

THE CORPORATION OF THE TOWNSHIP OF SCUGOG

BY-LAW NUMBER 15-20

**BEING A BY-LAW TO ADOPT A MUNICIPAL ALCOHOL
POLICY FOR THE TOWNSHIP OF SCUGOG**

WHEREAS the Council of the Corporation of the Township of Scugog has established a Municipal Alcohol Policy to encourage the responsible use of alcohol on Township properties and to reduce the risk of liability actions;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SCUGOG Enacts as Follows:

1. **THAT** the Municipal Alcohol Policy attached as Schedule "A" to this By-Law is hereby adopted.
2. **THAT** By-Law 30-10 is hereby repealed.
3. **THAT** this By-Law shall come into full force and effect on the date of passing.

READ a First, Second and Third time and finally passed this 23rd day of March, 2020.



MAYOR, Roberta A. Drew



CLERK, John Paul Newman

Council Policy

Municipal Alcohol Policy

EFFECTIVE: March 23, 2020

APPROVED BY COUNCIL: March 23, 2020

REVIEW DATE: 2025

1. Purpose

- 1.1. The primary purpose of this policy is to provide a safe, enjoyable environment within our facilities and outdoor areas for our users, and to minimize the liability risks associated with alcohol related events.
- 1.2. The Municipal Alcohol Policy consists of a range of measures designed to prevent alcohol-related problems, reduce the risk to the Township of Scugog and the general public, and to assist in the reduction of risk for providers of alcohol that rent our facilities.

2. Objective

- 2.1. To designate facilities and outdoor areas where alcohol is permitted.
- 2.2. To inform the permit holder(s) of their responsibilities in ensuring proper supervision and operation of Special Occasion Permit (SOP) events to help protect the organizers, participants, volunteers and the Township from liability.
- 2.3. To provide appropriate procedures to individuals or groups wishing to hold events at municipally owned properties in order to ensure that all Alcohol and Gaming Commission of Ontario (AGCO) legislation pertaining to SOP events is properly understood and complied with.
- 2.4. To provide enforcement procedures and penalties for violations of the Municipal Alcohol Policy in addition to those as contained in the Liquor License Act.

3. Policy Statement

- 3.1. The Council of the Township of Scugog encourages and reinforces responsible drinking practices for consumers through the development of appropriate procedures, controls and information, to ensure the health and safety of the participants and the protection of Township of Scugog and its facilities and areas.

4. Definitions

In this policy:

- 4.1. “**Accountability**” is the principle that the Township will be responsible to its constituents for decisions made and policies implemented as well as its actions or inactions.
- 4.2. “**AGCO**” – Alcohol and Gaming Commission of Ontario

- 4.3. **“Council”** - shall mean the Council of the Corporation of the Township of Scugog
- 4.4. **“Event Organizer(s)”** – a person or persons responsible for organizing the event including overseeing Event Workers, facility bookings and attaining all necessary permits and approvals
- 4.5. **“Event Worker(s)”** – paid and/or volunteer workers at an event who hold positions of responsibility in the operation of the event, and who help ensure that the requirements of the MAP are carried out (eg. ticket sellers, bartenders)
- 4.6. **“LLA”** – Liquor License Act
- 4.7. **“MAP”** – Municipal Alcohol Policy
- 4.8. **“Municipality” or “Township”** - shall mean the Corporation of the Township of Scugog
- 4.9. **“Shooter”** - a specialty drink that contains a mix of multiple spirits typically for quick consumption
- 4.10. **“Shot”** – a shot is a serving of hard alcohol, not intended to be mixed with anything else, and typically for quick consumption
- 4.11. **“Smart Serve Program”** – program offered by Smart Serve Ontario. The Smart Serve Program is the only responsible beverage service training program that is recognized by the AGCO. It has been designed to train staff and volunteers who work in areas where alcohol is sold and/or served such as bars, restaurants, banquet halls and other public facilities
- 4.12. **“Special Occasion Permit (SOP)”** – a permit issued by the AGCO that authorizes the holder (Event Organizer) to serve liquor at a Special Occasion Permit Event
- 4.13. **“Special Occasion Permit Event”** – any event held in a municipal facility at which alcohol will be served and/or sold under the authority of a Special Occasion Permit

5. Use of Municipal Facilities and Outdoor Areas

- 5.1 The Township of Scugog owns and operates facilities and areas where the consumption of alcohol could be permitted under the authority of a Special Occasion Permit (SOP).
- 5.2 Anyone who wishes to serve alcohol at a designated site must complete a contract/agreement form that stipulates the conditions under which alcohol may be served. In addition, the responsible person must obtain a Special Occasion Permit (SOP) from the Alcohol and Gaming Commission of Ontario (AGCO). The Special Occasion Permit holder must comply with the *Liquor License Act* and comply with all provisions and regulations regarding the issuance of the licence and the service of alcohol.
- 5.3 Failure to comply may result in immediate suspension of rental privileges and loss of any deposits. The Township of Scugog also reserves the right to refuse the issuance of a facility rental permit at their sole discretion.

