

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL
BY-LAW NO. 2025-18**

“A BY-LAW TO ADOPT A MUNICIPAL ALCOHOL POLICY”

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 8(1) states that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 8(2) states that in the event of ambiguity, the ambiguity shall be resolved so as to include, rather than exclude, municipal powers that existed before the Municipal Act, 2001 came into force; and

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 9 gives the municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this Act; and

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 11(2) provides that a lower-tier municipality may pass bylaws respecting the health, safety and well-being of persons; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to adopt a municipal alcohol policy;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That the attached Municipal Alcohol Policy attached hereto as Schedule “A” and all of its Schedules and forming part of this bylaw is hereby adopted.
2. That bylaw 1999-17 and 2013-43 and all other bylaw previously passed that are inconsistent with the provisions of this bylaw are hereby repealed in their entirety.
3. That this bylaw shall come into force and take effect on the date of passing.

Read a first and second time in open Council this 31st day of March, 2025.

Read a third and final time, passed, signed, and sealed in open Council this 31st day of March, 2025.

Mayor

Interim Clerk

Schedule “A”

Bylaw 2025-

1. OVERVIEW

1.1 DEFINITIONS

The following definitions shall apply for the purposes of this bylaw:

“AGCO” – means the Alcohol and Gaming Commission of Ontario

“Catering Endorsement” – means holders of a valid liquor sales license with a catering endorsement are permitted to sell and serve alcoholic beverages 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.

“Council” – means the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal.

“Event” – refers to any licensed event held at a municipal facility at which alcohol will be served and/or sold. The duration of the event encompassed the set-up, operation and clean-up.

“Event Organizer” – means the individual who has/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 must be 19 years of age or over and is/are responsible for the safety and sobriety of people attending the event as well as compliance with this MAP and the Liquor License Act and its regulations. They assume responsibility and liability for the entire operation of the event.

“Event Worker” – means a paid/volunteer person(s) appointed by the Event Organizer, who is 19 years of age or over and who has satisfactorily proven to the Event Organizer that they will act in accordance with the MAP. All event workers must 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, and/or
- ticket seller

Additional details on the roles and responsibilities for each type of event worker can be found in Section 2.3 of this policy.

“LCBO” – means the Liquor Control Board of Ontario

“Liquor License Act” (LLA) – means the provincial statute that outlines the laws regarding the sale and service of alcohol.

“Licensed Security” – means personnel monitoring 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 Investigative Services Act, 2005.

“Manager” – means the Manager of Parks, Recreation and Facilities or designate employed by the Corporation of the Township of Edwardsburgh Cardinal.

“MAP” – means the Municipal Alcohol Policy of the Corporation of the Township of Edwardsburgh Cardinal.

“Municipal Properties/Facilities” – means all municipal properties/facilities owned or leased lands, buildings and structures.

“Municipal Representative” – means municipal staff or designate who may attend and monitor the event on behalf of the Township to ensure the MAP is met.

“Occupier” – means a group/individual that owns and/or rents the premises where the event is taking place.

“Operational Plan” – means a coordinated plan of actions to prevent and control potential risks. See the AGCO’s resource, Planning Special Events, Concerts or Festivals.

“Outdoor Event” – means an outdoor event at which any alcohol is consumed in an outdoor space (including pavilions, tents, parks, temporary structures).

“Person” – means any human being, association, firm, corporation or partnership, agent or trustee together with any heirs, executors, successors, assigns or other legal representative of a Person.

“Public Events” – means an event that 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:

- (a) is being held in or includes a licensed facility; or
- (b) has been deemed of municipal, provincial, national or international significance

“Private Event” – means an event that 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.

“Server Training Program: - means 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.

“Special Occasion Permit” (SOP)– means a permit issued by the Alcohol and Gaming Commission of Ontario (AGCO) where alcohol will be sold or served.

“Special Occasion Permit Holder” (SOPH) – means 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 MAP and the LLA and its regulations at the event. They assume responsibility and liability for the entire operation of the event.

“Standard Drink” – in Canada is defined as:

- 12 oz or 341 ml. of beer with 5% alcohol OR
- 5 oz or 142 ml. of wine with 12% alcohol OR
- 1 ½ oz or 43 ml. of spirits with 40% alcohol

- Note: the LLA uses 1 ounce as the standard volume for pricing of spirits – to conform with minimum pricing by LLA, direction is given to adjust price up or down, depending on volume or standard volume used.

