



## Schedule A to bylaw 58-2020

<b>Section:</b> Recreation	<b>Policy Number:</b> R-01-20
<b>Sub-section:</b> Facilities	<b>Effective Date:</b> September 1, 2020
<b>Subject:</b> Municipal Alcohol Policy (MAP)	<b>Revision Date:</b> TBD

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### **Section 1: Overview**

#### **1.1 Goals**

The goals of this policy are to:

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

The municipality owns and manages various premises where alcohol consumption may be permitted under the authority of the Alcohol and Gaming Commission of Ontario (AGCO) which administers the Liquor License Act (LLA) and issues Liquor Sales Licenses (LSL) and Special Occasion Permits (SOPs).

#### **1.2 Risks**

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

Anyone who sells, serves or gives alcohol to a person is known as a provider of alcohol. Providers may include, but are not limited to, service clubs and their members, private family function organizers, or anyone obtaining a Special Occasion Permit (SOP) to run an event.

The occupier is the group/individual that owns and/or rents the premises where the event is taking place. Both providers and occupiers are liable for the event and its attendees.



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### 1.3 Objectives

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



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### 1.4 Definitions

#### **Alcohol and Gaming Commission of Ontario (AGCO)**

The AGCO is responsible for the administration of the Liquor Licence Act (LLA)

<https://www.agco.ca/>

#### **Catering Endorsement\***

Holders of a valid liquor sales licence with a catering endorsement are permitted to sell and serve beverage alcohol at events that are held in unlicensed areas other than a licensed establishment, or that are held in unlicensed areas within a licensed establishment (for example, an unlicensed basement). A catering endorsement may not be used at a location if:

- The location's liquor sales license is currently under suspension,
- A liquor sales license for that location has been revoked or refused, or
- A business or individual cannot get a SOP for that location

\*Renters who wish to hold an event using Catering Endorsement must receive confirmation from the Municipal Booking Coordinator prior to confirming the rental.

#### **Event**

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

**Public Events** - A public event is one that is open to the public to attend and is conducted by a registered charity or not-for-profit entity. An individual or business may host a public event if the event is (a) being held in a licensed facility, or (b) has been deemed of municipal, provincial, national or international significance (see Appendix A).

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

**Liquor Industry Promotional Event** - For events held to promote a manufacturer's product through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.



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### Event Organizer

Refers to the individual(s) who have signed the facility rental agreement for an event that will involve the selling and/or serving of alcohol on municipal premises. The event organizer and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with this MAP and the LLA and its regulations. They assume responsibility and liability for the entire operation of the event.

### Event Worker

A paid/volunteer person(s) appointed by either the event organizer or municipality, who is over the age of 18 and who has satisfactorily proven to the event organizer that she/he will act in accordance with the MAP. All event workers have a responsibility in the operation of the event and shall not consume or be under the influence of alcohol for the entire duration of the event. They assume responsibility and liability for the entire operation of the event in conjunction with the event organizer. Event workers may have one or more of the following roles:

- Floor monitor
- Door monitor
- Ticket Seller
- Server/bartender

Detailed roles and responsibilities for each type of event worker are in Section 2 of this policy.

### Liquor License Act (LLA)

Outlines the laws regarding the sale and service of alcohol.

<https://www.ontario.ca/laws/statute/90l19>

### Licensed Security

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

### Municipal Alcohol Policy (MAP)

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



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### **Municipal Premises**

All municipally owned or leased facilities and lands.

### **Municipal Representative**

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

### **Operational Plan**

A coordinated plan of actions to prevent and control potential risks. See the AGCO's document Planning Special Events, Concerts or Festivals tip sheet for more information.  
<https://www.agco.ca/liquor-sales-licence-plans>

### **Server Training Program**

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

### **Special Occasion Permit (SOP)**

A liquor permit issued by the Alcohol and Gaming Commission of Ontario (AGCO) for social events where alcohol will be sold or served. <https://www.agco.ca/alcohol/special-occasion-permits-private-event>

**Sale SOP** - Issued when money is collected for the sale of alcohol either directly or indirectly. This could be through, for example, an admission charge to the event, when tickets for alcohol are sold to people attending the event, or when there is any pre-collection of money for the alcohol.

**No Sale SOP** - Issued when alcohol is served without charge or when there is no money collected for alcohol – either directly or indirectly – from guests.