Facilities and Outdoor Areas Eligible for SOP Events

Blackstock

- Blackstock Recreational Complex and Arena
- Blackstock Fairgrounds

Caesarea

- Caesarea Community Hall
- Putsey Park

Greenbank

- Centennial Hall including the railed patio area
- Ianson Pavilion
- Ianson Park

Nestleton

- Nestleton Community Hall
- Cartwright Fields

Port Perry

- Palmer Park
- Joe Fowler Memorial Park
- Latcham Centre
- Scugog Arena – Arena Floors, Second Ice Pad Foyer
- Scugog Community Recreation Centre
- Town Hall 1873
- Municipal Office
- Port Perry Fairgrounds
- Lawn Bowling Club
- Carolyn Best Ball Diamonds
- Scugog Public Memorial Library

Scugog Island

- Scugog Shores Museum
- Island Hall

Seagrave

- Field House
- Seagrave Park

Utica

- Memory Hall

Facilities and Outdoor Areas NOT Eligible for SOP Events

All municipal facilities and outdoor areas not specifically identified above are not eligible for a Special Occasion Permit, including but not limited to, all arena dressing rooms, tiered seating/bleachers and the ice surface when the ice is in.

Any persons wishing to host a Special Occasion Permit Event in a location not listed in this policy must receive written approval from Council. Township Council may, at their discretion, allow exceptions for any areas designated not suitable.

6. Conditions Special Events

- 6.1 A Special Occasion Permit (SOP) is required any time alcohol is offered for sale or service anywhere other than in a licensed establishment for occasional, special events only. There are three types of special occasions for which a permit may be issued:

Private Event

- invited guests, such as a wedding or family reunion; no intent to profit from sales of alcohol

Industry Promotional Event

- events to promote product through sampling; no intent to profit from sales of alcohol

Public Event

- open to public; can advertise to fundraise/profit from sale of alcohol

Youth Admission to Adult Events

- 6.2 If those under 19 are admitted to SOP adult events, this must be indicated on the rental agreement with the Township of Scugog and the SOP.
- 6.3 Individuals under the age of majority will not be allowed to consume alcoholic beverages. Bartenders shall request appropriate identification of all individuals suspected of not having reached age of majority.
- 6.4 People under the age of majority consuming alcoholic beverages will be required to leave the event and may be charged by the appropriate authorities. Anyone serving individuals under the age of majority will also be required to leave the event and may be charged.

7. Special Occasion Permit Event Preparation

- 7.1 The renter must obtain the appropriate Special Occasion Permit from the Alcohol and Gaming Commission and must show proof of this to the Township representative a minimum of seven (7) days before the event.
- 7.2 The permit holder must provide proof of liability insurance, including liquor liability insurance coverage, in an amount not less than \$5 million dollars at least seven (7) days before the event naming the Corporation of the Township of Scugog as an additional insured. Based upon the size of the event and proposed rental activity, the Township of Scugog may request an increased amount of insurance.
- 7.3 The permit holder must provide a list of event workers and proof of their Smart Serve training program, to the Township representative a minimum of seven (7) days prior to the event

8. Event Operation and Supervision

- 8.1 The permit holder or designate must be present at the event and be responsible for the supervision and any required decisions or alterations during the operation of the event based on the *Municipal Alcohol Policy* and the *Liquor License Act* of Ontario.

- 8.2 The permit holder must be sober and drink no alcohol while the event is in progress. All event workers must not consume alcohol until their duties are complete for the event and are to act in a responsible manner while bartending. Event Workers must be 19 years of age or older, and be easily identifiable (ie shirts or badges). Only those people designated shall be allowed within the bar service area.
- 8.3 The permit holder will ensure that underage, intoxicated or unauthorized persons are not served alcohol at the event. Only government issued photo identification cards will be accepted for age of majority requirements.
- 8.4 No attendees are permitted to bring their own alcohol to an event or be allowed to pour/mix their own alcoholic beverage.
- 8.5 To supervise the event, the entrance will be monitored at all times by a person 19 years of age or older, who must have received Smart Serve training, to screen for identification and to ensure under age, intoxicated, rowdy or potentially troublesome patrons are not allowed entrance.

All entrances and exits must be monitored by event workers to allow reasonable steps to be taken to prevent impaired people from driving.

