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Policy

Title: ALCOHOL MANAGEMENT			Number: 0130
Reference: Administrative Committee - March 27, 2010 October 1, 2014 August 24, 2016 September 5, 2019 October 26, 2022 August 23, 2023	**Adopted by City Council**: April 5, 2010		**Supersedes:** March 20, 2006
	City Clerk	Chief Administrative Officer	
Prepared by: PARKS AND RECREATION DEPARTMENT			

STATEMENT

THE SALE AND /OR CONSUMPTION OF ALCOHOL ON OR WITHIN CITY LAND OR CITY FACILITIES MAY BE PERMITTED ONLY IF PRIOR APPROVAL HAS BEEN GRANTED BY THE CITY IN ACCORDANCE WITH THIS POLICY AND THE PROCEDURES. ANY EVENT OR ACTIVITY APPROVED FOR THE SALE AND/ OR CONSUMPTION OF ALCOHOL ON OR WITHIN CITY LAND OR CITY FACILITIES IS SUBJECT TO COMPLIANCE WITH SPECIFIC CONDITIONS. FOR SOME CITY LAND AND CITY FACILITIES THE SALE AND/ OR CONSUMPTION OF ALCOHOL IS NOT APPROPRIATE AND SHOULD NOT BE PERMITTED. RESPONSIBLE MANAGEMENT OF THE SALE AND CONSUMPTION OF ALCOHOL WILL CONTRIBUTE TOWARD THE PRUDENT UTILIZATION AND MANAGEMENT OF CITY LAND AND CITY FACILITIES.

PRINCIPLES

1. Alcohol may only be sold and/or consumed on or within City Land or City Facilities in accordance with this Policy, the Procedures pursuant to this Policy, and all applicable laws.
2. A clear process and criteria for reviewing requests to allow the sale and/ or consumption of alcohol for events or activities proposed to be held on or within City Land or City Facilities is established in the Procedures and shall be followed.
3. Approval may be granted to allow the sale and/ or consumption of alcohol on or within specific City Land or City Facilities subject to specific conditions set out in the Procedures.
4. Event Organizers of approved events or activities which allow the sale and/ or consumption of alcohol on or within City Land or City Facilities are responsible for adhering to specific requirements set out in the Procedures.
5. Non-compliance by Event Organizers and any other person may result in further action being taken by the City and specific enforcement procedures shall be followed.

ROLE OF COUNCIL

1. To receive, review and adopt this policy and any recommended amendments thereto.

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CITY OF MEDICINE HAT

Procedure

Medicine Hat

Title: Alcohol Management	**Number: 0130**

Approved by the Administrative Committee: June 9, 2026		**Supersedes:** Procedure 0130: August 23, 2023
City Clerk	**City Manager**	
Prepared by: Parks and Recreation		

1. DEFINITIONS

1.01 Alcohol in Parks Pilot Program
The pilot program approved by Council to allow alcohol consumption in designated City park areas from July 2, 2026, to September 30, 2026.

1.02 City
The municipal corporation of the City of Medicine Hat or the area contained within the municipal boundaries of the City of Medicine Hat as the context requires.

1.03 City Facility
Any building, structure or recreational facility owned or operated by the City.

1.04 City Land
Any land owned and occupied by the City, including by not limited to:
(a) City parks, sports fields/ baseball diamonds, recreational areas and reserves;
(b) Land leased to the City and land for which an interest in land has been granted to the City and;
(c) Roads, the title to which has vested in the City;

but does not include:
(d) Land leased by the City to third parties pursuant to a written lease agreement for a term longer than one month (including month-to-month leases); or
(e) Any “temporary residence” as defined by the *Gaming and Liquor Act* located at the Gas City Campground.

1.05 Council
The municipal council for the City.

1.06 Event Organizer
The person or other legal entity executing an event confirmation permit, facility use agreement or any other agreement for the use of City Land or a City Facility.

1.07 *Gaming and Liquor Act*
The *Gaming and Liquor Act*, R.S.A. 2000, c. G-1 and any regulations enacted there under, as amended or replaced from time to time.

