



Municipal Alcohol Risk Management Policy

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Department Responsible: Culture and Recreation

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Status: Active

1. Policy Statement

- 1.1 The Corporation of the Town of LaSalle (hereby referred to as “The Town”) Alcohol Risk Management Policy provides for responsible management practices at events held at Town facilities where alcohol is available under the authority of a Special Occasion Permit or Caterer’s Endorsement.

2. Scope

- 2.1 This Policy applies to all events hosted at Town-owned facilities which include the sale or consumption of alcohol and require a Special Occasion Permit.

3. Definitions

- 3.1 **Alcohol and Gaming Commission of Ontario (AGCO)** refers to a Provincial regulatory agency with authority under the *Liquor Licence and Control Act, 2019* to regulate the alcohol sectors in accordance with the principles of honesty, integrity, and the public interest.
- 3.2 **Capacity** refers to a limit of persons permitted in an occupied space. Capacity may be determined by the *Ontario Fire Code*, use of the occupied space, health measures and restrictions and Town limits. In all circumstances, the Town reserves the right to determine Capacity.
- 3.3 **Event Organizer** shall be defined as any individual, organization, committee, or other designation that has been approved to use Town owned and operated facilities and engages in a contract with the Town for the use of Town-owned facilities.

- 3.4 **Event Staff** refers to individuals working on behalf of the Event Organizer to manage an event. Event Staff must wear identification. Event Staff may include:
- **Bartenders/Servers** who accept payment for the purchase of alcohol drinks, serve drinks, monitor for intoxication, refuse service when patron appears to be intoxicated or near intoxication and offer non-alcoholic substitutes. Must be Smart Serve Certified.
 - **Floor Monitors** observe guest behaviour, monitor for intoxication, respond to problems and complaints, refuse service to intoxicated persons and promote safe transportation options. Must be Smart Serve Certified.
- 3.5 **Facility** refers to any Town-owned or operated building, structure or space, both indoors and outdoors.
- 3.6 **Government-issued identification** refers to current and valid photo identification issued by a Provincial or Federal government. Examples include a driver's licence, passport or citizenship card.
- 3.7 **Private Events** are limited to invited guests only and may not be publicly advertised. If choosing to include alcohol, there can be no intent to gain or profit from the sale of liquor at the event and attendance tickets cannot be sold to the public.
- 3.8 **Public Events** are open to the public for anyone to attend. These events can be advertised and if including alcohol, fundraising and/or profit from the sale of liquor at the event is permitted with a Special Occasion Permit.
- 3.9 **Special Event Review Team (SERT)** refers to the Municipal review group that reviews the event health and safety plan and provides guidance to Event Organizers so that events hosted on Town property are executed in a safe manner.
- 3.10 **Special Occasion Permit (SOP) / Caterer's Endorsement** refers to an approved document issued by the Alcohol and Gaming Commission of Ontario that is required any time liquor is offered for sale or consumption anywhere other than in a licensed establishment. The Special Occasion Permit is to be submitted to the Town prior to the event.
- 3.11 **Town** shall mean the Corporation of the Town of LaSalle.

4. Policy

The Event Organizer may be held liable for, among other things, injuries and damages arising from failing to adhere to the *Liquor Licence and Control Act, 2019*, including serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving. The Event Organizer is responsible for adhering to the Town's Event Hosting Policy in addition to the requirements set forth within this Policy.

4.1 Alcohol Permissible Facilities

The following Facilities have been designated by the Town as suitable facilities for Special Occasion Permit functions, provided that the Event Organizer obtains a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and agrees to all conditions as set out by the Town. Town Facilities are not alcohol-licensed establishments.

4.1.1 LaSalle Civic Centre

- a. Atrium

4.1.2 Event Centre at LaSalle Landing

- a. Event Floor
- b. Event Room
- c. Event Plaza

4.1.3 Town Parks/Pavilions

- a. Front Road Park/Pavilion
- b. Vince Marcotte Park/Pavilion
- c. Brunet Park/Pavilion

4.1.4 Riverdance Building

- a. Community Room

4.1.5 Vollmer Culture and Recreation Complex

- a. Multipurpose room
- b. Lobby/Food Court
- c. Arena Hallway/Dressing Rooms

d. Pavilion

4.2 Obtaining a Special Occasion Permit

- 4.2.1 The Event Organizer must apply for a Special Occasion Permit through the AGCO. The Special Occasion Permit must clarify the Facility where the event is taking place, the day(s) of the event, the responsible person as well as the estimated attendance.
- 4.2.2 For Public Events hosted on Town property, the Event Organizer must seek a Designation of Municipal Significance from the Town to attach with their Special Occasion Permit application.
- 4.2.3 The Town reserves the right to refuse to any Event Organizer permission to host a licensed event on Town property and may, at the sole discretion of the Town, impose on the event any restriction or requirement deemed appropriate.
- 4.2.4 The Event Organizer is responsible for ensuring the event adheres to the *Liquor Licence and Control Act, 2019*.

