

# Celebration Square Audit

**Community Services Department  
Recreation & Culture Division  
Culture & Events Section  
Event Development Unit**

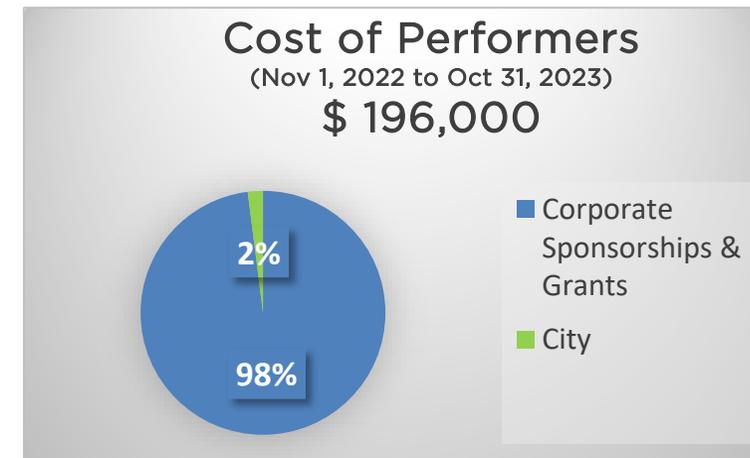
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# Background

- Mississauga Celebration Square (MCS), a venue for a diverse range of free events & festivals, highlighting City's artistic vibrancy, culture richness & community spirit.
- The Event Development team of the Culture & Events Section is responsible for coordinating the logistics of all Celebration Square events.
- Plans and executes year-round programming utilizing funding from both provincial and federal grant programs, corporate sponsorships & City's operating budget.
- Annual signature events: Canada Day, New Year's Eve, Light Up the Square, etc.



# Audit Scope

## In Scope:

- Procurement Process for Performers for City-produced events at Celebration Square from November 1, 2022 to October 31, 2023

## Out of Scope:

- Procurement of other services related to City-produced events and other bookings that are organized by other groups at Celebration Square.



# Audit Objectives

The purpose of the audit was to ensure that:

- a) The procurement of performers for events produced by the City at Celebration Square adheres to applicable by-laws, corporate policies and procedures;
- b) The operational procedures are transparent and consistent, ensuring evaluation and continuous improvement in the business processes;
- c) Performance agreements along with all associated documentation are accurate and complete and are stored in a secure, but accessible manner.



# Summary of Observations

- In general, the procurement process for performers for City-produced events at Celebration Square demonstrates effectiveness in certain areas:
  - ✓ Thorough planning and brainstorming session for event ideas & selection of performers
  - ✓ Established annual programming framework
- A total of 7 recommendations resulted from this audit
- Areas identified for improvement are:
  - Updating policy, process and procedures to align with the by-law, as amended
  - Strengthening controls around the use of performance agreement templates



# Aligning Policy and Process Documentation with By-law 0073-2013, as Amended, for Execution of Performance Agreements

## Observations

- Procuring Performers for City-Produced Culture Events Policy (05-03-05) and the Mississauga Celebration Square (MCS) Standard Work Artist Booking Process do not align with the signing authority limits outlined in By-law 0073-2013, as amended.
- As a result of inconsistency, a performance agreement was signed by an individual not authorized under the amended By-law 0073-2013

## Recommendation

- Updating the pertinent policy and process documentation to reflect the amended by-law will ensure clarity and compliance.
- Implementing a periodic review of the process and procedures will help assess the need for updates that align with the current requirements of the artist booking process.

## Management Comments

- Policy and Process documentation will be updated to reflect signing authority as outlined in By-law 00723-2013, as amended.
  - To develop an SOP which will include periodic review as part of the quarterly compliance reporting.
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# Ensuring Consistency and Restricted Updates in Performance Agreement Templates

## Observations

- Two templates available for procuring performers: the MCS Offer and Agreement template and the Abbreviated Performer Agreement template
- Identified discrepancies in the wording and missing sections within both templates.
- These inconsistencies, along with references to an incorrect by-law, could potentially lead to legal implications regarding terms and conditions in the event of disputes.

## Recommendation

- That any updates made to these templates are consistent and restricted to authorized individuals to ensure compliance and mitigate legal risks.

## Management Comments

- To review and complete revisions to ensure accurate wording and compliance.
- To lock documents as required and ensure editing is controlled.



# Summary

## Recommendations By Priority and Target Completion Date



# Thank you