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### Special Occasion Permit Holder

Refers to the individual who signs the application for a Special Occasion Permit (SOP) to sell and/or serve alcohol. The permit holder must be at least 19 years of age and shall attend the event to which the permit applies or appoint a designate to attend in the permit holder's place. If the permit holder designates a person to attend the event in the permit holder's place, both the permit holder and the designate shall sign the permit. The permit holder and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy (MAP) and the Liquor License Act and its regulations at the event. They assume responsibility and liability for the entire operation of the event.

### Standard Drink

A standard drink means:

12 oz. or 341 ml. of beer with 5% alcohol **OR**

5 oz. or 142 ml. of wine with 12% alcohol **OR**

1 oz. or 30 ml. of spirits with 40% alcohol

While a "Tall boy" can of beer (16 oz. can or 473 ml.) with 5% alcohol is not within the parameters of a standard drink they are permitted to be served at licensed events.



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### Section 2: Designation of Properties, Events and Roles

#### 2.1 Designation of Properties

The following municipal facilities and areas are designated as suitable for events that will sell/serve alcohol provided the renter obtains an SOP or a liquor license through a caterer's endorsement issued by the AGCO and agreeing to conditions as set out by the municipality:

<b>Municipal Facility</b>	<b>Designated Area</b>	<b>Maximum Capacity</b>	<b>Accessible:</b>	<b>Available for Public Rental:</b>
Ayton / Normanby Arena Complex	Arena Floor	1,000	X	X
	Banquet Hall	450	X	X
Ayton Centennial Hall	Banquet Hall / Board Room	218	X	X
	Pavilion	75	X	X
	Diamond Grounds	200	X	X
Durham and District Community Center	Banquet Hall	400	X	X
	Upstairs Lobby	125	X	X
	Boardroom	25	X	X
	Arena Floor	1,000	X	X
	Warming Room	75	X	X
	Ball Diamond Pavilion	75	X	X
	Diamond Grounds	500 Each	X	X
Durham Town Hall	Main Floor	100		X
Glenelg Hall	Main Hall	Determined by AGCO		X
Lamash Hall	Main Hall	Determined by AGCO		X
Neustadt Community Center	Arena Floor	1,000	X	X
	Banquet Hall	250	X	X
	Meeting Room	25	X	X
	Ball Diamond	200	X	X
Neustadt Lions Park	Pavilion	75	X	X
West Grey Administration Offices (Only used for municipal events)	West Grey Municipal Office (Main Level)	Determined by AGCO	X	
	Durham Fire Station	Determined by AGCO		
	Normanby Fire Station	Determined by AGCO		
	Neustadt Fire Station	Determined by AGCO		

Note: Any areas not listed above may be licensed with the approval of West Grey council. Maximum capacity is determined by the AGCO in consultation with the fire chief and municipal booking coordinators and is subject to change.



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### 2.2 Designation of Events

#### Youth Focused Event

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

#### High Risk Event

The municipality, AGCO and/or police, at their own discretion, may deem an event to be high risk. These events will require additional staffing and may require that an operational plan be developed in consultation with the AGCO and local police.

#### SOP Private Events

As per the LLA , there are various rules that apply to private event SOP . It is the responsibility of the SOP holder to ensure the following rules are adhered to:

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



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### 2.3 Roles and Responsibilities

#### Role of Municipal Representatives

Municipal representatives are responsible for ensuring the permit holder, event organizer and/or designates are provided written information outlining the conditions of the MAP and ensure that they have been informed of their responsibilities. Municipal representatives have the authority/responsibility to demand correction and/or to cease the sale and service of alcohol and will have ultimate authority regarding decision-making on the part of the permit holder. Municipal representatives monitoring a liquor-licensed event shall be certified by a server training program recognized by the AGCO.

#### Role of Permit Holder, Event Organizer and designates:

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

- compliance with the MAP and facility rental agreement, in addition to the LLA and its regulations
- organization, planning, set up and clean up of the event
- arranging event workers in conjunction with municipal staff
- ensuring there are ticket sellers, bartenders, floor monitors, door monitors and security
- in the case of the permit holder and/or the event organizer, training their designates, if applicable
- training of other event workers
- posting the SOP or Caterer's Endorsement in a conspicuous place on the premises to which the permit applies or keep it in a place where it is readily available for inspection
- alcohol sales and service - including the choice of beverages so as to avoid the supply of fortified or extra strength drinks
- ensuring no one consumes alcohol in unauthorized locations; including bathrooms and dressing rooms
- the safety and sobriety of people attending the event including those persons turned away to control the event
- organizing safe transportation options (e.g. designated drivers, taxis)
- responding to emergencies and contacting appropriate facilities and EMS services

The permit holder and event organizer (or designates) must read and sign *the Checklist for Liquor Licensed Events - Organizers and permit holders* (Appendix B) to indicate that they have read this policy and understand their responsibilities. The permit holder must provide a copy of the Special Occasion Permit and any updates to the Municipality prior to the start of the event.



