

**CDC-2012-01 Municipal Alcohol Policy
(As amended 09-22-2015, 06-27-2017, & 03-28-2023)**

-of-

THE CORPORATION OF THE COUNTY OF BRANT



MUNICIPAL ALCOHOL POLICY

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MUNICIPAL ALCOHOL POLICY

INTRODUCTION:

The County owns and manages facilities and property where alcohol consumption is not permitted and other facilities and property where alcohol consumption is permitted under the authority of a Special Occasion Permit or a Caterer's Endorsement. The County has developed this Municipal Alcohol Policy in order to:

1. Promote a safe, responsible, and enjoyable environment for those who use these facilities; and,
2. Prevent alcohol related problems that may arise from alcohol consumption within its facilities and parks,
3. Provide a reference tool for Permit Holders to successfully operate Events which include the service of alcoholic beverages.

Problems arise with the irresponsible consumption of alcoholic beverages. These problems can affect not only the person or persons consuming alcohol, but other people who use the facilities and the general public. These problems may include:

- ↵ Injuries to persons
- ↵ Vandalism and destruction of property
- ↵ Use of police resources
- ↵ Litigation
- ↵ Suspension or loss of alcohol permit privileges by the Alcohol and Gaming Commission of Ontario
- ↵ Possible increased insurance rates as a result of alcohol related incidents
- ↵ Loss of insurability should the insurer's risk assessment escalate
- ↵ Charges laid against the County under the Liquor License Act by the Alcohol and Gaming Commission of Ontario
- ↵ Loss of enjoyment by persons who abstain from consuming, or responsibly consume, alcohol
- ↵ Complaints

In most cases, these problems will not be attributable to individuals who drink moderately, or to those who respect the rules regarding alcohol consumption. It is believed that the majority of these problems arise from individuals who engage in four specific practices:

- ↵ Underage consumption of alcohol
- ↵ Consumption of alcohol in unlicensed areas
- ↵ Consuming alcohol to the point of intoxication
- ↵ Driving while intoxicated

To the extent that these four practices can be reduced, the likelihood of alcohol related problems may correspondingly diminish. For those individuals who do not engage in these targeted practices, the Policy will be minimally intrusive. It is not the intention of this Policy to stand in opposition to legal and responsible drinking.

1.0 DEFINITIONS

“Caterer’s Endorsement” means an endorsement by “XYZ Company”, which permits the sale of alcohol at an Event that is held in an unlicensed area other than the location to which the liquor licence applies.

“Cider” means wine produced from fruit or the concentrated juice fruit, other than grapes, to which, herbs, water, honey, or sugar is added.

“County” means The Corporation of the County of Brant.

“Door Monitor” means Event Worker(s) that monitor the attendance and limit entry to the Event to ensure capacity is not exceeded.

“Event” means any licensed event held at Municipal Locations where alcohol will be sold or served; and includes periods of set-up, operation, and clean-up.

“Event Workers” means individuals who serve or sell liquor or are involved in the organization or operation of an Event.

“Extra-strength Drinks” means drinks that contain alcohol in excess of the Standard Drink.

“Facility Rental Agreement” means the rental agreement between the County and an individual or organization for the use of a designated municipal location for a defined period of time.

“Floor Monitor” means Event Workers that talk with patrons, monitor patron behaviour, including monitoring for signs of Intoxication; and who may assist Door Monitors in their duties controlling access points.

“Intoxication” means a state of being under the influence of alcohol to the extent that a person’s physical or mental functioning is substantially impaired.

“Liquor License Act” means the *Liquor License and Control Act, 2019*, S.O. 2019, c.15, Sched 22, as amended or replaced from time to time.

“Municipal Alcohol Policy” or “MAP” means this policy.

“Municipal Locations” means municipally owned or managed property, places, spaces, and Events. These include but are not restricted to municipally owned or managed arenas, sports fields, community centres, waterfront areas as well as municipally hosted festivals and Events.

“Non-Profit Organization” means an association, club or society that is not a charity (being an organization with a charitable tax number) and is organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

“No-Sale Permit” means a temporary Special Occasion Permit administered by the Alcohol and Gaming Commission of Ontario which allows for the service and consumption of alcohol, but without direct or indirect charge to the consumer of the alcohol.

“Outdoor Alcohol Event” means an area within Parkland or a Parking Lot that is readily distinguishable and licensed to serve alcohol, which may include either a (ex: pavilion) or temporary (ex: tent) structure.

“Parkland” means open space owned or operated by the County.

“Parking Lots” means areas owned by the County and used for the primary purpose of parking motor vehicles.

“Permit” means a written authorization, contract, approval or Facility Rental Agreement issued or required to be issued by the County for an Event.

“Permit Holder” means the individual representing the rental whose signature appears on the Facility Rental Agreement and the Special Occasion Permit.

“Private Event” means an Event where only invited individuals will be in attendance, and for which there is no advertising and there is no intent to gain or profit from the sale of alcohol at the Event.

