

<b>Municipal Alcohol Policy</b>			
<b>Authority</b>	Manager of Parks and Recreation		
<b>Amending By-law Nos.</b>	2019-077 2018-039	<b>Establishing Motion #:</b>	2009-029

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## **1. Goal of the Municipal Alcohol Policy**

- 1.1. The Town of Gananoque wishes to establish a policy for responsible management practices of Special Occasion Permits at municipal facilities ensuring the health and safety of the participants.
- 1.2. The Town also wishes to avoid alcohol related problems that could result in litigation being directed towards the Corporation, its staff and officers, community organizations, volunteers and participants.
- 1.3. It is the intention of the Town of Gananoque to further safeguard the occupiers through the adoption, promotion and enforcement of this Municipal Alcohol Policy.

## **2. Policy Objectives**

- 2.1. To provide appropriate procedures and education to individuals or groups wishing to hold licensed events in municipally owned facilities in order to ensure that all Alcohol and Gaming Commission of Ontario legislation pertaining to Special Occasion Permits is properly understood and obeyed.
- 2.2. To ensure proper supervision and proper operation of Special Occasion Permit events, in order to protect the organizers, the participating public, volunteers, the corporation, and its staff and officers from liability by providing education in prevention and intervention techniques and through effective management procedures.
- 2.3. To encourage and reinforce responsible drinking practices for consumers through the development of appropriate operational procedures controls, training and education.
- 2.4. To respect the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative non-alcohol drinks.
- 2.5. To provide 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.
- 2.6. To identify which municipally owned facilities are and are not suitable for Special Occasion Permits.
- 2.7. To develop a positive marketing campaign to educate the public of the Policy requirements and to promote the Policy to the community at large.

## **3. Rationale**

The Town of Gananoque is ideally located to promote and enhance industry, commerce and tourism. During the 1990's considerable effort was focused upon the creation of final destination activities that would evolve into annual events lending to the profile of the community. The Town is now host to a number of activities. The growth of this type of industry creates new demands and considerations for the municipality, particularly when the festivities are sanctioned by way of council committees or hosted on municipal property.

This Municipal Alcohol Policy has been created to provide a responsible and accountable framework in relation to the liabilities associated with alcohol use on municipal property. Compliance with these guidelines will enhance the health and safety of our residents and visitors utilizing municipal property.

## **4. Terms of Reference**

- 4.1. To gather and review the available information on the use of alcohol relating to the Town of Gananoque.

- 4.2. To review the literature on drinking practices and their implication in the management of alcohol in municipal facilities.
- 4.3. To be familiar with the *Liquor Licence Act*.
- 4.4. To identify those facilities which will be covered by the Policy.
- 4.5. To examine areas of use of alcohol with examples of both problems and or good management.
- 4.6. To gather the opinion of other agencies as to how they perceive the use and non-use of alcohol in parks, recreation and municipally owned facilities and programs.
- 4.7. To examine the goals and objectives of the municipal facilities and parks.
- 4.8. To obtain comments and suggestions from Town staff and volunteers on the use of alcohol in parks, recreation, and municipal owned facilities.

## 5. Definitions

In this Policy, the following definitions apply:

“**Alcohol**” means spirits, wine, beer and any combination thereof and includes any product or fermentation or distillation in a form appropriate for human consumption as a beverage, alone or in combination with another matter.

“**High Alcohol Beer**” means any beer with more than 5% alcohol.

“**Low Alcohol Beverages**” means any alcohol beverage with:

- a) less than 4.6% alcohol beer (lite);
- b) less than 40% alcohol spirits;
- c) less than 11% alcohol wine.

“**Municipal Facility**” means all municipally-owned or municipally-leased facilities.

“**Municipal Staff**” means anyone employed by or anyone acting as an agent on behalf of the Town of Gananoque.

“**Officers**” means current members of Town Council

“**Outdoor Area**” means parks, parking lots, patios and shelters.

“**Policy**” means the Town of Gananoque Municipal Alcohol Policy set out herein.

