



## Municipal Alcohol Policy

<b>Current Version</b>	1.0
<b>Approving Committee:</b>	<b>Council</b>
<b>Initial Date of Adoption:</b>	
<b>Initial Minute or Resolution Number:</b>	
<b>Department of Origin/author:</b>	<b>Community &amp; Customer Services</b>
<b>Review date:</b>	

Version	Date	Meeting Type	Resolution #	Reason for Change
V1.0		Council		Original draft



## 1. Policy Statement

- 1.1 This policy outlines various requirements and controls for Events involving alcohol, including Events under the authority of a Special Occasion Permit (SOP) or Events with a Third-Party Caterer holding a liquor sales licence with a Caterer's Endorsement. This policy is intended to support existing provincial alcohol policies and strengthen the laws where necessary and tailor the policy landscape to local context.

Effective implementation and use of this policy will balance the responsible provision and use of alcohol while reducing alcohol-related risk, harm, costs, and liability during Events hosted at Municipal Locations. The purpose of this policy is to encourage moderate, responsible consumption, and reinforce positive social norms about alcohol consumption in the community.

## 2. Purpose

- 2.1 To provide clear operational procedures to manage as many possible risks associated with the consumption of alcohol, in accordance with the *Ontario Occupiers Liability Act* and in compliance with the *Ontario Liquor Licence Act*.
- 2.2 To encourage/support the responsible use of alcohol as part of an Event at Municipal Locations; and encourage/support the decision of individuals who choose not to consume alcohol.
- 2.3 To clearly define Municipal Locations where alcohol may or may not be used.
- 2.4 To define the Township's authority to approve Municipal Locations for an Event involving alcohol.
- 2.5 To outline the roles and requirements of all individuals involved in Events hosted at Municipal Locations and involving alcohol.
- 2.6 To educate and train staff, volunteers and groups with the knowledge and skills required to effectively manage Events involving alcohol and enforce the policy.

## 3. Definitions

The terms below shall have the following meanings in this Policy:

### **"Access Point"**

Means, for indoor Events, any entrances and exits to an Event location. For outdoor Events, an *Access Point* is any entrances or exits to the licensed area.

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

The AGCO is an Ontario provincial regulatory agency responsible for administering the Liquor Licence Act (LLA) and specific sections of the Liquor Control Act (LCA), which together with the regulations made under them establish the licensing and regulatory regime for most aspects relating to the sale and service of alcohol in Ontario.



**“Canada’s Low-Risk Alcohol Drinking Guidelines”**

Guidelines that include recommended limits on alcohol consumption so that people who choose to drink can make informed choices. Following these guidelines can reduce health and safety risks and harms related to alcohol such as injuries, motor vehicle collisions, violence, and chronic diseases.

**“Caterer’s Endorsement”**

A *Caterer’s Endorsement* permits the sale and service of alcohol at an Event that is held in an unlicensed area other than the location to which the liquor licence applies.

**“Door Monitor”**

Event Worker(s) that monitor attendance and limit entry to the Event and ensure capacity is not exceeded.

**“Event”**

For the purpose of this policy, an *Event* refers to any licensed *Event* held at municipally owned or managed property, buildings, outdoor spaces or venues at which alcohol will be sold and/or served. The duration of the *Event* includes setup, operation, and clean-up.

**“Event Organizer”**

For the purpose of this policy, an *Event Organizer* is an individual, 19 years of age or over, organizing an Event with the intent to sell and/or serve alcohol at Municipal Locations. The *Event Organizer* is required to be present at the Event for the duration unless a qualified Event Organizer Designate has been appointed.

**“Event Organizer Designate”**

An individual appointed by the Event Organizer and approved by the Township, who is 19 years of age or over and who has satisfactorily proven to the Event Organizer that they will act in accordance with this policy. The *Event Organizer Designate* must be present at the Event when the Event Organizer is absent.

**“Event Worker”**

Any paid/volunteer individual who is involved in safe alcohol service at an Event. *Event Workers* must be 19 years of age or over and hold a valid certification from Smart Serve Ontario or the Server Intervention Program (SIP). *Event Workers* may include the following positions: Floor Monitor, Door Monitor, Server/Bartender and Ticket Seller.

**“Facility Rental Agreement”**

The agreement between an organization or individual and Loyalist Township for use of a designated Municipal Location for a defined period of time. The *Facility Rental Agreement* outlines the conditions of use for the permitted location, along with payment and cancellation terms.



