



POLICY

TITLE:	Municipal Alcohol Policy
NUMBER:	ADM-003
CATEGORY:	Administration
DATE:	August 29 th , 2018
REFERENCES:	Liquor Licence Act The requirements of the Alcohol and Gaming Commission of Ontario (AGCO). By-Law 2018-76

1.0 Purpose

The Municipality of Centre Hastings owns and manages facilities and property where alcohol consumption is permitted under the authority of a Special Occasion Permit.

The Municipality of Centre Hastings has developed this Municipal Alcohol Policy in order to promote a safe, responsible and enjoyable environment and to ensure the health and safety of participants and staff.

This policy is in place to reduce alcohol-related problems such as injury, violence and liability which arise from alcohol consumption on municipal property in the Municipality of Centre Hastings. This policy is to be used as a reference tool for event organizers to successfully operate events which include the service of alcoholic beverages.

2.0 Objectives

To provide procedures and education to individuals or groups wishing to hold events in and/or on municipally owned facilities/properties in order to ensure that all Liquor Licence Act of Ontario Legislation pertaining to Special Occasion Permits or Liquor Licensing is properly understood and strictly complied with.

To ensure appropriate supervision and operation of Special Occasion Permits and Liquor Licensed events in order to protect the event organizers, the participating public, volunteers, the Municipality of Centre Hastings, and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.

3.0 Scope

The Municipal Alcohol Policy outlines various stipulations and controls for events involving alcohol, including: Special Occasion Permits, and Liquor Licensed events under a caterer's endorsement.

The event organizer and/or designate are legally responsible for ensuring compliance with the Municipal Alcohol Policy, Liquor Licence Act of Ontario and Alcohol and Gaming Commission of Ontario policies and guidelines.

4.0 Designation of Roles and Responsibilities

Municipal representatives are responsible for ensuring the event organizer and/or designate are provided with written information outlining the conditions of the Municipal Alcohol Policy and ensuring that they comply with the Municipal Alcohol Policy, Liquor Licence Act of Ontario and its regulations at their event.

Municipal representatives have the authority to demand correction and/or shut down an event on behalf of the Municipality of Centre Hastings.

The event organizer and/or designate is responsible for the conduct and management of the event, including, but not limited to:

- Compliance with the Municipal Alcohol Policy in addition to all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including, without limitation, the Liquor Licence Act of Ontario and its regulations.
- Organization, planning, set-up and clean-up of the event.
- Sufficient number of event workers.
- Training of designates and other event workers (all of whom must be 18 years of age or older).
- Posting the Special Occasion Permit (with any updates) in plain sight on the premises to which the permit applies.
- Ensuring that no one consumes alcohol in unauthorized locations.
- The safety and sobriety of people attending the event including those persons asked to leave to control the event.
- Safe transportation options (e.g., designated drivers, taxis).
- Response to emergencies.
- The event organizer MUST read and sign the Special Occasion Permit Holder Agreement (Appendix "A") to indicate that they understand their responsibilities.
- The event organizer must provide a copy of the Special Occasion Permit and any updates to the Municipality of Centre Hastings prior to the start of the event.
- The event organizer and/or designate must attend the event for the entire duration including clean up after the event and be responsible for decisions regarding the actual operation of the event.

5.0 Definitions

Event

For the purposes of this policy, an event is any gathering held at a municipal facility at which alcohol will be served and/or sold. They may include weddings, showers, dances, barbecues, birthday parties and any other event where alcohol will be served. The duration of the event includes event set-up, operation and clean-up. Events involving alcohol may be under a Special Occasion Permit.

Public Events -	A public event is one which is open to the public to attend and is conducted by a registered charity or not for profit entity or an event of municipal, provincial, national or international significance.
Private Events -	A private event is one which is not open to the public.
Outdoor Event -	An outdoor event is one at which any alcohol is consumed in an outdoor space (including pavilions or temporary structures).

Event Organizer

Any person, who is 19 years of age or over, seeking to hold an event that involves the sale and/or service of alcohol at municipal premises. The event organizer (which term shall include the Special Occasion Permit holder and any designate) are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy and the Liquor Licence Act of Ontario and its regulations at the event. They assume responsibility and liability for the entire operation of the event. The event organizer MUST read and sign the Special Occasion Permit Holder Agreement (Appendix "A") to indicate that they understand their responsibilities.

Event Worker

Any person, who serves or sells liquor, or is involved in an event where alcohol is served on municipal property. All event workers have a responsibility in the operation of the event and shall not consume or be under the influence of alcohol for the entire duration of the event.

Licensed Security

Security personnel monitoring entrances and patrolling licensed areas must be licensed under the Private Security and Investigative Services Act, to ensure the safety and security of the

establishment, its employees and patrons.

