

**THE CORPORATION OF THE
TOWNSHIP OF NORTH HURON**

BY-LAW NO. 07-2015

A By-law to adopt the Municipal Alcohol Policy for the Township of North Huron.

WHEREAS the Township of North Huron owns and manages various facilities and properties where alcohol consumption may be permitted under the authority of the Liquor License Act of Ontario;

AND WHEREAS irresponsible alcohol consumption may affect persons attending the event, organizations wishing to utilize the facility in the future, the general public and the Township;

AND WHEREAS the Municipal Alcohol Policy addresses the prevention of alcohol consumption related consequences in the various facilities and properties through responsible serving of alcohol at special events;

AND WHEREAS the Municipal Alcohol Policy consists of a range of measures designed to prevent alcohol related consequences, and increases the enjoyment of those who drink responsibly while using the facility. By reducing the potential for alcohol-related problems, the Township of North Huron significantly reduces its risk of liable action(s).

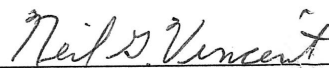
NOW THEREFORE, the Council of the Corporation of the Township of North Huron **ENACTS** the following:

1. The Township of North Huron Municipal Alcohol Policy dated January 2015 is hereby adopted.
2. A copy of the said Policy is attached hereto and designated as Schedule A to this By-law.
3. That By-law No. 31-2007 is hereby repealed.
3. That this By-law shall come into force and takes effect on the day of the final passing thereof.


READ A FIRST AND SECOND TIME THIS 19TH DAY OF JANUARY, 2015.

READ A THIRD TIME AND PASSED THIS 2ND DAY OF FEBRUARY, 2015.

CORPORATE SEAL



Reeve Neil G. Vincent



Kathy Adams, Director of
Corporate Services/Clerk

Township of North Huron



MUNICIPAL ALCOHOL POLICY

Guiding Document

By-law: #31-207
Effective Date: May 22, 2007
Revision Date: May 11, 2009
Revision Date: February 2, 2015

Background

Over the past few years, the Government of Ontario has made several amendments to Regulation 719 (Licenses to Sell Liquor) and Regulation 389/91 (Special Occasion Permits) under the Liquor License Act. These changes directly impact alcohol beverage service operations at Township of North Huron facilities.

The Appendix includes a summary provided by the AGCO of the changes.

Decision Not To License North Huron Facilities

Facility owners, such as the Township of North Huron have the option to apply to the AGCO for a permanent liquor license. This would apply to the following community centres: North Huron Westcast Community Complex (NHWCC), and the Blyth & District Community Centre.

For the following reasons the Township has decided not to license these facilities:

- Agency Liquor Store located in Blyth. Alcohol under a license cannot be purchased at an agency store. This does not support the North Huron Strategic Plan of local economic development.
- The Township does not operate the community hall at the NHWCC. The limited rentals in the rest of the facility does not warrant the resources required for a permanent liquor license.

Should any of these reasons change, the Township may consider a permanent license at either of these facilities. This would require a revision of the Municipal Alcohol Policy.

Preamble

The Township of North Huron owns and manages various facilities and properties where alcohol consumption may be permitted under the authority of the AGCO.

Special Occasion Permit (SOP) is required if you are planning to sell or serve liquor at special occasions, such as weddings, charity fundraisers and receptions. It is unnecessary to obtain an SOP if an event is already being conducted under the authority of a caterer's endorsement liquor license.

There are three types of SOPs. The AGCO clearly defines each type and what rules and regulations apply under each type.

Catering Endorsement (Licence)

A catering endorsement licenses the sale and service of beverage alcohol to an event that is in an unlicensed area other than a licensed establishment.

For any questions regarding SOP or Liquor Licences, please contact the Alcohol and Gaming Commission of Ontario. www.agco.on.ca

Purpose of the Policy

This Municipal Alcohol Policy addresses the prevention of alcohol consumption related consequences in the various facilities and properties through responsible serving of alcohol at special events. This policy also assists in ensuring a safe and enjoyable environment for facility users, and that violating individuals or organizations do not jeopardize its future use.

Irresponsible alcohol consumption may affect persons attending the event, organizations wishing to utilize the facility in the future, the general public and the Township. Consequences include:

- Injury to intoxicated persons or others;
- Liability actions arising from alcohol consumption (including against the Township);
- Liquor License Act charges against the Township and/or SOP/License holder; and,
- Suspension of SOP/License at the Facility.

Through the implementation of this Municipal Alcohol Policy the risk of these consequences is significantly reduced.

