



# Municipal Alcohol Policy & Procedures

# Corporate Policy

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**Subject:**                      **Municipal Alcohol Policy**

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## **Policy Statement:**

The Corporation of the Town of Caledon (the Town) is the owner and operator of recreation facilities and parks where events involving the serving of alcohol are frequently held. As owners and operators of these facilities and parks, the Town has a responsibility to promote the conscientious use of alcohol at these events. The Corporation must also take appropriate initiatives to protect itself against the risks associated with the use of alcohol in public facilities.

## **Scope:**

This policy applies to:

- Town staff, event organizers, users of all Town facilities where alcohol is consumed.
- Events held on Town property for which a Special Occasion Permit (SOP) has been issued.
- Town events at any location where alcohol is being consumed.

## **Purpose:**

The Municipal Alcohol Policy (**MAP**) is designed to establish the framework of responsibly hosting events on Town property where alcohol will be served. The Policy will provide measures to minimize alcohol-related risk and issues. By managing risks, the Town will increase positive experiences for all patrons, reduce the risk of alcohol-related injury and death, and reduce the risk of liability actions against the Town.

The Policy and its procedures are intended to ensure event organizers are complying with:

- Responsibilities relating to the Alcohol and Gaming Commission of Ontario (**AGCO**);
- **SOP**, Caterer's Endorsement or liquor license;
- The necessary approvals for running an event where alcohol is being consumed;
- And the Town's risk management and liability protocols surrounding the event.

## **Policy Details:**

The Town has developed the **MAP** and procedures to establish the responsibilities for event organizers and Town staff relating to the Liquor License Act (LLA) as enforced by the AGCO.

# Corporate Policy

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The Municipal Alcohol Procedures outline the responsibilities of the event organizer or designate. Specific information includes:

- Alcohol Management
- Shutting Down an Event
- Role of Town Staff
- Role of event organizer

## **Reserved Rights:**

The Town is under no obligation to allow licensed events to be held on its property. If the Town chooses to allow such events, it may impose whatever restrictions it deems appropriate.

The Town reserves the right to cancel the event if the requirements of the SOP, LLA, **MAP**, or procedures are not fulfilled, or if appropriate documentation is not received within the time prescribed in the procedures.

## **Reference and Related Documents:**

*Liquor License Act, as amended*  
*Municipal Alcohol Procedures*

# Community Services Department Procedure

**Subject: Municipal Alcohol Procedures**

## **Purpose Statement:**

The Town of Caledon (Town) is committed to providing a safe and enjoyable environment for facility and park users and therefore has established reasonable conditions, which all persons are required to follow where the consumption of alcohol is permitted on Town property.

## **Scope:**

The Municipal Alcohol Policy (MAP) and procedure outlines the controls and requirements for events including Special Occasion Permits (SOP).

This policy applies to:

- Town Staff, Event Organizers, users of all Town facilities where alcohol is consumed
- Events held on Town Property for which a SOP has been issued
- Town events at any location where alcohol is being consumed

## **DEFINITIONS**

For the purpose of this Policy, the following terms have the definitions set out below.

**AGCO**: “The Alcohol and Gaming Commission of Ontario”.

**Caterer’s Endorsement**: an endorsement to a liquor license issued by the AGCO that permits the sale and service of beverage alcohol to an Event that is in an area other than a licensed establishment. The catered Event must be sponsored by someone other than the license-holder, and the Event cannot be longer than ten (10) days.

**Event**: includes all bookings requiring a Special Occasion Permit or License by the AGCO that take place in Town owned facilities or parks. Events may be public or private.

**Event Organizer**: any person nineteen (19) years of age or older or organization applying to hold an Event on Town property. This includes the person or organization on whose behalf such persons apply or seek permission to hold the Event. This may or may not be the SOP holder.

The Event Organizer is:

- The person responsible for signing the rental contract, and/or
- The person named as such on the Special Occasion Permit, or
- A designate who has been identified by the person signing the rental contract.

**Event Worker**: any representative (paid or unpaid), agent, partner, employee, servant, contractor or other individual or entity working on the Event for the Event Organizer, and includes volunteers, the Event Organizer, an Event Organizer’s Delegates, Servers and Event Workers.

