



Region of Queens Municipality

Operational Policy No. 58 – Consumption of Alcohol on Municipally Owned Properties

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the Municipal Government Act, S.N.S. 1998, Chapter 18, as follows:

This policy shall be known as Operational Policy No. 58 and may be cited as the "Alcohol Policy".

POLICY PURPOSE

- 58.01** It is the intention of the Region of Queens Municipality to provide clear direction for the responsible use and consumption of alcohol at municipally owned and operated facilities and municipal events. This Policy further provides guidance to the public and implementation direction for staff to ensure alcohol is managed in a manner that promotes safety, compliance with applicable legislation, and responsible practices.
- 58.02** Where alcohol is included as part of an event held at municipally owned or operated facilities, it is the intent of the Region of Queens Municipality that such service and consumption occur in a safe, responsible, and controlled manner. The Municipality recognizes that alcohol service may complement certain events and activities; however, it must be managed in a way that prioritizes public safety, aligns with the intended use of public parks and facilities, and complies with all applicable legislation and municipal requirements.

APPLICATION PROCESS FOR ALCOHOL USE

- 58.03** Individuals residing in Region of Queens Municipality, businesses, and community organizations or societies currently registered with the Nova Scotia Registry of Joint Stock Companies or incorporated under an Act of the Nova Scotia Legislature must apply for approval to sell, serve, provide, consume, or permit the consumption of alcoholic beverages at municipally owned or operated facilities.
- 58.04** Requests must be submitted at least sixty (60) days in advance of the proposed event to allow for administrative review and any required approvals under applicable legislation. Requests that do not meet this timeline may still be submitted, provided that a rationale is included, and will be considered on a case-by-case basis. Requests shall be submitted in writing, including by email, to the attention of the Community Economic Development Officer (CEDO).
- 58.05** At minimum, the request shall include:
- Name and contact information of the applicant organization or business;
 - Proof of incorporation or business registration;
 - Description of the event, including purpose, date(s), time(s), and expected attendance;
 - Location and site plan identifying licenced area(s), including barrier placement for outdoor events;
 - Details of alcohol service (including how alcohol will be sold and/or served);
 - Confirmation of required provincial licensing and permits;
 - Proof of insurance naming the Region of Queens Municipality as an additional insured, in accordance with Section 58.08;
 - Safety and risk management plan, including crowd control measures, designated driver or safe ride initiatives (if applicable), security arrangements, and responsible beverage service practices (e.g., Serve Right certification for servers and managers);
 - Plans for waste management and site clean-up.

58.06 The CEDO may consult with other municipal departments, emergency services, or regulatory authorities, as required, to evaluate the application.

58.07 Once review is completed, the CEDO will make a recommendation to the Chief Administrative Officer (CAO). At the CAO's discretion, they may:

- Approve the application with or without conditions;
- Require amendments to the proposal;
- Negotiate an agreement outlining specific operational requirements;
or
- Refuse the application where the event is deemed to present unacceptable risk of public safety or conflict with municipal policies.

Decisions of the CAO may be appealed to Council.

CONDITIONS OF APPROVAL

58.08 No approved application for the use or consumption of alcohol at municipally owned properties shall take effect until the applicant provides:

- A valid liquor license, where required;
- Confirmation of liability insurance for the program, event, or service in a minimum amount of \$2,000,000 per occurrence, naming the Region of Queens Municipality as an additional insured; and
- The applicant shall indemnify and hold harmless the Region of Queens Municipality, its elected officials, officers, employees, and agents from and against any and all claims, demands, damages, losses, costs, or expenses arising out of or related to the event, program, service, or the use or consumption of alcohol at the municipally owned property, except to the extent caused by the negligence of the Region of Queens Municipality.

58.09 Where community organizations or businesses operate all or a portion of a municipally owned facility or property on a full-time basis, Council of the Region of Queens Municipality shall enter into a written agreement with such organization or business governing the use of alcoholic beverages on that property. Such agreement shall not exceed three (3) years in duration. Following Council's initial approval, renewals may be approved

administratively by the CAO, subject to continued compliance with this Policy.

COMPLIANCE AND ENFORCEMENT

58.10 Municipal staff, as assigned by the CAO, or their designate, are authorized to monitor compliance with this Policy and to enforce any conditions attached to an approved request. In circumstances involving non-compliance with this Policy, violation of license conditions, or risks to public safety, the CAO may immediately suspend or terminate the applicant's use of municipal property.

Approval may also be revoked where any material information provided in the application is determined to be false, incomplete, or misleading.

No refund shall be issued for any fees paid, nor for staffing, security, or other event-related costs incurred.

An organization or business whose privileges have been suspended or terminated must apply to Council for approval of any future requests under this Policy.

QUEENS PLACE EMERA CENTRE

58.11 a) Queens Place Emera Centre operates under its own provincially issued liquor licence and related regulatory requirements. Alcohol service and consumption within the facility shall be governed by the terms and conditions of its liquor licence and applicable provincial legislation.

b) The Director responsible for operations at Queens Place Emera Centre must ensure that all required provincial liquor licences and permits are obtained and maintained for events held within the facility. All liquor licences shall be applied for, issued to, and administered under the authority of Queens Place Emera Centre.

c) Alcohol consumption shall be permitted only within those areas identified and approved under the facility's liquor licence, including the community room, arena areas, dressing rooms, or such other areas as

may be authorized under the applicable licence and approved by the Director.

d) Any request to permit alcohol consumption in areas not covered under the existing liquor licence shall be subject to applicable provincial approval requirements and, where necessary, approval under this Policy.

ASTOR THEATRE AND ARTS CENTRE

58.12 Council of the Region of Queens Municipality hereby delegates authority under Section 58.03 of this Policy, solely with respect to the Astor Theatre & Arts Centre, to the Executive Director (ED), or designate.

58.13 The ED, or designate, is authorized to obtain and maintain an appropriate liquor licence or the Astor Theatre and Arts Centre and is responsible for overseeing the sale, service, and safe consumption of alcoholic beverages at this location, subject to compliance with this Policy, applicable provincial legislation, and any conditions deemed necessary to ensure safety and responsible service.

REPEAL

Operational Policy No. 58 – Consumption of Alcohol on Municipally Owned Properties as previously adopted by Council on June 14, 2016 is hereby repealed.

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Creation of Policy	N/A	Council	2016-06-14
2.0	Amendments to Policy	Community Economic Development Officer	Council	2026-03-31

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 31st day of March 2026. SIGNED by the Mayor and Municipal Clerk this 13th day of April 2026.

Scott Christian
Mayor

Angela Green
Municipal Clerk