

**CITY OF VAUGHAN**

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

Item 2, Report No. 9, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on September 20, 2016.

**2                    INTERNAL AUDIT REPORT – MTO DRIVER CERTIFICATION PROGRAM –  
CITY OF VAUGHAN FLEET VALIDATION AUDIT**

**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 Validation Audit for City of Vaughan Fleet 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 Validation Audit for City of Vaughan Fleet.

**Background - Analysis and Options**

The City of Vaughan's Fleet Management Services requested that Internal Audit perform a Validation Audit as part of its application to participate in the Driver Certification Program (DCP), which is administered by the Ontario Ministry of Transportation (MTO). We performed the audit using the standard DCP audit program and submitted the corresponding report to the 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. Once their application has been approved by the MTO, Fleet Management Services will be authorized to conduct driver training and administer MTO testing for employees who require a licence upgrade or renewal in order to operate City vehicles as part of their regular duties. This ensures that City 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.

CITY OF VAUGHAN

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

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**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**

The audit did not find any evidence of non-compliance with the MTO DCP application criteria. Fleet Management Services is in the process of finalizing the remaining elements of its application.

**Attachment**

None

**Report prepared by:**

Catherine Atkari, CIA, CFE  
Internal Auditor

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**Report prepared by:**

Catherine Atkari, CIA, CFE  
Internal Auditor

Respectfully submitted,

Kevin Shapiro CIA CFE CRMA  
Director, Internal Audit