4.3 Controls for Serving Alcohol

- 4.3.1 In recognition of the fact that several of the requirements of this Policy may not be necessary or appropriate for a Private Event, the Town may waive compliance with some of the requirements of this Policy. It shall be the obligation of the Event Organizer to comply with all the requirements imposed by the Town for the Private Event.
- 4.3.2 All Event Staff must be at least 19 years of age. All workers serving alcohol must be Smart Serve Certified, in accordance with AGCO guidelines.
- 4.3.3 The Event Organizer must ensure that all guests purchasing or consuming alcohol are of the legal age and that current and valid Government-issued identification shall be accepted to confirm.
- 4.3.4 If minors are attending a Public Event, they must be distinguished from other participants by a visible means, such as a hand stamp, while participants of drinking age should be distinguished by a wrist band. It is unlawful to allow anyone under the legal age of 19 to consume alcohol at any Special Occasion Permit event. All necessary precautions must be taken by the Event Organizer to ensure that this is being enforced.
- 4.3.5 The Event Organizer must provide Event Staff to monitor the event in accordance with Schedule 'B' attached hereto. The Event Staff shall:

- a. Ensure that guests who are minors are identified by a visible means;
 - b. Ensure that guests that fail to provide current and valid Government-issued identification are not permitted into the event;
 - c. Monitor Capacity of the event;
 - d. Remove guests displaying inappropriate behaviour such as rowdiness and aggression;
 - e. Monitor each exit to prevent alcohol from leaving the licensed areas and to promote safe transportation options for guests leaving the event;
 - f. Encourage patrons to consume food, low alcohol beverages, and non-alcoholic beverages;
 - g. Not serve oversize drinks, double shots of spirits, or beer in pitchers;
 - h. Not permit drinking contests, volume discounts, or other marketing practices that encourage increased alcohol consumption. No person shall be served more than two (2) drinks at any one time.
 - i. Be aware of the signs of intoxication and be prepared to stop service of alcohol to intoxicated guests;
- 4.3.6 The Event Organizer must ensure the following requirements are adhered to:
- a. If tickets are sold for redeeming an alcoholic beverage, unused tickets must be refunded on demand, which refunds shall be made available for at least fifteen (15) minutes after the bar has closed to serving alcohol.
 - b. Ensure the Facility is adequately lighted, emergency signs are visible, and stairways and exits are clear from obstructions. The Event Organizer is required to ensure the physical setting is safe for all guests and staff.
 - c. Abide by the *Liquor Licence and Control Act, 2019*, by refusing to serve minors, intoxicated guests, or by serving to intoxication. Ensure that Event Staff know the signs of intoxication and are prepared to stop service.
 - d. Alcohol sales/service must end no later than 12:00 am. To discourage rapid consumption of alcohol, no announcement for a 'Last Call' shall be made.
 - e. All spirits, wine and beer must be removed from the tables by 12:45 am.

- f. All spirits, wine and beer must be removed from the Facility immediately after 12:45 a.m. All spirits, wine and beer left in the Facility are the responsibility of the Event Organizer.
 - g. Persons must vacate the Facility no later than 1:00 a.m. If the building is not vacated by 1:00 am, an additional charge may be added to the contract/rental permit.
 - h. No alcohol shall be brought outside of any area that is not licensed under the Special Occasion Permit (parking lot, sidewalks, restrooms).
- 4.3.7 Suggestions to mitigate the effects of alcohol consumption on guests include the following:
- a. Offer various food options at low or no cost.
 - b. Offer free drinking water.
 - c. Provide low or no cost options for responsible persons/designated drivers.
 - d. Communicate in advance safe ride home options.

4.4 Requirements for Event Organizers Hosting a Public Event

- 4.4.1 Event Organizers must attend a Special Event Review Team meeting prior to the event date. Prior to the meeting, an Event Health and Safety Plan shall be completed.
- 4.4.2 Provide a security guard who is licensed under the *Private Security and Investigative Services Act, 2005* to be posted at each public entrance for the entire duration of the event.
- 4.4.3 Provide Event Staff, in accordance with the requirements outlined in Schedule 'B', attached hereto, to monitor the event.
- 4.4.4 Event Staff shall remain unimpaired for the duration of the event and shall not consume any alcohol.
- 4.4.5 Adhere to all additional requirements of the AGCO, including posting a copy of the Special Occasion Permit at the bar.
- 4.4.6 Required signage must be displayed at the serving area and at every entrance and exit point to the Facility/event. An example of the required signage can be found attached hereto as Schedule 'A' of this Policy.
- 4.4.7 The Event Organizer may be required to provide additional resources including fencing, portable restrooms, and lighting, depending on the

nature and location of the event. The Town may impose any additional requirement on the Event Organizer as a condition of the contract/rental permit.

- 4.4.8 The Event Organizer is solely responsible for the safety of attendees at the event. If a guest becomes intoxicated at the event, the Event Organizer is responsible for promoting safe transportation options.