**“Floor Monitor”**

Event Worker(s) that talk with patrons, monitor patron behaviour, including monitoring for signs of intoxication. *Floor Monitors* may also assist Door Monitors in their duties controlling Access Points.

**“Insurance”**

A current liability *Insurance* policy for a minimum of five million dollars (\$5,000,000.00). This *Insurance* must be carried for the entire duration of the Event and must have "The Corporation of Loyalist Township" shown as an additional insured on the policy.

**“Local Police Service”**

Means the Ontario Provincial Police (OPP).

**“Liquor Licence Act (LLA)”**

A provincial act in Ontario dealing with the licensing system for the sale, service, and delivery of alcohol.

**“Liquor Control Act (LCA)”**

A provincial act in Ontario that establishes the Liquor Control Board of Ontario (LCBO) and creates authorization system for sales by grocers and manufacturers, and includes provisions related to the Master Framework Agreement (MFA).

**“Municipal Alcohol Policy (MAP)”**

Means “Loyalist Township’s *Municipal Alcohol Policy*” and includes this document.

**“Municipal Locations”**

Municipally owned or managed property, places, spaces, and Events. These include, but are not restricted to, municipally owned or managed arenas, sports stadiums and fields, community centres, beaches and parks, as well as municipally hosted festivals and Events.

**“Municipal Monitor”**

The Township staff designated to monitor for compliance of this policy while the Event is being held. Loyalist Township contracted security staff may act as the *Municipal Monitor*.

**“Municipal Representative”**

The designated Township staff who works with the Event Organizer prior to the Event. Tasks include but are not limited to collecting information relevant to the Event, assessing risk, working with the Event Organizer to coordinate Event details.

**“Non-Profit Organization”**

An association, club or society that is not a charity and is organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other



purpose except profit.

**“Permit”**

Any written authorization, contract, approval, or Facility Rental Agreement issued or required to be issued by the Township for an Event.

**“Permit Holder”**

The individual representing the renter whose signature appears on the Loyalist Township Facility Rental Agreement and the SOP. The individual accepts responsibility for the conditions of use as outlined in the signed Facility Rental Agreement, along with payment and cancellation terms.

**“Private Event”**

An Event where only invited individuals will be in attendance. The Event cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the Event.

**“Public Events”**

An Event that is open for the public to attend and is conducted by a registered charity or non-profit organization or an Event of municipal, provincial, national, or international significance. The Event can be advertised and allow for fundraising and/or profit from the sale of alcohol.

**“Safe Transportation Strategy”**

A strategy outlining necessary steps to reduce the possibility of impaired driving.

**“Security Personnel”**

Individuals who are licensed in accordance with the Private Security and Investigative Services Act (PSISA).

**“Server/Bartender”**

Event Worker(s) that check identification, accepts payment or tickets for the purchase of alcoholic beverages and serves drinks.

**“Server Intervention Program (SIP)”**

The former certification program to train staff and volunteers working in areas where alcohol is sold and/or served, replaced by the Smart Serve™ training program. The AGCO and the Township still recognize the *Server Intervention Program (SIP)* certification issued prior to May 1995.

**“Smart Serve™”**

A training program provided by *Smart Serve* Ontario for responsible alcohol beverage sales and service. The program is approved by the ACGO as the only responsible alcohol training program for Ontario.



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

A temporary permit administered by the AGCO, which allows for the sale and service of alcohol on special occasions, such as cash bars at weddings or Private Events, as well as larger scale Events that are open to the public, such as charity fundraisers.

### **“Standard Drink”**

- 12 oz or 341 ml bottle of regular beer
- 5 oz or 142 ml glass of wine
- 1 ½ oz or 43 ml shot of spirits

### **“Tailgate Events”**

A Public Event for which you can obtain a Special Occasion Permit (SOP). Tailgate Events are held outdoors, in connection with and in proximity to a live professional, semi-professional or post-secondary sporting event. Permit Holders may sell and serve alcohol, and attendees 19 years of age or older may bring their own liquor (BYOB) for consumption within the permitted area.

### **“Third Party Caterer”**

Any caterer that holds a valid liquor sales licence with a Caterer’s Endorsement; the caterer will be required to provide the Township adequate proof that their licence extends to activities outside their licensed premises.

### **“Ticket Seller”**

Event Workers that check identification and sell drink tickets to patrons.

### **“Township”**

Refers to the Corporation of Loyalist Township.