The Township reserves the right to set a price for each drink sold at events held on municipal properties/facilities ensuring the price does not fall below the minimum price set by the LLA and directed by the AGCO.

“Township” – means the Corporation of the Township of Edwardsburgh Cardinal.

1.2 INTRODUCTION

The Township of Edwardsburgh Cardinal owns, operates and manages various facilities where alcohol consumption may be permitted under the authority of a Special Occasion Permit (SOP) issued by the Alcohol and Gaming Commission of Ontario (AGCO). The Township has developed a Municipal Alcohol Policy (MAP) in order to manage the use of alcohol in/on designated facilities owned and operated by the Township in a manner that ensures the health and safety of all participants and the protection of facilities. In conjunction with the Liquor License Act, this MAP will dictate your rights, responsibilities and obligations in order to ensure that a minimum standard of conduct and care is met. Without these regulations, people participating in the event might be exposed to danger, the Township may be exposed to unnecessary risk and liability and the person could be responsible. This policy pertains to all events held at Township facilities.

Problems and concerns arising from alcohol consumption can affect not only the drinkers but also other people who use the facilities. Some concerns/problems may include, but are not limited to:

- Vandalism and destruction of Township property/facility
- Policy being called to the location
- Injuries to persons
- Liability action arising from alcohol related injuries, deaths or other incidents
- Increased insurance rates as a result of alcohol related incidents
- Loss of insurability should the insurer's risk assessment escalate
- Charges laid against the Township of SOP holder under the Liquor License Act
- Suspension or loss of alcohol permit privileges by the Liquor License Control Board of Ontario
- Loss of enjoyment by participants
- Complaints lodged by offended parties
- Withdrawal from use of facilities by people concerned about incidents and alcohol consumption practices
- Loss of revenue due to reduced

1.3 PURPOSE

The MAP consists of a range of measures designed to prevent alcohol related problems such as:

- Drinking and driving
- Drinking to unsafe levels of intoxication
- Underage drinking
- Drinking in prohibited areas
- Damage to municipal facilities

This can also increase the enjoyment of those who use the facilities by reducing the potential for alcohol related problems, the Township concurrently reduces its risk of liability actions.

1.4 RISKS

The LLA is clear in setting standards around alcohol service to the public. If alcohol is served, the LLA and this MAP dictates the rights, responsibilities and obligations in order to ensure that a minimum standard of conduct and care is met. Without these regulations, persons participating in the event might be exposed to danger, and the SOPH and the Township may be held responsible.

Anyone who sells, serves or gives alcohol to a person is known as a provider of alcohol. Providers may be included but not limited to service clubs, private functions, or anyone obtaining a SOP to run an event. The occupier is the group/individual that owns and/or rents the premises where the event is taking place. Both providers and occupiers are liable for the event and its attendees.

Rationale: A range of problems can occur due to irresponsible alcohol consumption. These may affect other persons attending the event, other organizations wishing to utilize the facility in the future, the public and the Township. Since the early 1990's municipalities in Ontario have taken a proactive approach to developing alcohol risk management policies and tools, based on incidents that have occurred. These problems may include:

- Injuries or death to intoxicated persons or others as a result of alcohol consumption,
- Liability actions arising from improper serving and monitoring of alcohol consumption,
- LLA charges against the Township and/or SOPH, and/or
- Suspension of SOP being issued

By reducing alcohol intoxication, drinking under the legal age, being limited to specific designated locations, and the possibility of driving a vehicle while impaired, the above problems can decrease.

1.5 POLICY OBJECTIVES

To provide appropriate and reasonable procedures and education to individuals or groups wishing to hold events in Township owned facilities; to encourage and enforce responsible drinking practices and adherence to the AGCO regulations.

1. To promote responsible use of Township facilities to ensure a safe and enjoyable environment for users.
2. To ensure proper supervision and proper operation of licensed events in order to protect the organizers, the participating public, volunteers, the Township and its officials from liability by providing education in prevention and intervention techniques and through effective management procedures.
3. To encourage and reinforce responsible moderate drinking practices through the development of appropriate operational procedures, controls, training and education.
4. To respect the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.
5. To provide for a balanced use of alcohol through licensed events so that alcohol becomes a responsible part of a social function rather than the reason for it.