The policy is divided into fifteen sections, plus appendix:

1. Introduction
 2. Conditions for the use of Alcohol in Township Facilities
 3. Eligible Municipal Facilities for SOP/Licence
 4. Knights of Columbus Centre, Belgrave Community Centre and Memorial Hall
 5. Signs
 6. Safe Transportation
 7. Youth Admission to Adult Events
 8. Alcohol Service
 9. Controls Prior to Events
 10. Event Personnel / Workers
 11. Controls During Event
 12. Security Requirements
 13. Insurance
 14. Policy Monitoring and Revisions.
 15. Consequences For Failure to Comply
- Appendix: AGCO Bulletins, Signs, MAP Checklist

1. INTRODUCTION

The Township of North Huron wants residents and visitors to enjoy the various facilities and outdoor spaces available. In order for the Township to ensure the health and safety of its participants and the protection of municipal facilities, a policy for the orderly use of alcohol during events and functions has been developed. The following document outlines these regulations.

Objectives

1. To provide appropriate and reasonable procedures to individuals or groups wishing to hold SOP/Licence events at municipal facilities/open spaces. This will lower the risk to event organizers, participants, volunteers, the Township and its staff.
2. To encourage and enforce responsible alcohol consumption practices by adhering to the rules and regulations of the Alcohol and Gaming Commission of Ontario.
3. To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.

2. CONDITIONS FOR THE USE OF ALCOHOL IN TOWNSHIP FACILITIES

A Special Occasion Permit or Caterer's Endorsement authorizes individuals to serve alcoholic beverages during an occasion that is judged unique or does not occur on a regular basis. Anyone who wishes to serve alcohol at an eligible site must complete a Township of North Huron MAP Checklist form that stipulates the conditions under which alcohol may be served.

In addition, the responsible person must obtain appropriate permit/license that complies with the Liquor License Act in order to serve alcohol. Depending on the type of event, the Township has stipulated here what type of permit/license is permitted:

Private Events:

- Private Special Occasions Permit
- Caterers Endorsement License

Examples of private events: wedding receptions, family reunions, private Christmas party.

Stag and Does/Engagement Parties

- Caterers Endorsement License

Note that Private Event SOP permits are issued by the LCBO for stag and does/engagement parties as they are recognized as private events. The North Huron Municipal Alcohol Policy does not permit this type of permit for this type of event on municipal property.

Public Events:

- Caterers Endorsement License
- Public Special Occasions Permit

Township Council reserves the right to refuse an applicant permission to run an event where alcohol will be serviced in its facilities or on its property.

Any person or organization wishing to hold an event that will include alcohol service in a location not listed in this policy must appeal to Township Council for approval. Township Council has the authority to change the designation of any facility at its discretion.

3. MUNICIPAL FACILITIES ELIGIBLE ALCOHOL PERMIT EVENTS

The following facilities and areas are designated as suitable for SOP/Licence functions subject to the event sponsor obtaining a Permit/Licence from the Alcohol and Gaming Commission of Ontario and agreeing to conditions as set out by the Township of North Huron.

Eligible Locations:

North Huron Westcast Community Complex

- Indoor Property
- Outdoor Property

Blyth & District Community Centre

- Indoor Property
- Outdoor Property

Blyth Memorial Community Hall

- Indoor Property

Outdoor Areas

- Parks
- Land adjacent to public municipal facilities

Exceptions

Any person wishing to hold a SOP/Licence event in a location not listed in this policy, must request approval from the Township Council.

Outdoor Events

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent or marquee.

The AGCO outlines the requirements for hosting outdoor events in the province of Ontario. All events held in North Huron must follow these guidelines. For further clarity the following paragraph of information has been prepared. It is recommended that all event coordinators hosting an outdoor event check the AGCO laws on Outdoor Events.

Outdoor events held in North Huron attracting fewer than 5,000 people, an applicant for a SOP must provide 30 days notice to the AGCO. Outdoor events attracting more than 5,000 must provide 60 days notice to AGCO. For outdoor events, the following groups must be notified in writing: AGCO, Township of North Huron, North Huron Building Department, North Huron Fire Department, either OPP or Wingham Police Services depending on location, and Huron County Health Unit. All outdoor events must comply with set up procedures outlined by relevant departments (AGCO, Health, Building, Fire).

Tobacco Use at Outdoor Events

Event organizers must comply with provincial laws regarding smoking at outdoor events. Organizers can contact the Huron County Health Unit for further information and guidance.

Facility Capacity

Each facility is unique in its capacity which is determined by size, set up, available washrooms, access to exits etc. The Township will advise each renter of the capacity of their rental based on location and set up. It is the responsibility of the renter to ensure that capacity is not exceeded.

4. WINGHAM COLUMBUS CENTRE, BELGRAVE COMMUNITY CENTRE AND BLYTH MEMORIAL COMMUNITY HALL

These facilities are owned by the Township of North Huron but operated through lease or partnership agreements. The operators are responsible for rentals and alcohol service at these facilities.

