



Policy Statement

The Town of Collingwood is committed to promoting a safe environment for all persons within municipal facilities through controlled measures governing the safe service and consumption of alcohol.

1. DEFINITIONS

Youth Event: An event where more than 50% of the participants are under the age of majority, or where the focus of the event is directed primarily to individuals under the age of majority.

2. PURPOSE

This policy has been developed to reduce alcohol-related problems that can arise from alcohol consumption, by discouraging the following behaviours:

- Drinking excessively to intoxication
- Operating a motor vehicle after or while consuming alcohol
- Underage drinking, individually or during public gatherings
- Drinking in areas or locations designated as prohibited

Concentration of our efforts to adhere to this policy will assist us in achieving a reduction in alcohol-related incidents.

This policy provides a management strategy for the control of alcohol on Town property that reflects the municipality's philosophy, considers the needs of the community and ensures the health and safety of participants and facilities where alcohol service and consumption may be permitted.

3. SCOPE

This policy is divided into three (3) sections:

- A. Designation of municipal property for Alcohol and Gaming Commission of Ontario (AGCO) and Liquor Control Board of Ontario (LCBO) Licenses.
- B. Specific conditions for alcohol use on municipal property
- C. Enforcement against policy violations

4. PROCEDURES

A. Designation of Municipal Property for AGCO Licenses

- Municipal property may be designated for alcohol use under a Special Occasion Permit (SOP) pending authorization through the Municipal Special Event Permitting process.
- For-profit SOP applicants will require a resolution of Council designating their event as one of Municipal Significance as per AGCO regulations.
- The Town of Collingwood will not permit the use of its facilities for alcohol consumption at any youth-focused event. Youth events and minor sport events including banquets are not permitted for alcohol consumption. Associated adult evening social events will be allowed, however, minors will not be permitted into these licensed events. This does not include private events such as weddings and anniversaries.
- The Town of Collingwood will not allow events sanctioned under a Tailgate Event Special Occasion Permit.
- Alcohol-related advertising is prohibited at all Town of Collingwood facilities that are frequented by youths. Examples of such advertising include but are not limited to patio umbrellas, clocks and posters featuring logos of beer or liquor companies.
- The Town of Collingwood recognizes that alcohol advertising is designed to encourage and promote the use of alcohol; it is illegal for those under the age of 19 to consume alcohol therefore it is better that advertising not promote its use in areas where young people frequent. Further, increased exposure to alcohol and drinking behaviour, through advertisements, can affect perceived social norms, and has been linked to earlier uptake of drinking behavior and an increased likelihood of related problems. Additional information and low risk drinking guidelines can be found at the Canadian Centre on Substance Abuse www.ccsa.ca.

B. Specific Conditions for Alcohol use on Municipal Property

The municipality is under no legal obligation to allow licensed events to be held on its property and therefore may impose conditions and restrictions in addition to those noted below, as it deems appropriate in the circumstances.

Adherence to Conditions:

- Event organizers wishing to serve alcohol at a designated site must first obtain an SOP from the LCBO. The SOP holder must ensure that all the conditions of the Liquor License Act, its Regulations, and any amendments to them are adhered to at the event.
- The SOP holder must ensure that all municipal policies and bylaws are adhered to at the event.
- The permit holder must sign the attached Municipal Alcohol Policy Agreement Form (Appendix One) that stipulates the conditions under which alcohol may be served.