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2. RESPONSIBILITIES

2.01 Administrative Committee

(a) Make recommendations to Council, from time to time, regarding any amendments to this Policy.

(b) Receive, review or consider for adoption the Procedures developed for the implementation of the Policy and any amendments thereto.

(c) Review and decide whether the sale and/or consumption of alcohol should be permitted on or within City Land or City Facilities which are not listed in sections 3.03 after considering the criteria set out in sections 3.02 and 3.04(c).

(d) Review and decide on any appeals from the decisions of Directors in relation to requests to sell and/or consume alcohol on or within City Land or City Facilities set out in section 3.03 and in relation to suspensions issued pursuant to section 3.07(d).

2.02 Directors

(a) Review and decide whether to grant approvals for requests to sell and/or consume alcohol on or within City Land or City Facilities listed in section 3.03 which are under the supervision of the Director after considering the criteria set out in section 3.04(c).

(b) Issue suspensions under sections 3.07(d), as required.

(c) Ensure the Director's department complies with this Policy and the procedures.

2.03 City Clerk

(a) Receive and forward to the Administrative Committee requests to sell and/or consume alcohol on or within City Land or City Facilities which are not listed in section 3.03.

(b) Receive and forward to the Administrative Committee appeals from decisions from Directors under section 3.04(c) and in relation to suspensions issued pursuant to section 3.07(d).

(c) Advertise and make the Policy and Procedures available to the public upon request.

2.04 City Employees

(a) Comply with the Policy and Procedures.

(b) Record and report any violations of the Policy and Procedures to the applicable supervisor and Director.

3. PROCEDURES

3.01 General

(a) No person shall have any alcoholic beverages in their possession for sale and/or consumption on or within any City Land or City Facility unless proper approval has been granted in accordance with these Procedures.

(b) Any alcohol sales and/or consumption on or within City Land or City Facilities must comply with this Policy and the Procedures, City bylaws and any applicable legislation including but not limited to the *Gaming and Liquor Act.*

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3.02 Factors for Determining Whether City Land and City Facilities are Suitable for the Sale and/or Consumption of Alcohol

(a) In determining whether specific City Land or City Facilities are suitable for the sale and/or consumption of alcohol, the Administrative Committee shall consider the following factors:

(1) Whether alcohol sales and/or consumption would breach any applicable City bylaw, City Policy or legislation.

(2) The nature of the City Land or City Facility and what is the intended "purpose" of the land or facility.

(3) The location of the City Land or City Facility, and its proximity to residential areas, schools, playgrounds and other public and private facilities.

(4) The size of the City Land or City Facility, its layout and available amenities (i.e. adequacy of washrooms, parking, kitchen, facilities/ concessions, waste disposal, etc.).

(5) Whether the City Land or City Facility can be sufficiently secured from public and other areas, such as family and youth-oriented facilities. For indoor facilities, the areas must be separated from the public areas or other areas booked by other users. For outdoor land and facilities, the area must be fenced or reasonably capable of being separated from public areas.

(6) Any other factors that the Administrative Committee may consider to be relevant.

3.03 City Land and City Facilities Deemed to be Suitable for Alcohol Sales and/ or Consumption

(a) The following City Land and City Facilities are deemed to satisfy the requirements of section 3.02 and <u>may</u> be used for the sale and/or consumption of alcohol:

(1) Athletic Park
(2) Helen Beny Gibson Lounge (City Hall)
(3) Cultural Center
(4) Echo Dale Regional Park
(5) Heritage Pavilion
(6) Hockey Hounds Recreation Centre (including Hockey Hounds Social Room)
(7) Kinplex (Arena and Social Room)
(8) Kinsmen Baseball Complex
(9) Esplanade Arts & Heritage Centre (The Esplanade)
(10) Medicine Hat Public Library
(11) Moose Community Ball Complex
(12) Police Canteen at the Police Services Building
(13) Strathcona Center
(14) Veiner Center
(15) Lawn Bowling Club
(16) Transit Terminal
(17) Big Marble Go Centre Meeting Rooms
(18) Methanex Bowl
(19) Kinsmen Plaza (located at the Big Marble Go Centre)

