

**Municipality of Central Elgin**  
**Municipal Alcohol Policy and Procedures**

Updated: June, 2016

**Contents**

Purpose..... 3

Scope ..... 3

Procedure ..... 3

Goal Statement..... 3

Objectives ..... 3

Conditions for Special Occasion Permits – Municipal Facilities ..... 5

REGULATION #1: Municipal Facilities Eligible for Special Occasion Permit Events..... 5

REGULATION #2: Municipal Facilities NOT Eligible for Special Occasion Permit Events or Consumption of Alcohol at Any Time..... 5

    Arena Dressing Rooms..... 5

    Arena Ice Surface..... 5

    Areas with Tiered Seating..... 5

REGULATION #3: Events NOT Eligible for Special Occasion Permit ..... 6

    Youth Events..... 6

REGULATION #4: Signs ..... 7

REGULATION #5: Safe Transportation..... 8

    Possible Strategies:..... 8

REGULATION #6: Youth Admission to Licensed Events..... 10

REGULATION # 7: Security..... 10

REGULATION #8: Alcohol Service ..... 11

    Control of Alcohol Service ..... 11

    Alcohol and Non Alcoholic Drinks ..... 11

    Prohibited Activities: ..... 12

REGULATION #9: Controls Prior to Events ..... 13

    Responsibilities of the Permit Holder..... 13

    Advertising Events ..... 14

REGULATION #10: Event Workers/Server Training ..... 15

    Staffing Requirements..... 15

REGULATION #11: Controls During Event ..... 16

Advertising Alcohol at Events.....	16
Games of Chance.....	17
REGULATION #12: Storage of Alcohol in Municipal Facilities .....	17
Multiple Day Events.....	17
REGULATION #13: Insurance .....	18
REGULATION #14: Policy Monitoring and Provisions.....	18
Consequences for Failure to Comply.....	19
REGULATION #15: Policy Implementation and Ongoing Policy Support.....	21
Appendix "A" .....	22
Special Occasion Permit Holder Agreement .....	22
Appendix "B" .....	23
"CHECKLIST FOR RENTERS" .....	23
Appendix "C" .....	25
Types of Valid Identification.....	25

### **Purpose**

To define the conditions for Special Occasion Permit (SOP) events and establish procedures to ensure a safe and managed approach for the consumption of alcohol at events held on municipal property and for enforcing violations of the Alcohol Policy and relevant procedure.

### **Scope**

This procedure applies to all persons renting and/or sponsoring an event at a municipal facility, occurring at a Municipality of Central Elgin facility or on municipally owned or leased property, caterer's endorsements, and Municipality of Central Elgin hosted events where alcohol is served. This Policy clearly outlines areas eligible for Special Occasion Permits, as well as areas that are not eligible for Special Occasion Permits or any alcohol consumption at all, and the subsequent consequences for violations. In the case of a conflict between this procedure and the applicable Provincial rules and regulations, the Provincial rules and regulations take precedence.

### **Procedure**

Any municipal property for which a licence has been obtained from the Alcohol and Gaming Commission of Ontario and for which the facility user/permit holder of such event has signed a *Municipal Facility and Property Rental Agreement, Rules and Regulations* with the Municipality, setting out the conditions of the municipality and the Alcohol and Gaming Commission of Ontario, is deemed suitable for Special Occasion Permit events, unless otherwise specified in this procedure.

The Director of Physical Services, or designate, having operational jurisdiction over a facility has the authority to approve or deny a proposed Special Occasion Permit event at a location(s) within or on the grounds of the municipal property under his/her jurisdiction.

### **Goal Statement**

The Municipality of Central Elgin is committed to providing a safe environment to residents and visitors, and wants people to enjoy the various facilities and parks available. In order for the Municipality to ensure the health and safety of the public, and the protection of municipal staff and facilities, a policy for the orderly use of alcohol during events and functions has been developed. The following document outlines these regulations.

### **Objectives**

- 1) To ensure proper operation and supervision of Special Occasion Permit events by providing education in prevention and intervention techniques and in effective management procedures. This will lower the risk of liability to event organizers, participants, volunteers, the Municipality and its staff
- 2) To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.

- 3) To honour the decision of designated drivers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.
- 4) 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.
- 5) To provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately served and protected.

### **Conditions for Special Occasion Permits – Municipal Facilities**

Rules and conditions for the provision/consumption of alcohol may vary, and are dependent upon the type of facility or event as well as conditions that the Municipality of Central Elgin may include from time to time. The Municipality reserves the right to vary or introduce additional conditions or restrictions at its absolute discretion.

### **REGULATION #1: Municipal Facilities Eligible for Special Occasion Permit Events**

Port Stanley Arena and Community Centre – Auditorium (Maximum 300 Persons)

Port Stanley Arena and Community Centre – Arena Floor (Maximum 800 Persons)

Belmont Arena and Community Centre – Auditorium (Maximum 200 Persons)

Belmont Arena and Community Centre – Arena Floor (Maximum 1000 Persons)

Sparta Ball Diamond

Union Ball Diamond

Port Stanley Ball Diamond

Belmont – Ball Park Complex

Port Stanley Arena and Community Centre – Lobby (Maximum 88 Persons)

Belmont Arena and Community Centre – Lobby (Maximum 132 Persons)

### **REGULATION #2: Municipal Facilities NOT Eligible for Special Occasion Permit Events or Consumption of Alcohol at Any Time**

#### **Arena Dressing Rooms**

**Rationale:** Alcohol is not permitted in Arena Dressing Rooms as it encourages skaters to be on the ice surface under the influence of alcohol thus leading to safety concerns. As well, drinking alcohol following the game increases the risk of impaired driving. Illegal consumption of alcohol will not be tolerated in these areas.