2. DESIGNATION OF PROPERTIES/FACILITIES, EVENTS AND ROLES

2.1 DESIGNATION OF PROPERTIES/FACILITIES

The following facilities and areas in the Township are designated suitable for the use of alcoholic events under the authorize of a SOP, provided that the renter obtains an SOP or a Liquor License through a caterer's endorsement issued by the AGCO and agrees to conditions set out by the Township. "Bring your own booze/BYOB" is not permitted on any Township owned property/facility/public space.

The following municipal property/facilities are licensed or suitable for an event/SOP involving alcohol:

- Spencerville Arena Community Centre (upstairs) – Capacity: 400
- Township Hall (upstairs) – Capacity: 100
- South Edwardsburgh Community Centre Hall – Capacity: 150
 - Exception: Only the South Edwardsburgh Recreation Association is permitted to host a licensed event at the South Edwardsburgh Community Centre Hall with an SOP.
- South Edwardsburgh Community Centre park area – Capacity: 500
- Cardinal Ingreion Area Community Centre – Capacity: 600
- Edwardsburgh Cardinal Fire Halls – Capacity: 100
 - Exception: Only the Volunteer Firefighter Association of Edwardsburgh Cardinal is permitted to host a licensed event at the fire halls with an SOP.

The following municipal properties/facilities are not licensed or suitable for an event/SOP involving alcohol:

- Ball Diamond – Spencerville & Cardinal
- Galop Canal Park
- Legion Way/Cardinal Waterfront area/Cardinal Pavilion
- Water Street Park
- Township Hall grounds – outside
- All Township Libraries

2.2 DESIGNATION OF EVENTS

Youth Events:

It is not recommended that alcohol be served or sold at events that are primarily youth focused.

- Persons under the legal drinking age cannot be admitted to licensed social events held in Township property/facilities, except for private family functions (e.g., weddings, receptions) or special Township events;
- Underage youth permitted to enter licensed events must be accompanied by an adult;
- Underage youth entering licensed areas must wear a visible hand stamp or bracelet provided by the event organizer or SOPH;
- At youth dances/events, no one who leaves the event will be re-admitted;
- Youth events – age 18 and younger – that youth and minor sports events are not eligible for SOP events.

High Risk Events:

The Township, AGCO and/or police, at their own discretion, may deem an event to be high risk. These events will require additional staffing and may require that an operational plan be developed in consultation with the Township, AGCO and local police. Prevention and control measures may include the use of paid duty police officers, at the expense of the SOPH.

SOP Private Events:

As per the LLA, the following rules apply to private event SOP's:

- Invited guests only.
- Absolutely no public advertising. Information about the event may be shared with invited guests only. The event must not be advertised to the public in any way, including but not limited to: flyers, newspaper, internet, social media, radio or television.
- No intent for gain or profit from the sale of alcohol at the event.
- No 50/50 draws, raffles, or raffles of alcohol.
- No games of chance, however, games of skill are permitted.
- Silent and/or live auctions are permitted.

2.3 ROLES AND RESPONSIBILITIES

Municipal Representatives

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 authority regarding decision-making on the part of the permit holder. Municipal representatives monitoring an event may be certified by a server training program recognized by the AGCO i.e., Smart Serve.

SOPH, Event Organizer and Designates

The SOPH, event organizer and/or designates must be 19 years of age or older. The permit holder signs the application for the SOP to sell and/or serve alcohol. The permit holder may assign a designate. A designate is a person(s) appointed by the permit holder, and acceptable to the Township, has satisfactorily proved to the permit holder that they will act in accordance with the MAP.

The event organizer shall provide a list, at least 2 weeks prior to the event, of all servers and proof of Smart Serve certification (including their certification numbers), and security staff and security license numbers (where applicable).

The permit holder and/or designate, and the event organizer are responsible for the safety and sobriety of people attending the event. They are responsible and liable for the conduct and management of the event, including, but not limited to:

- Complying with the MPA and facility rental agreement, in addition to the LLA and its regulations
- Reading, expressing an understanding of, and signing Schedule B: Checklist for Liquor Licensed Events – Permit Holders and Event Organizers
- Arranging event workers
- Hiring server training program certified ticket sellers, bartenders, floor monitors, door monitors and security (where applicable)
- In the case of the permit holder and/or event organizer, training their designates, if applicable
- Training other event workers
- Ensuring all event workers including permit holder/designate, abstain from consuming alcohol or other intoxicating substances during the event or while cleaning up after the event (including cannabis)
- Attending the event for the duration – including the post clean up
- Organizing and planning the set-up and clean-up of the event
- Posting the SOP or Caterer's Endorsement in a conspicuous place on the premises to which the permit applies and keeping it in a place where it is readily available for inspection
- Ensuring that at least 35% of the available alcohol consists of low-alcohol beverages
- Ensuring that only standard sized drinks will be served/sold
- Ensuring no one consumes alcohol in unauthorized locations
- Ensuring the safety and sobriety of people attending the event including those persons turned away to control the event
- Organizing safe transportation options
- Responding to emergencies.

