

# TOWN OF TILLSONBURG

## Municipal Alcohol Policy (M.A.P.)

By-Law 4266  
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# TOWN OF TILLSONBURG – MUNICIPAL ALCOHOL POLICY

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## **1. INTRODUCTION**

The Tillsonburg Council first endorsed a by-law for an Alcohol Management Policy in 1994. This policy has proven to be very effective in Municipal Risk Management and has been included in the contract for all Municipal Facilities rented and licensed for Special Occasion Permits.

The policy is also intended to promote a safe, enjoyable environment for those who use these facilities. By managing and enforcing this policy, the Town of Tillsonburg hopes to reduce any possible risk of litigation.

## **2. GOAL STATEMENT**

In order to reduce alcohol related problems that may arise from alcohol consumption within its facilities and to promote a safe, enjoyable environment for users of these facilities, the Town of Tillsonburg has developed a M.A.P. The Town of Tillsonburg offers a variety of unique recreational experiences for people of all ages. Our goal is to encourage responsible use of alcohol during licensed events to ensure the health and safety of the participants and the protection of Town of Tillsonburg facilities.

## **3. POLICY OBJECTIVES**

To provide appropriate procedures and education to individuals or Event Organizers wishing to hold events in parks and facilities within the Town of Tillsonburg's jurisdiction in order to ensure that all Alcohol & Gaming Commission Board of Ontario legislation pertaining to Special Occasion Permits (SOP) is properly understood and complied with. The policy is based on legislation of the Liquor License Act (LLA) and Best Practices (BP). To encourage and reinforce moderate drinking practices through the development of appropriate operational procedures, controls, training and education.

### **Town's Best Practice:**

1. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.
2. To provide a balance use of alcohol through licensed premises or catered events so that alcohol becomes a responsible part of a social function, rather than the reason for it.
3. To provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

## **4. CONDITIONS OF THE USE OF ALCOHOL IN MUNICIPALLY OWNED AND OPERATED FACILITIES**

Anyone who wishes to serve alcohol at a designated site must sign a facility rental contract that stipulates the conditions under which alcohol may be served and acknowledges the requirements. In addition, the responsible person must obtain a Special Occasion Permit (SOP) from the Alcohol & Gaming Commission of Ontario (AGCO). The SOP Holder must comply with the Liquor License Act (LLA), R.S.O. 1990, Chapter L.19, the Sections and all of the provisions of the Town of Tillsonburg M.A.P.

**All applications for SOPs must be made online at <https://www.agco.ca/>**

## **SECTION #1 - MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS**

### **Tillsonburg Community Centre**

#### ***Lion's Auditorium***

The Auditorium is suitable for holding Special Occasion Permit events. It is equipped with a kitchen area including a stove, dishwasher and freezer compartments. The Auditorium holds up to 400 guests with tables and chairs and is wheelchair accessible.

#### ***Lion's Den***

The Den is suitable for holding Special Occasion Permit events. It is equipped with a kitchen area including a stove, dishwasher, freezer compartment and separate bar area. The Den holds up to 120 guests with tables and chairs and is wheelchair accessible.

#### ***Marwood Lounge***

The Lounge is suitable for holding Special Occasion Permit events with seating for 80. This room is ideal for meetings and small social functions.

#### ***Memorial Arena Floor and Tiered Seating***

The Arena Floor and tiered seating is suitable for holding Special Occasion Permit events with main floor seating for 1400. A variety of events can be held in this facility and is wheelchair accessible with elevator. The use of Marwood Lounge is required for the purpose of main bar when a Special Occasion Permit is approved for tiered seating area in Memorial Arena. Liquor License Act states that applicants can now apply for public event SOP for premises with fixed tiered seating or temporary tiered seating (i.e. bleachers). Conditions may be added to the permit to address identified risks to public safety. SOP applications for tiered seating facilities will be sent to the AGCO for review.

#### ***Senior Centre Auditorium***

This facility is suitable for holding Special Occasion Permit events with seating for approximately 120 with tables and chairs. This room is ideal for meetings and small social functions.

### **Parks & Playgrounds**

Kiwanis, Optimist, Hardball, Annandale ball diamonds, as well as Memorial Park and Coronation Park are suitable for outdoor Special Occasion permit functions, provided proper approvals have been received and a designated area with proper fencing provided. Designated area will control the people coming in and out. Event Organizer will be required to provide sanitation requirements, accessibility to the area by emergency works and access to telephone (cell phones) for those wishing to arrange for transportation.

### **Annandale National Historic Site**

#### ***Meeting Room***

This facility is suitable for holding Special Occasion Permit events. It will seat approximately 60 and is ideal for private parties, workshops and general meetings.

### **Tillsonburg Municipal Airport**

The exterior grounds at the airport are suitable for holding Special Occasion Permit events providing a designated area and proper fencing are in place.

#### ***Restaurant Area and Boardroom***

These areas are suitable for holding licensed events.

