



CORPORATE POLICY		CP.6.1.2
Section	6	Facilities & Parks
Subsection	1	General
Subject	2	Alcohol Risk Management Policy
Approval Authority: 2021.02.24-CR-01	Effective Date: February 24, 2021	

1. POLICY STATEMENT:

This policy will help the Town to achieve its goal of making the Town of Innisfil a safer, healthier, and more enjoyable community for its citizens and visitors.

This policy complies with the Ontario *Liquor License Act, R.S.O. 1990, c. L.19*.

2. PURPOSE:

Objectives:

1. To provide operational procedures for those holding events in municipally owned facilities or on municipally owned property where alcohol use is permitted;
2. To comply with the provincial *Liquor License Act, R.S.O. 1990, c. L.19*;
3. To ensure that events where alcohol use is permitted are safe, properly supervised and operated;
4. To support the decision of abstainers not to drink alcohol;
5. To encourage and support the responsible use of alcohol as part of a social function rather than the reason for it;
6. To provide a balance of “wet” and “dry” facilities and events to ensure that all community members have access to safe and enjoyable recreation activities; and
7. To equip Town Staff with the skills, resources, and support they need to manage events.

Goals:

1. To ensure there are effective management practices at social events held in municipally owned facilities/properties where alcohol use is permitted;

2. To reduce alcohol-related problems at these social events; and
3. To ensure a safe event for everyone; and
4. To protect the Town, its Staff, community organizations, volunteers, and participants from contributing to a problem which could result in harm and/or liability.

3. DEFINITIONS:

Alcohol and Gaming Commission of Ontario (A.G.C.O.): The A.G.C.O. is a provincial agency responsible for the administration of the Liquor License Act which regulates the sale, service and consumption of alcohol while promoting moderation and responsible use.

Special Occasion Permit (S.O.P.): A document issued by the A.G.C.O. for one-time social events where alcohol will be sold and/or served. All alcohol for the event must be purchased under the S.O.P.

Tailgate Event Special Occasion Permit: A tailgate event is generally considered to be an outdoor social gathering, where attendees can bring their own food, beverages (including alcohol), and often their vehicles, to an area for the purposes of community and support for a sporting event.

- **Town of Innisfil do not permit events sanctioned under? A Tailgate Event Special Occasion Permit.**

4. RESPONSIBILITY:

Event Worker/Volunteer Job Descriptions and Responsibilities:

- **Event Organizer:** Organizer must attend the event, ensure that adequate Ontario Smart Serve trained staff are available, co-ordinate and help staff, and ask for help from security if necessary. They are also the person who: signs the booking permit and can also sign the alcohol permit, is the general manager of the event and assumes responsibility and liability for the operation of the event. Backup designate must be noted on back side of the A.G.C.O. issued S.O.P. Please see Section 6 below for more duties and responsibilities.
- **Special Occasion's Permit (S.O.P.) Holder:** If separate from the "event organizer" they are the person who purchases and is named on the S.O.P. If this person is separate from the "event organizer". Please see Section 6 below for more duties and responsibilities.
- **Bartender:** Accepts designated tickets in exchange for alcoholic beverages, serves drinks (alcoholic and non-alcoholic), monitors for intoxication, refuses service when patron appears to be intoxicated or near intoxication, and offers

non-alcoholic substitute. Smart Serve bartender does not serve more than two (2) drinks per person, per visit to the bar.

- **Floor Supervisor:** Chats with and monitors patron behavior, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated person, and suggests safe transportation alternatives.
- **Door Supervisor:** Checks identification and for signs of intoxication upon entry, does not allow entry to intoxicated individuals, monitors for those showing signs of intoxication when leaving the event, and recommends safe transportation options.
- **Ticket Seller:** Sells alcoholic beverage tickets (maximum four (4)) per person, per purchase), monitors for intoxication, refuses sale of tickets to patrons at or near intoxication, and refunds tickets on request.
- **Special Security:** Patrols the room, scans for potential trouble, notifies event staff and S.O.P. holder of potential incidents, and helps event staff in handling disturbances.

Note: Event Staff work as a team. This provides support for all team members and ensures that any potential problems are quickly identified and dealt with.