## **4. Policy Details**

### **4.1 Liquor service options**

The Township recognizes two different alcohol service options considered suitable for an Event involving alcohol and planned to take place at Municipal Locations.

- a) Under the authority of an SOP; or
- b) By a Third-Party Caterer holding a valid liquor sales license with a Caterer’s Endorsement authorizing the sale and service of alcohol at an Event.

At the recommendation of the Ontario Public Health Association (OPHA), Loyalist Township does not allow (SOP) Tailgate Events to be hosted at Municipal Locations given the exclusion of many established alcohol control measures designed to ensure the safety and security of patrons, Event Staff, and the public.



## 4.2 Permissible times for alcohol service

- When alcohol service is approved by the Township, the permissible hours for this service are between 11:00am and 2:00am.
- Ticket sales and alcohol service are to cease at least 45 minutes prior to the end of the licensed period of the Event.
- The Township reserves the right to alter the hours or service for Events on a case-by-case basis. Some considerations will include, but are not limited to:
  - Event size
  - Type of food service
  - Assessment of liability
  - Transportation plan

## 4.3 Designation of properties and events

### 4.3.1 *Municipal Locations where alcohol is permitted within licensed areas under an SOP*

Alcohol shall only be sold or served at Municipal Locations that are licensed under the LLA, where the Event Organizer has a valid Township Facility Rental Agreement, current liability Insurance policy and has agreed to all conditions of use. The following Municipal Locations have been designated as suitable for Events involving the sale and service of alcohol. Within these locations, alcohol sale and service may only be permitted in designated areas and rooms:

- W.J. Henderson Recreation Centre
- Amherstview Community Hall
- Wilton Community Hall

### 4.3.2 *Municipal Locations where alcohol is not permitted*

The following Municipal Locations are not licensed or considered suitable for Events involving the sale and service of alcohol, unless approved by the Director of Community & Customer Services or their designate:

- Sports fields
- Parking lots
- Bleachers and tiered seating
- Dressing rooms/change rooms
- Aquatic facilities within the WJ Henderson Recreation Centre
- Open park areas, trails and woodlots
- Playground areas



Anyone found consuming alcohol in any of these prohibited locations without approval, will be reported to the Local Police Service and may be prohibited from further use of Township locations.

#### 4.3.3 *Designation of Events*

The Township, AGCO, and/or the Local Police Service, 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 the Local Police Service.

#### 4.4 **Youth admittance to licensed events**

No person under the legal, provincial drinking age shall be permitted admission or entry to an SOP event or designated facilities or areas, except in the case of family social events.

In the case of a licensed function such as an adult tournament or special community event an individual under the legal provincial drinking age may be permitted admission to enter designated facilities or areas, provided they are accompanied by a parent or guardian.

### 5. **Renting Municipal locations**

A Facility Rental Agreement authorizing the use of Municipal Location(s) for an Event involving alcohol sales and service is to be initiated a minimum of 45 days in advance of the Event to allow the Township time to collect Event details from the Event Organizer, assess risk(s) associated with the Event, establish Event Worker and Security Personnel numbers, monitor Event preparation for compliance with the MAP and to arrange appropriate facility staffing needs.

Failure to initiate a Facility Rental Agreement at least 45 days prior to the planned Event date may jeopardize the Event from happening.

A signed Facility Rental Agreement, Event Organizer Checklist for Liquor Licensed Events, a certificate of Insurance that meets the requirements as outlined in this policy, a valid SOP or notification of a Third-Party Caterer's Endorsement, and an application for a Special Event Permit (if applicable) must be provided to the Township at least 30 days prior to the Event. Failure to submit any of these documents on time may lead to not being able to sell or serve alcohol at the Event and/or the cancellation of the Event itself.

For outdoor Public Events where less than 5000 people are expected to be in attendance, the Permit Holder must provide 30 days' notice to the Township, the Local



Police Service, fire and health department; and 60 days' notice if 5000 or more people are expected.

The Permit Holder must advise the AGCO of any event involving alcohol at Municipal Locations with 1000 to 4999 attendees at least 90 days in advance of the event. Notification to the AGCO should be made at least 180 days in advance of any event with 5000 or more attendees.