5. SIGNS

The Township of North Huron will provide the signs to the renter. These signs must be posted at the entrance, bar and where drink tickets are sold. These signs must be returned to the Township Recreation Office on the next business day.

The sign content is in the Appendix of this document.

In some facilities, these signs are permanently posted in selected areas.

6. SAFE TRANSPORTATION

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted rental/use privileges of facilities for SOP/Licence functions.

The renter shall identify the strategies which will be used on the "MAP Checklist" form. The renter shall implement and encourage a Designated Drivers Program. This program shall be advertised at the event so that all patrons are aware this program is available. This program must consist of the following:

- The designated driver shall be supplied with free nonalcoholic beverages (including water) during the function.
- Advertise or announce the availability of this program during and, if legally appropriate, prior to the event.
- Advertise the Use of Taxi Service – The sponsor shall advertise or announce the availability of a taxi service to attendees of the event. The sponsor shall use their best efforts to obtain any attendee a taxi upon request. Inform local taxi companies of the event.

This program may also include the following:

- Free bus or taxi service.

Rationale:

The risk of liability is high should an impaired driver leave an event where alcohol is served. Event organizers must assume responsibility for promoting safe transportation for all patrons consuming alcohol.

7. YOUTH ADMISSION TO EVENTS WITH ALCOHOL SERVICE

There is to be no permanent advertising of alcohol at facilities and events frequented by youth. There will be no temporary advertising of alcohol at facilities for events where the primary audience is youth. This includes patio umbrellas, posters, banners, etc.

Each rental group will be responsible to select a strategy on allowing youth to their event. In all cases the following guidelines must be adhered to:

1. Anyone who appears to be under the age of 25 years will be required to show I.D. before they are allowed into the event/facility.

In order to be valid, identification must:

- Have been issued by a government
- Be current
- Include the person's photograph
- Include the person's birth date

Although any ID meeting these requirement may be accepted, prescribed forms of ID include:

- Ontario's Driver's License with photo
- Canadian Passport with photo

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- Canadian Citizenship Card with photo
 - Canadian Armed Forces Identification Card with photo
 - An LCBO BYID photo card
 - Secured Indian Status card (Canadian)
 - Permanent Resident Card (Canadian)
 - A photo card issued under the *Photo Card Act*
 - Note that by law no one can be required to produce the Ontario Health Card, nor can the health number be collected. You should not ask for the Ontario Health Card as identification, but if offered voluntarily you may accept it at your discretion.
2. Extra floor monitors/security may be required if persons under the age of majority are allowed to enter the event.
 3. Individuals under the age of majority will not be allowed to consume alcohol beverages. Anyone serving individuals under the age of majority will be required to leave the event immediately. Leaving the event means vacating the premises and the property owned by the Township.
 4. Events allowing individuals under the age of majority will be required to identify those persons over the age of majority. Sponsors shall choose either unique stamps or wrist bands to identify persons over the age of majority.
 5. Except for the couple or personnel working the event, **individuals under the age of majority will not be allowed to attend any Stag & Does.**
 6. For any other event, individuals under the age of majority will not be allowed to attend the licensed area after 9:00 p.m. unless they are accompanied by their parent or legal guardian.

Exceptions: Private events by invitation only. Engaged couple at an Engagement Party.
Public events that end by 10:00 p.m.

The Township of North Huron has the right to refuse entry of minors to any event.

Rationale:

To ensure that persons under the age of majority do not consume alcohol.

8. ALCOHOL SERVICE

1. All drinks to be served in plastic or paper cups. Cans may be permitted at the discretion of the Township of North Huron, otherwise all bottles/cans to be retained in the bar area. Alcoholic and Non-Alcoholic drinks are to be served in different colour cups if minors are present at the event.

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2. Renters will agree **not** to use **marketing practices** such as: availability of oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts or tickets including a free bar, as these practices encourage increased alcohol consumption.
 3. The Township strongly supports those renting our facilities to promote the consumption of lower alcohol drinks. At an event where beer is available, 30% of the supply must be light beer (4% or less). Copies of sales receipts should be made available to the municipal representative if requested to verify this percentage. Shooters are banned at all events.

Low alcoholic beverages help prevent intoxication by providing consumers with an opportunity to consume less alcohol. Where possible, the Township encourages the serving of lighter alcoholic beverages. Methods could include:

- Maximum 5 ounce serving size of wine
 - Maximum 1 ounce serving of spirits
 - Serving drinks with ice
 - Promoting light beer
 - No double shots (especially after 11:00pm)
4. **No** last call will be announced.
 5. Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar.
 6. Unused tickets may be redeemed for a cash refund at any time during the event and up to 15 minutes after the bar closes.
 7. Protein based food and non-alcohol beverages including water must be available during the event. Note that chips, popcorn and pretzels do not meet the minimum food requirement for an event where alcohol is served. They are acceptable in addition to acceptable food offered that is protein based.
 8. There will be no self-serve events, even "Wine and Cheese" functions require a bartender or waiters and waitresses.
 9. A maximum of 5 tickets can be sold at one time to one person.
 10. A maximum of two tickets per person will be sold to an individual one hour prior to the bar closing
 11. A maximum of 2 drinks will be provided to any one individual at one time.
 12. Ticket sales will stop 15 minutes prior to the bar closing.
 13. Shooters are not permitted at any event held in a North Huron facility.
 14. Energy drinks may not be mixed and sold with alcohol as a pre-mixed drink.

