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STAFF REPORT: DEPARTMENT OF COMMUNITY SERVICES



REPORT TO: Committee of the Whole
MEETING DATE: March 17, 2014
REPORT NO.: DOR.14.03
SUBJECT: Municipal Alcohol Policy
PREPARED BY: Aaron McMullen, Facility Manager

A. Recommendations

THAT Council receive Report DOR.14.03 entitled “Municipal Alcohol Policy”, for information purposes;

AND THAT Council approve The Blue Mountains Municipal Alcohol Policy as presented

B. Background

The purpose of the Municipal Alcohol Policy is to provide for the best practice management of alcohol related activities on Municipal property while considering the needs of the community, the health and safety of individuals and the protection of property.

The Municipal Alcohol Policy as presented is a collaboration with lower tiers, the County of Grey and the Grey Bruce Health Unit to establish a consistent policy throughout Grey County. Town Staff was provided with a “Grey Bruce Municipal Alcohol Policy template” which was compiled by Health Unit staff and reviewed by municipal representatives, Alcohol and Gaming Commission of Ontario Inspector, Brian Johnson and Public Health Unit staff. Blue Mountains staff has incorporated the Town specific areas and utilized the template to ensure all components and Town rules and guidelines will be met.

The Blue Mountains provides recreational lands and facilities to individuals, not for profit organizations, service clubs and businesses for functions that may include the sale and consumption of alcohol through a Special Occasion Permit. When Special Occasion Permits and alcohol are present on Town lands, a greater risk and liability is taken on by the Town as the owner.

The Municipal Alcohol Policy as presented in attachment (1) identifies the Town owned facilities and properties that staff recommend are appropriate to accommodate functions that could apply for and achieve an approved Special Occasion Permit. The policy also identifies all of the requirements including signage for events, rules and regulations, enforcement and the responsibilities of the Sponsor and Permit holder along with Volunteers and Staff.

Through the establishment and management of the Municipal Alcohol Policy, the Town strives to manage the risk of alcohol related incidents that could result in injury, damage to Town property or claims directed at the corporation, community organizers, private users, staff and volunteers.

C. The Blue Mountains' Strategic Plan

Providing a strong, well managed municipal government

D. Environmental Impacts

None at this time

E. Financial Impact

None at this time

F. In Consultation With

Troy Speck, CAO
Shawn Everitt, Director of Community Services
Serena Wilgress, Manager of Purchasing
Alycia Kelly – Health Promoter, Grey Bruce Health Services
South Western Ontario Recreational Facilities Association
Barbra Anne Vaspori, Jardin Lloyd Thompson Canada Inc. Municipal Insurance
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G. Attached

1. Draft Municipal Alcohol Policy

Respectfully submitted,

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Municipal Alcohol Policy

2014

THE BLUE MOUNTAINS MUNICIPAL ALCOHOL POLICY

February 2014

GREY BRUCE MUNICIPAL ALCOHOL POLICY TEMPLATE
February 2014

This Municipal Alcohol Policy Template was first developed in 2013 by a working group of community partners in Grey and Bruce Counties. Input was received from the Alcohol and Gaming Commission of Ontario, the Ontario Provincial Police, Public Health, local Municipalities and reviewed by a legal representative from a liability perspective.

This document is intended to be used as a template for communities wanting to update or create their own Municipal Alcohol Policies. It will be reviewed and revised on an ongoing basis by the working group that developed it to ensure it reflects the most up-to-date best practices, as well as current legislation and standards.

For more information, please contact the Grey Bruce Health Unit at 519-376-9420 or toll-free at (800) 263-3456.

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1. OVERVIEW

1.1. PURPOSE

The purpose of this policy is to:

- Promote a safe, enjoyable environment.
- Ensure the health and safety of participants, staff and community.
- Reduce alcohol related problems such as injury, violence and liability which arise from alcohol consumption on Town property.

The Town of The Blue Mountains, hereinafter referred to as Town, owns and manages various facilities where alcohol consumption may be permitted under the authority of the Alcohol and Gaming Commission of Ontario which administers the *Liquor Licence Act* and issues Liquor Sales Licences and Special Occasion Permits.

1.2. RISKS

The *Liquor Licence Act* is very clear in setting standards around alcohol service to the public. If you do serve alcohol, the *Liquor Licence Act* and this Municipal Alcohol Policy dictate your rights, responsibilities and obligations in order to ensure that a minimum standard of conduct and care is met. Without these regulations, people participating in your event might be exposed to danger, and you could be held responsible.

Anyone who sells, serves or gives alcohol to a person is known as a provider of alcohol. Providers may include but are not limited to: service clubs and their members, private family function organizers, or anyone obtaining a Special Occasion Permit to run an event. The occupier is the group/individual that owns and/or rents the premises where the event is taking place. Both providers and occupiers are liable for the event and its attendees.