“**Renter/Event Organizer**” means an individual, a group of individuals or an organization seeking to hold events in municipal facilities which may involve the serving and consumption of alcohol.

“**Special Occasion Permit**” means all permits issued pursuant to the *Liquor License Act*.

“**Town**” means the Town of Gananoque.

## 6. Short Form Wording

In this Policy, the following short forms apply:

“**MAP**” refers to the Town of Gananoque Municipal Alcohol Policy.

“**SOP**” refers to the Special Occasion Permit, which is required any time alcohol is served in a public place anywhere other than a licensed establishment.

“**AGCO**” refers to the Alcohol and Gaming Commission of Ontario.

## **7. Town Event Approval**

- 7.1. Request for use of any municipal public area for the purpose of holding an event licensed or otherwise must be received, in writing, by the Town a minimum of two (2) months prior to the event date.
- 7.2. The Town reserves the right to reject the Application of a Special Occasion Permit of any Renter/Event Organizer.
- 7.3. All permit holders must comply with Federal, Provincial, and Municipal By-laws and resolutions including those respecting the use of games of chance, lotteries, gambling, and services and consumption of alcoholic beverages.

## **8. Municipal Facilities Eligible for Special Occasion Permit Events**

- 8.1. The following municipally owned or leased facilities, within specific areas and under specific conditions, have been designated eligible to be considered for Special Occasion Permit events:
  - 8.1.1. Lou Jeffries Recreation Centre Upstairs Hall;
  - 8.1.2. Lou Jeffries Recreation Centre Arena Floor Surface (non-ice season use only);
  - 8.1.3. Arlene Cartwright Ball Diamond at 600 King Street East (fenced in area for non-sporting events only), and;
  - 8.1.4. Town Park Sports Field (fenced in area for non-sporting events only).
  - 8.1.5. Arthur Child Heritage Museum of the 1000 Islands at 125 Water Street as approved by the Board.
  - 8.1.6. Town Hall (30 King Street East).
  - 8.1.7. Joel Stone Heritage Park (excluding any park area west of the bandshell)
- 8.2. The Thousand Island Playhouse and the Thousand Islands Boat Museum are subject to the Capital Facility Agreements in relation to events that will serve alcohol.
- 8.3. The Town reserves the right to reject the Application of a Special Occasion Permit of any Renter/Event Organizer.

## **9. Municipal Facilities Not Eligible for Special Occasion Permit Events**

- 9.1. Any municipal owned or leased facilities that are not included under section 8 of this policy, have been designated not eligible for Special Occasion Permit events.
- 9.2. The Town of Gananoque will discourage Special Occasion Permits at events, which are for youth or minors. Arlene Cartwright Ball Diamond and Town Park Sports Field are designated not suitable for the consumption of alcohol when related to any sporting event.
- 9.3. The Lou Jeffries Recreation Centre dressing rooms shall be clearly designated as areas not suitable for drinking alcohol before, during or after sports events. The ice surface when the ice is present, is designated as not suitable for the consumption of alcohol. The seating area is designated as not suitable for the consumption of alcohol.

## 10. Youth Admittance to Adult/Family Events

- 10.1. That in order to be eligible to rent/use a municipal facility for a special occasion permit event, the Renter/Event Organizer must agree that persons under the legal drinking age shall generally not be admitted to adult social events being held in municipally owned facilities where alcohol is available, except in the case of a family oriented occasion such as a wedding or anniversary.
- 10.2. It is understood that should underage participants be admitted on such occasions, they will not be provided/served alcohol.
- 10.3. Young participants need not be excluded from all licensed special events. Many such events are family oriented and the experience of observing the consumption of alcohol controlled under safe conditions could have a positive influence on young participants.

## 11. Signage

The following signs shall be prominently displayed in designated facility where alcohol is served.

The following statement will appear on signs measuring a minimum of twenty four (24) by thirty six (36) inches and be located in the bar areas.

### 1. Statement of Intoxication

All servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication.

### 2. Identification

You must be 19 years of age or older to attend a special occasion permit event. The only acceptable proof of age is photo identification.

