

TOWNSHIP OF ORO-MEDONTE

Municipal Alcohol Policy

Original September 1994
Amended November 1995
March 2007
Revised 2008, 2024
Enacted May 14, 2008



Oro-Medonte Township

Policy

Section Operations and Community Services	Subject Municipal Alcohol Policy	Policy/Procedure # POL-PR- 001
		Enacted By Council September 1994 Amended November 1995 and March 21, 2007, Revised 2008 and 2024

1.0 PURPOSE

The Township of Oro-Medonte is committed to providing safe and enjoyable Municipal facilities/properties to residents and visitors. The Municipal Alcohol Policy provides guidelines regarding the provision of alcohol service in Township facilities. The Municipal Alcohol Policy is designed to outline Municipal properties where sales and/or service of alcohol is permitted under the authority of the Alcohol and Gaming Commission of Ontario (AGCO) by way of a Special Occasion Permit (SOP), Caterer’s Endorsement or Liquor License.

The Municipal Alcohol Policy is designed to inform Event Organizers requesting permission for use of Town properties on:

- Strategies to help limit alcohol related problems.
- All requirements and responsibilities relating to the event.
- Preparing for the event.
- Training Event Workers
- Monitoring, managing and assuming responsibility for the liability and other risks associated with their event.

The Municipal Alcohol Policy is intended to provide for responsible use of Municipal property by promoting responsible alcohol consumption, reducing exposure to risk, minimizing the potential for host liability, and providing proactive risk management guidelines and standardized operating procedures.

2.0 POLICY OBJECTIVES

a) To provide clear operational procedures to manage the risks associated with the consumption of alcohol in accordance with the requirements of the Ontario Occupiers Liability Act and in compliance with the Ontario Liquor License Act.

b) To encourage and support the responsible use of alcohol as part of a social function within municipally owned and operated properties as well as to respect the decision of

those individuals who choose not to consume alcohol by providing alternatives and consumer choices.

c) To provide a balance of licensed and non-licensed properties, facilities and events to ensure that all community members have access to safe and enjoyable recreation activities.

d) To educate and train staff, volunteers, groups and special occasion permit holders with the knowledge and skills required to effectively manage events and enforce policy

3.0 MUNICIPAL PROPERTIES WHERE ALCOHOL IS PERMITTED WITHIN LICENSED AREAS UNDER A SPECIAL OCCASION PERMIT (SOP).

Alcohol may only be sold or served in facilities that are licensed under the *Liquor License Act*. For those facilities and properties that are not licensed, The Township has developed a “Designated Properties” list (Table 1), identifying Town properties where Events with alcohol being served under an SOP or a Caterer’s Endorsement may be approved. The Council of the Township of Oro-Medonte may change the designation of any site at its discretion.

FACILITY
Oro-Medonte Community Arena Floor Surface (non-ice events only)
Oro-Medonte Community Arena Banquet Hall
PARKS
Lions Sports Fields
Vasey Sports Fields
Bayview Memorial Park
Horseshoe Valley Memorial Park
Ramey Park
Sweetwater Park

Table 1 – Designated properties for SOP.

The Township reserves the right, in its sole discretion to refuse an Event Organizer permission to hold their Event on Township property, and for reasons other than the Municipal Alcohol Policy including conflicting events, renovations or uses.

The Director of Operations and Community Services or his/her designate has the right to approve or deny requests for alcohol at events on Township property that are not on the Designated List.

Regardless of an approval for a property not on the designated properties List, the Event Organizer and their Event will be subject to the Municipal Alcohol Policy unless the approval specifically provides otherwise.

For greater certainty, upon the date the Municipal Alcohol Policy comes into effect the Municipal Alcohol Policy is intended to apply to all Township Properties, with the

exception of the Huronia Nurse Practitioner Led Clinic which is operated through a lease agreement with the Municipality.

3.1 Tiered Seating

The Township does not approve the sale or service of alcohol where fixed tiered seating or temporary tiered seating (i.e., bleachers) will form part of licensed area.

4.0 MUNICIPAL FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT (SOP)

The consumption of alcoholic beverages is prohibited in all Township of Oro-Medonte Facilities including but not limited to the Administration Centre, Public Works Yards, Fire Halls, Parks, and Sports fields with the exception of those designated in Section 3.0 unless otherwise approved the Director, Operations and Community Services, the Chief Administrative Officer or by Council through resolution.

5.0 EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT (SOP)

All youth events and all sports events involving minors, including banquets and all events where the focus is on youth under the age of 19 are not suitable or eligible for a special occasion permit.

6.0 YOUTH ADMITTANCE TO LICENSSED EVENTS

a) No person under the legal, provincial drinking age shall be permitted admission or entry to a special occasion permit event or designated facilities or areas, except in the case of family social events.

b) In the case of a licensed function such as an adult tournament or special community event, a person under the legal, provincial drinking age may be permitted admission to enter designated facilities or areas provided they are accompanied by a parent or guardian.

7.0 MANAGEMENT PRACTICES

7.1 Municipal Designation

Except as specifically noted below, the designation of an Event as Municipally Significant is required where an organization's event is both (a) outdoors and (b) involves an agreement between the SOP holder and a liquor sales licensee (e.g., bars and restaurants) to allow a patron to take a single serving of alcohol between the respective permitted and licensed areas. The purpose of this agreement is to ensure there is no unreasonable risk to public safety, the public interest and the public, and no unreasonable risk of non-compliance with the Liquor License Act and Regulations by either of the parties. This agreement must be sent to the Alcohol and Gaming

Commission of Ontario at least 30 days prior to the Event and must be approved by the Registrar. No municipal designation of “municipal significance” is required where the Special Occasion Permit applicant is either a charitable organization registered under the *Income Tax Act* or a non-profit association or organization for the advancement of charitable, educational, religious or community objects. Any other person or group may also be issued a Public Event SOP, however, in this case the event must first be designated either by the municipality as one of municipal significance, or by the Registrar of Alcohol and Gaming as one of provincial, national, or international significance. A request for municipal designation must be submitted by the applicant as part of the application process. A municipality is not under any obligation to provide a designation to an applicant for an Event SOP. A municipal designation may take the form of a resolution of Council or a letter from Council’s authorized designate (e.g. Municipal Clerk) on municipal letterhead and stating that the municipality deems the Event as one that is significant to the community. While a particular Event may receive a designation from a municipality, the Registrar ultimately decides if the necessary criteria have been met in order for a permit to be issued.

