



# Dunedin Village Hall Board Revised Agenda

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**October 02, 2025**

**07:00 PM**

**Dunedin Village Hall**

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This meeting is being held in-person at Dunedin Village Hall, 8994 County Road 9, Creemore, Ontario, with members of the Dunedin Village Hall Board, staff and the public in attendance.

All information including opinions, presentations, reports, documentation, etc. that are provided at a public or open meeting are considered a public record.

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## **1. Approval of Agenda**

### **Recommendation:**

Be It Resolved that the Dunedin Village Hall Board hereby approve the meeting Agenda dated October 2, 2025, as presented.

## **2. Declaration of Interest**

## **3. Approval of Previous Minutes**

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### **Recommendation:**

Be It Resolved that the Dunedin Village Hall Board hereby approve the meeting minutes dated March 13, 2025 , as presented.

## **4. Executive Reports**

### **4.1 Chair's Report**

#### **Recommendation:**

Be It Resolved that the Dunedin Village Hall Board hereby receive the verbal Chair's

Report for information.

**4.2 Treasurer's Report**

**Recommendation:**

Be It Resolved that the Dunedin Village Hall Board hereby receive the verbal Treasurer's Report for information.

**4.3 Booking Agent's Report**

**Recommendation:**

Be It Resolved that the Dunedin Village Hall Board hereby receive the verbal Booking Agent's Report for information.

**\*4.4 Maintenance Report**

**Recommendation:**

Be It Resolved that the Dunedin Village Hall Board hereby receive the verbal Maintenance Report for information.

**\*4.5 Pub Night Report**

**Recommendation:**

Be It Resolved that the Dunedin Village Hall Board hereby receive the verbal Pub Night Report for information.

**5. Business Arising from the Minutes**

**\*5.1 Small Halls Event - October 18, 2025**

**6. New Business**

**6.1 Alcohol Risk Management Policy Update**

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The Manager of Parks & Recreation, Amanada Murray and the Events and Tourism Coordinator, Grace Beaman will provide an update on the Township's Alcohol Risk Management Policy.

**\*6.2 Swag Discussion - Inventory, Pricing, Sourcing and Logo**

**\*6.3 Mistletoe Market**

**7. Next Meeting**

To Be Determined

**8. Adjournment**

**Recommendation:**

Be It Resolved that the Dunedin Village Hall Board meeting hereby be adjourned at \_\_\_\_\_  
p.m.

The Dunedin Hall Board met at the Dunedin Hall on March 13, 2025, at 5:30 p.m.

Those in attendance were:

Chair:	Eleanor Pattillo
Treasurer:	Lynn Wilkinson
Booking Agent:	Claire De Ruiter
Members:	Jennifer Jansen Tom Woyzbun
Council Rep:	Councillor McArthur
Staff:	Clerk/Director of Legislative Services Sasha Helmkey-Playter; Deputy Clerk Krista Pascoe

## **1. Approval of Agenda**

### **Resolution:**

Moved by Councillor McArthur, Seconded by Lynn Wilkinson, Be It Resolved that the Dunedin Village Hall Board hereby approve the Agenda dated March 13, 2025 as presented. Motion Carried.

## **2. Disclosure of Disqualifying Interest and General Nature Thereof**

None.

## **3. Approval of the Minutes**

### **Resolution:**

Moved by Jennifer Jansen, Seconded by Tom Woyzbun, Be It Resolved, that the Dunedin Village Hall Board hereby approve the meeting minutes dated February 22, 2024 as presented. Motion Carried.

## **4. Rental & Facility Update**

### **4.1 AODA Renovation Update**

The board discussed the AODA hall renovations and possible renovations that could be done to the Dunedin Hall that would reduce costs. They proposed removing the staircase and adding washrooms on the upper level, ensuring that each level has one accessible washroom and an emergency exit. Township staff advised that currently the renovations are on hold as per Council's direction, but that this idea would be provided to staff.

## **4.2 Rental Report**

Booking Agent, Claire De Ruiter provided an update on the hall rentals.

## **5. Election of Hall Board Positions Discussion**

### **5.1 Nomination Process for Board Members**

The Board reviewed the recruitment process and Board and Committee Appointment Policy.

### **5.2 Election of Board Executive**

The Board discussed the election process for Board members and each member was happy with their position for the remainder of the Council Term.