RATIONALE: *A range of problems can occur due to irresponsible alcohol consumption, which may affect other persons attending the event, other organizations wishing to utilize the facility in the future, the public and the municipality. Since the late 1980's and early 1990's, municipalities have taken a proactive approach to developing alcohol management policies as risk management tools, based on the many negative alcohol related accidents and incidents that have occurred. One in five drinkers in Grey and Bruce are regular heavy drinkers. This high-risk practice is a strong predictor of alcohol related problems which are evident in our communities. These problems may include:*

- *Injuries or death due to intoxicated persons or others as a result of alcohol consumption*
- *Liability actions arising from improper serving and monitoring of alcohol consumption*
- *Liquor Licence Act charges against the municipality and/or Special Occasion Permit holder*
- *Suspension of Special Occasion permits being issued at specific facilities*

By reducing alcohol intoxication, drinking under the legal age and the possibility of driving a vehicle while impaired, the above problems will correspondingly diminish.

1.3. OBJECTIVES

- To provide appropriate procedures and education to individuals or groups wishing to hold events in Town owned facilities in order to ensure legislation pertaining to Special Occasion Permits and licences is properly understood and strictly complied with.
- To ensure proper supervision and proper operation of licenced events in order to protect the organizers, the participating public, volunteers, the Town and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.
- To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
- To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.
- To provide for a balanced use of alcohol through licenced events so that alcohol becomes a responsible part of a social function rather than the reason for it.

1.4. DEFINITIONS

Alcohol and Gaming Commission of Ontario <http://www.agco.on.ca/en/about/index.aspx>

Catering Endorsement

Holders of a valid liquor sales licence with a catering endorsement are permitted to sell and serve beverage alcohol at events that are held in unlicenced areas other than a licenced establishment, or that are held in unlicenced areas within a licenced establishment (for example, an unlicenced basement).

- A catering endorsement may not be used at a location if:
- The location's liquor sales licence is currently under suspension,
- A liquor sales licence for that location has been revoked or refused, or
- A business or individual cannot get a Special Occasion Permit for that location

Event

For the purposes of this policy, an event refers to any licenced event held at a Town facility at which alcohol will be served and/or sold. Such events may include but are not limited to weddings, showers, dances, barbeques, and birthday parties. The duration of the event encompasses the setup, operation and cleanup.

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. An individual or business may host a public event if the event is (a) being held in a licenced facility, or (b) has been deemed of Town, provincial, national or international significance (see Appendix A).

Private Event A private event is one which is for invited guests. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

Outdoor Event An outdoor event is one at which any alcohol is consumed in an outdoor space (including pavilions, tents or temporary structures).

Event Organizer

The individual(s) who have signed the facility rental agreement for an event that will involve the selling and/or serving of alcohol at Town premises. The Event Organizer and/or 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* and its regulations. They assume responsibility and liability for the entire operation of the event.

Event Worker

- A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 18 and who has satisfactorily proven to the Event Organizer that she/he will act in accordance with the Municipal Alcohol Policy. 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. They assume responsibility and liability for the entire operation of the event in conjunction with the Event Organizer. Event workers may have one or more of the following roles:
 - Floor monitor
 - Door monitor
 - Server/bartender
 - Ticket seller

Detailed roles and responsibilities for each type of event worker can be found in Section 2 of this Policy.

Licensed Security

Security personnel monitor entrances and patrol licenced areas to ensure the safety and security of the establishment, its employees and patrons. Security must be licenced under the Private Security and Investigative Services Act, 2005 or as may be amended from time to time. [Private Security and Investigative Services Act, 2005](#)

Liquor Licence Act

Outlines the laws regarding the sale and service of alcohol <http://www.agco.on.ca/en/whatwedo/index.aspx>

Municipal Alcohol Policy

A local policy for Towns to manage events held at Town-owned facilities and properties when alcohol is sold or served.

Operational Plan

A co-ordinated plan of action, to prevent and control potential risk. See the Alcohol and Gaming Commission's document Planning Special Events, Concerts or Festivals tip sheet for more information. http://www.agco.on.ca/pdfs/en/tip_sheets/3207.pdf

Server Training Program

A certificate training program for serving alcohol that is approved by the Alcohol and Gaming Commission of Ontario. Server training is required by staff and volunteers who work in areas where alcohol is sold and/or served. An example is the training program offered by Smart Serve Ontario (<https://www.smartserve.ca>).

Special Occasion Permit

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

Special Occasion Permit Holder

Refers to the individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol. The permit holder must be at least 19 years of age and shall attend the event to which the permit applies or appoint a designate to attend in the permit holder's place. If the permit holder designates a person to attend the event in the permit holder's place, both the permit holder and the designate shall sign the permit. The permit holder and/or 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* and its regulations at the event. They assume responsibility and liability for the entire operation of the event.

