



The Corporation of the Municipality of Red Lake

## PROTECTION TO PERSONS & PROPERTY POLICY MANUAL

<b>Subject:</b> Municipal Alcohol Policy	<b>Approval Date:</b> June 22, 2015	<b>By-Law No.</b> 1832-13 <i>Amended by By-Law No. 42-2015</i>
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### 6.3 MUNICIPAL ALCOHOL POLICY

See Attached.

THE CORPORATION OF THE MUNICIPALITY OF RED LAKE



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## MUNICIPAL ALCOHOL POLICY

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Effective June 22<sup>nd</sup>, 2015

## TABLE OF CONTENTS

Goal of the Policy .....	1
Policy Objectives .....	1
Municipal Facilities Eligible/Not Eligible for Special Occasions Permits .....	2
Events Not Eligible for Special Occasion Permits.....	2
Youth Admittance to Adult Events.....	2
Municipally Significant Events.....	3
Signs.....	3
Server Training (Smart Serve).....	3
Provide Non-Alcoholic Beverages.....	3
Safe Transportation.....	4
Controls.....	4
Insurance.....	6
Consequence of Non-Compliance.....	6
Review.....	7
Appendix "A" – Agreement Form.....	8

## **GOAL OF THE MUNICIPAL ALCOHOL POLICY**

The Municipality of Red Lake wants residents and visitors to enjoy our parks and facilities. Through the efforts of the people of The Corporation of the Municipality of Red Lake, the community offers a variety of unique recreational experiences for people of all ages.

In order for as many people as possible to enjoy our facilities in a manner that ensures the health and safety of the participants and the protection of municipal facilities, a policy for the orderly use of alcohol during events and functions is recommended. The following outlines these recommendations.

## **POLICY OBJECTIVES**

1. To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally owned facilities in order to ensure that all Liquor Control Board of Ontario (LCBO) and the Alcohol and Gaming Commission of Ontario (AGCO) legislation pertaining to Special Occasion Permits is properly understood and strictly complied with.
2. To ensure proper supervision and proper operation of Special Occasion Permit events in order to protect The Corporation of the Municipality of Red Lake and its Staff from liability arising there from, and to assist event sponsors in doing so by providing guidelines for proper supervision and proper operation of Special Occasion Permit events.
3. To encourage and reinforce responsible, moderate drinking practices for consumers through development of appropriate operational procedures, controls, training and education.
4. To respect and honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.
5. To provide for a balanced use of alcohol through Special Occasion Permits so the alcohol becomes a responsible part of a social function rather than the reason for it.
6. To provide a balance of wet and dry facilities and programs in order to ensure that consumers, abstainers, adults, youths and families will be adequately serviced and protected.

## **SPECIAL OCCASION PERMIT ELIGIBLE/NON-ELIGIBLE FACILITIES**

Municipal Facility	
Eligible	Not Eligible
Centennial Park	Balmertown Outdoor Rink (ice surface)
Dan Kutcheran Memorial Ball Field	Cochenour Beach
Cochenour Arena (ice surface & foyer only)	Day Care Centres/Early Year Centres
Cochenour Ball Field	Ferry Shelter
Cochenour Community Hall	Lavery Park
Cochenour Soccer Field	Public Works Garages
Fire Halls	Red Lake Medical Clinic
Kinsmen Beach	Red Lake District Cemetery
McKenzie Island Ball Field	Sandy Point Beach
Municipal Office	Water Treatment Plants
Norseman Park	Woodland Cemetery
Rahill Beach	
Red Lake Airport	
Red Lake Community Centre	
Red Lake Outdoor Rink (ice surface)	
Red Lake Public Library Building	
Red Lake Regional Heritage Centre	
Streets/Road/Lane & Parking Lots *	
Town Square	

The Cochenour Arena and the Outdoor Rink ice surfaces are only eligible during non-skating seasons.