“Public Event” means an event that is open to the public to attend, which may be advertised and allow for fundraising or profit from the sale of alcohol, and is either: (i) conducted by a registered charity or a Non-Profit Organization; (ii) an Event of provincial, national or international significance; (iii) designated by County council (or its delegate) as an Event of municipal significance.

“Sale Permit” means a temporary Special Occasion Permit administered by the Alcohol and Gaming Commission of Ontario which allows the Permit Holder to keep for sale, offer for sale, serve, and sell liquor at a special occasion.

“Server” means an Event Worker that is responsible to check identification, accept payment or tickets for the purchase of alcoholic beverages and serves alcoholic beverages.

“Smart Serve” means a training program provided by Smart Serve Ontario for responsible alcohol beverage sales and service.

“Special Occasion Permit” type means either a No-Sale Permit or a Sale Permit.

“Standard Drink” means an alcoholic beverage, which is equal to or lesser than:

- (a) 341 ml (12 oz.) of beer, Cider, or cooler;
- (b) 142ml (5 oz.) of regular wine;
- (c) 43 ml (1.5 oz.) serving of spirits (e.g., rye, gin, rum); or
- (d) 85 ml or 3 oz of fortified wine (e.g., port, sherry, vermouth).

“Ticket Seller” means Event Workers that check identification and sell drink tickets to patrons.

2.0 PURPOSE OF THE POLICY

The Policy will ensure that clear, responsible guidelines are in place to assist in the prevention of alcohol related problems thereby allowing for the enjoyment of those who use Municipal Locations. By reducing the potential for alcohol related problems, the County simultaneously seeks to reduce the users' loss of enjoyment of Municipal Locations or Events, reduce the risk of injury and death, and reduce the risk of liability actions.

The policy includes content regarding permits under the jurisdiction of the Liquor Licence Act and informs users of applicable regulations related to compliance of the related regulations.

3.0 AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL

The consumption of alcoholic beverages is prohibited in the majority of Municipal Locations. The County Council may change the designation of any site at its discretion.

Municipal Locations that are designated as suitable for Special Occasion Permit functions are listed in **Appendix "A"**. Persons may apply for other sites not listed and approval may be granted at Council's discretion.

4.0 CERTIFICATION/ TRAINING - SMART SERVE PROGRAM

In order to allow the usage of Municipal Locations for a Special Occasion Permit Event, the Permit Holder must use Ticket Sellers, Servers and Door Monitors with Smart Serve certification and must ensure that caterers have all personnel who have contact with the sale or service of alcohol trained under the Smart Serve Program.

The Alcohol Gaming Commission of Ontario has introduced a five-year term for all new and existing liquor training certifications. This means that anyone involved in the sale, service, delivery, or sampling of liquor, or who takes liquor orders from customers must complete the [Smart Serve training program](#) every five years. Recertification started on July 1, 2022, but no certificates will expire until one year later, on June 30, 2023.

When Event Workers are supplied by the Permit Holder, Smart Serve Program certification must be provided two (2) weeks prior to the Event to the designated County staff (see **Appendix "C"**).

The Permit Holder must ensure the presence of Ticket Sellers, Servers and Door Monitors at alcohol related Events as set out in **Appendix "B"**, to manage the risk and responsibilities of the Event.

5.0 SAFE TRANSPORTATION STRATEGY

The risk of liability is especially high when a driver in a state of Intoxication leaves an alcohol related Event. Safe transportation options are essential since the only way to sober up a person in a state of Intoxication is with time.

Permit Holders are required to promote safe transportation options. Examples of safe transportation options:

- a) Arranging designated drivers;
- b) informing participants of taxi services, if available;
- c) transportation provided by the Permit Holder;
- d) warning any person in a state of Intoxication that the police will be called should they attempt to get behind the wheel of a vehicle;
- e) calling the police if person in a state of intoxication attempts to drive.

6.0 STRATEGIES FOR PREVENTING PROBLEMS

The Permit Holder must demonstrate that there are sufficient controls in place to prevent intoxicated or rowdy individuals from entering the Event and that intoxicated or rowdy individuals will be refused service and safely escorted from the Event.

In order to be eligible for a Facility Rental Agreement for a Special Occasion Permit function, the Permit Holder must demonstrate that sufficient controls are in place to the satisfaction of the General Manager, Community and Protective Services or designate(s).

Special Occasion Permit Holder Responsibilities

- 6.1 A copy of the Municipal Alcohol Policy will be provided to the Special Occasion Permit Holder at the time of application for a Facility Rental Agreement and the Permit Holder must sign in the applicable space that he/she has read, understands, and agrees to comply with the rules stated herein.
- 6.2 The General Manager, Community and Protective Services Department or designate(s), for Events held at Municipal Locations, in conjunction with the O.P.P., have the right to determine whether security / police will be required to be present based upon the Event type and estimated attendance (**Appendix "D"**). All costs will be the responsibility of the Permit Holder.
- 6.3 The Special Occasion Permit holder must assume responsibility for any incident or violation of the Policy that may endanger participants at the Special Occasion Permit function and must ensure all entrances and exits to the Event are adequately supervised as set out in **Appendix "B"**.
- 6.4 The Special Occasion Permit Holder is encouraged to acquire Smart Serve Program training.
- 6.5 The Special Occasion Permit Holder or designate who is named on the form provided by the Registrar of Alcohol and Gaming Commission of Ontario, must be present for the duration of the entire Event. The Special Occasion Permit Holder must ensure that the Special Occasion Permit is submitted to the designated County department 2 weeks prior to the Event and that any form naming a designate is posted with the Special Occasion Permit.

