

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #48-2014

Being a by-law to adopt a Municipal Alcohol Policy.

WHEREAS Section 8(1) of the *Municipal Act*, S.O. 2001, Chapter M.25, as amended, authorizes the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 10(2) 5 and 6 authorizes a municipality to pass by-laws respecting the economic, social, environmental, health, safety and well-being of persons of the municipality;

AND WHEREAS the Province of Ontario passed Ontario Regulation 389/91 of the Liquor Licence Act (Special Occasion Permits);

NOW THEREFORE the Council of the Township of Armour does hereby adopt the attached Municipal Alcohol Policy;

AND FURTHER that any previous by-laws pertaining to municipal alcohol policy, including By-law #17-2012 is hereby rescinded.

Read a first, second and third time,
signed and the seal of the
Corporation affixed thereto and
finally passed in open Council this
14th day of October, 2014.

Original Signed by Bob MacPhail
REEVE

Original Signed by Wendy Whitwell
CLERK-ADMINISTRATOR



MUNICIPAL ALCOHOL POLICY

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Section 1: Introduction

1.1 Purpose

The Township of Armour owns / jointly owns and manages facilities and property where alcohol consumption is not permitted and other facilities and property where alcohol consumption is permitted under the authority of a Special Occasion Permit. The Township of Armour has developed this Municipal Alcohol Policy in order to promote a safe, responsible and enjoyable environment and to ensure the health and safety of participants and staff.

This policy is in place to reduce alcohol-related problems such as injury, violence and liability which arise from alcohol consumption on municipal property in the Township of Armour and the jointly operated facilities with the Township of Ryerson and the Village of Burk's Falls. This policy is to be used as a reference tool for event organizers to successfully operate events which include the service of alcoholic beverages.

Policy Objectives

To provide procedures and education to individuals or groups wishing to hold events in and / or on municipally owned facilities / properties in order to ensure that all Liquor Licence Act of Ontario Legislation pertaining to Special Occasion Permits or Liquor Licensing is properly understood and strictly complied with.

To ensure appropriate supervision and operation of Special Occasion Permits and Liquor Licensed events in order to protect the event organizers, the participating public, volunteers, The Township of Armour, and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.

To encourage and reinforce responsible drinking practices for consumers through the development of operational procedures, controls, training and education, and to honour the decision of abstainers not to drink alcohol and encourage their participation by providing alternative, non-alcoholic drinks.

Scope

The Municipal Alcohol Policy outlines various stipulations and controls on events involving alcohol, including: Special Occasion Permits, and Liquor Licensed events under a caterer's endorsement.

The event organizer and / or designate are legally responsible for ensuring compliance with the Municipal Alcohol Policy, Liquor Licence Act of Ontario and Alcohol and Gaming Commission of Ontario policies and guidelines.

1.2 Designation of Roles and Responsibilities

Role of Municipal Representatives

Municipal representatives are responsible for ensuring the event organizer and / or designate are provided with written information outlining the conditions of the Municipal Alcohol Policy and ensuring that they comply with the Municipal Alcohol Policy, Liquor Licence Act of Ontario and its regulations at their event.

Municipal representatives have the authority to demand correction and / or shut down an event on behalf of the Township of Armour and will have ultimate authority regarding decision-making on the part of the event organizer. Municipal representatives monitoring a liquor-licensed event shall be Smart Serve trained and competent in facility procedures.

Role of Event Organizer and / or Designate

The event organizer and / or designate is responsible for the conduct and management of the event, including, but not limited to:

- Compliance with the Municipal Alcohol Policy in addition to all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including, without limitation, the Liquor Licence Act of Ontario and its regulations.
- Organization, planning, set-up and clean-up of the event.
- Sufficient number of event workers.
- Training of designates and other event workers (all of whom must be 18 years of age or older).
- Posting the Special Occasion Permit (with any updates) in plain sight on the premises to which the permit applies or keep it in a place where it is readily available for inspection.
- Alcohol sales and service including the choice of beverages in order to avoid the supply of fortified or extra strength drinks.
- Ensuring that no one consumes alcohol in unauthorized locations.
- The safety and sobriety of people attending the event including those persons asked to leave to control the event.
- Safe transportation options (e.g., designated drivers, taxis).
- Response to emergencies.