## **6. Insurance requirements**

The Permit Holder and Event Organizer must provide an original certificate of Insurance to the Township before occupying Municipal Property for the Event. Failure to provide an original certificate of Insurance in accordance with this Section will void the Facility Rental Agreement. The Insurance policy must:

- Be in effect for the duration of the Event as outlined in the Facility Rental Agreement.
- Include general liability coverage in the amount of not less than five million dollars (\$5,000,000.00) including a host liquor liability endorsement.
- Contain an endorsement to provide Loyalist Township with 30 days written notice of cancellation or material change that would diminish coverage.
- Be provided to the Township at least 30 days prior to the start of the permitted Event.
- Be issued by an accredited Insurance company that is licensed to operate in the province of Ontario and is deemed satisfactory by the Township.
- Have "The Corporation of Loyalist Township" shown as an additional insured.
- Indicate the name of the Event and location.

The Township or hosting organization reserves the right to request a higher limit of Insurance should the Event be deemed higher risk.

## **7. Providing safe transportation**

For all Events involving the sale and/or service of alcohol, the Event Organizer is responsible to take the necessary steps to reduce the possibility of impaired driving. The Event Organizer must have a Safe Transportation Strategy in effect during the Event and must advertise it to the patrons.

Elements of a Safe Transportation Strategy can include, but are not limited to:

- Providing non-alcoholic beverages either at no charge or at a cost much lower than that of drinks containing alcohol.
- Providing a designated driver program which encourages and identifies designated drivers, along with providing identified designated drivers with non-



- alcoholic drinks, free of charge (i.e. coffee, pop, juice).
- Prominently posting local taxi phone numbers.
- Arranging overnight parking with Township staff.
- Providing alternate means of transportation for all those suspected to be intoxicated.
- Calling the police if someone who is suspected to be impaired insists on driving.

## 8. Signage

During Events involving the sale and/or service of alcohol, the following information shall be included in signage and must be posted at prominent places in the licensed area, including the bar and ticket sales area. The Event Organizer/Designate is responsible to ensure these signs are in place for the duration of the Event:

- Low or non-alcoholic drink options are available.
- Maximum of 2 alcoholic drinks can be served at one time.
- You may only purchase a maximum of 4 tickets at one time.
- You may redeem unused tickets for cash anytime during the Event.
- Bartenders/Servers reserve the right to refuse service. Bartenders/Servers cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.
- Warning. Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby (Sandy's Law).
- It can be harmful to consume alcohol in combination with cannabis, including cannabis edibles and beverages.
- You must be 19 years of age or older to purchase and consume alcohol. The only acceptable form of identification is a photo I.D. with a date of birth. No individual(s) suspected of being under the age of 19 will be served.
- No alcohol beyond this point (posted at Access Points).
- The bar will close at \_\_\_\_\_.
- There will be no last call.
- Ticket sales end 45 minutes before alcohol service closes.
- For a non-emergency, please call the Local Police Service at 1-888-310-1122.
- You are at (name and address of Municipal Location for emergency response).

The following is a list of items that are required to be posted in plain view at the Event:

- SOP
- Facility Rental Agreement
- Special Event Permit (if applicable)
- Liquor menu
- Catering liquor license (where applicable)
- Safe transportation



- Thank you for not drinking and driving.
- The R.I.D.E. program is in effect in our community.
- Use a designated driver.
- Call a friend, relative or taxi. Local taxi numbers are \_\_\_\_\_.
- Other safe transportation options in place.

## **9. Advertising**

- All advertising must comply with the AGCO legislation, regulations, policy, and guidelines, if applicable.
- At events where children and youth are allowed entry, the Event Organizer shall not allow promotional advertising of alcoholic beverages' names, brands, or manufacturers.
- Marketing practices which encourage immoderate or increased consumption of alcohol are not permitted.
- Advertising or promoting liquor or the availability of liquor at an SOP Private Event is prohibited.

## **10 Safe environment strategies**

- Alcohol shall not be served to anyone under the age of 19. Minors are not allowed to consume alcohol.
- The serving of alcohol shall not be permitted at any Event where the focus of the Event marketing is aimed at youth under 19 years of age.
- Alcohol shall not be served to anyone who may appear intoxicated. No individual shall be served to the point of intoxication. No individual shall have or consume alcohol if they become intoxicated.
- Consideration should be given to not offer beer products with more than 5% alcohol, wine products with more than 14% alcohol, and spirits with more than 40% alcohol.
- Drink pricing must comply with AGCO requirements.
- Alcohol service shall be limited to 2 drinks per individual at one time.
- Last call shall not be announced.
- Drinks can only be mixed by a Bartender.
- No individual attending the Event shall be allowed to bring in their own alcohol to the Event or allowed to pour their own alcoholic drinks. Alcohol cannot be left available for self-serving, except for bottles of wine left on the table during a formal dinner.
- Novelty alcoholic items, such as jello shooters and spiked watermelon, are not allowed.



