

**TOWN OF GEORGINA – RECREATION AND CULTURE DEPARTMENT
POLICY No. RC-AL-02**

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| Subject: Municipal Alcohol Management Policy | Authority, Ref. & Sec. Resolution No. C-2017-0311, June 7, 2017 | | | |
| Policy Classification: Recreation and Culture Department | Pages: 1 of 6 | Year 2017 | Month 06 | Day 07 |
| Recommended/Approved by: Director of Recreation and Culture | Contact Position for Inf. Registration and Booking Supervisor | | | |

POLICY STATEMENT:

The following policy is designed to facilitate the provision of effective management practices at social events held in or on municipal properties where alcohol use is permitted.

POLICY:

Direction

To minimize alcohol related liability risks within the municipal properties and to promote a safe, enjoyable environment for the community.

Scope and Responsibilities

This policy applies to all municipal properties and will be administered by the Recreation & Culture Department or Customer Service Hub. The policy outlines corporate standards, guidelines, principles and accountability for employees, volunteers, Council, permit holder(s), patrons and the general public when it relates to the use of serving and/or selling of alcohol in or on municipal properties.

Definitions

AGCO – Alcohol & Gaming Commission of Ontario and any successor thereto who regulates the sale, service, and consumption of beverage alcohol.

Alcohol – spirits, wine and beer or any combination thereof and includes any alcohol in a form appropriate for human consumption as a beverage, along or in combination with any other matter.

Bartender – Accept tickets for the purchase of alcoholic drinks, serve drinks, monitor for intoxication or near intoxication, offer non-alcohol substitute and co-ordinates with event staff.

Catering Licence – holders of a valid liquor sales licence with a catering endorsement are permitted to sell and serve beverage alcohol at events on municipal properties and **must** comply with the details of this policy.

Designated Smoking Area – an area signed as such where smoking is permitted.

Event – a prescribed special occasion under subsection 19(1) of the Liquor Licence Act, including a Public Event, Private Event and/or Industry Promotional Event, which may be multiple day and/or outdoor, where alcohol will be served and/or sold under the authority of a Facility Permit and a Special Occasion Permit or a catering licence, and covers the set-up, tear down, clean-up and other activities including ancillary that occur in, on or around any municipal

**TOWN OF GEORGINA – RECREATION AND CULTURE DEPARTMENT
POLICY No. RC-AL-02**

| | |
|--|-------------------|
| Subject: Municipal Alcohol Management Policy | Page: of 6 |
|--|-------------------|

properties related to the preparations for, conduct of or finalization of the event and use of municipal properties.

- **Private Event** - events where only invited guests will attend. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event
- **Public Event** - events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol.
- **Industry Promotional Events** - events held to promote a manufacturer's product(s) through sampling. There can be no intent to gain or profit from the sale of alcohol at the event. This type of event can be public or private.

Event Organizer/Worker – permit holder or designate.

Facility Permit – a facility contract/permit issued by the Recreation & Culture Department. A signature is required to ensure responsibility and accountability.

Licensed/Permitted Event Area – the area identified by the Facility Permit and Special Occasion Permit where alcohol will be stored and served as per the conditions of the Facility Permit and Special Occasion Permit.

LLA - Liquor Licence Act – Refers to the Liquor Licence ACT, R.S.O. 1990c. L.19 s amended and includes applicable Regulations passed pursuant to the Act.

MAP – Municipal Alcohol Management Policy

Municipally Significant Event – an event which is open to the public, has a predetermined opening and closing date and time and which benefits the residents and communities within the Town of Georgina and for which a municipal resolution or letter from the municipal clerk or designated authority is required to indicate the event is one of municipal significance for the purpose of supporting an application made to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit.

Municipal Properties – all Town and contractual related third party, owned or leased buildings and structures for which the Town has authority to grant use, including any and all buildings, structures, facilities, erections and improvements located in or on such lands defined as a Park.

Outdoor Event – Outdoor events are those which take place outdoors or in a temporary structure, such as a tent, marquee, pavilion or tiered seating.

Permit Holder – any person or organization who has agreed by way of a signed Facility Permit to hold an Event on municipal properties; any person or organization who shall attend and be responsible for the Event, as identified on a Facility Permit and Special Occasion Permit. Permit holder **must** be present at the Event.

Security – Person(s) licenced with the Private Security and Investigative Services Act.

Smart Serve – a training certificate program for all individuals in the province of Ontario who serve or work where alcohol beverages are sold and served, develop by Smart Serve Ontario, a division of the Hospitality Industry Training Organization on Ontario and endorsed by the Alcohol and Gaming Commission of Ontario.