5. APPLICATION:

Facilities and Outdoor Areas Eligible for Alcohol Use:

The following facilities may be utilized for events that include alcohol consumption between the times of noon and 1am provided this policy and all legal requirements are met:

- Churchill Community Centre – Banquet hall.
- Stroud Innisfil Community Centre – Banquet hall and slab floor.
- South Innisfil Community Centre – Banquet hall and slab floor.

Facilities and Outdoor Areas NOT Eligible for Alcohol Use:

The following facilities and outdoor areas prohibit the use of alcohol at all times, pursuant to Section 35 of the Act and By-Law No. 039-16:

Facilities

- Innisfil Recreational Complex *
- Innisfil Beach Park *
- Innisfil Centennial Park *

- Cookstown Community Park (Library grounds) *
- Knock School Hall
- Cookstown Community Hall*
- Innisfil IdeaLab & Libraries *
- Town Hall *
- Rizzardo Health and Wellness Centre *

* *SPECIAL EVENTS PERMIT* – Special Event Permit may be obtained for only these designated locations based on application for Alcohol Use. Special Event guidelines would be followed.

Community Centre/Arena Facilities

- Entrance / Lobby
- Dressing Rooms
- Washrooms
- Outdoor Leisure Areas (Beaches, Soccer Pitches, Ball Diamonds, Bleachers)
- Parking Lots *

* *SPECIAL EVENTS PERMIT* – Special Event Permit may be obtained for only these designated locations based on application for Alcohol Use. Special Event guidelines would be followed.

Parks

- All municipally owned residential parks, beaches, and green spaces.

Other Areas

- All other municipally owned facilities and buildings not specifically designated as eligible for alcohol use. Street parties.

Note: Although the *Liquor License Act of Ontario* permits alcohol service on open green spaces, Innisfil has chosen to keep its outdoor recreational areas alcohol-free.

Events NOT Eligible for Alcohol Use:

The following events are prohibited for the use of alcohol at all times, pursuant to Section 35 of the Act:

- Events held on “Family Day”.
- All youth events and all minor sports events, including banquets, are designated as events not suitable for alcohol use.

6. ADMINISTRATION:

Event Organizer/S.O.P. Holder Responsibilities:

- The event organizer/S.O.P. holder must get the appropriate Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (A.G.C.O.) and must email/drop-off a copy of the document to Town Staff at least five (5) business
M-Files ID

days in advance of the event.

- The event organizer/S.O.P. holder must display a copy of the S.O.P. at the bar area.
- The event organizer/S.O.P. holder must understand this policy and their obligations and intend to comply with its regulations by signing the rental agreement. Failure to do so will result in the application being denied, even if a Special Occasion Permit has been obtained from the Alcohol and Gaming Commission of Ontario.
- The event organizer/S.O.P. holders shall not consume alcohol immediately prior to, during or immediately after the conclusion of the booking.
- The event organizer must provide proof of commercial general liability including host liquor liability with a limit of liability in an amount of not less than \$5,000,000 along with the Town being included as an Additional Insured and that the corresponding Certificate of Insurance be provided as the only acceptable form of proof of such insurance. Such insurance will include cross liability and severability of interest's clauses. Within 14 days of the event, the event organizer is required to provide a certificate of insurance confirming that the required liability coverage is in force. Alternatively, event liability coverage may be obtained through the Town's facility user insurance program. Certificate of Insurance in place includes not only the day of the event, but also the time required to prepare for the event (e.g., table set up and decorate, etc.) and the time to dismantle everything following the event also be included.
 - **NOTE:** If the booking is designated as a "Special Event", it must follow the "Special Event Policy" due dates regarding permit and insurance deadlines.
- The event organizer must provide a list of workers who have attended an approved Ontario Smart Serve training course to Town Staff at least fourteen (14) business days before the booking. This applies whether alcohol will be sold or provided at no charge.
- The event organizer must follow all documentation due dates outlined in this policy and therefore, should allow adequate time to process requests with external agencies i.e., the A.G.C.O.
- Before the rental begins, the event organizer/S.O.P. holder must ensure the physical setting is safe for everyone.
- The event organizer/S.O.P. holder must agree to attend the booking and be responsible for making decisions about the operation of the booking based on the Alcohol Management Policy and applicable laws.
- The event organizer must give the Town Staff a copy of the alcohol purchase receipt demonstrating the purchase of the required 35% minimum of low-alcohol beverages prior to the booking.