- 6.6 The Special Occasion Permit Holder or designate is responsible for decision-making during the Event, and therefore, must not consume alcohol to the point of intoxication.
- 6.7 The Permit Holder must ensure that the Special Occasion Permit and levy receipt (for liquor sale Events) are available upon request during the entire time the Event is in progress.
- 6.8 The Special Occasion Permit holder must follow the Event Worker ratio as outlined in **Appendix “B”**.
- 6.9 When Event Workers are supplied by the facility renter, the Special Occasion Permit holder must provide a list 2 weeks prior to the Event of Door Monitors, Ticket Sellers, and Servers with their proof of certification and shall post the list with the group’s Special Occasion Permit (**Appendix “C”**).
- 6.10 The Permit Holder must ensure all Event Workers, are of the age of majority, and where required, recognized as certified under a Smart Serve program. Age of majority for serving alcohol is 18 years old but for drinking alcoholic beverages is 19 years old. Food catering and kitchen staff that are not involved in the service of alcohol are not required to be 18 years of age.
- 6.11 The Permit Holder must ensure all Event Workers do not consume alcohol to the point of intoxication. Event Workers are encouraged to not consume alcohol during their shift.
- 6.12 The Permit Holder must ensure that all Event Workers, acting in official capacity at the Event, wear a name tag or some type of identification that states they are Event Workers, (which may include, but is not limited to T- shirts, or vests). The Permit Holder shall advise Event Workers with respect to admittance of persons who are underage and of the right to refuse admittance to an individual who appears to be in a state of Intoxication. The Permit Holder must ensure that Event Workers know evacuation procedures and the location of entrances and exits.
- 6.13 The Permit Holder shall ensure that Event Workers have a method of counting attendees to ensure the Permit and building capacity is not exceeded (e.g., collect tickets, count clicker). It is the responsibility of the Permit Holder to ensure that the building/attendance capacity is not exceeded during the Event. If capacity is exceeded, County staff have the right to close the Event.

Beverage Serving Responsibilities

- 6.14 The Permit Holder shall ensure that the only acceptable form of identification for proof of age will be:
 - Government issued Driver’s License with photo of the person to whom the licence is issued
 - Government issued passport,
 - Canadian Citizenship Card with photo of the person to whom the card is issued
 - Canadian Armed Forces Identification Card
 - Bring Your Identification (BYID) Card issued by the Liquor Control Board of Ontario
 - Secure Indian Status Card issued by the Government of Canada
 - Permanent Resident Card issued by the Government of Canada

- A photo card issued under the Photo Card Act, 2008
 - An Ontario Health Card may be accepted, if offered voluntarily
- 6.15 The permit holder shall ensure that the identification of every patron who appears to be under the age of 25 years is checked and verified.
 - 6.16 Tailgate Events (being an Outdoor Alcohol Event, in connection with and in proximity to a live professional, semi-professional or post-secondary sporting Event, without a Permit and a Special Occasion Permit) are not permitted at Municipal Locations.
 - 6.17 The Permit Holder shall ensure that at all times, beer of a light variety shall be offered, and a sign indicating availability be posted with the Special Occasion Permit and shall ensure that alcoholic beer, cider, or coolers of the standard 5.0% or less are emphasized as opposed to Extra-Strength Drinks.
 - 6.18 The Permit Holder shall ensure that no "Last Call" is announced, and no Happy Hours are offered. For Arenas and Community Centres listed in Schedule A, the Permit Holder must ensure that the bar area is closed by 12:30 a.m., except on New Year's Eve when the bar area must be closed by 1:00 a.m.) and that the alcohol is removed from the facility by 1:45 a.m., in accordance with the requirements of the Special Occasion Permit. The County reserves the right to restrict "sale hours" for Special Occasion Permit functions during hockey games, hockey tournaments, sporting events in arenas and parks.
 - 6.19 A Permit Holder for a Private Event Special Occasion Permit is not permitted to advertise or promote liquor or the availability of liquor. The Permit Holder at a Private Event where alcohol tickets are sold, shall advertise that unused alcohol tickets can be returned during the Event for cash. The Permit Holder, at a Public Event, shall advertise the cash will not be refunded for unused alcohol tickets and that attendees will have the opportunity to use the unused tokens (or tickets, as the case may be) at another Event sponsored by the same organization (e.g., next Lions' function).
 - 6.20 The Permit Holder shall ensure that the time that the sale of alcohol will end is posted.
 - 6.21 The Permit Holder shall ensure that non-alcoholic beverages shall be available at all times and that non-alcoholic beverages are provided at a cost significantly lower than alcoholic beverages and in accordance with the Special Occasion Permit that an adequate supply of food is available to persons attending the Event.
 - 6.22 The Permit Holder shall ensure that if alcohol is to be given as a contest prize, it is given in the form of a gift certificate.
 - 6.23 The Permit Holder shall ensure that any beverage being served at a Special Occasion Permit Event will be served in plastic or paper cups or cans unless otherwise authorized by the designated County contact. It is strongly recommended to use different coloured cups in order to distinguish between the alcohol and non-alcohol drinks.
 - 6.24 The Permit Holder shall ensure that no marketing practices which encourage increased consumption, including but not limited to oversized drinks, double shots, pitchers of beer, drinking contest, volume discounts (e.g. \$3.00 each or 5 for \$14.00), are permitted and that straight shots of alcohol, such as shooters or jello shooters) are not served.
 - 6.25 The Permit Holder shall ensure that no more than five (5) drink tickets are sold to any one person at any one time. In the event of weddings and banquets, bottles of wine will

