



**Municipal Alcohol Policy**

|                        |                                 |   |                         |
|------------------------|---------------------------------|---|-------------------------|
| <b>Policy Title:</b>   | Municipal Alcohol Policy        | <b>Policy Number</b>                        | 2024-03                 |
| <b>Effective Date:</b> | August 12, 2024                 | <b>Revision Number:</b><br><b>Replaces:</b> | December 2017<br>Policy |
| <b>Prepared By:</b>    | Parks and Facilities Department | <b>Approved By:</b>                         | Council                 |

**Policy Statement**

The purpose of this policy is to provide a safe, enjoyable environment for our facility users while minimizing the liability risk associated with alcohol related events. This policy is intended to ensure that all Special Occasion Permits (SOP) obtained for events on the Municipal properties of the Township of Cavan Monaghan are managed effectively and consist of measures designed to prevent alcohol related problems.

**Background**

The Township of Cavan Monaghan owns and operates properties where the consumption of alcohol can be permitted under the authority of an SOP. This policy has been created to reduce our risk of liability and to assist event organizers by defining reasonable rules for alcohol consumption within facilities owned by the Municipality. Problems can arise from the consumption of alcohol that affect not only the consumers, but also others who use the facilities.

These problems include:

- Vandalism
- Personal injury
- Liability action and increased insurance premiums
- Loss of insurability should risk assessment escalate
- Charges against the Municipality under the Liquor License and Control Act
- Complaints by offended parties
- Loss of revenue due to reduced participation
- Increased public concern regarding alcohol consumption

The majority of these problems will arise from engaging in four risky or prohibited alcohol consumption practices:

1. Drinking to intoxication
2. Drinking and driving
3. Underage drinking
4. Drinking in prohibited areas

This policy is not intended to stand in opposition to responsible alcohol consumption or any regulations outlined by the Alcohol and Gaming Commission of Ontario (AGCO).

## **1.0 Designated Township Facilities Eligible for Alcohol Sale and Use**

A SOP is required for all events that involve the sale and consumption of alcohol on Municipal property. The following properties in the Municipality are eligible for SOP events:

- A. Millbrook Lion's Community Centre (920 Larmer Line)
- B. Millbrook Fairground (13 Frederick Street)
- C. Maple Leaf Park (1473 County Road 10)
- D. Cavan Monaghan Community Centre (986 County Road 10)
  - Arena ice surface area
  - Spectator stands
  - Overlook lounge
  - Walking track
  - Changing room corridor
  - Main lobby
  - Community hall
  - Meeting room

**1.1** Council may authorize an event on any Municipal property that is not listed as eligible in this policy.

## **1.2 Designated Areas Within Municipal Property Not Eligible for Alcohol Sale and Use**

Consumption of alcohol is prohibited in the following areas on Municipal property:

- A. Washrooms
- B. Change rooms/locker rooms/dressing rooms
- C. Janitorial facilities, equipment storage, and utilities rooms
- D. Staff only areas
- E. Concessions

**1.3** The sale and consumption of alcohol is prohibited on any other areas of Municipal property that are not listed in this policy. Persons found selling or consuming alcohol risk being given verbal or written warnings, being banned from using Municipal properties, and being reported to the police.

## **2.0 Event Organizer Responsibilities**

- 2.1** The event organizer(s) must provide a copy of the SOP to Municipal staff at least seven (7) days before the event. Event organizers who hire a liquor sales licence holder with a caterer's endorsement must supply the address and phone number of the licence holder and a copy of the liquor sales licence at least seven (7) days before the event.
- 2.2** The event organizer(s) must pay a fee to the Municipality to be covered under its vendor and liability insurance coverage or provide proof of a minimum of five (5) million dollars in general liability insurance based on the proposed event. Proof of insurance must be provided to Municipal staff at least seven (7) days before the event. The insurance obtained by the event organizer(s) shall also name the Township of Cavan Monaghan as an "additional third party insured" if the insurance coverage obtained for the event is not obtained from the Municipality.
- 2.3** The Municipality may request an increased minimum amount of insurance based on the proposed event activities and participant numbers.
- 2.4** The event organizer(s) must complete a Special Occasion Permit Holder Event Agreement, as appended in Appendix A, and provide a copy to Municipal staff at least seven (7) days prior to the event.
- 2.5** The event organizer(s) must provide a list of event workers that have a valid Smart Serve certificate, as appended in Appendix B, to Municipal staff at least seven (7) days prior to the event.
- 2.6** The event organizer(s) shall be in attendance during the entire event and are responsible for making decisions about the operation of the event during the licencing period.
- 2.7** The event organizer(s) must be sober and not consume any alcohol during the period of time that they are responsible for the operation of the event.
- 2.8** The event organizer(s) must ensure that all event workers carry out the responsibilities laid out in the Municipal Alcohol Policy (MAP).
- 2.9** The event organizer(s) must ensure they have at least the minimum number of event workers as prescribed in the table in section 3.3 of the MAP.