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The permit holder and event organizer (or designates) must attend the event for the entire duration – including the post event clean up and be responsible for decisions regarding the actual operation of the event.

The permit holder shall defend, indemnify and save harmless the municipality of West Grey, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the permit holder, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the performance of this application. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the permit holder in accordance with the SOP, and shall surpass the event.

### Event Staff & Responsibilities

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



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### **Bartender Criteria and Responsibilities:**

- Certified by a server training program recognized by the AGCO
- Appointed by the event organizer and has satisfactorily proven to the event organizer that she/he will act in accordance with this MAP and the LLA
- Checks identification and verifies age (see Appendix D)
- Accepts tickets for the purchase of alcoholic drinks
- Serves standard sized drinks
- Serves a maximum of two standard sized drinks per patron per visit – no doubles
- Monitors for intoxication
- Refuses service when patron appears to be near intoxication.
- Offers non-alcoholic substitutes
- Must be 18 years of age or older

### **Ticket Seller Criteria and Responsibilities:**

- Appointed by the event organizer and has satisfactorily proven to the event organizer that she/he will act in accordance with this MAP and the LLA
- Recommended to be certified by a server training program recognized by the AGCO
- Checks identification and verifies age (see Appendix D)
- Monitors for intoxication
- Only sells a maximum of four tickets per patron at one time
- Refuses sale to patrons near intoxication
- Must refund tickets on request whenever the bar is open and up to 15 minutes after the bar has closed
- Must be 18 years of age or older

### **Door Monitor Criteria and Responsibilities:**

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



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### **Licensed Security/Paid Duty Police Criteria and Responsibilities:**

- If using a security company – such company must be duly bonded and licensed under the [Private Security and Investigative Services Act, 2005](#)
- Patrols the licensed area and immediate area outside the licensed area, washrooms and parking lot scanning for potential trouble
- Ensures alcohol remains within the licensed area
- Notifies event staff, event organizer and permit holder of potential incidents
- Helps in handling disturbances
- Assists the permit holder and/or event organizer in vacating the premises
- Summons police when requested by the event organizer, permit holder, municipal representative, or as deemed necessary
- Aware of and responsible for the fire safety plan
- May be required to check ID (see Appendix D)

### **Floor Monitor Criteria and Responsibilities:** (Can also be security / duty police)

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



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### **Section 3: Management Practices**

#### **3.1 Insurance**

The permit holder and event organizer must provide proof of insurance by way of submitting an original Certificate of Insurance to the municipality in accordance with the last statement of this paragraph. The Certificate of Insurance must be in effect for date(s) where municipal property is being used or occupied by the event organizer and permit holder. Failure to provide proof of insurance in accordance with this Section will void the rental.

Proof of General Liability Insurance coverage in an amount of not less than two million dollars (\$2,000,000.00) must be provided to the municipality prior to rental of the facility. The insurance must be issued by an accredited insurance company that is licensed to carry on business in Ontario and that is satisfactory to the municipality. The insurance coverage must at a minimum include the following:

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



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### 3.2 Recommended Minimum Staffing Ratios For Special Occasion Permit Events

*The Municipality, AGCO, and/or the applicable police service involved reserve the right to adjust these requirements as deemed necessary.*

Min. Requirements:	Class A	Class B	Class C	Class D	Class E
<b>Facility:</b>	Hall with Bar Rental	Hall *Invite Only	Hall	Arena Floor / Pad	Open Air
<b>Event:</b>	Stag & Doe Concert Dance Fundraiser	Wedding Social Event Large Dinner	Trade Show / Sale Vendor Event Club Event	Stag & Doe Concert Dance Fundraiser	Tournament Concert Barbeque Beer Garden
<b>Door Monitor</b>	2 Monitors		1 Monitor	2 Monitors	2 Monitors
<b>Trained Bartenders</b>	2 Bartenders	2 Bartenders	2 Bartenders	2 Bartenders	2 Bartenders
<b>Untrained Bar Helper</b>			1 Untrained Bar Helper	1 Untrained Bar Helper	1 Untrained Bar Helper
<b>Ticket Sellers</b>	1 Person	1 Person	1 Person	1 Person	1 Person
<b>Security:</b>	Determined at time of booking	Determined at time of booking	Determined at time of booking	Determined at time of booking	Determined at time of booking
<b>Floor Monitor:</b>	2 Persons			2 Persons	Determined by Police Service

