

Municipal Alcohol Policy

Effective:	August 17, 2022	Supersedes:	
Applicable to:	All users of Town Facilities and Amenities	Authority:	Leisure & Community Services

1.0 Overview

The Town of Whitchurch-Stouffville’s Municipal Alcohol Policy (MAP) promotes the health and safety of all participants at events where a Special Occasion Permit (SOP) is in place. This is accomplished through a responsible, managed approach to the serving and consumption of alcoholic beverages.

2.0 Policy

The goal of the Town of Whitchurch-Stouffville is to set out the conditions and requirements under which Town properties may be used for Events that include the serving and consumption of alcoholic beverages. The permission to hold such Events is contingent on full responsibility being assumed by the Event Organizer/ Organization. The Event is subject to obtaining prior approvals such as an SOP from the AGCO, appropriate insurance coverage and a Town Permit.

Additionally, the goal of the MAP is to make Event Organizers/ Organizations aware of the operating procedures and standards, and their personal responsibility to ensure that these practices are in place prior to the start of the Event. These operating procedures promote a safe environment for staff and participants and help reduce alcohol related issues and any potential liability to the Town, its staff, volunteers, community organizations and participants of the Event.

3.0 Definitions

Alcohol and Gaming Commission of Ontario (AGCO) Previously known as the Liquor Licence Board of Ontario, the AGCO is responsible for regulating the alcohol, gaming horse racing and cannabis retail sectors in accordance with the principles of honesty and integrity, and in the public interest.

Bartender is an Event Worker who serves and/or sells alcoholic beverages

Catering Endorsement The holder of a liquor license may add a Catering Endorsement to their license. The endorsement allows the licensee to serve alcohol beverages at an Event in an unlicensed area or in an unlicensed part of a licensed facility. The licensee must inform the AGCO of its intention to do.

Designate refers to an individual who is selected by the Event Organizer to be responsible and understanding of the MAP and ensure all standards are met

Door Monitor is an Event Worker who supervises any entrance or access point of an Event. They can also be identified as Security. The Door Monitor checks for signs of intoxication on the participants and recommends safe transportation home. Town staff will advise if this position is required.

Event is referring to an Event held on Town property to which alcohol will be served/consumed under the Special Occasions Permit. This includes any private or public Events held on Town property.

Event Organizer refers to an individual or organization who applies for a Special Occasions Permit to host an Event on Town property. It includes the individuals name on the permit, and any Designates selected.

Event Participant refers to an individual who is attending the Event

Event Staff is a paid or volunteer worker who is responsible for monitoring the actions of all individuals at the Event, and who ensures the policies of the MAP are met during the Event.

Floor Monitor is an Event staff member who is responsible for monitoring participants floor activity, including signs of intoxication. Floor Monitors may also assist Door Monitors with their duties controlling Access Points

Letter of Municipal Significance refers to a letter from the Town declaring that the event is an "Event of Municipal Significance". Such a letter might be required from the AGCO before granting permission for an Event

Liquor License Act (LLA) refers to the laws regarding the sale and service of Alcohol

Municipal Alcohol Policy (MAP) is a local policy that specifies the requirements and conditions under which alcohol may be sold and served at a municipally owned property or facility during an Event. In this document MAP refers to the Town of Whitchurch-Stouffville Municipal Alcohol Policy.

Permit refers to any written authorization, contract, approval, or facility rental agreement issued by the Town as permission for an Event.

Proof of Age (Identification) as outlined by the AGCO as:

- A drivers license with a photograph of the person to whom the licensed is issued
- A Canadian passport
- A Canadian citizenship card with a photograph of the person to whom the card was issued
- A Canadian armed forced identification card
- A secure certification of Indian Status issued by the Canadian Government
- A photo Card issued by the Liquor Control Board of Ontario, entitled “Bring your ID (BYID)”
- A permanent resident card issued by the Government of Canada
- A photo card issued under the *Photo Card Act, 2008*

Smart Serve Ontario is dedicated to developing and delivering Responsible Alcohol Beverage Sales and Service Training to all individuals who sell, serve, sample, or handle alcoholic beverages or work where alcohol is sold or served in the province of Ontario. Serve responsible

Security is an Event staff member who supervises the main entrance (or any access point) of the Event. They check identification, keeps out or removes intoxicated, aggressive or violent individuals.

Special Occasions Permit (SOP) The AGCO oversees the administration of the Special Occasion Permit (SOP) program, which allows for the sale and service of liquor on special occasions, such as cash bars at weddings or private receptions, as well as larger scale events that are open to the public, such as charity fundraisers. An SOP is required any time liquor is offered for sale anywhere other than in a liquor licensed establishment.