It is the responsibility of the renter to ensure no "over service" of alcohol at the event.

Renters must follow the Liquor License application regulations regarding alcohol advertising which states that groups cannot advertise the brands or the cost of the alcohol to be served unless application is made to the Liquor License Board.

Rationale:

Alcohol advertising is designed to encourage and promote the consumption of alcohol. Since it is illegal for people under the age of 19 to consume these products, it is preferred that alcohol advertising is not used. It is also the desire of the Municipality to provide a positive example to underage patrons.

9. CONTROLS PRIOR TO EVENTS

RENTERS OF MUNICIPAL FACILITIES WILL BE REQUIRED TO UNDERSTAND THE MUNICIPAL ALCOHOL POLICY PRIOR TO RENTING.

1. A copy of the Municipal Alcohol Policy will be available from the Township at the time of booking. If any questions or concerns arise from this policy contact the Township for clarification
2. A "MAP Checklist" form and a Rental Contract form will be provided by the Municipality at the time of booking. These forms are to be completed by the Renter and returned to the Township Staff person or designate two weeks prior to the event. Signatures from both the Renter and the Township Staff person are required on the forms. A copy of the checklist is at the end of this document.
3. The name(s) on the rental agreement contract must be the same as the name(s) on the SOP. The signatory of the S.O.P. or the designate indicated on the S.O.P. and rental agreement must attend the event, and be responsible for decisions regarding the actual operation of the event. If the event is more than 2 days in length then a designate may be assigned and their name(s) must appear on the contract. This person and all event workers must refrain from alcohol consumption during the event.

Rationale: The above is to ensure that there are not misunderstandings of the regulations contained in the Policy. Also, be aware that any required information or assistance of the renter is available through the Township staff person.

Exception:

In a case where the renter has contracted out the bar services to the event to a designated third party (i.e. service club, caterer) then the name on the rental contract and the name on the SOP/Licence may be different. In this situation, Section B of the Municipal Alcohol Policy Checklist must be completed by both parties.

10. EVENT PERSONNEL / WORKERS

The permit/license holder shall have staffing levels sufficient to effectively monitor the entrances, exits and patron alcohol consumption as listed under staffing requirements.

All identified personnel / workers will supervise the event, encourage legal and moderate drinking behaviour and ensure that any problems that arise are dealt with appropriately. Personnel / workers must be readily identifiable by a nametag or item of clothing.

All personnel / workers shall not consume alcohol during the event, nor shall they be under the influence of any alcohol consumed before the event.

THE FOLLOWING GUIDELINES ARE TO BE FOLLOWED REGARDING THE MINIMUM NUMBER OF SMART SERVE TRAINED PERSONS. These minimum requirements may be adjusted if circumstances warrant or if required by the Township. These are the minimums, event holders may choose to increase the staffing requirements as they believe is required to hold a safe event.

PUBLIC EVENT AND STAG AND DOES

STAFFING REQUIREMENTS

	Location	# Smart Serve Trained	
		No minors	Minors
50 – 200 People	Door	1	
	Bar	1	
	Bar Tickets	1	
	Floor Monitor	* no monitor required	
	* no monitors are required unless patrons are not visible to bartenders during the event		

	Location	# Smart Serve Trained	
		No minors	Minors
201 - 400 People	Door	1	2
	Bar	2	2
	Bar Tickets	1	2
	Floor Monitor	1	4

	Location	# Smart Serve Trained	
		No minors	Minors
401 - 750 People	Door	1	2
	Bar	3	2
	Bar Tickets	2	2
	Floor Monitor (Dance)	2	6
	Floor Monitor (Other)	1	4
	Exits (Outdoor Only)	-	1 untrained at each

	Location	# Smart Serve Trained	
		No minors	Minors
Over 750 People	Door	2	2
	Bar	5	5
	Bar Tickets	3	4
	Floor Monitor (Dance)	4	6
	Floor Monitor (Other)	3	6
	Exits (Outdoor Only)	-	2 untrained at each

PRIVATE EVENT

STAFFING REQUIREMENTS

50 – 200 People	Location	# Smart Serve Trained
	Door	1
Bar	1	
Bar Tickets	1	
Floor Monitor	--	

OVER 200 People	Location	# Smart Serve Trained
	Door	2
Bar	2	
Bar Tickets	1	
Floor Monitor	0 *	
*2 floor monitors are required for events allowing participants under the age of majority		

Anyone selling tickets or serving alcohol at the bar MUST BE Smart Serve trained.

