

**Town of Saugeen Shores  
Corporate Policy**

<b>MUNICIPAL ALCOHOL POLICY</b>	
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<b>Date of Passage:</b> June 10, 2013	<b>Resolution Number:</b> 128-2013

**Purpose:** To create a safe environment at Municipal premises for the general public and staff, this enhancing enjoyment of events by both drinkers and non-drinkers.

**Policy:** Attached

THE CORPORATION OF  
THE TOWN OF SAUGEEN SHORES

# MUNICIPAL ALCOHOL POLICY



## **Background**

**The Town of Saugeen Shores Municipal Policy (MAP) promotes the health and safety of people at events on municipal property through a responsible, managed approach to the consumption of alcoholic beverages.**

**THE CORPORATION OF THE TOWN OF SAUGEEEN SHORES**

**MUNICIPAL ALCOHOL POLICY  
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CORPORATION OF THE TOWN OF SAUGEEN SHORES  
MUNICIPAL ALCOHOL POLICY

This Municipal Alcohol Policy shall conform to the Liquor Licence Act, Ontario Regulation 389/91 and as amended June 1st, 2011.

**1. GOALS**

- a) To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally owned facilities in order to ensure that all Liquor Control Board of Ontario legislation pertaining to Special Occasion Permits is properly understood and strictly complied with.
- b) To ensure proper supervision and proper operation of Special Occasion Permit events in order to protect the Corporation and staff.
- c) To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
- d) To honor the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcohol drinks.
- e) To provide for a balanced use of alcohol through Special Occasion Permits so that alcohol becomes a responsible part of a social function rather than the reason for it.

**2. DEFINITIONS**

“Caterer’s Endorsement” is an endorsement issued by the LCBO authorizing a Licenced Establishment to sell and serve liquor for an event from a location other than the location of the Licenced Establishment.

“Entrance monitor” shall mean a person who is appointed by the event sponsor who shall be responsible for monitoring the entrance to an event. This definition shall also include the ticket sellers in order to recognize the fact that the entrance monitors at some events are also the ticket sellers.

“Event sponsor” shall mean that person or persons, group or groups responsible for organizing or promoting an event.

“Facilities Bookings Coordinator” shall mean that person responsible for booking and creating rental agreements for Town of Saugeen Shores owned and operated facilities to local and areas businesses, organizations, event sponsors etc.

“Facility representative” shall mean the same as municipal staff representative.

“Floor supervisor” shall mean a person who is appointed by the event sponsor who shall be responsible for reporting any potential problems to the event sponsor.

“Low-alcohol drink” shall mean a drink which contains less alcohol than a standard drink (as defined below).

“Standard drink” shall mean:

1-1/2 ounces of spirits	(40% alcohol)
5 ounces of wine	(12% alcohol)
3 ounces of fortified wine	(18% alcohol)
12 ounces of regular beer	(5% alcohol)
12 ounce cooler	(maximum 7% alcohol).

“Occupier” shall include anyone who has control of the premises and the power to admit or exclude others.

“Private Event Special Occasion Permit” is a liquor licence issued by the Liquor Control Board of Ontario for an event for invited guests only that is conducted without the intention of gain or profit from the sale of liquor.

“Public Event Special Occasion Permit” is a liquor licence issued by the Liquor Control Board of Ontario for an event that is:

- i. Conducted by a charitable organization registered under the Income Tax Act (Canada) or by a non-profit association or organization for the advancement of charitable, educational, religious or community objects, or
- ii. An event of provincial, national or international significance, or
- iii. An event designated by a Municipal Council as an event of municipal significance.

“Public Event Special Occasion Permit of Municipal Significance” is an event that the municipality deems to be:

- i. An event that will benefit the entire community;
- ii. A community festival or celebration of special importance that will benefit the community; or
- iii. An event hosted by, or supported by, a group of businesses for the purpose of promoting or enhancing the municipality.

“Special Occasion Permit (SOP)” is issued by the Alcohol and Gaming Commission of Ontario (AGCO). It allows the permit holder to sell or serve liquor during a special occasion under the regulations of the Liquor Licence Act.

### **3. MISSION STATEMENT**

The Town of Saugeen Shores wishes to provide a policy for responsible management practices at Special Occasion Permit functions held in or on Town of Saugeen Shores recreational facilities. The Town of Saugeen Shores also wishes to reduce and/or avoid alcohol-related problems that could result in litigation being directed toward the Corporation, its staff, community organizations, volunteers and participants.

Our goal is to encourage responsible use of alcohol during Special Occasion Permit functions to ensure the enjoyment, health and safety of the participants and the protection of parks and recreation facilities.