#### **Arena Ice Surface**

**Rationale:** The Arena Ice Surface is not suitable for a Special Occasion Permit event due to the obvious safety concerns. Permitting patrons under the influence of alcohol on the ice surface and in the seating area is a potential safety hazard. A Special Occasion Permit will only be considered if properly constructed boards are placed over the ice surface.

#### **Areas with Tiered Seating**

**Rationale:** The consumption of alcohol is prohibited in areas of municipal facilities with temporary or fixed tiered seating. Tiered seating such as bleachers and auditorium style seating increases the risk of injuries at events.

**Exceptions:** Any person wishing to hold a Special Occasion Permit event in a location not listed in this policy must apply to Council for approval. From time to time the Municipality may allow for the service of alcohol in municipally owned parks, beaches, or other facilities at the discretion of Council and staff.

**REGULATION #3: Events NOT Eligible for Special Occasion Permit**

**Youth Events**

In order to be eligible to rent a municipal facility for youth or minor sports events, including banquets, the sponsor(s) must agree that these will not be special occasion permit events. Alcohol is not allowed at events targeted exclusively to youth under 19 years of age on Municipal property.

**Rationale:** These events are intended for young people under the age of majority. Non-consumption by participating adults provides a positive example for young people. Since adults supervise and drive young people to and from these events, alcohol consumption does not provide a positive example regarding drinking and driving.

## **REGULATION #4: Signs**

### *Statement of Intoxication*

These signs will be provided by the Municipality in duplicate, to be placed in the bar area.

*“It is against the Liquor Licence Act (Ontario) and its regulations 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 also pleased to offer non alcoholic beverages.”*

### *Accountability*

This sign will be supplied in quadruplet by the Municipality. This sign will be posted at the bar and main entrance of all Special Occasion Permit functions. This sign will inform patrons where to direct concerns regarding the manner in which the function has been operated. In addition to naming the sponsor of the event, the sign should include the name, address, and telephone numbers of the Central Elgin Recreation Department, local Ontario Provincial Police Detachment and Alcohol and Gaming Commission of Ontario.

**Rationale:** Having these signs visible to participants eliminates any confusion on who to contact for information or to lodge complaints regarding an event.

### *No Last Call*

A sign stating “Last Call Will Not Be Announced”, to be placed in the bar area. This sign will be provided by the Municipality of Central Elgin.

### *Ticket Sales*

A sign shall be posted at the alcohol ticket sales table outlining the number of tickets sold at one time, when ticket sales end, and that any unused tickets can be redeemed for cash.

**Rationale:** This sign supports the ticket sellers, discourages large numbers of drinks (which can result in intoxication), prevents over drinking, reduces the buying of table rounds which can result in overdrinking, and having limits on the number of tickets purchased allows for greater observation of intoxication of guests. Refunding guests/patrons for unused tickets will decrease pressure to use their drink tickets which can increase the number of drinks consumed in a short period of time at the end of the night.

### *Legal Drinking Age*

The only acceptable proof of age is valid government issued photo identification. Valid types of identification include:

- A driver’s licence issued by the Province of Ontario with a photograph of the person to whom the licence is issued

- A Canadian passport
- A Canadian citizen ship card with a photograph of the person to whom the card was issued
- A Canadian Armed Forces identification card
- A secure certificate of Indian status issued by the Government of Canada
- A photo card issued by the Liquor Control Board of Ontario
- A permanent resident card issued by the Government of Canada
- A photo card issued under the *Photo Card Act, 2008*. O. Reg. 389/91, s. 29 (5); O. Reg. 561/96, s. 1; O. Reg. 66/98, s. 7; O. Reg. 182/11, s. 13.

Examples of valid identification can be found in Appendix “C” to this document.

#### *Alcohol Ineligible areas*

“No alcohol beyond this point”.

The Municipality will ensure that alcohol ineligible areas of municipal facilities are signed.

#### *No Alcohol During Pregnancy, “Sandy’s Law”*

A sign stating that drinking alcohol during pregnancy can cause birth defects and brain damage to your baby. This sign will be posted at the bar.

#### *Safe Transportation*

A sign shall be posted indicating safe transportation alternatives available and indicating that RIDE programs are in our communities.

**Rationale:** This sign informs people that they have other means to get home safely if they have been drinking. Ensures participants are aware that police perform road side checks for drinking and driving. Supports non-drinking behavior and designated drivers.

### **REGULATION #5: Safe Transportation**

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted rental/use privileges for Special Occasion Permit functions. The permit holder is responsible for promoting safe transportation options for all the drinking participants.

