

**TASK FORCE ON THE CITY'S ROLE IN FESTIVALS AND COMMUNITY EVENTS  
– DECEMBER 12, 2011**

---

**COMMUNICATIONS**

**Distributed at the December 12, 2011 Task Force on the City's Role in  
Festivals and Community Events Meeting** **Item No.**

**C1. Proposed Work Plan, submitted from Regional Councillor Deb Schulte. 4.1**

**Disclaimer Respecting External Communications**

**Communications are posted on the City's website pursuant to Procedure By-law Number 7-2011. The City of Vaughan is not responsible for the validity or accuracy of any facts and/or opinions contained in external Communications listed on printed agendas and/or agendas posted on the City's website.**

**Please note there may be further Communications.**

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

**Proposed Work Plan**

- 1. Procedures & Process – (Dec.)**
  - City processes “Red Tape”
  - Policy (Checklist)
  - Insurance
  - Services in Kind “Greening”
  - Permit process
  - Communication
  - By-laws
  - Fire Plan
  - Emergency Procedures
  - Building Standards
  - Goals
  - Guiding Principles
- 1.1 Outside Agencies – (Jan.)**
  - York Region processes “Red Tape”
  - York Region Police
  - LCBO
  - Health Department
  - Electrical Safety Authority (ESA)
  - Lottery License
  - Q&A's
- 2. Funding/Costs – (Feb.) - (Tim Simmonds to attend)**
  - Sponsorship – fundraising
  - Grants (Tourism)
  - Fairs & Festivals Support Program (SIK)
  - Budget challenges
- 3. Publicity/Marketing/Communication - (Mar.)**
  - Signage
  - Marketing
  - Web management

4. **Community & Teamwork – (Apr.- May)**
  - **Networking**
  - **Volunteers**
  - **Tourism (Business / Community)**
  - **Economies of Scale**
  - **Communication**
  
5. **Findings/Recommendations – ( Jun.)**
  - **Revised Policy Procedures**
  - **Strategies for funding**
  
6. **Benefits/Impact (Collect as we Go)**
  - **Benefits to the City**

---

---

**TASK FORCE OUTCOMES (From the 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**