Standard Drink

A Standard Drink means:

- 12 oz. or 341 ml of beer with 5% alcohol OR
- 5 oz. or 142 ml of wine with 12% alcohol OR
- 1 ½ oz. or 43 ml of spirits with 40% alcohol

Town Properties

All Town owned or leased lands, buildings and structures.

Town Representative

Town staff or a designate that attends and monitors the event on behalf of the Town and ensures all components of the Municipal Alcohol Policy is met.

2. DESIGNATION OF PROPERTIES, EVENTS AND ROLES

2.1. DESIGNATION OF PROPERTIES

The following Town facilities and areas are designated as suitable for events that will sell/serve alcohol provided that the renter obtains a Special Occasion Permit or a Liquor Licence through a caterer's endorsement issued by the Alcohol and Gaming Commission of Ontario and agreeing to conditions as set out by the Town:

Facilities:

- Beaver Valley Community Centre (Halls) – Capacity for Liquor Related Events is maximum 366 patrons, including workers of the event.
- Beaver Valley Community Centre (Arena Floor) – Capacity for Liquor Related Events is maximum 1000 patrons, including workers of the event. The exception is Lobsterfest which is maximum 1200 total patrons and workers of the event.
- Beaver Valley Community Centre (Arena Lobby)
- The Blue Mountains Fire Department (Hall 1)
- The Blue Mountains Fire Department (Hall 2)
- Thornbury Harbour Pavilion

Parks:

- Moreau Park
- Tomahawk Recreation Complex
- Lora Bay Beach

Parks defined as “Community Parks” may be considered for special occasion permits – designated areas.

Note: All other Town lands are NOT deemed licensable.

2.2. DESIGNATION OF EVENTS

Youth Focused Event

It is not permitted that alcohol be served or sold at a youth focused event (i.e. minor sports tournament).

High Risk Event

The Town, Alcohol and Gaming Commission of Ontario and/or police, at their own discretion, may deem an event to be high risk.

These events will require additional staffing and may require that an operational plan be developed in consultation with the Alcohol and Gaming Commission of Ontario and local police.

Special Occasion Permit Private Events

As per the *Liquor Licence Act*, the following rules apply to private event Special Occasion Permits:

- Invited guests only. A guest list must be provided to the Town in advance of the event.
- Absolutely no public advertising. Information about the event may be shared with invited guests only. The event must not be advertised to the public in any way, including but not limited to: flyers, newspaper, internet, social media, radio or television.
- No intent for gain or profit from the sale of alcohol at the event
- Absolutely no 50/50 draws, raffles, raffles of alcohol
- Absolutely no games of chance, however, games of skill are permitted
- Silent and/or live auctions are permitted

2.3. ROLES AND RESPONSIBILITIES

Role of Town Representatives

Town representatives are responsible for ensuring the Permit Holder, Event Organizer and/or designates are provided written information outlining the conditions of the Municipal Alcohol Policy and ensure that they have been informed of their responsibilities. Town representatives have the authority/responsibility to demand correction and/or to cease the sale and service of alcohol and will have ultimate authority regarding decision-making on the part of the Permit Holder. Town representatives monitoring a liquor licenced event shall be certified by a server training program recognized by the Alcohol and Gaming Commission of Ontario.

Role of Permit Holder, Event Organizer and designates:

The Permit Holder and designates must be 19 years of age or older. The Event Organizer and designates must be 18 years of age or older. All are responsible and liable for the conduct and management of the event, including, but not limited to:

- compliance with the Municipal Alcohol Policy and facility rental agreement, in addition to the *Liquor Licence Act* and its regulations
- organization, planning, set up and clean-up of the event
- arranging event workers
- hiring server training program certified ticket sellers, bartenders, floor monitors, door monitors and security

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- in the case of the Permit Holder and/or the Event Organizer, training their designates, if applicable
- training of other event workers
- posting the Special Occasion Permit or Caterer's Endorsement in a conspicuous place on the premises to which the permit applies or keep it in a place where it is readily available for inspection
- alcohol sales and service - including the choice of beverages so as to avoid the supply of fortified or extra strength drinks
- ensuring no one consumes alcohol in unauthorized locations
- the safety and sobriety of people attending the event including those persons turned away to control the event
- organizing safe transportation options (e.g. designated drivers, taxis)
- responding to emergencies

The Permit Holder and Event Organizer (or designates) must read and sign the Checklist Agreement for Licenced Events - Organizers and Permit Holders (Appendix B) to indicate that they have read this policy and understand their responsibilities. The Permit Holder must provide a copy of the Special Occasion Permit Application during the Hall Rental Application process and supply the Town with a copy of the Special Occasion Permit forty five days (45) prior to the start of the event.

