

Staff Report

Report From: Jenna Ujiye, Tourism and Community Development Manager

Meeting Date: April 29, 2024

Subject: Children's Festival, and Salt, Harvest, and Blues Festival Event Planner Request
for Proposal (RFP) Update

Attachment(s): N/A

Recommendation:

That Goderich Town Council concur with staff's recommendation to enter into a formal agreement with JT Creative Works to fulfill the event management duties for the Goderich Children's Festival and the Goderich Salt & Harvest Festival in the amount of \$11,000.00.

AND FURTHER THAT a Services Contract be brought forward, in a By-Law, at a future Council meeting.

Report Summary:

An RFP to hire an event planner for the Goderich Children's Festival and the Goderich Salt and Harvest Festival was approved by Council at their February 26, 2024 meeting. The job specifics of the event planner(s) include: project and budget planning, vendor and entertainment booking and relationships, invoice management, event set-up and teardown, event attendance and management on event days, and general project management support to the Tourism Events & Marketing Coordinator and the Tourism and Community Development Manager. The RFP was posted on March 4, 2024, and a submission date of March 15, 2024.

The Town received one (1) submission from JT Creative Works Event Planner. The submission was extremely thorough and fulfilled all requirements of the RFP. JT Creative works were hired as the event support staff for the 2023 Goderich Salt and Harvest Festival. In 2023, JT staff proved to be an excellent fit with Town staff and volunteers, and they went over and above all the Town's expectations.

JT Creative Works will commence the work once the agreement has been signed by both parties.

Linkages:

- Corporate Strategic Plan Priority #2: Welcoming and Caring Community
- Corporate Strategic Plan Priority #3: Strong Local Economy

- Corporate Strategic Plan Priority #5: Environmental Stewardship

Financial Impacts/Source of Funding:

This expenditure was approved in the 2024 budget.

Approved By: Janice Hallahan, Chief Administrative Officer
Andrea Fisher, Director of Legislative Services/Clerk