

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 27, 2018**

Item 23, Report No. 27, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on September 27, 2018.

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

**The Committee of the Whole recommends approval of the recommendation contained in the following report of the Director of Internal Audit, dated September 17, 2018:**

**Recommendations**

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

Item:



## Committee of the Whole Report

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**DATE:** Monday, September 17, 2018

**WARD(S):** ALL

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

**FROM:**

Kevin Shapiro, Director of Internal Audit

**ACTION:** FOR INFORMATION

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### **Purpose**

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

### **Recommendations**

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

### **Report Highlights**

- To determine compliance and continued participation, Internal Audit is authorized by the Ontario Ministry of Transportation to conduct a Driver Certification Program audit for VFRS.
- VFRS has made several notable improvements since the last Driver Certification Program (DCP) audit in 2016.
- Further improvements are required to ensure continued compliance and that training and testing are efficiently and effectively managed.
- Management agrees with the audit findings and are in the process of implementing action plans to address them.

## **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 conduct driver training and administer MTO testing for employees who require a licence upgrade or 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, and eliminates the travel and wait times that would otherwise be incurred by employees to attend an MTO Drive Test Centre to complete their training and testing.

VFRS requested that Internal Audit perform the 2018 Specified Procedures Inspection as required by the Ontario Ministry of Transportation (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 June 29, 2018.

The scope of the audit covered VFRS DCP activities for the period of July 1, 2016 to June 29, 2018.

## **Previous Reports/Authority**

Not applicable.

## **Analysis and Options**

VFRS has made several notable improvements since the last DCP audit, including the reporting and investigation of vehicle accidents. Tracking trends has helped foster a culture where accidents can be reported without fear of reprimand and attention can be paid to implementing controls to prevent future accidents.

Internal Audit identified the following opportunities for improvement during this audit:

- Maintaining the DCP Master Files ensuring documentation, such as Criminal Record Searches for Signing Authorities, does not lapse.
- Submitting VFRS Licence D curriculum using the MTO's templates for their approval.
- Adopting the standard MTO road test evaluation form, or submitting an alternate form to the MTO for approval.
- VFRS DCP authorities participate in a DCP system refresher course.

**Financial Impact**

There are no direct economic impacts associated with this report.

**Broader Regional Impacts/Considerations**

Not applicable.

**Conclusion**

Management agrees with the audit findings and are in the process of implementing action plans to address them. All action plans will be implemented prior to the commencement of the next DCP audit in 2019.

**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