

**Committee:** Committee of the Whole – Administration & Operations

**Date:** March 10, 2025

**Department:** Administration & Recreation/Facilities

**Topic:** Municipal Alcohol Policy Update

**Purpose:** To update and expand the scope of the Municipal Alcohol Policy.

**Background:** In 2024 council discussed the municipal alcohol policy and possible need for an exemption process for special occasions/events in the community. Staff have researched and reviewed best practices and discussed updates to the policy with the Alcohol and Gaming Commission of Ontario (AGCO) who issues the licenses and permits, and the local Health Unit (HU). Through research and correspondence, it was identified that the AGCO and HU's in rural Eastern Ontario have created a base template for municipalities to utilize that captures the requirements and regulations for all parties involved to ensure that the municipality, permit holder, event organizer and all others involved are aware of the responsibilities, risks, and consequences when hosting an event on municipal property. Staff have worked to incorporate the suggested template, address the exemption request ability from council and include clear and concise sections for municipal staff and the public when handling events involving alcohol at municipal property/facilities.

The drafted new policy includes:

- Updated definitions for a more clear understanding
- Outline of measures to mitigate risk and areas/problems of concern to be considered by the special occasion permit (SOP) holder to be aware of when hosting events
- Clear outline of municipal properties/facilities that are licensed and suitable for event/SOP and the capacity of those facilities. Also, areas that are not licensed and would require an exemption to be considered by council.
- Outline of types of events and requirements from the AGCO and Liquor License Act (LLA)
- Clear outline of roles and responsibilities by all involved with the property/facility, the SOP holder, event organizer and all event workers that may be involved
- Requirements for proof of insurance, event staffing based on number of guests and age of those guests
- Preventative measures to ensure a safe environment for all involved
- Necessary signage

- Enforcement procedures and consequences if failure to comply is noted by the AGCO, police and/or municipal staff
- Designation of municipal significant event
- Exemption requests and application process
- Clear deadlines both from the AGCO and Township to ensure that the licenses and potential designations and exemptions are completed in time for the AGCO to review all necessary documentation

**Policy Implications:** A bylaw is required to adopt the policy.

**Strategic Plan Implications:** N/A

**Financial Considerations:** There are no proposed fees associated with the application, however, those renting a Township property/facility for events are subject to the rental/use fees that are outline within the recreation fee bylaw.

**Recommendation:** That Committee recommends that Council adopt the proposed updated municipal alcohol policy.



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Clerk



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Manager of Parks, Rec & Facilities