## **SECTION #2 - MUNICIPAL PARKS & FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS**

- Parks and outdoors areas not listed in policy
- Arena Dressing Rooms
- Arena Lobbies (upper and lower level)
- Arena Ice Surfaces
- Pool Change rooms
- Summer Place
- Gibson House
- Health Club
- Exceptions: Any person wishing to hold a Special Occasion Permit event in a location not listed in this policy must receive written approval from Director of Recreation, Culture & Parks or designate.

### **Areas Designated Where Alcohol Use Is Prohibited**

The consumption of alcoholic beverages is prohibited in the majority of parks, gardens, sports facilities and service facilities within the jurisdiction of the Town of Tillsonburg. **The Town of Tillsonburg has a zero tolerance policy on the consumption of alcohol where proper permits have not been obtained.** The Town may change the designation of any site within its jurisdiction at its discretion.

## **SECTION #3 - SIGNS**

### **A. Service Practices:**

To provide consistent and proper wording which satisfies the Alcohol & Gaming Commission of Ontario (AGCO) requirements, the following permanent signs have been designed and strategically posted.

1. "It is against the Liquor License Act of Ontario for a person to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non-alcoholic beverages."
2. "In Ontario, the legal drinking age is 19 years of age. You may be asked for proof of age. Acceptable identification is:
  - Ontario Drivers License
  - Canadian Passport
  - Canadian Citizenship Card with photo
  - Canadian Armed Forces I.D. card
  - Bring Your Identification (B.Y.I.D.) card issued by the Liquor Control Board of Ontario
  - A Secure Indian Status Card issued by the Government of Canada
  - A Permanent Resident Card issued by the Government of Canada
  - A Photo Card issued under the *Photo Card Act, 2008*
3. "No person shall sell or supply liquor or offer to sell or supply liquor from a prescribed premise unless, the premises prominently displays a warning sign containing the prescribed information that cautions women who are pregnant that the consumption of alcohol during pregnancy is the cause of Fetal Alcohol Spectrum Disorder"

### **B. Accountability:**

This will inform patrons as to where to direct concerns. This will include telephone numbers of the Event Organizer(s), local Police Department and the Alcohol & Gaming Commission of Ontario.

***RATIONALE:** Having these signs visible to participants eliminates any confusion on who to contact for information or to lodge complaints regarding an event.*

### **C. Last Call**

Last Call will NOT be announced.

### **D. Ride Signs**

Ride signs will be posted at all SOP events providing contact information for local taxi services.

### **E. Ticket Sales Stop**

Starting at 12:00am, only single ticket sales will be made. All ticket sales will stop at 12:45am.

***RATIONALE:** Oxford O.P.P. recommends that only single ticket sales be made at 12:00am. This will deter guests from buying multiple tickets and possible over-consumption prior to bar closing.*

## **SECTION #4 - CONTROLS PRIOR TO EVENT**

*EVENT ORGANIZERS OF MUNICIPAL FACILITIES WILL BE REQUIRED TO UNDERSTAND THE MUNICIPAL ALCOHOL POLICY PRIOR TO RENTING*

### **According to the Liquor License Act:**

#### **A. Private Event Special Occasion Permit**

A Private Event is held for invited guests only. Examples include a wedding reception, an anniversary party, baptism or birthday party, among others, where only family, friends and people known to the hosts or permit holders are invited to attend. The public cannot be admitted, and there can be no intention to gain or profit from the sale of alcohol at the event. Private Events cannot be publicly advertised. Information about the event may be shared with invited guests and members only.

#### **B. Public Event Special Occasion Permit**

Public Events: For events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol.

### **Town's Best Practice:**

#### **A. Special Occasion Permit**

The SOP Holder shall post the Special Occasion Permit at the bar area clearly stating the name of the SOP Holder and the telephone numbers for the designated contact person, secondary contact person and the Alcohol & Gaming Commission Board of Ontario.

While the local authorities and Alcohol & Gaming Commission Inspectors are informed of the date and place of the special occasion function, they do not always have an opportunity to drop in and check on the operation of the event.

The SOP Holder shall remain on site at all times. If, for some reason, they cannot, a secondary name must be posted. Concerned participants will know whom to contact immediately on the premises. This can facilitate early correction of potentially risky situations.

## **B. Control**

In order to be eligible for a facility rental for a special occasion function, the Event Organizer must demonstrate to the satisfaction of the Director of Recreation, Culture & Parks or designate that there are sufficient controls in place to prevent under age, intoxicated or rowdy people from entering the event and that the intoxicated participants will be refused services and removed from the event.

***RATIONALE:** Event Organizers must understand that prevention of intoxication is paramount. Controls must be enforced to allow for an enjoyable and safe atmosphere for all present.*

## **C. Municipal Alcohol Policy (MAP)**

A copy of the MAP will be provided to organizers by Town Staff or designate at the time of booking.

## **D. Checklist for Event Organizers**

A checklist form and a rental contract form will be provided by the municipality at the time of booking. These **mandatory** forms are to be completed by the Event Organizer and returned to the staff person or designate at least two (2) weeks prior to the event. **The use of a Special Occasion Permit may be in jeopardy if forms are not received in the specified time frame.** Signatures from both the Event Organizer and the staff person are required on the forms. Please see Appendix "A".

