



Position Profile

Regional Auditor

Reports To: Chief Administrative Officer (CAO) and Audit and Compliance Committee
Organization: Regional Municipality of Wood Buffalo
Date: January 2026

ABOUT THE REGIONAL MUNICIPALITY OF WOOD BUFFALO

The Regional Municipality of Wood Buffalo (RMWB) is a vibrant, dynamic region located within Treaty 8 Territory, the traditional lands of the Cree, Dene and unceded territory of the Métis. Situated in northern Alberta, Fort McMurray Wood Buffalo comprises of Fort McMurray, 9 rural communities and 12 Indigenous communities. Covering over 63,000 square kilometres, the RMWB is the largest regional municipality in Canada by area and is home to the Athabasca oil sands, one of the world’s largest deposits of heavy crude bitumen that accounts for 25% of Canada’s gross product.

Formed in 1995, Fort McMurray Wood Buffalo is an established municipality, rich in cultural diversity, opportunity and endless natural beauty. Home to residents from all over the world, the region is well positioned for continued growth employing over 1500 full time employees, who work closely with Council to serve its residents, stakeholders and community partners. The Municipality delivers critical services in the areas of Regional Emergency Services, Environmental Services, Transit, Public Works, Planning and Development, Community Services, Finance and Capital Projects with an annual operating and capital budget of \$600M and \$1.2B in assets.

ABOUT THE REGIONAL AUDITOR

The Regional Auditor reports administratively to the Chief Administrative Officer and is functionally accountable to the Audit and Compliance Committee. This dual reporting relationship supports independence and unbiased assessment, strengthens governance oversight, and aligns with Council’s authority under the Municipal Act to examine any area of the organization within its lawful jurisdiction. The Regional Auditor provides independent, objective assurance, advisory, and investigative services that enhance public trust and support effective governance, risk management, and internal controls across the Municipality.

As a designated officer, the Regional Auditor operates in full compliance with the Audit and Compliance Committee Bylaw. The scope of the Regional Auditor includes auditing any area of municipal operations, as well as any Municipality-owned or partially owned entity, or any entity that receives benefit from the Municipality, where legal authority exists to conduct an audit.



As a leader, the Regional Auditor is responsible for the effective management and delivery of the Regional Auditor's office. The incumbent upholds the Municipality's organizational values and is accountable for fostering a healthy, safe, respectful, and inclusive workplace. Leading by example, the Regional Auditor promotes the Municipality's cultural competencies of personal accountability, continuous improvement, effective communication, collaboration, excellence in customer service, and support for common goals.

KEY LEADERSHIP ACCOUNTABILITIES

Leadership, Planning and Development

- Provides direction and oversight for the delivery of high-quality Regional Auditor services.
- Effectively delivers audit, advisory, and investigative services within the approved annual audit plan and budget.
- Establishes and maintains appropriate protocols, organization structure, and resources to support the authority, accountability, independence, and objectivity of the Regional Auditor's office.
- Leads a high performing audit team, ensuring a clear vision for success and the necessary resources required to achieve it.
- Ensures the Regional Auditor's operations and practices align with the Municipality's Audit and Compliance Committee Bylaw and professional standards (Institute of Internal Auditors' guidelines and standards and the Association of Certified Fraud Examiner's Code of Professional Standards).

Assurance and Investigative Services

- Develops an annual audit plan utilizing a risk-based approach and presents the plan for approval to the Audit and Compliance Committee.
- Conducts a range of audits as per the Audit and Budget Committee Bylaw, including compliance, information technology, operational, and follow-up audits.
- Determines the appropriate methodologies and project scope in consultation with the CAO, including utilization of data analytics and the involvement of other assurance groups.
- Ensures all audits conform to professional standards, through adherence to The Institute of Internal Auditors' mandatory guidance.
- Reports the outcome of all audits to the Audit and Compliance Committee, including Administration's response and corrective actions to be taken regarding specific recommendations.

Advisory Services

- Ensures all advisory services conform to professional practices, through adherence to The Institute of Internal Auditors' mandatory guidance.
- Offers strategic insight on current and emerging risks and opportunities based on best practices in risks, controls, and governance frameworks.
- Prioritizes advisory service requests on an issue or project specific basis as requested by Administration, based on risk assessment, audit plan priorities, resource capacity, and at the discretion of the CAO.
- Advises on financial matters, risk management, IT security and controls, data analytics, governance, and general management advisory services, as required.



