

Municipal Management Alcohol Policy

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Authority:	By-Law 2014-064; By-Law 2023-027		

1. Policy Statement

The Municipality of Brockton owns and operates facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit (SOP). The Municipality of Brockton has developed a Municipal Management Alcohol Policy in order to prevent problems that arise from alcohol consumption at Municipal owned facilities that allow for the responsible consumption of alcohol, for the protection of property and promotes a safe, enjoyable experience for those who use these facilities.

Problems can arise from alcohol consumption which can affect not only those who consume alcohol but also patrons who use Municipal facilities. These problems include:

- Vandalism and destruction of Municipal property
- Police being called to municipal property
- Injuries to drinker or other individuals
- Liability action arising from alcohol related injuries or deaths
- Increased insurance rates as a result of alcohol related incidents
- Loss of insurability should the insurer's risk assessment escalate
- Charges laid against the Municipality or the Special Occasion Permit holder(s) under the liquor License Act/Regulations
- Suspension or loss of Alcohol Permit privileges by the Alcohol and Gaming Commission of Ontario (AGCO)
- Loss of employment by non-drinkers and moderate drinkers
- Complaints lodged by offended parties
- Withdrawal from use of facilities by people concerned about alcohol consumption
- Loss of revenue due to reduced participation
- Increased public concern about alcohol consumption

In many instances, these problems will not be attributed to moderate drinkers or to those who respect the rules regarding alcohol consumption. The majority of these problems arise from drinkers who engage in six specific drinking practices.

- Drinking to intoxication;
- Drinking and driving;
- Underage drinking;
- Drinking in prohibited areas;
- Over service by Special Occasion Permit Holder; and
- Special Occasion Permit Holder promoting immoderate consumption

One in five drinkers in Grey and Bruce County are regular heavy drinkers. This high risk practice is a strong predictor of alcohol related problems which are evident in our communities

Minimizing or reducing these six drinking practices will limit or reduce the number of alcohol related problems we may encounter. The policy is not intended to stand in opposition to the legal and moderate consumption of alcohol.

2. Scope

The Municipality of Brockton's Community Services; Parks and Recreation Department is responsible for ensuring this policy is applied fairly, promptly and consistently. Additionally, the Department will review the Municipal Management Alcohol Policy with Legislative Services to ensure it adheres to current regulations found in the Liquor License Act.

3. Purpose

- To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally owned facilities in order to ensure legislation pertaining to SOP's and licenses is properly understood and strictly complied with.
- To ensure proper supervision and proper operation of licensed events in order to protect the organizers, the participating public, volunteers, the municipality and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.
- To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
- To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.

4. Definitions

Alcohol and Gaming Commission of Ontario (AGCO)

The AGCO is responsible for the administration of the Liquor License Act <https://www.agco.ca/>

Catering Endorsement

Holders of a valid liquor sales license with a catering endorsement are permitted to sell and serve beverage alcohol at events that are held in unlicensed areas other than a licensed establishment, or that are held in unlicensed areas within a licensed establishment (for example, an unlicensed basement). A catering endorsement may not be used at a location if:

- The location's liquor sales license is currently under suspension,
- A liquor sales license for that location has been revoked or refused, or
- A business or individual cannot get a Special Occasion Permit for that location

Event

For the purposes of this policy, an event refers to any licensed event held on municipal premises at which alcohol will be served and/or sold. Such events may include but are not limited to weddings, showers, dances, barbeques, and birthday parties. The duration of the event encompasses the setup, operation and cleanup.

Public Events

A public event is one which is open to the public to attend and is conducted by a registered charity or not-for-profit entity. An individual or business may host a public event if the event is

- a) being held in a licensed facility, or
- b) has been deemed of municipal, provincial, national or international significance (see Appendix A).

Private Event

A private event is one which is for invited guests. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

Liquor Industry Promotional Event

For events held to promote a manufacturer's product through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

Tailgating Event

For Public Events that are held outdoors, in connection with, and in proximity to, an eligible live sporting event and where attendees 19 years of age or older may bring their own liquor (BYOB) for consumption at the event. These events can be advertised and the sale and/or service of alcohol are permitted at the event.