## **E. List of Trained Persons**

The Town will endeavor to have a list of trained persons who have indicated that they may be available to assist at events when the Event Organizer does not have the required SIP/Smart Serve trained personnel.

## **F. The Special Occasion Permit Signatory**

The person who's name is on the SOP 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, including any clean-up activities.

## **SECTION #5 - CONTROLS DURING EVENT**

All controls and service must be consistent with the provisions of the Alcohol & Gaming Commission Act of Ontario and its Sections.

### **According to the Liquor License Act:**

#### **1. SOP Holder, Event Volunteers/Event Staff must:**

- Abide by all the rules of the M.A.P.
- Attend the event and be sober before and during the event, including any clean-up activities
- Ensure that the bartenders and servers do not serve alcohol to any one under age, intoxicated or rowdy at the event

#### **2. Access & Control**

The SOP Holder and event volunteers/event staff shall accept the following as proof of age for alcohol purchase or consumption:

- Ontario Drivers License
- Canadian Passport
- Canadian Citizenship Card with photo
- Canadian Armed Forces I.D. card
- Bring Your Identification (B.Y.I.D.) card issued by the Liquor Control Board of Ontario
- A Secure Indian Status Card issued by the Government of Canada



- A Permanent Resident Card issued by the Government of Canada
- A Photo Card issued under the Photo Card Act, 2008

Entry to public functions must be denied to:

- Intoxicated or unruly individuals
- Individuals carrying unsealed alcoholic beverages
- Individuals previously ejected from the event

3. Entry 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 impaired or have a history of causing problems at events.

4. The SOP Holder has the right to deny entry to any individual.

5. The SOP Holder and the person renting the facility are responsible to ensure that the event is properly supervised and will provide enough staff to fulfill this obligation.

6. All signs of sale and service must be cleared from the premises within 45 minutes of the end time stated on the licensed permit. This includes the removal of all partially consumed and empty bottles, and glasses that contained liquor.

#### **Town's Best Practice:**

1. All day outdoor events are required to cease the sale of alcohol for a period of one hour to allow for clean-up.
2. The bar area within the premises shall be closed no later than 1:00am and NO service or sale of alcoholic beverages will be allowed after this time.
3. All entertainment within the facility shall cease at 1:00am.
4. The only exception to the 1:00am closing time is during New Year's Eve when bar service will cease serving at 2:00am. Event Organizers must ensure that patrons have vacated the facility by 3:00am.
5. To assist staff and to ensure that no incidents occur on the premises, patrons must vacate the facility by 2:00am. Exception: New Year's Eve Refer to #4.
6. Failure to comply with the above could prevent the SOP holder or organization from further renting of any Town of Tillsonburg facility and where appropriate, the Ontario Provincial Police (OPP) and the Alcohol & Gaming Commission of Ontario (AGCO) will be advised and charges may be laid by the OPP or infractions cited by the AGCO.
7. Bartenders must be Smart Serve trained (further details in Section #6). Event organizers are encouraged to have all event staff SIP/Smart Serve trained.
8. Leftover liquor must be removed from the premises at the end of the event, with exception of multiple-day SOPs.
9. The town limits number of tickets to be sold to any person at one time to 4 each. Unused tickets may be redeemed for cash at any time up until 15 minutes after the bar closes.



## **SECTION #6 - EVENT – STAFFING REQUIREMENTS**

### ***Event Servers And Monitors***

The following guideline sets out the ratio of event servers and monitors to event participants. The requirements may be increased or decreased by the Director of Recreation, Culture & Parks or designate having operational jurisdiction over the premises depending on crowd dynamics and type of event.

Trained servers must be certified by a recognized alcohol server training course that has been approved by the Town. This includes Smart Serve program. The sponsor shall ensure all event workers are over the age of 19 years of age. Door and entrance monitors are encouraged to monitor the door for a minimum of 1.5 hours following the advertised admission time and for a minimum of 1.5 hours prior to the advertised departure time.

The type of identification to be worn by event workers must be stated on the “Checklist & Security Plan. See Appendix “A”.

Self-serving is prohibited and trained bar personnel are required. Sponsor and all event workers will refrain from alcohol consumption before, during and after the event, including any clean-up activities.

Passive, moderate, high risk and major event classifications are determined by Town of Tillsonburg staff based on event dynamics.

### ***Refer to Appendix B – Event Category Guideline***

| <b>Category*</b>              | <b>Trained Servers**</b>                    | <b>Door/Entrance Monitors</b>                                  | <b>Floor Monitors/Bar Ticket Sales</b>                    |
|-------------------------------|---|--|---|
| <b>PASSIVE</b>                | 1   | The sponsor is responsible to monitor the entrance to the room | The sponsor is responsible to monitor those in attendance |
| <b>MODERATE</b>               | 2   | 1 event worker at the entrance to the room at all times        | 1 event worker throughout the room at all times           |
| <b>HIGH RISK/ MAJOR EVENT</b> | 2 + 2 for every additional 200 participants | 1 event worker at every entrance/exit to the room              | 2 + 2 per every additional 200 participants               |

\*Covers any public or private event

\*\*The server requirement for passive events may be waived at the discretion of the Director of Recreation, Culture & Parks or staff designate when an event has approximately 50 or less participants in attendance.