### **4. MUNICIPAL NOTIFICATION**

Special Occasion Permits for Public Events requires applicants are required to provide 30 days' notice to municipal officials (e.g. clerk's office, police, fire and health departments) prior to the start of the event if fewer than 5,000 people are expected to attend, and 60 days prior to the start of an event if the event is expected to attract 5,000 or more people. These notification periods are meant to ensure that the Town of Saugeen Shores has sufficient resources (e.g. police, AGCO Inspectors) to attend and monitor these events.

### **5. LEGAL LIABILITY**

Potentially, legal liability may result from two major areas. Anyone who sells, serves or gives alcohol to a person to the point of intoxication is known as a provider of alcohol. Providers would likely include service clubs and their members, private family function organizers, and generally, anyone obtaining a Special Occasion Permit to run an event. The other area of potential liability relates to the occupier of the premise upon which alcohol is being served. The occupier is responsible for the condition of the premises, the conduct of the entrants and the activities permitted on the premises. The Town of Saugeen Shores, its officials and employees are the occupiers in this case.

The Liquor Licence Act is very clear in setting its standards around alcohol service to the public. If you do serve alcohol, this legislation dictates your rights, responsibilities and obligations in order to ensure a minimum standard of conduct and care. Without these regulations, people participating in your event might be exposed to danger, and you could be held responsible.

The development of a comprehensive Municipal Alcohol Policy will reduce the likelihood of an incident ever occurring. It will ensure all servers, bartenders, service clubs, the Corporation, its officers and employees in preventing legally liable situations and will help make alcohol-related events in the Town of Saugeen Shores safer and more enjoyable for adults and children alike.

## **6. ELIGIBLE LOCATIONS FOR SOP EVENTS**

The following facilities are designated suitable for Special Occasion Permit Events pending the analysis of specific information for each requested event. Town of Saugeen Shores Council may alter designations at any time, at its discretion.

- Southampton Coliseum Main Floor
  - Southampton Coliseum Green Room
  - Southampton Annex Lounge
  - Southampton Annex Main Floor
  - Southampton Town Hall Auditorium
  - Saugeen Shores Community Complex (the Plex) Main Floor (not including dressing rooms)
  - Saugeen Shores Rotary Hall
  - Cameron Park Ball Diamonds (i.e. Pumpkinfest and Ball Tournaments)
  - Lakeview Ball Diamond (i.e. Ball Tournaments)
  - Pioneer Park
  - North Shore Park
  - Jubilee Park (i.e. Ball Tournaments)
  - Port Elgin Beach (i.e. Volleyball Tournaments)
- a) Banquet Halls, Arena Floor(s), Southampton Annex:  
b) Ball Diamonds:

The event organizer must obtain the appropriate permit or approval from the Municipality in order to hold an event on Municipal property. Municipal staff will review all requests to hold an SOP event on Municipal property to determine if it is an appropriate location for such an event. Evaluation criteria could include:

- Nature, duration and hours of the proposed event
- Impact upon neighbouring properties and other facility users
- Participant, municipal staff and public safety considerations
- Adequate availability of space, parking and washrooms
- Adequate availability of water and electrical supply

Municipal staff has the authority to deny a municipal-issue permit or approval for a proposed SOP event any municipal location if they consider it inappropriate.

## **7. NOT ELIGIBLE FOR ALCOHOL USE**

- a) Family day events.  
b) All youth events where the primary audience is underage persons and all minor sports events, including banquets, are designated as not suitable for alcohol use.  
c) At the discretion of the event sponsor, persons under the legal drinking age may be admitted to adult social events being held in municipally-owned facilities



where alcohol is available if so indicated on the Special Occasion Permit application and Facility Rental Agreement.

- d) At the discretion of the Town, persons under the legal drinking age may be excluded from adult social events being held in municipally-owned facilities.

## **8. TIERED SEATING**

The Municipality will not permit SOP requests for tiered indoor seating in any of the facilities.

## **9. INSURANCE**

The Special Occasion Permit holder must purchase third-party liability insurance for their event. This insurance will:

- Set a \$3,000,000 minimum per occurrence limit, or an amount determined by the Municipal Insurance Provider.
- Identify the Town of Saugeen Shores as an additional insured with respect to the permitted event.

Municipal staff must see proof of insurance for an SOP event at least 5 days *before* the event is to take place, and *before* they can issue a permit or approval for the event. The Municipality reserves the right to ask for additional insurance based on the nature of the event.

