

## CITY OF VAUGHAN

### **EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 12, 2019**

Item 2, Report No. 8, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on June 12, 2019.

---

**2. INTERNAL AUDIT REPORT – MTO DRIVER CERTIFICATION  
SPECIFIED PROCEDURES INSPECTION FOR VAUGHAN FIRE AND  
RESCUE**

**The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Director of Internal Audit, dated June 5, 2019:**

**Recommendation**

1. That the Internal Audit Report on the MTO Driver Certification Program Specified Procedures Inspection for VFRS be received.



# Finance, Administration and Audit Committee Report

---

**DATE:** Wednesday, June 05, 2019

**WARD(S):** ALL

**TITLE: INTERNAL AUDIT REPORT – MTO DRIVER CERTIFICATION  
SPECIFIED PROCEDURES INSPECITON FOR VAUGHAN FIRE  
AND RESCUE**

**FROM:**

Kevin Shapiro, Director of Internal Audit

**ACTION:** FOR INFORMATION

---

**Purpose**

To communicate the findings from the Internal Audit Report on the Ontario Ministry of Transportation (MTO) Driver Certification Program (DCP) Specified Procedures Inspection for Vaughan Fire and Rescue Service (VFRS).

**Report Highlights**

- Internal Audit is authorized by the MTO to conduct the DCP audit for VFRS.
- The DCP Specified Procedures Audit was conducted in accordance with the MTO requirements.
- VFRS has made several improvements since the last DCP audit in 2018.
- No infractions were noted, and VFRS is fully compliant with the program requirements.

**Recommendations**

1. That the Internal Audit Report on the MTO Driver Certification Program Specified Procedures Inspection for VFRS be received.

**Background**

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, VFRS is authorized to administer MTO testing for employees who require a licence renewal 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. It also eliminates the travel and wait times that would otherwise be incurred by employees to attend an MTO Drive Test Centre to complete their renewal.

VFRS requested that Internal Audit perform the 2019 Specified Procedures Inspection as required by the MTO for continued participation in the DCP. Internal Audit was approved by the MTO in 2014 to provide DCP attestation services for the City of Vaughan. The audit is performed using the standard DCP audit program and the corresponding report was submitted to the MTO on May 17, 2019.

The scope of the audit covered VFRS DCP activities for the period of July 1, 2018 to May 9, 2019.

### **Previous Reports/Authority**

Not applicable.

### **Analysis and Options**

VFRS has made several improvements since the last DCP audit in 2018. No infractions were noted during this audit.

### **Financial Impact**

There are no direct economic impacts associated with this report.

### **Broader Regional Impacts/Considerations**

Not applicable.

### **Conclusion**

The DCP Specified Procedures Audit was conducted in accordance with the MTO requirements. Internal Audit concludes that VFRS is in compliance with the Driver Certification Program requirements.

**For more information**, please contact: Kevin Shapiro, Director of Internal Audit, ext. 8293

### **Attachments**

Not Applicable

### **Prepared by**

Kevin Shapiro, Director of Internal Audit, ext. 8293