NOTE: Individuals or groups looking to hold a different kind of Event for which an SOP is required (Trade Show, Auction, Reception, Private Event, Consumer Show, Diplomatic Events and Market Research Events) do not require a designation of Municipal Significance prior to acquiring a Special Occasion Permit.

7.2 Municipal Notification

SOP applicants for all Public Events are required to provide thirty (30) days’ notice to municipal officials (e.g. Operations and Community Services 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. 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.

7.3 Agreement between Event SOP Holder and Liquor Sales Licensee

An Event Organizer can enter into an agreement with a liquor sales licensee, allowing patrons to carry a single serving of alcohol between the Permitted Event Area and the Licensed Event Area (e.g. bar, patio). The Registrar will review the agreement to ensure the parties have reasonably addressed issues of public safety and public interest.

7.4 Areas to Which Special Occasion Permit Applies

SOP applicants are required to define the proposed area within which the sale, service and consumption of alcohol will take place. Events taking place outdoors are not required to restrict alcohol sale, service and consumption to designated beer tents, and may be expanded to include other areas that are part of the event.

If the Event is taking place on municipal property, the municipality has the ability to either establish or approve areas to which the SOP applies, or not approve the Event at all.

Regardless of the size of the proposed licensed area, a 0.9 meter partition must be in place in order to distinguish the areas in which alcohol is allowed from the areas in which alcohol is not allowed. Sufficient security must be provided by the Event Organizer to ensure alcohol is sold, served and consumed in compliance with the *Liquor License Act* and regulations. In determining whether security is sufficient, the Event Organizer shall consider the nature of the Event, the size of the premises and the age and number of persons attending the Event. 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.). It is the Event Organizer's responsibility to pay for any additional fees incurred for hosting the Event (i.e., fencing, security, police, etc.)

7.5 Conditions Regarding an Application for a Special Occasion Permit

Any Event Organizer who wishes to serve alcohol at a designated property must sign an agreement stipulating the conditions under which alcohol may be served and a completed operations plan (Appendix B and C). **In addition, the Event Organizer who signs the agreement form must obtain a Special Occasion Permit from the AGCO.** The Special Occasion Permit (SOP) holder/Event Organizer must ensure all conditions of the *Liquor License Act* and these procedures are adhered to at the Event and must supply the Town with a copy of the Special Occasion Permit no less than five (5) business days prior to the Event.

The Event Organizer (as indicated on the SOP) or his/her delegate must be present at all times.

The Township 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 Event Organizer must fully recognize his/her responsibilities to:

- (a) prevent participants from becoming intoxicated; and
- (b) protect participants from foreseeable harm; as fundamental strategies in reducing the risk of complaints, injury, and liability.

7.6 Role of Township Staff

Township Staff will provide written educational information or sources to the Event Organizer identifying the conditions and requirements of the Municipal Alcohol Policy and Procedures upon request. Upon application, Township Staff will provide an Event Checklist (Appendix A) to ensure the Event Organizer has been made aware of the requirements under the Municipal Alcohol Policy.

The Director of Operations and Community Services or designate for the property in question, will approve or reject the application and use of Township Property for the event involving alcohol based upon compliance with Municipal Alcohol Policy requirements, and may add such conditions as in their sole discretion are advisable for the particular property or Event. Separate approvals may still be required depending

upon the location and event. Additionally, where necessary approvals have been obtained, agreements for use of Township property in a form and content satisfactory to the Town Solicitor may be required.

The Director of Operations and Community Services or designate may, provided it is in writing, waive any of the minor specific requirements of: (a) serving alcohol set out in clause 7.14. of this document, or (b) Event Worker identification and clothing as set out in clause 7.11.6. Such waivers are in the sole and absolute discretion of the Director, Operations and Community Services or designate as to whether it is appropriate for the Event, provided that no such waiver shall relieve the Event Organizer, the SOP holder/Event Organizer, alcohol caterer or Event Workers from their legal obligations. Examples of such minor waivers that may be considered are having wine served to tables in bottles or the use of glassware for weddings or similar receptions.

The Township will determine staffing requirements and where appropriate additional staffing and/or security/policing may be required. In such cases, these costs will be borne by the event organizer.

The Township reserves the right to determine and approve who can serve as bartenders, servers, or Event Workers, at its sole and absolute discretion.

7.7 Role of the Event Organizer

7.7.1

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

- Organization and planning
- Set up (unless provided by the facility)
- Training of their designates and other event workers on the Municipal Alcohol Policy and Fire Safety Plan.
- Compliance with the Fire Code and Fire Safety Plan.
- Inspection of the Township premises
- Alcohol service and sales
- Safety and sobriety of people attending the event including those persons turned away to control the event or because of intoxication.
- Control of access to the Township premises at all times during the occupation and use of the Town Premises
- Response to emergencies including contacting Police or other emergency services.
- Return of the Township [remises in vacant and proper condition.
- Compliance with Township's Special Event Bylaw
- Compliance with all regulatory agencies having jurisdiction over the event including, OPP, Fire and Emergency Services and the Simcoe Muskoka District Health Unit.