be allowed to be served. Please refer to the Low-Risk Drinking Guidelines as provided in **Appendix “E”**.

- 6.26 The Permit Holder shall ensure that no more than two (2) drinks are served to any one person at any one time.
- 6.27 The Permit Holder shall ensure that the following signs are posted at every Event where alcohol is being served:
 - (a) A sign at the alcohol ticket sales tables as set out in **Appendix “F”**;
 - (b) A sign as set out in **Appendix “G”** shall be prominently posted at the bar and at the alcohol ticket- selling table; and
 - (c) A sign as set out in **Appendix “H”** for Reduce Impaired Drivers Everywhere (R.I.D.E.) Program shall be prominently posted at the main exit.
- 6.28 De-alcoholized communion wine can be served at Municipal Locations. A No-Sale Permit is required to serve communion wine with alcohol.

7.0 REQUIREMENTS FOR OUTDOOR ALCOHOL EVENTS

Any Event held outdoors at Municipal Locations will have additional requirements. The following is directly related to the designated areas of the Municipal Locations that have been licensed to sell alcohol. Interpretation of the requirements shall be clarified upon request by County staff.

- 7.1 All Outdoor Alcohol Events at Municipal Locations are required to complete a “Special Events Application”. It is recommended that an applicant forward a request for a tentative booking of the Parkland or Parking Lot at least ninety (90) days in advance, in order to allow for review by the County Special Event Advisory Team (SEAT). Requests must be completed in full, prior to the issuance of the Permit. The application can be found at: <https://webforms.brant.ca/Special-Event-Application>. Failure to submit your completed application 90 days prior to the Event, may result in the denial of your request.
- 7.2 If it is expected that fewer than 5,000 people will be attending the Event the applicant must give 30 days written notice prior to the Event date or 60 days written notice if more than 5,000 people are expected to the Event, to the County, Police Service, Fire and Health Department/Unit informing them of the Event and identifying the date, time, location, expected attendance and the physical boundaries of their request. This should include a detailed map showing the dimension of the area, including entrances, exits and fencing locations. Requirements for special events are outlined in the County’s Special Events Application Resource Manual which is part of the Special Events Application that must be submitted to the County.

The Permit Holder must advise the AGCO of any Event involving alcohol at a Municipal Location with 1,000 – 4,999 attendees at least 90 days in advance of the Event. Notification to the AGCO should be made at least 180 days in advance of any Event with 5,000 or more attendees.

- 7.3 At many Municipal Locations there are underground utilities. Before installing fencing, tents, poles or pegs, the Permit Holder must arrange utility locates if required and should allow six (6) weeks to obtain locates.

If a tent or marquee is utilized, the Permit Holder must also obtain a building permit from the Building & Bylaw Division prior to erecting (usually takes 3-4 weeks).

- 7.4 All Permit Holders must adhere strictly to the Alcohol and Gaming Commission of Ontario regulations related to location and types of events, as well as to County policies regarding the size of Outdoor Alcohol Events, setups, tables, washrooms, tents, fencing, recycling containers, distribution methods, garbage clean-up, supervision, noise by-law, parking and entrance and exit access.
- 7.5 Appropriate County departments may provide assistance upon all approvals being in place, to groups, addressing the physical “atmosphere of the grounds” being those items referred to above. There normally is a cost to the applicant for required services in terms of materials, supplies and labour prior to, during and after the Event.
- 7.6 The Permit Holder must adhere to the Ontario Fire Code, County’s By-law 223-02 (A By-law to Regulate the Open-Air Burning) and any other current legislation.
- 7.7 The Permit Holder must ensure occupant load is posted if it exceeds 60 persons for Outdoor Alcohol Events.
- 7.8 As required by the Special Occasion Permit, the Permit Holder must ensure physical delineation is in place whereby the group or organization can readily monitor patrons within the assigned area.
- 7.9 The Permit Holder shall notify the Building & By-law Division, Fire Services, and the County of Brant Health Unit for all necessary inspections prior to occupancy and use of the structure.
- 7.10 The Permit Holder shall ensure the Building Permit is posted and clearly visible during the entire time the tent is erected.
- 7.11 The Permit Holder must ensure food service is provided within or surrounding the area designated for the Outdoor Alcohol Event. Where food is being sold, served or prepared at such Events, the Permit Holder must obtain a letter of permission from the County of Brant Health Unit. Requests for concession/food truck/vendor operations must be submitted by the organizer with the original application and forwarded to the designated department.