***RATIONALE:*** Event Staff requirements are based on 3 criteria: Attendance, Public Event or Private Event. History has shown that these were too vague. Not all Public Events require the same level of event staff as others. Additional event categories were needed to determine sufficient Event Staff. These additional considerations include:

|                            |                |                       |
|----------------------------|----------------|-----------------------|
| 1. Age Group & Maturity    | 2. Attendance  | 3. Incident History   |
| 4. Event Dynamics          | 5. Invitation  | 6. Food Availability  |
| 7. Impact on Neighbourhood | 8. Supervision | 9. Threats & Concerns |

## **SECTION #7 - ALCOHOL SERVICE**

### **A. Low Alcohol and Non-Alcoholic Options**

#### **Town's Best Practice:**

1. The SOP Holder will ensure that 30% of the alcoholic beverages offered consist of low alcohol options (i.e. low alcohol beer, light wine, and low alcohol/spirits). Non-alcoholic beverages must be readily available and priced significantly below any alcoholic beverage.
2. The SOP Holder shall provide a sign, which shall be prominently posted identifying the low alcohol and non-alcoholic beverages available at the event.  
***RATIONALE:** Low alcohol beverages help prevent intoxication by providing responsible consumers with an opportunity to consume less alcohol and avoid becoming intoxicated. A patron consuming a regular beer (at 5% alcohol) would have to drink two "extra light" beers (at 2.5% alcohol) to ingest the same amount of alcohol. Similarly, "light" beer (at 4% alcohol) represents a 20% reduction in alcohol intake.*
3. Discounts will not be offered for volume purchase of tickets when tickets are sold for alcoholic beverages. The Town limits number of tickets to be sold to any person at one time to 4 each.  
***RATIONALE:** By limiting the number of tickets or drinks participants may purchase at one time, the ticket sellers, monitors, bartenders and servers are provided with more opportunities to observe participants for signs of intoxication.*

### **B. Control Of Alcohol Service**

#### **According to the Liquor License Act:**

1. Practices which may encourage the immoderate consumption of alcohol are not permitted. Contests or games involving the consumption of liquor are not permitted. (Reg. 389/91 Section 18(1))
2. Liquor cannot be awarded as a prize for any game, contest or raffle. (Reg 389/91 Section 20).
3. Gambling: Games of chance (i.e. poker, crown & anchor, raffles, 50/50 draws, etc) are not permitted unless the proper license has been obtained from the province or municipality. Such licenses are only issued to eligible organizations with charitable or religious purposes. (Section 32). **Games of skill are permitted.**
4. Guests cannot be required to purchase a minimum number of drinks (or drink tickets) to enter or remain at the event, and no drink containing more than 85 ml of spirits can be sold or served. (Reg. 389/91 Section 16 and Section 13)
5. ***RATIONALE:** Table consumption can be moderated by not selling rounds of large numbers of tickets.*
6. The following is not permitted at an SOP event, including adjacent washrooms, liquor and food preparation areas and storage areas of under control of the permit holder:
  - Drunken individuals
  - Illegal gambling
  - Violent or disorderly conduct (fights, etc.)
7. No "Last Call" will be announced prior to the end of the event/sale of alcohol.
8. ***RATIONALE:** Announcing, "last call", prior to end sales encourages some patrons to purchase the maximum number of drinks allowed to prolong the event and drinking.*

9. An adequate supply of food must be available to persons attending the event. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.
10. There will be no self-serve events; even "Wine & Cheese" functions require a bartender.

### **Town's Best Practice:**

1. Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar. A maximum of 4 tickets may be sold at one time.
2. Bartenders and servers are required to pour all beverages into plastic or paper disposable cups at the bar. All bottles are to be kept behind the bar. Alcoholic and Non-Alcoholic drinks are to be served in different cups. Exception: Private events by invitation only.  
***RATIONALE:** By following the guidelines we will reduce the risk that Event Organizer's automatically assume when running an event. These practices are designed to discourage heavy alcohol consumption. By pouring all beverages into disposable cups, the chance of glass/bottle breakage is minimized.*
3. Any masked events, such as Masques, New Year's Eve parties, Halloween Parties, where masked identity of individuals are in attendance (costumed events), must meet the following conditions:
  - Acceptable type of identification, as listed
  - No one under the age of 19 years admitted
4. A maximum of 2 standard drinks will be served at one time.
5. The Standard Drink means:
  - Bottle of Regular Beer - 12 oz or 341 ml. (beer, cider or cooler)
  - Glass of Wine - 5 oz or 142 ml.
  - Shot of Spirits - 1 oz or 29 ml.
  - Fortified Wine – 3 oz or 85 ml.
6. Only single drinks will be served (no more than one shot in one glass)

### **C. Advertising Events**

#### **According to the Liquor License Act:**

SOP holder may advertise that liquor will be sold and/or served, according to the provisions in the Alcohol & Gaming Commission application Guidelines, Section 7(2), Reg. 389/91 regarding alcohol advertising. Reception Events cannot be advertised.