The event organizer **MUST** read and sign the Special Occasion Permit Holder Agreement (**Appendix “B”**) to indicate that they understand their responsibilities.

The event organizer must provide a copy of the Special Occasion Permit (if applicable) and any updates to the Township of Armour prior to the start of the event.

The event organizer and / or designate must attend the event for the entire duration including clean up after the event and be responsible for decisions regarding the actual operation of the event.

Rationale: The event organizer is responsible for the behaviour of event participants and guests. The Liquor Licence Act of Ontario and its regulations and the Alcohol and Gaming Commission of Ontario's policies are established to ensure sensible and safe use of alcohol. The Township of Armour regulations are established to ensure safety of participants and responsible use of the facility.

The event organizer and the Township of Armour must ensure the physical setting is safe at all times.

1.3 Definitions

Alcohol and Gaming Commission of Ontario (AGCO)

For more information – www.agco.on.ca/en/about/index.aspx

Caterer's Endorsement

A liquor sales licence authorizing the applicant to sell and serve liquor for an event held on premises other than the premises to which the liquor sales license applies.

Event

For the purposes of this policy, an event is any gathering held at a municipal facility at which alcohol will be served and / or sold. They may include weddings, showers, dances, barbeques, birthday parties and any other event where alcohol will be served. The duration of the event includes event set-up, operation and clean-up. Events involving alcohol may be under a Special Occasion Permit.

Public Events - A public event is one which is open to the public to attend and is conducted by a registered charity or not for profit entity or an event of municipal, provincial, national or international significance.

Private Events - A private event is one which is not open to the public.

Outdoor Event - An outdoor event is one at which any alcohol is consumed in an outdoor space (including pavilions or temporary structures).

Event Organizer

Any person, who is 19 years of age or over, seeking to hold an event that involves the sale and / or service of alcohol at municipal premises. The event organizer (which term shall include the Special Occasion Permit holder and any designate) are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy and the Liquor Licence Act of Ontario and its regulations at the event. They assume responsibility and liability for the entire operation of the event. The event organizer **MUST** read and sign the Special Occasion Permit Holder Agreement (**Appendix "B"**) to indicate that they understand their responsibilities.

Event Worker

Any person, who serves or sells liquor, or is involved in an event where alcohol is served on municipal property. All event workers have a responsibility in the operation of the event and shall not consume or be under the influence of alcohol for the entire duration of the event. In addition to the event organizer and permit holder, event workers may include the following:

Floor Supervisor - A paid / volunteer person(s) appointed by the event organizer, who is over the age of 18 and who has satisfactorily proven to the event organizer that she / he will act in accordance with the Municipal Alcohol Policy. A floor supervisor talks with participants, monitors patron behaviour, monitors for intoxication and underage drinkers, responds to problems and complaints, assists door monitors when necessary, removes intoxicated persons, and arranges safe transportation.

Door Monitor - A paid / volunteer person(s) appointed by the event organizer, who is over the age of 18 and who has satisfactorily proven to the event organizer that she / he will act in accordance with the Municipal Alcohol Policy. A door monitor checks identification (**Appendix “C”**) and for signs of intoxication, keeps out intoxicated and troublesome individuals, arranges for coat checking, monitors for those showing signs of intoxication when leaving the event, and arranges safe transportation.

Server / bartender - A paid / volunteer person(s) appointed by the event organizer, who is over the age of 18 and who has satisfactorily proven to the event organizer that she / he has been trained by a recognized alcohol server training course to include Smart Serve and / or the Server Intervention Program. A server accepts tickets for the purchase of alcoholic drinks, serves drinks, monitors for intoxication and underage drinkers, refuses service when patron appears to be intoxicated or near intoxication, offers a non-alcoholic substitute and co-ordinates with event staff.