This Municipal Alcohol Policy applies to all events sponsored by the Municipality. This Municipal Alcohol Policy also applies to everyone using Municipal property or facilities.

\*Street parties/Red Lake Airport are designated as not suitable for a Special Occasion Permit with the exception of a function/event, which is sponsored, approved or designated a Municipal Significant Event by the Municipality.

### **EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS**

All youth events and all minor sports events, including banquets, are designated as non-special occasion permit events.

### **YOUTH ADMITTANCE TO ADULT EVENTS**

The Liquor License Control Board of Ontario legislation will determine youth admittance.

## **MUNICIPALLY SIGNIFICANT EVENTS**

Public events must be considered “municipally significant” and are to be authorized by a letter through the Office of the Clerk, Council of the Municipality of Red Lake delegates its authority to the Clerk to issue, at the Clerk’s discretion, the necessary approval letters for the Alcohol and Gaming Commission of Ontario to issue Special Occasions Permits to various persons or organizations as required for events taking place on municipal property in accordance with the Municipal Alcohol Policy. *A duly authorized letter from the Clerk’s Office shall suffice where a Council resolution is required to be included with the permit application.*

## **SIGNS**

Signs with the following wording are provided by the Municipality and must be prominently displayed:

“Our servers are required by law to refuse to serve anyone who appears to be under the influence of an intoxicant. We are pleased to provide alternative beverages.”

“The Ontario Provincial Police RIDE Awareness Program thank you for helping to Reduce Impaired Driving Everywhere in the Municipality. We look forward to personally thanking you at one of our spot checks for leaving this event a sober driver.”

“Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.”

“No alcohol beyond this point”

“Photo ID Required”

## **SERVER TRAINING (SMART SERVE)**

In order to be eligible to rent a Municipal Facility, the event sponsor must demonstrate to the satisfaction of the Municipality that all event servers have attended a recognized Server Training Course and have been trained in responsible server techniques (Smart Serve). The holder of the Smart Serve must have a current card.

## **PROVIDE NON-ALCOHOLIC BEVERAGES**

Non-alcoholic beverages shall be provided at all events at no charge or at a cost significantly lower than that of the cost of drinks containing alcohol. An adequate supply of food must be available to persons attending the event.

## SAFE TRANSPORTATION

Prior to receiving rental privileges of municipal facilities for Special Occasion Permit functions, event sponsors must demonstrate, to the satisfaction of the Municipality, that a Safe Transportation Strategy will be implemented.

## CONTROLS

In order to be eligible to rent a Municipal Facility for a Special Occasion Permit event, the event sponsor must demonstrate, to the satisfaction of the Municipality, that the Municipal Alcohol Policy is understood; that the following regulations will be strictly observed; and that sufficient controls are in place, which will assist in ensuring compliance to the policy. These controls will include the following:

1. The sponsor must abide by the rules of the Municipal Alcohol Policy.
2. The event sponsor must obtain a Special Occasion Permit from the Liquor License Board of Ontario and must show proof of this to the Municipality **prior** to the event.
3. The event sponsor is required to post the permit and the levy receipts at the location where the event is being held.
4. Before and during their shifts, all event workers must refrain from consuming alcohol.
5. The event sponsor, or their designate must prevent patrons from engaging in activities that can harm themselves or others.
6. At least one municipal representative **with authority to demand correction and/or to shut down an event on behalf of the Municipality** will be available and/or on call, and may check all Special Occasion Permit Events.
7. Marketing practices, which encourage increased consumption, such as oversize drinks (3 oz. or more per glass), drinking contests, and volume discounts are not permitted.
8. The Municipality, at the sole discretion of Council, reserves the right to require the presence of two (2) security officers for a minimum of four (4) hours at an outdoor event where there will be **more than 300 patrons**, the cost of which will be borne by the sponsoring group or individual.
9. There will be no last call.



