



# **Town of Saugeen Shores Municipal Alcohol Policy**

Revisions approved by Council October 11, 2022, from original policy dated  
June 10, 2013

## **Goal Statement**

To ensure event organizers, utilizing eligible Municipal owned property, manage alcohol accessibility and consumption in accordance with the Liquor License Act, R.S.O. 1990 and this policy.

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.

## **Objective**

To ensure event organizers have a clear understanding of the appropriate and acceptable practice of serving alcohol during licensed events.

The objective will be met by:

- Assisting event organizers with compliance of the Special Occasion permits (SOP) as outlined by the Alcohol and Gaming Commission of Ontario (AGCO).
- Training and educating event organizers in the safe operation of SOP licensed events.
- Reinforcing appropriate procedures and controls to ensure responsible drinking practices.
- Explaining the benefits of providing alternative, non-alcohol drinks and appropriate food.

## **Application**

This Policy applies to all events and activities on or in eligible Municipal owned property.

## **Administration and Enforcement**

Town of Saugeen Shores, through the Director of Community Services and Operations, or their designate, is responsible for the administration of this Policy.

The Director of Community Services and Operations, or their designate, Saugeen Shores Police Services, or the Municipal Bylaw Enforcement Officer is responsible for the enforcement of this Policy.

The event organizer of a licensed event:

- can be held liable for the safety and sobriety of patrons.
- can be held responsible for injuries or damages that occur.
- can be held responsible for the safety and behaviour of patrons until they are sober.

## **Failure to Comply**

Failure to comply with the rules and regulations contained within this Policy may result in cancellation of the event and may affect the event organizers opportunity to host future functions on any Municipal owned property. Infractions will be reviewed by the Director of Community Services and Operations or their Designate and discussed with event organizers.

When individuals are found to be consuming alcohol in restricted areas, police will be called to enforce the law.

## **Notifying the Municipality**

The event organizer/permit holder must notify Town Staff, Police, Fire and Grey Bruce Health Unit in writing informing them of the event including a site plan with licensed area clearly defined. Timelines for notifying local authorities:

- 30 days before the event if fewer than 5000 people per day are expected
- 60 days before the event if more than 5000 people per day are expected

Notification will include date(s) of event and hours of service.

## **Eligible Locations for Alcohol Licensed Events**

By approval of the Director of Community Services and Operations:

- 1) Saugeen Shores Community Complex (The Plex)
  - a. Rotary Hall
  - b. Arena Floor
  - c. Tiered Seating Areas
- 2) Southampton Coliseum
  - a. Green Room
  - b. Arena Floor
  - c. Annex (curling club) Floor
  - d. Annex (curling club) Lounge
  - e. Tiered Seating Areas
- 3) Southampton Town Hall Auditorium
- 4) Outdoor Areas
  - a. Cameron Park Ball Diamonds
  - b. Lakeview Ball Diamond
  - c. Biener Ball Diamonds
  - d. Lamont Sports Park
  - e. Pioneer Park
  - f. North Shore Park
  - g. Jubilee Park
  - h. Port Elgin Beach
- 5) Other Facilities

- a. Saugeen Shores Lawn Bowling Club
- b. Chantry Centre
- c. Southampton Rotary Hall
- d. Southampton Art School
- e. Art Gallery at the Southampton Town Hall

6) Council approved road events i.e. Gran Fondo Lake Huron, BIA events

**Note: Facilities and rooms in facilities, and parks not listed as eligible in this Policy are considered inappropriate locations for events involving alcohol.**

## **Events Not Eligible for Special Occasion Permits or Alcohol**

- 1) Family day events
- 2) Youth activities:
  - a. Dances
  - b. Concerts
  - c. Socials
  - d. Minor sports events including banquets

## **Youth Admission to Adult Events**

Alcohol permits provide the detail as to who may attend a function. Alcohol and Gaming Commission of Ontario (AGCO) licensing laws and rules will be in effect. The Event Organizer/Permit Holder must identify on the SOP checklist how minors will be managed.

Acceptable ID includes:

- Canadian BYID (Bring Your Identification)
- Ontario Driver's License
- Passport
- Military Card

A person must be 19 years or older to consume alcohol at a Special Occasion Permit event. 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.

## **Signs**

The Municipality will post the following signs at all Municipal Owned properties where alcohol permits are in force.

### **1) Statement of Intoxication**

“By the authority of the Alcohol and Gaming Commission of Ontario, it is against the law for licensed establishments to serve customers to intoxication. For this

reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are pleased to offer non-alcohol beverages.”

**2) Legal Age to Consume Alcohol**

“You must be 19 years of age or older to purchase and or consume alcohol.”