## **10. TRAINING**

In order to hold an SOP event on Municipal property, the event organizer must ensure that all people serving and selling alcohol at the bar, serving drinks to tables, and all entrance monitors have completed a Smart Serve Program or AGCO-approved server intervention training.

The event organizer must provide proof that servers have Smart serve training (i.e. the Smart Serve certificate) to Municipal staff in order to receive a Municipal-issued permit or approval for an SOP event.

Municipal staff who is involved in the booking of an SOP event must also have completed the Smart Serve Program and received specific training about the Municipal Alcohol Policy.

## **11. FOOD AND BEVERAGES**

- a) High alcohol beers (over 5.6%) are not permitted. Of the total volume of beverages available for sale at the event, at least 25% must be of low alcohol

content. A low alcohol beer is beer with an alcohol content of 4% or less. Low alcohol wine is a wine with an alcohol content of 11% or less.

- b) Non-alcoholic beverages must be available, either at no charge or at cost of less than half the price of the lowest-priced alcoholic beverage.
- c) Event organizers must provide and encourage the consumption of food. Chips, peanuts, and other such snacks do not qualify as food. Sandwiches and other light meals are considered appropriate for such events. The Liquor Licence Act requires that food be served at an SOP event. Foods high in carbohydrates help to slow down the absorption of alcohol into the bloodstream and therefore reduce the risk of intoxication.
- d) Practices which encourage increased consumption of alcohol are not allowed. Specifically, oversize drinks, double shots, pitchers of beer, drinking contests and volume discounts are not allowed.
- e) Only alcoholic beverages purchased from a licensed retail store such as the LCBO, The Beer Store, or stores of Ontario wineries and breweries may be sold/served at SOP events held in Municipal locations. *Event organizers and participants may not sell, bring, or consume home-made alcoholic beverages or their own alcoholic beverages at SOP events held on Municipal property.*

## 12. SIGNS

The Community Services Department shall post signs in all municipal facilities in appropriate locations, and the event sponsor is responsible for ensuring the continued display of these signs during Special Occasion Permit events.

Scope of Signs to be placed in facilities with an SOP:

- a) A sign will be posted at the bar and at the ticket counter stating the law on serving to intoxication.

Statement of Intoxication Sign Wording:

*“No person shall sell or supply liquor or permit liquor to be sold or supplied to any person who is or appears to be intoxicated”.*

*“No person shall knowingly sell or supply liquor to a person under 19 years of age”. The only acceptable proof of age is photo identification (Liquor Licence Act, R.S.O. 1990, c. L.19, section 30).”*

*“No Alcohol Beyond This Point.”*

*“Alcohol Is Not Permitted In This Area.”*

- b) Ticket Sales Sign Wording:

*“The only acceptable proof of age is current government-issued photo identification.”*

*Maximum 5 tickets per purchase per person.*

*Ticket sales end at 12:30 a.m.*

*There will be no last call.*

*Only 2 drinks served at one time”*

- c) Fetal Alcohol Syndrome Sign Wording:  
*“Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby”*
- d) Sober Driver Spot Check Wording:  
*“Saugeen Shores Police thank you for helping to Reduce Impaired Driving Everywhere. We look forward to personally thanking you at one of our roadside spot checks for leaving this event as a Sober Driver.”*  
  
*“Guests are forbidden from bringing alcohol to this event. We reserve the right to search bags. Those not complying will be refused entry or required to leave.”*

### **13. BAR REQUIREMENTS AND OPERATION**

- a) The bar should be located in an area that allows the bartender(s), ticket sellers, and floor monitors to see and monitor event participants while they are consuming alcohol.
- b) The bartender must not serve any person more than two alcoholic drinks at any one time.
- c) All bottles must remain in the bar area. For safety reasons, drinks must be served in plastic or paper cups or non-breakable containers. *Glasses may be permitted at the discretion of an appropriate Municipal representative.*
- d) Ticket sales must end at least a half hour before the bar closure time specific on the Municipal Permit. There must be no last call for the bar.
- e) Practices that encourage increased consumption of alcohol, such as discounting of ticket prices for volume buying, are not allowed.
- f) The bar must close at the time indicated on the Municipal Permit or the SOP – whichever is earlier. (See #14 Time Restrictions)
- g) Under no circumstances may a person under the age of 19 be served, or be allowed to consume an alcoholic beverage. (See #15 e)
- h) Tickets must not be sold to anyone who is, or appears to be, intoxicated.
- i) The event sponsor, event workers and facility representative must ensure that the physical setting is safe for both drinkers and non-drinkers.
- j) The event sponsor, event workers and facility representative must prevent patrons from engaging in activities that can harm themselves or others.