## **CONTROLS – Con't**

10. Whenever possible, police will be notified by the event sponsor of a potentially risky situation **before** the situation is out of control.
11. In order to reduce the risk of intoxication and the rate of consumption, the event sponsor shall provide non-alcoholic beverages.
12. Sale of tickets will cease ½ hour before the closing time specified on the Special Occasion Permit and the bar area will close at the time specified on the Special Occasion Permit.
13. All entertainment must be completed within 15 minutes after time specified as closing on the Special Occasion Permit.
14. Patrons must vacate the facilities within (½) **half of one hour** after closing.
15. All outdoor events must be surrounded by fencing with a minimum of 0.9 meters between each parallel fence.
16. Tiered seating is allowed at public events. **30 days notice** must be given to the Municipality and the ACGO (Alcohol and Gaming Commission of Ontario).
17. **Registered Charities** – Must provide the Municipality with a registered charity tax number.
18. **Not for Profit Organizations** – Must provide the Municipality with a copy of its Constitution and By-Laws.
19. **Individuals and Corporations** – To qualify for a public event, the event must be designated as a significant event. This designation can be obtained in the form of a resolution from Council. If the event is outdoors, you must notify the Municipal Clerk's Office, Fire Department, Northwestern Health Unit and the O.P.P. If a tent is to be erected, you must also contact the Chief Building Official.
20. A **minimum of 30 days** notice shall be given to those named in Control #19 for events under 5000 people and **60 days notice** for events over 5000 people.
21. The permit holder must abide by any and all policies, by-laws and regulations set forth by the Municipality, LCBO and the AGCO that may not be named in this document.
22. The holder of the liquor license is NOT to consume alcohol.



## **CONTROLS – Con't**

23. ID must be requested to confirm age of majority.
24. Disposable cups must be used (ie plastic), no glass allowed.
25. NO extra strength beer allowed (over 5%).

## **INSURANCE**

The sponsors of a Special Occasion Permit event, being held in a municipally owned facility, are required to provide proof, at least **ten (10) days** prior to the event, that they have purchased a MINIMUM of two million dollars in liability insurance.

## **CONSEQUENCE OF NON-COMPLIANCE**

Failure to comply with the Municipal Alcohol Policy may result in the loss of privileges dependent on the severity of the incident.

Event workers must report any infraction of this policy to the Municipality within 24 hours or the start of the next business day.

Event workers must report any infraction that requires police involvement to the police and Municipality immediately.

If the permit holder does not correct the infraction(s), and the police are in attendance, the police may close down the event.

## **SHORT TERM PENALTIES**

All reported infractions will be reviewed by the Municipality.

If determined by the Municipality, a letter will be sent describing the infraction to the permit holder, informing that rental privileges may be revoked.

## **LONG TERM PENALTIES**

Renting privileges will be discontinued to any permit holder not adhering to all the MAP policies.

## **REVIEW**

This policy was last reviewed on September 10, 2012.

The Parks and Recreation Supervisor, in consultation with the Clerk and the CAO shall have authority to approve minor deviations to the Municipal Alcohol Policy, based on technical grounds, on an event-by-event basis.

Major amendments to the Municipal Alcohol Policy shall be recommended to Council for consideration.

This policy shall be reviewed annually.



**APPENDIX "A"**

**AGREEMENT FORM**

**SPECIAL OCCASION PERMIT HOLDER**

1. I have received and reviewed a copy of the Municipality of Red Lake's Municipal Alcohol Policy for Special Occasion Permit Holders.
2. I understand that I must adhere to the conditions of the Municipal Alcohol Policy and the Liquor License Act of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the Municipal Alcohol Policy of Red Lake, staff may take the appropriate action. This action may include immediate cancellation of the Rental Agreement, stoppage of the event and the notification of local authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor License Act of Ontario.
5. I understand and acknowledge that I must attend the event and be responsible for making decisions regarding the operation of the event.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name  
(if a Corporation, I have the authority to bind the Corporation)