

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 23, 2015

Item 9, Report No. 10, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on June 23, 2015.

**9 INTERNAL AUDIT REPORT – MTO DRIVER CERTIFICATION PROGRAM BENCHMARK
AUDIT – VAUGHAN FIRE AND RESCUE SERVICE – STATUS OF AUDIT
RECOMMENDATIONS**

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Director of Internal Audit, dated June 15, 2015:

Recommendation

The Director of Internal Audit recommends:

1. That the report on the status of implementation of recommendations noted in the 2014 MTO benchmark audit report be received.

Contribution to Sustainability

Internal Audit activities and reports contribute to the sustainability of the City by providing advice and assurance that controls supporting the effective delivery of services and programs are effective. Longer term sustainability needs the support of good, efficient risk mitigation strategies. Internal Audit can provide support for that sustainability by providing independent advice and assurance.

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 status of implementation of the recommendations noted in the MTO Driver Certification Program Benchmark Audit report for Vaughan Fire and Rescue Service.

Background - Analysis and Options

The 2014 MTO benchmark audit was performed to evaluate Vaughan Fire and Rescue Service's compliance with the Ministry of Transportation's Driver Certification Program Policy.

At the March 9th, 2015 Finance, Administration and Audit Committee meeting, Council requested that Internal Audit conduct a follow up with Vaughan Fire and Rescue to determine the implementation status of the recommendations contained in the audit report. Internal Audit noted the following:

Observation 1

- Complete
Responsibility for oversight of the Driver Certification Program and related files has been officially transferred to the Chief Training Officer.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 23, 2015

Item 9, Finance Report No. 10 – Page 2

- Complete
The master file is secured in the office of the Chief Training Officer. Individual driver files are secured in locked cabinets in the training administration offices. Training documents are secured in the training facility library.

Observation 2

- Complete
The Chief Training Officer and Program instructors have registered with the MTO's online system and will be communicating with the MTO through the system going forward.
- Complete
The Chief Training Officer is receiving automatic Program updates from the MTO via email. As a result, periodic reviews of the online system for Program updates are not warranted. Updates received via email are reviewed and shared with instructors for incorporation in training plans.

Observation 3

- In Progress
Vaughan Fire and Rescue has not held a training session under the MTO Program since 2014. The next scheduled training course will take place in September 2015.
- Partially Complete
Attendance forms have been prepared and will be used going forward. Internal Audit will verify the use of these forms as part of the 2015 full compliance audit.

Relationship to Vaughan Vision 2020/Strategic Plan

This report supports the strategic goal of management excellence through financial stability and effective governance.

Regional Implications

Not applicable.

Conclusion

Vaughan Fire and Rescue Service has implemented measures to satisfy four of the six recommendations contained in the 2014 benchmark audit report. The remaining two recommendations have been addressed to the extent possible and are expected to be completed during the next scheduled training course in September 2015.

Attachments

Not applicable.

Report prepared by:

Catherine Atkari, CIA, CFE
Internal Audit Coordinator

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Report prepared by:

Catherine Atkari, CIA, CFE
Internal Audit Coordinator

Respectfully submitted,

Paul Wallis, CPA, CMA CIA CISA CRMA
Director Internal Audit