**3) Time Limits**

“No alcohol will be sold after 1:00 a.m., all alcohol must be removed from the tables by 1:30 a.m. and the premises vacated by patrons by 2:00 a.m. No last call.”

**4) R.I.D.E.**

“Saugeen Shores Police Services Reduce Impaired Driving Everywhere (R.I.D.E.) thanks you for helping to reduce impaired driving everywhere in Saugeen Shores and area. Random R.I.D.E. check(s) may be in place following this event.”

**5) Alcohol Ineligible Areas**

“No Alcohol Beyond This Point.”

**6) Ticket Sales or Cash at Bar Sales**

“Sale of bar tickets will be limited to 4 per person per sale; No more than 2 drinks per person will be served per visit to the bar; Cash at the Bar sales will be limited to no more than 2 drinks per visit to the bar. As of 12:15 a.m., a maximum of 1 drink per person will be served.”

**7) Acceptable Identification**

Posted at the bar, a list of allowable and acceptable ID.

**8) Warning Sign for Consumption of Liquor During Pregnancy (Sandy’s Law)**

Posted at the bar, Sandy’s Law sign available at  
[https://www.agco.ca/sites/default/files/warnsign\\_clr.pdf](https://www.agco.ca/sites/default/files/warnsign_clr.pdf)

**9) Taxi Sign**

Posted at the bar, a list of taxi and transportation providers

## **Server Training**

The Municipality requires that volunteers or paid staff serving alcohol, selling bar tickets, acting as floor and door monitors take the “Smart Serve” training program.

On completion of the training program, “Smart Serve” volunteers and staff will know:

- their responsibilities and obligations under the law

- proactive approaches to preventing alcohol-related problems
- how to recognize signs of intoxication
- how to implement intervention strategies for aggressive customers

Note: The checklist on page 13 requires completion and submission to the Community Services Department 5 days prior to the event commencing.

For further information, contact: Smart Serve ® Ontario at [www.smartserv.org](http://www.smartserv.org).

## Planning a Licensed Event

### Alcohol and Gaming Commission of Ontario and Special Occasion Permits

Different types of permits are available through Alcohol and Gaming Commission of Ontario (AGCO) depending on the type of event taking place. For more information, please visit <http://www.agco.on.ca>

The AGCO's Special Occasion Permit Guide provides detailed information about the permit process: [Special Occasion Permit Guide | Alcohol and Gaming Commission of Ontario \(agco.ca\)](http://www.agco.ca)

### Controls

These controls are in place for all special occasion permit and licensed events.

- 1) The event organizer/permit holder must provide a list of qualified Smart Serve trained staff 5 days prior to the event commencing. The Community Services office hours are Monday to Friday 8:30am to 4:30pm.
  - a. Service Clubs and regular facility users may leave a list of "qualified Smart Serve trained event workers" with the Community Services to keep on file.
- 2) The expected ratio of Smart Serve trained event workers to patrons is 1 for every 50 patrons. (i.e., 1 for 0 to 50, 2 for 51 to 100 and so on.)
- 3) Event Organizers/Permit Holders must demonstrate to the Community Services Division that plans are in place to observe regulations as specified below and that all requirements and controls are understood and in place prior to the event.
- 4) All parties must provide proof of insurance, naming the Corporation of the Town of Saugeen Shores as additional named insured, at least 5 days prior to the event commencing. Insurance coverage must remain in effect for the duration of the event.
- 5) Licensed hours of operation:
  - a. Outdoor events: Fridays and Saturdays, 11:00 a.m. to 11:00 p.m.
  - b. Outdoor events: Sunday to Thursday, 11:00 a.m. to 9:00 p.m.
  - c. Indoor events: Any day, 11:00 a.m. to 1:00 a.m.

## **Safe Transportation**

It is recommended that Event Organizers/Permit Holders promote a safe transportation strategy including a designated driver program.

## **Low Alcohol Drinks**

As a requirement for an Alcohol Permit, the event organizers must ensure there are alcohol beverages available of a low alcohol concentration level, meaning less than 8% alcohol for beer or mixed coolers and less than 18% alcohol for wine.

Non-alcoholic beverages must be available either at no cost or a cost less than half the price of the lowest priced alcoholic beverage.

## **Alcohol Advertising**

Event organizers must follow the AGCO Special Occasion Permit regulations regarding alcohol advertising. Marketing practices which encourage increased consumption of alcohol are prohibited.

Advertising and posters that promote alcohol products and brand names are prohibited at Municipal owned property where children and youth are allowed entry.