Municipal Properties

All municipally owned or leased lands, buildings and structures.

Municipal Representative

Municipality of Centre Hastings staff or a designate that attends and monitors the event on behalf of the Municipality and ensures all components of the Municipal Alcohol Policy are met.

Smart Serve

The Smart Serve Training program offered by Smart Serve Ontario (<http://www.smartserve.ca>) is designed to train staff and volunteers who work in areas where alcohol is sold and/or served, such as in bars, restaurants, banquet halls and other public facilities. The Smart Serve Program is the only server training program that is recognized by the Alcohol and Gaming Commission of Ontario and approved by this policy.

Special Occasion Permit

A liquor licence issued by the Alcohol and Gaming Commission of Ontario for one-time social events where alcohol will be sold and/or served (http://www.agco.on.ca/en/services/permit_special_gpb.aspx).

Special Occasion Permit Holder – is an individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol. A SOP holder can assign a designate. A designate is a person(s) appointed by the SOP holder, and acceptable to the Municipality of Centre Hastings who is over the age of 19 and who has satisfactorily proven to the SOP holder that he/she will act in accordance with the Municipal Alcohol Policy. The event organizer, the SOP holder and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with the Municipal Alcohol Policy and the Liquor Licence Act of Ontario and its regulations at the event. They assume responsibility and liability for the entire operation of the event.

6.0 Insurance

The event organizer must provide proof of insurance by way of submitting an original Certificate of Liability Insurance to the Municipality of Centre Hastings before occupying municipal premises for the event. The Certificate of Liability Insurance must be in effect for date(s) where municipal property is being used or occupied by the event organizer including, without limitation, set-up and take-down. Failure to provide proof of liability insurance at least 14 days prior to the start of the event will void the rental. The Municipality of Centre Hastings reserves the right to amend the insurance and provisions required at any time.

The Certificate of Liability Insurance shall:

Provide proof of a minimum of two million dollars general liability insurance issued by an insurance company satisfactory to the Municipality of Centre Hastings that is licensed to carry on business in Ontario and which must at minimum include the following:

1. The Municipality of Centre Hastings shown as an additional insurer(s) to the policy;
2. Coverage for bodily injury and property damage liability;
3. A liquor liability endorsement;
4. Personal injury liability (PIL);
5. Show that coverage is in effect on the date(s) of the event.

7.0 Event Worker Training and Staffing Levels

The event organizer is responsible to:

- 7.1.1 Ensure event workers are in attendance and as needed to monitor, manage and control the event;
- 7.1.2 Ensure event workers wear an identification (I.D.) name tag and/or clothing which are highly visible in a crowd so that they can be easily identified.
- 7.1.3 Ensure that event workers are Smart Serve trained.
- 7.1.4 Ensure that event staff does not consume alcohol during the event.
- 7.1.5 Ensure there are sufficient door monitors (monitoring all entrance and access points to ensure controls are properly managed) and floor supervisors assisting in managing a person who is refused sale, crowd control and de-escalations of violence

Minimum event worker numbers are required on an event worker versus guest ratio basis as described in the table “Guest to Event Worker Ratios”. The Municipality of Centre Hastings reserves the right to adjust the minimum number or types of event workers on an event-by-event basis. This includes the provision of both police and/or licensed security.

Guest to Event Worker Ratios

Number of Guests	Minimum Number of Event Workers				Minimum Number of Security
	Bartenders	Door Monitors*	Floor Supervisors**	Ticket Sellers	Licensed Security Workers
Up to and including 100	1	1 for every exit	1	1	
101 to 200	2	1 for every exit	2 (+1 for outdoor events)	1	
201 to 300	2	1 for every exit	3 (+1 for outdoor events)	2	(1 for outdoor events)
301 to 400	3	1 for every exit	3 (+1 for outdoor events)	2	(1 for outdoor events)
401 to 500	3	1 for every exit	4 (+1 for outdoor events)	2	1 (+1 for outdoor events)
501 to 600	4	1 for every exit	5 (+2 for outdoor events)	3	1 (+1 for outdoor events)
601 to 700	4	1 for every exit	6 (+2 for outdoor events)	3	2*** (+1 for outdoor events)
701 to 800	5	1 for every exit	7 (+2 for outdoor events)	3	2*** (+1 for outdoor events)
801 to 900	5	1 for every exit	7 (+2 for outdoor events)	4	3*** (+1 for outdoor events)
901 to 1000	6	1 for every exit	8 (+2 for outdoor events)	4	3*** (+1 for outdoor events)

- All access points to the licensed area must be monitored.
- Each venue will require a varying number of door monitors depending on the layout of the venue.
- The event organizer or official designate can be a floor supervisor.
- For events over 600 guests, at least 50% of the required licensed security workers shall be

paid duty police officers.

