

## ***MEMORANDUM***

**To:** Massey Theatre Working Group      **Date:** Feb 12, 2025  
**From:** Todd Ayotte, Manager, Community Arts and Theatre      **File:** DOC#2657192  
**Subject:** **Massey Theatre Working Group – Work Plan Matrix**

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Staff (City and MTS) have developed the attached draft work plan matrix for review and discussion. The intention of this matrix is to capture the pertinent initiatives identified by the Working Group in 2024 in order to:

- Clarify roles and responsibilities;
- Prioritize initiatives; and,
- Develop a timeline to address.

These items were reviewed in alignment with the Mandate and Purpose of the Working Group as defined in the Terms of Reference.