- Compliance with the *Liquor License Act*, and all other legislation and standards as well as the Township's Municipal Alcohol Policy and any other conditions imposed upon the permission for use of Township property granted by the Township.

7.7.2

All alcohol-related functions are required to have Smart Serve trained personnel responsible for the serving of alcohol. The Event Organizer, or designate, will provide to the Township a list, including names, addresses and Smart Serve registration numbers, for all bartenders, and Event Workers a minimum of five (5) business days in advance of the Event (See Municipal Alcohol Policy Server Information Form Attached as Appendix C). When unforeseen circumstances prevent a person on the submitted list from participating, substitutes may be used. Whenever possible, the names, addresses and registration numbers of substitutes must be submitted prior to the event.

7.7.3

Where the Event Organizer is not the person named as the holder of the SOP, or as the sponsor for a Catering Endorsement, or the person applying for such permit or sponsorship for the liquor permit required for the Event, both the Event Organizer and the person so named/applying shall be signatories to the required agreement with the Township.

7.7.4

It is the Event Organizer's responsibility to ensure that Event Workers and patrons follow the conditions and requirements laid out in the *LLA*, the Municipal Alcohol Policy and all agreements for use of Township Premises, and that a sufficient number of trained Event Workers are in attendance and are applied as needed to, manage and control the Event.

The Event Organizer may designate an individual or individuals to help with management of the Event and compliance with the Municipal Alcohol Policy, but in no event shall such delegation relieve the Event Organizer of their responsibilities, liabilities or duties pursuant to the Municipal Alcohol Policy or pursuant to any agreement with the Township.

7.7.5

The Event Organizer has a duty to report to Township Staff details of any incident: (a) that involves bodily injury or property damage; (b) where a Liquor Inspector under the *Liquor License Act* has made a report on any incident or violation; or (c) where the Event Organizer is aware or has been made aware of any *Liquor License Act* or Municipal Alcohol Policy violations. Police shall be informed by the Event Organizer as appropriate. Reports to Township Staff shall be made no later than 24 hours after the conclusion of the Event but shall be made immediately where repairs or other action is required to make Township property secure or safe for use. The Event Organizer is responsible to make an immediate report to Township Staff if the facility or premises becomes unsafe for use, and to take all necessary steps to protect and exclude persons, erect barriers, give warnings and provide any other protection needed until Township Staff take control over the unsafe area.

7.7.6

The Event Organizer must supply the Township with the following no less than ten (10) business days prior to the Event:

- A copy of the Special Occasion Permit
- A list (including names and addresses and Smart Serve registration numbers) of all bartenders, servers and Event Workers who are certified in Smart Serve. The Town reserves the right to determine and approve who can serve as bartenders, servers, or Event Workers, at its discretion (See Municipal Alcohol Policy Server Information Form, attached as Appendix C)
- Activity Agreement Form (Attached as Appendix D)
- Agreement for Special Occasion Permit Holders Form (Attached as Appendix E)
- Proof of adequate insurance

The Township reserves the right to cancel the Event if the above requirements are not received within the prescribed time.

7.8 Conditions for the serving of Alcohol in/on Township Facilities/Properties

The Municipal Alcohol Policy will apply to all Events where alcohol is served under an SOP, a Caterer's Endorsement, or license. The Event Organizer must comply with the *Liquor License Act*, and all of the provisions of the Township's Municipal Alcohol Policy. The Event Organizer must also ensure compliance by other persons involved in the Event, including but not limited to

- the caterer/licensee for alcohol service,
- the person to whom the SOP is issued (if different from the Event Organizer), and
- the sponsor for the purposes of the Caterer's Endorsement.

7.9 Advertising

When advertising an Event for which a Special Occasion Permit has been issued, the Event Organizer may advertise that alcohol will be sold and/or served, providing that the advertising:

- is consistent with the principle of depicting responsibility in use or service of alcohol.
- promotes a general brand or type of alcohol and not the consumption of alcohol in general.
- does not imply that consumption of alcohol is required in obtaining or enhancing any of the following:
 - social, professional or personal success,
 - athletic prowess,
 - sexual prowess, opportunity or appeal,
 - enjoyment of any activity,
 - fulfillment of any goal, or
 - resolution of social, physical or personal problems.

- does not appeal, either directly or indirectly, to persons under the legal drinking age (19 years) and is not placed in media that are targeted specifically at people under that age.
- does not associate consumption of alcohol with driving a motorized vehicle, or with any other activity that requires care and skill or has elements of physical danger.
- does not depict motorized vehicles in motion in advertising showing the consumption of alcohol, unless the motorized vehicle is a form of public transportation.
- does not suggest any illegal sale, purchase, gift, handling or consumption of alcohol; and
- is in compliance with the AGCO Registrar's advertising guidelines.

No advertising is to occur until the Township has issued all necessary permits unless authorized in writing from the Director, Operations and Community Services.

7.10 Insurance

The Event Organizer must provide an original *Certificate of Insurance* and obtain confirmation of acceptable form and content of the insurance from the Township before occupying Township Premises for the event. The Certificate of Insurance must be in effect for the date(s) and times on which the Township Property is being used or occupied by the Event Organizer (this should include dates needed for set up and take down).

The Certificate of Insurance must provide proof of a minimum of Five Million Dollars (\$5,000,000) Commercial General Liability coverage issued by an insurance company satisfactory to the Township that is licensed to carry out business in Ontario and which must at a minimum include the following:

- A Host Liquor Liability endorsement
- Coverage for bodily injury and property damage liability
- The Corporation of the Township of Oro-Medonte shown as an additional insured to the policy
- Show that coverage is in effect on the date(s) of the event.
- Must be submitted a minimum of five (10) business days prior to the Event along with other required documents – see section 7.7.6
- The actual insurance limits and provisions required may be amended at any time at the discretion of The Township of Oro-Medonte.