The Permit Holder and Event Organizer (or designates) must attend the event for the entire duration including the post event clean up and be responsible for decisions regarding the actual operation of the event.

EVENT STAFF & RESPONSIBILITIES

- Server training program certification is recommended for all event staff (see definition in Section 1.4).
- The Permit Holder and Event Organizer are required to read, express understanding of and sign Appendix B: Checklist Agreement for Licensed Events – Permit Holder and Event Organizer.
- The Permit Holder and Event Organizer will assume the responsibility of ensuring all event workers abstain from consuming alcohol during the event and will not be under the influence of any alcohol prior to the event.
- It is strongly encouraged that the Permit Holder and Event Organizer and designates, not consume alcohol prior to or during the event.
- Event personnel must wear identifiable clothing (such as "event staff" printed on clothing) or wear clearly identifiable name tags) and be present on the licenced premises during all hours of alcohol service and at least one hour past the time sale and service of alcohol ceases. Event personnel must ensure all patrons have vacated the premises and ensure that the premises are secured prior to leaving.
- All signs of the sale and service of alcohol must be cleared within 45 minutes of the bar closure.

Bartender Criteria and Responsibilities:

- Certified by a server training program recognized by the Alcohol and Gaming Commission of Ontario
- Appointed by the Event Organizer and has satisfactorily proven to the event organizer that she/he will act in accordance with this Policy and the *Liquor Licence Act*
- Checks identification and verifies age (see Appendix D)
- Accepts tickets for the purchase of alcoholic drinks

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- Serves standard sized drinks
- Serves a maximum of two standard sized drinks per patron per visit – no doubles
- Monitors for intoxication
- Refuses service when patron appears to be near intoxication.
- Offers non-alcoholic substitutes
- Must be 18 years of age or older

Ticket Seller Criteria and Responsibilities:

- Certified by a server training program recognized by the Alcohol and Gaming Commission of Ontario
- Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this Policy and the *Liquor Licence Act*
- Checks identification and verifies age (see Appendix D)
- Monitors for intoxication
- Only sells a maximum of 5 tickets per patron at one time
- Refuses sale to patrons near intoxication
- Ticket sales will cease 30 minutes before the bar closes
- Must refund tickets on request whenever the bar is open and up to 30 minutes after the bar has closed
- Must be 18 years of age or older

Door Monitor Criteria and Responsibilities:

- Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this Municipal Alcohol Policy and the *Liquor Licence Act*
- One monitor must be present at each entrance/exit of the premises for the duration of the event and until the premises have been secured once the event is over
- Checks identification and verifies age (see Appendix D)
- Checks for signs of intoxication
- Limits entry to venue capacity
- Refuses admission to intoxicated and troublesome individuals
- Ensures that age of majority patrons are clearly marked using wristbands if there will be youth in attendance at the event
- Monitors those showing signs of intoxication when ready to leave the event and ensures they have a sober and responsible person with them
- Recommends safe transportation options
- Must be 18 years of age or older

Licensed Security/Paid Duty Police Criteria and Responsibilities:

- If using a security company – such company must be duly bonded and licenced under the [Private Security and Investigative Services Act, 2005](#)
- Patrols the *Licensed* area and immediate area outside the licenced area, washrooms and parking lot scanning for potential trouble
- Ensures alcohol remains within the licenced area
- Notifies event staff, Event Organizer and Permit Holder of potential incidents
- Helps in handling disturbances
- Assists the Permit Holder and/or Event Organizer in vacating the premises
- Summons police when requested by the Event Organizer, Permit Holder, Town representative, or as deemed necessary
- Aware of and responsible for the fire safety plan

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- May be required to check ID (see Appendix D)
- Security is required to be on premise from the opening of the bar until 1 hour after the bar closes and the building is vacated of all patrons.

Floor Monitor Criteria and Responsibilities:

- Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this Policy
- Monitors patron behaviour and crowd control
- Monitors for intoxication and informs bartenders and/or security personnel of intoxicated persons
- Early identification of potential problems
- Reports problems and complaints to security, Event Organizer and Permit Holder
- Suggests safe transportation alternatives
- Must be 18 years of age or older
- Aware of and responsible for the fire safety plan

3. MANAGEMENT PRACTICES

3.1. INSURANCE

The Permit Holder and Event Organizer must provide proof of insurance by way of submitting an original Certificate of Insurance to the Town in accordance with the last statement of this section. The Certificate of Insurance must be in effect for date(s) where Town property is being used or occupied by the Event Organizer and Permit Holder. Failure to provide proof of insurance in accordance with this Section will void the rental.