#### **Possible Strategies:**

- A designated driver provided by the sponsoring group
- Designated Drivers Program – to be advertised at the event so that all patrons are aware this program is available. The designated driver should be supplied with low cost or free soft drinks/coffee during this function.
- Impaired individuals will be driven home by a sober friend, and/or call a relative, or taxi.
- A taxi paid either by the sponsoring group or the participant
- Inform patrons through advertising of the available Taxi service.

The sponsor is to decide which option of Safe Transportation will be provided during their event. Please indicate what strategy you are using on the "Checklist for Renters" form.

**Rational:** The risk of liability is high when an impaired driver leaves an event where alcohol is served. Event organizers must assume responsibility for promoting safe transportation for all patrons consuming alcohol.

### **REGULATION #6: Youth Admission to Licensed Events**

Each rental group will be responsible to select a strategy on allowing youth to their event. In all cases, the following guidelines must be adhered to:

- a. All identification must be checked before anyone is allowed into the event/facility if persons appear to be under 25 years of age.
- b. Two (2) extra floor monitors will be required if persons under the legal drinking age are allowed to enter the event.
- c. In the event of service or provision of alcoholic beverages to any person under the legal drinking age, the person serving or providing such alcoholic beverage will be required to leave the event.
- d. All participants over the legal drinking age will be identified (i.e. stamps, wristbands) before entering the event.

**Rationale:** To ensure that persons under the legal drinking age do not consume alcohol.

### **REGULATION # 7: Security**

The permit holder shall provide security sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the Act are observed.

- a. In determining whether security is sufficient, the permit holder shall consider the nature of the event, the size of the premises, and the age and number of persons attending the event.
- b. At least one municipal representative with authority to demand correction and/or to shut down an event on behalf of the Corporation will be available for all Special Occasion Permit Events.
- c. Security measures will be determined on a case by case basis in consultation with the Municipality and the Ontario Provincial Police. The permit holder is responsible for any expenses incurred for security requirements.
- d. Licensed, paid security does not need to be Smart Serve trained. However, volunteer, unpaid security must be Smart Serve certified.
- e. The Municipality of Central Elgin reserves the right to approve or deny security that is hired.

## **REGULATION #8: Alcohol Service**

### **Control of Alcohol Service**

- a. A maximum of 2 drinks/tickets may be purchased by an individual at any one time. Alcohol shall not be left available for self service.
- b. The permit holder shall allow the redemption of unused tickets for cash at any time during the event.
- c. Bartenders reserve the right to refuse service and the permit holder has the right to refuse admittance to persons who are underage, or to an individual who appears intoxicated.
- d. There will be no "last call". Hours of operation of the bar must be posted.
- e. Alcohol can only be sold and served during the hours that are stated on the permit.
- f. All signs of sale and service must be cleared within 45 minutes of the end time stated on the permit. This includes the removal of all partially consumed and empty bottles, and glasses that contain(ed) alcohol.
- g. Non-alcoholic beverages must be provided for designated drivers free of charge.
- h. All prices charged for alcohol must comply with the *Liquor Licence Act*.
- i. Permit holders or municipal staff on duty will call police to report a driver who is suspected of being impaired.
- j. All facilities must be vacated by 2:00 a.m. unless otherwise negotiated with the Director of Physical Services or designate. If a later closing time is pre-approved, the closing time will be adjusted accordingly. A \$50 surcharge will be applied every hour that the facility is not vacated.
- k. All event workers must wear a form of identification as supplied by the event sponsor/permit holder.
- l. Marketing practices which encourage increased consumption, such as oversize drinks, double shots or spirits, drinking contests, and volume discounts are **not permitted**.
- m. Free alcoholic drinks **shall not** be advertised.
- n. All drinks to be served in plastic or paper cups and all bottles/cans to be retained in the bar area. For formal occasions, glass can be used until 10:00 p.m. Non-breakable containers can be used after 10:00 p.m. Bottles will be permitted on tables for weddings and other formal events at the discretion of the Municipal staff approving the event.
- o. Sufficient food shall be available and served throughout the duration of the event.

**Rationale:** By following the above guidelines we will reduce the risk that sponsor's automatically assume when running an event. These practices are designed to discourage heavy alcohol consumption.

### **Alcohol and Non Alcoholic Drinks**

Non-alcoholic beverages shall be made available. The permit holder must ensure that only standard drinks will be served. A standard drink is: 12 oz. 5% beer; 5 oz. 12% wine; 1 ½ oz. 40% spirits. No extra strength beer shall be provided (i.e. beer that has greater than 5% alcohol).

**Rationale:** These measures will help to prevent adverse consequences related to alcohol, such as intoxication, alcohol poisoning and impaired driving. Non-alcoholic beverages must be available for designated drivers and those who do not wish to drink alcohol. Event organizers are encouraged to

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Facility User Initial and Date

offer low alcohol content beverages (i.e. beer that has less than 5% alcohol content). An individual consuming a regular beer (at 5% alcohol) could drink two "extra light beers" 2.5% alcohol) and ingest the same amount of alcohol. Similarly, "light beer" (at 4% alcohol) represents a 20% reduction of alcohol intake.