Identification:

- The permit holder will accept only the following documents as acceptable for the purposes of identification to purchase or consume alcohol:
 - LCBO BYID Photo Card
 - Valid Driver's License
 - Canadian Passport
 - Canadian Citizenship Card
 - Photo card issued by the Alcohol and Gaming Commission of Ontario
 - Canadian Armed Forces Identification Card

Staffing:

- The Special Occasion Permit holder and the facility owner need to be alerted to the potential liability and attendant responsibility to prevent their participants and attendees from becoming intoxicated and to protect them from foreseeable harm.
- In order to provide a safe environment and control behaviour, event organizers must supervise all entrances and exits. By controlling entrances, unauthorized people can be prevented from entering an event. This may include, but is not limited to, those who appears to be underage, intoxicated, aggressive, or rowdy. This can considerably reduce the risk of a problem occurring.
- The permit holder must utilize bartenders (servers and sellers) who have completed the Smart Serve program or an LCBO recognized equivalent, and who are qualified and aware of their responsibilities, obligations and legal liabilities.
- Names, telephone numbers and Smart Serve card numbers for all certified event staff must be submitted using the attached form (Appendix Two). This listing must be submitted to the Town two (2) weeks prior to the event and must be posted at the event.
- Bartenders, bar ticket sellers, security personnel, event workers, and permit holders shall not consume alcohol during the event or be under the influence of any alcohol consumed before the event.
- The permit holder will ensure that bartenders are age of majority and do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event. Permit holders will ensure that any minors permitted to attend the event are not being served alcohol or gaining access to alcohol that is being served or stored on site while at the event.
- Monitors will supervise the event, encourage legal and moderate drinking behavior and ensure that any problems that arise are reported and dealt with appropriately.
- The Permit holder shall ensure that the occupancy load for the facility designated by the Collingwood Fire Department or Ontario Liquor Inspector is not exceeded during the event.
- The person signing the SOP must be present for the entire event or be represented by a named designate.

Security:

- The permit holder must 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 Liquor License Act are observed.
- All security personnel shall be clearly identifiable.
- The municipality requires Paid Duty police officers or a licensed private security company to be present at any event with an expected attendance of 100 or more people. Note: Effective as of August 23, 2007, the Private Security & Investigative Services Act, 2005 came into effect. This Act requires security industry workers to be licensed, including some that were not previously required to be licensed.
- Between the hours of 9:00pm and 1:00am private security is not sufficient and Paid Duty police officers must be on site.
- The OPP retains the right to assign additional Paid Duty officers to the event at their discretion. The OPP may also waive the Paid duty officers if the nature of the event is deemed not necessary for OPP presence.
- Events with an expected attendance of fewer than 100 may also require Paid Duty officers or licensed security at the discretion of the OPP. The ratio of police/security to event attendees shall be as close to 1:200 as possible. The cost of both police and security will be the responsibility of the Permit holder.
- In most cases, for both private and public events, the following Paid Duty staffing requirements will be imposed:

| | |
|-----------|---|
| <100 | At OPP discretion based on nature of the event |
| 100-500 | 2 minimum |
| 501-1000 | 4 minimum |
| 1001-1250 | 4 minimum plus 1 supervisor |
| 1251+ | As required through pre-consultation meeting with the municipality, the OPP, and the AGCO |

- A letter confirming the number of personnel and time period scheduled for the function from the OPP or Licensed Security Company must be provided two (2) weeks prior to the event to the PRC Department.
- The OPP Paid Duty Office requires sufficient notice of the event in order to secure the number of officers required. If the OPP are unable to secure the required Paid Duty personnel three (3) weeks prior to the event the permit holder will be required to contract security from a licensed security company.
- The Town of Collingwood reserves the right to require a fully detailed security plan be submitted in advance of any event proposed for municipal property.

- Under the Occupiers' Liability Act, municipalities and those renting municipal facilities are co-occupiers because they are in control of municipal premises, such as recreation facilities, and have the power to admit or exclude entrants.
- Occupiers must take reasonable steps to ensure that all people entering the event (e.g. event participants and rental groups) are reasonably safe while on the premises. The same legal obligation requires that co-occupiers take the necessary steps to prevent intoxicated patrons from injuring themselves or others who are on the premises.