### **SECTION #8 - INSURANCE**

**LIABILITY INSURANCE:** The SOP holder shall:

- Obtain a minimum of **FIVE MILLION (\$5,000,000) DOLLARS** liability insurance
- Name the Town of Tillsonburg as an additional insured, providing a **mandatory** copy to the Town at least two weeks prior to the event
- Indemnify and save the Town of Tillsonburg harmless from all claims arising from the permit or event.

The actual insurance limits required may be increased at the discretion of the Director of Recreation, Culture & Parks or designate.

***RATIONALE:** If an individual is injured, and if the Town of Tillsonburg were to be*

*found “jointly and severally” liable, the Town of Tillsonburg could end up paying part or all of the judgment should the Special Occasion SOP permit holder be inadequately insured or uninsured. In addition to the expense to the municipality to defend any legal action, the municipality might have difficulty obtaining continued insurance coverage.*

**When the Renter is a corporation or organization:**

***Commercial General Liability Insurance***

Commercial General Liability Insurance satisfactory to the Owner and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- (a) A limit of liability of not less than FIVE MILLION (5,000,000)/occurrence with an aggregate of not less than TWO MILLION (\$2,000,000)
- (b) Add the Owner as an additional insured with respect to the operations of the Named Insured
- (c) The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- (d) Non-owned automobile coverage with a limit not less than TWO MILLION (\$2,000,000) and shall include contractual non-owned coverage (SEF 96)
- (e) Products and completed operations coverage
- (f) Broad Form Property Damage
- (g) Contractual Liability
- (h) Owners and Contractors Protective
- (i) Tenants legal liability
- (j) The policy shall provide 30 days prior notice of cancellation
- (k) Liquor Liability endorsement

**When the Renter is an individual:**

***Homeowner’s Liability Insurance***

Homeowner’s liability insurance satisfactory to the Town and underwritten by an insurer licensed to conduct business in the Province of Ontario is required. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall have a limit of liability of not less than FIVE MILLION (\$5,000,000).

The individual must provide proof of a Homeowner’s Liability Policy by way of a letter from the Broker. The Town cannot be added as additional insured.

***Party Alcohol Liability Insurance***

Party Alcohol Liability Insurance in an amount not less than FIVE MILLION (\$5,000,000) and underwritten by an insurer licensed to conduct business in the Province of Ontario is required. The municipality shall be added as an additional insured.

***Sample Indemnification***

The Host shall indemnify and save harmless the Municipality from any and all claims, demands, causes of action, losses, costs or damages that the Municipality may suffer, incur or be liable for, resulting from the Hosts’, event workers’ and agents’ performance, actions and negligent acts or omissions in connection with the holding of an event involving the serving of alcohol on Municipal premises.

## **SECTION #9 - SAFE TRANSPORTATION**

### **Town's Best Practice:**

Only individuals, Event Organizer or organizations implementing a safe transportation strategy will be permitted rental privileges of facilities for SOP functions.

The Event Organizer shall identify the strategies, which will be used on the "Checklist for Event Organizers" form. The Event Organizer 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 shall consist of the following:

It is suggested that the designated driver be supplied with free soft drinks/coffee during the function. The Event Organizer shall advertise or announce the availability of this program during and, if possible, prior to the event.

Advertise the use of taxi service – The Event Organizer shall advertise or announce the availability of a taxi service to attendees of the event. If not required to provide a taxi service, the Event Organizer shall ensure that appropriate signage is posted at the facility which includes the telephone number and/or use their best efforts to obtain any attendee a taxi upon request.

***RATIONALE:*** *The risk of liability is especially high when an impaired driver leaves an alcohol-related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an impaired person is with time.*

The SOP holder is responsible for promoting safe transportation options for all the drinking participants. Examples of safe transportation options are:

- A designated driver provided by the Event Organizer; or
- A taxi paid either by the Event Organizer or the participant.

***RATIONALE:*** *The risk of liability is especially high when an impaired driver leaves an alcohol-related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an impaired person is with time.*

## **SECTION #10 - YOUTH ADMISSION TO ADULT EVENTS**

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

### **According to the Liquor License Act:**

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.

Individuals under the age of majority will not be allowed to consume alcohol beverages on licensed premises. Anyone serving individuals under the age of majority alcohol will be required to leave the event.

### **Town's Best Practice:**

Two (2) extra floor monitors will be required if persons under the age of majority are allowed to enter Public events.

It is suggested that for events allowing individuals under the age of majority and with over 250 patrons will be required to identify those persons over the age of majority. Event Organizers may choose either stamps or wristbands to identify persons over the age of majority.

