

Fall Community Festival (FCF)

Event Charter & Roles and Responsibilities

Draft- Last updated May 27th 2026

1. Purpose & Mandate

The annual **Fall Community Festival (FCF)** is a free, inclusive community event designed to bring together residents of all ages within the Hunt Club community. The festival aims to:

- Foster community connection, belonging, and neighbourhood pride
- Create opportunities for residents to meet neighbours and strengthen relationships
- Provide accessible entertainment, activities, food, and educational opportunities for all age groups
- Showcase local organizations, services, and community initiatives
- Highlight and celebrate the role of the Hunt Club Community Association (HCCA) as a community builder
- Promote and support local businesses, sponsors, artists, and vendors

The event is intended to be welcoming, family-friendly, accessible, and representative of the diversity within the Hunt Club community.

2. Governance & Decision-Making

The **FCF Core Volunteer Leadership Team** (comprised of one Lead or two Co-Leads) will hold primary responsibility for the planning, coordination, delivery, and operation of the event.

3. Event Goal

The goal of the Fall Community Festival is to attract a minimum of **500 residents** from the Hunt Club community to attend and participate in this free community celebration.

4. Roles & Responsibilities

Hunt Club Community Association (HCCA)

The HCCA will:

- Review and approve the Fall Community Festival as an official community event
- Allocate funding support as available and approved through the Board
- Ensure general liability insurance coverage is available for the event
- Promote the festival through available communication channels and social media platforms
- Provide opportunities for the FCF Leadership Team to present updates at regular HCCA meetings

- Support community outreach and stakeholder engagement where appropriate

FCF Leadership Team

The FCF Leadership Team will:

- Develop and present an annual event budget proposal to the HCCA Board of Directors for approval
- Lead all operational planning and event coordination
- Coordinate permits, rentals, insurance requirements, and vendor management
- Recruit, organize, and support volunteers
- Develop and implement communications and promotional strategies
- Ensure compliance with all applicable City of Ottawa bylaws, health and safety regulations, accessibility standards, and event requirements
- Maintain financial oversight of event expenditures and revenues
- Provide regular planning and progress updates to stakeholders
- Coordinate event-day logistics, setup, operations, and cleanup
- Ensure a safe, respectful, and inclusive environment for attendees, volunteers, vendors, and performers

5. Scope of the Event

The Fall Community Festival will include a variety of activities and attractions designed to engage residents of all ages and interests. Planned components may include:

- Community market/vendor area
- Children's activity area with games and family programming
- Guided walking tours through McCarthy Forest
- Live music and entertainment
- Free food and refreshments
- Information booths from local organizations and community services
- A dedicated 55+ social and activity area
- Obstacle course and interactive activities
- Arts, culture, and educational programming
- Additional seasonal and community-focused attractions as capacity and funding allow

The festival is intended to remain fully inclusive, community-oriented, and accessible to all residents.

6. Logistics & Constraints

Key Logistics

The event will require coordination of:

- Event permits and approvals
- Insurance coverage
- Volunteer recruitment and scheduling
- Vendor and sponsor coordination
- Stage, sound, and equipment rentals
- Accessibility considerations
- Waste management and site cleanup
- Signage and wayfinding
- Safety planning and emergency procedures
- Marketing and communications

7. Budget Summary

Estimated Expenses

Expense Item	Estimated Cost
Honorarium for Elder to bless the event	\$150
Facebook / Instagram Ads & Eventbrite Promotion	\$250
Printed Posters & Promotional Materials	\$100
Event Signage	\$1,000
Stage & Sound Equipment	\$2,000
Bands & Musical Entertainment	\$2,000
Incidentals & Miscellaneous Expenses	\$800
Children's Activity Area	\$1,000
Caricature Artist	\$350
Total Estimated Expenses	\$7,650

Estimated Revenue

Revenue Source	Estimated Revenue
Carry-over from Previous Year	\$2,953
Sponsorships (Riley Brockington, McGuinty, Fraser)	\$2,000
Market Table Sales (60 tables @ \$45)	\$2,700
Total Estimated Revenue	\$7,653

8. Timeline & Major Milestones

Timeline	Milestone
Spring 2026	Budget approval and event authorization
Spring/Summer 2026	Vendor and sponsor recruitment
Summer 2026	Marketing and promotion launch
Summer 2026	Volunteer recruitment and coordination
Summer/Fall 2026	Permit approvals and logistics finalized
Fall 2026	Event delivery
Post-Event	Evaluation, reporting, and financial reconciliation

9. Risks & Constraints

Potential Risks

- Inclement weather impacting attendance or programming
- Budget limitations and sponsorship shortfalls
- Volunteer recruitment challenges
- Vendor cancellations or lower-than-expected registrations
- Equipment or technical issues during the event
- Health and safety concerns
- Permit or regulatory delays

Constraints

- Event delivery must remain within approved budget parameters
- Planning timelines are dependent on volunteer capacity
- All activities must comply with City of Ottawa bylaws and regulations
- Event operations are subject to park/site availability and permit approvals
- Sponsorship and fundraising targets may impact programming scope

10. Success Measures

The Fall Community Festival will be considered successful if it:

- Achieves attendance targets of 500+ residents
- Is a cost neutral event
- Provides a welcoming and inclusive experience for attendees
- Receives positive feedback from community members, vendors, and sponsors
- Operates safely and within budget
- Strengthens awareness of local organizations, services, and businesses
- Encourages greater community connection and engagement within Hunt Club