	Facility Booking & Scheduling	Emergency Planning & Response	Special Event Review Team	Permits/Licences/By-Law	Customer Care	Event Set-Up	Event	Post Event
Culture & Recreation	Requests Booking Permit issuing Insurance Contract/agreement Rental fees Receipt issuance	Provide guidance & contact info	Schedule Develop Agenda Chair Minutes	Provide guidance & info	Pre-event meeting(s) Website & social media content	Problem solve issues and concerns Last minute changes & requests	Check-in/On-call	Post event meeting Statistical tracking Incident/accident reports Event photos & videos
Public Works			Attend monthly meetings		Attend pre-event meetings	Equipment/Power supply/ Water access & disposal/Event trailer/Safety equipment (pylons, road barriers)/Grooming/Building Access/ Contractors/Ground surface disruption/Waste management (garbage & recycling)	Washroom cleaning Garbage and recycle Collection Respond to immediate venue issues	Equipment/Power supply/ Water access & disposal/Event trail- er/Safety equipment (pylons, road barriers)/Grooming/Building Access/ Contractors/Ground surface disrup- tion/Waste management (garbage & recycling)
Fire		Event Safety Plan Road closure	Attend monthly meetings	Fire permit Fireworks		Fire Inspection		
Police		Event Safety Plan Road closure	Attend monthly meetings	Special Occasion Permit Temporary Road Closure			Crowd control Parking/Traffic control Temporary Road Closure	
Council Services			Attend monthly meetings	Lottery Special Occasion Permit Temporary Road Closure Mobile Food Vendor Noise Exemption				Central filing/records management
Building			Attend monthly meetings	Temporary Structure Permit		Structural safety inspection		
Strategy & Engagement			Attend monthly meetings		Web and social media content Public relations Community engagement Tourism development			
Information Technology			Attend meeting (as needed)			Wifi access		Appendix A