- 7.12 The Permit Holder must ensure that the appropriate type and size of fire extinguishers are provided in the cooking and serving area. The number of fire extinguishers will be determined in consultation with Fire Services. The Permit Holder must ensure all exit doors, access to exits aisles between rows of chairs are properly sized and are kept clear.
- 7.13 The Permit Holder must obtain County approval in advance to charge admission fees to the grounds. Specific details on the reasons for the charges, expected income and rates must be submitted for approval.
- 7.14 When deemed necessary, the Permit Holder shall ensure security measures are to be implemented in consultation with the County and OPP (**Appendix “D”**) and must institute overnight security to prevent against theft and vandalism.

8.0 **POLICY VIOLATIONS PROCEDURES**

Any individual or organization bringing alcohol to Municipal Locations must have a Special Occasion Permit and before obtaining a Special Occasion Permit must have prior approval of the County.

- 8.1 In the case of patrons who appear to be in a state of intoxication, such persons must be refused service, the Permit Holder or designated Event staff must implement their Safe Transportation Strategy.
- 8.2 The Permit Holder shall ensure the Police are notified in the event the person refuses to take advantage of the options presented by the Permit Holder, Ticket Sellers, Servers, or County staff on duty.
- 8.3 A violation occurs when the Special Occasion Permit holder fails to comply with any of the provisions of the Liquor License Act of Ontario or its regulations, or with any of the terms and conditions, or the Municipal Alcohol Policy.
- 8.4 A participant at the Event, County staff, a member of the Ontario Provincial Police, County of Brant Fire Services, Building Inspector, Municipal Law Enforcement officer or an Inspector of the Alcohol and Gaming Commission of Ontario can intervene when they encounter a violation of the Municipal Alcohol Policy.
- 8.5 All violations must be reported to the designated County staff as soon as possible within 24 hours of the occurrence, or by the start of the next working day, and County staff must file an Incident Report.
- 8.6 A member of the organizing group, the Special Occasion Permit Holder, or Event Workers monitor may intervene by informing the offending individual(s) of the violation, and ask that it be stopped, or corrected. Members of the organizing group, the Special Occasion Permit Holder are encouraged to intervene in this way because intervention at other levels could ultimately result in a loss of privileges and possible criminal charges.
- 8.7 Depending upon the severity of the violation, County staff may request the organizers of the Event to stop the violation, or the Police may close down the Special Occasion Permit portion of the Event. The organizers will not be reimbursed for any financial loss, which may be incurred as a result of this action. Should the organizers refuse to comply, staff may call the Police for enforcement. If an Event becomes “out of control” and

requires additional assistance from the Ontario Provincial Police or County Fire Services, the Special Event host will be responsible for the costs.

- 8.8 All violations will be reviewed by the appropriate General Manager or designate(s) who may terminate (no further rentals), suspend, or modify the rental privileges of the individual or organization.
- 8.9 Where the Special Occasion Permit holders have violated the Municipal Alcohol Policy, the Event sponsoring organization will be sent a registered letter advising of the violation and indicating further actions possible.
- 8.10 The County of Brant and the Alcohol and Gaming Commission of Ontario may revoke the license for an Event if there is a history of problems with the Event.
- 8.11 Should the Special Occasion Permit Holder violate the Policy within one year of receiving notice of their first violation, the organizers or any person associated with the group, may be suspended from Special Occasion Permit privileges at all Municipal Locations for a period of not less than one year. A registered letter will be sent to the Special Occasion Permit Holder and Event sponsoring organization advising of the suspension. It is not the responsibility of the County to ensure receipt of such notification.
- 8.12 The Police or an Inspector of the Alcohol and Gaming Commission of Ontario may intervene in a violation of this Policy on their initiative, or in response to a request from either a County staff member or a member of the general public. Depending upon the severity of the infraction, charges may be laid under the Liquor License Act, or any other relevant legislation.

9.0 **POLICY MONITORING AND REVISIONS**

The County reserves the right to introduce other conditions from time to time at its discretion. This policy will be reviewed and updated as required after significant legislative changes are passed. Policy revisions will be forwarded to County Council for approval.

10.0 **INSURANCE / SPECIAL OCCASION PERMIT**

Permit Holders for Events at Municipal Locations must provide proof of the Special Occasion Permit and a Certificate of Insurance to the appropriate County staff as noted, at least two (2) weeks prior to the Event, which shall comply with the following:

- (a) The Certificate of Insurance must show that the Permit Holder has a minimum of five million dollars (\$5,000,000) commercial general liability insurance coverage (must include a Host Liquor Liability endorsement), and name 'The Corporation of The County of Brant' as an additional insured to this Policy.