7.11 Event Workers

7.11.1

It is the Event Organizer's responsibility to ensure that all Event Workers participating in the event are at least 18 years of age, are familiar with and carry out the requirements of the Township's Municipal Alcohol Policy and are familiar with the Township Premises or

facility in use. The Event Organizer shall not use any Event Worker unless the Event Organizer is satisfied, they have been adequately trained and prepared to carry out the responsibilities assigned.

7.11.2

The Event Organizer and all Event Workers must not consume alcohol during their attendance on Township Premises or Facilities, including specifically while working the Event, while the bar is closed and after the Event is over. As a condition for use of the facilities, the Event Organizer will be required to sign a form agreeing that they and other Event Workers will not consume or be impaired by alcohol (Attached as Appendix E). In order to provide a safe environment and to control illegal or potentially harmful behaviour, Event Organizers must supervise entrances and exits. By controlling entry, organizers are expected to prevent underage, intoxicated, rowdy or unauthorized people from gaining access to the Event, and thereby reduce the likelihood of problems occurring.

7.11.3

The Event Organizer or their delegate must attend the Event for its entire duration, including the post-Event clean up, and must remain in attendance until the premises are vacated, and shall be responsible for making all decisions regarding the operation of the Event and safe transportation.

7.11.4

The following chart outlines the minimum ratio of Event Workers to guests and is to be strictly adhered to:

The Event Organizer shall decide the actual numbers, training and types of Event Workers above minimums as required for management and control of the Event, control of the premises and compliance with the SOP. The Town reserves the right to adjust the minimum Event Worker versus guest ratio on an event-by-event basis.

Under 100 people	Location of Staff	# of Smart Serve Trained Staff	# of Untrained Staff 18+ years
	Door	1 (main entrance)	1 for each entrance/exit point
	Bar	1	
	Bar Tickets	At door (where applicable)	At door (where applicable)
	Floor Monitor	1 (event organizer)	No monitor required

101-300 people	Location of Staff	# of Smart Serve Trained Staff	# of Untrained Staff 18+ years
	Door	1 (main entrance)	1 for each entrance/exit point
	Bar	3	
	Bar Tickets	1	1
	Floor Monitor	1 (event organizer)	1

-Two (2) Extra monitors are required for events allowing participants under the age of majority or for outdoor events

301-500 people	Location of Staff	# of Smart Serve Trained Staff	# of Untrained Staff 18 + years
	Door	2 (main entrance)	1 + 1 for each entrance/exit point
	Bar	4	
	Bar Tickets	1	1
	Floor Monitor	2 (including event organizer)	

- Four (4) extra floor monitors are required for events allowing participants under the age of majority or for outdoor events
- Security can be counted in staffing numbers

501-650 people	Location of Staff	# of Smart Serve Trained Staff	# of Untrained Staff 18 + years
	Door	2 (main entrance)	1 + 1-2 for each entrance/exit point
	Bar	4	
	Bar Tickets	2	
	Floor	3 (including event organizer)	1

- Four (4) extra floor monitors are required for events allowing participants under the age of majority or for outdoor events
- Security can be counted in staffing numbers

650-800 people	Location of Staff	# of Smart Serve Trained Staff	# of Untrained Staff 18 + years
	Door	2	2 + 1 + 2 for each entrance/exit point
	Bar	5	
	Bar Tickets	3	
	Floor	4 (including event organizer)	2

- Six (6) extra floor monitors are required for events allowing participants under the age of majority or for outdoor events.
- Security can be counted in staffing numbers

All door entrance/exit points to the licensed area must be staffed or monitored by an Event Worker. Each venue will require a varying number of Door Entrance/Access point Event Workers dependent on the layout of the venue.

A minimum of 2 Smart Serve-certified bartenders are required at an Event serving alcohol, regardless of the number of guests.

7.11.5

Regardless of the chart above, the Event Organizer is required:

a. to consider the need for: (i) their own training; (ii) additional Event Workers above the specified minimums without limiting the needs for staffing; (iii) planning for possible attendance for the Event and sufficient Event Workers; and (iv) limiting attendance to ensure they meet their responsibilities in this clause.

b. to decide the actual numbers and types of Event Workers or other security above the specified minimums, and to provide for their training, supervision and instruction, all as necessary to: (i) manage and control the Event; (ii) control the use of the premises; (iii) control access to areas where alcohol is allowed to be served or consumed; and (iv) comply with their SOP, Caterer's Endorsement, the *Liquor License Act* and Municipal Alcohol Policy responsibilities;

c. to ensure that all persons acting as bartenders and Servers be certified as trained under Smart Serve (a minimum of 2 regardless of the number of guests); and

d. to meet their obligations in clauses (a), (b) and (c) above, recognizing that the Township reserves the right to adjust the minimum number, or types, of Event Workers on an Event-by-Event basis.

e. to comply with the Special Events Bylaw and requirements of operational plans for events with over 300 people in attendance.

7.11.6

Event Workers shall wear an I.D. nametag and/or clothing that is highly visible in a crowd so that they can be easily identified. Provision of this identification and clothing is the responsibility of the Event Organizer.

