

**NOVEMBER 19, 2012**

**TASK FORCE ON THE CITY'S ROLE IN FESTIVALS AND COMMUNITY EVENTS**

**5. REVIEW OF PROPOSED WORKPLAN AND OUTCOMES**

Discussion Item (Communications C1 and C2).

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

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

Research phase to be completed by December 2012 and Findings/Recommendations Report can be worked on in 2013.

Item 5

*Revised: February 27, 2012*

## OUTCOMES FROM THE TASK FORCE

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### **November 21, 2011 Meeting**

1. REVISED POLICY
2. CHECK LIST
3. INFORMATION PACKAGE – AVAILABLE AT CITY HALL FOR PICK-UP
4. STRATEGIES FOR FUNDING/PUBLICITY/VOLUNTEERS

### **December 12, 2011 Meeting**

5. CONTACT LIST

### **February 27, 2012 Meeting**

6. FAIRS & FESTIVALS ANNUAL CONGRESS