4.5 Requirements for Event Organizers Hosting a Private Event

- 4.5.1 If the Private Event has an attendance of 41 or more persons, the Event Organizer must attend a Special Event Review Team meeting prior to the event date. Prior to the meeting, an Event Health and Safety Plan shall be completed.
- 4.5.2 Provide Event Staff, in accordance with the requirements outlined in Schedule 'B', attached hereto, to monitor the event.
- 4.5.3 Event Staff shall remain unimpaired for the duration of the event and shall not consume any alcohol.
- 4.5.4 Adhere to all additional requirements of the AGCO, including posting a copy of the Special Occasion Permit at the bar.
- 4.5.5 Required signage must be displayed at the serving area and at every entrance and exit point to the Facility/event. An example of the required signage can be found attached hereto as Schedule 'A' of this Policy.
- 4.5.6 The Event Organizer may be required to provide additional resources including fencing, portable restrooms and lighting, depending on the nature and location of the event. The Town may impose any additional requirement on the Event Organizer as a condition of the contract/rental permit.
- 4.5.7 The Event Organizer is solely responsible for the safety of attendees at the event. If a guest becomes intoxicated at the event, the Event Organizer is responsible for promoting safe transportation options.

4.6 Non-Permissible Events

- 4.6.1 In accordance with the Town's Event Hosting Policy, events are subject to review and approval by the Town.
- 4.6.2 Stag and Doe/Jack and Jill type events are not permitted on Town property.

4.7 Indemnification

- 4.7.1 The Event Organizer shall defend, indemnify and hold harmless the Town, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of the event. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Event Organizer in accordance with their contract/rental permit.
- 4.7.2 The Event Organizer agrees to defend, indemnify and hold harmless the Town from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Event Organizer's status with WSIB. This indemnity shall survive this Policy as a binding part to the contract/rental permit.
- 4.7.3 In accordance with the Town's Respect and Responsibility Policy and Event Hosting Policy, the Event Organizer is responsible for all damage and vandalism to the Facility during the rental period. The Event Organizer may also be responsible for additional cleaning costs, if warranted.

4.8 Failure to Comply

- 4.8.1 Any violation of this Policy, the *Liquor Licence and Control Act, 2019* or any condition imposed on a Special Occasion Permit will be treated as a serious matter. In addition to any penalties issued by the AGCO or police service, any consequence or penalty for any such violation of this Policy shall be at the sole discretion of the Town, as per the Respect and Responsibility Policy.
- 4.8.2 Town employees, police officers and AGCO inspectors are permitted on the premises at any time to inspect the event.

5. Roles and Responsibilities

- 5.1 The Director of Culture and Recreation is responsible to oversee and administer this Policy and may delegate authority to other employees to oversee and administer this Policy.

6. References and Related Documents

- 6.1 Accessibility for Ontarians with Disabilities Act
- 6.2 Alcohol and Gaming Commission of Ontario Resources
- 6.3 Ontario Fire Code
- 6.4 *Liquor Licence and Control Act, 2019*
- 6.5 *Private Security and Investigative Services Act, 2005*
- 6.6 Town of LaSalle Event Hosting Policy
- 6.7 Town of LaSalle Respect and Responsibility Policy

7. Attachments

Schedule A: Required Signage

Schedule B: Event Staff Ratio for Public Events on Municipal Property

Schedule 'A' - Required Signage

The following sign must be posted during the event at the entrance, exit and serving area.

<p style="text-align: center;">Town of LaSalle</p> <p>Responsible Alcohol Management for Event Organizers</p> <p>It is against the law to serve anyone underage, to serve anyone to intoxication and/or to serve someone who appears to be intoxicated. All Servers in this Facility are required to obey the law.</p> <p style="text-align: center;">Report impaired drivers to police immediately.</p> <p>Event Organizers must abide by the following rules:</p> <ul style="list-style-type: none">• Proper ID must be presented to Event Staff when requested.• A maximum of two (2) alcoholic beverages per person may be served at one time.• At any time during the event, any unused tickets may be redeemed for a refund.
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Schedule 'B' - Event Staff Ratio for Events Hosted on Town Property

The required number of Event Staff corresponding to approximate guest attendance is outlined in the chart below. These numbers are subject to change at the discretion of the Town.

Attendance	Facility	Bartenders/Servers (all to be Smart Serve Certified)	Floor Monitors	Police Officers
0-40	All Facilities as outlined in Section 4.1	0	0	0
41-150	Town Parks, Event Centre at LaSalle Landing or Vollmer Recreation Centre	2	2	Off-duty police officers may be required to be hired for the event. Police officers working on Town-owned property must be hired through LaSalle Police Service.
151-500	Event Centre at LaSalle Landing	2	4	
501-600	Event Centre at LaSalle Landing	3	8	
601-800	Event Centre at LaSalle Landing	3	12	

Attendance	Facility	Bartenders/Servers (all to be Smart Serve Certified)	Floor Monitors	Police Officers
801+	Event Centre at LaSalle Landing (Municipal events only)	3	12	Off-duty police officers may be required to be hired for the event. Police officers working on Town-owned property must be hired through LaSalle Police Service.