7.12 Entry & Monitoring

It is the added responsibility of the Event Organizer to train and inform the Event Workers of the following:

- Persons who appear to be under 25 years of age shall be required to show their photograph identification, in a form specified under the *Liquor License Act*, at the ticket purchase area and/or the alcohol service area.
- Acceptable identification for a person includes any of the following, provided that the identification has not expired, contains both a photograph of the person and the person's birth date, and has been issued by the listed government or government agency:
 - Ontario Driver's License with a photo
 - Canadian passport
 - Canadian Citizenship Card with photo
 - Canadian Armed Forces Identification Card

- Liquor Control Board of Ontario “Bring Your Identification” (BYID) photo card
- Secure Indian Status Card (Canadian)
- Permanent Resident Card (Canadian),
- Any photo card issued under the *Photo Card Act, 2008*

If there is dispute or doubt, Event Workers can request a final ruling from the Event Organizer or designate. Notification regarding this procedure (Attached as Appendix F) must be posted at the entrance to the premises.

For large events, it is recommended that wristbands that identify the age of the participant be used.

7.12.1 Refusal of Entry, Removal of Persons

The Event Organizer is responsible for ensuring, and shall ensure, that any imposed capacities for facilities and outdoor areas are not exceeded during the course of the Event, and that there are sufficient Event Workers as per the guest to worker ratio (see 7.11.4) to control all entrance/exit points to the event.

The Event Organizer shall ensure that the event is managed and controlled to prevent dangers to attendees and other persons present and shall not allow persons to enter the premises that are or appear to be intoxicated. The Event Organizer and Event Workers shall exercise their rights and responsibility to remove, or deny entry to, intoxicated persons, aggressive persons, or to unauthorized youths or youths found drinking alcohol.

The Event Organizer is responsible for ensuring that Event Workers are supported or assisted as required, that safe transportation options are offered or arranged where required, and that Event Workers carry out their responsibilities. If underage drinking is encountered, Event Workers must also report the findings to the Event Organizer or caterer under the Caterer’s Endorsement.

No persons shall be allowed to consume alcohol outside of the areas designated for consumption by either the SOP or Township agreement.

If intoxication, riotous, quarrelsome, violent, aggressive, or disorderly conduct is observed at the Event, the Event Organizer and the Event Workers will:

- First ask the person to leave and, if the person refuses to leave, call the Police; and
- Seek any necessary assistance and transportation to maintain control and management of the Event and to ensure the safety and protection of persons including Event Workers; and
- Notify Township representative immediately and complete an incident report form. Where a facility is not staffed, notification shall be provided to Municipal Staff within 24 hours of the occurrence, or by the start of the next working day.

7.13 Volunteer Job Description and Responsibilities

The Event Organizer, dependent on the scope, nature and complexity of the event, shall give reasonable consideration to the following event volunteer / staffing structure requirements:

a) Event Organizer/Permit Holder:

- Attends the event; ensures that adequate Smart Serve trained staff are available; coordinates and helps staff; asks for help from security if necessary.
- Signs the alcohol permit; is the general manager of the event; monitors floor and all aspects of the event and assumes responsibility and liability for the operation of the event.

b) Bartenders: Accept tickets for the purchase of alcohol drinks; serve drinks; monitor for intoxication; refuse service when a patron appears to be intoxicated or near intoxication; offer no-alcohol substitutes. Limit the number of redeemable drinks purchased at any one time to two (2) per person.

d) Floor Supervisors / Monitors: Interact with participants; monitor patron behavior; monitor for intoxication; respond to problems and complaints; refuse service; remove intoxicated persons; suggest safe transportation alternatives.

e) Door / Entry /Exit Supervisors / Monitors: Check identification; monitor for signs of intoxication; deny entry to intoxicated and/or troublesome individuals; monitor for patrons / guests showing signs of intoxication when leaving the event; recommend safe transportation options; arrange for coat checking.

NOTE: At costume parties / masquerades, ALL patrons shall unmask at entry to verify that valid government issued proof of age required for events matches the patron/guest (entrant).

f) Ticket Sellers: Sell alcohol tickets to a maximum of four (4) per person per purchase; monitor for intoxication; refuse sale to patrons at or near intoxication, refund tickets on request. A sign, reflecting this statement, shall be posted by the Sponsor/Permit Holder at the ticket area / bar area.

g) Special Security: Patrol the room; scan for potential trouble; notify event staff and permit holder of potential incidents; help event volunteers/staff handle disturbances. Paid Duty Police Officers may be necessary at certain events. The Township reserves the right to require Paid Duty Police Officers to be in attendance at your event at the sole expense of the Event Sponsor/Permit Holder.

Note: *All event volunteers and staff work as a team to ensure support for all team members. This ensures that any potential problems are quickly identified and effectively handled.*

7.14 Serving of Alcohol

In hosting an event, the Event Organizer must ensure and carry out the following:

- Only alcohol identified on the SOP and identified and stamped by the appropriate vendor (LCBO, beer and wine stores) may be made available for sale and/or consumption.
- Homemade wine and/or beer can only be served but not sold at a wedding or other religious event. An Event is considered to be a religious event when it is presided over by an officiant. The wine and/or beer must be made by a member of the family hosting the Event and must be acquired by the Event Organizer free of charge.
- Registered charities and not-for-profit organizations or associations are the only groups that may receive free alcohol from manufacturers for an SOP Event. All other alcohol served at an SOP Event must be purchased from a government store (LCBO, The Beer Store, manufacturer's retail store).
- Alcohol tickets will not be sold to anyone under the age of 19 years, or to persons apparently under the age of 25 who do not produce proper identification.
- All Smart Serve-certified bartenders will have authority regarding decisions to refuse service to individuals who are rowdy or appear intoxicated.
- Ticket sales for alcohol shall be limited to 4 tickets at one time per person. Discounts will not be offered for the volume purchase of tickets. Tickets must clearly identify if it is a non-alcohol or alcohol drink.
- Only Smart Serve-trained persons shall be designated to sell tickets.
- No practice will be used to encourage increased consumption (e.g., double shots, 2 for 1, oversized drinks, etc.).
- Where beer is available, at least 30% of the beer offered for sale must be a light variety (being beer with 4% alcohol by volume or less).
- Low alcohol options will be highlighted by either displaying containers or by posting their availability.
- No Fortified Drinks or Extra-Strength Drinks shall be available.
- The Event Organizer will ensure that the portion of spirits served (e.g., 1 ounce, 1 ¼ ounces, 1 ½ ounces) and the price per serving will be posted at the ticket or serving counter.