## **6. Financial Report**

### **6.1 Financial Report**

Treasurer Lynn Wilkinson provided an overview of the Board's 2024 financials with account balances as of December 31, 2024.

#### **Resolution:**

Moved by Councillor McArthur, Seconded by Tom Woyzbun, Be It Resolved that the Dunedin Village Hall Board hereby accept the verbal Financial Report as presented. Motion Carried.

### **6.2 Proposed 2025 Budget**

Treasurer Lynn Wilkinson reviewed each line item of the proposed 2025 Board Budget with the members. The Budget was provided to the Board at the meeting and has been appended to the meeting agenda as a record.

#### **Resolution:**

Moved by Jennifer Jansen, Seconded by Claire De Ruiter, Be It Resolved that the Dunedin Village Hall Board hereby approve the 2025 budget as amended to include an additional \$5,000 under fundraising for pub night events throughout the year. Motion Carried.

## **7. New Business**

### **7.1 2025 Small Halls Festival Participation**

#### **Resolution:**

Moved by Councillor McArthur, Seconded by Tom Woyzbun, Be It Resolved that the Dunedin Village Hall Board hereby approve participating in the 2025 Small Halls Festival. Motion Carried.

### **7.2 Dunedin Hall Pub Nights**

#### **Resolution:**

Moved by Tom Woyzbun, Seconded by Jennifer Jansen, Be It Resolved that the Dunedin Village Hall Board hereby approve hosting Pub Night events with a budget in the amount of \$5,000 to be used towards the purchase of liquor, food and other event incidentals. Motion Carried as amended.

### **7.3 Fundraising for 2025**

The Board agreed to host their annual Yard Sale, Mistletoe Event and various Pub Nights as fundraising events this year. These events are captured in the Board's 2025 Budget under the Fundraising line item.

### **7.4 Hall Gardens**

The Board agreed to place a plaque in the garden in memory of a community member that passed away.

### **7.5 Parking Lot Signage**

The Board discussed the option of having a sign in the parking lot with a QR code that would allow users of the parking lot to make a voluntary donation to the Hall. Township staff will investigate the logistics with the Finance Department and bring more information to the board at a future meeting.

## **8. Other Business**

Jennifer Jansen proposed having a Community Clean-up Day on Saturday April 26<sup>th</sup> from 9:00 a.m. to 1:00 p.m. The board agreed and asked if Township or County staff could pick up the garbage that is collected along the roadway as it is a lot to carry back to the hall.

## **9. Next Meeting**

Scheduled for November 6, 2025.

## 10. Motion to Adjourn

### Resolution:

Moved by Tom Woyzbun, Seconded by Jennifer Jansen, Be It Resolved, that the Dunedin Village Hall Board Meeting hereby be adjourned at 6:44 p.m. Motion Carried.

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Eleanor Pattillo, Chair

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Krista Pascoe, Deputy Clerk

Board & Committee Meeting Minutes are not a Final Document of the Corporation until adopted by the Board/Committee.

# Alcohol Risk Management Policy

<b>Origin Department:</b>	Recreation Department	<b>Policy Code:</b>	A09-REC
<b>Approval Date:</b>	March 1, 2025	<b>Approved by:</b>	Senior Management
<b>Next Review:</b>	Annual Basis	<b>Revision Date:</b>	Not Applicable

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## Policy Statement

Municipalities inherently have an exposure to liability with respect to alcohol-related injuries due to the provision and rental of their facilities for events involving the use of alcohol. Essentially, the potential liability results from one of two areas:

- As a provider of alcohol (i.e. when the municipality is involved in the disbursement of alcohol), or
- As the owner of the premises upon which alcohol is being consumed (i.e. rental function and municipality controls the premises).

The Township of Clearview operates facilities where the sale of alcohol may be permitted under a Special Occasion Permit. A Municipal Alcohol Risk Management Policy has been developed to reduce alcohol-related problems within Municipal facilities while at the same time promoting a safe, enjoyable environment for those who use those facilities. By reducing the potential for alcohol-related issues, the Township of Clearview reduces their liability risk and fosters safe, enjoyable facility use for public enjoyment.

## Purpose

1. To provide appropriate and reasonable procedures and education to individuals or groups wishing to hold events in all municipally owned facilities.
2. To encourage and enforce responsible drinking practices and adherence to the *Liquor Licence & Control Act* of Ontario.
3. To ensure proper supervision and operation of events to protect the Township, its staff and volunteers from liability arising from events and to assist event sponsors by providing guidelines for proper supervision and proper orientation of events.
4. To encourage responsible, moderate consumer drinking practices by developing appropriate operational procedures, controls, training and education.
5. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.
6. To provide for a balanced use of alcohol so the alcohol becomes a responsible part of a social function rather than the reason for it.



