CITY OF VAUGHAN

REPORT NO. 13 OF THE

FINANCE AND ADMINISTRATION COMMITTEE

For consideration by the Council of the City of Vaughan on November 19, 2013

The Finance and Administration Committee met at 9:37 a.m., on November 4, 2013.

Present: Councillor Marilyn Iafrate, Chair

Hon. Maurizio Bevilacqua, Mayor Regional Councillor Gino Rosati

Regional Councillor Michael Di Biase (9:46 a.m.)

Regional Councillor Deb Schulte

Councillor Tony Carella

Councillor Rosanna DeFrancesca

Councillor Alan Shefman Councillor Sandra Yeung Racco

The following items were dealt with:

1 INTERNAL AUDIT REPORT – ANONYMOUS REPORTING SYSTEM

The Finance and Administration Committee recommends:

- 1) That the recommendation contained in the following report of the Director of Internal Audit, dated November 4, 2013, be approved, subject to amending recommendation 6 to read as follows:
 - 6. The System is implemented as a two year pilot with consideration to include the public after one year and that continuation is based on staff use and value to the City;
- 2) That staff review the comments made by members of Committee regarding reporting enhancements and report back to Council; and
- 3) That the presentation by the Director of Internal Audit entitled "Anonymous Reporting System", dated November 4, 2013, be received.

Recommendation

The Director of Internal Audit recommends that;

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- 1. The City of Vaughan implements an anonymous reporting system where the intake of employee concerns is done by a third party independent of the City of Vaughan. This will allow for access flexibility, confidentiality and a lower implementation and operating cost.
- 2. The service, initially, be only offered to Vaughan staff. Use of the anonymous reporting line can be expanded to vendors and the public later depending on initial success with staff and the value to the City.
- 3. Internal Audit is responsible for co-ordinating intake from the third party supplier and directing issues to the responsible department.
- 4. Internal Audit, in consultation with each Commission, identify a person that is responsible for making sure that potential issues are investigated within an organizational established timeframe.
- 5. Internal Audit is responsible for reporting annually, to the Finance and Administration Committee and City management, the overall performance of the anonymous reporting mechanism. This will include a summary of the issues raised, the underlying themes or trends and compliance with reporting line performance measures and sustainability and possible expansion of the reporting system.
- 6. The System is implemented as a two year pilot and that continuation is based on staff use and value to the City.

2 PROPOSED SCHEDULE OF OPERATIONAL REVIEWS

The Finance and Administration Committee recommends:

- 1) That the recommendation contained in the following report of the Director of Innovation and Continuous Improvement, dated November 4, 2013, be approved; and
- 2) That the presentation by the Director of Innovation and Continuous Improvement entitled "Proposed Schedule of Operational Reviews" dated November 4, 2013, be received.

Recommendation

The Director of Innovation and Continuous Improvement, in consultation with the Commissioner of Strategic and Corporate Services, recommends:

1) That the proposed schedule of operational reviews be approved.

3 AUTOMATION UPGRADES AND ENHANCEMENTS AMANDA COMPUTER SYSTEM BUILDING STANDARDS DEPARTMENT

The Finance and Administration Committee recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Planning and the Director of Building Standards, dated November 4, 2013, be approved subject to amending recommendation 5 to read as follows:
 - 5. That upon completion of the version upgrade, and as a part of the corporate continuous improvement process, staff bring back a report for Council consideration regarding the future planning and

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development process improvements and further process automation across departments that take into account other vendors and their systems to meet their future business plan objectives; and

2) That the presentation by the Director of Building Standards entitled "Automation Upgrades and Enhancements", Amanda Computer System, Building Standards Department', dated November 4, 2013, be received.

Recommendation

The Commissioner of Planning and the Director of Building Standards, in consultation with the Acting Commissioner of Finance & City Treasurer, the Director of Development Finance and Investments, the Commissioner of Strategic and Corporate Services and the Chief Information Officer, Information and Technology Management, recommend:

- 1. That the city in accordance with corporate purchasing policy 05.2.06 Section 9.2 enter into a sole source agreement with CSDC Systems for the upgrade of the Building Standards AMANDA system from version 4.3 to version 6 at a total cost of \$187,250 (excluding taxes);
- 2. That the city in accordance with corporate purchasing policy enter into an agreement with CSDC Systems to proceed with the acquisition of additional licensing for the proprietary software of the AMANDA system at a total amount of \$355,000 (excluding taxes);
- 3. That the above amounts plus the applicable taxes and administration recovery fee be funded from approved capital project BS-1003-11 AMANADA Upgrades;
- 4. That the annual operating budget be adjusted to reflect the new annual license fee requirements expected to increase to \$115,565 from the current annual fee of \$56,265. This
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	fee will be recovered 94% through the Building Standards Reserve based on the City's OBC Activity Based Costing Model with a net impact on the Operating Budget of \$3,600; and
5.	That upon completion of the version upgrade, and as a part of the corporate continuous improvement process, staff bring back a report for Council consideration regarding the future planning and development process improvements and further process automation across departments to meet their business plan objectives.
The meeting	adjourned at 12:45 p.m.
Respectfully	submitted,
Councillor M	arilyn lafrate, Chair