**Prohibited Activities:**

The following activities are not permitted at Municipal Facilities:

- Alcohol raffles
- Drinking games
- Discounted Drinks
- Alcohol as a prize

Raffle Definition: RAFFLE means a lottery scheme where tickets are sold for a chance to win a prize at a draw and includes 50/50 draws, elimination draws, calendar draws, sports raffles and rubber duck races.

## **REGULATION #9: Controls Prior to Events**

### **Responsibilities of the Permit Holder**

The permit holder must:

- a. Complete an 'application for a Special Occasion Permit' form to the Alcohol and Gaming Commission of Ontario and pay the applicable fee. This application must be completed at an LCBO SOP Service store. Applications need to be completed at least 2 weeks prior to a 'Private SOP', 30 days for a 'Public SOP' under 5000 people, and 60 days for a 'Public SOP' over 5000 people.
- b. Upon obtaining the required SOP, obtain the necessary *Municipal Facility and Property Rental Agreement, Rules and Regulations* from the Municipality.
- c. Sign and have witnessed the Agreement Form.
- d. 100% of Event Staff, as defined in Regulation #10, must be Smart Serve trained.
- e. Attend the event and ensure the operation is in accordance with the rules of the Liquor Licence Act, applicable regulations, policy and procedures.
- f. Be on duty to ensure the physical setting is safe at all times. Any unsafe condition must be reported to the facility representative and addressed appropriately. If permit holder has to leave, a designated back-up must sign the back of the permit to act as permit holder.
- g. Ensure that no-one under the age of 19 is served alcohol and that Government issued photo identification or identification in accordance with the *Liquor Licence Act* is shown when requested.
- h. Remain sober and accountable, and ensure that bartenders abstain from consuming alcohol.
- i. In the event that attendees are able to walk around the event with alcohol, ensure that the event area where alcohol is being served from (i.e. bar) is secured on all sides by a single fence or wall of a minimum of three feet in height, so that no unauthorized person can access any stored alcohol.
- j. In the event of an approved outdoor 'beer garden', fencing is required for the outdoor designated area. It shall be a double row of fencing, four feet high, with six feet between fences, and be securely erected. Or, alternatively, one six foot high fence. The cost and set up of fencing is the responsibility of the event organizer. Materials and labor can be obtained by the Municipality if required at an additional cost. Location of the designated beer garden is to be pre-approved by the Director of Physical Services and/or designate prior to the *Municipal Facility and Property Rental Agreement, Rules and Regulations* being finalized.
- k. Ensure the guests at the event are properly supervised and also ensure no one consumes alcohol in an unauthorized location.
- l. Ensure that all entrances and exits to the event are supervised at all times.
- m. Ensure that food and non-alcoholic drinks are available at all times. The cost of non-alcoholic drinks must be significantly lower than alcoholic drinks.
- n. The permit holder shall post the levy receipt for the liquor purchased, if any, in a conspicuous place on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection.

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Facility User Initial and Date

The following original documentation and one copy must be provided to the appropriate municipal representative, at least two (2) weeks prior to the event. Copies to be maintained by the appropriate municipal representative for file purposes:

- a. Special Occasion Permit
- b. A list of Event Workers at the event, along with a photocopy of the "Smart Serve" certificates of all Event Workers, and assurance that there will be a minimum of one bartender for every 100 patrons.
- c. Proof of insurance in accordance with criteria outlined in "REGULATION #13: Insurance".
- d. In the case of a Private Special Occasion Permit, a copy of the invited guest list.

**RENTERS OF MUNICIPAL FACILITIES WILL BE REQUIRED TO UNDERSTAND THE MUNICIPAL ALCOHOL POLICY PRIOR TO RENTING**

- 1) A copy of the Municipal Alcohol Policy will be available online, and from the Recreation Department, at the time of booking. If any questions or concerns arise from this policy, contact the Recreation Department at 519-631-4860 for clarification.
- 2) A "Checklist for Renters" form will be provided by the Municipality of Central Elgin at the time of booking. This form is to be completed by the Renter and returned to the Recreation Department at least one (1) week prior to the event. Signatures from both the Renter and the Recreation Department are required on this form. Please see Appendix "B".
- 3) The signatory of the Special Occasion Permit must attend the event, and be responsible for the decisions regarding the actual operation of the event and must not consume alcohol before and during the event.

**Rationale:** The above is to ensure that there are no misunderstandings of the regulations contained in the Policy. Also, be aware that any required information or assistance of the Renter is available through the Recreation Department.

**Advertising Events**

Private Events are for invited guests only and the event must not be advertised to the public, including by way of flyers, newspaper, internet, social media, or radio. The event cannot be open to the public.

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Facility User Initial and Date

**REGULATION #10: Event Workers/Server Training**

**Staffing Requirements**

Event Staff shall be defined as bartenders, volunteer security, door supervisors, ticket sellers, and floor monitors. The Municipality may amend this list from time to time. 100% of Event Staff, as defined above, must be Smart Serve trained. The Municipality reserves the right to amend this list at any time. Please contact Elgin St. Thomas Public Health for more information on upcoming Smart Serve training. Smart Serve training can also be completed online.

Event Staff must be appropriately identified using some method of visual identification (i.e. t-shirts, hats, vest, etc). A schedule of Event Staff, their roles, and the hours that they will be on duty must be provided to Municipal staff prior to the event. Event Staff, while on duty, are **not** to consume alcohol while working at an event.