Event Sponsor/Organizer

Refers to the individual(s) who have signed the facility rental agreement for an event that will involve the selling and/or serving of alcohol on municipal premises. The Event Organizer and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy and the Liquor License Act and its regulations. They assume responsibility and liability for the entire operation of the event.

Event Staff

A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 18 and who has satisfactorily proven to the Event Organizer that she/he will act in accordance with the MAP. All event workers have a responsibility in the operation of the event and shall not consume or be under the influence of alcohol for the entire duration of the event. They assume responsibility and liability for the entire operation of the event in conjunction with the Event Organizer. Event workers may have one or more of the following roles:

- Floor monitor
- Door monitor
- Server/bartender
- Ticket seller

Detailed roles and responsibilities for each type of event worker can be found in Section 6 of this policy.

Liquor License Act (LLA)

The [Liquor Licence Act, R.S.O. 1990, c. L.19](#) outlines the laws regarding the sale and service of alcohol.

Licensed Security

Security personnel monitor entrances and patrol licensed areas to ensure the safety and security of the establishment, its employees and patrons. Security must be licensed under the [Private Security and Investigative Services Act, 2005](#) (PSISA) or as may be amended from time to time.

Municipal Alcohol Policy (MAP)

A local policy for municipalities to manage events held at municipally-owned facilities and properties when alcohol is sold or served.

Municipal Premises

All municipally owned or leased facilities and lands.

Municipal Representative

Municipal staff or a designate that attends and monitors the event on behalf of the municipality and ensures all components of the Municipal Alcohol Policy is met.

Operational Plan

A coordinated plan of actions to prevent and control potential risks. See the AGCO's document Planning Special Events, Concerts or Festivals tip sheet for more information. <https://www.agco.ca/liquor-sales-licence-plans>.

Server Training Program

A certificate training program for serving alcohol that is approved by the AGCO. Server training is required by staff and volunteers who work in areas where alcohol is sold and/or served. An example is the training program offered by Smart Serve Ontario (<https://www.smartserve.ca>).

Special Occasion Permit (SOP)

A liquor permit issued by the Alcohol and Gaming Commission of Ontario (AGCO) for social events where alcohol will be sold or served. <https://www.agco.ca/alcohol/special-occasion-permits-private-event>

Special Occasion Permit Holder

Refers to the individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol. The permit holder must be at least 19 years of age and shall attend the event to which the permit applies or appoint a designate to attend in the permit holder's place. If the permit holder designates a person to attend the event in the permit holder's place, both the permit holder and the designate shall sign the permit. The permit holder and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy (MAP) and the Liquor License Act and its regulations at the event. They assume responsibility and liability for the entire operation of the event.

5. Designation of Properties and Venue Capacities for Conditional Use of Alcohol

5.1 Designation of properties

The following facilities and areas are designated as suitable for Special Occasions Permit functions subject to the event sponsor obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and agreeing to the conditions as set out by the Municipality of Brockton.

Municipal Facilities and Areas Available for Licensing

Municipal Facility	Areas Available for Licensing
Walkerton Community Centre	Banquet Hall, Arena Floor and grounds (parking area)
Walkerton Ball Diamonds 1, 2, 3	Marquee tent or designated area
Walkerton Public Library	Main Hall and gallery room
Walkerton Fire Hall	Meeting rooms
Lobies Campground	Campsites only
Cargill Community Centre	Banquet hall, meeting room and outdoor pavilion, designated area, temporary campsites
Cargill Ball Diamonds 1, 2	Marquee tent or designated area and grounds
Elmwood Community Centre	Auditorium, Banquet Hall, outdoor pavilion, ball diamond.
Elmwood Lions Park	Outdoor pavilion and designated area
Elmwood Fire Hall	Meeting room
Brockton Parks and Event Grounds	Portable tiered seating in designated areas (permission required)

The consumption of alcoholic beverages is prohibited in the following areas:

- a) All facility dressing rooms and park change rooms and washrooms
- b) All facility lobbies,
- c) Permanent fixed tiered seating, arena spectator areas;
- d) Pool and deck areas
- e) Parks, trails, walkways and open space
- f) All municipal sports playing fields (excluding ball diamonds)

Persons found consuming alcohol in prohibited areas will be reported to the Ontario Provincial Police, and they may be prohibited from further use of Municipal owned facilities.