The permit holder must provide a copy of the SOP and any updates to the Township prior to the start of the event.

Event Staff

- Server training program certification is required for all event staff
- The permit holder, event organizer, door monitors, floor monitors, and servers shall not consume alcohol during the event, or while cleaning up after the event, nor shall they be under the influence of any alcohol or other substances during the event
- Event workers are to encourage patrons to consume food, non-alcoholic and low alcoholic beverages
- Event workers must wear identifiable clothing and be present on the licensed premises during all hours of alcohol service and at least one hour past the time sale and service of alcohol ceases
- Event workers must ensure all patrons have vacated the premises and ensure that the premises are secured prior to leaving
- Event workers must ensure all signs of the sale and service of alcohol are cleared within 45 minutes of the end of the event

Bartenders

- Current certified (not expired) by a server training program recognized by the AGCO (Smart Serve)
- Appointed by the event organizer and has proven that they will act in accordance with this MAP and the LLA
- Checks identification and verifies age
- Accepts tickets for the purchase of alcoholic drinks
- Serves standard sized drinks only
- Serves a maximum of 2 standard sized drinks per patron per visit to the bar
- Monitors for intoxication
- Refuses service when patrons appear to be near intoxication
- Offers non-alcoholic drinks
- Must be 19 years of age or older

Ticket Seller

- Current certified (not expired) by a server training program recognized by the AGCO (Smart Serve)
- Appointed by the event organizer and has proven that they will act in accordance with this MAP and the LLA
- Checks identification and verifies age
- Monitors for intoxication
- Only sells a maximum of 5 tickets per patron at one time
- Refuses sale to patrons near intoxication or are intoxicated
- Must refund tickets on request whenever the bar is open and up to 30 minutes after the bar has closed if tickets are not used
- Must be 19 years of age or older

Door Monitor

- Recommended certified by a server training program recognized by the AGCO (Smart Serve)
- Appointed by the event organizer and has proven that they will act in accordance with this MAP and the LLA
- 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
- Checks identification and verifies
- Checks for signs of intoxication
- Limits entry to venue capacity
- Refuses admission to intoxicated and troublesome individuals
- Ensures that age of majority patrons can be clearly identified, e.g., using wristbands, if there will be youth attending the event
- Monitors individuals showing signs of intoxication when ready to leave the event and ensures they have a sober and responsible person with them

- Recommends safe transportation options
- Must be 19 years of age or older

Licensed Security/Paid Duty Police

- If using a security company – the company must be duly bonded and licensed
- Patrols the licensed area and immediate area outside the licensed area, washrooms and parking area scanning for potential problems
- Ensures alcohol remains within the licensed area
- Notifies event staff, event organizer and permit holder or designate of potential problems
- Helps in handling disturbances
- Assists the permit holder and/or event organizer in vacating the premises
- Summons police when requested by the permit holder, event organizer or designate, municipal representative or as deemed necessary
- Aware of and responsible for fire safety plan
- May be required to check identification

Floor Monitor

- Recommend certified by a server training program recognized by the AGCO (Smart Serve)
- Appointed by the event organizer and has proven that they will act in accordance with this MAP and the LLA
- Monitors patron behaviour and crowd control
- Monitors for intoxication and informs bartenders
- Attempts to identify potential problems
- Reports problems and complaints to security, event organizer and permit holder
- Suggests safe transportation alternatives to patrons
- Must be 19 years of age or older
- Award of and responsible for the fire safety plan

3. TOWNSHIP MANAGEMENT PRACTICES

3.1 INSURANCE

The permit holder and/or event organizer must provide proof of insurance by way or submitted the certificate of insurance to the Township before occupying the Township property/facility for the event. The certificate of insurance must be in effect for dates where the Township property/facility is being user or occupied by the event organizer and permit holder. Failure to provide proof of insurance in accordance with this MAP will void the rental.