- Where wine is provided with a meal, a non-alcoholic substitute (such as water, soft drinks, or juice) must be provided to ensure that children and abstainers are included in toasting the celebrants.
- Homemade alcohol shall not be allowed at any function, except for homemade wine or beer at weddings or religious functions listed under a private no sale SOP, as defined by the AGCO.
- Drinks should typically be served in soft plastic cups. Cans may be used at Events deemed by Township staff to be lower risk. Hard plastic cups may be used for wine sampling Events. Glass vessels may only be used for indoor, formal Events such as a sit-down dinner or cocktail party. Glass vessels should be removed after dinner is finished, and soft plastic cups used thereafter.
- Alcohol consumption mitigation measures must be in place, such as providing non-alcoholic and low-alcohol beverages as alternatives. Low-alcohol beverages are defined as beer and coolers with alcohol content of 4% or less. Non-alcoholic beverages should be provided free or at lower cost than alcoholic beverages.
- There must be enough food available throughout the Event. The requirement to provide food is not satisfied by snack foods such as chips, peanuts, or popcorn.
- The Event Organizer must ensure that the permitted area is readily distinguishable from adjacent premises to which the Permit does not apply. Barriers and additional criteria may be required by the Township, in consultation with the AGCO.
- Outdoor Public Events which allow admittance to minors must implement a wrist band policy and have a fenced licensed area where alcohol is only served to and consumed by those 19 years of age and older. For multi-day Events wrist bands must be a different colour each day of the Event. Obtaining a wrist band does not prevent Servers from asking for identification if they feel it is warranted.
- If the Event is outside an approved tent or covering must be provided equaling a minimum of 50% of the total square footage of the licensed area.
- All alcohol and its containers (which include empty cups/glasses) shall be cleared away no more than 45 minutes after the end of the licensed period of the Event.
- Alcohol shall not be offered as a prize in a contest. Gift cards for the Liquor Control Board of Ontario (LCBO) are allowed as an exception.
- Drink tickets may be required depending on Event size, Event type (private/public/outdoor) and other risk factors. When required, ticket sales for alcohol shall be limited to 4 tickets at one time per individual. Unused tickets for alcoholic beverages can be redeemed for a refund at any time during the event, on the day they are purchased.
- Ticket sales and alcohol service are to cease at least 45 minutes prior to the end of the licensed period of the Event.



## **11. Roles and responsibilities**

### **11.1 Municipal Representative**

A municipal staff person(s) will serve as a designated Municipal Representative, who will work with the Event Organizer prior to the event. The Municipal Representative is responsible to:

- Ensure the Event Organizer and/or Designate are provided written information outlining the conditions of this policy.
- Gather information about the Event from the Event Organizer for risk assessment and internal operational planning.
- Advise the Event Organizer in writing of the minimum number of Event Workers of each type that will be required for the Event, and any other requirements for the Event, based on the risk assessment.
- Ensure the Event Organizer has provided the Township with all required municipal documentation pertaining to the Event.
- Ensure the Event Organizer is aware of the harms around mixing alcohol and cannabis, and the associated requirements as outlined in this policy.
- Township staff is not permitted to sign a Special Occasion Permit application on behalf of an Event Organizer. Township staff may only sign an SOP application for Township-run Events, with the approval of the appropriate Director. The Township staff member who signs the SOP must take on all responsibilities of the Event Organizer.

### **11.2 Event Organizer/Designate**

The Event Organizer or Event Organizer Designate must:

- Be 19 years of age or older.
- Be in attendance for the entire duration of the Event.
- Provide a list of all Event Workers who will be involved in the sale and service of alcohol and proof of Smart Serve™ or SIP certification (including certification numbers) two (2) business days prior to the Event.
- Provide a list of all Security Personnel (including licence numbers) two (2) business days to the Event.
- Ensure the appropriate number of Event Workers as outlined in this policy and confirmed by the Township.
- Ensure that all Security Personnel and Event Workers comply with the appropriate responsibilities as outlined in the MAP.
- Post the SOP or Catering Endorsement in a visible location on the premises to which the Permit applies or have it readily available for inspection.
- Not consume alcohol or recreational cannabis while working at the Event, or be under the influence of alcohol, recreational cannabis or other substance(s).
- Prohibit Event Staff from mixing alcoholic beverages with cannabis edibles or beverages for patrons.
- Prohibit the consumption and use of alcohol and recreational cannabis by Event



Staff during the Event.