### 3. RIDE Program

The Town of Gananoque Police service and the local detachment of the Ontario Provincial Police (OPP) RIDE Program thank the public for helping to reduce impaired driving and look forward to personally thanking the public at one of their spot-checks for driving sober.

Signs shall be provided by the Town to Renter/Event Organizers for display by them in the bar area of the licensed function. The Special Occasions Permit or license must be displayed in a prominent manner. Signs stating "no alcohol beyond this point" must be display at all exits of the licensed area.

## 12. Server Training

In order to be eligible to rent a municipal facility, the Renter/Event Organizer must demonstrate to the satisfaction of the Town of Gananoque that the event servers, ticket servers, door supervisors and floor supervisors have successfully completed a municipally recognized and approved server training course.

It is also recommended that trained personnel be required to take refresher courses to remain current with the rules and regulation of the *Ontario Liquor License Act*. The municipality's maximum requirements concerning the number of trained personnel is set at the following minimum and may be adjusted at the discretion of the Parks and Recreation Manager.

### Requirements

All personnel must be clearly identifiable (i.e. Name tags, t-shirts, ball cap, etc.)

### **Trained Bar Servers**

For every 100 in attendance one (1)

**Ticket Sales**

No sale events	zero
0-100	minimum of one (1)
101-200	2
201-400	3
401-600	4
601-800	5
801+	to be determine upon consultation with the Parks and Recreation Manager

**Security Requirement**

**Door and Floor Supervisors**

1-100	minimum of one (1)
101-200	2
201-400	3
401-600	4
601-800	5
801+	to be determine upon consultation with the Parks and Recreation Manager

*This is a general guide. If more exits exist than do supervisors the number of supervisors must increase to match the number of exits.*

**13. Provide Low-Alcohol, Non-Alcohol Drinks, and Prepared Foods**

In order to be eligible to rent a municipal facility, the Renter/Event Organizer must demonstrate to the satisfaction of the Town of Gananoque that low-alcohol (i.e. 2.4%, 4%) and non-alcohol drinks will be available during the entire event. Non-alcohol drinks must be available at no charge or at a cost significantly lower than that of drinks containing alcohol. In addition, prepared foods must be available throughout the event.

**14. Safe Transportation**

Prior to receiving rental privileges of municipal facilities for Special Occasion Permit functions, the Renter/Event Organizers are required to provide written documentation outlining alternative safe transportation options for all drinking participants during the event.

These options can include such actions as driving intoxicated participants home, calling a friend, relative or taxi to assist the intoxicated individual and, if necessary, calling police, warning or apprehending the impaired driver.

**15. Controls**

In order to be eligible to rent a municipal facility for a Special Occasion Permit event, the Renter/Event Organizer must demonstrate to the satisfaction of the Town of Gananoque that the Municipal Alcohol Policy is understood, that the Regulations will be strictly observed, and that sufficient controls are in place which will assist in ensuring compliance to the Policy.

- 15.1. The Renter/Event Organizer must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO) and show proof to the Parks and Recreation Manager or designate at least five (5) days prior to the event.
- 15.2. The Renter/Event Organizer must comply with the Liquor Licence Act and this policy.
- 15.3. If the event is outside an approved tent or covering must be provided equaling 50% of the total square footage of the licenced area.