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(20) Lorne Holden Field (Kin Coulee Park)
(21) Crestwood Tennis Courts Clubhouse
(22) Medicine Hat Regional Airport Terminal
(23) Monarch Theatre
(24) Event Centre (Co-op Place)
(25) Towne Square
(26) South Country Co-op Pickleball Courts
(27) Moose Recreation Centre (including Moose Meeting Room)

3.04 Any use of the City Land or City Facilities listed in this section for the sale and/or consumption of alcohol is expressly subject to the Event Organizer obtaining the proper approval for the event or activity in accordance with section 3.04(c) and satisfying the conditions set out in section 3.04(e). This section may be amended from time to time in order to delete facilities or to incorporate new or other City Land and City Facilities that the Administrative Committee determines meet the requirements set out in section 3.02. Requests for the Sale and/or Consumption of Alcohol for Events and Activities

(a) An Event Organizer may make a request in writing to use City Land or a City Facility for the purposes of operating an event or activity in which alcohol is to be sold and/or consumed.

(b) For City Land and City Facilities set out in section 3.03, the request shall be forwarded to the Director (or designate) who is responsible for the City Land or City Facility requested. In the event that the request is with respect to City Land or a City Facility which is not included in section 3.03, the request shall be forwarded through the Director (or designate) to the City Clerk for consideration by the Administrative Committee.

(c) The application shall be adjudicated based upon the following considerations:
(1) The date and time of proposed event or activity should not conflict with other events or activities.
(2) The appropriateness of the proposed time of year, time of day and hours of the event or activity.
(3) Whether the City Land and/or City Facility are suitable for the estimated number of participants and whether the amenities (i.e. washrooms, parking, kitchen facilities/concessions, waste disposal etc.) are adequate.
(4) Whether the sale and/or consumption of alcohol is appropriate for the type of event or activity and whether alcohol sales and consumption are the main purpose of the event or activity.
(5) The likelihood that there could be any adverse effect or damage to the City Land or City Facility or any surrounding areas.
(6) The potential for inconvenience to the public, local residents and other users of the City Land or City Facility or surrounding areas.
(7) Whether minors are permitted at the event or activity.
(8) Whether it is a private or public event or activity.
(9) The previous history of the Event Organizer using City Land or City Facilities.

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(10) Whether a trained bartender and trained staff will be used at the proposed event or activity.

(11) The amount and type of security at the event or activity.

(12) Whether a “drive home service” is being provided by the Event Organizer.

(13) Whether a City Employee will be present or available at the proposed event or activity.

(14) Any other factors that the Director (or designate) or the Administrative Committee considers to be relevant.

(d) The Director (or designate) or the Administrative Committee, as the case may be, may require the Event Organizer to provide any further information required to evaluate the request.

(e) Any approval by the City of the sale and/or consumption of alcohol on or within City Land or a City Facility is expressly subject to the conditions set out in section 3.05, except that sections 3.05(a)(1) and 3.05(a)(2) shall not apply where an alcohol service is operated by the City.

(f) The City expressly reserves the right to withdraw its approval and terminate the sale and/or consumption of alcohol prior to or during an event or activity if it is determined, at the City’s sole discretion, that any conditions of the approval are not being satisfied or if the City has any other concerns regarding the safety of persons and/or property.

3.05 Conditions for Alcohol Sales and/ or Consumption on or within City Land or City Facilities

(a) Any approval by the City of the sale and/or consumption of alcohol on or within City Land or City Facility is expressly subject to the Event Organizer complying with the following conditions:

(1) An appropriate liquor license or permit in accordance with the Gaming and Liquor Act must be obtained by the Event Organizer and posted at the event or activity.