Ticket seller - A paid / volunteer person(s) appointed by the event organizer, who is over the age of 18 and who has satisfactorily proven to the event organizer, that she / he will act in accordance with the Municipal Alcohol Policy. A ticket seller sells alcohol tickets to a maximum of four per person per purchase, monitors for intoxication and underage drinkers, refuses sale to patrons at or near intoxication, refunds tickets on request.

Liquor Licence Act

Each province or territory has a Liquor Licence Act which outlines the laws regarding the sale and service of alcohol. (<http://www.agco.on.ca/en/whatwedo/index.aspx>)

Licensed Security

Security personnel monitoring entrances and patrolling licensed areas must be licensed under the Private Security and Investigative Services Act, to ensure the safety and security of the establishment, its employees and patrons. For more information go to – www.agco.on.ca.

Municipal Alcohol Policy

A local policy for municipalities to manage events held at municipally-owned facilities and properties when alcohol is sold and / or served.

Municipal Properties

All municipally owned or leased lands, buildings and structures.

Municipal Representative

Township of Armour staff or a designate that attends and monitors the event on behalf of the Municipality and ensures all components of the Municipal Alcohol Policy are met.

Religious Function

A religious occasion does not include events like a “stag and doe”, anniversaries or birthdays.

Smart Serve

The Smart Serve Training program offered by Smart Serve Ontario (<http://www.smartserve.ca>) is designed to train staff and volunteers who work in areas where alcohol is sold and / or served, such as in bars, restaurants, banquet halls and other public facilities. The Smart Serve Program is the only server training program that is recognized by the Alcohol and Gaming Commission of Ontario and approved by this policy.

Special Occasion Permit

A liquor licence issued by the Alcohol and Gaming Commission of Ontario for one-time social events where alcohol will be sold and / or served (http://www.agco.on.ca/en/services/permit_special_gpb.aspx).

Special Occasion Permit Holder – is an individual who signs the application for a Special Occasion Permit to sell and / or serve alcohol. A SOP holder can assign a designate. A designate is a person(s) appointed by the SOP holder, and acceptable to the Township of Armour who is over the age of 19 and who has satisfactorily proven to the SOP holder that she / he will act in accordance with the Municipal Alcohol Policy. The event organizer, the SOP holder and / or designate are responsible for the safety and sobriety of people attending the event as well as compliance with the Municipal Alcohol Policy and the Liquor Licence Act of Ontario

and its regulations at the event. They assume responsibility and liability for the entire operation of the event.

Standard Drink

The Low Risk Alcohol Drinking Guidelines define a standard drink as a serving of liquor by volume and type, as follows:

- 12 oz. or 341 ml. of beer, cider or cooler with 5% alcohol content, OR
- 5 oz. or 142 ml. of wine with 12% alcohol content, OR
- 1.5 oz. or 43 ml. of distilled with 40% alcohol content.



Section 2: Designation of Properties and Events

2.1 Designation of Properties

The consumption of alcoholic beverages is prohibited in facilities and property owned or jointly controlled by the Township of Armour listed in **Appendix “A”**. The Township of Armour may change the designation of any site at its discretion.

The Township of Armour and / or jointly controlled facilities and property that are designated as suitable for Special Occasion Permit functions are listed in **Appendix “A”**.

Rationale: Alcoholic beverages are only allowed in facilities designated as being suitable for conducting a Special Occasion Permit function. Many of the areas noted as not suitable are regarded as inappropriate to provide approval for a permit by the Alcohol and Gaming Commission of Ontario.

2.2 Designation of Events

The serving of alcohol shall not be permitted at any events where the focus of the event marketing is for youth under 19 years of age.

Rationale: The deciding factor for events involving alcohol will be determined by the focus of the events. Those events where the primary focus involves minors will not be allowed. Non-consumption by participating adults provides a positive example for young people.