Reporting and Oversight

- Attends all Audit and Compliance Committee meetings. Prepares quarterly reports for the Audit and Compliance Committee detailing: the status of the audit plan, progress on recommended actions by Administration, performance measures, and emerging trends.
- Recommends and presents amendments to the annual audit plan, where risk profiles significantly shift.
- Delivers an annual report summarizing key activities, insights, and accomplishments.
- Provides or coordinates education to members of the Audit and Compliance Committee, as requested or required.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Degree in Accounting, Business Administration, Finance, or a related field is required.
- A professional accounting designation (e.g. Chartered Professional Accountant) and an auditing designation (e.g. Certified Internal Auditor, Certified Information Systems Auditor, Certified Government Auditing Professional) are required.
- Degree in Accounting, Business Administration, Finance, or a related field is required.
- Twelve (12) or more years of progressive management experience, including extensive internal audit experience from both operational and corporate perspectives is required. Demonstrated experience within a large complex organization or municipality is preferred.
- Experience working in a public sector environment with unionized and non-unionized employees is an asset.
- In-depth knowledge of internal auditing principles, municipal governance, and risk management.
- Expert knowledge of financial and accounting processes such as municipal funding, financial plans/budgets, and management reporting, as well as integrated risk management and operational systems auditing, and business process reengineering.
- Proven ability to lead investigations, deliver advisory services, and use audit and data analytic tools.
- Exceptional analytical, problem-solving, and judgement skills.
- Highest level of professional ethics, with ability to maintain the professional independence of the Regional Auditor's office.
- Ability to build rapport and credibility with various parties to coordinate activities. Demonstrates a high level of business acumen combined with respect for staff and self.
- Excellent communication, report writing, and presentation skills.
- Ability to manage multiple priorities in a dynamic, politically sensitive environment.

This role will appeal to a senior audit professional who is motivated by independence, integrity, and public service impact. It is well suited to someone who values balanced governance, sound judgment, and the opportunity to influence how a complex municipal organization manages risk, accountability, and transparency. The Regional Auditor offers a rare opportunity to work at the intersection of Council, senior administration, and an engaged Audit and Compliance Committee, with the mandate and authority to make a meaningful difference. For a leader who is looking to apply their expertise in a role that truly matters to the community, this is a compelling opportunity to shape strong governance and public trust at a regional level.



About Alberta



province promotes itself as business-friendly, offering low corporate taxes, business incentives and a pro-growth business culture.

Alberta, named after Princess Louise Caroline, daughter of Queen Victoria is a diverse Canadian province known for its vast prairies and Rocky Mountains, offering a high quality of life with rapid population growth and a strong, varied economy driven primarily by energy, agriculture, and technology. It's a major economic hub in Canada with low taxes, a welcoming environment for immigrants, abundant outdoor recreation, and unique cultural attractions.

Alberta has two major cities, Edmonton which is the Capital and Calgary which is the largest by population. The

Home to some of most stunning natural wonders like Lake Louise, Maligne Lake and Banff National as well as being known for excellent education, healthcare and welcoming communities, it is no wonder that Alberta is reported as having the largest net gain from *interprovincial migration* for twelve consecutive quarters as at mid-2025.



Alberta also has one of Canada's strongest job markets, lower provincial taxes (no PST) and lower income tax rates in comparison to other provinces. Housing costs are known for being more affordable and much lower than in areas like Toronto or Vancouver, especially outside of the major city areas of Calgary and Edmonton. Alberta also reports higher median income and wages in comparison to other provinces.



ABOUT FORT MCMURRAY WOOD BUFFALO

Fort McMurray Wood Buffalo is a place like no other. It's a place for anyone and everyone to pursue opportunities together. With residents from all over the world, strengthened by a sense of resiliency, the Municipality is a place where neighbours help neighbours, embrace differences, and honour the Indigenous heritage and traditions of the land.

With Fort McMurray as the urban centre, the Municipality also includes the rural hamlets of Fort Fitzgerald, Fort Chipewyan, Fort McKay, Draper, Gregoire Lake Estates, Saprae Creek, Anzac, Janvier and Conklin, all of which are governed by one Mayor and 10 Councillors.



Population



The Fort McMurray Wood Buffalo region is home to just under 108,000 people, with approximately 84,000 living in the urban centre of Fort McMurray. The 2025 Census recorded a 1.6% population increase - the region's first growth in a decade. This upward trend reflects a community where people are choosing to stay, return, and build their lives, drawn by opportunity, connection, and a strong sense of place. Of those who have recently relocated to the region, 51% were from Alberta, 13% were from Ontario and 10% relocated from Newfoundland and Labrador.