(2) The Event Organizer must provide written evidence, in a form satisfactory to the City, confirming that at the time of the event or activity Comprehensive General Liability Insurance with Host Liquor Liability Coverage will be in effect with a limit of liability not less than $1,000,000 per occurrence, and naming the City of Medicine Hat as an additional insured.

(3) The Event Organizer must execute an event confirmation permit or other written agreement prepared by the City which shall include a term whereby the Event Organizer agrees to indemnify and save harmless the City from any claims, actions, damages, etc. arising from the event or activity and provide insurance in accordance with section 3.05(a)(2).

(4) The hours of operation of the event must be posted and must reflect the operating hours agreed to by the Alberta Gaming, Liquor and Cannabis, the City and the Event Organizer.

3.06 The Event Organizer shall ensure that:

(a) Minors and intoxicated persons are not served alcohol.

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(b) The City Land or City Facility is under constant supervision and access thereto restricted.

(c) All other provisions of the *Gaming and Liquor Act* and directions of Alberta Gaming, Liquor and Cannabis are strictly followed.

(d) Any other terms or conditions that the Director (or designate) or the Administrative Committee, as the case may be, determines to be appropriate for the event or activity.

(e) For any City Land or City Facility where an alcohol service is operated by the City as part of the concession operations, City Employees should adhere to Policy 0122.

3.07 City Employee Procedures for Dealing with Unauthorized Sales and/or Consumption of Alcohol

(a) In situations when a City Employee responsible for the City Land or City Facility determines that unauthorized alcohol sales and/or consumption is occurring on or within the City Land or City Facility, the following procedures must be followed:

(1) The City Employee should discreetly approach the Event Organizer and/or person or persons using alcohol and advise politely but firmly that this is illegal and that the alcohol must be removed immediately from the City Land or City Facility.

(2) If the person or persons approached choose not to co-operate or the City Employee feels too threatened to approach the person or persons, the City Employee shall report the incident immediately to the Medicine Hat Police Service for action as deemed appropriate by the Police Service.

(3) Physical and verbal confrontation should be avoided, and no attempt should be made to remove the person/persons involved until the Medicine Hat Police arrive.

(b) The City Employee shall record <u>any</u> unauthorized sale and/or consumption of alcohol in writing, including but not limited to:

(1) The name of the Event Organizer.

(2) The name of any other persons violating these Procedures, if ascertainable.

(3) The name of the teams, clubs or groups that are involved in the event or activity, if applicable.

(4) The place, date, and time of the occurrence.

(5) The details of the occurrence.

(6) The outcome of the occurrence.

(c) Event Organizers, groups, teams, clubs and/ or persons who violate these Procedures may:

(1) Be suspended from future use of City Land or City Facilities in accordance with section 3.07(d), and/ or

(2) Face criminal charges under the *Criminal Code* or charges under the *Gaming and Liquor Act,* if appropriate.

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(d) The following action shall be taken following an occurrence set out in section 3.07(a):

(1) If the Event Organizer, group. team, club and/or persons involved cooperate with the City Employee after being approached in accordance with section 3.07(a), the following shall apply:

(i) For a first occurrence, the City Employee shall maintain a record in accordance with section 3.07(b) and report the incident to the immediate supervisor, but no further action will be taken.

(ii) For a second occurrence, the City Employee shall report the occurrence to the immediate supervisor and a letter shall be sent to the Event Organizer stating that any further occurrences will result in a suspension of the Event Organizer, group, team, club, and/or the persons who violated the Procedures (as applicable) from booking City Land or City Facilities in the future.

(iii) For a third occurrence, the City Employee shall report the occurrence to the immediate supervisor and the Director and a letter shall be sent by the Director to the Event Organizer, group, team, club and/or the persons who violated the Procedures (as applicable) stating that the Event Organizer, group, team, club and/or the persons who violated the Procedures (as applicable) are suspended from booking City Land or city Facilities for events and activities for a period of one year.

(iv) For the fourth occurrence, the City Employee shall report the occurrence to the immediate supervisor, the Director and the Administrative Committee and a letter shall be sent by the Director to the Event Organizer, group, team, club and/or the persons who violated the Procedures (as applicable) stating that the Event Organizer, group, team, club and/or the persons who violated the Procedures (as applicable) are suspended from booking City Land or City facilities for events and activities permanently.

