



Terms of Reference

Essex Festival (Fun Fest) Committee

Authorizing or Mandating Legislation: None

Procedural By-Law: By-Law Number 2159, as amended from time to time

Approved: March 20, 2023 – Council Resolution R23-03-105

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