Proof of general liability insurance coverage in an amount of not less than \$5 million must be provided to the Township prior to final signing of the rental of the facility. The insurance must be issued by an accredited insurance company that is licensed to carry on business in Ontario and that is satisfactory to the Township. The insurance coverage must, at a minimum, include the following:

- Coverage for bodily injury and property damage liability
- A host liquor liability endorsement
- The Township shown as an additional insured on the policy
- The event organizer and permit holder must be included as additional insured.

Completed insurance certificate, SOP and rental agreement must be provided to the Township at least 30 days prior to the event. Failure to submit any of these documents may result in cancellation of having alcohol at the event and/or cancellation of the rental itself.

For outdoor events, the SOPH must provide 30 days' notice to the Township, including police, fire department, building department and health unit) for events

where less than 5000 people are expected, and 60 days if over 5000 people are expected.

3.2 RECOMMENDED MINIMUM STAFFING RATIOS FOR SOP EVENT

The table below provides a suggested ratio of event workers according to the number of expected participants/guests. The Township, AGCO and/or policy involved reserve the right to adjust these requirements as deemed necessary on an event-by-event basis.

For events over 1000 guests, the AGCO requires a security meetings. The permit holder must submit an operational plan for the event which includes a site plan, schedule, and security plan. For events under 1000, the AGCO reserves the right to still request this process.

Number of Event Guests	Minimum Number of Event Workers				Minimum Number of Licensed Security Workers
	Bartenders	Door Monitors*	Floor Supervisors**	Ticket Sellers	
Up to and including 100	1	Monitor at each access point	1	0	
101 to 200	2	Monitor at each access point	2 (+1 for outdoor events)	1	
201 to 300	2	Monitor at each access point	3 (+1 for outdoor events)	2	(1 for outdoor events)
301 to 400	3	Monitor at each access point	3 (+1 for outdoor events)	2	(1 for outdoor events)
401 to 500	3	Monitor at each access point	4 (+1 for outdoor events)	2	1 (+1 for outdoor events)
501 to 600	4	Monitor at each access point	5 (+2 for outdoor events)	3	1 (+1 for outdoor events)
601 to 700	4	Monitor at each access point	6 (+2 for outdoor events)	3	2 *** (+1 for outdoor events)
701 to 800	5	Monitor at each access point	7 (+2 for outdoor events)	3	2 *** (+1 for outdoor events)
801 to 900	5	Monitor at each access point	7 (+2 for outdoor events)	4	3 *** (+1 for outdoor events)
901 to 1,000	6	Monitor at each access point	8 (+2 for outdoor events)	4	3 *** (+1 for outdoor events)
1001 +	6 + 1 for every additional 150 guests over 1,000	Monitor at each access point	6 + 1 for every additional 150 guests over 1,000	6 + 1 for every additional 300 guests over 1,000	6 + 1 For every additional 200 guests over 1,000 an Additional licensed security worker is required.
* All access points to the licensed area must be monitored. Each venue will require a varying number of door monitors depending on the layout of the venue.					
** The event organizer or official designate can be a floor supervisor.					
*** For large events, a portion of security workers must be paid duty officers (required number to be determined by local police)					
• For any event that allows minors/youth, additional floor monitors may be requires					
If the event includes youth admittance, a tent, pavilion, any other temporary structure, or a fenced area, the ratio of floor/door monitors should be increased by one additional worker.					
It is mandatory that all event workers/staff, bartenders, and ticket sellers are Smart Serve trained and certified (must have the most recent up to ate training, including the cannabis module). The permit holder/event organizer shall provide a list at least 2 weeks prior to the event of:					
• Proof of Smart Serve certification (including certificate numbers)					
• Security staff and license number (if required)					

3.3 YOUTH ADMITTANCE FOR ALL AGES EVENTS

Depending on the level of event risk, minors may not be permitted to attend an event. In any case, no one under the age of 19 shall be served alcoholic drinks at licensed events. When and where the permit allows patrons under the age of 19, all patrons that are of the age of majority and over will be identified with a wrist band or hand stamp, identifying them as eligible to be served. Event staff shall as anyone who appears to be under the age of 30 for ID.