<b>Server / Bartender</b>	<i>Accepts tickets for the purchase of alcoholic drinks; serves alcoholic drinks; monitors for intoxication and underage drinkers; refuses service; offers non-alcoholic drinks; etc.</i>
<b>Door Monitor</b>	<i>Checks identification; assesses signs of intoxication; refuses entry where applicable; arranges safe transportation; etc.</i>
<b>Floor Worker</b>	<i>Interacts with participants; monitors behavior, intoxication and underage drinkers; responds to problems; arranges safe transportation; removes patrons where applicable; etc.</i>
<b>Ticket Seller</b>	<i>Sells alcohol tickets; monitors for intoxication and underage drinkers; refuses sale where applicable; etc.</i>

**Licensed/Permitted Area:** the area identified by the license where alcohol will be stored and served, as per the conditions of the license/permit.

**Liquor License Act or LLA:** the *Liquor License Act*, R. S. O. 1990. c. L.19 as amended and includes applicable Regulations passed pursuant to the Act.

**Municipal Alcohol Policy or MAP:** the Town's "Municipal Alcohol Policy" which includes this procedure document.

**Smart Serve:** means the certification program for responsible service training to all individuals who serve alcohol beverages or who work where alcohol beverages are served in the Province of Ontario.

**Special Occasion Permit or SOP:** an issued pursuant to Section 19 of the *Liquor License Act*.

**Third Parties:** individuals, corporations, or partnerships with which the Town is at arm's length within the meaning of the Income Tax Act (Canada) and excludes Town Affiliates.

**Town:** means the "Corporation of the Town of Caledon".

**Town Property, or Town Premises:** facilities, lands, buildings, structures, premises or other real property for which the Town is the legal owner, lessee or over which the Town otherwise has authority to grant use.

**Town Staff:** individuals identified by the Town as the contact for either Municipal Alcohol Policy purposes or the Town property in question, as the context requires, including but not limited to customer service representatives and facility operations staff.

## **1. ELIGIBILITY FOR ALCOHOL ON TOWN PROPERTY**

In order to rent a Town facility or host an event on Town Property with alcohol, the Event Organizer must demonstrate to the satisfaction of the Town that the Municipal Alcohol Policy and Procedure is understood, and controls of the Policy and Procedure will be strictly enforced.

## **2. DESIGNATION OF LOCATIONS**

Staff will review all requests to hold a SOP event on Town Property to determine if it is an appropriate location for the event. Parks and facilities that are managed by the Town but owned by another entity will require additional approvals in order to permit functions with alcohol. Licensed areas are approved on an event-by-event basis and does not guarantee future approval. The Town reserves the right to remove a designated location at any time.

## **3. REQUIREMENTS FOR EVENTS WITH ALCOHOL**

3.1 The following documentation is required within two weeks of the event date:

3.1.1 Signed Rental Contract and payment according to the terms and conditions payment schedule.

3.1.2 A valid SOP for the function, and a copy provided to the Town.

3.1.3 A signed Event Organizer Agreement indicating the Event Organizer has read and understands MAP, and is responsible for ensuring the function is in compliance with the Policy, SOP and LLA as amended.

3.1.4 A minimum of two (2) Smart Serve Trained Event Workers are required for all functions where alcohol is served or sold.

- 3.1.5 A list of Event Workers for the function (including a copy of the original Smart Serve Certificates) must be included in the Event Organizer Agreement.
- 3.1.6 General liability insurance is required for all rentals. Insurance may be purchased through the Town (on behalf of an insurance provider) or a Certificate of Insurance may be provided with the following requirements:
- ✓ Minimum of \$2,000,000 general liability insurance coverage per occurrence (*some exceptions may apply*)
  - ✓ Must name 'The Corporation of the Town of Caledon' as an additional insurer including the address:  
**Town of Caledon  
6311 Old Church Road  
Caledon ON L7C 1J6**
  - ✓ List of activities or operations and facilities covered under the policy
  - ✓ Coverage for Host Liquor Liability, bodily injury and property damage liability must be included
- 3.1.7 Additional requirements for insurance may be made at the discretion of the Town. Please consult with the designated Department representative.
- 3.1.8 The Town reserves the right to end the Event at any time if the requirements above are not fulfilled.