Section 3: Conditions for Events Involving Alcohol

3.1 Insurance

The event organizer must provide proof of insurance by way of submitting an original Certificate of Liability Insurance to the Township of Armour before occupying municipal premises for the event. The Certificate of Liability Insurance must be in effect for date(s) where municipal property is being used or occupied by the event organizer including, without limitation, set-up and take-down. Failure to provide proof of liability insurance at least 14 days prior to the start of the event will void the rental. The Township of Armour reserves the right to amend the insurance and provisions required at any time.

Rationale: Case law indicates that judges and juries are sympathetic toward the injured plaintiff. Special occasion permit holders, the Township of Armour, the event organizer and volunteers could be named in a lawsuit. Municipalities can be jointly liable and could end up paying the predominant share of an award to a plaintiff should the event sponsor be uninsured.

The Certificate of Liability Insurance shall:

- Provide proof of a minimum of two million dollars general liability insurance issued by an insurance company satisfactory to the Township of Armour that is licensed to carry on business in Ontario and which must at minimum include the following:
 - a) The Township of Armour (Township of Ryerson and Village of Burk's Falls when facility being rented is a jointly owned facility) shown as an additional insurer(s) to the policy;
 - b) Coverage for bodily injury and property damage liability;
 - c) A liquor liability endorsement;
 - d) Personal injury liability;
- Show that coverage is in effect on the date(s) of the event.
- Be delivered to the supervisor having operational jurisdiction at the event location at least 14 days prior to the start of the event.

3.2 Advertising

All advertising must comply with the Alcohol and Gaming Commission of Ontario advertising policies and guidelines. Alcohol and Gaming Commission of Ontario policy states that, a permit holder for a private event special occasion permit is not permitted to advertise or promote liquor or the availability of liquor.

At events where children and youth are allowed entry, the event organizer shall not allow promotional advertising of alcoholic beverages' names, brands or manufacturers.

Rationale: Alcohol advertising influences people of all ages (including youth) to consume alcohol.

3.3 Event Worker Training and Staffing Levels

The event organizer is responsible to:

- Ensure event workers are in attendance and as needed to monitor, manage and control the event;
- Ensure event workers wear an identification (I.D.) name tag and / or clothing which are highly visible in a crowd so that they can be easily identified. (Provision of this identification and clothing is the responsibility of the event organizer and / or designate).

It is mandatory that all event workers are Smart Serve trained and recommended they have Safer Bars training or de-escalation of violence training.

The event organizer, door monitors, floor supervisors, and servers **shall not consume alcohol** during or after the event is concluded, nor shall they be under the influence of any alcohol or other substance during the event.

*Rationale: Event workers must be adequately trained, prepared, available, and monitoring for the duration of the event. Having clearly identifiable event workers ensures that participants can quickly contact an event worker should problems occur. Smart Serve training provides education on signs of intoxication and will assist in the important task of preventing problems before they occur. The law clearly states that the special occasion permit holder has a “duty to control” – that is, to protect participants from foreseeable harm to themselves or others. Event workers **must not consume alcohol** since, if an incident were to occur, it would be difficult to demonstrate control.*

It is the responsibility of the event organizer to ensure there are sufficient door monitors (monitoring all entrance and access points to ensure controls are properly managed) and floor supervisors assisting in managing a person who is refused sale, crowd control and de-escalations of violence:

- The entrance to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times. These persons shall further observe individuals that may be attempting to enter the premises that appear to be intoxicated or have a history of causing problems at events.
- The event organizer has the right to deny entry to any individual.
- When persons under the age of majority are found to have consumed or to be consuming alcohol at an event where alcohol is served, the authorities may be called.

Rationale: Monitoring all access points to the licensed area is necessary to prevent underage, disruptive or intoxicated people from entering an event and considerably reduces the likelihood of problems occurring. It is best practice to have the entrance to the event

monitored by responsible person(s) meeting the age of majority requirements at all times as this requires someone mature.