(e) If the City Employee determines that it is necessary to call the Medicine Hat Police Service in accordance with section 3.07(a)(2) or there is property damage, personal injury or threats made to the City Employee, the occurrence shall be immediately reported to the Director and the Administrative Committee, and the Director shall take action in accordance with sections 3.07(c) or 3.07(d), depending upon the severity of the occurrence.

(f) Suspensions under sections 3.07 may be appealed to the Administrative Committee in accordance with section 3.08.

3.08 Appeals

(a) A decision of the Director made under section 3.04(c) or a suspension under sections 3.07(d) or 3.07(e) may be appealed to the Administrative Committee by the Event Organizer or by the group, team, club and/or the persons suspended by delivering a written request for an appeal and the reasons for the appeal to the City Clerk within 30 days of the mailing or delivery of the notice of the decision or suspension.

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(b) An appeal under section 3.08(a) shall be submitted to, reviewed and decided upon by the Administrative Committee. The Administrative Committee may, at their sole discretion, invite or permit the person or persons appealing the decision to present their position orally at the meeting the Administrative Committee considers the appeal.

(c) In deciding on an appeal, the Administrative Committee may:

(1) With respect to an appeal from a suspension under section 3.07(d) or (e), confirm the suspension or vary or overturn the suspension if the Administrative Committee is of the opinion that extenuating circumstances exist.

(2) With respect to an appeal from a Director's decision under section 3.04(c), confirm, vary or overturn the Director's decision having regard to the considerations that must be taken into account under section 3.04(c); and

(d) All decisions of the Administrative Committee under sections 3.02, 3.04(c) and 3.08 are final and binding and there is no further appeal.

3.09 Alcohol in Parks Pilot Program

(a) Notwithstanding the provisions of Alcohol Management Policy 0130 and this procedure, the Alcohol in Parks Pilot Program is subject to the provisions detailed in Appendix A.

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Appendix A

Alcohol in Parks Pilot Program

A.1. Purpose

The purpose of this pilot project is to evaluate the controlled consumption of alcohol at designated tables in public park areas, with the goal of supporting responsible recreation while maintaining public safety, community standards, and positive park experiences.

A.2. Duration

July 2, 2026 to September 30, 2026

A.3. Designated Locations

Alcohol consumption is restricted to designated picnic tables in each of the following parks:

- Strathcona Island Park
- Kin Coulee Park
- Echo Dale Regional Park

Specific locations are shown on the maps attached in Schedule 1.

A.4. Designated Hours

11:00 a.m. to 9:00 p.m.

A.5. Signage

Signage will be installed near the designated locations and on each designated table. Examples of signage are shown in Schedule 2.

A.6. Rules

(a) Designated locations will be available on a first-come, first-served basis.

(b) Alcohol consumption is permitted **only** at designated tables during designated hours when signage is visible.

(c) Individuals must remain seated or immediately adjacent to the designated table while consuming alcohol.

(d) Food must be available.

(e) Individuals must comply with applicable City bylaws and provincial legislation.

(f) Individuals must respect other park users.

(g) Public intoxication, disorderly conduct, and excessive noise are not allowed.

(h) Individuals must clean the table and area prior to leaving and ensure that no litter is left behind.

A.7. Non-Compliance

Non-compliance may result in any of the following:

(a) verbal warnings;

(b) fines under applicable legislation;

(c) removal from the park.

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A.8. Events and Festivals Exception

(a) Alcohol consumption will not be allowed during events and festivals unless an application is submitted by the organizer and approved pursuant to Alcohol Management Policy and Procedure 0130, and in such cases alcohol consumption will be limited to the areas identified in the approved application.

(b) Signage will be covered when alcohol consumption is not allowed.

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Strathcona Island Park

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Kin Coulee Park

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Echo Dale Regional Park

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Proximity Signage Example

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Table Signage Example