**\*Depending on event criteria additional trained staff may be required by facility managers or West Grey Police Services**

**Trained** – means certified by a server training program recognized by the AGCO

**Floor Monitors** – must be identifiable

**Licensed Security** – May be deemed necessary by West Grey Police Services and Facility Manager. Security must be licensed under the [Private Security and Investigative Services Act, 2005](#)

**Operational Plan** – For events over 1000 attendees, the AGCO requires a security meeting. The permit holder must submit an operational plan for the event that includes a site plan, schedule, and security plan. For events under 1000, AGCO may still request this process.

*If the event includes youth admittance, a tent, pavilion, any other temporary structure, or a fenced area, the ratio of floor/door monitors should be increased by one additional worker.*



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### 3.3 Youth Admittance for All Ages Events

Depending on the level of event risk, minors may not be permitted to attend an event. In all cases, no one under the age of 19 shall be served alcoholic beverages at licensed events. At licensed events where the permit allows patrons under the age of 19, all age of majority patrons will be wrist banded, identifying them as eligible to be served. Event workers shall ask anyone who appears to be under the age of 25 for valid photograph identification (see Appendix D).

If events are expected to have a youth presence, there should be a designated alcohol-free zone within the facility that is proportionate to the ratio of youth expected. As an example, if the event is expected to have 50% minor attendance, then only half of the space should be licensed for alcohol. There shall be physical separation between these two spaces.

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

### 3.4 Gambling

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

### 3.5 Costume / Mascaraed Events

Events where guests will be wearing costumes or masks must first receive approval of the municipal booking coordinator.

All guests entering the event will have their ID checked at the door and all guests above the age of majority will be marked with a coloured wristband (regardless if youth are admitted to the event). All guests who have left the event venue and wish to return must again provide valid identification. All guests must show their wristband to bartenders prior to obtaining a drink. Identification may be requested by floor monitors, security, or bartenders at any time during the event.



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### **Section 4: Prevention Strategies**

#### **4.1 Safe Transportation**

The event organizer and permit holder are responsible to have a safe transportation strategy including a designated driver program to promote safe transportation options for all participants, in order to ensure participant safety. Examples of safe transportation options are:

- Designated drivers selected from non-drinking participants at the event;
- Providing non-alcoholic drinks (coffee, pop, juice, water) for designated drivers;
- Designated drivers provided by the sponsoring group; or
- Taxis or buses paid either by the sponsoring group or the participant.
- Calling the police if someone who is suspected to be impaired insists on driving.
- Arranging overnight parking with municipal staff/ West Grey Police Services.
- Prominently posting local taxi phone numbers.
- Providing alternate means of transportation for all those suspected to be intoxicated.

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



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### 4.2 Safe Environment

- Permissible times for alcohol service are between 11 a.m. and 1 a.m., or as marked by the SOP
- All glass bottles must remain within the bar area; all drinks other than those in plastic bottles or cans must be served in plastic or paper cups. Alcohol served in a plastic bottle, or can is permitted, provided it is in the original manufacturer container and has an alcohol content of no more than 14% and does not exceed 473ml.
- All alcohol served in its original manufacturer container (bottle or can) must be opened before being handed to the patron. No lids are to be given out.
- If required by the municipality all plastic bottles and cans must be marked with a label provided by the municipality.
- Renters are encouraged to source alcohol that can be served in either a plastic bottle or can, to cut down on single-use waste.
- There are no “shooters” allowed including Jell-O or otherwise.
- Bars where the alcohol is served by a trained bartender but liquor is not mixed with a “mixer” (also referred to as self-serve mix bars) are permitted. However, the promotion of “straight liquor or shots” is not permitted nor any shot paraphernalia (such as salt or lemon for tequila).
- Unsafe activities such as drinking contests, discounted drinks, dancing on tables, or other dangerous activities are strictly prohibited.
- There must be sufficient food available throughout the event. The requirement to provide food is not satisfied by snack foods such as chips, peanuts, or popcorn.
- All outdoor licenced areas are required to have a barrier at least 0.9 meters high that separates them from non-licenced areas. Higher barriers and additional criteria may be required at the discretion of the municipality, in consultation with the AGCO.
- SOP tailgate events are not permitted on municipal premises.
- Ensure the facility is adequately lighted, signs are visible, and stairs and emergency exits are clear. As the occupier of the premises, your group is required to ensure the physical setting is safe for both drinkers and non-drinkers. Municipal staff should be contacted should your group not be able to provide a safe setting.
- The permit holder, event organizer and/or the municipal staff member will be responsible for determining when assistance is needed and requesting it from the appropriate authorities. If an alcohol related violation occurs, act promptly to rectify the situation and restore adherence to the LLA. Whenever the LLA is violated at your event, you are at risk of being charged. Even if no charge is laid, the fact that the LLA has been violated can be used to undermine your defense in any civil suit.