Minimum event worker numbers are required on an event worker versus guest ratio basis as described in the table “Guest to Event Worker Ratios”. The Township of Armour reserves the right to adjust the minimum number or types of event workers on an event-by-event basis. This includes the provision of both police and / or licensed security.

Guest to Event Worker Ratios

Number of Guests	Minimum Number of Event Workers				Minimum Number of Security
	Bartenders	Door Monitors*	Floor Supervisors**	Ticket Sellers	Licensed Security Workers
Up to and including 100	1	1 for every exit	1	1	
101 to 200	2	1 for every exit	2 (+1 for outdoor events)	1	
201 to 300	2	1 for every exit	3 (+1 for outdoor events)	2	(1 for outdoor events)
301 to 400	3	1 for every exit	3 (+1 for outdoor events)	2	(1 for outdoor events)
401 to 500	3	1 for every exit	4 (+1 for outdoor events)	2	1 (+1 for outdoor events)
501 to 600	4	1 for every exit	5 (+2 for outdoor events)	3	1 (+1 for outdoor events)
601 to 700	4	1 for every exit	6 (+2 for outdoor events)	3	2*** (+1 for outdoor events)
701 to 800	5	1 for every exit	7 (+2 for outdoor events)	3	2*** (+1 for outdoor events)
801 to 900	5	1 for every exit	7 (+2 for outdoor events)	4	3*** (+1 for outdoor events)
901 to 1000	6	1 for every exit	8 (+2 for outdoor events)	4	3*** (+1 for outdoor events)

*All access points to the licensed area must be monitored. Each venue will require a varying number of door monitors depending on the layout of the venue.

** The event organizer or official designate can be a floor supervisor.

*** For events over 600 guests, at least 50% of the required licensed security workers shall be paid duty police officers.

For any event that allows admittance to minors, additional floor monitors may be required.

For all outdoor events and all events with more than 1,000 guests, an operational plan must be developed with the Alcohol and Gaming Commission of Ontario and the Township of Armour in order to ensure that all aspects of public safety are addressed (including Emergency Medical Service (ambulance), fire, security, etc.). The operational plan must be submitted to the Township of Armour at least 30 days prior to the event. (e.g., Emergency Medical Service (ambulance), fire, security, etc.). All costs associated with preparing and complying with security and operational plans shall be borne by the event organizer and / or designate unless otherwise agreed upon in writing by the event organizer and the Township of Armour representative.

Required licensed security or paid duty police officers for any events are the responsibility of the event organizer and all costs associated therewith shall be borne by the event organizer.

Rationale: The presence of security and / or paid duty police officers can act as a deterrent to potential disruptive behaviour.

3.4 Enforcement Procedures

If drunkenness, riotous, quarrelsome, violent, and aggressive and / or disorderly conduct or unlawful gaming is observed at the event, the organizer and their event workers shall:

- First ask the offending person to leave, and
- If the individual refuses to leave, call the Police.
- Seek any necessary assistance to maintain control and management of the event and ensure the safety and protection of persons, including event workers.

The event organizer, event worker or municipal representative must notify the Police if they observe signs that a situation is getting out of control.

Rationale: The law clearly states that the event organizer has a “duty to control” – that is, to protect participants from foreseeable harm to themselves or others.

3.5 Prevention Strategies

The following controls and prevention strategies related to selling and serving alcohol shall be in place:

- Alcohol shall not be served to anyone under the age of 19 (minors). Minors are not allowed to consume alcohol on the premises. Outdoor public events which allow admittance to **minors** must implement a wrist band policy or have a fenced licensed area where alcohol is only served to and consumed by those 19 years of age and

older. Additional floor monitors are recommended if alcohol is being served in the presence of minors. Event workers shall ask anyone who appears to be under the age of 30 for valid photograph identification (see **Appendix “C”**).