### 3.0 Event Worker Responsibilities

3.1 Event workers are paid or volunteer workers at an event who hold positions of responsibility in the operation of the event and help ensure that the requirements of the MAP are carried out. This term includes Bartenders, Door Monitors, Floor Monitors, and Ticket Sellers.

3.2 All event workers must be sober and not consume any alcohol while they are working the event. Event workers may only consume alcohol if their shift is completed and their responsibilities have ended for the entire event.

3.3 The below table provides the number of event workers required to run the SOP event based off the number of participants expected to attend the event. When the number of participants is unknown, the event worker numbers for the maximum number of participants that could reasonably be expected should be used.

| Number of Participants | Bartenders | Floor Monitors | Door Monitors | Ticket Sellers |
|------------------------|------------|----------------|---------------|----------------|
| Under 50               | 1          | 1              | 2             | 0              |
| 51 to 100              | 2          | 1              | 2             | 1              |
| 101 to 200             | 2          | 2              | 2             | 1              |
| 201 to 300             | 3          | 3              | 3             | 2              |
| 301 to 400             | 4          | 3              | 3             | 2              |
| 401 to 500             | 5          | 4              | 4             | 2              |
| 501 to 750             | 6          | 6              | 6             | 3              |

3.4 The Municipality may revise the number of event workers required for an SOP event based on the event activities and number of participants expected.

### 3.5 Bartenders, ticket sellers, and other event workers serving or selling alcohol responsibilities

All bartenders, ticket sellers, and other event workers that are selling tickets and alcohol or are serving alcohol must possess a valid Smart Serve certificate. They must also have their names included in the submitted list of Smart Serve trained event workers as required under section 2.5 of the MAP.

3.6 All bartenders and other event workers that are selling or serving alcohol must ensure that no alcohol is provided to any participants under the age of nineteen (19) or who appear to be intoxicated.

3.7 All bartenders, ticket sellers, and other event workers that are selling or serving alcohol to participants that appear to be under the age of twenty-five (25) must ensure that identification for the participant is inspected. Identification used to verify age for alcohol purchase or consumption in Ontario includes:

- A. Ontario Driver's Licence
- B. Ontario Health Card with a photograph
- C. Canadian Passport
- D. Canadian Citizenship Card with a photograph
- E. Canadian Armed Forces Identification Card
- F. A photo card issued by the Liquor Control Board of Ontario (LCBO) entitled Bring Your ID
- G. A Secured Indian Status Card issued by the Government of Canada
- H. A Permanent Resident Card issued by the Government of Canada
- I. A photo card issued under the Photo Card Act, 2008

**3.8** If there are tickets for alcohol being sold, one bartender, ticket seller, or other event worker must be stationed at the ticket selling point at all times.

### **3.9 Floor monitor responsibilities**

Floor monitors must monitor the event area, identify potential issues and attempt to rectify them, and assist other event workers when required. Assistance can include helping another event worker manage a person who was refused service or to remove a disruptive intoxicated participant from the event.

**3.10** Floor monitors must ensure that all other requirements for the SOP and any other regulations are being followed in the event area to promote a safe environment. This can include monitoring participant numbers in event areas to ensure compliance with occupancy loads in the Fire Safety Plan.

### **3.11 Door monitor responsibilities**

A door monitor must be assigned to each access point of the event. They must ensure underage, intoxicated, or other ineligible persons are prohibited from entering the event area.

**3.12** Door monitors must ensure that no sold or served alcohol is taken outside of the event area. They must also ensure that no alcohol that is not allowed under the SOP be brought into the event area.

**3.13** Door monitors and other event workers must promote safe transport options to any drinking participants. These can include helping a participant to arrange a taxi ride or calling a friend or relative to take them to their destination.

**3.14** Door monitors and other event workers must discourage any participants that appear intoxicated from driving and offer them other safe transport alternatives. If the participant persists in attempting to drive, the event workers should document the incident and notify police.