Special Occasion Permit (SOP) – permit issued under the Liquor Licence Act for the sale and service of beverage alcohol at special occasions such as weddings, charity fundraisers, receptions etc. Special Occasion Permits are issued through Liquor Control Board of Ontario (LCBO) SOP on behalf of the Alcohol and Gaming Commission of Ontario (AGCO).

**TOWN OF GEORGINA – RECREATION AND CULTURE DEPARTMENT
POLICY No. RC-AL-02**

| | |
|--|-------------------|
| Subject: Municipal Alcohol Management Policy | Page: of 6 |
|--|-------------------|

Town – Town of Georgina

Volunteer or Volunteers – a person(s) who voluntarily and willingly performs a service or specified undertaking without pay.

Details

Eligible Locations

- Egypt Community Hall
- Port Bolster Community Hall
- Udora Community Hall/Park
- Belhaven Community Hall/Park
- Pefferlaw Lions Hall/Park
- Georgina Sutton Arena Hall
- Georgina Ice Palace Hall
- Stephen Leacock Theatre/Club 55
- Kin Community Hall
- The Link
- The ROC Chalet
- De La Salle Chapel/Park/Beach
- West Park Sports Fields
- The ROC – Fields/Grounds

Any requests for alcohol service in areas not listed above will require special permission from the Director of Recreation & Culture and/or Council or designate.

Non-eligible Locations

- Change rooms
- Washrooms
- Locker rooms
- Dressing rooms
- Pools, pool decks, pool viewing areas
- Fitness areas
- Skateboard/Scooter Park

Responsibilities & Procedures (Private, Public or Industry Promotional Events)

The permit holder:

- **Must** ensure that all conditions of the LLA and the Town of Georgina are adhered to at the event.
- **Must** supply the Town of Georgina with a copy of the following, fourteen (14) days prior to the event:
 - Special Occasion Permit
 - Special Occasion Permit Holder Agreement
 - Appropriate Liability Insurance (see “Insurance”)
- Provide bartenders names, signatures and Smart Serve certification number. One (1) bartender for every one hundred (100) people.
- **Must** be in attendance at all times and remain sober for the duration of the event.

**TOWN OF GEORGINA – RECREATION AND CULTURE DEPARTMENT
POLICY No. RC-AL-02**

| | |
|--|-------------------|
| Subject: Municipal Alcohol Management Policy | Page: of 6 |
|--|-------------------|

- Ensure all event workers act in a responsible manner and remain sober for the duration of the event.
- Ensure NO alcoholic beverages are consumed by persons under nineteen (19) years of age. Proof of age **must** be Government issued photo ID and **must** include name, date of birth & photo.
- **Must** prominently display the following signage in the approved location: (*See Appendix A*)
 - Statement of Intoxication
 - RIDE Awareness
 - SOP Accountability
 - No Last Call
 - Ticket Sales
 - Proof of Age
 - No Alcohol Areas
 - Fetal Alcohol Spectrum Disorder
 - Designated Drivers
 - Standard Drink Size
- **Must** prominently display a copy of the Special Occasion Permit in or on the municipal properties during the event.
- Assumes responsibility for promoting a safe transportation program for all drinking participants such as:
 - Designated drivers selected from non-drinking participants
 - Designated drivers provided by the permit holder
 - Taxis paid by either the permit holder or the participant
 - Bus service organized by the permit holder
- Ensure sufficient food and non-alcoholic drinks are available for those in attendance. Snacks are not considered food. Minimally, food consists of sandwiches, cheese, vegetables and dip. Food **must** not be removed until thirty (30) minutes prior to alcohol service end time.
- All bottles **must** remain in bar service area. All drinks **must** be served in disposable cups/glasses except for formal dinners or catered events where glass may be used.
- **Must** ensure there is no “Last Call”. Ensure no alcohol is served after 1:00am (2:00am on New Years’ Eve).
- May limit the number of tickets purchased and sales **must** cease a minimum of half hour prior to bar closing.
- Ensure guests are not required to purchase a minimum number of drinks or drink tickets to enter and will be granted the opportunity to refund unused tickets.
- Will ensure there is no marketing which encourages increased alcohol consumption.
- **Must** follow the SOP application regulations regarding alcohol advertising which states that groups cannot advertise the brands or the cost of the alcohol to be served unless application is made to the AGCO.
- Unlawful Gambling is not permitted.
- **Must** prevent participants from engaging in activities than can harm themselves or others.
- Ensure all washrooms and exits are monitored.

Outdoor Events

The permit holder shall satisfy the following conditions as a requirement of the facility permit for the outdoor event.

- a. Provide a detailed sketch showing the dimensions of the outdoor area to which the facility permit will apply.
- b. Ensure the outdoor area is clearly defined and separated from areas where the facility permit does not apply by a minimum 36” (0.9 metres) high barrier.