## **Insurance**

Proof of a minimum of \$5,000,000 liability insurance, including liquor liability, naming the Corporation of the Town of Saugeen Shores as additional insured, must be provided to the Community Services Department 48 hours prior to the event.

The permit holder/event organizer shall indemnify and save harmless the Municipality from any and all claims, in connection with holding the event at municipal facilities, including the serving of alcohol. Such claims include but are not limited to demands, causes of action, losses, costs or damages that the Municipality may suffer, incur or be liable for, resulting from the permit holder/event organizer, workers', agents and other personnel's performance, actions and negligent acts or omissions.

The Town of Saugeen Shores reserves the right to distinguish the size and scope of the event for insurance purposes

## **Levels of Events**

### ***Regulation – Level 1 events***

Example: Banquets, Receptions, Programmed Events, Specified Licensed Area

- The event has a limited amount of alcoholic beverages available to patrons.
- The event has a licensed area to serve alcohol to patrons.
- The event is primarily family focused or deemed to be a low to moderate risk.

**Requirement:** Smart Serve trained staff are required based on the ratios stated under Controls (1:50 ratio).

## **Regulation – Level 2 events**

Example: Social Events, Tiered Seating areas

- There is no separate licensed area and alcohol is available throughout the event.
- The event could include but not inclusive to dancing, games and entertainment.
- The event is deemed to be high risk.

**Requirement:** Smart Serve trained bartenders, ticket sellers and floor and door monitors are required.

### **Licensed security according to the following ratios:**

- 1-400 expected attendees, 1 security guard
- 401-800 expected attendees, 2 security guards
- 800+ expected attendees, 4 security guards (minimum)

For events that exceed 800 attendees, organizers must be in contact with Saugeen Shores Police Services to determine if additional security is required. The Municipality reserves the right to assess the risks associated with any size of event and require additional security measures as required.

**Security must remain on the premises until released by the event organizer or until the last attendee has vacated the property.**

## **Event Operations Expectations**

### ***The Day of the Event***

- 1) The event organizer must attend the event and be responsible for making decisions regarding the operation of the event.
- 2) With prior Municipal approval, alcohol may be delivered to the Municipal owned property earlier in the day of the event to allow time for refrigeration. Alcohol must be received, unloaded, and secured by the Event organizer and the Municipality accepts no responsibility for loss or theft.

### ***During the Event***

- 1) For Level 2 events, entrances must be monitored by Smart Serve trained event staff to ensure acceptable identification is provided and to refuse access to intoxicated individuals.
- 2) The Event Organizer/Permit Holder and any event workers (i.e., bartenders, ticket sellers, door or floor monitors) are responsible for the event and therefore, must not consume alcohol prior to and during the event.
- 3) Post the original copy of the SOP or liquor license behind the bar
- 4) No one may leave the licensed area with alcohol on his or her person.
- 5) A Smart Serve trained floor supervisor must be available to assist as required.
- 6) Event workers must be easily identified by patrons.

- 7) Food and non-alcohol beverages shall be available throughout the event. Snacks (chips, peanuts, pretzels, etc.) in and of themselves, are not sufficient. Foods such as pizza, subs, veggie trays, etc., are recommended.
- 8) Entertainment must be complete by 1:15 a.m.
- 9) All lights must be turned on by 1:15 a.m.
- 10) Facilities must be vacated by 2:00 a.m. or additional fees will apply.
- 11) Personnel listed under "Administration and Enforcement" may enter the event at any time and will enforce compliance of this Policy and if the event continues to operate in non-compliance have the authority to shut it down.
- 12) At least one person appointed by the Event Organizer/Permit Holder must check-in with the Municipal Facility Representative before vacating the facility. A Municipal Facility Representative will be present at indoor events only.

### ***Bar Operations***

- 1) No special sale of alcohol will be allowed, e.g., oversized drinks, double shots, 2 for 1, discount prices, volume discounts, etc. No pitchers of beer will be allowed.
- 2) Smart Serve trained ticket sellers must be provided. Tickets must be presented at the bar to redeem for drinks and all unused tickets must be refundable.
- 3) Sales of bar tickets will be limited to 4 per person per sale. No more than two (2) drinks per person will be served per visit to the bar, and from 12:15am to 1:00am, a maximum of one (1) drink per person will be served **or**;
- 4) Cash at the Bar sales will be limited to no more than 2 drinks per visit to the bar. As of 12:15am, a maximum of 1 drink per person will be served.
- 5) 1 ounce of liquor = 1 shot of liquor = one drink. No double shots.
- 6) Sales of bar tickets must end 30 minutes before the bar closure time.
- 7) The bar must open and close at the times indicated on the SOP
- 8) No last call.
- 9) All bars must be closed at 1:00am, with all alcohol off tables by 1:30am.
- 10) No glassware or bottles will be allowed to leave the bar unless prior approval has been obtained. All drinks are to be served to the customer in paper or plastic cups or containers unless otherwise permitted at the discretion of the Director of Community Services and Operations, or their designate.