11. CONTROLS DURING EVENT

ALL CONTROLS AND SERVICE MUST BE CONSISTENT WITH THE PROVISIONS OF THE LIQUOR LICENCE ACT OF ONTARIO AND ITS REGULATIONS.

1. The entrance to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times.

These person(s) shall further observe for individuals that may be attempting to enter the premises and that appear to be intoxicated or under the influence or have a history of causing problems at events.

2. The permit/licence holder has the right to deny entry to any individual.
3. Anyone who appears to be under the age of 25 years will be required to show I.D. before they are allowed into the event/facility. See Section 7 for list of acceptable I.D.
4. The person renting the facility is the holder of the Special Occasion Permit and is

responsible to ensure that the event is properly supervised and will provide enough staff/volunteers to fulfill this obligation.

5. In the event of a masquerade party taking place in any premise owned by the Township of North Huron the permit/licence holder is responsible to check ALL patrons I.D. to ensure they are of appropriate age.
6. The type of identification to be worn by the event workers must be stated on the "MAP Checklist" form.
7. All day outdoor events are required to vacate minors from the premises at 9:00p.m unless accompanied by parent/guardian.
8. The bar area within the premises shall be closed no later than 1:00 a.m. and NO service of alcoholic beverages will be allowed after this time.
9. All entertainment within the facility shall cease at 1:00 a.m.
10. The permit holder/licence holder shall remove all evidence of the service and consumption of liquor within forty-five minutes after the end of the period during which liquor may be sold or served under the permit or licence.
11. To assist Township staff and ensure that no incidents occur within the premises, the facility must be vacated by patrons by 2:00 a.m. or one hour after the expiry of the SOP/Licence, whichever is the earliest.

Failure to comply with the above could prevent the License Holder or organization from further renting any Township of North Huron facility and where appropriate, Police will be advised and charges could be laid.

The only exception to the 1:00 a.m., closing time would be during a New Years Eve event when the S.O.P. indicated the expiry time of 2:00 a.m.

12. SECURITY REQUIREMENTS AT SPECIFIC EVENTS

THE FOLLOWING SITUATION REQUIRES OFF-DUTY POLICE OFFICERS OR A TOWNSHIP APPROVED PRIVATE SECURITY COMPANY AS PER SCHEDULE:

HALL/ARENA/OUTDOOR EVENT STAFFING REQUIREMENTS

Up to 200 people	0 Officers/Private Security
201-500 people	2 Officers/Private Security
501-800 people	3 Officers/Private Security
801- 1000 people	4 Officers/Private Security
More than 1000	event organizer to submit security plan for approval

- Officers/Private Security are not required if the function is private (not open to public operating under a Reception SOP or licence). Examples of these include Birthday Parties, Anniversary Parties, Weddings, Retirement Parties etc.
- Officers/Private security are required between 9:00pm – 2:00am. If an event ends before 1:00am, officers/security are required for one hour after event is over.
- **All** Stag and Does/Engagement Parties/Buck and Does or similar events require officers/private security. Up to 500 people, these events require 2 Officers/Private Security. For events with more than 500, they follow the guidelines above.
- The only underage patrons at a Stag and Doe will be the engaged couple, no other minors are allowed to attend the event. Event personnel, working at the event may be under age, however they must be identified to staff and security.
- All Public Events will follow the guidelines outlined below.

All security personnel must be licensed. Contact the Ontario Private Security & Investigative Services Branch for details. www.ontario.ca/private-security. 1-866-767-7454.

The Township has the authority to modify Officers/Private Security for any function regardless of size or type of event.

The renter must provide proof that security has been hired for the event, 10 days prior to the event. See Municipal Alcohol Policy Check List in the appendix for details.

13. INSURANCE

Anyone renting a Township of North Huron facility for an event is required to provide proof of \$2,000,000 (two million) general liability insurance naming the Township of North Huron as an additional insured. This proof is to be provided to the Township at least 10 days prior to the event.

Where alcohol is served at an event, at least 10 days prior to the event, the group/business named on the SOP/Licence for the event is required to provide proof that they have purchased a minimum of \$5,000,000 (**five million**) dollars in alcohol and general liability insurance naming the Township of North Huron as an additional insured.

In the case where the renter (named on the rental contract) has contracted out the bar operations, the Township recommends the renter consult with their insurance provider/broker to determine their alcohol liability insurance needs. They are required to provide proof of a minimum of two million dollars general liability insurance naming the Township of North Huron as an additional insured.