### **14. TIME RESTRICTIONS**

- a) The bar shall close no later than 1:00 a.m.
- b) All entertainment must be completed by 1:15 a.m.
- c) All lights must be turned on at 1:15 a.m.

## **15. TICKET SELLERS FOR THE SALE OF ALCOHOL**

- a) Tickets must be purchased from a designated ticket seller and redeemed at the bar.
- b) A minimum of two people will be designated to sell tickets at all times, both of whom must have received Liquor Control Board recognized server training.
- c) Unused tickets to be redeemed for cash on demand at any time during the event.
- d) When tickets are sold for alcoholic beverages, there will be a limit of five per person at one time. Discounts will not be offered for the volume purchase of tickets.
- e) A person must be 19 years or older to consume alcohol at a Special Occasion Permit event. The only acceptable proof of age is current government-issued photo identification as follows:
  - A driver's licence issued by the Province of Ontario with a photograph of the person to whom the licence is issued
  - A Canadian passport
  - A Canadian Citizenship Card with a photograph of the person to whom the card was issued
  - A Canadian Armed Forces identification card
  - A photo card issued by the board of the Alcohol and Gaming Commission
  - A photo card issued by the Liquor Control Board of Ontario.
- f) No expired identification will be accepted as proof of age. Parents or age of majority escorts are prohibited from purchasing, giving or sharing alcoholic drinks with underage guests.

## **16. MARKETING PRACTICES**

Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, shooters, pitchers of beer, drinking contests, ticket draws for alcohol, and volume discounts are prohibited.

## **17. ADVERTISING**

In all municipal facilities where children and youth are allowed entry, advertising and posters that promote alcohol products or brand names are prohibited.

## 18. SAFE TRANSPORTATION

It is recommended that Special Occasion Permit holders promote a safe transportation strategy including a designated driver program. The strategy could include the following guidelines:

- A designated driver program to be advertised at the event, including regular announcements being made throughout the event,
- A designated driver to be identified to servers and monitors,
- A designated driver to receive free or low-cost non-alcoholic drinks,
- An intoxicated person to be driven home by a sober friend,
- An intoxicated person be urged to call a friend, relative or taxi to assist.

## 19. CONTROLS

### 19.1 Event Sponsor Responsibilities

- a) The event sponsor and their workers must abide by the rules of the Municipal Alcohol Policy.
- b) Must obtain a Special Occasion Permit from the Liquor Control Board of Ontario.
- c) Provide a copy of the Special Occasion Permit to the Facilities Booking Coordinator 5 days prior to the event.
- d) Provide a copy of the Caterer's proof of insurance.
- e) Must carry the original SOP during the event.
- f) Will post a copy of the liquor licence and a copy of the SOP behind the bar on the day of the event and abide by the rules of the Municipal Alcohol Policy
- g) The event sponsor shall be required to attend the event and be responsible for making decisions regarding the operation of the event.
- h) The event sponsor must provide a list of workers to the facility representative at least five days prior to the event along with each worker's Server Intervention Program/Smart Serve registration number.

### 19.2 Floor Monitoring/Event Workers Responsibilities (representing the Event Sponsor)

- a) Event workers (the permit holder or his/her designate and person working for the permit holder), must not consume alcoholic beverages while they are working at the event, or after the bar is closed and the event is over.
- b) Event workers must ensure that participants do not engage in activities that could potentially harm themselves and others.

- c) Event workers should be easily identifiable by Municipal staff.
- d) All event workers must refrain from consuming alcohol before and while the event is in progress.
- e) All event workers must wear highly visual identification approved by the Town of Saugeen Shores.
- f) All event workers must be trained in the Smart Serve Program which is recognized by the Liquor Control Board.
- g) The event sponsor is responsible for ensuring that all exits be monitored by event workers.

**20. RATIO OF EVENT WORKERS**

- a) The entrance will be monitored at all times by at least two people 19 years of age or over, one of whom must have received Smart Serve Training.
- b) When two people monitor the door, entrance monitors have the required backup if someone is refused admission

Number of Attendees	Servers	Floor Supervisors	Door Supervisors		Ticket Sellers
			Entrance Monitors	Exit Monitors	
Under 25	1	1	2	1 per exit	2
25-50	1	1	2	1 per exit	2
51-100	2	2	2	1 per exit	2
101-200	2	3	3	1 per exit	2
201-300	3	3	3	1 per exit	3
301-400	3	3	4	1 per race	3
401-500	4	4	4	1 per exist	5
501-750	6	6	6	1 per exit	6
751-1300	8	8	8	1 per exist	8
1301-3000	11	11	11	1 per exist	11
3001-5000	15	15	15	1 per exist	15

**21. POLICE**

- a) For an indoor event, a minimum of two (2) paid duty police officer(s) are required to be present at a Special Occasion Permit event where 300 or more people are expected to attend, and/or buck and does, year-end secondary school parties etc., that may have less numbers, the cost of which will be borne by the event sponsor. The only exemption to this regulation is for weddings or anniversary functions.
- b) The facility representative has the authority to require the presence of a paid duty police officer(s) for any event, the cost of which will be borne by the event sponsor.