Permit holders who book facilities where consumption of alcohol is prohibited will be required to sign a Sports Activity Agreement.

5.2 Venue Capacities

The Liquor License Act of Ontario ensures adequate floor space at a rate of 12 square per person, or 1.11 sq. meters, or as per Fire Department restrictions that must be adhered to for any Special Occasion Permit. The following capacities apply;

Venue Capacities

Municipal Facility	Facility Area	Capacity
Walkerton Community Centre	Banquet Hall - 358	358
	Arena Floor	1062
Walkerton Public Library	Main Hall	81
	Gallery room	95
Cargill Community Centre	Banquet hall	520
Elmwood Community Centre	Banquet Hall	200
	Auditorium	301
Bradley Community Centre	Main floor	60
Outdoor Events (Marquee Tents)	Determined per event in accordance to local police/fire services and AGCO operation Plans	

5.3 Alcohol sales and/or services are prohibited at youth events (i.e. minor sports tournament) at Municipal Facilities where the majority of attendees are under the age of majority

5.4 The sale/servicing of alcohol at Municipal Facilities will only be permitted between the hours of 11:00 pm to 1:00 am under a Special Occasion Permit.

6. Responsibilities – Municipal Representatives

6.1 Municipal representatives are responsible for ensuring the Permit Holder, Event Organizer and/or designates are provided written information outlining the conditions of the MAP and ensure that they have been informed of their responsibilities. Municipal representatives have the authority/responsibility to demand correction and/or to cease the sale and service of alcohol and will have ultimate authority regarding decision-making on the part of the Permit Holder. Municipal representatives monitoring a liquor-licensed event shall be certified by a server training program recognized by the AGCO.

6.2 Where deemed necessary at the discretion of the Director of Community Services, provide Event Staff including but not limited to security and bar staff.

7. Responsibilities – Event Sponsor and Event Staff

- 7.1 The Event Sponsor must agree to the terms of the Facility Agreement, and the Check list Agreement for Licensed Events. They will ensure that all conditions of the Liquor License Act are adhered to during the event as outlined by the AGCO. Whenever the LLA is violated at an event, the Event Sponsor is at risk of being charged. Even If no charge is laid, the fact that the LLA has been violated can and may be used to undermine your defense in any civil suit.
- 7.2 The Event Sponsor will be the Special Occasion Permit holder and will be present for the event in its entirety including pre-event set up and post event clean up. The event sponsor assumes responsibility for any incident and/or violation of this policy.
- 7.3 It is strongly encouraged that the Event Sponsor and Event staff not consume alcohol or recreational cannabis prior to event.
- 7.4 The Event Sponsor and Event staff are prohibited from consuming alcohol or recreational cannabis at the event. The Event Sponsor must provide a copy of the Special Occasion Permit, Proof of Insurance, a Risk Management/Safety plan and any updates to the Municipality a minimum of 2 weeks prior to the event. If the Event is a jack and jill or similar event, a list of all guests must be submitted in addition to the above documentation.
- 7.5 The Event Sponsor will post the Special Occasions Permit and liquor receipts in an area that is visible and easily accessible
- 7.6 Where not provided by the Municipality of Brockton, the Event Sponsor is responsible for the recruitment, training and scheduling of Event Staff. The Event Sponsor will provide the Municipality with a list of Event Staff and their Smart Serve Certifications. It is recommended that all Event Staff complete a Server training program. Please refer to Appendix C for minimum training requirements and staffing ratios. The Event Sponsor will ensure that Event Staff are checking identification of those wishing to purchase/consume alcohol and ensure they are 19 years or older. Acceptable forms of photo identification include:
 - a) Valid Driver's License with photo
 - b) Valid Canadian Passport with photo
 - c) Canadian Citizenship card with photo
 - d) Canadian Armed Forces card with photo
 - e) Photo Card issued by the board of the Alcohol & Gaming Commission of Ontario
 - f) Photo Card issued by the Liquor Control Board of Ontario
 - g) Secure Certificate of Indian Status (Canadian)
 - h) Permanent Resident Card (Canadian)
- 7.7 The Event Sponsor will ensure that Event Staff as easily identifiable by way of uniform, badges of other form of visible identification. Event Staff must remove their identification at the completion of their shift.
- 7.8 Event Sponsor will ensure, where minors are permitted, that all age of majority patrons are wrist banded making them easily identifiable and eligible to be consuming/purchasing alcohol. The Municipality recommends that minors not be permitted in licensed areas past 11:00 pm.
- 7.9 Event Sponsors will ensure a designated space free of alcohol is available where minors are expected to have a presence. Ex. Where 50 percent of those in attendance are minors, only 50 percent of the space shall be licensed.
- 7.10 The Event Sponsor is responsible for the conduct, behaviors and sobriety of their guests.