- Make Event Staff aware of the potential harms of consuming alcohol and cannabis, including cannabis edibles and beverages, and their responsibilities with respect to patrons who are intoxicated from alcohol or other substances.
- Comply and support compliance with the MAP, the SOP, Catering Endorsement, any permit and all applicable laws and regulations, including but not limited to the LLA and its regulations.
- Read and sign the Township's Event Organizer Checklist for Liquor Licensed Events.
- Be familiar with Canada's Low-Risk Alcohol Drinking Guidelines and promote these guidelines in training sessions with Event Workers.
- Be responsible for decisions regarding the operation of the Event.
- Promote a physical setting that is safe and free from unnecessary obstacles.
- Implement a Safe Transportation Strategy.
- Responsible for the safety of any individual removed from the Event due to intoxication.
- Fully responsible to comply with any AGCO regulations pertaining to games at the Event.
- Has the right to deny entry to any individual or ask any individual to leave the Event.
- Contact the Local Police Service if any individual under the age of majority is found to have consumed or to be consuming alcohol at the Event.

The following roles will be the responsibility of the Event Organizer if alcohol service is provided by a Third-Party Caterer or under an SOP:

- Organization, planning, set up and cleanup related to alcohol service at the Event.
- Arranging for a sufficient number of Event Workers, as required by the Township, for safe alcohol service (see Table 2).
- Ensuring Event Workers wear an I.D. name tag and/or clothing that clearly identifies them as Event Workers. Security Personnel must be licensed and wear designated security clothing and name tags.
- Alcohol sales and service, including the choice of beverages.
- Posting the SOP, Caterer's Endorsement, or Liquor Sales Licence, as applicable, in a conspicuous place on the premises to which the permit applies or keeping it in a place where it is readily available for inspection.
- Taking reasonable measures to prevent anyone from consuming alcohol in unauthorized locations.
- Monitoring the safety and sobriety of people attending the Event including those persons asked to leave to control the Event.
- Respond to emergencies at the Event.



### 11.3 Event Workers and Security Personnel

Event Workers and Security Personnel have a range of roles and responsibilities, as appropriate to their position. These are specified in Table 1.

- Event Worker and Security Personnel numbers recommended for safe alcohol service are defined in Table 2. The Township reserves the right to determine the required minimum number of Event Workers and Security Personnel based on risk assessment of each Event, in consultation with the AGCO and Municipal Insurance Pool as needed. For example, Events that allow admittance to minors may be required to have additional Floor Monitors.
- At the discretion of the Township, professional security services and/or paid duty police may be required at the Event or at Access Points of licensed areas, at the Event Organizer's expense.
- All Access Points to the licensed area must be monitored. The number of Door Monitors required will vary depending on the layout of the venue. No Access Point can be blocked or access restricted in order to alleviate monitoring responsibilities.
- The Event Organizer/Designate can act as a Floor Worker.
- It is recommended that high-risk Events, including Events with more than 600 patrons, have paid duty police officers as part of the security plan. The Township may require paid duty police officers based on risk assessment.
- Depending on the type of Event and the risk assessment, the Township may require alcohol tickets to be sold. Use of tickets provides an additional check for intoxication, and greater monitoring of alcohol consumption among Event patrons.
- Depending on the type of Event and expected attendance, the Township may require the Event Organizer to develop an operational plan in collaboration with the AGCO and municipal staff in order to ensure that all aspects of public safety are addressed including EMS, fire, security, etc.). Staff may require Event Worker plans to be documented in the operational plan to demonstrate that there will be a sufficient number of Event Workers of each type.
- All costs associated with preparing and complying with security and operational plans shall be borne by the Event Organizer unless otherwise agreed upon in writing by the Event Organizer and the Municipal Representative.

