



Sunnidale Corners Community Centre Board Revised Agenda

October 03, 2025

02:00 PM

**Sunnidale Corners Community
Centre**

This meeting is being held in-person at the Sunnidale Corners Community Centre, 12391 County Road 10, Stayner, Ontario, with members of the Sunnidale Corners Community Centre 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.

1. Approval of Agenda

Recommendation:

Be It Resolved that the Sunnidale Corners Community Centre Board hereby approve the meeting Agenda dated October 3, 2025, as presented.

2. Declaration of Interest

3. Approval of Previous Minutes

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Recommendation:

Be It Resolved that the Sunnidale Corners Community Centre Board hereby approve the meeting minutes dated July 25, 2025 , as presented.

4. Executive Reports

4.1 Chair's Report

Recommendation:

Be It Resolved that the Sunnidale Corners Community Centre Board hereby receive the verbal Chair's Report for information.

4.2 Treasurer's Report

Recommendation:

Be It Resolved that the Sunnidale Corners Community Centre Board hereby receive the verbal Treasurer's Report for information.

4.3 Booking Agent's Report

Recommendation:

Be It Resolved that the Sunnidale Corners Community Centre Board hereby receive the verbal Booking Agent's Report for information.

5. Business Arising from the Minutes

5.1 Upcoming Small Hall Events

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 Accessibility Advisory Committee Audit Report for Sunnidale Corners Community Centre**

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The Accessibility Advisory Committee conducted an accessibility audit of the Sunnidale Corners Community Centre on May 13, 2025. The attached report outlines key highlights along with short-term and long-term recommendations for future consideration.

***6.3 Schedule AGM for 2026 Budget**

***6.4 Board Meeting Schedule for 2025/2026**

7. Next Meeting

November 28, 2025 at 2:00 p.m.

8. Adjournment

Recommendation:

Be It Resolved that the Sunnidale Corners Community Centre Board meeting hereby be

adjourned at _____ p.m.

The Sunnidale Corners Community Centre Board met at the Sunnidale Corners Community Centre on July 25, 2025, at 2:00 p.m.

Those in attendance were:

Treasurer/Booking Agent:	Marianne Buie
Member	Barbara Harvey
Council Rep:	Councillor Broderick
Staff:	Legislative Coordinator – Records Management, Emma Coleman-Linney
Regrets:	Steve Greenham

Councillor Broderick chaired the meeting in the absence of Steve Greenham.

1. Approval of Agenda

Resolution:

Moved by Marianne Buie, Seconded by Barbara Harvey, Be It Resolved that the Sunnidale Corners Hall Board hereby approve the agenda dated July 25, 2025 as presented. Motion Carried.

2. Declarations of Interest

None.

3. Approval of Previous Minutes

Resolution:

Moved by Barbara Harvey, Seconded by Marianne Buie, Be It Resolved that the Sunnidale Corners Hall Board hereby approve the Minutes dated May 9, 2025, as presented. Motion Carried.

4. Executive Reports

4.1 Chair Report

This item was deferred to the next meeting in the absence of the Chair.

4.2 Treasurer Report

Marianne Buie, Treasurer, provided financial updates to the Board members, including the current account balance of \$100,102.31.

Resolution:

Moved by Barbara Harvey, Seconded by Councillor Broderick Be It Resolved that the Sunnidale Corners Hall Board hereby receive the verbal Financial Report for information. Motion Carried.

4.3 Booking Agent Report

Marieanne Buie, Booking Agent, provided an update to the Board members that rentals appear to be quiet in August and September, and will pick back up in October with the Small Halls events.

The Board discussed the two recent incidents where the security deposit was not returned to the renter due to damage. The Board agreed to increase the security deposit going forward to ensure costs are covered by the deposit.

Resolution:

Moved by Barbara Harevy, Seconded by Marianne Buie, Be it Resolved that the Sunnidale Corners Hall Board hereby approve increasing the security deposit to \$300.00. Motion Carried.

Resolution:

Moved by Barabara Harvey, Seconded by Marianne Buie, Be it Resolved that the Sunnidale Corners Hall Board hereby receive the verbal Rental Report for information. Motion Carried.

5. Business Arising from the Minutes

5.1 Kitchen Grill

Marianne Buie stated that she did not hear back from the company contacted for the kitchen grill and that she will reach out again.

5.2 Memorial Bench

The Board has sourced a bench and memorial plaque, which will be purchased through the kind donations of community members.

Resolution:

Moved by Barbabra Harvey, Seconded by Marianne Buie, Be It Resolved that the Sunnidale Corners Hall Board hereby approve the purchase of the memorial bench and plaque in the upset amount of \$2700.00 plus H.S.T. Motion Carried.

5.3 Key Lockbox

The Board discussed regularly changing the lockbox code or purchasing a new lockbox and will continue this discussion at a future meeting.

6. New Business

6.1 Upcoming Events

The Board briefly discussed their Small Hall Festival Events and that the budget they have previously approved will cover the expenses.

7. Next Meeting

September 26, 2025 at 2:00 p.m.

8. Adjournment

Resolution:

Moved by Marianne Buie, Seconded by Barbara Harvey, Be It Resolved that the Sunnisdale Corners Hall Board meeting hereby be adjourned at 3:03 p.m. Motion Carried.

Steve Greenham, Chair

Emma Coleman-Linney, Legislative Coordinator – Records Management

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

Alcohol Risk Management Policy

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

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.

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

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

**Accessibility Advisory Committee
Sunnidale Corners Community Centre
Accessibility Audit – May 13, 2025**

Accessibility Highlights

The Committee recognizes many features that are already supporting accessibility:

- Effective use of contrasting paint colours in the hall areas which enhances visibility and makes it easier for individuals with low vision to navigate the space.
- Entrance doors function well and opens in an accessible manner. Lots of room to get around the building.
- The parking area is very well designed, with no curbs and tactile mats throughout.
- The service counter height and accessible kitchen features are especially well done.

Recommended Improvements (Short-Term)

The Committee recommends the following enhancements be addressed at the earliest opportunity:

- Replace the round doorknob in the kitchen with a lever-style handle to improve ease of use.
- Consider adjusting the kitchen wall colour to provide greater contrast with the door frames, which would enhance visibility.
- Relocate the sanitary box in the lower-level accessible washroom to ensure unobstructed access.
- Remove the long carpet boot mat at the front entrance to provide additional space and ease of mobility for users with assistive devices. Ensure a clear floor space of at least 60 inches by 60 inches, with a minimum turning radius of 59 inches in front of the elevator doors to allow for safe and unobstructed maneuvering.
- The power operator in the upstairs accessible washroom is currently not functioning and should be repaired. This opens and closes the door to the washroom.
- Develop a monthly accessibility maintenance checklist to monitor key features such as automatic door operators, lighting, lock functionality on accessible washrooms, and ensuring obstruction-free routes.
- Consider installing acoustic-dampening artwork on walls to improve the auditory environment.

Future Considerations

The following items are suggestions to keep in mind for long-term planning and future updates:

- Ensure adequate turning radius for mobility devices when placing or replacing furniture in the hall, especially near elevators.
- The elevator may not accommodate some larger three-wheeled power scooters or power wheelchairs. Consider mentioning the size of the elevator in the rental agreement.
- Toilets in accessible washrooms are currently positioned slightly too close to the wall (approximately 2–3 inches). Adjusting placement in future renovations.