### ***Outdoor Event Operations***

Outdoor licensed events may include Level 1 or Level 2 events. Additional requirements include for outdoors events:

- 1) Licensed area must be in conjunction with an adult sports tournament or other event being held in an eligible location
- 2) Set-up and operation of the licensed area will not adversely impact other park users or neighbours
- 3) Detailed site plan must be submitted with SOP Event Checklist
- 4) Licensed areas must meet AGCO and Ontario Building Code requirements for space, parking, washrooms, water, and electricity

- 5) Must follow the Town's noise by-law and apply for exemptions if required
- 6) Licensed area enclosed with a minimum 36" (0.9 metre) minimum high barrier to clearly identify where the permit applies
- 7) If a tent is used, the Event Organizer/Permit Holder must contact the [Building Department](#) for a tent permit and obtain for locates through [Ontario One-Call](#)
- 8) Hours of operation must coincide with the schedule of the tournament or festival with alcohol services to stop within one hour of the completion of the last game or scheduled activity
- 9) Event organizer/permit holder is responsible for cleaning up the licensed area at the conclusion of the event. Charges may be assessed if area is left in inappropriate condition.

## Event Worker Job Ratios and Responsibilities

### Event Worker Ratios

The following is the recommended minimum ratio of event workers to patrons. Entrance monitors may be exit monitors where the entrances and exits are located at the same location.

The Municipality reserves the right to assess the risks associated with any sized event and require a minimum number of event staff or licensed security to mitigate potential risks and liability. Any requirements will be provided in writing.

### Regulation-Level 1 Event Worker Ratios

Number of Patrons	Number of Bartenders	Number of Ticket Sellers	Number of Floor Monitors	Number of Door Monitors
0-50	1	1	1	1
51-100	1	1	1	1
101-200	1	1	1	1
201-400	2	2	1	1
401-500	2	2	1	2
501-750	3	2	1	2

### Regulation-Level 2 Event Ratios

Number of Patrons	Number of Bartenders	Number of Ticket Sellers	Number of Floor Monitors	Number of Door Monitors
0-50	1	1	1	1
51-100	2	2	2	2
101-200	2	2	3	2
201-400	3	3	3	2
401-500	4	5	4	3
501-750	6	6	6	6
751-1000	8	8	8	8

For events over 1000, the AGCO requires a security meeting. The event organizer/permit holder must submit an operational plan that includes a site plan, schedule, and security plan.

## ***Responsibilities of Event Organizer/Permit Holder and Workers***

### **Event Organizer/Permit Holder**

- Signs the Special Occasion Permit with AGCO and the Special Occasion Permit Holder Agreement.
- The general manager of the event and assumes responsibility for the operation of the event. They must attend the event, ensure that the required Smart Serve trained staff are available, coordinate and help staff and ask for help from security if necessary.
- Ensures compliance with the Municipal Alcohol Policy
- Completes the checklist and provides all required documentation to the Facilities and Programs Booking Coordinator at least 48 hours before the event
- Ensures all exits are monitored by event workers
- Ensures all event workers are easily identifiable

### **Bartenders**

- Accepts tickets or cash for the purchase of alcohol drinks, serve drinks, monitors for intoxication, refuses service when patron appears to be intoxicated or near intoxication and offers non-alcohol substitutes.
- Must be 18 years of age or older to serve alcohol
- Must have Smart Serve certification

### **Floor Monitors**

- Interacts with patrons, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated persons, suggests safe transportation alternatives
- Reports any potential problems to event organizer/permit holder

### **Door Monitors**

- Checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, and recommends safe transportation options.
- Must be 18 years of age or older to sell tickets
- Must have Smart Serve certification
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### **Ticket Sellers**

- Sells alcohol tickets to a maximum of 4 per person per purchase but a maximum of two (2) tickets will be sold from 12:00 am to the end of the event.
- Ensures that tickets are only sold to persons 19 years or older and verifies a person's age by checking identification
- Must be 18 years of age or older to sell tickets
- Must have Smart Serve certification

## **Policy Monitoring and Revisions**

The Community Services Department will review this Policy as required.