- 7.11 The Event Sponsor will ensure that Event Staff encourage legal and moderate drinking behavior, and ensure no one consumes alcohol in an unauthorized location. The Event Sponsor will deal with any problems that arise immediately and appropriately in accordance to the MAP and related policies including the RZone. The Event Sponsor must provide security that is sufficient to ensure that unauthorized persons do not attend the event and to ensure the SOP conditions and requirements are met. The Event Sponsor is responsible for any and all costs associated to Security or Paid Duty Police Officers required for the event. Types of Security may include:
- a) Door Monitors
 - b) Floor Monitors
 - c) Licensed Security
 - d) Paid Duty Police
- 7.12 The Event Sponsor will ensure that stairs and emergency exits are kept clear at all times
- 7.13 Should your group not be able to provide a safe setting, or any perceived unsafe conditions are identified, Event Staff will immediately notify Municipal Staff.

8. Responsibilities – Event Staff

8.1 Bartender

- a) Certified by a server training program recognized by the AGCO
- b) Appointed by the Event Organizer and has satisfactorily proven to the event organizer that she/he will act in accordance with this MAP and the LLA
- c) Checks identification and verifies age (see Appendix D)
- d) Accepts tickets for the purchase of alcoholic drinks
- e) Serves standard sized drinks
- f) Serves a maximum of two standard sized drinks per patron per visit – no doubles
- g) Monitors for intoxication
- h) Refuses service when patron appears to be near intoxication.
- i) Offers non-alcoholic substitutes
- j) Must be 18 years of age or older

8.2 Ticket Seller

- a) Certified by a server training program recognized by the AGCO
- b) Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this MAP and the LLA
- c) Checks identification and verifies age (see Appendix D)
- d) Monitors for intoxication
- e) Only sells a maximum of 4 tickets per patron at one time
- f) Refuses sale to patrons near intoxication
- g) Must refund tickets on request whenever the bar is open and up to 30 minutes after the bar has closed
- h) Must be 18 years of age or older

8.3 Door Monitor

- a) Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this MAP and the LLA
- b) One monitor must be present at each entrance/exit of the premises for the duration of the event and until the premises have been secured once the event is over
- c) Checks identification and verifies age (see Appendix D)
- d) Checks for signs of intoxication
- e) Limits entry to venue capacity

- f) Refuses admission to intoxicated and troublesome individuals
- g) Ensures that age of majority patrons is clearly marked using wristbands if there will be youth in attendance at the event
- h) Monitors those showing signs of intoxication when ready to leave the event and ensures they have a sober and responsible person with them
- i) Recommends safe transportation options
- j) Must be 18 years of age or older