**PUBLIC EVENT**

Number of Participants	Bartenders	Security	Door Supervisors (per door)	Ticket Sellers
0-50	1		1	
51-150	2		1	1
151-250	3	1	1	1
251-300	3	1	2	2
301-1000	6	4	4*	2

\*A minimum of two (2) Door Supervisors must be in attendance at all times. The other two (2) may be used in other areas as demand requires.

**PRIVATE EVENT** (an event where persons are formally invited, eg. Weddings, birthday parties, Stag and Doe)

Number of Participants	Bartenders	Security	Door Supervisors (per door)	Ticket Sellers
0-50	1		1	
51-100**	1	1	1	
101-300**	2	1	1	
301-1000 **	6	4	2	

\*\*Two extra floor monitors are required for events allowing participants under the legal drinking age. The role of floor monitors is to circulate the event and ensure that no one under the legal drinking age is consuming alcohol.

For both public and private events, Door Supervisors must ensure that ALL entries and exits are monitored at all times.

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Facility User Initial and Date

## **REGULATION #11: Controls During Event**

ALL CONTROLS AND SERVICE MUST COMPLY WITH THE PROVISIONS OF THE LIQUOR LICENCE ACT (ONTARIO) AND ITS REGULATIONS.

1. All entrance and exits to the event must be monitored by at least one responsible person meeting the legal drinking age requirement.
2. Only identification bearing a photograph, and issued by the Province of Ontario, the Government of Canada or photographic identification issued by another Province, State or Country shall be accepted as a bona-fide proof of age. Please see Appendix "C".
3. The holder of the Special Occasion Permit and the person renting the facility are responsible to ensure that the event is properly supervised and will provide enough staff to fulfill this obligation.
4. In the event of a masquerade party taking place in any premise owned by the Municipality of Central Elgin the permit holder is responsible to check ALL patrons I.D. to ensure they are of appropriate age. Any person under the legal drinking age will not be allowed into a masquerade event.
5. The type of identification to be worn by event workers must be stated in the "Checklist For Renters" form. See Appendix "A".
6. All entertainment within the facility shall cease at 1:00a.m.
7. All signs of consumption and service of alcohol including empty glasses shall be removed from sight in a prompt and orderly fashion, but no later than 45 minutes after the permit ends.
8. To assist municipal staff and ensure that no incidents occur within the premises, the facility must be vacated by 2:00a.m. Event attendees must vacate the premises by 1:30 a.m., and event organizers must be gone by 2:00a.m. A \$50.00 surcharge will be charged to the event organizer every hour that the facility is not vacated.
9. Failure to comply with the above requirements may result in disqualification of the renter, permittee, or related organization from future rental of any municipal facility and, where appropriate, police authorities may be contacted and appropriate charges laid.

**Rationale:** To ensure the safety of all persons and to promote orderly conduct during events.

### **Advertising Alcohol at Events**

Facility renters must comply with all regulations and terms and conditions applicable to Special Occasion Permits, including but not limited to the prohibition against advertising of liquor or the availability of liquor except with the approval of the Registrar of Alcohol and Gaming Commission. This includes, but not limited to, advertising on banners, cups, coasters, etc.

**Rationale:** Alcohol advertising is designed to encourage and promote the consumption of alcohol. It is illegal for people under the age of 19 to consume these products. It is also the desire of the Municipality of Central Elgin to provide a positive example to underage patrons.

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Facility User Initial and Date

### **Games of Chance**

Games of chance or mixed chance and skill (raffles, 50/50 draws, etc) are not permitted unless the proper licence has been obtained from the province or municipality. Licences are only issued to eligible organizations with charitable, non-profit, or religious purposes.

### **REGULATION #12: Storage of Alcohol in Municipal Facilities**

Storage of alcohol in municipal facilities is not permitted at any time outside of the hours stated on the permit. This includes early delivery of alcohol for an event. Facility users must hold a multiple day Special Occasion Permit and keep alcohol secured.

### **Multiple Day Events**

Facility users may apply for a Special Occasion Permit identifying multiple events if:

- Each event is one in a series of events
- The application for the permit is for all of the events (dates)
- The nature, purpose, location and target audience of each of the events (dates) are the same (e.g. service club monthly meeting); and
- As a result of doing so, the permit holder is not operating an ongoing business, or does not appear to be doing so.

Alcohol may be stored between event days under certain circumstances. Police and AGCO Inspectors must have full, authorized access to the location.

**Rationale:** To protect the Municipality and user from liability, and prevent unauthorized alcohol consumption.

**REGULATION #13: Insurance**

- a. That the sponsor(s) of a special occasion permit event held in a municipally owned facility be required to provide proof, at least fourteen (14) days prior to the event, that they have purchased a minimum of five million dollars in liability naming the Municipality of Central Elgin as co-insured.
- b. The Sponsor shall indemnify and save harmless the Municipality of Central Elgin from any and all claims, in connection with the holding of an event involving the serving of alcohol at municipal properties. Such claims include but are not limited to demands, causes of action, losses, costs or damages that the Municipality of Central Elgin would otherwise suffer, incur or be liable for, resulting from the Sponsors', event workers', and agents' performance, actions, negligent acts or omissions.