#### **4 ALCOHOL MANAGEMENT**

- 4.1 It is recommended that all bottles are to remain in the bar area. All drinks will be served in cans or plastic cups unless specifically approved by the Recreation division.
- 4.2 Ticket sales for drinks must end 30 minutes prior to the end time stated on the rental contract or SOP, whichever is earlier.
- 4.3 It is recommended that alcohol service be limited to two (2) drinks per person at one time.
- 4.4 There will be no last call for alcohol.
- 4.5 Non-alcohol beverages must be available throughout the Event at a moderate cost to guests. It is strongly recommended that non-alcohol drinks be provided FREE of charge to identified designated drivers.
- 4.6 There must be sufficient food available for those in attendance. This requirement is not satisfied by snack foods such as chips, peanuts and popcorn. Light meals in the form of sandwiches, hamburgers, hot dogs, pizza, etc. are acceptable.
- 4.7 No persons shall be permitted to bring their own alcohol to the Event or to pour their own alcohol drinks. All alcoholic drinks are to be served by a Smart Served trained Event Worker.
- 4.8 Alcohol shall not be offered as a prize in a contest. Gift cards are allowed as an exception.

#### **5 ROLES AND RESPONSIBILITIES**

##### **5.2 Role of Town Staff**

- 5.2.1 Town Staff will ensure the Event Organizer receives the MAP and Procedures written documentation prior to the event.
- 5.2.2 At least one Town facility representative will ensure the event is in compliance with the MAP.

- 5.2.3 The Town may require and supply additional barriers to separate the Licensed Event Area from locations where alcohol is not consumed.
- 5.2.4 Town Staff has the ability to end an event at any time if the following terms and conditions are not adhered to:
- ✓ Liquor License Act (LLA) of Ontario as amended,
  - ✓ Alcohol and Gaming Commission of Ontario policies, procedures and requirements,
  - ✓ Special Occasion Permit,
  - ✓ Town of Caledon policies, procedures, by-laws and terms and conditions
  - ✓ Any other federal, provincial laws.

### **5.3 Role of the Event Organizer**

The Event Organizer is responsible for the management and control of the Event including but not limited to:

- 5.3.1 Compliance with all federal and provincial laws, including LLA and AGCO. The Event Organizer must also ensure Town policies, procedures, by-laws and terms and conditions are adhered to.
- 5.3.2 Event organizer must be present at all times during the event and shall remain in the facility until attendees have cleared the Town Premise.
- 5.3.3 Event organizer must refrain from consuming alcohol prior to, during and immediately after the event and ensure Event Workers refrain from consuming alcohol.
- 5.3.4 Controlling alcohol service and sales including restrictions of extra strength drinks (i.e. double shots, energy drinks).
- 5.3.5 Ensuring alcohol is served only during hours indicated on the SOP.
- 5.3.6 Organizing and planning of event including set up and take down and inspection of damage or hazards on Town Premises prior to event.
- 5.3.7 Posting the SOP in a visible place (i.e. bar) and being able to produce alcohol receipts.
- 5.3.8 Providing an orientation to all Event Workers or designates on their responsibilities throughout the event. Also ensuring they are aware of an emergency plan and location of emergency exits.
- 5.3.9 Ensure Event Workers are easily identified during the event.
- 5.3.10 Control of entrances and exits to the premises at all times during the event.
- 5.3.11 Maintaining the safety and sobriety of people attending the Event including those persons turned away to control the event or because of intoxication.
- 5.3.12 Must provide light meals and non-alcoholic beverages in the Licensed Area for the duration of the Event.
- 5.3.13 Ensuring alcohol is not consumed in areas outside the permitted location under the SOP (i.e. parking lot, hallways, washrooms).
- 5.3.14 Providing safe transportation options for attendees.
- 5.3.15 Responsible to attend to emergencies and if necessary call the Ontario Provincial Police or other emergency services. Event organizer must notify Town staff to initiate the Incident Report Form process within 24 hours.
- 5.3.16 Adhere to the minimum Guest to Event Worker Ratio as set out in the table below. The Town 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.

Number of Guests	Bartenders / Servers	Door Monitors	Floor** Workers	Ticket Sellers	Licensed Security Workers
Up to and including 100	2*	One monitor for each access point	1	0	0
101 – 200	2	One monitor for each access point	1	1	0
201 – 300	2	One monitor for each access point	2 (+1 for outdoor event)	2	1 (for outdoor event)
300 – 500	3	One monitor for each access point	3 (+1 for outdoor event)	2	1
Over 500+	Events which are expected to exceed an anticipated attendance of five hundred and one (501) or greater, specific Event Worker requirements will be evaluated on an every-by-event basis in consultation with Recreation Representative. Operational plans may be required at the Event Organizers expense.				

