

## Staff Report

**To:** Mayor Bazinet and Members of Council  
**Report From:** Jenna Ujiye, Tourism and Community Development Manager  
**Meeting Date:** Council or Committee Meeting Date  
**Subject:** 2025 Event Assistant Proposal Recommendation  
**Attachment(s):** 1) 2025 Proposal for Town of Goderich - JT Creative Works.pdf

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### **Recommendation:**

That Goderich Town Council concur with staff's recommendation to enter into a formal agreement with JT Creative Works to fulfill the Event Assistant 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, by By-Law, for consideration at a future Council meeting.

### **Report Summary:**

An RFP to hire an Event Assistant for the Goderich Children's Festival and the Goderich Salt and Harvest Festival was approved by Council at their, January 27, 2025 Budget meeting.

The job specifics of the Event Assistant(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 February 18, 2025, with a submission date of February 28, 2025. The Town received one (1) submission from JT Creative Works. 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 and the 2024 Children's Festival and Goderich Salt & Harvest Festival. In 2024, JT Creative Works 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 would commence the work once the agreement has been signed by both parties.

### **Linkage:**

- Corporate Strategic Plan Priority #2: Welcoming and Caring Community
- Corporate Strategic Plan Priority #3: Strong Local Economy
- Corporate Strategic Plan Priority #4: Good Government

**Financial Impacts and/or Source of Funding:**

This expenditure is included in the 2025 Budget.

**Consulted With:**

Andrea Fisher, Director of Legislative Services/Clerk

**Approved By:**

Janice Hallahan, Chief Administrative Officer

Andrea Fisher, Director of Legislative Services/Clerk