**Rationale:**

- 1. Special Occasion Permit holders, hall owners, club executives and volunteers could all be named in a law suit.
- 2. Municipalities can be held jointly liable and could end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.

**REGULATION #14: Policy Monitoring and Provisions**

The Municipal Alcohol Policy for the Municipality of Central Elgin as submitted by the Municipal Alcohol Policy Committee will be reviewed yearly from the date initially approved by Council, and by the Recreation Department. After reviewing the Policy each year, the Recreation Department, if required, will form a committee consisting of as many of the original committee members as possible to discuss the recommended changes. Service groups and facility users will be given the opportunity to provide comments in relation to this Policy.

**Rationale:**

- 1. Policy to be monitored and reviewed on a yearly basis which will ensure that the policy remains up to date and effective.
- 2. This will ensure that the public will remain involved in the process of review and revamping of the existing policy.

### Consequences for Failure to Comply

- a. If the Municipal Alcohol Policy and Procedure is violated, or any law is broken, there will be consequences for the permit holder, up to and including withdrawal of privileges to hold future events at municipal facilities or properties. Municipal staff may at their discretion close down the event immediately and/or refuse to issue future facility permits to the event organizers.
- b. A violation occurs when the Special Occasion Permit holder fails to comply with the conditions of the *Liquor Licence Act* and its regulations, or the *Municipal Alcohol Policy and Procedure*
- c. Intervention can be initiated by the Municipality of Central Elgin staff designate, event staff, a member of the Ontario Provincial Police, or AGCO Inspector.
- d. As a member of the organizing group, the permit holder is encouraged to intervene by informing the offending individuals of the policy violation and ask that it stop.
- e. Contravention of the Municipal Alcohol Policy and Procedures may result in prohibition of future use of Municipal property.
- f. Should a violation of the policy or procedure occur, municipal staff will follow the procedures as listed below:
  - First Minor Offence: The Director of Physical Services or designate will advise the event sponsor in writing of the violation and that no further violation shall be tolerated and that charges/costs may be incurred (i.e. loss of security deposit).
  - First Serious Offence: Rental privileges shall be revoked immediately for any serious altercation (i.e. serving without a proper licence, loss of control, total neglect of the facility etc.). An investigation will also take place to gather all information.
  - Second Offence: Should the Special Occasion Permit holder violate the policy a second time, the organizers and/or the organization will be suspended for a minimum of one year at the discretion of the Municipality. The Special Occasion Permit holder will be advised in writing of the suspension.
- g. It is the responsibility of the Special Occasion Permit holder to ensure the proper management of an event. Permit holder must be present for duration of any event. If a designate must be assigned, the permit must be signed by the designate and municipal staff on duty must be notified of the change.
- h. Facility staff will report any infraction of this policy to their supervisor whenever they believe such action is required
- i. Should a situation arise where an event may have to be shut down, the Recreation Department or designate will evaluate the situation on behalf of the Municipality of Central Elgin in consultation with the Special Occasion Permit Holder. Police will be called by staff if a situation deems necessary to do so.
- j. Any infraction of the Municipal Alcohol Policy will be reviewed by the Recreation Department. A registered letter describing the problem will be sent by the Recreation Department to the sponsor. The Department may refuse future rental privileges to the sponsor.
- k. Where adults and/or youth engages in disruptive behavior as a result of consumption of alcohol at social events, authorities may be called and/or the following procedure will be followed:

- First Infraction:** A verbal warning will be given to the individual(s) by staff in charge or head of the function. Individual(s) may be banned at discretion of municipal staff. If individual(s) do not adhere to this warning the Authorities will be called. A registered letter will be sent to the individual(s) by the Recreation Department.
- Second Infraction:** Individual(s) will be banned from attending all functions held in any municipal facility for a period of 3 months, or indefinitely, at the discretion of municipal staff. A registered letter will be sent by the Recreation Department.
- Third Infraction:** A registered letter will be sent by the Recreation Department notifying the individual(s) that they are banned indefinitely from the facility. The individual(s) must appeal to the Recreation Department for written reinstatement.

- I. Where an infraction of this policy has occurred, the Municipality of Central Elgin may require the sponsor to supply municipally approved, additional security at their next function.

#### **Consequences for Alcohol Consumption in Arena Dressing Rooms**

The following steps will be taken if any person or groups are found in the possession, or consuming alcoholic beverages in the above noted area:

- First Infraction:** The facility attendant will ask the person or group to remove the alcohol from the premises and advise them that a letter will be sent to their organization to inform them of this violation.
- Second Infraction:** A second violation within the same ice season will result in immediate cancellation of their ice time for the remainder of the season. The group will have an opportunity to appeal their case to the Recreation Department.

#### **Consequences for Unauthorized Storage of Alcohol in Municipal Facilities**

The following steps will be taken if any person or groups are found storing alcoholic beverages in the municipal facilities:

- First Infraction:** The facility attendant will ask the person or group to remove the alcohol from the premises and advise them that a letter will be sent to their organization to inform them of this violation.
- Second Infraction:** A second violation will result in permission to use the facilities being revoked, and future bookings cancelled. The group will

have an opportunity to appeal their case to the Recreation Department.