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### 4.3 Low Alcohol Content

- The permit holder will ensure that beer with more than 8% alcohol, wine products with more than 14% alcohol, and spirits with more than 40% alcohol are not sold.
- The permit holder will ensure that at least 30% of the alcohol on premises is below a 40% alcohol volume
- The permit holder will ensure that beverages will be offered that consist of low or non-alcohol options (e.g. light beer, juice and water).
- The permit holder will ensure that there are non-alcoholic drink options provided to designated drivers free of charge.
- The price of non-alcoholic beverages must be less than the price of alcohol sold on the premises.

### 4.4 No Alcohol Promotion To Youth

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



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### **Section 5: Signage**

#### **5.1 Required Signage Provided by Municipality**

**Ticket Sales** (signage posted where tickets are being sold)

- “Number of Tickets Available for Purchase at One Time – 4”
- “Ticket sales end 45 minutes before the bar closes.”
- “Unused tickets may be refunded while the bar is open and up to 15 minutes after closing.”

**Bar Area** (posted within the licensed bar area)

- “Number of tickets available for redemption at one time – 2”
- Low Risk Drinking Guidelines sign (Appendix E)
- “Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.” (Sandy’s Law)
- “Low or non-alcohol drink options are available.”

#### **5.2 Required Signage Provided by Permit Holder**

- The permit holder shall post the SOP in a conspicuous place on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection
- A licensed caterer shall post their license, notice of catering, Sandy’s Law and liquor menu at a catered event

#### **Safe Transportation**

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

#### **Restricted Areas**

- “No alcohol beyond this point.”

#### **5.3 Additional Recommended Signage**

- What is a standard drink sign (Appendix E)
- It is also recommended that the permit holder post their name and contact information at the entrance/exit to the venue
- Call 911 in an Emergency – You are located here: (facility address)
- Drink Responsibly



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### **Section 6: Actions to Enforce**

#### **6.1 Duty to Report**

Any person may notify the event organizer, SOP holder, municipal staff or security personnel of suspected violations of this MAP or LLA.

- Event workers should not attempt to rectify a violation that could lead to a confrontation resulting in personal injury or property damage. In such cases, the police and/or on-site security shall be alerted.
- A police officer or AGCO Inspector may inform the permit holder, event organizer or person in charge that they are in violation of the LLA and/or provincial law. Charges may be laid against the offending individual(s) at the officers' or inspector's discretion.
- The permit holder, event organizer and/or designates shall inform the municipality when repairs or other actions are required to make municipal property secure or safe for use.
- Municipal staff on duty at the time of the event reserve the right to ensure this MAP is being adhered to at all times.

A violation of this policy occurs when the permit holder or event organizer fails to comply with all the AGCO policies, the LLA and its regulations, and/or this policy.

#### **6.2 Consequences for Failure to Comply With Municipal Alcohol Policy**

The municipality may cancel, intervene or terminate the event at any time for violations of this MAP or rental agreement. Regardless of the reason for termination of the event, the municipality will not be responsible for any compensation whatsoever to the event organizer or affected persons for any resulting financial losses that they may have suffered.

**First Infraction:** Where the permit holder or event organizer has violated this MAP, the group may be sent a registered letter from the municipality advising them of the violation and indicating that no further violations will be tolerated. All infractions will be documented and retained by the municipality in correlation with current standing retention bylaws.

**Second Infraction:** Should the permit holder or event organizer violate this policy within three years of receiving notice of their first violation – both parties will be subject to a penalty as defined by the municipality.



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### 6.3 Consequences for Alcohol Consumption In Undesignated Areas

**First Infraction:** The municipal representative on duty will issue one verbal warning requesting the person or group remove the alcohol from the premises and advise them that a letter will be sent to their organization representative to inform them of this violation. All infractions will be documented and retained by the municipality in correlation with current standing retention bylaws.

**Second Infraction:** A second violation within three years of the first infraction (verbal warning) will result in a penalty as defined by the municipality.