Location and Climate

Fort McMurray is 435 km (270 mi) northeast of Edmonton on Highway 63, about 60 km (37 mi) west of the Saskatchewan border, nestled in the boreal forest at the confluence of the Athabasca River, the Clearwater River, the Hangingstone River, and the Horse River. It sits at 370 m (1,210 ft) above sea level. Fort McMurray is the largest community in the Regional Municipality of Wood Buffalo.

The Municipality's geographical location, dry, comfortable summers, vibrant autumns and abundant snow in the winter, is an outdoor enthusiast's dream. Average summer temperatures range in the low to mid 20s with winter temperatures averaging between -8°C and -20°C.



Regardless of the time of year, the great outdoors offers an endless opportunity to enjoy the seasons, from snowmobiling, skating, snowshoeing and chasing the northern lights in the winter, to golfing or hiking one of the countless trails in the autumn to swimming, playing sports and kayaking in the summer.



Real Estate

Neighbourhoods within the Fort McMurray urban area include Abasand Heights, Beacon Hill, Dickinsfield, Eagle Ridge, Grayling Terrace, Gregoire, Lower Townsite, Parsons Creek, Prairie Creek, Saline Creek, Stone Creek, Thickwood Heights, Timberlea, Waterways and Wood Buffalo Estates.



Fort McMurray's real estate is showing signs of recovery and growth, with increasing buyer activity, rising prices, and a growing population indicating a shift from a stagnant market towards a balanced, if not seller's, market with strong potential for first-time buyers. Average house prices are increasing, with an 8.3% year-over-year rise reported in November 2025, suggesting a tightening market. Home sales have seen significant jumps, with agents reporting bidding wars, pointing to higher demand. The 2025 census also demonstrates more families settling in the area, driving housing needs. Strong oil sands industry jobs attract skilled workers, boosting the local economy and housing market. The market in Fort McMurray is becoming attractive for first-time buyers due to affordability, relative to high incomes and long-term investment potential. After years of stagnation, the housing market is rebounding, with conditions aligning for sustained growth in home building. Expected continued population influx and demand, make it a good time for buyers looking to enter the market and build equity.

Education

Fort McMurray Wood Buffalo is home to a variety of public and private elementary and secondary schools offering comprehensive selection of speciality programming including cutting edge technologies studies, trades and apprenticeship training. Some schools provide French immersion and even complete French, Islamic and Indigenous curricula.

The post-secondary studies, Keyano College provides students with continuing education, business, trades and technology through its various diploma, degree and apprenticeship programs.





Sports & Recreation



Local teams include the Fort McMurray Oil Barons of the Alberta Junior Hockey League, the Fort McMurray Giants of the Western Canadian Baseball league, and the Keyano Huskies of the Alberta Colleges Athletics Conference.

The MacDonal Island Park recreation centre is located on MacDonal Island north-east of downtown. The centre contains the Wood Buffalo Regional Library, indoor water park, basketball, tennis and squash courts, rock climbing, fitness centre, indoor playground, ice rinks and public rental space.

Golf enthusiasts have four beautiful golf courses to chose from with a local ski hill for those who enjoy the slopes. Hikers, cyclists and cross-country skiers share 135km of groomed trails and a thriving arts and culture community bring friends and families together year-round to celebrate and explore local talent.

Transportation



Fort McMurray Transit provides an economical and convenient means of travel for all residents and students alike. Ebus and Red Arrow operate scheduled passenger bus services to Edmonton and other communities along Highway 63, as well as other destinations farther south.

The Fort McMurray International Airport supports air travel for residents offering direct flights to Edmonton, Calgary, Vancouver and Toronto.

Fort McMurray offers a quality of life that often surprises people. It combines the energy of a young and diverse community with strong household incomes, growing family neighbourhoods, and improving housing affordability. Residents benefit from excellent schools, expanding cultural and recreational amenities, and a housing market that is rebounding with real long-term potential. For those looking to put down roots, the community offers the space, stability, and opportunity to build both a career and a life.

Beyond work, life in Fort McMurray Wood Buffalo is defined by connection to nature and community. An extensive trail network, rivers, and nearby wilderness make outdoor recreation part of everyday life, while facilities like MacDonal Island Park, local sports teams, and a vibrant arts scene create year-round opportunities to stay active and engaged. It is a place where people know their neighbours, invest in their community, and enjoy a balance of professional opportunity and personal well being that is increasingly hard to find elsewhere.