3.4 GAMBLING

Games of chance, luck or mixed change and skill such as raffles, 50/50 draws or wheel of fortune are not permitted unless the proper license has been obtained from the Township or Province of Ontario under the AGCO regulations.

4. PREVENTION STRATEGIES

4.1 SAFE TRANSPORTATION

The permit holder and event organizer are responsible to take necessary steps to reduce the possibility of impaired driving. As a condition, they must have a safe transportation strategy in effect. Elements of a strategy could include:

- Provide non-alcoholic beverages either at no charge or at a cost much lower than those containing alcohol
- Providing alternate means of transportation for those who are suspected to be intoxicated
- Announce/post alternate transportation options available
- Designated drivers provided by the sponsoring group
- Post local cab/taxi service phone numbers
- Calling the police if someone who is suspected of being impaired cannot be convinced to use an alternate method of transportation

4.2 SAFE ENVIRONMENT

- The facility must be adequately lighted, signs must be visible, and stairs and emergency exits must be clear at all times. The Manager shall be contacted if a safe setting cannot be provided.
- There must be sufficient food available for those in attendance. Food should be available throughout the event and must not be removed until the bar closes.
- All bottles and cans must be retained within the bar area.
- High alcohol beers (over 5%) are not permitted. Of the total volume of beverages available for sale, at least 35% must be low alcohol content e.g., a low beer (4% or less); a low alcohol wine has an alcohol content of 11% or less.
- Drinks must be served in soft plastic or paper cups and a different colour shall be used for non-alcoholic drinks. Informal dining settings, glassware may be used for serving/consuming alcohol. Glassware must be removed at the end of the dinner.
- There are no “shooters” allowed including Jell-O or otherwise.
- Homemade alcohol shall not be allowed at any SOP function, with the exception of homemade wine or beer at a religious function listed and identified under a “NO SALE” reception permit, as permitted by the AGCO.
- No persons shall be allowed to bring their own alcohol to the event, or to pour their own alcoholic drinks. Where wine is provided with a meal, a non-alcoholic drink must be provided to ensure that youth/minors and abstainers are included.
- Sale, service and consumption of alcoholic beverages at outdoor public events held by public event SOPH will be confined to clearly defined licensed areas (e.g., beer tent/garden). There must be a defined outdoor beverage area.

- Unsafe activities such as drinking contests, discounted drinks, dancing on tables, or other dangerous activities are strictly prohibited.
- Hours of sale and service of alcohol will be from 11 a.m. to 1 a.m. the next day except on New Year's Eve where hours will be extended to 2 a.m.
- Ticket sales and service shall cease at least 45 minutes prior to the end of the licensed period of the event. There shall be no last call.
- All alcohol and its containers (including empty cups/glasses) shall be cleared away no more than 45 minutes after the end of the licensed event.
- The permit holder, event organizer or municipal representative (if present) will be responsible for determining when assistance is needed and requesting it from the appropriate authorities. If an alcohol related violation occurs prompt action is required to restore adherence to the LLA. Whenever the LLA is violated at an event, there is a risk of a charge being laid. Even if no charge is laid, the fact that the LLA has been violated can be used to undermine a defense in any civil suit.
- All outdoor licensed areas are required to have a barrier at least 0.9 metres high. Higher barriers and additional criteria may be required at the discretion of the Manager.
- All events where costumes are worn patrons shall be required to identify themselves.
- No energy drinks (with or without alcohol in them) shall be sold.
- Alcohol shall not be offered as a prize in a contest. A lottery license is required if raffling alcohol (charities only). Gift cards for the LCBO are allowed as an exception.

5. SIGNAGE

During events where alcohol is served, the following signage shall be displayed in prominent locations.

5.1 REQUIRED SIGNAGE PROVIDED BY TOWNSHIP

Ticket Sales (signage posted where tickets are being sold)

- Maximum number of tickets that can be purchased at one time – only 5 tickets allowed at one time.
- There will be no last call.
- Ticket sales end 30 minutes before the bar closes.
- Unused tickets may be refunded while the bar is still open and 30 minutes after closing.

Bar Area (posted within the licensed bar area)

- Bartenders reserve the right to refuse service.
- Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.
- Bartenders cannot serve alcohol to anyone under 19 years of age. Proper ID must be presented.
- Low or non-alcoholic drink options are available.
- You can only redeem 2 tickets and be served a maximum of 2 alcoholic drinks at any one time.
- The bar will close at 1 a.m. (or earlier time outlined and agreed upon between the permit holder/event organizer and the Manager).
- There will be no last call.
- Servers are not allowed to consume alcohol prior to or during their shift.
- For non-emergency, please call local police at 613-925-4221 or toll free at 1-888-310-1122.
- Sandy's Law – warning sign for pregnant women
- Location information – You are at (name and address of property/facility for emergency response).