**REGULATION #15: Policy Implementation and Ongoing Policy Support**

An implementation plan is to be developed within three months and implemented over the next year, including a publicity campaign to inform the community about the Policy. The Municipality will host two workshops annually over the course of the year with local service groups and facility users to review the policy and the Municipality's role. Most people are law-abiding citizens and will voluntarily follow the rules when given enough information.

The implementation plan will include:

- Information packages being distributed to local user groups
- The creation of pamphlets for distribution at Municipal facilities
- Posting of the policy on Municipal website
- Awareness raised through print and social media
- Staff checklist

The Municipality will also provide ongoing policy support through working in partnership with the Elgin St. Thomas Public Health to coordinate Smart Serve training for municipal staff and user groups.

**Appendix "A"**  
Municipal Alcohol Policy

**Special Occasion Permit Holder Agreement**

1. I have received and reviewed a copy of the Municipality of Central Elgin's "Municipal Alcohol Policy and Procedure" (attached).
2. I understand that I must adhere to the conditions of the Municipal Alcohol Policy and Procedure, and the *Liquor Licence Act* of Ontario and its Regulations.
3. I understand that if I or other individuals at the event fail to adhere to the Municipality of Central Elgin's "Municipal Alcohol Policy and Procedures", Central Elgin staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of Police or Alcohol Gaming Commission of Ontario Authorities.
4. I understand that I can be held liable for injuries and damages arising from failure to adhere to the *Liquor Licence Act* of Ontario.
5. I understand that the Ontario Provincial Police may lay charges for infractions of the Liquor Licence Act and its regulations.

DATE OF EVENT \_\_\_\_\_

EVENT LOCATION \_\_\_\_\_

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

STAFF \_\_\_\_\_

\_\_\_\_\_  
Facility User Initial and Date

**Appendix "B"**  
**MUNICIPALITY OF CENTRAL ELGIN**  
**Municipal Alcohol Policy**

**"CHECKLIST FOR RENTERS"**

Date of Event(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Location of Event: \_\_\_\_\_
2. Number in Attendance: \_\_\_\_\_
3. Will persons under 19 years of age be attending this event?  
 Yes  
 No

How will persons under 19 years of age be identified (stamps, arm band, etc)?

\_\_\_\_\_

4. Name of person and/or group sponsoring this event?  
\_\_\_\_\_
5. Type of identification to be worn for event workers:  
\_\_\_\_\_
6. Has proof of Special Occasion Permit been provided?  
 Yes  
 No
7. Has proof of Insurance been provided?  
 Yes  
 No
8. The safe transportation strategy(s) that will be used at this function are (please check appropriate strategy(s):  
 Designated Driver Program  
 Driven Home by Friend, Relative, Taxi  
 Inform Patrons of Taxi Service  
 Other, please explain:  
\_\_\_\_\_

9. The name and certification numbers of our Smart Serve trained event workers are:

1. Name _____	Cert# _____	Event Role _____
2. Name _____	Cert# _____	Event Role _____
3. Name _____	Cert# _____	Event Role _____
4. Name _____	Cert# _____	Event Role _____
5. Name _____	Cert# _____	Event Role _____
6. Name _____	Cert# _____	Event Role _____

\_\_\_\_\_  
Facility User Initial and Date

7. Name _____	Cert# _____	Event Role _____
8. Name _____	Cert# _____	Event Role _____
9. Name _____	Cert# _____	Event Role _____
10. Name _____	Cert# _____	Event Role _____
11. Name _____	Cert# _____	Event Role _____
12. Name _____	Cert# _____	Event Role _____
13. Name _____	Cert# _____	Event Role _____
14. Name _____	Cert# _____	Event Role _____
15. Name _____	Cert# _____	Event Role _____
16. Name _____	Cert# _____	Event Role _____

**A photocopy of all Smart Serve cards and a schedule of Event Workers must be provided.**

10. Is security being utilized?

Paid

Please provide name of business and licence number:

\_\_\_\_\_

Volunteer

11. Method of counting patrons (clicker, tickets) to ensure maximum allowed

Yes

Please describe

\_\_\_\_\_

12. Non-alcoholic beverages available at no charge to designated drivers

Yes

13. Will sufficient food available

Yes

14. In the case of a private Special Event Permit, a copy of the guest list

Yes

I have reviewed the Municipal Alcohol Policy with a municipal representative, and I understand all the policy regulations.

SIGNATURE OF SPECIAL

SIGNATURE OF

OCCASION PERMIT HOLDER

MUNICIPAL REPRESENTATIVE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Date

\_\_\_\_\_  
Facility User Initial and Date

**Appendix "C"**  
**Types of Valid Identification**



# AGCO

Alcohol and Gaming  
Commission of Ontario

## Checking ID

Licensee information sheets from the Alcohol and Gaming Commission of Ontario

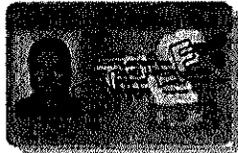
### In order to be valid, identification must:

- have been issued by a government;
- be current (expired ID is not valid);
- include the person's photograph; and
- include the person's birth date.