Proof of General Liability Insurance coverage in an amount of not less than two million dollars (\$2,000,000) must be provided to the Town prior to rental of the facility. The insurance must be issued by an accredited insurance company that is licenced to carry on business in Ontario and that is satisfactory to the Town. The insurance coverage must at a minimum include the following:

- a) Coverage for bodily injury and property damage liability
 - b) A Liquor Liability endorsement
 - c) The Town shown as an additional insured on the policy
 - d) The Event Organizer (facility renter) and Permit Holder must be included as additional insured
- Check with your insurance provider to ensure all appropriate parties are included on the policy.
 - The Town or hosting organization reserves the right to request even higher limits of insurance should the event be deemed as higher risk.
 - Completed Insurance Certificate, Special Occasion Permit and Facility Rental Agreement must be provided to the Town at least Forty-five (45) days prior to the event. Failure to submit any of these documents may result in cancellation of having alcohol at the event and/or cancellation of the rental itself.

3.2. REQUIRED MINIMUM STAFFING RATIOS FOR SPECIAL OCCASION PERMIT EVENTS
The Town, Alcohol and Gaming Commission of Ontario, and/or the applicable police service involved reserve the right to adjust these requirements as deemed necessary.

Attendance /Capacity	Number of Bartenders	Number of Door Monitors/Ticket Sellers/Floor Monitors*	Number of Certified Security or Paid Duty Police
Up to 100	1 Trained	3	At the discretion of the Town
101-225	2 Trained	4	At the discretion of the Town
226-366	3 trained	5	A minimum of 2 Certified Security/Paid Duty Police
367-599	4 Trained	6	A minimum of 4 Certified Security/Paid Duty Police
600-999	6 Trained	8	A minimum of 6 Certified Security/Paid Duty Police
1000+	TBD based on Operational Plan	TBD based on Operational Plan	TBD based on Operational Plan

Note: Events such as Stag and Does and New Year’s Eve require a minimum of 2 certified security or paid duty officers regardless of the attendance/capacity. Other events such as sports team dances will be at the discretion of the Town.

Trained – means certified by a server training program recognized by the Alcohol and Gaming Commission of Ontario.

Licensed Security – licenced under the [Private Security and Investigative Services Act, 2005](#)

Operational Plan – For events over 1000, the Alcohol and Gaming Commission of Ontario and Town require a security meeting under the Town Event Notification Process. The permit holder must submit an operational plan for the event which includes a site plan, schedule, and security plan. For events under 1000, Alcohol and Gaming Commission of Ontario may still request this process.

Ticket Sellers must be trained in a certified server training program recognized by the Alcohol and Gaming Commission of Ontario.

**If the event includes youth admittance, a tent, pavilion, any other temporary structure, or a fenced area, the ratio of monitors must be increased by a minimum of one additional worker or the discretion of the Town.*

3.3. YOUTH ADMITTANCE FOR ALL AGES EVENTS

Depending on the level of event risk, minors may not be permitted to attend an event. In all cases, no one under the age of 19 shall be served alcoholic beverages at licenced events. At licenced events where the permit allows patrons under the age of 19, all age of majority patrons will be wrist banded, identifying them as eligible to be served. Event workers shall ask anyone who appears to be under the age of 30 for valid photograph identification (see Appendix D).

If events are expected to have a youth presence, there should be a designated alcohol-free zone within the facility that is proportionate to the ratio of youth expected. As an example, if the event is

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expected to have 50% minor attendance, then only half of the space should be licenced for alcohol. There shall be physical separation between these two spaces.

Age of majority patrons (19 years of age and older) at all ages events shall be marked with wristbands.

3.4. GAMBLING

Games of chance, luck or mixed chance and skill such as raffles, 50/50 draws or wheel of fortune are not permitted unless the proper licence has been obtained from the Town or Province of Ontario. Licences are only issued to eligible organizations with charitable, educational, religious or community betterment purposes. Visit www.agco.on.ca for further information.

4. PREVENTION STRATEGIES

4.1. SAFE TRANSPORTATION

The Event Organizer and Permit Holder are responsible to have a safe transportation strategy including a designated driver program to promote safe transportation options for all participants, in order to ensure participant safety. Examples of safe transportation options are:

- Designated drivers selected from non-drinking participants at the event;
- Designated drivers provided by the sponsoring group; or
- Taxis or buses paid either by the sponsoring group or the participant.

The options shall be advertised at the event so that all participants are aware of what is available. Non-alcoholic beverages must be made available.