8.4 Licensed Security/Paid Duty Police

- a) If using a security company – such company must be duly bonded and licensed under the [Private Security and Investigative Services Act, 2005](#)
- b) Patrols the licensed area and immediate area outside the licensed area, washrooms and parking lot scanning for potential trouble
- c) Ensures alcohol remains within the licensed area
- d) Notifies event staff, Event Organizer and Permit Holder of potential incidents
- e) Helps in handling disturbances
- f) Assists the Permit Holder and/or Event Organizer in vacating the premises
- g) Summons police when requested by the Event Organizer, Permit Holder, municipal representative, or as deemed necessary
- h) Aware of and responsible for the fire safety plan
- i) May be required to check ID (see Appendix D)

8.5 Floor Monitor

- a) Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with the MAP
- b) Monitors patron behaviour and crowd control
- c) Monitors for intoxication and informs bartenders and/or security personnel of intoxicated persons
- d) Early identification of potential problems
- e) Reports problems and complaints to security, Event Organizer and Permit Holder
- f) Suggests safe transportation alternatives
- g) Must be 18 years of age or older
- h) Aware of and responsible for the fire safety plan

9. Staffing Ratios for Special Occasion Permit Events

The Municipality, AGCO, and/or the applicable police service involved reserve the right to adjust these requirements as deemed necessary.

Attendance/Capacity	Number of Bartenders	Number of Door Monitors/Ticket Sellers*/Floor Monitors	Number of Certified Security or Paid Duty Police
Up to 100	1 Trained	3	At the discretion of the Municipality
101-225	2 Trained	4	At the discretion of the Municipality
226-399	3 trained	5	2 Licensed Security/Paid Duty Police
400-599	4 Trained	6	4 Licensed Security/Paid Duty Police
600-999	6 Trained	8	6 Licensed Security/Paid Duty Police
1000+	TBD based on Operational Plan	TBD based on Operational Plan	TBD based on Operational Plan

10. Safe Transportation

- 10.1 The Event Sponsor will have a safe transportation strategy in place including a designated driver program promoting safe transportation options for all participants. Examples of safe transportation are:
- Designated drivers selected from participants not consuming alcohol at the event
 - Designated drivers provided by the Event Sponsor
 - Taxis or shuttle services provided by the Event Sponsor
- 10.2 Safe transportation options shall be advertised to the participants by way of signage.

11. Safe Environment and Controls

- 11.1 All Entrances and exits to the event must be supervised, Event Staff have the right to refuse entry to persons they believe to be intoxicated or for public safety.
- 11.2 The ratio of Event Staff to attendees shall be maintained at all times
- 11.3 Alcoholic beer or coolers of the standard 5.0% or less should be served rather than beer or wine coolers with greater alcohol content. Maximums permitted:
- a) Beer 8%
 - b) Wine products 14%
 - c) Spirits 40%
- 11.4 Non- alcoholic beverage and food shall be available at all time. The non-alcoholic beverage shall be sold at a lower cost than beverages containing alcohol.
- 11.5 Beverages shall not be served in glassware or bottles; beer cans are acceptable and will be opened at time of purchase by the Bartender
- 11.6 Wine may be served in bottles and placed on tables during anniversary, weddings or banquet dinners. All bottles must be removed no later than 15 minutes following the completion of the meal
- 11.7 There must be sufficient food available throughout the event. The requirement to provide food is not satisfied by snack foods such as chips, peanuts, or popcorn.
- 11.8 All outdoor licenced areas are required to have a barrier at least 0.9 meters high that separates them from non-licenced areas. Higher barriers and additional criteria may be required at the discretion of the municipality, in consultation with the AGCO.
- 11.9 SOP tailgate events are not permitted on municipal premises.
- 11.10 The serving of alcohol will cease one hour before the end of the event as regulated in the AGCO Special Occasions Permit, or rental agreement whichever is earlier. There will be no last call.
- 11.11 Beverages of any kind are not permitted on the dance floor.
- 11.12 Unsafe activities such as, the sale or consumption of shooters, drinking contests, discounted beverages, dancing on tables, alcohol as a prize for any game or other dangerous activities are strictly prohibited.
- 11.13 Games of chance, luck or mixed chance and skill such as raffles, 50/50 draws or wheel of fortune are not permitted unless the proper license has been obtained from the Municipality or the Province of Ontario.

