

BRANCH BAR MANAGEMENT AND OPERATIONS POLICY

Date of Approval: 17/04/2019

Issue: 001

1. Objective

1.1 The operation and management of the Bar is a key element in the financial, social and commercial life of the Branch. The Bar provides support to each of these areas of Branch activity and its staff are well placed to have a major influence on the ambiance and morale of the Branch.

2. Organization

2.1 To meet the above stated objective, the Branch has established a Bar Manager position to ensure the proper, efficient operation of the Bar for approved Branch activities and approved requests from organizations or individuals external to the Branch.

2.2 The Bar Manager is appointed by the Branch President and reports to the designated Branch Vice-President. The Bar Manager shall be the final approval authority for all event related items.

3. Guiding Principles

3.1 The Bar operates within a highly regulated environment. Failure to precisely comply with provincial and municipal statutes, regulations and standards can result in severe financial penalties, the imposition of restrictions and even the loss of the liquor licence. Therefore, the Branch Bar shall be operated **without exception** in accordance with the regulations of the Liquor Licence Board of Ontario, the Ontario Lottery and Gaming Commission, the Provincial Department of Health Regulations and the relevant City of Ottawa bylaws.

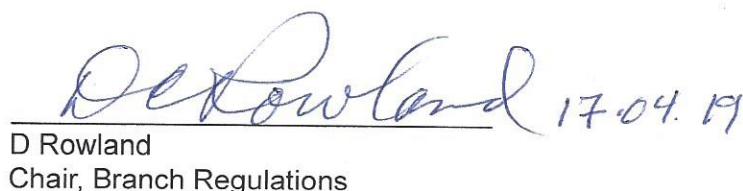
3.2 Every second year, commencing in 2020, at the first Executive Committee following the election of officers, the Bar Manager shall report on his or her review of the Bar policies and procedures, including recommended changes, if any.

3.3 To ensure the security of the Bar, its cash and stock, no-one except the duty bar staff is allowed inside the Bar area unless pre-authorized by the Bar Manager.

Annex:

A. Duties and Responsibilities of the Bar Manager


B Judge
President


D Rowland
Chair, Branch Regulations