7. To promote the safe and responsible use of the facilities and ensure that consumers, abstainers, adults, youth, and families are adequately serviced and protected.
8. To be proactive in the reduction of incidents, including injury and death, through the implementation of an Alcohol Risk Management Policy.
9. To develop an Alcohol Risk Management Policy that is easy to read and understand to maximize its use and adherence.

## Scope

This Policy pertains to all events held at Township-owned facilities, including those run by Municipal Service Boards.

## Definitions

“Booking Agent” includes Council appointed Municipal Service Board representative(s) and municipal staff who have the authority to reserve facilities on behalf of the Township.

“Council” means the Council for the Corporation of the Township of Clearview.

“Designate” refers to Council appointed Municipal Service Board representative(s) and municipal staff who have the authority to act on behalf of the Township.

“Director of Parks & Recreation” means the Director of Parks & Recreation for the Corporation of the Township of Clearview, or his/her designate.

“Facility” means a facility owned by the Township that is available for rent.

“OPP” means the Ontario Provincial Policing, including the Huronia West Ontario Provincial Police.

“Permit Holder” means the applicant who completes the Special Occasion Permit for a liquor licence.

“Private Events” include events held by invitation only such as weddings, anniversaries, wine and cheese receptions, etc.

“Public Events” include any indoor and outdoor events where the general public will be attending such as dances, open houses, tournaments and beer gardens.

“Renter” means any person or organization who applies to rents the facilities in the Township.

“Township” and “Township of Clearview” refers to the Corporation of the Township of Clearview.

“AGCO” means Alcohol and Gaming Commission of Ontario

“SOP” means Special Occasion Permit

“Public Events” Includes Buck and Does dances

Sporting Events” means contests, sporting competitions, and matchups. They could include competition between individuals or teams that involves physical activity, games, and races.

Tiered Seating” means rows of seating that sit directly behind each other on a sloped tier. This area could include the sale of alcohol.

“Tailgating” is a social gathering where people cook and eat at the back of vehicles in a parking lot. It tends to take place before or after games, concerts, and festivals.

“Industry promotional events” refer to public events that promote a manufacturer’s products or brand. These events can include sampling, product launches, and trade shows.

## **Policy**

This Policy shall be administered by the Director of Parks & Recreation, staff and volunteer designates operating facilities on behalf of the Township.

This Policy shall be called the ‘Alcohol Risk Management Policy’

This Policy shall come into force and effect on the day it receives Council approval.

This Policy shall be reviewed as needed.

## **Procedures of the Alcohol Risk Management Policy**

### **A. Conditions for Special Occasion Permits**

The consumption of alcohol is prohibited in all public places unless a Special Occasion Permit for the facility has been obtained. The person/group responsible for an alcohol-related event must obtain a Special Occasion Permit from the Alcohol Gaming Commission and ensure that all the conditions of the *Liquor Licence & Control Act* and the Township of Clearview are adhered to for the event. The permit holder is responsible for ensuring the Special Occasion Permit and purchase receipts are prominently displayed at the bar at the event.

The Township or its designates reserve the right to refuse any applicant permission to run a licensed event on its property and to impose on the event whatever restrictions it deems appropriate to the circumstances. The Township of Clearview will not issue facility permits for alcohol consumption at any youth-focused event.

*All renters are required to adhere to the conditions as outlined in this Policy.*

*All renters are required to adhere to all applicable Federal, Provincial and Municipal legislation and regulations.*

### **B. Controls Prior to Event**

#### **Public Events**

The renter will receive a copy of this Policy, together with a Rental Contract, to be signed and returned to the booking clerk at least four (4) weeks before the scheduled event. The renter will also provide the booking clerk with a list of bartenders and door monitors who will be working at the event at least two (2) weeks before

Private Events

The renter will receive a copy of this Policy and a Rental Contract, which must be signed and returned to the booking clerk at least two (2) weeks before the scheduled event.

All bartenders and monitors must adhere to the AGCO regulations regarding completing Smart Serve compliance or equivalent.