### 6.4 Other Consequences

Where there has been a failure to comply with the LLA or any other applicable legislation, the police or the AGCO inspector may intervene for compliance purposes and may, at their discretion or other authority, terminate the event. It remains the responsibility of the permit holder, event organizer and/or designates to manage the event and to take appropriate actions, including ending the event, vacating municipal property, maintaining insurance, adhering to any conditions of insurance, and providing safe transportation options.

Similarly, the AGCO can deny or suspend the issuing of SOPs to certain premises on the basis of historical violations at that particular location.



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### **Section 7: Policy Review**

#### **7.1 Policy Review**

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



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### Appendix A

#### Municipal Significance

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

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

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

The municipality is under no obligation to provide this designation to an applicant for a public event SOP and is at the municipalities discretion when considering private events. Even with the designation of municipal significance, the AGCO Registrar ultimately decides if the necessary criteria have been met in order for a SOP to be issued.

Users looking to have events deemed as significant are encouraged to contact the Clerks office regarding the event minimum six weeks prior to applying for a SOP.



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**Appendix B**

**Checklist Agreement for Licensed Events**

This checklist must be completed in full, signed and submitted to the municipality, with all supporting information, at least two weeks before the event. See the Municipal Alcohol Policy for additional information.

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

7. Name of event organizer and all official designates:

*Event Organizer*

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

*Official Designates*

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

8. Name of Special Occasion Permit Holder and all official designates (if different from above):

*Special Occasion Permit Holder*

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

*Official Designates*

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_



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9. A copy of the SOP has been provided?

Yes ☐ Date received: \_\_\_\_\_

10. Copy of insurance has been provided?

Yes ☐ Date received: \_\_\_\_\_

11. Rental Agreement has been read and signed?

Yes ☐ Date received: \_\_\_\_\_

Facility Rental Deposit? Yes ☐ Date received: \_\_\_\_\_

12. Copy of proof of security has been shown? Yes ☐ Date received: \_\_\_\_\_

Name of Company or Police Service: \_\_\_\_\_

Number of security personnel  
attending: \_\_\_\_\_

13. Proof of Risk Management Plan? Yes ☐ Not Required ☐

14. Copy of Guest List provided? Yes ☐ No ☐

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

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

Yes ☐ Date received: \_\_\_\_\_

18. Games of skill being played? Yes ☐ No ☐

\_\_\_\_\_  
\_\_\_\_\_



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

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

\_\_\_\_\_  
Print Name of Event Organizer

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

\_\_\_\_\_  
Print Name of SOP Holder

\_\_\_\_\_  
Signature of SOP Holder

\_\_\_\_\_  
Print Name of Municipal Representative

\_\_\_\_\_  
Signature of Municipality Representative

Date:\_\_\_\_\_



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**Appendix C**

**Municipality Of West Grey  
Sports Activity Agreement:**

Name of Team/Group: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_

Business \_\_\_\_\_

Certification:

1. I understand that alcohol cannot be served or consumed on municipal properties or in facilities unless it is done within the terms of the Liquor License Act of Ontario and the Municipality of West Grey's Municipal Alcohol Policy.
2. I understand that if any member of the team or organization operating under my direction violates this policy or any of the regulations of the Liquor License Board of Ontario, that our team will receive a verbal warning and the violation will be documented.
3. I understand that if any member of my team or organization violates this policy or any of the regulations of the Liquor License Board of Ontario within three years of a previous violation that our group will be penalized as defined by the municipality.
4. It is my responsibility to ensure that all team captains and other supervisory personnel of the organization are aware of and understand the Municipality of West Grey's Alcohol Policy.

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use**

Agreement received by (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Appendix D

#### Checking Identification (ID)

[http://www.agco.on.ca/pdfs/en/tip\\_sheets/3056.pdf](http://www.agco.on.ca/pdfs/en/tip_sheets/3056.pdf)

In order to be valid, identification must:

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

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

Some forms of acceptable ID include:

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

#### Tips for Checking ID

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



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



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### **Appendix E** **Low Risk Alcohol Drinking Guidelines & Standard Drink Sizes**

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

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

One standard drink equals:

- 341 ml (12 oz.) of 5% alcohol content (beer, cider or cooler)
- 142 ml (5 oz.) of wine with 12% alcohol content
- 30 ml (1 oz.) serving of 40% distilled alcohol content (such as rum, rye, gin or vodka)

#### **Safer Drinking Tips**

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

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

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



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**Do not drink when you are:**

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