Restricted Area

- No alcohol beyond this point.

5.2 REQUIRED SIGNAGE PROVIDED BY PERMIT HOLDER

The permit holder/event organizer shall post the SOP (with any updates) in plain view on the premises to which the permit applies so that it is readily available for inspection.

Safe Transportation and Other Recommended Signage

- List of safe transportation options as required in accordance with section 4.1.
- The R.I.D.E. program is in effect in our community.
- Use of designated drivers.
- Canada's Guidance on Alcohol and Health sign.
- What is a standard drink sign.
- Permit Holders name and contact information at the entrance/exit to the venue in case of emergency.

6. ENFORCEMENT

6.1 ENFORCEMENT PROCEDURES

If drunkenness, intoxication, riotous, quarrelsome, violent and aggressive and/or disorderly conduct or unlawful gaming is observed at the event, the permit holder/event organizer and workers shall:

- First ask the offending person to leave, and
- If the individual refuses to leave, call the police.
- Seek any necessary assistance to maintain control and management of the event and ensure the safety and protection of persons, including event workers.

The permit holder/event organizer must notify the police in they observe signs that a situation is getting out of control.

6.2 DUTY TO REPORT

Any person may notify the SOPH, event organizer or security of suspected violations of this MAP.

- Event workers should not attempt to rectify a violation that could lead to a confrontation resulting in personal injury or property damage. Police or on site security shall be alerted.
- A police officer or AGCO Inspector may inform the permit holder or designate that they are in violation of the LLA and/or provincial law. Charges may be laid against the offending individual(s) at the officer's or inspector's discretion.
- The permit holder, event organizer, or designates shall inform the Township when repairs or other actions are required to make Township property/facility secure/safe for use. Based on repair/need, this may be at the cost of the permit holder. If the repair/need is solely for the benefit of the SOP event and no necessary for the property/facility, it is not the responsibility or at the cost of the Township.
- Municipal representatives that may be at the event reserve the right to ensure this MAP is being adhered to at all times.

Violation of this MAP occurs when the permit holder or event organizer fails to comply with all AGCO policies, the LLA and its regulations and/or this MAP.

The permit holder or event organizer has the duty to report to the Township Manager issues with details of any incident that:

- They are aware of or has been made aware of any LLA or MAP violations.
- Where the AGCO Inspector or police as reported any incidents or violations.
- Involved bodily injury or property/facility damage.

During any instance under this section, reports shall be made no later than 2 days after the conclusion of the event, but shall be made immediately when repairs/damage or other action is required to make the property secure and safe for use. Municipal representatives shall report and any infraction of this policy to police and/or AGCO.

6.3 FAILURE TO COMPLY, PENALTIES AND CONSEQUENCES

Where there has been failure to comply with the LLA, the police, or the AGCO inspector may intervene for compliance and/or enforcement purposes and may, at their discretion or other authority, terminate the event. It remains the responsibility of the permit holder, event organizer and/or designates to manage the vent and to take appropriate actions, including ending the event, vacating the property/facility, maintaining insurance, adhering to any conditions of insurance, and providing safe transportation options. The AGCO can deny or suspend the issuing of SOPs to certain premises on the basis of historical violations at that particular location.

The Township may similarly cancel, intervene or terminate the event for violations of the MAP or rental agreement. Regardless of the reason for termination of the event, the Township will not be responsible for any compensation whatsoever to the permit holder or event organizer or any other affected persons for any resulting losses that they may have suffered.

The Township shall subsequently inform the permit holder or event organizer that there has been a violation of the MAP and any imposed consequences or penalties.

Additional short/long term penalties for failure to comply with the MAP may include, but not limited to:

- Loss of privilege to hold an event involving alcohol at the Township property/facility.
- Loss of any future use or rental of any or all Township properties/facilities.
- Individual ban or suspension of persons involved in the infractions from any or all Township property/facility for any term.

