



CORPORATION OF THE NATION MUNICIPALITY

POLICY

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Policy Title: Bar Services Policy for Community Groups

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Initiating Department: Recreation

Note regarding bilingual documentation: In the event of a discrepancy between the English and French versions of a text, the English version prevails.

Abstract: This policy establishes guidelines for community non-profit groups serving municipal bars to ensure compliance with AGCO and liquor license Act guidelines and promote mutually benefited bar services in our halls. It applies to the recreation department and non-profit organizations and outlines responsibilities, implementation procedures, and review processes.

Revision History:

Date (YYYY-MM-DD)	Nature of Change	Approved by	Comments	Version
2025-10-14	New policy	Council		V1

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1. Policy Statement

- 1.1. The Nation Municipality is committed to fostering community partnerships that enhance recreational services and create sustainable funding opportunities. This policy establishes the framework for allowing community groups to manage bar services at municipal facilities, ensuring that operations remain compliant with provincial regulations while also supporting volunteer engagement and community benefit.

2. Purpose

- 2.1. The purpose of this policy is to provide a framework that allows community groups to participate in and benefit from bar services at municipal facilities while reducing staffing pressures on the municipality.
- 2.2. By establishing clear operational responsibilities and a transparent profit-sharing model, the policy supports the municipality's Strategic Plan by fostering collaboration with local organizations, ensuring compliance with regulatory provincial standards, and creating sustainable revenue that can be reinvested into recreational reserve funds and capital projects.

3. Scope

- 3.1. This policy applies to recognized community groups within The Nation Municipality that are interested in operating bar services at municipal facilities, as well as municipal staff who supervise, administer, and reconcile bar operations.
- 3.2. Priority will be given to community groups based within The Nation Municipality. However, if no local group is available, opportunities may be extended to community groups from outside the municipality, provided they comply with all requirements of this policy.
- 3.3. While community groups may assume operational responsibilities, liquor licenses remain exclusively with the municipality.

4. Legislative Authority

- 4.1. This policy is informed by the *Municipal Act, 2001*, the *Liquor License and Control Act, 2019*, and the requirements of the Alcohol and Gaming Commission of Ontario (AGCO).
- 4.2. All bar operations, whether managed by municipal staff or community groups, must comply with these legislative frameworks.

5. Definitions

A **"Community Group"** is a not-for-profit organization that provides a service to residents of The Nation Municipality.

“Smart Serve Certification” refers to the provincially mandated training program required for individuals who serve alcohol in Ontario.

The **“Recreation Reserve Fund”** is a municipal account dedicated exclusively to future recreation capital projects and infrastructure improvements.

“Profit” means net revenue after deduction of inventory costs, HST, and other direct operating expenses. Staffing costs, overhead, and facility costs are borne by the municipality and excluded from the calculation

6. Policy

- 6.1. Community groups may operate bar services in municipal facilities under the oversight of municipal staff. All operations must comply with AGCO regulations and municipal policies. The liquor license will remain under the responsibility of the municipality. Volunteers serving alcohol must hold valid Smart Serve certification and ensure service meets professional and workplace standards.
- 6.2. Community groups participating under this policy are considered agents of the municipality for the purpose of operating bar services. Where municipal coverage does not extend, groups will be required to provide proof of liability insurance, naming The Nation Municipality as an additional insured.
- 6.3. The Municipality will allocate the first 100\$ of the profits generated through bar services to the community group, after which remaining profits will be split evenly between the group and the municipality. The municipal share will be deposited into the Recreation Reserve Fund. Minimum profit thresholds will apply based on the number of hours the bar is open. See Appendix A.
- 6.4. When more than one group wishes to participate, a rotation system will be used to ensure fairness. Community groups may request participation by applying to the Recreation Department. Selection will be based on availability, compliance history, and rotation order, with preference given to groups located within The Nation Municipality. If no local groups are available, groups from outside the municipality may be considered.
- 6.5. To participate in this program, Community Groups shall submit a completed application form (Appendix B) to the Recreation Director.
- 6.6. Any group that fails to comply with this policy, including AGCO regulations or municipal standards, may be removed from the rotation list at the discretion of the Recreation Director.
- 6.7. **Where the Community Group providing bar service is also the Event Organizer, the bar service fee shall be waived.**

7. Responsibilities

- 7.1. Municipal staff are responsible for managing the bar inventory, preparing and reconciling financial records, providing training and supervision for volunteers, and ensuring compliance with AGCO and municipal requirements.
- 7.2. The municipality will reimburse community groups for the cost of Smart Serve certification for their volunteers, subject to budget availability.
- 7.3. Community groups are responsible for supplying Smart Serve certified volunteers, processing bar payments, maintaining cleanliness in the bar area, and complying fully with municipal policies, AGCO regulations, and workplace standards.

8. Administration

- 8.1. The Recreation Department will oversee this policy, including scheduling groups, monitoring compliance, and reconciling profits.
- 8.2. Financial reconciliation of bar operations will be completed every three months, with final approval by the Recreation Director.
- 8.3. Profit-sharing payments will be issued by cheque made payable to the community group. Under no circumstances will payments be issued to an individual.

9. Exemptions (if applicable)

- 9.1. If no community group is available to operate bar services, the municipality will manage the bar directly. In these cases, all profits will remain with the municipality.

10. Housekeeping Amendments

- 10.1. Minor, non-substantive amendments such as formatting corrections or updated terminology may be made by the Recreation Director without requiring Council approval.

11. Errors or Omissions

- 11.1. Any errors or omissions identified in this policy will be corrected by the Recreation Director, CAO or clerk, or their delegate. Substantive changes, such as revisions to responsibilities or financial models, must be presented to Council for approval.

12. Policy Review

- 12.1. This policy will be reviewed monthly until all operational issues are resolved and the process is functioning smoothly.
- 12.2. Once stabilized, the policy will be reviewed every three years to ensure continued relevance, effectiveness, and alignment with municipal priorities and provincial requirements.
- 12.3. The Recreation Director will be responsible for conducting the review and recommending updates.

13. Effective Date

- 13.1. This policy shall take effect immediately upon Council approval.

14. References (if applicable)

- 14.1. *Municipal Act, 2001, S.O. 2001*
- 14.2. *Liquor License and Control Act, 2019*
- 14.3. AGCO Guidelines
- 14.4. The Nation Municipality Strategic Plan

15. Approval

- 15.1. Approved by Council on: October 14, 2025