- All beverages served at the event shall be served in plastic or wax coated cups – no glass, no bottles – and will be limited to a single standard serving, that is 16 ounces of regular beer, 1 ½ ounce or less of spirits, and 5 ounces or less of wine. In the event that pitchers of draft and/or bottles of wine are permitted to be sold/served, the limit will not exceed a 48 ounce pitcher of beer or 1 liter of wine. The Director, Operations and Community Services or designate may, at his/ her discretion, exempt an event from the requirement of using plastic or wax-coated cups.
- The Director, Operations and Community Services or designate may, provided it is in writing, waive any of the minor specific requirements of serving alcohol as specified in Section 7.14 of this document.
- All beverage containers whether containing alcohol or not, must remain in the designated service area, except as waived in writing by the Director, Operations and Community Services.
- 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.
- There must be sufficient and “substantive” food available for those in attendance. This requirement is not satisfied by snack foods such as chips, peanuts, and popcorn. Examples include sandwiches, hamburgers, pizza, pasta, etc... Substantive foods help slow the body’s absorption of alcohol and offer an alternative focus for the event.
- Except for New Year’s Eve (December 31), the hours for the sale and service of alcohol under an SOP (for an indoor event) are 11 a.m. to 2 a.m. the following day. On New Year’s Eve (December 31), sale and service of liquor under an SOP are 11 a.m. to 3 a.m. the next day (January 1). However, the Registrar may restrict the hours of sale and service as a condition of the permit. SOP hours of sales and service now mirror those of licensed establishments. Municipal noise and other Bylaws further restrict the hours for outdoor events.
- “Last call” will not be announced but sales and service of alcohol must cease a minimum of 30 minutes prior to the closing of the Event.
- The Event Organizer must refund any alcohol tickets purchased but unused during the Event and will post a sign to this effect (Attached as Appendix F).
- Marketing practices which encourage increased consumption of alcohol shall be prohibited (e.g. oversized drinks, double shots, pitchers (except where specifically permitted), drinking contests, volume discounts).

- Alcohol shall not be offered as a prize in a contest. The purchase or consumption of alcohol in order to qualify for a prize is not allowed.
- No persons shall be allowed to bring their own alcohol to the Event or to pour their own alcohol drinks.

7.15 Beer Tents and Controls for Outdoor Events

- The Chief Building Official and the Director, Fire and Emergency Services will determine the maximum capacity for beer tents based on the available exits and floor area. Letter(s) requesting approval must be received by the Director, Operations and Community Services 30 days prior to the event.
- That event workers are to have access to a telephone.
- That event organizers, provide at least one trained personnel with valid first aid and CPR certification.
- That event organizers provide parking controls.
- That an operations plan be completed
- Licensed area to be fenced with both an inner and outer parameter separated by a 6 foot no access area.
- All other conditions and procedures described in this policy apply.
- The Township reserves the right to impose additional conditions as deemed appropriate.

7.16 Security / Operations Plan

The Event Organizer, if determined necessary by the Director, Operations and Community Services or designate, shall submit a security/operational plan when an Event is publicly advertised or when anticipated attendance or the type of event warrants such a plan.

Security/operational plans may be required to be submitted under Municipal Alcohol Policy and shall be approved by Police, Fire, EMS and a Liquor License Inspector under the *LLA*. At the discretion of the Police, Fire, EMS and such Liquor License Inspector, the security and operation plans must be amended to cover all their requirements. All costs associated with the preparing and complying with security/operational plan shall be the responsibility of the Event Organizer. The Director, Operations and Community Services or designate has authority to resolve any disputes with such requirements that do not involve compliance with statutes or regulations.

7.16.1

People with concerns regarding alcohol consumption during the event should be directed to the Event Organizer (or their designate). Should those concerns not be addressed in an expedient and satisfactory manner, those with concerns are encouraged to contact the Ontario Provincial Police. To assist with control of the event, the Event Organizer will post a sign approved by the Township, stating the name of the Special Occasion Permit

holder and the telephone numbers for Operations and Community Services Department, the Alcohol and Gaming Commission of Ontario and Ontario Provincial Police.

7.16.2

At the discretion of Ontario Provincial Police, the Township reserves the right to require the presence of police officers for the Event with the full cost of the officer(s) to be the responsibility of the Event Organizer.

7.16.3

Where applicable, Township staff is authorized under the Municipal Alcohol Policy, and reserves the right, to demand correction of any non-compliance with these Procedures, and is authorized to shut down an Event on behalf of the municipality (see Section 10). If a staff member shuts down an Event, they must inform their Supervisor and the Ontario Provincial Police.

SECTION 8 – SAFE TRANSPORTATION STRATEGY

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 under the Municipal Alcohol Policy. These safe transportation options include:

- Promoting a designated driver strategy, such as the names of persons that will use a vehicle to transport intoxicated persons to a place of safety (the designated driver strategy should also include plans for backup transportation options for safe transport of participants including those for whom the intoxicated person may be responsible); and/or,
- Promoting taxis, buses, or other forms of alternate transportation; and/or,
- Requesting a friend, relative, or taxi to assist a potentially intoxicated person.
- Notifying the Police in the event that an apparently intoxicated person attempts to drive a vehicle.