- For all outdoor events and all events with more than 1,000 guests, an operational plan must be developed with the Alcohol and Gaming Commission of Ontario and the Municipality of Centre Hastings in order to ensure that all aspects of public safety are addressed (including Emergency Medical Service (ambulance), fire, security, etc.). The operational plan must be submitted to the Municipality of Centre Hastings at least 30 days prior to the event. (e.g., Emergency Medical Service (ambulance), fire, security, etc.).
- All costs associated with preparing and complying with security and operational plans shall be borne by the event organizer and/or designate unless otherwise agreed upon in writing by the event organizer and the Municipality of Centre Hastings representative.
- Required licensed security or paid duty police officers for any events are the responsibility of the event organizer and all costs associated therewith shall be borne by the event organizer.

8.0 Enforcement Procedures

If drunkenness, riotous, quarrelsome, violent, and aggressive and/or disorderly conduct or unlawful gaming is observed at the event, the organizer and their event workers shall:

- First ask the offending person to leave, and
- If the individual refuses to leave, call the Police.
- Seek any necessary assistance to maintain control and management of the event and ensure the safety and protection of persons, including event workers.

The event organizer, event worker or municipal representative must notify the Police if they observe signs that a situation is getting out of control.

9.0 Safe Transportation

Event organizers are responsible to take the necessary steps to reduce the possibility of impaired driving. As a condition of rental, the event organizer must have a Safe Transportation Strategy in effect. Elements of a Safe Transportation Strategy could potentially include:

- Providing non-alcoholic beverages either at no charge or at a cost much lower than that of drinks containing alcohol.
- Providing alternate means of transportation for those who are suspected to be intoxicated (i.e., call a friend, relative, or taxi).
- Calling police if someone who is suspected to be impaired cannot be convinced to use alternate transportation.
- Providing a designated driver program which encourages and identifies designated driver.

The designated driver program and relevant local taxi phone numbers must be prominently posted. Alternate means of transportation shall be provided for all those suspected to be intoxicated. All advertising for the event should indicate that a designated driver program is in effect.

10.0 Duty to Report

The event organizer has the duty to report the municipal representative issues with details of any incident that:

- The event organizer and/or designate are aware of or has been made aware of any Liquor Licence Act of Ontario or Municipal Alcohol Policy violations.
- Where an Alcohol and Gaming Commission of Ontario Inspector under the Liquor Licence Act of Ontario has reported any incident or violation.
- Involves bodily injury or property damage.

Police shall be informed by the event organizer and/or designate as appropriate. Reports shall be made no later than two days after the conclusion of the event, but shall be made immediately when repairs or other action is required to make municipal property secure or safe for use. The Municipality of Centre Hastings representatives shall report any infraction of this policy to the

police and/or Alcohol and Gaming Commission of Ontario whenever they believe such action is required.

11.0 Failure to Comply and Penalties

Where there has been a failure to comply with the Liquor License Act of Ontario, the police or the Alcohol and Gaming Commission of Ontario inspector may intervene for enforcement purposes and may, at their discretion or other authority, terminate the event. The Municipality of Centre Hastings may similarly cancel, intervene or terminate the event for violations of the Municipal Alcohol Policy. It remains the responsibility of the event organizer and/or designates to manage the event and to take appropriate actions, including ending the event, vacating municipal property, maintaining insurance, any conditions of insurance, and providing safe transportation options.

Regardless of the reason for termination of the event, The Municipality of Centre Hastings will not be responsible for any compensation to the event organizer and/or designate or affected persons of their resulting financial, or other losses.

The Municipality of Centre Hastings shall subsequently inform the event organizer and/or designate and any organization they represent, via registered letter, that there has been a violation of the policy and any imposed consequences or penalties.

Additional short term and longer term penalties for failure to comply may include, but are not limited to:

- Loss of privilege to hold an event involving alcohol in a municipal property or facility;
- Loss of any future use or rental of any or all municipal properties;
- Individual ban or suspension of persons involved in the infractions from any or all municipal properties for any term.

Rationale: The event organizer needs to be aware of the consequences of not following the Municipal Alcohol Policy or Liquor License Act of Ontario regulations.

12.0 Policy Review

The Municipal Alcohol Policy shall undergo review each term of Council and shall be updated as required.

Rationale: Reviewing this policy regularly permits policy changes to meet the changing community needs, the addition of new facilities, new program demands, as well as any future changes to the Liquor License Act of Ontario and its regulations.

The Municipality of Centre Hastings reserves the right to make discretionary changes to this Municipal Alcohol Policy at any time, and will advise the event organizer of any such changes prior to the event.