- The Town reserves the right to require the presence of paid duty police officers or security personnel, at the cost of the event organizer. The number of officers or security personnel is dependent on size and/or location of the booking.

Event Organizer/S.O.P. Holder Management Practices:

The event organizer/S.O.P. holder is required to comply with the following:

- An authorized representative has the right to enter any S.O.P. event and take control if they feel it necessary at the time.
- All permit holder Staffs (including bartenders, servers, door/floor monitors, and ticket sellers) must be nineteen (19) year of age or older and Ontario Smart Serve trained, even if alcohol is free of charge.
- All workers at the booking should have their valid Smart Serve training certificates or copies of the document on hand at the location.
- The Alcohol Management Policy's specified set out ratio of workers at the rental to participants must be adhered to (refer Page 8).
- The entrance must be monitored by persons nineteen (19) years of age or older and Ontario Smart Serve trained. Refer to page 8 for required number of door supervisors.
- Only guests who show a valid form of government issued identification and who are of legal drinking age shall be admitted to the booking. Event organizer is encouraged to use a wristband process for admittance. Persons under the legal drinking age shall not be admitted to socialize where alcohol is sold or served except in the case of a family occasion, such as a wedding or an anniversary. Acceptable forms of identification for those who appear under the age of twenty-five (25) are as follows:
 - Valid Ontario Photo Card
 - Valid Driver's License with photo
 - Valid passport
 - Valid military ID card
- Where guests under the legal drinking age are admitted for a family party, identification should also be shown to the ticket sellers for purchase and at the bar before being served.
- To help control the rental, floor supervisors must monitor the activity area and all exits. They must be available to ticket sellers if they need help to manage a person who is refused a sale.
- Guests must purchase drink tickets from a designated ticket seller to a maximum of **four (4) tickets at a time. Two (2) drinks can be sold at the bar per person, per purchase.**

- The event organizer/S.O.P. holder is responsible for the rental and therefore must not drink alcohol immediately prior to, during or immediately after the booking has ended.
- The event organizer/S.O.P. holder must attend the rental and be responsible for making decisions about the operation of the booking based on the Alcohol Management Policy and the *Liquor License Act of Ontario*.
- The event organizer/S.O.P. holder and Rental Staff must intervene if patrons begin to engage in activities that could harm themselves or others.
- The event organizer/S.O.P. holder, Rental Staff or a Town representative must notify the police if they observe signs that their control is in jeopardy.
- All workers must be sober and drink no alcohol immediately prior to, during, and immediately after the booking has ended. **Workers may only drink alcohol if they have completed their shift and their work responsibilities have ended for the entire booking.**
- All workers must wear highly visible identification approved by the Town i.e., shirts, name badges, name stickers, vests.
- A coat check system must be in place when applicable.
- Booking Staff are to check the identification of all participants at a masquerade rental.
- Where Town facilities are leased to an external management group, this group's employees must have received Ontario Smart Serve training and abide by all rules outlined.
- There must be **no "last call"** announcement or notice made to guests. When entertainers/DJs arrive, they must be informed that there is to be no "last call" announcement or notice. Follow signage guideline as listed on page 11.
- All entertainment and bar service must be completed by 1:00AM.
- All alcohol must be cleared off all tables/public areas no later than (forty-five) 45 minutes after entertainment time ends.
- Facilities must be vacated by 2:00AM or as specified by the permit.
- The event organizer must complete the Banquet Hall Checklist form for each rental at the end of the rental with the designated Town representative.

Minimum Required Ratio of Event Workers:

NUMBER OF GUESTS	BARTENDERS	FLOOR SUPERVISORS	DOOR SUPERVISORS	TICKET SELLERS
1-25	1	0	1	0
25-50	1	1	1	1
51-100	2	2	2	2
101-200	2	3	3	2
201-300	3	3	3	3
301-400	3	3	3	3
401-500	4	4	4	5
501-750	6	6	6	6
751-1300	8	8	8	8

Note: The role of workers at the bookings is not only determined by the number of guests but by the design of the hall and location of the facility i.e., walls restricting a clear view of the guests, stairs, entrance/exits, washroom accessibility, proper lighting, room capacity, and fire regulations. Minimum number of workers to be approved by the Town of Innisfil prior to the rental.