4.2. SAFE ENVIRONMENT

- There are no “shooters” allowed including JELLO or otherwise.
- Unsafe activities such as drinking contests, discounted drinks, dancing on tables, or other dangerous activities are strictly prohibited.
- Ensure the facility is adequately lighted, signs are visible, and stairs and emergency exits are clear. As the occupier of the premises, your group is required to ensure the physical setting is safe for both drinkers and non-drinkers. Town staff should be contacted should your group not be able to provide a safe setting.
- The Permit Holder, Event Organizer and/or the Town staff member will be responsible for determining when assistance is needed and requesting it from the appropriate authorities. If an alcohol related violation occurs, act promptly to rectify the situation and restore adherence to the *Liquor Licence Act*. Whenever the *Liquor Licence Act* is violated at your event, you are at risk of being charged. Even if no charge is laid, the fact that the *Liquor Licence Act* has been violated can be used to undermine your defense in any civil suit.

4.3. LOW ALCOHOL CONTENT

- The Permit Holder will ensure that beverages will be offered that consist of low or non-alcohol options (e.g. light beer, juice and water).
- The price of non-alcoholic beverages must be less than the price of alcohol sold on the premises.

4.4. NO ALCOHOL PROMOTION TO YOUTH

- No alcohol advertising is permitted at events where there will be youth attendance (e.g., beer company umbrellas, posters, flags, clocks).

5. SIGNAGE

5.1. REQUIRED SIGNAGE PROVIDED BY TOWN

Ticket Sales (signage posted where tickets are being sold)

- “Number of Tickets Available for Purchase at One Time – 5”
- “Unused tickets will be refunded while the bar is open and up to 30 minutes after closing.”
- “Ticket sales end 30 minutes before the bar closes.”

Bar Area (posted within the licenced bar area)

- “Number of tickets available for redemption at one time – 2”
- “Bartenders reserve the right to refuse service. Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.”
- “You can only be served a maximum of two alcohol drinks at any one time.”
- “There will be no Last Call.”
- 01:00hr bar will be closed “No exceptions”
- “Low or non-alcohol drink options are available.”
- “Bartenders cannot serve alcohol to anyone under 19 years of age. Proper ID must be presented to event staff when requested.”
- “Servers are not allowed to consume alcohol prior to or during their shift(s).”

5.2. REQUIRED SIGNAGE PROVIDED BY PERMIT HOLDER

- The Permit Holder shall post the Special Occasion Permit in a conspicuous place on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection
- A licenced caterer shall post their Licence, notice of catering, and liquor menu at a catered event

Safe Transportation

- List of safe transportation options
- “The R.I.D.E. program is in effect in our community.”

Restricted Areas

- “No alcohol beyond this point.”

5.3. ADDITIONAL RECOMMENDED SIGNAGE

- What is a standard drink sign (Appendix E)
- Low Risk Drinking Guidelines sign (Appendix E)
- It is also recommended that the Permit Holder post their name and contact information at the entrance/exit to the venue

6. ACTIONS TO ENFORCE

6.1. DUTY TO REPORT

Any person may notify the Event Organizer, Special Occasion Permit Holder, Town staff or security personnel of suspected violations of this Policy.

- Event workers should not attempt to rectify a violation that could lead to a confrontation resulting in personal injury or property damage. In such cases, the police and/or on-site security shall be alerted.
- A police officer or Alcohol and Gaming Commission of Ontario Inspector may inform the Permit Holder, Event Organizer or person in charge that they are in violation of the *Liquor Licence Act* and/or provincial law. Charges may be laid against the offending individual(s) at the officer's or inspector's discretion.
- The Permit Holder, Event Organizer and/or designates shall inform the Town when repairs or other actions are required to make Town property secure or safe for use.
- Town staff on duty at the time of the event reserve the right to ensure this Municipal Alcohol Policy is being adhered to at all times.

A violation of this policy occurs when the Permit Holder or Event Organizer fails to comply with all of the Alcohol and Gaming Commission of Ontario policies, the *Liquor Licence Act* and its regulations, and/or this policy.

6.2. CONSEQUENCES FOR FAILURE TO COMPLY WITH MUNICIPAL ALCOHOL POLICY

First Infraction: Where the Permit Holder or Event Organizer has violated this Policy, the group may be sent a registered letter from the Town advising them of the violation and indicating that no further violations will be tolerated.

Second Infraction: Should the Permit Holder or Event Organizer violate this policy within one year of receiving notice of their first violation – both parties will be subject to a penalty as defined by the Town.

Where there has been a failure to comply with the *Liquor Licence Act*, the police or the Alcohol and Gaming Commission of Ontario inspector may intervene for compliance purposes and may, at their discretion or other authority, terminate the event. The Town may similarly cancel, intervene or terminate the event at any time for violations of this Policy or rental agreement. It remains the responsibility of the Permit Holder, Event Organizer and/or designates to manage the event and to take appropriate actions, including ending the event, vacating Town property, maintaining insurance, adhering to any conditions of insurance, and providing safe transportation options.

Regardless of the reason for termination of the event, the Town will not be responsible for any compensation whatsoever to the Event Organizer or affected persons for any resulting financial losses that they may have suffered.