12. Insurance

- 12.1 Insurance is required for all public events/facility rentals
- 12.2 The Municipality of Brockton does not provide personal property, injury and/or hold liquor liability coverage for the Event Sponsor or Event Staff. The Event Sponsor and their staff should ensure that they have adequate property and liability insurance not less than five million dollars (5,000,000) in force for themselves
- 12.3 Event Sponsors are required to submit proof of insurance (Certificate of Insurance) and Hold Harmless Agreement to the Municipality of Brockton 2 weeks prior to the date of the scheduled event.

a) Certificate of Insurance

The Event Sponsor must provide an original copy of a Certificate of Insurances completed only by the insurer or its authorized representative including the following information:

- Name, address and telephone number of insured
- Location and activity of the names insured for which the certificate is issued
- Description of coverage detailing type of insurances (must include liquor liability), policy number, effective date, expiry date, and limit of liability
- Name, address and telephone number of insurance company writing each policy (must be an accredited insurance company and licensed to carry on business in Ontario and is satisfactory to the Municipality)
- All certificates confirming liability insurance must add the Municipality of Brockton as an additional insured
- Notice of cancellation or reduction on coverage as outline on the certificate must be provide to the Municipality within (30) days

13. Signage

- 13.1 A variety of signage must be visibly posted for the patrons at the event. Facility rules, including maximum person capacity, the time that alcohol sales will cease and contact information where the public can forward any concerns shall all be included in the signage
- 13.2 The Municipality will provide signage related to ticket sales and reimbursement, ticket taking, bar hours, Sandy's Law and all other bar related signage.
- 13.3 The Event Sponsor will provide signage related to safe transportation, restricted areas.
 - a) Telephone number or contact information for designated drivers and taxis must be posted.
- 13.4 The Event Sponsor shall post the Special Occasion Permit in a conspicuous place on the premises to which the permit applies and have readily available for inspection.
- 13.5 A licensed caterer shall post their license, notice of catering, Sandy's Law and liquor menu at a catered event.
- 13.6 All signage pertaining to the sale and service of alcohol shall be cleared within 45 minutes of the end of the event.
- 13.7 The Event Sponsor should provide additional recommended signage as follows
 - a) What is a standard drink?
 - b) Low risk Drinking Guidelines
 - c) Their name and contact information for the event.

14. Enforcement and Reporting of Violations

- 14.1 A Violation of this policy occurs when the Event Sponsor and/or guest fails to comply with all the AGCO policies, the LLA and its regulations, and/or this policy.
- 14.2 Any person may notify the Event Sponsor and/or Municipal staff of suspected violations of this policy
- 14.3 Municipal staff on duty during the event reserve the right to ensure the Municipal Alcohol Policy is being adhered to at all times.
- 14.4 Event workers should not attempt to rectify a violation that could lead to a confrontation placing the event worker at risk of physical danger or result in damage to property.
- 14.5 A Police officer or AGCO Inspector may lay charges against the offending individual(s) at their discretion.
- 14.6 Individuals found in contravention of this policy are subject to removal from Municipal Facilities and cancellation of their event. The Municipality, regardless of the reason for termination of the event will not be responsible for any financial losses incurred, or any compensation whatsoever to the Event Sponsor or any other affected persons.
- 14.7 Where the Event Sponsor has violated this Policy, the Event Sponsor will be informed by the Director that they are in violation of the policy and/or provincial law and ensure the violation ceases.
- 14.8 The Municipality will send a registered letter advising the Event Sponsor of the violation and indicate that no further violations will be tolerated.
- 14.9 If future violations occur the Event Sponsor will be prohibited from holding events with alcohol and any Municipal Facilities and will be subject to a monetary fine as described by the Municipality.