The actual insurance limits required may be increased at the discretion of the County should it be determined that the risk involved with the Event dictates a higher limit of insurance. This will be determined based on information provided as part of the Special Events Application Process.

A Permit holder will be required to enter into an Agreement to indemnify and save the County harmless from all claims arising from the Permit or Event.

Notwithstanding anything contained herein, no Event is permitted at any Municipal Locations unless the Permit Holder has entered into a Facility Rental Agreement.

11.0 COUNTY OF BRANT FUNCTIONS

The Municipal Alcohol Policy is to be included as part of the County Corporate Policy and Procedures, and circulated to all staff and Committees who organize and operate functions on behalf of the County where alcohol may be served, in order to ensure that those individuals involved in operating licensed Events on behalf of the County are informed of the Municipal Alcohol Policy and their legal responsibilities.

Appendix “A”

AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL UNDER SPECIAL OCCASION PERMITS

The following facilities and park areas are designated as suitable for Special Occasion Permit functions subject to the Permit Holder (i) obtaining a Special Occasion Permit from the L.C.B.O.; (ii) agreeing to the conditions as set out by the Municipal Alcohol Policy; and (iii) entering into a Facility Rental Agreement.

RENTAL FACILITIES

(Facilities that are available for rent by the general public)

Facility & Location	Designated Area
ARENAS	
Brant Sports Complex	Arena Floors When Ice Is Out Banquet Hall Punter Room Dumfries Room Spectator Seating Lobby, Corridor, Dressing Rooms
Burford Community Centre	Arena Floor When Ice Is Out Upstairs Banquet Hall Mary Lowes Room Spectator Seating, Lobby
Gaukel Memorial Community Centre	Arena Floor When Ice Is Out Banquet Hall Community Room Lobby
COMMUNITY CENTRES	
Syl Apps Community Centre,	Commemorative Hall Lobby, Museum, Designated Green Space
Mt. Pleasant Community Centre	Hall
Airport Community Centre	Hall

Facility & Location	Designated Area
TF Warren Group Cainsville Community Centre	Community Hall, Patio, Meeting Room, Lobby, Designated Green Space, Parking Lot
Oakland Community Centre	Hall
Glen Morris Centennial Hall	Hall
Onondaga Community Centre	Hall
Scotland Community Centre	Gymnasium, Meeting Rooms, Lobby, Designated Green Space
Cowan Community Health Hub	Community Room, Board Room, Patio
PARKS – BRANT WEST/MT. PLEASANT	
Art Cadman Lions Park Space	Picnic Pavilion, Designated Green
Burford Community Centre Park	Picnic Pavilion, Parking Lot, Designated Green Space
Mt. Pleasant Park	Pavilion, Designated Green Space
Mt. Pleasant Nature Park	Pavilion, Designated Green Space
PARKS – PARIS	
Green Lane Sports Complex	Designated Green Space / Parking Lot, Picnic Pavilion
Lions Park	Picnic Pavilions, Walter Williams Amphitheatres, Designated Green Space
PARKS– ST. GEORGE	
South Dumfries Community Centre Park Parking Lot	Designated Green Space /
King William Park	Picnic Pavilion, Designated Green Space
Sunny Hill Park	Picnic Pavilion, Designated Green Space

MUNICIPAL USE FACILITIES

(Facilities Available for the County Departments /Boards /Associations functions only)

Facility & Location	Designated Area
---------------------	-----------------

GENERAL

Burford Administration Offices, 26 Park Ave	Meeting Rooms, Kitchen
Paris Administration Office, 66 Grand River St.	Council Chambers, Meeting Rooms, Kitchen

FIRE & RESCUE / EMS

County of Brant Fire Administration/

Burford Fire Hall

Paris Fire Hall

St. George Fire Hall

Mt. Pleasant Fire Hall

Scotland Fire Hall

Cainsville Fire Hall

Onondaga Fire Hall

Airport Fire Hall

Appendix “B”

Event Workers Required

PUBLIC EVENTS AND SALE EVENTS

– e.g., Fundraisers, Buck & Does, Fish Fry, Dances, Banquets, etc.

Up to 50 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	-	-
Servers	1	-
Ticket Sellers		-
Floor Monitor	1	-

201 - 250 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door monitors	1 / Entrance	1 / Entrance
Servers	2	-
Ticket Sellers		
Floor Monitor	1	2

51 - 100 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	-	-
Servers	1	-
Ticket Sellers		-
Floor Monitor	1	1

251 - 300 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	1 / Entrance	1 / Entrance
Servers	3	-
Ticket Sellers		
Floor Monitor	1	2

101 - 150 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	1 / Entrance	-
Servers	2	-
Ticket Sellers		-
Floor Monitor	1	1

301 - 600 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	1 / Entrance	1 / Entrance
Servers	4	-
Ticket Sellers		-
Floor Monitor	2	3

151 - 200 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	1 / Entrance	-
Servers	2	-
Ticket Sellers		-
Floor Monitor	1	1

601 – 1,000 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	1 / Entrance	1 / Entrance
Servers	6	-
Ticket Sellers		-
Floor Monitor	2	4

These are the minimum standards and may be increased if required.