- 15.4. The Renter/Event Organizer must provide a list of event workers at least five (5) days prior to the event along with the Server Intervention Program/Smart Serve Registration Number.
- 15.5. The entrances will be monitored as per the Ratio Chart in the Server Training Section of this Policy by persons nineteen (19) years of age or over. Workers must be trained in server intervention program/smart serve.
- 15.6. The Renter/Event Organizer must provide proof that a minimum of five million dollars (\$5,000,000) alcohol liability insurance coverage including naming the Town of Gananoque as additionally insured at least five (5) days prior to the event.
- 15.7. The only acceptable form of identification will be an Age of Majority Card, Driver's License with photo, Canadian Citizenship Card or Canadian Armed Forces I.D. Card.
- 15.8. The person who signs the Special Occasion Permit and Rental Agreement must attend the event and be responsible for making decisions regarding the operation of the event.
- 15.9. The Renter/Event Organizer is responsible for the event and therefore must refrain from consuming alcohol while the event is in progress.
- 15.10. All event workers must refrain from consuming alcohol prior to and while on duty at the event.
- 15.11. The municipality must ensure the physical setting is safe for drinkers and non-drinkers.
- 15.12. The Renter/Event Organizer and the municipality will ensure that patrons do not engage in activities that could harm themselves or others.
- 15.13. All exits must be supervised. This is the responsibility of the Renter/Event Organizer.
- 15.14. The SOP holder will be available upon request of the ticket sellers and or servers who require assistance in managing a person who is refused a sale or have become unmanageable.
- 15.15. All bottles must be retained within the bar area. No drinks are permitted to be served in glass. A maximum of two (2) alcoholic beverages may be purchased at any time by a single person.
- 15.16. The Renter/Event Organizer must abide by the rules of the Municipal Alcohol Policy.
- 15.17. Unused tickets are to be redeemable for cash on demand at any time during the event.
- 15.18. The Town of Gananoque reserves the right to require the presence of uniformed police officers and or private security for the duration of an event. The Gananoque Police Service are required to be contacted by the Renter/Event Organizer, one (1) month prior to the event. Based on the style of event, the Gananoque Police Service will determine whether Police and or private security presence is required. Any expense associated with Police and or private security presence will be the sole responsibility of the Renter/Event Organizer.

- 15.19. In order to reduce the risk of intoxication and the rate of consumption, the Renter/Event Organizer shall ensure food is available and encourage patrons to consume food, low-alcohol beverages and non-alcoholic beverages at all times. Snacks (potato chips, peanuts, especially salty foods etc.) are not acceptable as food under the AGCO.
- 15.20. Individuals participating in masquerade events will be required to unmask and identify themselves to the Renter/Event Organizers.
- 15.21. There shall be no last call.
- 15.22. The bar area will close no later than 1:00 a.m. for indoor venues and 11pm for outdoor venues, unless approved in advance by the Manager of Parks and Recreation or designate.
- 15.23. All entertainment must be completed by 1:00 a.m. for indoor venues and 11pm for outdoor venues unless approved in advance by the Manager of Parks and Recreation or designate.
- 15.24. Patrons must be vacated by 1:30 a.m. for indoor venues and 11:30pm for outdoor venues unless approved in advance by the Manager of Parks and Recreation or designate.
- 15.25. The organizer must complete and submit Appendix 'A' (Checklist for Liquor Licensed Renter/Event Organizers) and Appendix 'B' (Agreement Form for Special Occasion Permit (SOP) Holder) and submit to the Manager of Parks and Recreation or designate at least two (2) weeks prior to the event.

## **16. Consequences for Failure to Comply**

Renter/Event Organizers who fail to comply with the Municipal Alcohol Policy shall be subject to the following consequences:

### **16.1. First Infraction**

The Renter/Event Organizer/SOP holder will be sent a registered letter of warning stating the consequences for non-compliance. Future Special Occasion Permit events will be subject to approval of the Town of Gananoque Manager of Parks and Recreation.

### **16.2. Second Infraction**

The Renter/Event Organizer/SOP holder will be sent a Registered Letter stating that they will no longer be permitted to host a special occasion event in a municipally owned or leased facility.

A second infraction consequence may be appealed in writing to the Town of Gananoque Council.

At least one (1) municipal staff or other appointed representative will have the authority to demand correction or shut down of the event, on behalf of the municipality and may attend all Special Occasion Permit events.

## **17. Insurance**

- 17.1. The Renter/Event Organizer of a Special Occasion Permit event being held in a municipal facility is required to provide proof that they have purchased a minimum of five million dollars(\$5,000,000) in alcohol liability insurance; proof of purchase to be provided at least five (5) days prior to the event.
- 17.2. The Town of Gananoque shall be named as additionally insured on such legal liability.



17.3. The Renter/Event Organizer will be held responsible for all damages during the signed facility rental period.

#### **18. Alcohol Marketing Practices**

18.1. Marketing practices such as oversized drinks, double shots or spirits, drinking contests, volume discounts and unlimited free alcohol which encourages increased consumption, are not permitted.

