# Terms of Reference
Essex Fun Fest Committee

Authorizing or Mandating Legislation: None
Procedural By-Law: By-Law Number 2159, as amended from time to time
Approved: November 1, 2022
Evaluation Date: August 2026

## 1.0 PURPOSE

1.1 To create a memorable, fiscally responsible annual festival to promote the general betterment and positive self-image of our community using the identified strengths that exist in the community.

1.2 Increase the number of people attending activities during the festival and their diversity and increasing user satisfaction.

## 2.0 COMMITTEE PARTICULARS

2.1 **Type:** Advisory Committee

2.2 **Resources:**

a) Staff Support: Community Services Department
b) Number of Council Members: One
c) Number of Community Members: Maximum of eight

2.3 **Term:** January 1, 2023 to November 14, 2026

2.4 **Meeting Frequency:** Monthly Mainly between January and July

2.5 **Remuneration:** None

## 3.0 SCOPE OF WORK

3.1 The Essex Festival Committee shall:

a) Plan, organize and operate the annual Essex Fun Fest in collaboration with the Community Services Department;

b) Act as and recruit volunteers to assist in the operation of the Essex Fun Fest;

c) Develop methods and new ideas to maintain the sustainability and build upon the tourism draw of the annual Essex Fun Fest.

## 4.0 REQUIRED SKILLS

Communications
Project Management
Risk Management