Responsibilities and Requirements of the Permit Holder

- The permit holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event. The permit holder will have intoxicated, rowdy or unauthorized persons removed from the event.
- The permit holder will ensure that all monitors will supervise the event, encourage legal and moderate drinking behaviour and ensure that any problems that arise are handled appropriately.
- The monitors, bartenders and servers will not consume alcohol during the event or be under the influence of any alcohol consumed before the event.
- The permit holder and renter will be responsible for recognizing the need for assistance during the event. In the event of an emergency or incident, it is the renter's responsibility **to call 911**.
- The permit holder appointed on the Special Occasion Permit must attend the event and be responsible for making decisions regarding the operation of the event. They must not consume alcohol while performing this role nor be under the influence of any alcohol consumed before the event.

Private Events

The Township of Clearview or its designates reserves the right to require the presence of two or more licensed security officers for the duration of an event. The sponsoring group or individual will bear the cost.

Public or Sporting Events with over 100 guests

The Township of Clearview requires the presence of two or more licensed security officers for the duration of an event. The sponsoring group or individual will bear the cost.

Public or Sporting Events with under 100 guests

The Township of Clearview or its designates reserves the right to require the presence of two or more licensed security officers for the duration of an event. The sponsoring group or individual will bear the cost.

**C. Identification**

Public Events: Persons of legal drinking age attending a public event must be distinguished from other participants by a visible means (i.e. wrist band).

Youth Events: No alcohol or alcohol advertising will be permitted at youth events.

**D. Stayner and Creemore Community Centre Arena Floors**

In addition to adhering to the Alcohol Risk Management Policy, Public events that are held on the Stayner or Creemore Community Arena floor that will permit persons under the legal drinking to be in attendance shall:

- the event holder shall provide monitors at all areas of entrance/egress into the licenced area, or

**E. Bar Area Closure and Premises Vacated****Community Centres**

The bar will close at 1:00 a.m., with no last call. The facilities will be vacated by 1:30 a.m. (2:00 a.m. on New Year's Eve) unless otherwise stated in the Rental Contract.

**Facility Managed by Municipal Service Boards**

The bar will close at 2:00 a.m., with no last call. The facilities will be vacated by 2:30 a.m. (3:00 a.m. on New Year's Eve) unless otherwise stated in the Rental Contract.

**F. Failure to Comply with Policy**

A permit holder and/or renter who fails to comply with the Alcohol Risk Management Policy or the *Liquor Licence & Control Act* of Ontario will have their rental privileges revoked immediately, with the Township or its designates reserving the right to revoke these privileges indefinitely and at their discretion. This action will include immediate cancellation of the Rental Contract and/or stoppage of the event where appropriate. Infractions discovered up to 7 days after the event will also be subject to this provision. Infractions of a criminal nature will be reported to the appropriate authorities.

Depending on the situation, failure to comply with the Alcohol Risk Management Policy may also trigger the Municipal's Recreation Bad Behaviour Policy and its regulations.

**G. Liability Insurance****High-Risk Events**

Public Events require insurance in the amount of \$5 million dollars, listing the Corporation of the Township of Clearview as an additional insured. Clearview requires that you obtain a minimum of \$5 million in liability insurance. You can obtain insurance by contacting your insurance broker, by finding an insurance agent online or in the

phone book, or by contacting the insurance company that Clearview uses. Once you've done so, you will either receive an auto-generated quote or it will be flagged for review. Please ensure that the insurer names "The Corporation of the Township of Clearview" as a third party insured. The name and address to list as third-party insured is:

The Corporation of the Township of Clearview  
 P.O. Box 200, 217 Gideon Street  
 Stayner, Ontario L0M 1S0  
 Tel: 705 428-6230  
 Fax: 705 428-0288

Business renting facilities must show proof of insurance in the amount of \$5 million dollars listing the Corporation of the Township of Clearview as an additional insured.

Please send the Certificate of Insurance to your Clearview Booking Clerk.

#### Low-Risk Events

Private groups, community groups and individuals hosting Low-risk types of events do not require insurance, regardless of whether alcohol is being served. Low-risk events include:

- Weddings, receptions, stags and does
- Fashion shows
- Job fairs
- Religious assemblies
- Card/chess match
- Sidewalk sales
- Consumer/trade/travel shows
- Conventions
- Bingo/Raffle/Charity
- Antique shows
- Art/Craft shows
- Dog/Cat shows
- Garden or Historical tours
- Family Gatherings
- Auto/Boat/RV shows
- Flea Market/Garden Market
- Buskers
- Fishing Derby (no speed events)
- Theatre Performance
- Canoe, rowing, swimming, sailing regatta
- Skating
- Auctions and Bazaars
- Badminton, Bowling, Curling, Horseshoes, Tennis, Dance Lessons, Baseball, Basketball
- Volleyball, Swimming with a Lifeguard

Additional Information Low Risk Insurance: [User facility liability insurance program](#)

## **H. Alcohol Service**

Bartenders will not serve more than two (2) alcoholic beverages to one person at a time. 'Doubles' and 'extra strength' beer over 5% will not be offered.

