

Communication C1
Task Force on the City's Role in Festivals & Community

Monday, September 24, 2012
Item 5

Revised: June 12, 2012

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

Task	Month	Status
Procedures & Process		
1 City processes "Red Tape:"	Ongoing	
2 Policy (checklist)	December	in Progress
3 Service in Kind "Greening"	February (Marjie Fraser / Jason Inwood)	
4 Permit Process	Ongoing	
5 Communication	Ongoing	
6 Fire Plan	June	
7 Emergency Procedures	June	
8 Building Standards and Zoning	June	
9 By-Laws	March	
Outside Agencies		
1 Insurance	January	
2 Electrical Safety Authority	January	
3 York Region processes "Red Tape"	March	
4 York Region Police	June	
5 York Region Health	April	
6 TSSA	June	
7 LCBO	April	
8 Lottery License (OLG)	September	
Funding / Costs		
1 Sponsorship - fundraising	February (Tim Simmonds)	
2 Grants - Tourism	February (Tim Simmonds)	
3 Fairs and Festivals Support Program (SIK)	May	
4 Budget Challenges	February	
Publicity / Marketing / Communication		
1 Signage	March	
2 Marketing	May	
3 Web Management	May	
Community & Teamwork		
1 Networking	September	
2 Volunteers	September	
3 Tourism (Business / Community)	May	
4 Economies of Scale	Ongoing	
5 Communication	Ongoing	
Findings / Recommendations		
1 Revised Policy / Procedures	October - Draft report	
2 Strategies for Funding	October	
Benefits / Impact to the City		Collect as we Go