

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

Task / Theme		Month	Status
Procedures & Process			
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
Outside Agencies			
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
Funding / Costs			
1	Sponsorship - fundraising	February	Complete
2	Grants - Tourism	February	Complete
3	Fairs and Festivals Support Program (SIK)	September	Complete
4	Budget Challenges	Ongoing	Ongoing
Publicity / Marketing / Communication			
1	Signage	March	Complete
2	Marketing	April	Complete
3	Web Management	April	Complete
Community & Teamwork			
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
Findings / Recommendations			
1	Revised Procedures and Processes	Ongoing	In Progress
2	Strategies for Funding	Ongoing	In Progress
Benefits / Impact to the City		Collect as we Go	

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