Enforcement Mandate:

Event organizers who fail to comply with the Town of Innisfil Alcohol Management Policy shall be subject to the following consequences:

➤ **Immediate Procedures**

- The rental workers must report any infraction of this policy to the designated Town Staff as soon as possible, within 24 hours of the occurrence, or by the start of the next working day, and complete an incident report form.
- The Rental Staff must report any infraction of this policy to police as appropriate.
- When the S.O.P. holder, despite requests, does not correct Alcohol Management Policy infractions, the designated municipal representative must close down the rental.
- When participants are found to be drinking alcohol in restricted areas such as changing rooms, lobby, washrooms, etc., the Town representative shall intervene and request that the illegal drinking cease. If the illegal drinking continues, police must be called.

➤ **Short-term Procedures**

- All reported infractions will be reviewed by the Manager of the department or designated Town representative.
- The Manager of the department or designated Town representative will send a registered letter describing the problem to the event organizer, informing the group of the consequences which may include that rental privileges for the next scheduled rental have been revoked.

➤ **Long-term Penalties**

- When an organizer contravenes the Alcohol Management Policy a second time following a warning, the organizer and sponsoring group will not be allowed to rent municipally owned facilities *for a minimum period of one year*.
- Should an organizer, team or group contravene the Town's Alcohol Management Policy a third time, they will be *permanently barred* from renting municipally owned facilities unless the decision is overturned through appeal to Council.
- Event workers who contravene the Alcohol Management Policy for a second time will be removed from the Ontario Smart Serve trained workers' list for a period of one year and will have to get further Ontario Smart Serve training.
- Should a worker contravene the Alcohol Management Policy a third time, they will be permanently barred from working at rentals held in Innisfil.
- Penalties regarding workers may only be appealed to the Manager of the department.

Prevention Strategies:

The event organizer shall submit a safe transportation strategy to Town staff five (5) business days in advance of their permit event date. This plan will outline the following:

SOBER DRIVER SPOT CHECK AWARENESS:

- Post wall and/or table signs and/or print messages on paper/plastic serving cups that:
 - Encourage and thank participants for not drinking and driving,
 - Remind them that the police may have roadside spot checks in place (refer to page 11).

DESIGNATED DRIVER:

- Designated driver program to be advertised at event; and
- Consider identifying designated drivers (wearing a button or other means of identification) to receive free non-alcoholic drinks (such as coffee, pop, juice).

ALTERNATIVE TRANSPORTATION OPTIONS:

- Consider having event organizer drive intoxicated participant home,
- Promote calling a friend, relative, or taxi to help intoxicated driver,
- If necessary, warn impaired driver and call police.

PROVIDING FOOD AND NON-ALCOHOLIC BEVERAGES:

- Food must be provided at the beginning of your event but no later than 8:00PM and must not be removed until the bar closes.
- Chips, peanuts, and other snacks do not qualify as food. At the very least, food consists of sandwiches, cheese and crackers tray, or vegetables with dip.
- Event workers are to encourage patrons to consume food, non-alcoholic and low alcohol beverages.

- Non-alcoholic beverages must be available at no charge or at a lower cost than that of drinks containing alcohol.
- Where wine is provided with a meal, a non-alcoholic substitute must be provided.

SAFE BEVERAGE CONTAINERS:

All bottles must be kept within the bar area; and all drinks are to be served in disposable paper or plastic containers. Exceptions for formal dinners or catered events held in licensed banquet halls.

NO EXTRA STRENGTH DRINKS:

To be eligible to rent a Town facility, the event organizer must agree that no extra-strength alcohol content drinks will be provided. Beer and coolers are not to exceed 5% alcohol content (the standard drink measure). Fortified wines are not permitted.

NO PROMOTING OF OR ENCOURAGING EXCESSIVE DRINKING ACTIVITIES:

Practices that encourage increased consumption (i.e., oversize drinks, double shots, pitchers of beer, drinking contests, or volume discounts) are not permitted.

NO MIXING OF ALCOHOL:

- Prohibit event Staff from mixing alcoholic beverages with cannabis edibles or beverages for patrons.
- Prohibit the consumption and use of alcohol and recreational cannabis by event staff during the event.
- Require event Staff to be aware of the potential harms of consuming alcohol and cannabis, including cannabis edibles and beverages, and their responsibilities with respect to patrons who are intoxicated from alcohol or other substances.
- Require the posting of signage related to the harms of consuming alcohol and cannabis, including cannabis edibles and beverages.