Sale of Alcohol:

- Discounts will not be offered for multiple purchases.
- No more than four (2) drinks will be sold to any person at a given time.
- The sale of shooters is prohibited, along with any alcoholic drinks that promote excessive and accelerated drinking (oversize drinks, pitchers, drinking contests, volume discounts).
- Unused tickets purchased at the event may be redeemed for cash refund at any time during the event and up to 15 minutes after the bar closes. A sign must be posted in the bar and at the ticket sale or bar location that outlines the ticket sale rules.
- All bar sales will stop 15 minutes prior to the time the Liquor License expires.
- No person attending the event shall bring their own alcohol onto the premises.
- All alcohol must be purchased under the Special Occasion Permit at the LCBO or other sanctioned retailers. Receipts for liquor purchased must be posted at the bar.

Service of Alcohol:

- Liquor may only be sold and served at licensed events between the hours of 11:00am and 1:00am.
- There will be no self-serve events. A bartender is required for all events. Bartenders shall not serve any person at any time more than two (2) alcoholic beverages.
- Bartenders will not pour two of any one beverage into the same glass (no doubles).
- A Plan for the Service of Alcohol, including the types of containers to be used (bottles, cans, other) and the method of sales (tickets versus cash sales), will be requested as part of the Special Event Permitting process and certain restrictions may be applied.
- The Permit Holder shall ensure that alcohol which is sold or served on the premises is not removed from the premises by a person attending the event.
- No Last Call will be announced.
- The bar area shall close after the last person waiting for service is served, no later than 10 minutes prior to the time the SOP expires and in any event no later than 1:00am.

- All signs of consumption and service of alcohol including empty glasses shall be removed from sight within one (1) hour of the expiry of the SOP.
- The SOP must be posted by the bar. All smart serve certification and personal identification must be available and compliant to the paperwork submitted prior to the approval.
- Failure to comply with the above or with any aspect of the Municipal Alcohol Policy (refer to section 3 on Enforcement and Violation of Policy) could result in the Permit Holder or organization being prohibited from renting any Town of Collingwood facilities in the future. Where appropriate, OPP will be advised and charges could be laid.

Signage:

- The following signs will be clearly posted in the appropriate position and locations during the event:
 - Maximum person capacity
 - Acceptable forms of ID
 - Statement of intoxication: "It is against the law to serve customers to intoxication. For this reason servers are required to obey the law and not serve anyone to intoxication. Non-alcoholic beverages are available."
 - Identifying the low alcoholic and non-alcoholic beverages available at the event.
 - No last Call will be announced
 - All bar sales will stop 15 minutes prior to the time the Special Occasion Permit expires.
 - The bar area shall close no later than 1:00 a.m.
 - Unused tickets purchased at the event may be redeemed for cash refund at any time during the event and up to 15 minutes after the bar closes.

Low Alcoholic Beverages, Non Alcoholic Beverages, Food Options:

- The permit holder will ensure that a minimum of 30% of the alcoholic beverages offered consist of low alcohol options (i.e. low alcohol beer, light wine, and low alcohol spirits).
- Non-alcoholic beverages will be available at a lower cost than any alcoholic beverage.
- Food must also be available. Snack food is sufficient although more substantial offerings are preferred.

Additional Controls during the event:

- The permit holder or their designated person identified on the permit must attend the event, must not consume alcohol at the event and must be responsible for making decisions regarding the operation of the event.
- A copy of the SOP must be posted at the event in public view.
- All patrons must vacate the facility no later than one (1) hour after the time the SOP expires.

- If an area of the premises at a Special Occasion Permit event is restricted to those persons not consuming alcohol, such an area shall be clearly designated with signs.
- Marketing practices which encourage increased consumption of alcoholic beverages are strictly prohibited, including but not limited to the following:
 - oversized drinks
 - drinking contests
 - doubles or shots
 - volume discounts
 - discounting of drinks
 - alcohol raffles
 - alcohol presented as a prize for any interactive activity
- On the advice of the Simcoe Muskoka District Health Unit, the Town of Collingwood seeks to prohibit the mixing of alcohol and edible cannabis (including cannabis beverages) by event staff and discourages mixing by patrons. The permit holder is required to do whatever is possible to discourage the mixing of alcohol and edible cannabis by patrons. As an example, these measures might include messages on tickets for an event, posters at the event, or announcements during the event.