## **SECTION #11 - SECURITY REQUIREMENTS AT SPECIFIC EVENTS**

For the purposes of this section, security personnel may be either Paid Duty Police Officers and/or licensed Security Guards that are employed by a registered Security Employer as governed by the Private Security & Investigative Services Act (PSISA) of Ontario. As per the PSISA, a Security Guard is a person who performs work, for remuneration, that consists primarily of guarding or patrolling for the purpose of protecting persons or property. Additionally, no person shall act as a security guard or hold himself or herself out as one unless the person holds the appropriate license under the Act.

| <b>CATEGORY*</b>             | <b># OF SECURITY PERSONNEL**</b> |
|------------------------------|----------------------------------|
| <b>PASSIVE</b>               | 1                                |
| <b>MODERATE</b>              | 2                                |
| <b>HIGH RISK/MAJOR EVENT</b> | 2                                |

\*Covers any public or private event

\*\*Security requirements for events may be increased or decreased at the discretion of the Director of Recreation, Culture & Parks or designate and with an approved security plan.

### **According to the Liquor License Act:**

The SOP holder must provide security sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the Liquor License Act are observed. In order to determine whether security is sufficient, the permit holder shall consider:

- The nature of the event;
- The size of the premises; and
- The age and number of persons attending the event.

### **Town's Best Practice**

Security must have access or provide a communication link on site to summon emergency services.

Security is not to be involved in serving of alcoholic beverages nor may assist in any way in the liquor operation of the event.

The purpose of security is to:

- Provide high visibility access control at all entrances/exits to licensed area(s);
- Prevent underage patrons from entering licensed area(s);
- Prevent alcohol from leaving licensed area(s);
- Reinforce event rules through verbal interventions;
- Observe, report and document event policy and/or procedural violations;

***Note – Security Guards do not have the authority to act as an Agent of the Owner (the Town of Tillsonburg) as per the Trespass to Property Act of Ontario.***

Full payment of licensed and bonded security company is the sole responsibility of the Event Organizer. Time Period required is 9:00pm – 2:00am. **Exception:** For Tiered Seating Events during hockey tournaments, games, or carnivals where specific times will vary, the duration of security will be determined by staff.

The Town of Tillsonburg reserves the right to approve or reject licensed and bonded private security companies. Each event will be reviewed on its own merit. If the Event Organizer demonstrates the need for less security at their event, the required number of officers may be reduced or waived at the discretion of the Director of Recreation, Culture & Parks or designate. However, public safety for the patrons of the event will be paramount.



## **Reportable Incidents**

All reportable incidents that occur at the event shall be documented by security personnel and a copy of the incident report shall be forwarded to the Town for their review.

Examples of reportable incidents are as follows:

- Any illegal act as defined by the Criminal Code of Canada;
- Damage to property;
- Any critical injury as defined by the Occupational Health & Safety Act;
- Any other significant incidents not included in the previous bullets.

The incident report shall include all the relevant incident details including;

- Who was involved (full names) & contact information;
- What occurred (chronological account of events with as much detail as possible);
- Where it occurred (specific locations as required);
- When it occurred (date & time of incident, when reported and response times);
- Why it occurred (if known);
- How it occurred (if known);
- Police report number (if Police were involved);
- Security guard name and contact information;
- Any additional relevant information such as actions taken by event organizers etc.

***RATIONALE:*** Security requirements vary depending on category of event. Dances designed for those over 25 years of age or seniors will differ from those dances geared towards those 25 years and under. Events that have attendance exceeding 300 will require additional security over those events with less than 300. Events that are by invitation only versus general admittance will impact security requirements.

The overall event dynamics must be considered before security requirements can be imposed. Additional considerations include:

|                         |             |                    |
|-------------------------|-------------|--------------------|
| Age Group & Maturity    | Attendance  | Incident History   |
| Event Dynamics          | Invitation  | Food Availability  |
| Impact on Neighbourhood | Supervision | Threats & Concerns |

Each of the above nine considerations is evaluated and checked off accordingly. Majority dictates category of risk and how the requirements of event staff/security are reached.

## **Outdoor Events/Festivals**

### **According to the Liquor License Act:**

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent or marquee. The outdoor area must be clearly defined and separated from unlicensed areas by a minimum 36" high partition.

Festivals and events can define an area larger than outside beer tents where people can walk around freely with drinks. Local communities are free to customize the events to their needs. AGCO may be involved to discuss public safety issues with the permit holder.

Notification must be made to local municipality, including clerk, police, fire and health department and AGCO 30 days' notice for events where fewer than 5,000 people attend and 60 days' notice for events where 5,000 or more people attend.

If a SOP has been issued for an outdoor event that has both licensed areas (bars, restaurants) and areas to which the SOP applies (i.e. a street on which the event occurs), patrons can move freely between these areas with a single serving of alcohol, under certain conditions and where permission has been granted by the AGCO.



**Town's Best Practice:**

The Town of Tillsonburg Fire Chief and Building Official will determine maximum capacity for outside tents based on exits and floor area.