Standard Drink refers to the amount of liquor in a specific drink

- 12 oz or 341 ml of beer, cider, cooler with 5% alcohol
- 5 oz or 142 ml of wine with a 12% alcohol
- oz or 43 ml of spirits with 40% alcohol

Ticket Sellers are Event staff members who sell or provide tickets (maximum of two per person, at any one time) for redemption of alcoholic beverages. The Ticket Seller is also responsible to recognize signs of intoxication, and refunds tickets upon request.

Town refers to the Town of Whitchurch-Stouffville

Town Property refers to Town – owned buildings, parks, facilities, public locations and Town properties which are eligible to host Events

4.0 Procedures

4.1 Special Occasions Permit (SOP)

The SOP is issued through the AGCO and permits the holder to sell or serve alcohol beverages outside a licensed establishment. In addition, the AGCO allows holders of a liquor sales license with a Catering Endorsement to sell and serve alcohol at an Event in an unlicensed location. The SOP must be received 14 days prior to the Event.

Depending on the nature of the Event, the AGCO and/or the Town of Whitchurch-Stouffville staff responsible for the intended venue may require a “Letter of Municipal Significance” from the Town Council before granting permission for the Event.

Event Organizers must adhere with all requirements of the SOP or Catering Endorsement, and all applicable laws. **The MAP is not a substitute for compliance with these requirements and laws.**

4.2 Town Approval

After the AGCO approval has been issued, the Event Organizer must obtain the appropriate approval from the Town in order to hold their Event on Town property. Leisure & Community Services staff will review all required documentation for the SOP. The Event Organizer must ensure that all requirements are met with this Policy. The Town has the authority, to shut down the Event if the Event Organizer/ Organization does not comply with the regulations set forth with the MAP.

4.3 Special Outdoor Events

There are some Events such as sporting tournaments, festivals which are held exclusively outdoors. They are subject to the following conditions:

- Outdoor events with an SOP must be approved by the Director of Leisure & Community services
- A scaled sketch of the area, identifying the alcohol service area with designated

- fencing must be approved
- Proof of valid Smart Serve certification must be provided.
 - Security must be provided, and Event Organizer should liaise with Leisure and Community Services staff on recommended security requirements
 - The Town of Whitchurch-Stouffville reserves the right to require police supervision or security staff at any event at the expense of the applicant.
 - If the event is in conjunction with a sporting tournament, the Bar area must be in a tent, with the location approved by the Leisure and Community Services Department.

4.4 Property Designation

Town staff will review all SOP applications to hold an Event on Town property to determine if it is an appropriate location. Town staff have the right to explicitly designate where in the facility or on the property alcohol consumption and serving is and is not permitted.

4.5 Operating Procedures

4.5.1 Responsibilities & Roles

This section outlines the responsibilities and roles of the Event Organizer or delegated authority. These responsibilities are not limited to those below:

Event Organizer/Designate

- All Event Staff must be 19 years of age or older
- Attend the entire duration of the event
- Assume responsibility for all decisions regarding the operation of the Event
- Refrain from consuming alcohol while working the Event
- Organize, plan, set up, take down and clean up the Event
- Use staff who hold valid Smart Serve Certifications
- Provide event staff information to Town staff prior to the event
- Ensure compliance with the MAP, SOP, LLA, and Permit rules and restrictions
- Ensure appropriate levels of Event staff are scheduled to work
- Ensure that Event Staff are clearly visible by wearing identifiable attire
- Ensure a copy of the SOP is visible at the bar area.
- SOP along with proof of alcohol purchase needs to be onsite and available to be produced in case of AGCO inspection during Event
- Ensure alcohol consumption does not occur in unauthorized locations
- Organize and plan for the safe transportation of everyone involved

- Monitor participants consumption of alcohol and watch for signs of intoxication.
 Refuse service to someone who is intoxicated
- Report any incidents to Town staff

4.5.2 Special Requirements

Event Supervision & Security

The Event Organizer, in consultation with Town staff, will determine the amount of Event Staff needed to operate a successful Event. The nature of the Event, location, expected attendance, and (if applicable) the type of Bar format are some of many factors that will go into the decision of the amount of Event Workers needed.

The table below provides a recommendation for the ratio of Event Staff to participants. This is intended as a guide only. The Town reserves the right to adjust the number based off all applicable factors.

Number of Event Participants	Minimum Number of Bartenders	Minimum Number of Door Monitors
Under 25 to 49	1	1
50 to 199	2	2
200+	2+1 for every additional 200 Event Participants	2+1 for every additional 200 Event Participants

At the discretion of Town Staff, paid duty officers or security services may be required at an Event. The Event Organizer is responsible of all security expenses

4.5.3 Bar Operation

The bar should be located in an area that allows Event Staff to see and monitor the Event Participants while they consume alcoholic beverages. Outdoor licensed bar areas must be clearly defined and separated from unlicensed areas with a physical barrier, minimum 36 inches tall.