15. Policy Review

To monitor the effectiveness of this Municipal Alcohol Policy, Council shall initiate a review of this policy every five years or earlier if needed. Such a review shall be based on information provided by the appropriate municipal representative and other invited sources, or as a result of changes to the Liquor License Act, and then the outcome of the review shall be reported to Council with suggested policy changes, if required.

Appendix A

Municipal Significance

A registered charity under the *Income Tax Act* or non-profit organization may take out a public event Special Occasion Permit (SOP), and no municipal designation is required. It is recommended that proof of charitable or not-for-profit status, in the form of a letter, be received at the time of the SOP application.

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

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

The Municipality is under no obligation to provide this designation to an applicant for a public event SOP. Even with the designation of municipal significance, the AGCO Registrar ultimately decides if the necessary criteria have been met in order for a SOP to be issued.

Appendix B

Checklist Agreement for Licensed Events

This checklist must be completed in full, signed and submitted to the Municipality, with all supporting information, at least 2 weeks before the event. See the Municipal Alcohol Policy for additional information.

1. Name of Event: _____
2. Location of Event: _____
3. Date and Time of Event: _____
4. Estimated Number in Attendance: _____
5. Will persons under 19 years of age be attending this event? Yes ☐ No ☐
6. Name of person and/or group hosting this event:

7. Name of Event Organizer and all official designates:

Event Organizer

Name: _____ Home Phone: _____ Cell: _____

Official Designates

Name: _____ Home Phone: _____ Cell: _____

Name: _____ Home Phone: _____ Cell: _____

8. Name of Special Occasion Permit Holder and all official designates (if different from above):

Special Occasion Permit Holder

Name: _____ Home Phone: _____ Cell: _____

Official Designates

Name: _____ Home Phone: _____ Cell: _____

Name: _____ Home Phone: _____ Cell: _____

9. A copy of the Special Occasion permit has been provided?

Yes ☐ Date received: _____

10. Copy of insurance has been provided?

Yes ☐ Date received: _____

11. Rental Agreement has been read and signed?

Yes ☐ Date received: _____

Facility Rental Deposit? Yes ☐ Date received: _____

12. Copy of proof of security has been shown? Yes ☐ Date received: _____

Name of Company or Police Service: _____

Number of security personnel attending: _____

13. Proof of Risk Management Plan? Yes ☐ Not Required ☐

14. Copy of Guest List provided? Yes ☐ No ☐

15. The safe transportation strategies that will be used at this function are:

a) _____

b) _____

c) _____

16. Type of identification for event workers (please describe):

17. Copies of certified server training program for event workers provided?

Yes ☐ Date received: _____

I have received, read and understand all the Municipal Alcohol Policy (MAP) regulations AND I and my event workers will observe and obey all policy regulations during this event.

(If there is anything that you do not understand with respect to this Policy it is your responsibility to contact Municipality staff (phone: _____) to obtain clarification and understanding.)

Print Name of Event Organizer

Signature of Event Organizer

Date

Print Name of SOP Holder

Signature of SOP Holder

Date

Print Name of Municipal Representative

Signature of Municipality Representative

Date

Appendix C
Municipality of Brockton Sports Activity Agreement:

Name of Team/Group: _____

Name of Contact Person: _____

Address: _____

Phone Numbers: Home _____

Business _____

Certification:

1. I understand that alcohol cannot be served or consumed on Municipality of Brockton properties or in facilities unless it is done within the terms of the Liquor License Act of Ontario and the Municipality of Brockton's Municipal Alcohol Policy.
2. I understand that if any member of the team or organization operating under my direction violates this policy or any of the regulations of the Liquor License Board of Ontario, that our team will receive a verbal warning and the violation will be documented.
3. **I understand that if any member of my team or organization violates this policy or any of the regulations of the Liquor License Board of Ontario within one year of a previous violation that our group will be penalized as defined by the municipality.**
4. It is my responsibility to ensure that all team captains and other supervisory personnel of the organization are aware of and understand the Municipality of Brockton's Alcohol Policy.