The Event Organizer or designate, must remain on the premises at least until all attendees have left the property at which the Event is located.

Participants at licensed Events should be advised that they are permitted to leave their vehicles on-site overnight should they take alternate transportation home. Event Workers must ensure that participants do not engage in activities that could potentially harm themselves or others and must be trained by the Event Organizer on their responsibilities and safe transportation options.

SECTION 9 – SIGNAGE REQUIREMENT AND RESPONSIBILITY

The renter / permit holder will be provided the following sign(s) which will be displayed at the bar area or in areas of high visibility. The sign shall read.

TOWNSHIP OF ORO- MEDONTE ALCOHOL RISK MANAGEMENT POLICY

It is against the law to serve anyone to intoxication and/or to serve someone who appears to be intoxicated. Bartenders, Servers and Monitors in our facilities are required to obey the law.

We do not wish to harm our customers, nor do we wish them to harm others. People use our facilities for enjoyable social gatherings, and we are happy to provide these opportunities.

It is our policy that a maximum of two (2) alcoholic beverages per person may be served at any one time. Should you wish a non-alcoholic beverage, please request a soda pop, coffee or other alternative. If you would like a smaller than standard portion of alcohol, please request a low alcohol beer, wine or mixed drink.

At any time during the event unused tickets may be redeemed for cash.

There will be no last call before the bar closes.

The Township of Oro-Medonte supports the R.I.D.E. Program. The Ontario Provincial Police look forward to personally thanking you, at one of their spot checks, for leaving this event as a sober driver.

Alcohol and Gaming Commission of Ontario **1-800-522-2876**

In the event of emergency call 911.

9.1.1 Proof of Age

The renter / permit holder will post signs near all entrances which read:

“This event has a Special Occasion Permit; you must be 19 years of age or older to be served alcohol. The only acceptable proof of age is government issued photo identification with a birth date.”

9.1.2 Ticket Sales

The renter / permit holder will post signs at the alcohol ticket sales table outlining the following regulations:

“Maximum 4 tickets per person: ticket sales ending one hour prior to the closing of the bar at (Specify Time).”

“No more than two (2) tickets person may be redeemed at a time. All tickets are fully refundable.”

9.1.3. Special Occasion Permit

The renter/permit holder will ensure that a copy of the special occasion permit is posted in an area of high visibility within the bar area.

9.1.4 Accountability Statement

A blank sign format (Appendix E) shall be prominently and temporarily displayed during the Special Occasion Permit event by the event organizer.

SECTION 10 – ENFORCEMENT PROCEDURES FOR POLICY VIOLATIONS

10.1 Penalty

Any individual or group bringing alcohol onto designated municipal properties must have a Special Occasion Permit or Catering Endorsement.

Event Organizers/Facility Rental Permit Holders and or Patrons violating Township policy and procedures and/or the Liquor License Act may be refused future rental privileges. Future rentals to such individuals or groups will depend on them demonstrating to the Director, Operations and Community Services or designate that all the rules will be followed at future functions.

10.2 A violation of this policy occurs when the Event Organizer/Facility Rental Permit Holder and/or Patron fail to comply with the conditions of the Liquor License Act of Ontario, or the Municipal Alcohol Policy. Intervention can be initiated by a participant at the event, a Township of Oro-Medonte staff member, a member of the Ontario Provincial Police, or an Inspector of the Liquor License Board of Ontario.

10.3 A member of the organizing group, the Event Organizer or Facility Rental Permit Holder may intervene by informing the offending individual(s) of the policy violation and asking that it stop. The Event Organizer/Facility Rental Permit Holder are encouraged to intervene in this way because intervention at other levels could result in a loss of privileges and legal charges.

10.4 A Township of Oro-Medonte staff member will intervene whenever he or she encounters a violation of the policy. Depending upon the severity of the policy infraction, Township of Oro-Medonte staff may ask the Event Organizer/Facility Rental Permit Holder and/or Patron to stop the violation, or where applicable, they may close down the S.O.P. portion of the event or shut down the event. Should the Event Organizers/Facility Rental Permit Holder and/or Patron fail to comply, staff members may call the police for enforcement.

10.5 Where the Event Organizer/Facility Rental Permit Holder and/or Patron have violated the Municipal Alcohol Policy and have been warned by a Township of Oro-Medonte staff member, they will be sent a registered letter advising of the violation and indicating that no further violations will be tolerated.

10.6 Should the Event Organizer/Facility Rental Permit Holder and/or Patron violate the policy within one year of receiving notice of their first violation, they will be suspended from Special Occasion Permit/Catering Endorsement and Facility Use privileges at all municipal facilities for a period of one year.

10.7 A member of the Ontario Provincial Police or an Inspector from the Alcohol and Gaming Commission of Ontario may intervene in a violation of this policy on his or her initiative or in response to a request from either a Township of Oro-Medonte staff member or a member of the general public. Depending upon the severity of the infraction, charges may be laid under the Liquor License Act of Ontario, or any other relevant legislation.