**TOWN OF GEORGINA – RECREATION AND CULTURE DEPARTMENT
POLICY No. RC-AL-02**

| | |
|--|-------------------|
| Subject: Municipal Alcohol Management Policy | Page: of 6 |
|--|-------------------|

- c. Provide at the permit holder's expense, a minimum of one (1) toilet at the outdoor event for every 240 people in attendance.
- d. Ensure the event is shut down by 11:00pm and completely vacated by 12:00am unless a different time is approved in writing by the Director of Recreation & Culture or designate.
- e. If a tent, marquee, pavilion, tiered seating or a stage is used, the Town's Building Department **must** be notified in writing by the permit.
- f. All fencing and tents **must** be secured by an above-ground resource. In ground stakes, **must** be 10" or less. If required, locates **must** be arranged at the expense of the permit holder prior to the installation of tents, poles or pegs. Allow a minimum of three (3) weeks for locates.
- g. Provide written notification to the Town Clerk, Police, Fire and Health departments notifying them of the event. The building department **must** be notified as well if a tent, marquee, pavilion or tiered seating is used. This notice shall be submitted a minimum thirty (30) days before the event and sixty (60) days before the event if attendance for the event is expected to be more than 5,000 participants.

Insurance

The permit holder **must** provide a certificate of insurance confirming Commercial General Liability Insurance in the amount of Two Million dollars (\$2,000,000) per occurrence issued by an insurance company deemed satisfactory to the Town and **must** include the following:

- Host Liquor Liability endorsement
- Coverage for bodily injury and property damage liability
- Shall contain a cross liability clause
- Where applicable, volunteers shall be considered to be an insured or additional insured
- The Town of Georgina shown as an additional insured
- Show that coverage complies with the dates/times of the facility permit
- Submitted no later than fourteen (14) days prior to the event along with other required documentation

Note: insurance limits and provisions required may be amended at any time at the discretion of the Town of Georgina. If the permit holder is not acting in the capacity of the Bartender, and has hired a Caterer or Bartending service to perform this service on their behalf, the Bartender must also provide staff with their own certificate of insurance and adhere to the same conditions as listed above under Insurance.

Security

The Town of Georgina may determine that the permit holder **must** submit a security/operational plan when the function is assessed as being high risk or a major event. All costs associated with the development, approval and execution of the plan shall be the expense of the permit holder. If required, the permit holder will provide proof of licenced security and/or pay duty officers sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the LLA are observed. Documentation will be due 14 days prior to the event date.

Violations, Enforcement & Consequences

In the event of a violation of this policy, intervention can be initiated by a participant at the event, the permit holder, Town of Georgina staff member, York Regional Police or an inspector of the Liquor Licence Board of Ontario. The intervenor will request the violation to stop. Failure to comply will result in York Regional Police being called for enforcement as deemed necessary, such as, the violator being ejected or complete event shut down. An Incident/Accident report shall be completed by staff at the time of incident/accident for staffed premises or the next business day or upon receipt of the report for unstaffed facilities. Violations will be reviewed and

**TOWN OF GEORGINA – RECREATION AND CULTURE DEPARTMENT
POLICY No. RC-AL-02**

| | |
|--|-------------------|
| Subject: Municipal Alcohol Management Policy | Page: of 6 |
|--|-------------------|

appropriate action will be determined by the Director of Recreation & Culture. Future privileges may be revoked and security damage deposits may be forfeited. Any individual or group who wish to appeal an assessment of a permit cancellation or forfeit of permit fees shall do so in writing to the Director of Recreation & Culture within fourteen (14) days of receipt of permit cancellation notice.

Additional Responsibilities & Procedures for Municipally Significant Event (Public Events Only)

The permit holder shall request approval from Council (or designate) through the office of the Town Clerk in order to obtain a Municipally Significant Event designation. A letter or memo detailing the decision of Council (or designate) will be provided to the requestor. The letter shall contain the clause signifying: "The Town of Georgina is not proclaiming the event in any way, shape or form, only designating the event for the purpose of a potential application for a SOP from the AGCO."

No Smoking By Law

No person shall smoke, hold lighted tobacco or use any Tobacco product on any Town owned property and within any Town owned Park whether or not a "No Smoking" sign is posted. This shall not apply to those areas designated as a Designated Smoking Area. It is the permit holder's responsibility to ensure participants comply with the By Law.

Related Documents

Special Occasion Permit Holder Agreement

[Liquor License Act - R.S.O.](#) 1990 c.L.19 as amended and includes applicable Regulations passed pursuant to the Act.

[Town of Georgina No Smoking By-Law](#)