If deemed necessary to hire security, the Permit Holder will use the services of the OPP or a certified security firm.

The specific conditions will be outlined through the SEAT process and/or in consultation with the applicable Facility Supervisor/Manager.

Event Workers Required (continued)

NO-SALE - PRIVATE EVENT

– e.g., Weddings, christenings, anniversaries, funerals, showers, family celebrations, birthday parties, etc.

1 to 250 People - No floor monitors are required unless patrons are not visible to Servers during the Event. In the case of a Sale Permit, Event Workers must follow Public Event requirements.

Up to 50 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Servers	1	-
Ticket Sellers	-	-
Floor Monitor	-	-

201 - 250 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Servers	2	-
Ticket Sellers	-	-
Floor Monitor	1	-

51 - 100 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Servers	1	-
Ticket Sellers	-	-
Floor Monitor	-	-

251 - 300 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Servers	3	-
Ticket Sellers	-	-
Floor Monitor	1	1

101 - 150 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Servers	2	-
Ticket Sellers	-	-
Floor Monitor	-	1

301 - 600 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Servers	4	-
Ticket Sellers	-	-
Floor Monitor	1	2

151 - 200 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Servers	2	-
Ticket Sellers	-	-
Floor Monitor	-	1

These are the minimum standards and may be increased if required.

If deemed necessary to hire security, the Permit Holder has a choice of Police or security firm.

Appendix "C"
**SPECIAL OCCASION PERMIT HOLDER &
SMART SERVE WORKERS**

SPECIAL OCCASION PERMIT HOLDER AND/OR DESIGNATE(S):

SMART SERVE
CERTIFICATION NUMBER

(Please Print)

(Please Print)

**SMART SERVE CERTIFIED WORKERS:
(DOOR MONITORS/TICKET SELLERS/SERVERS) (Please Print)**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Note:

To be submitted two (2) weeks prior to the Event * and also posted with the Special Occasion Permit at bar locations.

- *When Event Workers are supplied by the facility renter*

Appendix “D” REQUIREMENTS FOR PRESENCE OF SECURITY/ POLICE

PUBLIC EVENTS

- e.g., Fundraisers, Service Club Events, Fish Fries, Dances, Banquets, Cultural Celebrations

Number of Attendees	Security Personnel		Police Officers	Comment
1 – 375	2*	<u>or</u>	2*	When deemed necessary to hire security or the OPP
376 – 500	3*	<u>or</u>	2*	When deemed necessary to hire security or the OPP
Over 500	To be determined in consultation with the SEAT Committee and Alcohol and Gaming Commission of Ontario			

- * The County or the Alcohol and Gaming Commission of Ontario may increase security or police requirements should the Event have a history indicating a need for increased security.

PRIVATE EVENTS

- e.g., Weddings, christenings, anniversaries, funerals, showers, family reunions, birthday parties, etc.

Number of Attendees	Security Personnel	Police Officers
376 – 500	To be determined by County and the Ontario Provincial Police when deemed necessary to hire security.	
Over 500	To be determined in consultation with the OPP and Alcohol & Gaming Commission of Ontario when deemed necessary to hire security.	

Appendix “E”

LOW RISK DRINKING GUIDELINES

For the facts on alcohol and health, or to find out about the Low-Risk Drinking Guidelines, visit;

<https://www.camh.ca/-/media/files/canadas-low-risk-guidelines-pdf.pdf>

Low-risk drinking is about moderation.

SAFER DRINKING TIPS

- Set limits for yourself and stick to them
- Drink slowly. Have no more than 2 drinks in any 3 hours.
- For every drink of alcohol, have one non-alcoholic drink.
- Eat before and while you are drinking
- Always consider your age, body weight and health problems that might suggest lower limits.
- While drinking may provide health benefits for certain groups of people, do not start to drink or increase your drinking for health benefits.

Low-risk drinking helps to promote a culture of moderation.

Low-risk drinking supports healthy lifestyles.

CCSA wishes to thank the partners who supported development of Canada's Low-Risk Alcohol Drinking Guidelines. For a complete list of the organizations supporting the guidelines, please visit <http://www.ccsa.ca/Eng/topics/alcohol/drinking-guidelines/Pages/default.aspx>

Visit our website to find out more!
www.ccsa.ca

References:
Butt, P., Beimss, D., Glikman, L., Paradis, C., & Stockwell, T. (2011). *Alcohol and health in Canada: A summary of evidence and guidelines for low-risk drinking*. Ottawa, Ont.: Canadian Centre on Substance Abuse.

The Canadian Centre on Substance Abuse changes lives by bringing people and knowledge together to reduce the harm of alcohol and other drugs on society. We partner with public, private and non-governmental organizations to improve the health and safety of Canadians.

Canada's LOW-RISK ALCOHOL DRINKING GUIDELINES

Drinking is a personal choice. If you choose to drink, these guidelines can help you decide when, where, why and how.