For potential problem rentals, the Town reserves the right to require the presence of minimally two (2) guards licensed and bonded Security Company for the duration of an event. Number of security will be based on Section 11 and Appendix C of this M.A.P. This cost will be borne by the Event Organizer or individual. The Town also reserves the right to refuse the issuance of a facility rental permit at their sole discretion.

**SECTION #12 - CONSEQUENCES FOR FAILURE TO COMPLY****SOP Holder's Responsibilities**

1. In the case of patrons who are intoxicated to the point that they must be cut-off, the SOP holder or designated Event volunteer/staff must make every effort to ensure that the patron does not drive and that he or she will arrive safely at home. In some instances, non-intoxicated friends might agree to drive the person home, or a cab may be called for the patron.
2. In an effort to encourage patrons not to drink and drive, free access to a phone should be made available to persons wishing to call a taxi and the telephone number of a taxi company should be prominently displayed.
3. If an intoxicated person insists on driving, the SOP holder and/or staff may have to attempt to detain the person and call the police.
4. Where anyone is engaged in a disruptive behaviour as a result of alcohol consumption at social events, authorities will be called.
5. The SOP holder is required to report in writing to the Director of Recreation, Culture & Parks or designate within 48 hours all incidents in which patrons are injured or ejected from an event or Police are called.
6. Although police will be called if a situation deems necessary to do so, it is the responsibility of the SOP holder to ensure the proper management of an event.
7. Where persons under the age of majority are found to have consumed or to be consuming alcohol at SOP and non SOP events, the authorities will be called immediately.

**Enforcement Procedures For Policy Violation**

A violation of this policy occurs when the SOP holders or individual(s) fail to comply with this policy or the conditions of the Liquor License Act, or any other relevant legislation. Intervention can be initiated by a participant at the event, Town of Tillsonburg staff, Police or an Inspector of the AGCO. Random monitoring of events where alcohol is served may be conducted by the Director of Recreation, Culture & Parks or designate having jurisdiction over the premises.

**Town's Best Practice:**

1. Event Organizer(s), SOP Holder or the monitor(s) may intervene by informing the offending individual of the M.A.P. violation and asking that it stop. Event Organizer members and monitors are encouraged to intervene in this way because intervention at other levels could result in a loss of privileges and legal charges.
2. A Town of Tillsonburg staff member with recognized authority will intervene whenever he/she encounters a violation of the policy. Depending upon the severity of the policy

infraction, the Town of Tillsonburg staff may ask the organizers of the event to stop the violation or they may close down the SOP portion of the event (especially if there is the potential for harm or loss of enjoyment by non-drinkers). Should the organizers fail to comply; the staff will call the police for enforcement.

**Penalties:**

Where an SOP holder has violated the MAP, and has been confronted by a Town of Tillsonburg staff member, the sponsoring organization and/or SOP holder will be sent a registered letter by the Director of Recreation, Culture & Parks or designate advising of the violation and indicating that further violations will not be tolerated.

Should the sponsoring organization and/or SOP holder violate the policy within one year of receiving notice of their first violation, the sponsoring organization and event organizers shall be suspended from organized use of a Town of Tillsonburg facility or area for a further one year. The Director of Recreation, Culture & Parks or designate will send a registered letter to the appropriate contact person advising of the suspension. A copy of the letter will be sent to the Chief Administrative Officer.

Where, in the opinion the Director of Recreation, Culture & Parks or designate, there have been repeated violations of a municipal, provincial or federal statute, the sponsoring organization and event organizers shall be immediately suspended from organized use of a Town of Tillsonburg facility or area for a period of one year or longer as are warranted in the circumstances. A registered letter shall be sent and copied to the Chief Administrative Officer or designate and Council.

**SECTION #13 - POLICY MONITORING AND REVISIONS**

The Municipal Alcohol Policy for the Town of Tillsonburg will be reviewed as required. It is subject to change and updates reflecting changes in laws and the circumstances related to the administration of the MAP.

Contact will be made with local OPP and AGCO agents to review occurrences within our licensed facilities. All reports will be sent to Director of Recreation, Culture & Parks.

**CHECK LIST & SECURITY PLAN**



**Event Location:**

Tillsonburg Community Centre

- ☐ Lion's Auditorium
- ☐ Lion's Den
- ☐ Marwood Lounge
- ☐ Arena Floor

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Function: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

SOP filed: Yes ☐ No ☐ Anticipated Attendance: \_\_\_\_\_  
Proof of Insurance filed: Yes ☐ No ☐

1. Has customer received and read Municipal Alcohol Policy (M.A.P.)? Yes ☐ No ☐

2. List name(s) of trained bartenders, complete with certification numbers.

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

3. List names of who will be checking identification at the door?

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

4. List names of who will be monitoring the event, checking washrooms, circulating through the parking lots to ensure that over drinking, supplying minors and self-serving does not occur?