Safe Transportation:

- The permit holder will be responsible for promoting safe transportation options for the drinking participants, which may include but are not limited to the following:
 - Providing free non-alcoholic beverages for Designated Drivers
 - Providing Designated Drivers
 - Posting the phone numbers of local taxi companies
 - Renting a bus or employing a shuttle service to transport participants
- If a participant becomes intoxicated, the permit holder is responsible for making arrangements for the participant to be taken home safely. If, despite best efforts to detain an intoxicated participant, the participant insists on driving, the permit holder must call the OPP immediately.

Safe Environment:

- The proper management of an event remains the responsibility of the Special Occasion Permit Holder regardless if OPP are in attendance or are called to the event.
- A municipal employee with the authority to demand correction or the closure of an event on behalf of the municipality may be assigned to attend your event.
- Facility Staff will report any infraction of this policy to legal authorities whenever they believe such action is required.

Insurance:

- Where the permit holder is anyone other than the Town of Collingwood itself, the permit holder will obtain liability insurance, naming the Town of Collingwood as an additional insured party and will provide proof of such insurance coverage.
- The amount of insurance will be a minimum of five million dollars (\$5,000,000). Town officials reserve the right to review each application on a case by case basis and to conduct a risk assessment which may raise or lower this amount.
- The permit holder will indemnify and save harmless the Town of Collingwood, its employees, volunteers and Council members from all claims, costs and expenses arising from the permit event.

C. Enforcement Against Policy Violations

Infractions against the SOP, this policy, or the conditions of the Special Event Permit will result in consequences as outlined by the AGCO, the Town of Collingwood Special Event Permitting Process, and the Provincial Offences Act. Such consequences may range from charges under Provincial law to the Permit holder being denied future Event Permits.

5. GENERAL

Related appendices include:

- Appendix One – Municipal Alcohol Policy Agreement Form
- Appendix Two – Event Staff Smart Serve Verification Form

APPENDIX ONE

Municipal Alcohol Policy Agreement Form

This form must be completed and returned to the Parks Recreation & Culture Department with a copy of the valid Special Occasion Permit to complete the Town of Collingwood rental agreement and/or Municipal Special Event Permit application.

Name of Organization: _____

Name of Contact Person: _____

I acknowledge and agree that:

- I have received a copy of the Town of Collingwood's Municipal Alcohol Policy.
- I agree to adhere to the conditions of this policy and the Liquor License Act of Ontario.
- I understand that if an infraction of the policy occurs, the Town of Collingwood may close or cancel my event and suspend my organization from using Town of Collingwood facilities for similar events.
- I understand the organization named above can be held liable for injuries and damages arising from the failure to adhere to the Liquor License Act of Ontario or from otherwise failing to take action that will prevent foreseeable harm from occurring.
- I understand that the Ontario Provincial Police and the Alcohol and Gaming Commission of Ontario can lay charges for infraction of the Liquor License Act of Ontario and other relevant legislation
- I agree as the permit holder or the designated person identified on the permit, that I will attend the event, will not consume alcohol at the event and will be responsible for making decisions regarding the operation of the event.
- I have obtained a valid Special Occasion Permit number from the Liquor Control Board of Ontario.

Signature of Special Occasion Permit Holder
on behalf of the above-named organization: _____

Date: _____

Agreement received by: _____

Date: _____

APPENDIX TWO

Event Staff Smart Serve Verification Form

List of Event Staff who have completed Smart Serve Training (or equivalent).

| NAME | CONTACT NUMBER | SMART SERVE # |
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A copy of this form must be returned to the PRC Department and posted at the event by the bar area.