6.3. CONSEQUENCES FOR ALCOHOL CONSUMPTION IN UNDESIGNATED AREAS

First Infraction: The Town representative on duty will issue one verbal warning requesting the person or group remove the alcohol from the premises and advise them that a letter will be sent to their organization representative to inform them of this violation.

Second Infraction: A second violation within one year of the first infraction (verbal warning) will result in a penalty as defined by the Town.

6.4. OTHER CONSEQUENCES

Where there has been a failure to comply with the *Liquor Licence Act* or any other applicable legislation, the police or the Alcohol and Gaming Commission of Ontario inspector may intervene for compliance purposes and may, at their discretion or other authority, terminate the event. It remains the responsibility of the Permit Holder, Event Organizer and/or designates to manage the event and to take appropriate actions, including ending the event, vacating Town property, maintaining insurance, adhering to any conditions of insurance, and providing safe transportation options.

Similarly, the Alcohol and Gaming Commission of Ontario can deny or suspend the issuing of Special Occasion Permits to certain premises on the basis of historical violations at that particular location.

7. POLICY REVIEW AND IMPLEMENTATION

7.1. POLICY REVIEW

To monitor the effectiveness of this Policy, Council shall initiate a review of this policy every five years or earlier if needed. Such a review shall be based on information provided by the appropriate Town representative and other invited sources, and then the outcome of the review shall be reported to Council with suggested policy changes, if required.

7.2. IMPLEMENTATION PHASE

It is recommended the Town shall design and implement a strategy to orientate all Town staff and community user groups to the policy requirements and to promote the policy to the community at large, including all licenced establishments, service clubs, community groups, etc. This can only assist these organizations with due diligence and accident prevention. It will also help to reduce potential insurance claims for both the organization and the Town.

**APPENDIX A
Town of The Blue Mountains**

TOWN SIGNIFICANCE

A registered charity under the Income Tax Act or non-profit organization may take out a public event Special Occasion Permit, and no Town designation is required. It is recommended that proof of charitable or not-for-profit status, in the form of a letter, be received at the time of the Special Occasion Permit application.

An individual or business may also apply for a public event Special Occasion Permit if organizing or conducting an event of:

- provincial, national or international significance (as agreed to by the Registrar of Alcohol and Gaming); or
- **Town significance for which a Town resolution or letter from the Town Clerk or designated authority is required and indicates the event is one of Town significance**

The Town is under no obligation to provide this designation to an applicant for a public event Special Occasion Permit. Even with the designation of Town significance, the Alcohol and Gaming Commission of Ontario Registrar ultimately decides if the necessary criteria have been met in order for a Special Occasion Permit to be issued.

**APPENDIX B
Town of The Blue Mountains**

CHECKLIST AGREEMENT FOR LICENCED EVENTS

This checklist must be completed in full, signed and submitted to the Town, with all supporting information, at least 45 days before the event. A copy of the Special Occasion Permit Application must be submitted to the Town before confirmation of the event can be made. See the Municipal Alcohol Policy for additional information.

1. Name of Event: _____
2. Location of Event: _____
3. Date and Time of Event: _____
4. Estimated Number in Attendance: _____
5. Will persons under 19 years of age be attending this event? Yes No
6. Name of person and/or group hosting this event:

7. Name of Event Organizer and all official designates:
Event Organizer
Name: _____ Home Phone: _____ Cell: _____
Official Designates
Name: _____ Home Phone: _____ Cell: _____
Name: _____ Home Phone: _____ Cell: _____
8. Name of Special Occasion Permit Holder and all official designates (if different from above):
Special Occasion Permit Holder
Name: _____ Home Phone: _____ Cell: _____
Official Designates
Name: _____ Home Phone: _____ Cell: _____
Name: _____ Home Phone: _____ Cell: _____
9. A copy of the Special Occasion Permit Application has been provided?
Yes Date received: _____
10. A copy of the Special Occasion permit has been provided? Must be provided 45 days prior to the event.
Yes Date received: _____
11. Copy of insurance has been provided? Must be provided 45 days prior to the event.
Yes Date received: _____

Attachment # 1 DOR.14.03

12. Rental Agreement has been read and signed?

Yes Date received: _____

Facility Rental Deposit? Yes Date received: _____

13. Copy of proof of security has been shown? Yes Date received: _____

Name of Company or Police Service: _____

Number of security personnel attending: _____

14. Proof of Risk Management Plan? Yes Not Required

15. Copy of Guest List provided? Yes No

16. The safe transportation strategies that will be used at this function are:

a) _____

b) _____

c) _____

17. Type of identification for event workers (please describe):

18. Copies of certified server training program for event workers provided?

• Yes Date received: _____

I have received, read and understand all the Municipal Alcohol Policy AND I and my event workers will observe and obey all policy regulations during this event.