**APPENDIX A
SPECIAL OCCASION PERMIT EVENT CHECKLIST**

- Municipal Alcohol Policy for Township (MAP)
 - Completion of the agreement for special occasion permit holders **(Appendix B)**
 - Completion of Operations Plan **(Appendix C)**
- Insurance document for \$5 million dollars commercial liability coverage with coverage for licensed events (party alcohol endorsement)
 - Naming the Township of Oro-Medonte as an additional insured
 - PAL online is a convenient cost-effective insurance provider (www.palcanada.com) or
 - Insurance can be purchased through any broker.
- Special Occasion Permit (Liquor License)
 - Purchased through LCBO – must obtain a minimum of 14 days prior to the event.
 - Two types – reception (no sale) and sale.
 - Must be posted on the wall during the event in process.
 - Special Occasion Permit (Liquor License) is required for the complete allocated time of the function.
 - Original copy must be posted by the bar as well as all documentation provided with the License.
- Smart-Serve documentation
 - The number of smart-serve people required, are based on the MAP and the number of people attending the function. (Refer to the MAP for confirmation)
 - Photocopies of smart serve cards and ID of bartenders is required.
- Facility Rental Agreement Documents completed and signed (Permit)
- Selling of draw tickets, 50/50 draws etc... must obtain a license and approval from the Corporate Services Department under the Lottery License Bylaw.
- Lottery licensing, Stag and Doe events with Wheels of Fortune, Blackjack or other games of chance require lottery licenses. The Province only issues licenses to qualifying charitable and non-profit organizations. All other non-charitable organizations do not qualify for a provincial lottery and gaming license and are subject to provision of the Criminal Code of Canada.
- Payment of facility rental
- Key Deposit (if applicable)
- Security Deposit submitted (if applicable)

***NOTE: All documentation listed above must be submitted to the Township Office for verification and be signed off on no less than a minimum of 2 weeks prior to the event date.**

**APPENDIX B
AGREEMENT FOR SPECIAL OCCASION PERMIT HOLDERS**

1. As the Special Occasion Permit holder, I have received, reviewed and understand the contents of the Township of Oro-Medonte Municipal Alcohol Policy.
2. I agree to adhere to the conditions of the Municipal Alcohol Policy and the *Liquor License Act* of Ontario.
3. I understand if an infraction of the Municipal Alcohol Policy occurs, the Township of Oro-Medonte or the Ontario Provincial Police may take any or all of the following steps:
 - close the event at the time of the infraction.
 - rule my Municipal Alcohol Policy compliance deposit to be forfeited.
 - suspend group/ organization from further use of municipal facilities/areas for a period of up to one year or greater.
4. I agree that the Township of Oro-Medonte will not be responsible for any costs or losses incurred if municipal staff or others in authority deem it necessary to close down the event due to an infraction of the Municipal Alcohol Policy.
5. I understand I can be held liable for injuries, damages and costs arising from failing to adhere to the *Liquor License Act* of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring to participants, goods, or members of the general public.
6. I understand that the Ontario Provincial Police or a Liquor License Inspector can lay charges against me for infractions under the *Liquor License Act* of Ontario or other relevant legislation.
7. I agree to obtain Five Million Dollars liability insurance for the event, to name the Township of Oro-Medonte as “additional insured”, and to supply proof of insurance to the Township of Oro-Medonte at least five days prior to the event.
8. I have attached a list of the names, addresses and registration numbers of servers and monitors who are trained and certified through the SMART SERVE Program.
9. I agree the Event Organizer and Event Workers will not consume or be impaired by alcohol while working the Event.

Date of Event: _____ Name (Please Print): _____

Location of Event: _____ Signature: _____

S.O.P. Number: _____ Position: _____

Date: _____ Telephone Contact Number: _____

APPENDIX 'C'
OPERATIONS PLAN

Note: All materials to be submitted two (2) weeks prior to the event

1. Name of the person and/or group sponsoring the event:

2. Anticipated Attendance: _____ 3. Type of Event/Intent _____

5. Facility _____

6. Type of Identification for event workers/volunteers _____

7. Please note if you are providing:

Paid Duty Officers

Private Security

Number of officers or security personnel and/or company and letter of confirmation _____

8. The Safe Transportation Strategies that will be used at this function are:

a) _____

b) _____

c) _____

d) _____

8. What type of food will be provided during the event?

9. Will non-alcoholic beverages be provided YES NO

10. Please include any other relevant details regarding your event? _____

**APPENDIX D
SIGNAGE**

All signs must be posted in plain view and easily seen by those attending the event.

1. Event Details and Emergency Telephone Numbers

- Permit Holder
- Date of Event
- Contact telephone numbers for Township of Oro-Medonte, AGCO, Police

2. Alcohol Risk Management Policy

The Township of Oro-Medonte Municipal Alcohol Policy applies at this Event.

3. Servers' Requirements

Bartenders and other Event Workers have the right to refuse service. They are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication. Serving people who are under 19 years of age is an offence under the *Liquor License Act* of Ontario. Alcohol cannot be passed from a person of legal drinking age to a person who is under the legal drinking age.

Persons under the age of 19 are not permitted to purchase or consume alcohol under the *Liquor License Act* of Ontario. Acceptable form of identification must be produced upon request.

4. Sale Limit

LIMIT: 4 drinks per purchase (tickets or direct sale)

NOTE: All purchased but unused alcohol tickets are redeemable for purchase price until 30 minutes prior to the end time of the Event.

Under the *Liquor License Act* of Ontario, the Event Organizer must ensure that any alcohol drinks are not sold for less than \$2.00 including taxes (may change based on size of serving of liquor, based on the set minimum).

PRICE LIST:

- | | |
|------------------------|----------|
| 1. Beer (up to 12 oz.) | \$ _____ |
| 2. Wine (up to 5 oz.) | \$ _____ |
| 3. Liquor (1 oz. shot) | \$ _____ |
| 4. Non-Alcohol Drinks | \$ _____ |

5. Safe Transportation – List of Local Taxi Services and Telephone Numbers

_____Event Organizer Initials

APPENDIX E

Township of Oro-Medonte Special Occasion Permit Event

Name of Sponsor/Permit Holder:

Date of Event:

In Case of Emergency: 911

Ontario Provincial Police (O.P.P.): 1-800-310-1122

Township of Municipal Offices: 705-487-2171

Alcohol and Gaming Commission of Ontario:
1-800-522-2876