Note: In October 2019, Smart Serve updated its curriculum to include issues related to recreational cannabis use, including recognizing signs of cannabis intoxication. Event staff with older Smart Serve certifications may not have received this type of training.

ALCOHOL ADVERTISING:

In all municipal facilities where children and youth are allowed entry, advertising and posters that promote alcohol products or brand names are prohibited.

SIGNAGE:

The following signs shall be prominently displayed during bookings in designated facilities, in sizes suitable to the facility and space to be used.

Statement on Intoxication:

The following statement will appear on a wall sign placed in the bar areas and at the entrance.

The Town of Innisfil strives to provide recreation facilities for all members of the community to enjoy. We honor the rights of everyone, including those who choose to abstain, and welcome their participation in our social events.

Servers are required by law to not serve anyone who is or appears to be intoxicated or to serve anyone to the point of intoxication.

Low alcohol beverages, coffee, soft drinks, and food items are available.

Sober Driver Spot Check:

A wall sign is to be located at the main exits.

South Simcoe Police thank you for helping to reduce impaired driving everywhere in Innisfil. We look forward to personally thanking you at one of our roadside spot checks for leaving this event as a sober driver.

Accountability:

The S.O.P. holder will post a sign at main exits and in bar areas stating the name of the event organizer, the booking license holder, and the address and telephone number of the South Simcoe Police. A blank sign format shall be provided to the event organizer by the Town.

Town of Innisfil Special Event

Name of S.O.P. holder and rental group: _____

South Simcoe Police: 705-436-2141
Ontario Provincial Police: 911 or 1-888-310-1122
Town of Innisfil Municipal Offices: 705-436-3710
Alcohol and Gaming Commission of Ontario: 1-800-522-5876

No “Last Call”:

A sign will be located at the entrance to the halls in facilities designated as eligible for a Special Occasion Permit, indicating that there will be no last call before the closing of the bar.

There will be **NO “last call” announcement or notice made.**

Alcohol-free Areas:

Problem areas in municipal facilities and parks, except those designated as eligible for licensed alcohol events, will be clearly posted.

Alcohol is **NOT** permitted in this area.

Alcohol Ticket Sales:

A sign must be posted at the alcohol ticket sales table outlining the regulations.

ALCOHOL TICKET SALES
No more than four (4) tickets per person may be sold at a time.

Proof of Age:

Signs must be posted near entrances and in bar areas designated as eligible for alcohol use which read:

You must be 19 years or older to consume alcohol at a Special Occasion Permit booking. The only acceptable proof of age is government-issued photo identification.

Designated Drivers:

A sign must be posted in all facilities designated as eligible for alcohol licensed events thanking designated drivers for their contribution to the health and safety of their friends and the community at large.

We appreciate our Designated Drivers and thank them for their contribution to the health and safety of their friends and the community.

Fetal Alcohol Spectrum Disorder/Sandy's Law:

A sign must be posted in all facilities designated as eligible for alcohol licensed events warning alcohol users about the damages of Fetal Alcohol Spectrum Disorder.



7. EXCEPTIONS:

Events deemed “municipally significant” such as Ribfest or Wing Ding may be eligible to have alcohol in spaces that are otherwise deemed ineligible. Please see **Section 5 - Facilities and Outdoor Areas NOT Eligible for Alcohol Use.**

8. REFERENCES:

The current Alcohol Risk Management Policy was adopted by Council on November 3, 2004 CR-396.04. Additionally, legislation has changed per the Alcohol and Gaming Commission of Ontario (A.G.C.O.) and the *Ontario Liquor License Act*, R.S.O. 1990, c. L.19. Therefore, the Policy required an in-depth update which was done in consultation with Simcoe Muskoka District Health Unit, the Town’s insurance provider Marsh Canada Limited, along with the support from Town Staff - Operations, Legal and Leisure Services departments. The policy is now in compliance with the Alcohol and Gaming Commission of Ontario (A.G.C.O.) and the *Ontario Liquor License Act*, R.S.O. 1990, c. L.19.

9. REVISION HISTORY:

Revision Number	Date	Summary of Changes	Approval Authority
Adopted	November 03, 2004		CR-386.04
1	February 24, 2021	Update	