\*For events up to and including one-hundred (100) guests, the Event Organizer can act as the Bartender

\*\*The Event Organizer can act as Floor Worker

5.3.17 Regardless of the chart above, the Event Organizer is required to consider the need for additional Event Workers above the specified minimums, provide additional training, limiting attendance to ensure they meet their responsibilities, ensure that all persons acting as Bartenders / Servers be certified and trained under Smart Serve (minimum 2).

## 6 **LARGE SCALE OUTDOOR EVENTS**

6.1 The designated Licensed Event Area must be clearly defined and separated from the location where alcohol is not served. The proposed licensed location must have a 36" (0.9 m) high barrier to identify the separate areas.

6.2 SOP applicants for all outdoor public events are required to provide written notice to municipal officials (e.g. municipal clerk's office, police, fire and health departments) prior to the start of the Event:

- ✓ If fewer than five thousand (5,000) people are expected to attend thirty (30) days' notice is required.
- ✓ If the Event is expected to attract five thousand (5,000) or more people, 60 days' notice prior to the start of the Event is required.

6.3 All applicable fees are the responsibility of the Event Organizer.

## 7 **SECURITY**

7.1 Sufficient security must be provided by the Event Organizer to ensure alcohol is sold, served and consumed in compliance with the LLA and regulations.

7.2 Identification must be checked at each point of entrance and guests legally permitted to consume alcohol at the event must be clearly identified (using bands, stamps, etc.).

7.3 Security/operational plans may be requested to be submitted under the MAP and may be approved by Police, Fire, EMS and the AGCO Inspector under the LLA. The plan must be amended to cover all their requirements if requested.

7.4 It is the Event Organizer's responsibility to pay for any additional fees incurred for hosting the Event (i.e., fencing, security, police, etc.).



## **8 SAFE TRANSPORTATION**

- 8.1 The Event Organizer is responsible for promoting safe transportation options for attendees of the Event or contacting police as appropriate, including for persons who may be denied entry or removed from the Event.
- 8.2 Safe Transportation options can include, but is not limited to:
  - ✓ Providing a designate driver program which encourages and identifies designated drivers that will use a vehicle to transport intoxicated persons to a place of safety.
- 8.3 Providing non-alcoholic beverages either at no charge or at a cost much lower than that of drinks containing alcohol to all designated drivers.
- 8.4 Promoting taxis, buses, or other forms of alternative transportation.
- 8.5 Arranging overnight parking with the Town overnight parking exemption program.
- 8.6 Notifying the police in the event that an intoxicated person attempts to drive a vehicle.

## **9 SIGNAGE**

- 9.1 The Event Organizer shall post signage for the Event as required under the guidelines of the AGCO, LLA and the Municipal Alcohol Policy. The required signage shall include the following:
  - 9.1.1. SOP (acquired from AGCO) – The permit and levy receipt must be onsite and available to show for inspection.
  - 9.1.2. Warning signs respecting Fetal Alcohol Syndrome as specified in the LLA (to be posted regardless of the requirements under the Liquor License Act).
  - 9.1.3. Signage clearly outlining the licensed and unlicensed areas.
- 9.2 To assist with control of the Event, the Event Organizer will post:
  - 9.2.1 A sign stating the name of the Special Occasion Permit holder and the telephone numbers for the Recreation Division and the AGCO and local Police.

Recreation Division – 905.584.2272 x 7327

AGCO – 416.326.8700

Caledon OPP - For non-emergencies call 1.888.310.1122
  - 9.2.2 Price List of drinks.
  - 9.2.3 Additional signs with the following wording shall be displayed in addition to the signs listed above, in a prominent location immediately within each licensed area:
    - ✓ Servers are prohibited from serving alcohol to participants under 19 years of age.
    - ✓ Proper I.D. must be presented to Event Staff when requested.
    - ✓ Service is limited to 2 drinks per person at one time.
    - ✓ All purchased but unused alcohol tickets are redeemable for purchase price or non-alcoholic drink.
    - ✓ Intoxicated persons or anyone who appears to be at the point of intoxication will be refused entry and/or service.
    - ✓ Ask your server about safe transportation options.