<b>Roles/Responsibilities</b>	<b>Server/ Bartender</b>	<b>Ticket Seller</b>	<b>Door Monitor</b>	<b>Floor Monitor</b>	<b>Security Personnel</b>
Be 19 years of age or older.	✓	✓	✓	✓	✓
Be certified under an AGCO-approved server training program i.e. Smart Serve™	✓	✓	✓	✓	✓
Enforce minimum age drinking laws and verify proof of age for individuals who appear to be under 25 years of age.	✓	✓	✓	✓	✓

<b>Roles/Responsibilities</b>	<b>Server/ Bartender</b>	<b>Ticket Seller</b>	<b>Door Monitor</b>	<b>Floor Monitor</b>	<b>Security Personnel</b>
Not consume alcohol or recreational cannabis while working at the Event, or be under the influence of alcohol, recreational cannabis, or other substance(s).	✓	✓	✓	✓	✓
Be familiar with Canada's Low-Risk Alcohol Drinking Guidelines.	✓	✓	✓	✓	✓
Be easily identifiable by Township staff, i.e. wear badges, caps.	✓	✓	✓	✓	✓
Not be unreasonably distracted while performing their duties.	✓	✓	✓	✓	✓
Ensure patrons do not engage in activities that could potentially harm themselves or others.			✓	✓	✓
Not allow entrance to minors (except at weddings or Events for families).			✓		✓
Not allow entrance to intoxicated, violent or aggressive persons.			✓		✓
Monitor patrons' consumption of alcohol including, but not limited to, watching for visible signs of intoxication.	✓	✓	✓	✓	✓
Have knowledge of the safe transportation plan for the Event including how to arrange for the safe transportation of intoxicated persons leaving an Event.	✓		✓	✓	✓
Refuse service when a person appears to be intoxicated or near intoxication and offer a non-alcoholic substitute.	✓	✓			
Not mix alcoholic beverages with cannabis edibles or beverages.	✓	✓			
Serve Standard-sized Drinks.	✓				
Serve no more than two Standard-sized Drinks per person per visit to the bar.	✓				
Offer non-alcoholic drinks, including free, cold drinking water.	✓				
Ensure alcohol does not leave licensed areas.			✓	✓	✓
Patrol the entire Event premises and monitor the safety of all individuals in attendance.					✓
Handle disturbances and notify the Event Organizer and Event Workers of potential incidents.					✓
Eject patrons from the premises if they become troublesome or if requested by the Event Organizer/Designate or Township staff.					✓



<b>Roles/Responsibilities</b>	<b>Server/ Bartender</b>	<b>Ticket Seller</b>	<b>Door Monitor</b>	<b>Floor Monitor</b>	<b>Security Personnel</b>
Shutdown the Event should it be determined there is a risk to public safety or the facility.					✓
Any Event Worker roles may be amended or changed at the sole discretion of the Township based on the Event risk assessment.					

Table 2 provides a suggested ratio of Event Workers and Security Personnel according to the number of Event patrons. This table is intended as a guide only. The Township reserves the right to adjust the minimum Event Worker/Security Personnel to patron ratio on an Event-by-Event basis.

<b>Number of Event patrons</b>	<b>Minimum number of Servers/ Bartenders</b>	<b>Minimum number of Tickets Sellers</b>	<b>Minimum number of Door Monitors</b>	<b>Minimum number of Floor Monitors</b>	<b>Minimum number of Security Personnel</b>
Up to and including 100	1	0	Monitor at each Access Point	1	
101 to 200	2	1	Monitor at each Access Point	2 (+1 outdoor)	
201 to 300	2	1	Monitor at each Access Point	3 (+1 outdoor)	(1 outdoor)
301 to 400	3	2	Monitor at each Access Point	3 (+1 outdoor)	(1 outdoor)
401 to 500	3	2	Monitor at each Access Point	4 (+1 outdoor)	1 (+1 outdoor)
501 to 600	4	3	Monitor at each Access Point	5 (+2 outdoor)	1 (+1 outdoor)
601 to 700	4	3	Monitor at each Access Point	6 (+2 outdoor)	2(+1 outdoor)
701 to 800	5	3	Monitor at each Access Point	7 (+2 outdoor)	2(+1 outdoor)

<b>Number of Event patrons</b>	<b>Minimum number of Servers/ Bartenders</b>	<b>Minimum number of Tickets Sellers</b>	<b>Minimum number of Door Monitors</b>	<b>Minimum number of Floor Monitors</b>	<b>Minimum number of Security Personnel</b>
801 to 900	5	4	Monitor at each Access Point	7 (+2 outdoor)	3(+1 outdoor)
901 to 1000*	6	4	Monitor at each Access Point	8 (+2 outdoor)	3(+1 outdoor)

## **12. Infractions and violations**

### **12.1 Immediate response**

Illegal consumption of alcohol at Municipal Locations will result in a call to the Local Police Service. This includes any consumption of alcohol outside of designated areas by patrons attending an Event where alcohol is being served.