The Town of Saugeen Shores has the right to vary or introduce additional conditions or restrictions at its absolute discretion. A copy of the revised document will be provided to Council for their approval

## **General Interpretation**

In cases of conflict or confusion, or in related instances not specifically covered in this policy, the CAO of the Town of Saugeen Shores shall be empowered to make any and all necessary alterations or clarifications needed to ensure the equitable and effective application of this policy. If such instances occur a report to Council will be provided.

Minor grammatical, spelling, and/or typographical changes or corrections that do not alter the intent of this policy may be made, as necessary, by the CAO or designate.

## **Protocol**

The Town of Saugeen Shores accepts the doctrine of federal/provincial paramountcy as it relates to all municipal polices, procedures and by-laws.

For clarity, this acceptance means that, where there is an inconsistency or overlap between any validity enacted municipal policy, procedure or by-law and a lawful and relevant federal or provincial directive, statute or regulation, the federal or provincial directive, statute or regulation shall take precedence and override.

## Schedule A: SOP or Licensed Event Checklist

Submit this checklist to the Community Services department to start the permit process. Confirmation of the SOP and insurance and the information for event workers and security may be left blank and updated prior to the event.

Date(s) of event:	
Location:	
Number of Persons Attending:	
Name of Person(s)/Group Hosting Event:	
Bar Hours of Operation:	
Will persons under 19 years of age be attending this event?	Yes No
How will persons under 19 years of age be identified and managed?	
Type of identification for event workers:	
Has proof of Special Occasions Permit been provided?	Yes Date:
Have proof of Insurance been provided?	Yes Date:
The food that will be provided includes:	
The safe transportation strategy/strategies that will be used at this function are:	a)  b)

The names and certification numbers of our Smart Serve event workers  
(Recommended Minimum 1:50 ratio):

**Bartenders (Mandatory)**

1. Name: \_\_\_\_\_ Certification #: \_\_\_\_\_
2. Name: \_\_\_\_\_ Certification #: \_\_\_\_\_
3. Name: \_\_\_\_\_ Certification #: \_\_\_\_\_
4. Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

**Floor Monitors**

1. Name: \_\_\_\_\_ Certification #: \_\_\_\_\_
2. Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

**Door Monitors**

1. Name: \_\_\_\_\_ Certification #: \_\_\_\_\_
2. Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

**Ticket Sellers**

1. Name: \_\_\_\_\_ Certification #: \_\_\_\_\_
2. Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

**Off-Duty Uniformed Police Officers or Licensed Security (for Level 2 Events)**

1. Name: \_\_\_\_\_ License/Badge #: \_\_\_\_\_
2. Name: \_\_\_\_\_ License/Badge #: \_\_\_\_\_
3. Name: \_\_\_\_\_ License/Badge #: \_\_\_\_\_
4. Name: \_\_\_\_\_ License/Badge #: \_\_\_\_\_

I have reviewed the Municipal Alcohol Policy with a municipal representative, and I understand all the policy regulations and I, and my group, will observe/obey all policy regulations

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Signature Lessee

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Signature Community Services Department

## **Schedule B: Corporation of the Town of Saugeen Shores Special Occasion Permit Holder Agreement**

Please print when filling out the agreement.

Name of Organization/Individual: \_\_\_\_\_

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

Address & Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

In consideration of the Corporation of the Town of Saugeen Shores permitting me/our organization to hold an event licensed for the sale of alcohol on municipal premises, it is hereby agreed and acknowledged that:

- 1) I have received and reviewed the Town of Saugeen Shores Municipal Alcohol Policy.
- 2) I have read and understand the requirements stated in the Policy.
- 3) I personally, and my organization, agree to adhere to the conditions of this Policy and the Liquor License Act of Ontario and as listed on the Special Occasion Permit.
- 4) I understand that if an infraction of this Policy occurs, the Corporation of the Town of Saugeen Shores may warn or suspend me/my organization from using the facilities for a period of one year.
- 5) I understand that I personally, and members of my organization, may be held liable for injuries and damage arising from failing to adhere to the Liquor License Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring or from any act of negligence.
- 6) I understand that Saugeen Shores Police Services and/or an Alcohol and Gaming Commission Inspector can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation.
- 7) I/My organization agrees to indemnify and save harmless the Corporation of the Town of Saugeen Shores (Municipality) from all claims arising from the permit and/or the event against any claims of loss or damage resulting in bodily injury, death and/or property damage arising out of the permit/event. I/My organization will provide proof of insurance with the policy naming the Municipality as an additional insured, and shall protect the Municipality from all claims for damage, injury and/or death arising out of any act or omission on the part of the permit holder, event organizer, its servants or agents.

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

Position in organization: \_\_\_\_\_