18.2. As indicated in the *Liquor License Act*, advertising and posters which promote the use of alcohol are prohibited in all municipal facilities, except in the case of a specific event sponsored by a Brewery/Winery/Distillery.

18.3. Advertising and posters which promote the use of alcohol are prohibited in any and all youth events. Youth being any person under the legal drinking age.

#### **19. Policy Monitoring and Revisions**

19.1. The Policy shall be reviewed at least every four (4) years by municipal staff and other invited sources.

19.2. Should amendments to this Policy be required, staff will report to Council with recommendations for consideration to amend the Policy.

19.3. The Policy will be regularly updated to reflect legislative changes.

#### **20. Implementation of Municipal Alcohol Policy**

20.1. The Town of Gananoque will be implementing any Policy changes immediately, following Council approval.

20.2. Copies of the Municipal Alcohol Policy (MAP) will be available through the Parks and Recreation Department, the Clerk and online.

20.3. The Smart Serve course is available online at [www.smartserve.ca](http://www.smartserve.ca).

20.4. All Special Event Permit Holders will be given a copy upon signing their facility agreement.

20.5. A copy of the MAP will be provided to the Gananoque Police Service.

20.6. Documentation of related incidents will also be provided to the Gananoque Police Service.



**Municipal Alcohol Policy**

**APPENDIX 'A'**

**CHECKLIST FOR LIQUOR LICENSED RENTER/EVENT ORGANIZERS**

1. Name of Special Occasion Permit holder: \_\_\_\_\_  
Address/Phone: \_\_\_\_\_
2. Location of SOP Event: \_\_\_\_\_
3. Will persons under 19 years of age be attending this event? \_\_\_\_\_
4. How will event workers be identified? \_\_\_\_\_
5. Copy of Smart Serve Certificate(s) provided no less than five (5) days prior to the event.
6. Proof of Insurance (as detailed under Insurance of this Policy)
7. The Safe Transportation Strategy(s) that will be used at this function are:  
\_\_\_\_\_  
\_\_\_\_\_
8. I have provided a sketch with dimensions of the licensed area of the event facility and copies of notification letters to police, fire, health unit, Manager of Parks and Recreation.
9. I understand all of the Policy requirements and will adhere to them.
10. I have been advised that if there is something that I do not understand with respect to this Policy, I will contact the Manager of Parks and Recreation.
11. Security and/or police paid duties have been agreed to in consultation with the Chief of Police and the Manager of Parks and Recreation.

I, \_\_\_\_\_, certify the above information is true, I understand my legal obligation as a Permit Holder and I have attained 19 years of age.

\_\_\_\_\_  
Signature SOP Permit Holder

\_\_\_\_\_  
Signature of Manager of Parks and Recreation or Designate

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

*The personal information on this form is collected under the authority of the Municipal Freedom and Protection of Privacy Act, as amended. The information is used for the purpose of processing the application. Questions regarding the collection of this information should be directed to the Manager of Parks and Recreation at 613-382-2149 x1411.*



**APPENDIX 'B'**

**AGREEMENT FORM FOR SPECIAL OCCASION PERMIT (SOP) HOLDER**

1. I have received and reviewed a copy of the Corporation of the Town of Gananoque Municipal Alcohol Policy.
2. I understand that I must adhere to the conditions of the Corporation of the Town of Gananoque Municipal Alcohol Policy and the Alcohol and Gaming Commission of Ontario Legislation.
3. I understand that, if I, or other individuals, at the event fail to adhere to the Corporation of the Town of Gananoque Municipal Alcohol Policy, the Parks and Recreation Manager or his/her designate will take the appropriate action. This action may include eviction, closing down of the event and the notification of such to local authorities.
4. I understand that I can be held liable for injuries and damages that arise from failure to adhere to the Alcohol and Gaming Commission of Ontario Legislation.

Printed Name	Signature of Organizer	Date
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Witness from Town of Gananoque	Witness Signature	Date
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