If drunkenness, riotous, quarrelsome, violent, aggressive, or disorderly conduct or unlawful gaming is observed at the Event, the Event Organizer and/or Event Workers shall, with the possible assistance of the Municipal Monitor:

- If it is safe to do so, first ask the offending individual to leave.
- If the individual refuses to leave, or it is not safe to ask the individual to leave, ask Event Security Personnel to assist and/or call the Local Police Service immediately.
- Seek any necessary assistance to maintain control and management of the Event and ensure the safety and protection of all individuals, including Event Workers.

The Event Organizer and/or Event Worker must notify the Local Police Service if they observe signs that a situation is getting out of control. The Municipal Monitor may also assist with this function.

If at any time patrons, volunteers, or staff feel threatened, they are to engage support from Security Personnel and/or call the Local Police Service immediately. Staff or patrons or any other member of the public are NOT expected to put themselves at risk or jeopardize their safety or that of others, when dealing with any perceived or real threatening situation.

### **12.2 Duty to report**

The Event Organizer has the duty to report to the Township any issues, along with details of any incident, where:



- The Event Organizer and/or Designate are aware of or has been made aware of any Act of Policy violations.
- Where an AGCO Inspector under the Act has made a report on any incident or violation or visited the Event for inspection.
- Bodily injury or property damage has occurred.
- Police and/or emergency responders have been called to the Event.

The Local Police Service shall be informed by the Township, Event Organizer and/or Designate as appropriate. Reports shall be made no later than two days after the conclusion of the Event but shall be made immediately when repairs or other action is required to make Township property secure or safe for use. The Township may report any infraction of this policy to the Local Police Service and/or AGCO whenever they believe such action is required. The Event Organizer may be asked to complete a security incident report form.

### 12.3 **Property damage**

Where damage to Township property has occurred, the individual(s) responsible and or the Event Organizer will be required to reimburse the Township for all costs associated with repairs, including labour, materials, and lost revenues. Legal action may be taken to recover related costs if required.

### 12.4 **Failure to comply and penalties**

The Township reserves the right to cancel the Event if there is a failure to comply with this policy at any point during pre-Event planning.

The Township may also cancel, intervene or terminate the Event for violations of this policy during the Event.

Where there has been a failure to comply with the Act, the Local Police Service or the AGCO inspector may intervene for enforcement purposes and may, at their discretion or other authority, terminate the Event. It remains the responsibility of the Event Organizer and/or Designate to manage the Event and to take appropriate actions, including ending the Event, vacating Municipal Locations, maintaining Insurance and any conditions of Insurance, and providing safe transportation options.

Regardless of the reason for the cancellation or termination of the Event, the Township will not be responsible for any compensation to the Event Organizer or affected individuals of their resulting financial or other losses. The Event Organizer will be responsible for any costs not covered by Insurance.

The Township shall subsequently inform the Event Organizer and/or Designate and any organization they represent, via registered letter, that there has been a violation of this



policy, and include any imposed consequences or penalties. Additional short term and longer-term penalties for failure to comply may include, but are not limited to:

- Loss of privilege to hold an Event involving alcohol at Municipal Locations.
- Loss of any future use or rental of any or all Municipal Locations.
- Individual ban or suspension of individuals involved in the infractions from any or all Municipal Locations for any term.

If an Event Organizer wishes to appeal any action taken by the Township in response to failure to comply with this policy, or Act, the Event Organizer may present their case in writing to the Director of the responding Department, or should the incident involve the Director, to the Chief Administrative Officer (CAO) or designate, within 15 days of the decision. The appeal will be reviewed by the Director or CAO, whose decision shall be final.

### **13. Exceptions**

Any request for an exception to this policy must be made in writing by the Event Organizer and submitted to the Municipal Representative 45 days in advance of the Event and must include a rationale for the request demonstrating a reasonable belief that public safety will not be compromised by the exception and that the request is consistent with AGCO legislation and regulations. Without sufficient notice, staff may not have time to process the request. Exceptions can only be approved by the appropriate Director, in consultation with the AGCO and Municipal Insurance Pool, and other municipal staff as needed, and must be documented in writing.