

OCTOBER 15, 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).

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

Monday, October 15, 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	

Revised: February 27, 2012

OUTCOMES FROM THE TASK FORCE

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