



Report to Council

Report Number: REP-REC-03-2026

Subject: [Update on Bar Service Policy for Community Groups]

Date of the meeting: April 17th, 2026

Prepared by: Justin Lafrance, *Recreation Director*

Approval: Pierre Leroux, CAO

In agreement with the recommendation based on the contents of this report.

Recommendation

[That Council approves the updated Bar Service Policy for Community Groups to allow the bar service fee to be waived in instances where a community group is both the event organizer and responsible for bar service.]

Financial Considerations

The bar service fee was established to offset municipal staffing costs associated with oversight, compliance, and accountability during licensed events.

Waiving the fee in specific circumstances may result in a minor reduction in cost recovery; however, this is partially offset by increased operational efficiency, as staff are able to perform other duties while maintaining oversight.

Financial implications have been verified with annual budget and / or approved applicable policy or by-law: YES

Context

The Municipality has introduced a flexible service model allowing community groups to operate bar services during their events, with municipal staff providing oversight rather than full-service delivery.

Following implementation, community groups have requested that the bar service fee be waived when they are both hosting the event and providing the bar service.

Report

The current procedures apply a flat fee for all events requiring bar service.

Under the revised operating model:

- Community groups are responsible for serving the bar
- Municipal staff do not remain stationed at the bar for the duration of the event
- Staff conduct periodic checks to ensure compliance with licensing requirements and municipal standards

This approach allows staff to remain available and productive elsewhere in the facility, rather than being dedicated exclusively to bar service.

While municipal involvement is reduced, it remains necessary for:

- Risk management and regulatory compliance
- Oversight of alcohol service practices
- Protection of municipal liability

The proposed policy update introduces a targeted exemption:

- The bar service fee to be waived only when the same community group is both:
 - the event organizer; and
 - the operator of the bar service

All other events will continue to be subject to the established fee.

This approach:

- Maintains appropriate municipal oversight
- Recognizes the reduced level of direct service delivery
- Supports community groups by reducing costs in eligible situations
- Improves operational efficiency by optimizing staff time

Relevance to strategic priorities

This recommendation supports financial sustainability by improving operational efficiency while maintaining appropriate cost controls and reinforces partnerships with community groups.

It also supports effective service delivery and risk management by ensuring municipal oversight remains in place during licensed events.

Communication Plan

N/A

Other Option/Options to the Recommendation

1 - Maintain Status Quo: Continue requiring all groups to pay the bar service fee regardless of service delivery model.

Attachments

V2_POL-REC-03-2025 Bar Service Policy for Community Groups