

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

Task / Theme	Month	Status	Recommendation Pending
Procedures & Process			
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	
Outside Agencies			
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	
Funding / Costs			
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
Publicity / Marketing / Communication			
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
Community & Teamwork			
1 Web Management	January, 2013	Complete	Yes
2 Networking	April, 2013	Ongoing	Yes
3 Volunteers			
4 Communication	April, 2013	Ongoing	
Findings / Recommendations			
1 Revised Procedures and Processes	Ongoing	In Progress	Yes
Benefits / Impact to the City			
Collect as we Go			