- Alcohol shall not be served to anyone who may appear intoxicated.
- Closing time is 1:00 a.m. excluding New Year’s Eve when closing time will be 2:00 a.m. Ticket sales and alcohol service shall cease at least 45 minutes prior to the end of the licensed period of the event. 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 event as listed on the Special Occasion Permit.
- Last call shall not be announced.
- Separate tickets for alcohol must be sold at all public events. Ticket sales for alcohol shall be limited to 4 tickets at one time per person. Unused tickets for alcoholic beverages can be redeemed at any time during the event.
- Alcoholic service shall be limited to two drinks per person at one time. Alcohol cannot be left available for self-serving.
- Drinks MUST be served in soft plastic cups and a different colour of soft plastic cup shall be used for non-alcoholic drinks. For formal dinner settings, glass vessels may be used for serving / consuming alcohol. Glass must be removed at the conclusion of the dinner.
- All outdoor licensed areas are required to have a barrier at least 0.9 metres high (3 feet). Higher barriers and additional criteria may be required at the discretion of the Township of Armour.

Rationale: Last call usually results in high and rapid consumption and results in high blood alcohol levels which may peak after an event and lead to impaired driving. Selling tickets slows down the rate of consumption as people are required to make two stops before getting their drinks. Selling tickets provides ticket sellers and bartenders with the opportunity to look for signs of intoxication and to read the climate of the event. By limiting the number of tickets per purchase, event workers are provided with additional opportunities to verify the sobriety of patrons. Redeeming unused tickets could help avoid a confrontation with a patron who may be nearing intoxication but who wishes to purchase additional drinks in order to get his / her money’s worth. Should a drink be dropped, plastic cups do not break. If a patron becomes belligerent, a broken beer bottle could be used as a weapon.

The following controls and prevention strategies related to types of available drinks shall be in place:

- Event workers are to encourage patrons to consume food, non-alcoholic and low alcohol beverages. Non-alcoholic drinks must be available at no charge or at a cost much lower than that of drinks containing alcohol.
- Identified designated drivers receive free non-alcoholic drinks (such as coffee, pop, juice).

- At least 30% of the available alcohol consists of low-alcohol beverages (e.g., 4% and 2.5% beer).
- No fortified drinks or extra-strength drinks shall be sold. Beer products with more than 5% alcohol, wine products with more than 12% alcohol and spirits with more than 40% alcohol, are considered “fortified” alcohol products. Beer and coolers are not to exceed 5% alcohol content (standard drink measure).
- Pre-made alcoholic drinks, such as Jell-O shooters and punches, etc. are **NOT** allowed.
- There must be sufficient food available for those in attendance. Food must be available beginning no later than 9:00 p.m. and must not be removed until the bar closes. Food available is not satisfied by snack foods such as chips, peanuts, popcorn.
- No energy drinks (with or without alcohol in them) shall be sold.
- Homemade alcohol shall not be allowed by any Special Occasion Permit function, with the exception of homemade wine or beer at a religious function listed under a NO SALE reception permit, as defined by the Alcohol and Gaming Commission of Ontario. Where wine is provided with a meal, a non-alcoholic substitute (such as water, pop or juice) must be provided to ensure that children and abstainers are included in toasting the celebrants.
- No person shall be allowed to bring in their own alcohol to the event or allowed to pour their own alcoholic drinks.
- Alcohol shall not be offered as a prize in a contest. A lottery license is required if raffling alcohol (charities only). Gift cards for the LCBO are allowed as an exception.
- Marketing practices which encourage increased consumption of alcohol (e.g., oversized drinks, double shots, pitchers, drinking contests, Jell-O shooters, volume discounts) are not permitted.

Rationale: The availability of non-alcoholic beverages supports designated driver initiatives and a safe transportation strategy. Low alcohol drinks can reduce the consumption of alcohol and reduce the likelihood of intoxication and impaired driving while permitting participants to socialize throughout the evening without becoming intoxicated. Consumption of energy drinks may mask signs of intoxication and should not be mixed with alcohol. Jell-O shooters may not be standard serving size and intoxication may occur at a faster rate.