Additional print copies of the Municipal Alcohol Policy will be provided upon request.

Print Name: _____

Signature: _____

Date: _____

Office Use

Agreement received by (print name): _____

Signature: _____

Date: _____

Appendix D

Checking Identification (ID)

View the [Alcohol and Gaming Commission of Ontario \(AGCO\) Checking ID Tip Sheet](#).

In order to be valid, identification must:

- Have been issued by a government;
- Be current (expired ID is not valid);
- Include the person's photograph; and
- Include the person's birth date.

Note: By law, no one can be required to produce their Ontario Health Card, nor can their health number be collected.

Some forms of acceptable ID include:

- Ontario Driver's Licence
- LCBO BYID card
- Canadian Armed Forces Identification Card
- Photo card issued under the Photo Card Act
- Canadian Citizenship Card with photograph
- Canadian Passport
- Permanent Resident Card (Canadian)
- Secure Indian Status Card (Canadian)

Tips for Checking ID

- Ensure you are in a well-lit area
- Take your time and examine the ID closely - check the photo, date of birth and the expiry date
- Never accept ID without a photo. Hold the ID in your hands, rather than allowing the patron to flash it at you. If it is in any sort of case, take it out.
- Feel for extra thickness around the photo and the edge of the lamination. This may be an indication of a second photograph placed on top of the original and re-laminated.

Effective January 1, 2013, a new identifier on Ontario driver's licences and photo ID cards issued to individuals aged 16 to 18 will clearly show when the cardholder turns 19. The cards will have an "Age 19" banner followed by the exact date the card holder turns 19.

Appendix E

Signage Requirements

Required Signage Provided By Municipality:

Ticket Sales (signage posted where tickets are being sold)

- “Number of Tickets Available for Purchase at One Time – 4”
- “Unused tickets may be refunded while the bar is open and up to 30 minutes after closing.”
- “Ticket sales end 45 minutes before the bar closes.”

Bar Area (posted within the licensed bar area)

- “Number of tickets available for redemption at one time – 2”
- Low Risk Drinking Guidelines sign (Appendix F)
- “Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.” (Sandy’s Law)
- “Low or non-alcohol drink options are available.”

Required Signage Provided By Permit Holder:

- The Permit Holder shall post the Special Occasion Permit in a conspicuous place on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection
- A licensed caterer shall post their license, notice of catering, Sandy’s Law and liquor menu at a catered event

Safe Transportation

- List of safe transportation options including local taxi phone numbers.
- “The R.I.D.E. program is in effect in our community.”

Restricted Areas

- “No alcohol beyond this point.”

Appendix F

Low Risk Alcohol Drinking Guidelines and Standard Drink Sizes

View [Canada Low Risk Alcohol Drinking Guidelines Brochure](#).

One serving of alcohol contains 13.6 grams of pure alcohol. Since the alcohol content varies from beverage to beverage, the size of a standard drink will be different for each type of beverage depending on its alcohol content.

1 standard drink equals:

- 341 ml (12 oz.) of 5% alcohol content (beer, cider or cooler)
- 142 ml (5 oz.) of wine with 12% alcohol content
- 43 ml (1.5 oz.) serving of 40% distilled alcohol content (such as rum, rye, gin or vodka)

Safer Drinking Tips

- Drink slowly. Have no more than 2 drinks in any 3 hours
- For every alcoholic drink, have one non-alcoholic drink. This is called a 'spacer' drink
- Eat before and while you're drinking alcohol
- Always consider your weight, age, body weight and health problems that might suggest lower limits

Drinking is a personal choice, and most people drink responsibly most of the time. These guidelines are intended to help people make smart choices about their alcohol consumption to reduce their risk of disease and injuries associated with alcohol consumption:

- Women: no more than 2 drinks per day, 10 drinks per week
- Men: no more than 3 drinks per day, 15 drinks per week
- Plan at least 2 non-drinking days per week to avoid developing a habit
- Reduce your risk by drinking no more than 3 drinks for women and 4 drinks for men on any single occasion.

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