

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 20, 2016**

Item 1, Report No. 9, of the Finance, Administration and Audit Committee, which was adopted, as amended, by the Council of the City of Vaughan on September 20, 2016, as follows:

***By receiving Communication C1, from the Director of Internal Audit, dated September 7, 2016.***

**1      INTERNAL AUDIT REPORT – MTO DRIVER CERTIFICATION PROGRAM SPECIFIED PROCEDURES INSPECTION – VAUGHAN FIRE AND RESCUE SERVICE**

**The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Director of Internal Audit, dated September 6, 2016:**

**Recommendation**

The Director of Internal Audit recommends that:

1. The Internal Audit Report on the MTO Driver Certification Program Specified Procedures Inspection for Vaughan Fire and Rescue Service be received.

**Contribution to Sustainability**

Internal Audit activities and reports contribute to the sustainability of the City by providing independent, objective advice and assurance that controls supporting the effective delivery of services and programs are effective.

**Economic Impact**

There are no direct economic impacts associated with this report.

**Communications Plan**

Not applicable.

**Purpose**

To present to the Finance, Administration and Audit Committee the Internal Audit Report on the MTO Driver Certification Program Specified Procedures Inspection for Vaughan Fire and Rescue Service.

**Background - Analysis and Options**

Vaughan Fire and Rescue Service (VFRS) requested that Internal Audit perform the 2016 Specified Procedures Inspection as required by the Ontario Ministry of Transportation (MTO) for continued participation in the Driver Certification Program (DCP). The Internal Audit department was approved by the MTO in 2014 to provide DCP attestation services for the City of Vaughan. We performed the inspection using the standard DCP audit program and submitted the corresponding report to MTO in June 2016.

The purpose of the DCP is to allow participating organizations to conduct their own driver training and testing on behalf of the MTO. As a participant in the DCP, Vaughan Fire and Rescue Service is authorized to conduct driver training and administer MTO testing for employees who require a licence upgrade or renewal in order to operate VFRS vehicles as part of their regular duties. This ensures that VFRS vehicles are operated by competent drivers who have been properly trained and possess the appropriate licence in compliance with Ministry legislations as well as City of Vaughan policies and procedures, and eliminates the travel and wait times that would otherwise be incurred by employees to attend an MTO DriveTest Centre to complete their training and testing.

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Internal Audit identified the following opportunities for improvement during the review:

- Revise the road test routes as directed by the MTO, and submit for their approval.
- Adopt the standard MTO road test evaluation form, or submit an alternate form to the MTO for approval.
- Include a copy of the route used for each licence upgrade road test in the corresponding Driver File.
- Develop a daily agenda and daily sign-in sheets for the driver training course, and keep all sign-in sheets for completed courses in the DCP Master File.
- Develop and implement standard procedures for data entry in the DCP online system, and seek clarification from the MTO when appropriate.

Implementing these recommendations will help to ensure continued compliance with DCP policies and procedures.

We will follow up on the status of outstanding recommendations related to this review and will report the status to the Finance, Administration and Audit Committee.

#### **Relationship to Term of Council Service Excellence Strategy Map (2014-2018)**

This report supports the Term of Council Priority: Continue to Advance a Culture of Excellence in Governance, and the Service Excellence Initiatives: Service Delivery Options and Corporate Governance and Accountability Framework.

#### **Regional Implications**

Not applicable.

#### **Conclusion**

Vaughan Fire and Rescue Service has submitted revised road test routes to MTO for approval and is currently investigating the remaining opportunities for improvement identified during the review.

#### **Attachment**

None

#### **Report prepared by:**

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Internal Auditor