3.6 Safe Transportation

Event organizers are responsible to take the necessary steps to reduce the possibility of impaired driving. As a condition of rental, the event organizer must have a Safe Transportation Strategy in effect. Elements of a Safe Transportation Strategy could potentially include:

- Providing non-alcoholic beverages either at no charge or at a cost much lower than that of drinks containing alcohol.

- Providing alternate means of transportation for those who are suspected to be intoxicated (i.e., call a friend, relative, or taxi).
- Calling police if someone who is suspected to be impaired cannot be convinced to use alternate transportation.
- Providing a designated driver program which encourages and identifies designated driver.

The designated driver program and relevant local taxi phone numbers must be prominently posted. Alternate means of transportation shall be provided for all those suspected to be intoxicated. All advertising for the event should indicate that a designated driver program is in effect.

Rationale: A Safe Transportation Strategy helps to ensure that no one who is the driver of a motorized vehicle is impaired when leaving an event from a municipal facility.

3.7 Signage

During events where alcohol is served, the following signage, which is approved by the Township of Armour, shall be displayed in prominent locations:

Signage at one or more prominent places in the licensed / bar area:

Please drink responsibly.

- Bartenders reserve the right to refuse service. Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.
- Bartenders cannot serve alcohol to anyone under 19 years of age. Proper I.D. must be presented to event staff when requested.
- You can only be served a maximum of two alcoholic drinks at any one time.
- You may redeem unused tickets for cash anytime during the event.
- There will be no "LAST CALL".

Signage at one or more prominent places in the licensed / bar area:

If there is an emergency call 9-1-1

For a non-emergency, please call Burk's Falls Police Department at 705-382-2015.
You are at (space for the name and address of facility for emergency response)

Signage to be posted at the boundaries of the licensed / bar area:

No alcohol beyond this point.

Thank you for not drinking and driving.

Call a friend, relative or taxi.
The R.I.D.E. program is in effect in our community.
Use a designated driver.

Other signs to be posted in one or more prominent places in the licensed / bar area:

Sandy's Law Sign (regarding alcohol and pregnancy)

"What is a standard drink?" sign

Low Risk Alcohol Drinking Guidelines sign

Where applicable, the event organizer shall post the Special Occasion Permit (with any updates) in plain view on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection.

Rationale: Signs provide direction to guests and provide support to servers and supervisors. Servers are required by law not to serve an intoxicated person, nor to serve anyone to the point of intoxication.

Section 4: Infractions and Violations

4.1 Duty to Report

The event organizer has the duty to report the municipal representative issues with details of any incident that:

- The event organizer and / or designate are aware of or has been made aware of any Liquor Licence Act of Ontario or Municipal Alcohol Policy violations.
- Where an Alcohol and Gaming Commission of Ontario Inspector under the Liquor Licence Act of Ontario has reported any incident or violation.
- Involves bodily injury or property damage.

Police shall be informed by the 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 municipal property secure or safe for use. The Township of Armour representatives shall report any infraction of this policy to the police and / or Alcohol and Gaming Commission of Ontario whenever they believe such action is required.

Rationale: The law clearly states that the permit holder has a "duty to control" – that is, to protect participants from foreseeable harm to themselves or others. Although police will be called if a situation becomes risky, it is the responsibility of the event organizer to ensure proper management of an event.

4.2 Failure to Comply and Penalties

Where there has been a failure to comply with the Liquor License Act of Ontario, the police or the Alcohol and Gaming Commission of Ontario inspector may intervene for enforcement purposes and may, at their discretion or other authority, terminate the event. The Township

of Armour may similarly cancel, intervene or terminate the event for violations of the Municipal Alcohol Policy. 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 property, maintaining insurance, any conditions of insurance, and providing safe transportation options.

Regardless of the reason for termination of the event, The Township of Armour will not be responsible for any compensation to the event organizer and / or designate or affected persons of their resulting financial, or other losses.