14. POLICY MONITORING AND REVISIONS

The Municipal Alcohol Policy will be reviewed yearly by the Director of Recreation and Facilities from the date initially approved by Township Council. All policy changes must be approved by Township Council. The policy will be reviewed and if necessary updated as a minimum, every five years by Township Council.

15. CONSEQUENCES FOR FAILURE TO COMPLY

Individuals and/or groups who fail to comply with the Municipal Alcohol Policy shall be subject to the following consequences:

1. Although police will be called if a situation deems necessary to do so, it is the responsibility of the SOP/Licence Holder to ensure the proper management of an event.
2. Facility staff will report any infraction of this policy to legal authorities whenever they believe such action is required.
3. Should a situation arise where an event may have to be cancelled or halted, the Director of Recreation and Facilities or their designate will evaluate the situation on behalf of the Township of North Huron.
4. Any significant infraction of the Municipal Alcohol Policy will be reviewed at the following Council Meeting. A registered letter describing the problem will be sent by the Township CAO or designate to the renter. The Council may refuse future rental privileges to the renter.
5. Where persons under the age of majority are found to have consumed or to be consuming alcohol at S.O.P. and non-S.O.P. events, the authorities may be called and/or the following procedure will be followed by the Township Council:

First Infraction: The individual will be turned over to the police. A registered letter will be sent by the Township Administrator to the parents/guardians.

Second Infraction: In addition to the first infraction requirements, the individual could be banned from attending any public function held in any municipal facility for a period of 6 months. A registered letter will be sent by the Township Administrator to the parents/guardians.

6. Where anyone is engaged in disruptive behaviour as a result of alcohol consumption at social events, authorities may be called and/or the following procedure will be followed:

First Infraction: Individual will be ejected from the event for its duration and in addition shall not be permitted to attend the same event the following year.

Second Infraction: In addition to the first infraction requirements, the individual could be suspended from all functions for a period of 1 year. A registered letter will be sent by the Township Administrator.

APPENDIX

AGCO Information Bulletin

Event Signage

Municipal Alcohol Policy Check List

INFORMATION BULLETIN – No. 24

Highlights of Amendments to Regulation 389/91 of the Liquor Licence Act (Special Occasion Permits)

Effective July 1, 2012

A Special Occasion Permit (SOP) is required any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (for example, a corporate boardroom). SOPs are issued for occasional special events only, and not to operate an ongoing business.

On July 1, 2012, several changes to Regulation 389/91 of the *Liquor Licence Act* governing SOPs take effect. These changes represent the third installment of the modernization of the SOP program, with previous changes having been implemented in June and August 2011. These changes are intended to remove unnecessary barriers for special events, provide increased flexibility for permit holders and simplify the application process. These changes will be balanced with enhanced compliance tools that support reduced risk to public safety.

For more information on regulatory amendments affecting Special Occasion Permits, please visit the AGCO website at www.agco.on.ca, or contact the AGCO Customer Service Department at 1-800-522-2876 (toll free in Ontario) or 416-326-8700 (in the Greater Toronto Area).

Highlights

Number of SOP types reduced

The types of events for which an SOP can be issued have been reduced from nine to three:

Private Events, Public Events and Industry Promotional Events.

- **Private Event SOPs** are typically issued for events such as weddings, birthdays, funerals, bridal showers, etc. Private events are for invited guests only and the event must not be advertised to the public, including by way of flyers, newspaper, internet or radio. The event cannot be open to the general public, and there can be no intention to profit from the sale of alcohol at the event.

Private Event SOPs can be either a Sale permit (e.g. to allow for recovery of the cost of serving alcohol) or a No Sale permit (which allows alcohol to be served, but not sold, and the permit holder is responsible for the cost of the alcohol entirely).

AGCO

Alcohol and Gaming
Commission of Ontario

CAJO

Commission des alcools
et des jeux de l'Ontario

- **Public Event SOPs** are issued for events that are open to the general public, such as charity fundraisers, outdoor street festivals, community festivals, etc. A Public Event permit holder may advertise the event and can fundraise or profit from the sale of alcohol.

An SOP for a Public Event can be issued to:

- a charity registered under the *Income Tax Act* (Canada); or
- a non-profit organization or association, with its own constitution and by-laws, and organized to promote charitable, educational, religious or community objects.

An individual or business may also apply for a Public Event SOP if organizing or conducting an event of:

- “provincial, national or international significance”, as agreed to by the Registrar of Alcohol and Gaming (the Registrar), or
- “municipal significance” for which a municipal resolution or letter from the municipal clerk or designated authority which designates the event as one of municipal significance is required.

- The new category of **Industry Promotional Events** is intended to promote a manufacturer’s products. These events may be open to the general public or for invited guests only. They can be either Sale or No Sale events. There can be no intent to profit from the sale of alcohol at the event.