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

5. List safe transportation strategies for this event:

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

6. Will security be provided beyond this plan? Yes ☐ No ☐

Approved Private Security Company? (must attend in full uniform)

7. General Comments:

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**EVENT CATEGORY GUIDELINE – RISK ASSESSMENT**

Name/Organization: \_\_\_\_\_

Type of Event: \_\_\_\_\_

| PRIMARY CONSIDERATION                              | ✓ | PASSIVE RISK  | ✓ | MODERATE RISK  | ✓ | HIGH RISK  |
|--|---|---|---|--|---|--|
| <b>1. AGE GROUP &amp; MATURITY OF PARTICIPANTS</b> |   | An adult/senior booking an event that will be predominately attended by persons 25+ yrs.  |   | An adult booking an event that will be predominately attended by persons under 25 years  |   | Any public events which is predominately attended by persons under 25 years of age   |
| <b>2. ATTENDANCE</b>                               |   | Under 50  |   | 51-300   |   | Licensed security officers and an approved Security Plan required  |
| <b>3. INCIDENT HISTORY</b>                         |   | Well known sponsor  |   | Sponsor has frequent organizational experience   |   | Unknown  |
| <b>4. EVENT DYNAMICS</b>                           |   | Stage Performance<br><br>Community or family dinner/banquet held inside a facility  |   | -Open outdoor public gatherings<br><br>-Indoor public gatherings   |   | -When the event dynamics substantially increases the level of risk or threat to include activities that require care and skill<br>-Games of Skill<br>-Video Dance Parties<br>- Events in tiered seating<br>- Outside Festivals, Beer Gardens |
| <b>5. INVITATION</b>                               |   | Closed – Personal invitation only   |   | Closed – Personal invitation with advanced ticket sales  |   | Open – General admittance  |
| <b>6. FOOD AVAILABILITY</b>                        |   | Sit down dinner/banquet served with regular bar   |   | Regular bar with food provided throughout the event on a no charge basis or food is provided in the cost of the ticket                 |   | Midnight buffet only<br><br>Snacks and light meal provided   |
| <b>7. IMPACT ON NEIGHBOURHOOD</b>                  |   | Held inside a facility limited to the local community only  |   | Held inside a facility with adequate on-site parking   |   | - Noise control considerations<br><br>- Substantial parking requirements<br><br>-Transportation service increased to accommodate expected participant volume   |
| <b>8. SUPERVISION</b>                              |   | - Town staff on duty<br><br>- Private event held inside the facility or in an open area<br><br>- Sponsor acting as door monitor |   | - Town staff on duty<br><br>- Public Event held inside facility or in an open area.<br><br>- Sponsor acting as door and floor monitors |   | - Town staff on duty<br>- Public Event held inside facility or in an open area.<br>- Within an enclosed area outside such as a temporary tent, fencing or barricades.<br>- Sponsor acting as door and floor monitors                         |

## Appendix B – Municipal Alcohol Policy

|   |    |  |    |   |    |  |
|---|----|--|----|---|----|--|
| <b>9. THREATS &amp; CONCERNS</b>  |    | None apparent  |    | Within 100 meters of a residential property<br>Moving motorized vehicles on site<br>Motorized equipment on site   |    | Time of the event<br>When majority of participants arrive after 10:00pm<br>Within close proximity to:<br>Waterfront venues, dunk tank, ice surface, hills, ravines, rugged terrain, heavily forested areas, accessibility to tiered seating, livestock, vehicles/equipment, fireworks  |
| Each of the 9 considerations is valued and checked off accordingly. Majority dictates category of risk.     | /9 | <b>Comments:</b>   | /9 | <b>Comments:</b>  | /9 | <b>Comments:</b>   |
| <b>CHECKS TO BE CONDUCTED &amp; APPROVALS OBTAINED</b><br><br>(Refer to Section 11 – Security Requirements) |    | Sponsor is well known to staff, therefore no Class or police check required<br><br>-Obtain trained server Confirmation<br><br>- Obtain copy of SOP<br><br>-Obtain Party Alcohol Liability insurance (\$5M) |    | -Conduct a Class alert warning check<br><br>-Obtain trained server information<br><br>- Obtain copy of SOP<br><br>-Obtain Party Alcohol Liability Insurance (\$5M)<br><br>-Obtain door and floor monitors information |    | -Conduct a Class alert warning check<br><br>-When 1000+ are anticipated, additional approvals are required from AGCO<br><br>-Obtain security /operational plan, to include police, fire & AGCO considerations<br><br>-Obtain paid duty O.P.P. or approved private security in uniform<br><br>-Obtain trained server information<br><br>- Obtain copy of SOP<br><br>-Obtain Party Alcohol Liability Insurance (\$5M)<br><br>-Obtain door and floor monitor information<br><br>-Conduct a site inspection, if required |
| <b>FINAL APPROVAL AUTHORITY</b><br><br>Signature & Date   |    | Director of Recreation, Culture & Parks designated staff   |    | Director of Recreation, Culture & Parks or designated staff   |    | Director of Recreation, Culture & Parks or designated staff  |