## **4.0 Event and Alcohol Controls**

- 4.1** A maximum of four (4) drink tickets can be purchased at one time by a participant.
- 4.2** A bartender or other event worker cannot sell or serve more than two (2) standard sized drinks to a participant at one time. A standard sized drink is defined as follows:
- A. 341 ml (12oz) of beer, cider, or cooler
  - B. 29 ml (1oz) of spirits
  - C. 142 ml (5oz) of regular wine or mead
  - D. 85 ml (3oz) of fortified wine
- 4.3** Event organizer(s) are strongly discouraged from serving fortified or strong drinks. Beer, cider, and coolers with an alcohol percentage by volume of 5.5% or higher are considered strong. Wine or mead with an alcohol percentage by volume of 15% or higher are considered fortified.
- 4.4** At least 25% of beer, cider, or coolers sold must be light or low alcohol. The Canadian Food Inspection Agency defines light beer as having an alcohol percentage by volume of 2.6% to 4% and light cider as having an alcohol percentage by volume of below 4%.
- 4.5** Non-alcoholic drinks must be available at no charge or at a cost much lower than that of the least expensive drink containing alcohol. It is encouraged that identified designated drivers be offered free non-alcoholic drinks (such as coffee, pop, or juice).
- 4.6** No double shots of spirits, shooters, pre-made alcoholic drinks, such as jello shooters and punches, oversized drinks, and volume discounts and drinking contests are strictly prohibited.
- 4.7** No energy drinks, with or without alcohol in them, shall be sold or served.
- 4.8** There will be no "last call."
- 4.9** Ticket sales are to stop at 12:30 a.m. or 30 minutes before the end of the event time listed on the SOP.
- 4.10** All alcohol sales and service must stop at 1:00 a.m. or at the end of the event time listed on the SOP.
- 4.11** Participants wanting to return unused drink tickets may do so at any time during the event and must be fully refunded.

- 4.12 Food shall be available at all times when alcohol is being served.
- 4.13 All bottles are to remain in the bar area.
- 4.14 All alcoholic drinks must be served in non-breakable cups.
- 4.15 For formal dinners or the meal portion of an event, glass vessels may be used for serving and consuming alcohol. Two (2) open bottles of wine may be provided per table of eight (8) or more people.
- 4.16 SOP events that contain an outdoor event area are required to have a barrier that clearly separates the event area from the rest of Township property.

## 5.0 Signage Requirements

- 5.1 The event organizer(s) must ensure they post signage displaying the following information:
  - A. The SOP event permit
  - B. Bar hours of operation
  - C. Ticket sale limit, serving limit, and ticket return rules
  - D. Proof of age requirements and acceptable IDs
  - E. Areas where alcohol is allowed and prohibited for the event
  - F. Safe transportation alternatives and information for designated drivers
  - G. A warning for Fetal Alcohol Disorder (Sandy's Law)
- 5.2 The event organizer(s) will ensure they will post any other signage required under the guidelines of the AGCO, the Liquor Licence and Control Act, 2019, and other regulations.

## 6.0 Duty to Report and Enforcement

The event organizer(s) have the duty to report to Municipal staff any of the following incidents within twenty-four (24) hours of them occurring:

- A. Violations of the requirements laid out in the Municipal Alcohol Policy or the Liquor Licence and Control Act, 2019;
  - B. Any instances where an AGCO Inspector reports an incident or violation;
  - C. Any instances of bodily injury or property damage.
- 6.1 Event workers must report any infraction of this policy to police whenever they believe such action is warranted or identified in the MAP.
  - 6.2 Any violation of the MAP, the Liquor Licence and Control Act, 2019, and the conditions for the SOP can lead to the event being closed down.

**6.3** Should the event organizer or permit holder violate the MAP, they will be given notice of the violation by Municipal staff and may be given a warning or be prohibited from using Municipal facilities for a period of time determined by staff.





## Appendix A

### Township of Cavan Monaghan Special Occasion Permit Holder Event Agreement

Name of Group/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Site: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Will persons under 19 years of age be attending this event? \_\_\_\_\_

|                               |              |       |
|-------------------------------|--------------|-------|
| _____                         | _____        | _____ |
| Name of Permit/Licence Holder | Phone Number | Email |

|                               |              |       |
|-------------------------------|--------------|-------|
| _____                         | _____        | _____ |
| Name of Permit/Licence Holder | Phone Number | Email |

Has proof of AGCO approval been provided? \_\_\_\_\_

Has proof of insurance been provided? \_\_\_\_\_

I have reviewed the Municipal Alcohol Policy \_\_\_\_\_

Number of event workers required for the event:

Bartenders: \_\_\_\_\_ Floor Monitors: \_\_\_\_\_ Door Monitors: \_\_\_\_\_ Ticket Sellers: \_\_\_\_\_

I and/or my group will ensure all legal requirements and stipulations under the MAP are adhered to during the event:

\_\_\_\_\_  
Signature of Event Organizer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Municipal Staff

\_\_\_\_\_  
Date



## Appendix B

### List of Event Workers with Valid Smart Serve Certificate:

1. Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Smart Serve No.: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Smart Serve No.: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Smart Serve No.: \_\_\_\_\_
4. Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Smart Serve No.: \_\_\_\_\_
5. Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Smart Serve No.: \_\_\_\_\_
6. Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Smart Serve No.: \_\_\_\_\_
7. Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Smart Serve No.: \_\_\_\_\_
8. Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Smart Serve No.: \_\_\_\_\_

All bartenders, ticket sellers, and other event workers that are selling tickets and/or are serving or selling alcohol must have a valid Smart Serve certification. They must ensure that nobody intoxicated or under the age of 19 is served alcohol and are responsible for asking for ID from anyone that appears to be under the age of 25.