Samples for tasting at the event may be provided to those attending the event, and orders for alcohol may be taken. Samples at these events must be provided by a manufacturer or AGCO licensed representative of a manufacturer or an event organizer acting on behalf of either. All orders must be processed through authorized government retail stores.

An Industry Promotional event can also be for the purposes of conducting market research on a product. Market research events must be held by a manufacturer, or by an AGCO licensed representative of a manufacturer, or on behalf of a manufacturer by another party authorized by the manufacturer to represent them. If an event organizer or an AGCO licensed representative is conducting the market research or providing samples on behalf of a manufacturer, the event organizer must make available upon request a letter from the manufacturer authorizing them as their representative to conduct market research.

Customers can apply at any LCBO SOP Service Store

Effective July 1, 2012, applications for SOPs will be processed at Liquor Control Board of Ontario (LCBO) SOP service stores. Applicants are no longer required to submit the application to the closest LCBO store to the event. For a list of LCBO SOP service stores, please visit <http://hellolcbo.com>.

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Multiple Day Events

SOPs can now be issued for multiple day events if:

- Each event is one of a series of events
- The application is for all event dates
- The nature, purpose, location and target audience are the same for all events (dates)
- The applicant is not using the permit to operate an ongoing business, or does not appear to be doing so.

Examples of events which qualify are monthly social club or monthly book club meetings.

A permit holder with a multiple day event permit may store alcohol between days of the event if:

- The alcohol is stored in a secure area that is not a dwelling
- The alcohol is not stored with other alcohol not purchased under the SOP
- The permit holder identifies on the application form the location where the alcohol will be stored, and provides a list of persons with access to that location
- The alcohol is made available to police and AGCO Inspectors upon request

Tiered Seating

In addition to Public Event permits, applicants can now apply for a Private Event SOP or Industry Promotional SOP for premises with tiered seating (bleachers or stadium seating).

If an SOP application is submitted for a location that includes tiered seating, this must be indicated on the application form. If the event is outdoors, the location of the tiered seating must be clearly identified on a sketch and submitted with the application. The applicant is also required to notify municipal authorities of the event.

Events with tiered seating must also be reviewed by the AGCO, at which time conditions may be attached to the permit to mitigate any risk that may be associated with the event.

Compliance

The AGCO employs a risk-based approach to the issuance of SOPs designed to assess and mitigate risks to public safety and the public interest. Based on a risk analysis of the event and the applicant, conditions may be attached to an SOP such as a restriction on the hours of sale and service of alcohol.

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A range of compliance tools, including the assessment of monetary penalties and conditions for mitigating risk, are available to the AGCO for permit holders who have breached the LLA or regulations.

For more information on regulatory amendments affecting the Special Occasion Permit program, please visit the AGCO website at www.agco.on.ca, or contact the AGCO Customer Service Department at 1-800-522-2876 (toll free in Ontario) or 416-326-8700 (in the Greater Toronto Area).

Township of North Huron Municipal Alcohol Policy

During events where alcohol is served, the following policies will apply:

- It is against the Liquor License Act of Ontario for licensed establishments to serve customers to intoxication. Servers in our facilities are required to obey the law and not serve anyone to intoxication. Non-alcohol beverages are available at all events.
- To report concerns or an emergency at this event please contact the event sponsor, or The Township of North Huron Municipal Office (519)357-3550, or the Wingham Police (519)357-1212, OPP 1-888-310-1122 or the Alcohol & Gaming Commission of Ontario 1-800-522-2876. ***In an emergency call 911.***
- The Event Sponsor's name and contact information is posted at the entrance, ticket table, and the bar.
- Last Call will not be announced.
- Unused tickets will be refundable up to 15 minutes after the bar closes.
- Individuals under the age of majority are not permitted in the licensed area after 9:00p.m. unless they are accompanied by their parent or legal guardian. Exceptions: Private events by invitation only. Engaged couple at an Engagement Party. Events that start prior to 9:00pm and are over by 10:00p.m.
- Except for the couple or personnel working the event, individuals under the age of majority will not be allowed to attend any Engagement Party (stag and does, buck and does etc.).
- The permit holder shall ensure that, before liquor is sold or served to a person apparently under the age of nineteen, an item of identification of the person is inspected. If a condition of permit prohibits the entry of persons under nineteen years of age at the premises to which the permit applies, the permit holder shall ensure that an item of identification is inspected before admitting a person apparently under that age to the premises. The item of identification shall include a photograph of the person and state his or her date of birth. Refer to the Municipal Alcohol Policy for acceptable forms of identification. The item of identification may be any of the types prescribed in subsection (5). O. Reg. 389/91 (4). These include:
 - A driver's licence issued by the Province of Ontario with a photograph of the person to whom the licence is issued.
 - A Canadian passport.
 - A Canadian citizenship card with a photograph of the person to whom the card was issued.
 - A Canadian Armed Forces identification card.
 - A secure certificate of Indian status issued by the Government of Canada.
 - A photo card issued by the liquor Control Board of Ontario
 - A permanent resident card issued by the Government of Canada
 - A photo card issued under the Photo Card Act, 2008. O. Reg. 389/91, s. 29 (5); O. Reg. 561/96, s. 1; O. Reg. 66/98, s. 7; O. Reg. 182/11 s. 13.
- A maximum of 5 tickets can be sold at one time to one person
- A maximum of two tickets per person will be sold to an individual one hour prior to the bar closing.
- A maximum of 2 drinks will be provided to any one individual at one time.
- Ticket sales will stop 15 minutes prior to the bar closing.
- The designated driver shall be supplied with free nonalcoholic beverages during the function.
- Taxi service is available by calling
 - STAR TAXI (Wingham) (519)357-1234
 - STAR TAXI (Clinton) (519)482-7433
 - STAR TAXI (Seaforth) (519)527-0050

