



# TERMS OF REFERENCE FANTASY OF LIGHTS

Authorizing or Mandating Legislation: None

Procedural By-law: By-law 55-2016, as amended from time to time

Approved: March 9, 2015

Evaluation Date: January 2021

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## 1.0 PURPOSE

To assist with the planning, organizing and operating of the annual Fantasy of Lights Festival.

-And to-

Promote the general betterment and positive self-image of our community using the identified strengths that exist in the community;

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

## 2.0 COMMITTEE PARTICULARS

**2.1 Type:** Advisory, reporting to the Parks, Recreation, Arts and Culture Committee

**2.2 Resources:**

2.2.1 Parks and Recreation Program Manager

2.2.2 Staff Support: As determined by the Parks and Recreation Program Manager

2.2.3 Number of Council Members: Two

2.2.4 Number of Community Members: Six

**2.3 Term:** January, 2019 to November 14, 2022

**2.4 Meeting Frequency:** Monthly

**2.5 Remuneration:** \$100.00 per attendance

## 3.0 SCOPE OF WORK

The Committee shall:

3.1 Plan, organize and operate the annual Fantasy of Lights Festival in collaboration with the Parks and Recreation Department.

3.2 Act as and recruit volunteers to assist in the operation of the annual Fantasy of Lights Festival.

3.3 Develop methods and new ideas to maintain the sustainability and build upon the tourism draw of the annual Fantasy of Lights Festival.

#### **4.0 REQUIRED SKILLS**

Communications      Risk Management      Project Management