”

The report provides 13 recommendations where the District may improve upon its practices including six relating to areas of human resources planning such as job descriptions, compensation policies for non-union employees and staff recruitment. Five recommendations are in areas of HR management such as performance appraisal and employee training and two are in human resources administration, covering performance measurement and human resources-related policies and procedures.

This is the AGLG’s fifth of five reports released during the current fiscal year on the topic “*Managing the Inherent Risks of Limited Human Resources within Small Local Governments,*” following the earlier release of reports on the District of Squamish, City of Nelson, City of Fernie and District of Port Edward. The release of this report completes the performance audit process for the District of Tofino.

The Tofino performance audit report is available on the AGLG's website at www.aglg.ca.

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