

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 27, 2017

Item 2, Report No. 6, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on June 27, 2017.

2 INTERNAL AUDIT REPORT – EVENT MANAGEMENT

The Finance, Administration and Audit Committee recommends:

- 1) That the recommendation contained in the following report of the Director of Internal Audit, dated June 6, 2017, be approved; and**
- 2) That Communication C5 presentation material entitled, “*Event Management Audit*”, be received.**

Recommendation

The Director of Internal Audit recommends:

1. That the Internal Audit Report on the Audit of Event Management 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 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 Audit of Event Management.

Background - Analysis and Options

City events are those owned and hosted by the City of Vaughan and involve City services or facilities. City Events are a primary means of showcasing the services and facilities that City residents receive for their tax dollars. They are a way of personalizing the City administration through the participation of the Mayor, Councilors and City Staff, and offer an opportunity for direct interaction with local citizens.

The Vaughan Celebrates program features the annual Winterfest, Concerts in the Park and Canada Day celebrations. Other featured events include the Volunteer Recognition Awards Ceremony, Official Facility and Park Openings and Festive Celebrations as well as the Mayor's Gala and Mayor's Golf Classic which are the City's premier annual fundraising events in support of not-for-profit and community organizations.

Community events are local events owned and hosted by a community or business organization, and may or may not involve City support or sponsorship. Co-sponsored events, jointly hosted by

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the City and another organization/business, are included in the Community events category. Community Events are a means for resident and community groups to come together to organize special activities that celebrate a sense of community and enhance the quality of life for residents and visitors to the City.

The objective of the audit was to evaluate the adequacy and effectiveness of the internal controls, processes and procedures in place to mitigate the business risks associated with the management and execution of events.

The audit was part of the 2015 to 2018 Risk Based Internal Audit Plan previously approved by the Finance, Administration and Audit Committee.

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 Initiative: Demonstrating Value for Money.

Regional Implications

Not applicable.

Conclusion

Improvements are required to ensure risks related to planning, administering and managing events are efficiently and effectively mitigated. The following opportunities were identified:

- Developing and implementing a formal event strategy that will guide the City's role for events and festivals and align resources with the identified priorities, mission, objectives and the desires of our community.
- Enhancing policy, procedures and guidelines for several processes, including Special Events Permits, Emergency Event Planning and Sponsorship Agreements.
- Improving the planning, monitoring and oversight over several event related processes including budgeting, performance management, insurance and procurement.
- Leveraging advances in technology to assist with fundraising activities.

We will follow up on the status of outstanding Management Action Plans related to this audit and will report the status to the Finance, Administration and Audit Committee.

Attachment

1. Internal Audit Report – Audit of Event Management

Report prepared by:

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Audit Project Manager

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)