- c) Whenever possible, the police will be notified of a potentially risky situation before the situation is out of control.
- d) Early notification of potential problems will facilitate the ability of the police to plan their availability should they be required.

## **22. MASKS**

At masquerade events, participants shall be required to identify themselves to event staff upon entry and at any other time during the event as deemed appropriate.

## **23. ACCOUNTABILITY**

- a) At least one facility representative with authority to demand correction and/or to shut down an event on behalf of the municipality will be responsible and available for all Special Occasion Permit events.
- b) At least two people appointed by the event sponsor shall remain with the facility representative until the building is closed down and the area is clear.

## **24. FAILURE TO COMPLY**

- a) During an event, the facility representative may report any infraction of this policy to legal authorities whenever they believe such action is required.
- b) When individuals are found to be consuming alcohol in restricted areas, police will be called to enforce the law.
- c) Any infraction that has been identified after the event, will be reviewed by Community Services staff and the Director of Community Services.
  - i. The Director of Community Services will send a registered letter describing the problem to the permit holder, informing the group that their rental privileges for the next scheduled rental or event may be revoked.
  - ii. Future rental privileges to penalized groups will be at the discretion of the Director of Community Services and/or Council's designate that they will follow all policy regulations at future functions.

## **25. PROCEDURES FOR OUTDOOR SPECIAL OCCASION PERMIT HOLDERS**

The Town of Saugeen Shores will consider requests from groups to set up outdoor beverage areas, such as beer gardens, in eligible parks outlined in this policy. These formal beverage areas will discourage the illegal use of alcohol at these events.

Applicant groups must comply with the Town of Saugeen Shores Municipal Alcohol Policy. They must also meet the specific requirements of Procedures for Outdoor Special Occasion Permits as outlined below:

- a) The outdoor beverage area must be in conjunction with an adult sports tournament or other event to be held in a Town park.
- b) The setup and operation of an outdoor beverage area should not adversely affect other park users of the adjacent neighbourhood and should not conflict with other events scheduled for that park.
- c) Outdoor beverage area requests must meet Town standards for space, parking, washrooms, water and electricity, as authorized for the Chief Building Official.
- d) The operation of all outdoor beverage areas should conform to the Town of Saugeen Shores applicable noise by-law and any amendments made thereto.
- e) The outdoor areas must be clearly defined and separated from where the permit does not apply by a minimum 36" (0.9) high double barrier.
  - i. The applicant must also notify in writing police, fire and Public Health informing them of the event and include a sketch identifying the physical boundaries.
  - ii. If a tent, marquee, pavilion or tiered seating is used the applicant must also notify in writing the municipal Building Department.
  - iii. The applicant's timelines for notifying local authorities are:
    - 30 days before the event takes place, if fewer than 5,000 people per day are expected to attend the event; or
    - 60 days before the event takes place if 5,000 people or more per day are expected to attend the event.
- f) The applicant group must be in good standing with the Town, based on its success with previous projects or programs held in Town parks or elsewhere.
- g) The hours of operation of the outdoor beverage area shall fall within the hours stipulated by the Liquor Control Board and must coincide with the playing schedule of the tournament/festival, with alcohol services to stop within one hour after the completion of the last game or unless otherwise specified in the SOP.
- h) Food is to be available, either free of charge or for sale. Food minimally consists of sandwiches, cheese, vegetables and dip, hamburgers, etc. Please reference #9 of this document.
- i) The applicant group is responsible for cleaning up the outdoor beverage area at the conclusion of the event. Charges may be assessed if the area is left in an inappropriate condition.
- j) The event sponsor will assign three or more workers to monitor the alcohol service area perimeter in addition to the number of event workers required at an inside Special Occasion Permit event. Please reference #11 of this document)
- k) Prior to final approval from the Town and the issuance of the rental permit, the applicant group must submit:
  - A copy of its Special Occasion Permit for the event,
  - A schedule of games and/or activities to the Facilities Booking Coordinator,
  - Any payment required (clean-up deposit),



- Certificate of liability insurance in an amount not less than three million dollars naming the Town of Saugeen Shores as additional insured.