The Township of Armour shall subsequently inform the event organizer and / or designate and any organization they represent, via registered letter, that there has been a violation of the policy and 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 in a municipal property or facility;
- Loss of any future use or rental of any or all municipal properties;
- Individual ban or suspension of persons involved in the infractions from any or all municipal properties for any term.

Rationale: The event organizer needs to be aware of the consequences of not following the Municipal Alcohol Policy or Liquor License Act of Ontario regulations.

Section 5: Policy Review

The Municipal Alcohol Policy shall undergo an annual review based on change within the industry standards and shall be updated as required.

Rationale: Reviewing this policy regularly permits policy changes to meet the changing community needs, the addition of new facilities, new program demands, as well as any future changes to the Liquor License Act of Ontario and its regulations.

The Township of Armour reserves the right to make discretionary changes to this Municipal Alcohol Policy at any time, and will advise the event organizer of any such changes prior to the event.

Appendix “A” – Designation of Properties

The Township of Armour and / or jointly owned facilities and property NOT eligible for Special Occasion Permit Events

Berriedale Community Centre
Township of Armour Municipal Garage
Parking Lots
Open Parks and Playground areas
Athletic Playing Fields
Beaches
Spectator areas of Arena’s and dressing rooms / change rooms
Burk’s Falls & District Fire Hall

The Township of Armour and / or jointly owned facilities and property eligible for Special Occasion Permit Events

Armour Township Municipal Office – Wine and Cheese Events Only
*Burk’s Falls, Armour and Ryerson Union Public Library – Wine and Cheese Events Only
*Armour, Ryerson and Burk’s Falls Arena Karl Crozier Community Hall
*Armour, Ryerson and Burk’s Falls Arena Floor Surface
*Armour, Ryerson and Burk’s Falls Arena Outdoor Beer Tent
*Katrine Community Centre Seniors Room – Wine and Cheese Events Only
*Katrine Community Centre
*Katrine Community Centre Outdoor Beer Tent

* Not directly operated by the Township of Armour

Appendix “B” – Special Occasion Permit Holder Agreement

Name of Organization: _____

Name of Permit Holder: _____

Special Occasion Permit Number: _____

Certification:

1. The Permit holder has received and reviewed a copy of the Township of Armour Municipal Alcohol Policy.
2. The Permit holder understands and agrees to adhere to the terms and conditions of the Township of Armour’s Municipal Alcohol Policy and the provisions of the Liquor Licence Act of Ontario and the regulations thereunder.
3. The Permit holder understands that if an infraction of the Municipal Alcohol Policy occurs, the Township of Armour may warn or suspend the organization from Special Occasion Permit privileges at Municipal facilities for one year, or more than one year.
4. The Permit holder understands that he / she can be held liable for injuries and damage arising from failure to adhere to the Liquor Licence Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
5. The Permit holder understands that the Police and / or Liquor Licence Inspector can lay charges for infractions of the Liquor Licence Act of Ontario or other relevant legislation. Assistants to the Fire Marshall can lay charges for failing to comply with the Ontario Fire Code. The Alcohol and Gaming Commission will also lay charges for failing to comply with any other legislation.

SIGNATURE: _____

Permit Holder

Phone: _____

Address: _____

OFFICE USE ONLY

Agreement received by: _____

Date: _____

Appendix “C” - Checking Identification (ID)

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 birthdate.

Note: By law, no one can be required to produce their Ontario Health Card, nor can their health number be collected.

Some forms of acceptable ID include:

- Ontario Driver’s Licence;
- LCBO BYID (Bring Your Identification) card;
- Canadian Armed Forces Identification Card;
- Photo card issued under the Photo Card Act, 2008;
- Canadian Citizenship Card with photograph;
- Canadian Passport;
- Permanent Resident Card (Canadian); or
- Secure Indian Status Card (Canadian).

Tips for Checking ID

- Ensure you are in a well-lit area.
- Take your time and examine the ID closely – check the photo, date of birth 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 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 photograph placed on top of the original and re-laminated.

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 the cardholder turns 19. The cards will have an “AGE 19” banner followed by the exact date the card holder turns 19.