 - GODERICH TAXI (519)524-6594
 - B & B TAXI (Goderich) (519)524-9052
 - HURON TAXI (Clinton) (519)482-1100

MAP CHECKLIST

Return to the Township at least 10 days prior to your event.

SECTION A

To be completed by all groups hosting a liquor event on North Huron property

I received and reviewed a copy of the North Huron Municipal Alcohol Policy	Yes	No	
I have the SOP/License for the event: <i>Please provide a photo copy to the Township prior to your event.</i>	Yes	No	
Name(s) on the SOP/License:			
Name(s) on the Rental Contract:			
<i>If the name on the rental contract and the SOP are different – please also complete Section B of the Check List.</i>			
Location of event:			
Date(s) of event:			
Time of event:			
Type of event (please check one)	Stag & Doe <input type="checkbox"/>	Private <input type="checkbox"/>	Public <input type="checkbox"/>
Officers/Security have been arranged for the event <i>If security is required, please provide proof that they have been hired to the Township at least 10 business days prior to your event.</i>	Yes No	Yes No	Yes No
I have signed and returned the rental contract to the Township of North Huron. I have read and understood the rental agreement and conditions.	Yes	No	
What time does the bar start and close at your event?			
Number of people attending your event:			

<input type="checkbox"/> I have received copies of the sign to post at the event. This must be posted at the bar, ticket table and all entrances. (note – at some venues these signs are provided on site)		
What is your safe transportation strategy (please describe)?		
Will persons under the age of majority be attending this event?	Yes	No
If yes, how will those OF AGE OF MAJORITY be identified?		
If yes, do you have two distinctively different drink cups to identify alcoholic and non-alcoholic drinks?	Yes	No
What food will be available at your event?		
What type of identification will be worn by the event workers? It is the responsibility of the renter to ensure that where required, workers have their Smart Serve certification.		

Please use space below or attach a map or drawing. Sketch out the layout of your event (tables, bar, ticket sales, entrance). If outdoor event, indicate any fencing, tents, portable toilets, stage, etc.

of Smart Serve and police/security required:

See pages 8-11 for requirements

	Smart Serve Trained	Untrained	Police/Security
Door			
Bar			
Bar Tickets			
Floor monitor			
Total			

To be signed by the renter:

I _____ agree to follow the guidelines as outlined in the North Huron
Municipal Alcohol Policy.

Signature: _____ Date: _____
(Renter's name)

Comments from the Renter:

SECTION B

If you hire a license holder to cater alcohol for your event, you must complete this Section B (i.e. Knights of Columbus, Blyth Legion, Belgrave Community Centre Board, Private Caterer etc.)

The Renter:

Date of Event: _____

Bar Operator for event: _____

I _____ have hired _____ to
(name on rental contract) (name of organization/individual hired to cater alcohol)
cater alcohol for this event.. Their authorized representative is _____
(authorized individual for bar operator)
and has his/her signature on the liquor license. Notwithstanding the foregoing, I recognized that I
am responsible for complying the North Huron Municipal Alcohol Policy and security (if required)
is my responsibility to have in place for the event.

Signature Date

The Bar Operator:

Event Date(s): _____

Renter/Event host _____

I _____ representing the _____
(name of representative) (name of organization/individual hired to cater alcohol)
have the authority to legally bind this organization to this contract agreement. I have reviewed
and understand the North Huron Municipal Alcohol Policy and agree to put into effect the policy
during this event. I will cooperate with the renter and the Township to comply with the Municipal
Alcohol Policy.

Signature Date

Please refer to Section 13 of the policy for insurance requirements.

SECTION C – APPROVAL (To be completed by the Township staff)

Received by: _____

Signature: _____

Date: _____

Director of Recreation and Facilities Approval

Name: _____

Signature: _____

Date: _____