(If there is anything that you do not understand with respect to this Policy it is your responsibility to contact Town staff (phone: _____) to obtain clarification and understanding.)

Print Name of Event Organizer

Signature of Event Organizer

Date

Print Name of Special Occasion Permit Holder

Signature of Special Occasion Permit Holder

Date

Print Name of Town Representative

Signature of Town Representative

Date

APPENDIX C
Town of The Blue Mountains
SPORTS ACTIVITY AGREEMENT:

Name of Team/Group: _____

Name of Contact Person: _____

Address: _____

Phone Numbers: Home _____

Business _____

Certification:

1. I understand that alcohol cannot be served or consumed on Town properties or in facilities unless it is done within the terms of the *Liquor Licence Act* and the Town of The Blue Mountains' Municipal Alcohol Policy.
2. I understand that, if any member of the team or organization operating under my direction violates this policy or any of the regulations of the Alcohol and Gaming Commission of Ontario, that our team will receive a verbal warning and the violation will be documented.
3. I understand that if any member of my team or organization violates this policy or any of the regulations of the Alcohol and Gaming Commission of Ontario within one year of a previous violation that our group will be penalized as defined by the Town.
4. It is my responsibility to ensure that all team captains and other supervisory personnel of the organization are aware of and understand the Town of The Blue Mountains' Alcohol Policy.

Additional print copies of the Municipal Alcohol Policy will be provided upon request.

Print Name: _____

Signature: _____ Date: _____

OFFICE USE

Agreement received by (print name): _____

Signature: _____ Date: _____

APPENDIX D
Checking Identification (ID)

http://www.agco.on.ca/pdfs/en/tip_sheets/3056.pdf

In order to be valid, identification must:

- Have been issued by a government;
- Be current (expired ID is not valid);
- Include the person's photograph; and
- Include the person's birth date.

Note: By law, no one can be required to produce their Ontario Health Card, nor can their health number be collected.

Some forms of acceptable ID include:

- Ontario Driver's Licence
- LCBO BYID card
- Canadian Armed Forces Identification Card
- Photo card issued under the Photo Card Act
- Canadian Citizenship Card with photograph
- Canadian Passport
- Permanent Resident Card (Canadian)
- Secure Indian Status Card (Canadian)

Tips for Checking ID

- Ensure you are in a well-lit area
- Take your time and examine the ID closely - check the photo, date of birth and the expiry date
- Never accept ID without a photo. Hold the ID in your hands, rather than allowing the patron to flash it at you. If it is in any sort of case, take it out.
- Feel for extra thickness around the photo and the edge of the lamination. This may be an indication of a second photograph placed on top of the original and re-laminated.

Effective January 1, 2013, a new identifier on Ontario Driver's Licences and photo ID cards issued to individuals aged 16 to 18 will clearly show when the cardholder turns 19. The cards will have an "AGE 19" banner followed by the exact date the card holder turns 19.

APPENDIX E

Low Risk Alcohol Drinking Guidelines & Standard Drink Sizes

<http://www.ccsa.ca/2012%20CCSA%20Documents/2012-Canada-Low-Risk-Alcohol-Drinking-Guidelines-Brochure-en.pdf>

One serving of alcohol contains 13.6 grams of pure alcohol. Since the alcohol content varies from beverage to beverage, the size of a standard drink will be different for each type of beverage depending on its alcohol content.

1 standard drink equals:

- 341 ml (12 oz.) of 5% alcohol content (beer, cider or cooler)
- 142 ml (5 oz.) of wine with 12% alcohol content
- 43 ml (1.5 oz.) serving of 40% distilled alcohol content (such as rum, rye, gin or vodka)

Safer Drinking Tips

- Drink slowly. Have no more than 2 drinks in any 3 hours
- For every alcoholic drink, have one non-alcoholic drink. This is called a 'spacer' drink
- Eat before and while you're drinking alcohol
- Always consider your weight, age, body weight and health problems that might suggest lower limits

Drinking is a personal choice, and most people drink responsibly most of the time. These guidelines are intended to help people make smart choices about their alcohol consumption to reduce their risk of disease and injuries associated with alcohol consumption:

- Women: no more than 2 drinks per day, 10 drinks per week
- Men: no more than 3 drinks per day, 15 drinks per week
- Plan at least 2 non-drinking days per week to avoid developing a habit
- Reduce your risk by drinking no more than 3 drinks for women and 4 drinks for men on any single occasion.

Do not drink when you are:

- Driving a vehicle or using machinery and tools
- Taking medicine or other drugs that interact with alcohol
- Doing any kind of dangerous physical activity
- Living with mental or physical health problems
- Living with alcohol dependence
- Pregnant or planning to be pregnant
- Responsible for the safety of others
- Making important decisions