Canadian Centre on Substance Use and Addiction
500-75 Albert Street, Ottawa, ON K1P 5E7
Tel: 613-235-4048 | Fax: 613-235-8101
Charitable #: 123329709R0001
Developed on behalf of the National Alcohol Strategy Advisory Committee
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Cette publication est également disponible en français.

Canadian Centre on Substance Use and Addiction
Evidence. Engagement. Impact.

For these guidelines, **“a drink”** means: ▶▶▶



Beer
341 ml (12 oz.)
5% alcohol content



**Cider/
Cooler**
341 ml (12 oz.)
5% alcohol content



Wine
142 ml (5 oz.)
12% alcohol content



Distilled Alcohol
(rye, gin, rum, etc.)
43 ml (1.5 oz.)
40% alcohol content

▶ **YOUR LIMITS**

Reduce your long-term health risks by drinking no more than:

- 10 drinks a week for women, with no more than 2 drinks a day most days
- 15 drinks a week for men, with no more than 3 drinks a day most days

Plan non-drinking days every week to avoid developing a habit.

▶ **SPECIAL OCCASIONS**

Reduce your risk of injury and harm by drinking no more than 3 drinks (for women) or 4 drinks (for men) on any single occasion. Plan to drink in a safe environment. Stay within the weekly limits outlined above in *Your limits*.

▶ **WHEN ZERO'S THE LIMIT**

Do not drink when you are:

- driving a vehicle or using machinery and tools
- Taking medicine or other drugs that interact with alcohol
- Doing any kind of dangerous physical activity
- Living with mental or physical health problems
- Living with alcohol dependence
- Pregnant or planning to be pregnant
- Responsible for the safety of others
- Making important decisions

▶ **PREGNANT?
ZERO IS SAFEST**

If you are pregnant or planning to become pregnant, or about to breastfeed, the safest choice is to drink no alcohol at all.

▶ **DELAY YOUR DRINKING**

Alcohol can harm the way the body and brain develop. Teens should speak with their parents about drinking. If they choose to drink, they should do so under parental guidance; never more than 1–2 drinks at a time, and never more than 1–2 times per week. They should plan ahead, follow local alcohol laws and consider the *Safer drinking tips* listed in this brochure.

Youth in their late teens to age 24 years should never exceed the daily and weekly limits outlined in *Your limits*.

Low-risk drinking helps to promote a culture of moderation.

Low-risk drinking supports healthy lifestyles.



0-2 standard drinks
per day



No more than
10 standard drinks
per week



0-3 standard drinks
per day



No more than
15 standard drinks
per week

Women

Men

Note: Higher alcohol beers and coolers have more alcohol than one Standard Drink.

If you do drink, avoid getting intoxicated or drunk. Wait at least one hour between drinks.
Have something to eat.
Drink non-alcoholic beverages, such as water, soft drinks, or fruit juice.

Tips for following these Guidelines

- Know what a Standard Drink is and avoid Extra-Strength Drinks
- Never drink and drive / or ride with a driver who has been drinking.
- Don't drink if you are pregnant or are planning to become pregnant.
- Be a responsible host – encourage your guests to follow these guidelines.
- Find out about programs and policies that support low-risk drinking.

Appendix "F"

NO MORE THAN 5 TICKETS / TOKENS

PER PURCHASE, PER PERSON.

TICKET / TOKEN SALES END

ONE-HALF ($\frac{1}{2}$) HOUR

BEFORE EVENT CLOSING.

**UNUSED ALCOHOL TICKETS WHICH DO
NOT IDENTIFY THE EVENT SPONSOR
MAY BE RETURNED FOR CASH.**

**UNUSED ALCOHOL TOKENS OR
TICKETS THAT IDENTIFY THE EVENT
SPONSOR MAY NOT BE RETURNED FOR
CASH BUT USED AT THE NEXT EVENT
BY THIS ORGANIZATION.**

Appendix "G"

**WE ARE PLEASED TO OFFER
NON-ALCOHOLIC BEVERAGES.**

**IT IS AGAINST THE
LIQUOR LICENSE ACT OF ONTARIO
TO SERVE ANYONE TO INTOXICATION.**

**FOR THIS REASON, SERVERS IN
OUR FACILITIES ARE REQUIRED
TO OBEY THE LAW AND NOT
SERVE ANYONE TO
INTOXICATION.**

**A LIMIT OF 2 ALCOHOL DRINKS WILL
BE SERVED AT ANY 1 TIME.**

R.I.D.E. Program

**THE LOCAL DETACHMENT OF THE
ONTARIO PROVINCIAL POLICE
"REDUCE IMPAIRED DRIVER
EVERYWHERE (R.I.D.E.)"
PROGRAM THANKS YOU
FOR HELPING TO REDUCE
IMPAIRED DRIVING EVERYWHERE
IN THE COUNTY OF BRANT**

**WE LOOK FORWARD TO
PERSONALLY THANKING YOU
AT ONE OF OUR SPOT-CHECKS
FOR LEAVING THIS EVENT
A SOBER DRIVER.**