

## Task Force on the City's Role in Festivals & Community Events Work Plan

Task / Theme		Month	Status	Recommend- ation Pending
<b>Procedures &amp; Process</b>				
1	City processes "Red Tape:"	Ongoing	Ongoing	Yes
2	Policy (checklist)	December, 2011	In Progress	Yes
3	Service in Kind "Greening"	January, 2013	Complete	Yes
4	Permit Process	Ongoing	Ongoing	Yes
5	Communication	Ongoing	Ongoing	Yes
6	Fire Plan	February, 2013	Complete	
7	Emergency Procedures	February, 2013	Complete	
8	Building Standards and Zoning	March, 2013	Complete	
9	By-Laws	March, 2012	Complete	
<b>Outside Agencies</b>				
1	Insurance	January, 2012	Complete	
2	Electrical Safety Authority	January, 2012	Complete	
3	York Region processes "Red Tape"	March, 2012	Complete	
4	York Region Police	February, 2013	Complete	
5	York Region Health	April, 2012	Complete	
6	TSSA	January, 2013	Complete	
7	LCBO	April, 2012	Complete	
8	Lottery License (OLG)	September, 2012	Complete	
<b>Funding / Costs</b>				
1	Sponsorship - fundraising	February, 2012	Complete	Yes
2	Grants	February, 2012	Complete	Yes
3	Fairs and Festivals Support Program (SIK)	September, 2012	Ongoing	Yes
4	Budget Challenges	Ongoing	Ongoing	
5	Economies of Scale	Ongoing	Ongoing	
6	Strategies for Funding	Ongoing	In Progress	Yes
<b>Publicity / Marketing / Communication</b>				
1	Signage (Mobile Signs + Organizers Signs)	March, 2013		Yes
2	Marketing	April, 2012	Complete	Yes
3	Web Management	April, 2012	Complete	Yes
4	Tourism (Business / Community)	May, 2012	Complete	Yes
<b>Community &amp; Teamwork</b>				
1	Web Management	January, 2013	Complete	Yes
2	Networking	April, 2013	Ongoing	Yes
3	Volunteers			
4	Communication	April, 2013	Ongoing	
<b>Findings / Recommendations</b>				
1	Revised Procedures and Processes	Ongoing	In Progress	Yes
<b>Benefits / Impact to the City</b>		<b>Collect as we Go</b>		