



# Council Policy

Council Policy No.:	
Council Policy Name:	Alcohol Management on Municipal Premises
Date Approved by Council:	January 10, 2005
Date revision approved by Council:	March 27, 2012
Related SOP, Management Directive, Council Policy, Forms	

## Policy Statement and Rationale:

The City of Kawartha Lakes recognizes that events and/or activities are held on City properties where the serving of alcohol is desired by the renter and/or by the City.

To allow the full enjoyment of such events by renters and/or participants, and to ensure the health and safety of all residents, the City recognizes its responsibility to make renters aware of the potential liability of operating alcohol-related events and to reduce the City's exposure to alcohol-related liabilities.

The City also recognizes its responsibility to make renters aware of situations where alcohol, while traditionally or historically present for such events, is not acceptable under this policy.

This policy has been developed to establish responsible management practices for all functions or occasions where alcohol is served, at, in, or on City of Kawartha Lakes facilities or properties.

## Scope:

This policy applies to renters of City facilities or properties at, in, or upon which alcohol may be served.

**Policy:**

**1.0 Eligible Facilities and Areas**

1.01 Alcohol may only be served in, at or on City facilities licensed by the Liquor License Act, R.S.O. 1990, Chapter L.19, as amended from time to time and regulations made there under or, in circumstances where a Special Occasion Permit has been issued to an event sponsor by the Liquor License Board of Ontario, for a specific event and location, and as designated as a facility or property designated for these purposes as determined by City Council. Currently, the following City facilities and/or properties are considered eligible locations for obtaining a special occasions permit:

- a) All City Arenas including related Community Halls
- b) Lindsay Recreation Complex (all areas including Nancy Sweetnam Community Room which is licensed under Permanent Liquor License #806129)
- c) All City Community Recreation Centres
- d) The Lindsay Branch Library
- e) City Hall and all Service Centres
- f) The following City parks –

**North Area**

- Tommy Anderson Park
- Russ Baptiste Park
- Ward Memorial Park
- Coboconk Legion Park
- Burnt River Community Centre Park
- Victoria Road Park
- Dalton Community Centre Park
- Carden Community Centre Park

**Central Area**

- Wilson Fields
- George St. Park
- Memorial Park
- Rivera Park
- Victoria Park
- Old Mill Park



# Council Policy

## South East Area

Janetville Park

Emily Omemee Community Centre Park Oakwood Community Centre Park

Ops Community Centre Park

## South West Area

Little Britain Community Centre Park

Woodville Community Centre Park

Fenelon Township Community Centre Park

Valentia Park

Cameron Park

- 1.02 A Special Occasion Permit authorizes individuals to serve alcoholic beverages during an occasion that is judged unique or does not occur on a regular basis. Recognizing that it is possible for any number of individual Special Occasion Permits to be granted to different permit holders for the same facility, the City reserves the right to refuse an applicant permission to run a licensed event on its property.
- 1.03 Notwithstanding Article 1.01, Council may authorize an event on city-owned properties not outlined within this article, but only through permission of Council.
- 1.04 Trailer Parks located on City property, specifically Bobcaygeon Beach Park and Centennial Park, shall not be eligible for Special Occasion Permits. The trailer park sites at these locations shall be deemed to be residential in nature and permit holders of such sites shall be entitled to have alcohol on their site only.

## **2.0 Events and Persons Not Eligible**

- 2.01 Youth events and minor sports events including youth banquets and community picnics are not eligible for a Special Occasion Permit. No alcohol shall be consumed at these events.
- 2.02 Where a Special Occasion Permit has been issued, underage youth (persons not yet nineteen years of age) may enter licensed areas as long as they are easily identifiable (i.e., hand stamp) and accompanied at all times by an adult. Measures shall be taken to ensure that underage attendees are not provided with alcohol.
- 2.03 Where there is a known risk of alcohol being consumed illegally at a City facility due to historic practice (i.e. Arena dressing rooms or ball parks), the City shall require such individuals/organizations to sign a 'Sports Activity Agreement' as outlined in Schedule "B" and forming part of this policy.

## 3.0 Agreement and Responsibilities

- 3.01 Every person (the applicant) wishing to serve or to provide alcohol at any designated City of Kawartha Lakes property or facility must enter into a Permit Holder Agreement in the form appended as Schedule “A” and forming part of this policy. The Permit Holder Agreement outlines the conditions under which alcohol may be served. The applicant is responsible for obtaining a Special Occasion Permit issued by the Liquor License Board of Ontario and shall provide a copy of that permit to the **staff rental coordinator** not less than 5 business days in advance of the event.
- 3.02 The applicant shall be in attendance during the whole event and shall be responsible for making decisions regarding the operation of the event during the license period.
- 3.03 The applicant may designate in writing, an eligible person or persons to be "his/her" agent or representative for the entire event or any portion thereof. The information regarding the designation, including time frames must be provided to the facility supervisor and shall be attached to the Licence.
- 3.04 The applicant and any person to whom the responsibility has been designated must refrain from the consumption of alcohol prior to and during the time that they have been designated as being responsible for the event.

## 4.0 Enforcement

- 4.01 Where an applicant fails to comply with the terms of this policy, the procedures for regulation of Special Occasion Permit events or any of the terms or conditions imposed by the Permit Holder Agreement, consequences could include but shall not be limited to:
- a) Issuance of a warning
  - b) closure of the event and the suspension of facility/area rental privileges;
  - c) suspension of rental privileges for a minimum of 15 months for the applicant, the related organization, if applicable, their designate and/or the event organizer;
  - d) forfeiture of deposit;
  - e) Additional restrictions/requirements relating to future events of a similar nature (i.e. additional paid duty police officers, security, etc.)



# Council Policy

## 5.0 Server Training, Ratios and Identification

5.01 Applicants wishing to rent a municipal facility must demonstrate to the municipality, that the prerequisite number of servers have taken certified training through an L.L.B.O. recognized server intervention training program. The municipality will maintain a list of names and corresponding certificate number(s) of licensed servers.

5.02 The name(s) and certificate numbers of licensed servers shall be documented on the permit holder agreement. This information shall be provided not less than five days in advance of the event.

5.03 It is also recommended that trained persons be required to take a refresher course should the program be updated.

5.04 A ratio of trained servers is required at Special Occasion Permit events as follows:

1 -100	people in attendance	1 trained server
101 - 300	people in attendance	2 trained servers
300 and over	in attendance	3 trained servers

or, as may be required by legislation from time to time.

5.04 During the event, the signatory/designate and workers shall be required to wear highly visual identification, in the form of “Event Staff” badges supplied by the facility.

5.05 All Permit events shall be staffed by an appropriate number of workers in accordance with approved facility/area procedures as described in Procedures for Special Occasion Permit Events set forth in the Procedures appended to the Permit Holder Agreement. These workers must be 19 years of age or older.

5.06 Certain City facilities do not have regularly scheduled City staff. Should an event be scheduled for one of these facilities, staff or community centre volunteers may be scheduled on site for the duration of the event at the expense of the organizer. Such scheduling is at the discretion of the manager of the facility.

5.07 All Permit events should provide information on alternate transportation for event participants.

5.08 The signatories, other than Committees of Council, shall ensure that the organization carries a minimum of \$1,000,000 liability insurance and The City of Kawartha Lakes is named as an Additional Insured.



# Council Policy

5.09 Council shall formally review the Municipal Alcohol Policy in consultation with the Municipal Administrative staff, every three (3) years, and within six (6) months following a regular municipal election.

## Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	