All glass bottles must remain in the bar area, for safety reasons all drinks will be served in glass, plastic or paper cups. All beverages (alcohol and non-alcohol) must be poured and served at the bar.

The sale and service of alcoholic beverages must end at least 30 minutes before the bar closes, a time specified on the SOP, Catering Endorsement or Permit. There must be no last call at the bar.

Guests cannot be required to purchase a minimum of tickets to enter or remain at the Event. The maximum number of drinks one person can get at a single time is two (2). Event Participants must be allowed to receive a refund for any drink tickets not used by the end of the night.

The bar must close at the agreed upon time, as per the SOP, Permit or Catering Endorsement. The rental facility must be vacated by the end time on the permit.

4.5.4 Food & Beverage

Drinking games, and any situation that encourages the fast and rapid consumption of alcohol are not permitted. Over sized drinks, double shots, free pouring and drinking contests are not permitted.

Only alcoholic beverages purchased from a licensed store, LCBO, Beer Store, or Ontario wineries and breweries may be sold and served at Events on Town property. Homemade wine and beer require an SOP and must be made by a member of the family that is hosting the event and the permit holder must acquire it free of charge and served without charge.

Non – alcoholic beverages must be made available. Event Organizers will make arrangements so that the Event Participants will always have access to running water.

The Event Organizer must also promote the consumption of food. Chips, peanuts, small snacks do not qualify as food. Small sandwiches and other light meals are appropriate for SOP Events. Foods that are high in carbohydrates help to slow down the absorption of alcohol into the bloodstream and slows down the risk of intoxication. For further food guidelines, Event Organizers should refer to the AGCO regulations.

4.5.5 Safe Transportation

Event Organizers must make provisions for the safe transportation home of any intoxicated Event Participant. The risk of injury and liability is high when an impaired driver leaves an Event. Intoxicated patrons can injure themselves or others even if they decide to walk or bicycle home. It is essential that Event Organizers are alert to the status of intoxicated people leaving the Event.

A few safe forms of transportation to help reduce the risk of injury and liability are:

- Providing chits or tokens for transit or cabs if the intoxicated individual is able to take care of him/herself
- Providing free non-alcoholic beverages to designated drivers
- Provide a designated driver for the Event
- Call RIDE or DD4U programs
- Promoting the use of driver/taxi services
- Call a friend or family member to come pick them up

Event Workers must be prepared to call the police/911 if an intoxicated person is persistent and gets into their vehicle

4.5.6 Insurance

The Event Organizer must provide proof of Insurance by submitting a copy of their insurance policy with an outside Insurance Company. For certain types of events, the Event organizer may also purchase insurance through Town staff and receive a copy of their coverage. The certificate of Insurance must have the proper date(s) of the Event. The Insurance will:

- Identify the Corporation of the Town of Whitchurch-Stouffville must be identified on the insurance certificate as additional insured with respect to the Event
- Include coverage for bodily injury and property damage
- Minimum \$2,000,000 (Two Million Dollars) for general liability coverage for private events
- \$5,000,000 (Five Million Dollars) insurance required for public events/festivals
- Delivered to Town Bookings Clerk at least 14 days prior to the Event date

The permit holder will indemnify and save harmless the Town of Whitchurch-Stouffville, all staff, members of council from all claims arising from the Permit or Event. Any loss or damage resulting in bodily injury or death, or damage to any Town property. With the

Town being named additionally insured, it should protect the Town and all employees from an incident arising out of any act or omission on the part of the Event Organizer. The insurance is required to be provided prior to Event to Town staff.

4.5.7 Signage

In addition to any signage required by law, including the Liquor License Act, the Town requires the Event Organizer to post the Special Occasions Permit visibly at the bar location.

4.6 Enforcement

Town staff have the right to monitor all Events. If the Municipal Alcohol Policy is violated and/or any law is broken, Town staff have the power (at their discretion) to:

- Shut down the Event immediately
- Refuse to issue further Event Permits to the Event Organizer/ Organization
- Implement restrictions on future Events held by the Event Organizer/ Organization

4.7 Policy Monitoring & Review

The policy shall be reviewed bi-annually by the Director of Leisure & Community Services, Manager, Facilities & Parks/ Community Centre Advisory Committee and the other invited sources and reported to the Town Council with suggested policy changes, if required.

5.0 Acknowledgement

Signature:

I _____ acknowledge that I have read and understand the Municipal Alcohol Policy and will abide by all of the rules and regulations stated.