

POLICY

POLICY TITLE: Municipal Alcohol Policy

POLICY NUMBER: **PLCY-CS-2015-0002**

DATE: January 21, 2015

REFERENCES AND RELATED DOCUMENTS:

1. Liquor Licence Act, as amended
2. Parks By-law 2013-0062
3. Noise Regulation By-law 2010-0030
4. Town of Halton Hills Municipal Alcohol Procedures

PURPOSE

The Town of Halton Hills is committed to providing safe and enjoyable Town owned/leased premises to residents and visitors. The policy provides guidelines regarding the provision of alcohol service in Town facilities. The Municipal Alcohol Policy is designed to outline Town Properties where sales and/or service of alcohol is permitted under the authority of the Alcohol and Gaming Commission of Ontario (AGCO) by way of a Special Occasion Permit (SOP), Caterer's Endorsement or liquor license.

The Municipal Alcohol Policy is designed to inform Event Organizers requesting permission for use of Town properties on:

- Strategies to help limit alcohol related problems
- All requirements and responsibilities relating to the event
- Preparing for the event
- Training Event Workers
- Monitoring, managing and assuming responsibility for the liability and other risks associated with their event.

The Municipal Alcohol Policy is intended to provide for responsible use of Town property by promoting responsible alcohol consumption, reducing exposure to risk, minimizing the potential for host liability, and providing proactive risk containment guidelines and standardized operating procedures.

DEFINITIONS:

For the purpose of this Policy, the following terms have the definitions set out below.

AGCO means “The Alcohol and Gaming Commission of Ontario”.

Caterer’s Endorsement means an endorsement to a liquor license issued by the AGCO that permits the sale and service of beverage alcohol to an Event that is in an area other than a licensed establishment. The catered Event must be sponsored by someone other than the license-holder, and the Event cannot be longer than ten (10) days.

Delegate, in reference to the Event Organizer means an employee, agent, servant, volunteer, representative, partner or other individual designated by the Event Organizer to manage the Event or to ensure compliance with the Event Organizer’s responsibilities under the Municipal Alcohol Policy.

Event includes all Events requiring a Special Occasion Permit/License by the AGCO that take place in municipally owned facilities or parks. Events may be public or private.

Event Organizer means any person or organization applying to hold an Event on Town property and includes the person or organization on whose behalf such persons apply or seek permission to hold the Event.

The Event Organizer is:

- The person responsible for signing the Rental Agreement, and/or
- The person named as such on the Special Occasion Permit, or
- A delegate who has been mutually agreed upon by the Town and the person who signed the Rental Agreement.

Event Worker means any representative (paid or unpaid), agent, partner, employee, servant, contractor or other individual or entity working on the Event for the Event Organizer, and includes volunteers, the Event Organizer, an Event Organizer’s Delegates, Servers and Event Workers.

Fortified Drinks, Extra-strength drinks means any drink with more alcohol content than a Standard Drink defined below. Many coolers and some brands of beer and wine contain more alcohol than a standard drink.

Licensed/Permitted Event Area means the area identified by the permit or license where alcohol will be stored and served, as per the conditions of the license/permit.

Liquor License Act or LLA means the *Liquor License Act*, R. S. O. 1990. c. L.19 as amended and includes applicable Regulations passed pursuant to the Act.

Municipal Significance means an Event 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.

Municipal Alcohol Policy means “The Town of Halton Hills’ Municipal Alcohol Policy” and includes this document.

Publicly Advertised means an Event which is made known to the public for their attendance, utilizing advertisement sources such as flyers, newspaper, radio, web communities or formal announcements.

Registrar means “the Registrar of Alcohol and Gaming” Within the meaning of the *Alcohol and Gaming Regulation and Public Protection Act, 1996*.

Server means an Event Worker (paid or unpaid) serving or selling alcohol beverages or selling or providing tickets for redemption for such alcohol, or who is acting as a bartender.

Smart Serve means the certification program for responsible service training to all individuals who serve alcohol beverages or who work where alcohol beverages are served in the Province of Ontario.

SOP means a “Special Occasion Permit” issued pursuant to Section 19 of the Liquor Licence Act.

Standard Drink means, in the case of:

- **Beer:** 12 oz. or 341 ml. of beer with 5% alcohol by volume
- **Wine:** 5 oz. or 142 ml. of wine with 12% alcohol by volume
- **Spirits:** 1 ½ oz. or 43 ml. of spirits with 40% alcohol by volume

Each of these Standard Drinks has 0.6 ounces or 17 ml. of pure alcohol.

Third Parties mean those individuals, corporations, or partnerships with which the Town is at arm’s length within the meaning of the Income Tax Act (Canada) and excludes Town Affiliates.

Town means “The Corporation of the Town of Halton Hills”.

Town Properties means those facilities, lands, buildings, structures, premises or other real property for which the Town is the legal owner, lessee or over which the Town otherwise has authority to grant use.

Town Staff means Town staff identified by the Town as the contact for either Municipal Alcohol Policy purposes or the Town property in question, as the context requires.

SCOPE

This policy pertains to:

- Town staff, Event Organizers, Facility Users where alcohol is consumed on Town Properties.
- Events which include alcohol consumption occurring on Town Properties for which a Special Occasion Permit has been issued
- Town events that include alcohol consumption held at any location

The Municipal Alcohol Policy is not intended to stand in opposition to responsible, legal and moderate drinking but instead to prevent and mitigate potential problems that may arise from the inappropriate and excessive consumption of alcohol.

POLICY DETAILS

The Town of Halton Hills has developed the Municipal Alcohol Policy and related Procedures in accordance with the LLA as enforced by the AGCO to ensure that Events held on Town Property which involve alcohol consumption are being managed appropriately and potential risks are minimized.

The Municipal Alcohol Procedures are divided into the following sections to further outline the legal responsibilities of the Event Organizer (or delegate) as well as the consequences for violation of the SOP and/or Municipal Alcohol Policy:

1. Designation of Properties and Events
2. Management Practices
3. Safe Transportation Strategy
4. Signage
5. Actions to Enforce
6. Policy Support

PROCEDURES

Refer to the Municipal Alcohol Procedures.

POLICY REVIEW

It is recommended that staff monitor and document policy changes for consideration by Council as required, or upon the update of the Liquor Licence Act or other applicable regulations.