Discounts will not be offered for the volume purchase of tickets. At any one time, no more than five (5) tickets will be sold to any one participant.  
Signs outlining the above restrictions will be posted.

The renter and permit holder shall ensure that alcohol sold or served on the premises is not removed by a person attending the event.

It is recommended that tickets for both alcoholic and non-alcoholic drinks be purchased from a designated ticket seller with SMART SERVE and redeemed at the bar.

The bar area is to close no later than 1:00 am with no last call. All patrons must vacate the facility by 1:30 am (with the exception of 2am on New Year's Eve) unless otherwise stated in the Rental Contract.

No person attending the event shall bring their own alcohol onto the premises.  
Marketing practices that encourage increased consumption will not be permitted (e.g., oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts on tickets, and events that include the bar).

An adequate supply of food must be served to those attending the event. Snacks such as peanuts, potato chips, and other salty items are not considered 'food'.

## **I. Advertising**

The following alcohol advertising regulations set out for establishments are the same for permit holders:

- Advertisements may state only the establishment's name, that you have a liquor licence and the available liquor types. You may not mention brand names or manufacturers in the advertisement. Liquor prices may not be advertised outside of the establishment. The Alcohol and Gaming Commission must approve advertisements with more information than the above.
- Anyone involved in the sale and service of alcohol must know that no action, such as pricing or advertising, may promote or encourage excessive consumption. It is also a violation to require patrons, as a condition of entering or remaining on the premises, to purchase a minimum number of alcoholic beverages.

All liquor licensees must work to meet their responsibilities under the Registrar's Standards and are responsible for meeting the standards, acts and regulations.  
Link: <https://www.agco.ca>

**J. Purchase of Alcohol**

All liquor licensees must work to meet their responsibilities under the Registrar's Standards and are responsible for meeting the standards, acts and regulations.

Link: <https://www.agco.ca>

**K. Safe Transportation**

The renter and permit holder will be responsible for promoting safe transportation options for the drinking participants, such as but not limited to the following:

- Provide free non-alcoholic beverages for designated drivers
- Post the phone number of local taxi companies
- Provide an alternative means of transportation for those who are suspected to be intoxicated (i.e. call a friend, relative or taxi, call the police to warn or apprehend the driver who is suspected to be intoxicated)

**Authority**

The authority for the Alcohol Risk Management Policy shall be by the approval of the Council of the Township of Clearview.

<b>Approval Authority Official Representative:</b>	Department Director	<b>Resolution / By-law # / Meeting Date: March 10, 2025</b>
<b>Signature:</b>		
<b>Date signed:</b>		

To be included in the renter's agreement on the online booking system:

### ALCOHOL RISK MANAGEMENT POLICY AGREEMENT

1. I have received and reviewed a copy of the Alcohol Risk Management Policy.
2. I understand that I must adhere to the conditions of the **Alcohol Risk Management Policy** and the *Liquor Licence & Controlled Act* of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the Alcohol Risk Management Policy, the Township of Clearview staff or designates may take the appropriate action. This action will include immediate cancellation of the Rental Contract, stoppage of the event, possible suspension from using Township-owned facilities, and/or the notification of local authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the **Alcohol Risk Management Policy** and *Liquor Licence & Controlled Act* of Ontario or from otherwise failing to take action that will prevent foreseeable harm from occurring failing to take action to prevent foreseeable harm.
5. I understand and acknowledge that I must attend the event and be responsible for making decisions regarding its operation.
6. I understand and acknowledge that I must refrain from consuming alcohol while the event is in progress and must not be under the influence of any alcohol consumed before the event.
7. I have attached an authorization Municipal Clearance letter (if required by a Special Occasion Permit).

\_\_\_\_\_  
Renter's Name (Please print)

\_\_\_\_\_  
Permit Holder Name (if different from  
renter, please print)

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date