7. MUNICIPAL SIGNIFICANCE

A registered charity under the Income Tax Act or non-profit organization may take out a public event SOP, and no municipally significant designation is required. It is recommended that proof of charitable or not-for-profit status, in the form of a letter, be received by the Township 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 or national significance (as agreed to by the Registrar of Alcohol and Gaming Commission); or
- Municipal significance for which a municipal council resolution or letter from the CAO or Municipal Clerk is required and indicates the event is one of municipal significance. Such application to the Township shall be

submitted for consideration no later than 60 days before the planned event.

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

8. EXEMPTION REQUESTS

Notwithstanding anything in this policy, any person may make an application, in a form as approved by the Township, to Municipal Council, to request an exemption to the permitted designation property/facility locations outlined in section 2.1 of this policy. The Township may refuse to grant any such exemption or may grant the exemption applied for or any exemption of less effect, and any exemption granted shall be in the form attached hereto as Schedule C.

Any exemption application requests must be received for an event no less than 60 days prior to the proposed event date to be considered. Applications will be reviewed by the Manager of Parks, Recreation and Facilities in consultation with the CAO and Clerk to ensure completeness.

A breach of any of the terms or conditions of any exemption granted by the Township shall render the exemption null and void.

9. VALIDITY AND SEVERABILITY

If any section, subsection, clause, paragraph or provision of this by-law or parts thereof are declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Municipal Council to enact, such section, subsection, clause, paragraph, provision or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of the bylaw as a whole or part thereof and all other sections of the by-law shall be deemed to be separate and independent there from and enacted as such.

Whenever any reference is made under this by-law to a statute or regulation of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute or regulation and all successor legislation to such legislation.

Nothing in this policy takes precedence over any bylaws, resolutions, plans or agreements of the Township or other legislation.

Schedule "B"

Bylaw 2025-

CHECKLIST FOR LIQUOR LICENSED EVENTS – PERMIT HOLDERS AND EVENT ORGANIZERS

This checklist must be completed, signed and submitted to the Township Manager of Parks, Recreation and Facilities, with all supporting information, at least 2 weeks before the event. Refer to the MAP for additional information.

1. Name of Event: _____

2. Proposed Location of Event: _____

3. Date & Time of Event: _____

4. Estimated Number in Attendance: _____

5. Name of Person and/or Group Hosting Event: _____

6. Will Persons Under 19 Year of Age be Attending the Event? Yes ☐ No ☐

7. Name of Event Organizer and their Designate(s):

Event Organizer: _____ Phone #: _____

Designate: _____ Phone #: _____

8. Name of SOP Holder and their Designate(s):

SOP Holder: _____ Phone #: _____

Designate: _____ Phone #: _____

9. Has a copy of the SOP been provided? (required at least 30 days before event)

If yes, date submitted: _____

For Office Use – date received: _____

10. Has a copy of insurance been provided? (required at least 30 days before event)

If yes, date submitted: _____

For Office Use – date received: _____

11. Has the property/facility rental agreement been signed?

If yes, date submitted: _____

For Office Use – date received: _____

12. Has a copy of proof of security been provide (if applicable)?

If yes, date submitted: _____

For Office Use – date received: _____

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

14. List of workers and copies of certified training program provided for each individual?

If yes, date submitted:_____

For Office Use – date received:_____

I have received, read and understand the Municipal Alcohol Policy regulations and requirements and I and my event workers will observe and obey all policy regulations and requirements during the event.

Name of SOP Holder

Signature of SOP Holder

Date

Name of Event Organizer

Signature of Event Organizer

Date

Office Use Only

Checklist received by (print name):_____

Date received:_____

Notes/Comments:_____

Schedule “C”

Bylaw 2025-

EXEMPTION REQUEST APPLICATION

1. Name of Event:_____

2. Requested Exemption Location of Event:_____

3. Date & Time of Event:_____

4. Estimated Number in Attendance:_____

5. Name of Person and/or Group Hosting Event:_____

6. Will Persons Under 19 Year of Age be Attending the Event? Yes ☐ No ☐

7. Name of Event Organizer and their Designate(s):

Event Organizer:_____ Phone #:_____

Designate:_____ Phone #:_____

8. Name of SOP Holder and their Designate(s):

SOP Holder:_____ Phone #:_____

Designate:_____ Phone #:_____

9. Description of Event:

10.Reason for Exemption Request to Use Specific Location:

Office Use Only

Checklist received by (print name):_____

Date received:_____

Notes/Comments:_____