Floor workers are required to monitor activity and assist other event workers.

When the number of attendees exceeds 100, the following ratio will apply:

Event Worker	Attendees	Ratio of Workers
Entrance Monitors	101-300	3
	301-500	4
	501-750	6
	751-1300	8
Floor Supervisors	Up to 50	1
	51-100	2
	101-400	3
	401-500	4
	501-750	6
Servers	751-1300	8
	Up to 50	1
	51-100	2
	101-400	3
	401-500	4
	501-750	6
	751-1300	8

The Township of Scugog may request a minimum of two paid-duty officers as additional security if the numbered admission tickets or Special Occasion Permit for a public event allows for more than 500 people, the cost to be borne by the applicant.

9. Sale of Alcohol

- 9.1 A minimum of one server-trained ticket seller shall be stationed at the selling point at all times. It is mandatory that all individuals serving alcohol will have completed the Smart Serve Program training.

- 9.2 A maximum of four (4) drink tickets can be purchased at one time by one person.
- 9.3 At no time will the bartender serve more than two (2) drinks to a person at one time.
- 9.4 No volume discounts, oversize drinks, alcohol raffles or draws, or drinking games, will be allowed.
- 9.5 There will be no last call announced.
- 9.6 Ticket sales will cease at 12:30AM.
- 9.7 Unused tickets may be redeemed for cash until 1AM.
- 9.8 Retain all bottles and cans in the bar area. For safety reasons, drinks must be served in plastic or paper cups.
- 9.9 During the meal portion of an event, two (2) bottles of wine and the appropriate glassware may be set per table of eight (8) or more people. Once the bar becomes open, all bottles shall be removed and kept in the bar area.
- 9.10 No extra-strength alcohol content drinks shall be provided. Beer and coolers are not to exceed 5% alcohol content (standard drink measure). Doubles, shooters or shots of hard liquor and pitchers of beer, are not permitted. Only single/standard servings of alcohol will be provided, in accordance with the Special Occasion Permit guidelines.

10. Mandatory Signs

- 10.1 The following signs shall be prominently displayed at SOP events:
 - The original Special Occasion Permit must be posted in the bar for the duration of the event
 - No alcohol beyond this point (boundary limits)
 - The bartenders' decision is final
 - Government-issued photo identification required for age of majority
 - Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby
 - Beverage prices (to be clearly advertised)
 - Limit of four (4) drink tickets purchased per person at one time
 - Limit of two (2) drinks served to each person at one time
 - No last call

11. Food Requirements and Low / No Alcohol Beverages

- 11.1 Event organizers must provide and encourage the consumption of food during the event. Appropriate selections include sandwiches and other light meals. Chips, peanuts and other such snacks do not qualify. The *Liquor License Act* requires that food be served at a SOP event.
- 11.2 Non-alcoholic and low alcohol drinks are to be available at all times.

12. Safe Transportation

12.1 The permit holder will be responsible for promoting safe transportation options for all drinking participants. Examples of safe transportation include designated drivers, taxi, bus, etc.

12.2 Local taxi numbers will be posted.

13. Time Restrictions

13.1 Stop the entertainment at 1AM sharp.

13.2 Ticket sales must end at least one half-hour (12:30AM) before bar closure.

13.3 Close the bar at 1AM sharp and turn on all lights.

13.4 Clear all tables by 1:30AM sharp.

13.5 Remove all alcohol from the building immediately after the event.

13.6 Patrons to vacate the facility by 1:30AM.

14. Enforcement Procedures for Policy Violation

14.1 A violation of this policy occurs when the SOP holder fails to comply with the conditions of the Liquor License Act or this Municipal Act Policy. Should difficulties arise and the permit holder is unable to meet these requirements, the event may be stopped and permit cancelled, future rental privileges may be refused or the deposit may be withheld. The police may be contacted for assistance when deemed necessary, and may lay charges under the legislation and seize any alcohol used during any infraction.

14.2 The consumption of alcohol on unlicensed areas of municipal property (unless purchased and consumed in designated license areas during the hours of an approved event) is illegal, and may result in removal of rental privileges at any Township owned facility.

First Offence – a verbal warning is given followed up by a written warning stating the violation and indicating that no further violations will be tolerated

Second Offence – the entire league, group or organization will lose rental privileges for the next scheduled event

Third Offence - the entire league, group or organization will be suspended for the remainder of the rental year and will have to appear before Council to request possible reinstatement. Individuals or organizations which hold yearly events and violate the policy will lose the privilege of holding the function the following year.

15. Policy Support

Policy Monitoring and Review:

The policy shall be reviewed as deemed necessary. The Township of Scugog reserves the right to introduce other conditions from time to time at its discretion.