**Note:** By law, no one can be required to produce the Ontario Health Card, nor can the health number be collected. Licensees should not ask for the Ontario Health Card as identification, but if offered voluntarily you may accept it at your discretion.

### Although any ID meeting these requirements may be accepted, prescribed forms of ID include:

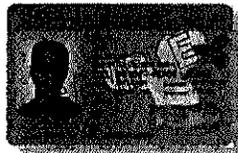
#### Ontario Driver's Licence with a photograph



Front Face



Reverse Face



Front Face with Age Banner  
Effective January 1, 2013

"Age 19" banner will only appear on cards issued after January 1, 2013 for individuals aged 16 to 18.

#### LCBO BYID photo card



Front Face

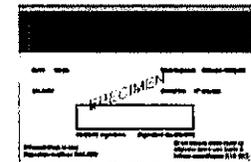


Reverse Face

#### Canadian Armed Forces Identification Card



Front Face

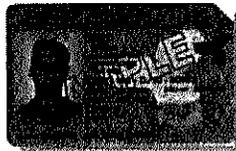


Reverse Face

#### Photo card issued under the Photo Card Act



Front Face

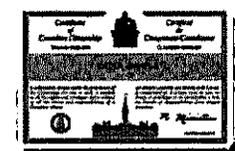


Front Face with Age Banner  
Effective January 1, 2013

#### Canadian Citizenship Card with a photograph



Front Face



Reverse Face

#### Canadian Passport

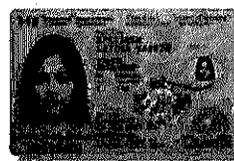


Cover



Inside

#### Permanent Resident Card (Canadian)



Front Face

#### Secure Indian Status Card (Canadian)



Front Face

Continued on p. 2

# Responsible Service

AGCO Customer Service & General Enquiries: 416.326.8700 or 1.800.522.2876 or visit us at [www.agco.on.ca](http://www.agco.on.ca)

## Spotting Fake ID

Most importantly, provide an area with adequate lighting where ID will be checked. Staff will be looking for very fine alterations and will need proper lighting and good eyesight.

You may choose to check ID at the door to identify minors before they enter the establishment. However, if your staff has any doubt about a patron's age, they must ask for ID just prior to service.

Take your time and examine the ID closely. At the very least, check the photo (is this the person standing in front of you?), the birth date, and the expiry date.

Never accept ID without a photo. Hold the ID in your hands, rather than allowing the patron to flash it at you. If it is in any sort of a case, take it out.

Feel for extra thickness around the photo and the edge of the lamination. This may be an indication of a second photo placed on top of an original and re-laminated.

Look for consistency between numbers and letters. Are the numbers and letters consistent and the same thickness, weight, and colour? If they have been altered, they may be thicker, heavier, or darker.

## Some Features of Ontario's Driver's Licence

The driver's licence issued by Ontario's Ministry of Transportation includes various security features. There are several versions of the licence in circulation throughout the province. Ontarians will receive the newest version of the licence when they become licensed or when their licence is renewed.

The following features are common to all versions of the driver's licence:

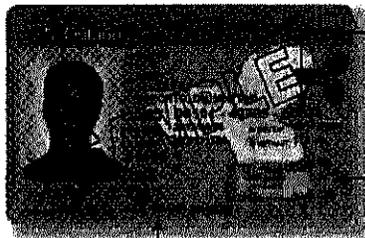
- The licence number starts with the first letter of the last name e.g., Jane Q. Public's licence number starts with a "P".
- The 9th and 10th number (separated by a dash) are the same as the last two numbers of the person's year of birth.
- The last two numbers indicate the day of birth.

Versions issued since December 2007 include additional security features such as a 2D bar code, a laser-engraved photo/ signature/ personal information, a fine line background, micro and rainbow printing, secondary photo and signature images and ultraviolet features.

Effective January 1, 2013, a new identifier on Ontario driver's licences and photo ID cards issued to individuals aged 16 to 18 will clearly show when card holders turn 19. The cards will have an "AGE 19" banner, followed by the exact date the card holder turns 19. The banner will be located near the bottom of the card, beside the date of birth.

## Checking a Driver's Licence

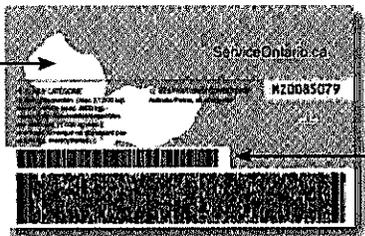
1. Ultraviolet inks are used during the manufacturing process to enhance the security background and also to add two distinct UV features, an Ontario logo on the front and a stylized Trillium flower on the back. Both are visible only under an ultraviolet (blacklight) source.



2. Raised lettering on driver's licence number and date of birth.

3. Protected secondary photo and signature at the bottom right corner. Other security features appear when you tilt the card from left to right.

4. "AGE 19" banner will only appear on cards issued after January 1, 2013 for individuals aged 16 to 18.



5. The machine-readable barcode contains bearer-related data.



Note: Versions of this driver's licence will be in circulation until November 2014.

Note: A driver's licence issued between December 2007 and April 2011 will have a magnetic stripe across the back of the driver's licence as well.