

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number PRC2019-006

Date: June 4, 2019
Time: 1:00 p.m.
Place: Bobcaygeon Service Centre

Ward Community Identifier: All

Title: Parks, Recreation and Culture Policy Update: Alcohol Management on Municipal Premises

Description:

Author and Title: Shelley Cooper, Community Partnership and Programs Supervisor

Recommendation(s):

That Report PRC2019-006, Parks, Recreation and Culture Policy Update: Alcohol Management on Municipal Premises, be received;

That the revised Alcohol Management on Municipal Premises Policy appended to Report PRC2019-006, be adopted and numbered for inclusion in the City's Policy and Procedure Manual, replacing CP2018-004 and all predecessor versions;

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Alcohol Management on Municipal Premises Policy was initially endorsed by Council in August 2003. It was updated in 2012 and 2018. Since the policy was endorsed user groups and individuals have followed the conditions and requirements with ease.

A regular review of this document is necessary to ensure it captures current legislation and requirements. This report addresses recommended updates to the Alcohol Management on Municipal Premises Policy.

Rationale:

The Alcohol Management on Municipal Premises Policy represents an important part of a good risk management program. Council members and staff need to mitigate potential liability arising from incidents involving alcohol. It is important to manage licensed events to ensure legal compliance and the enjoyment and safety of all participants attending such events on municipal property. The attached policy has been updated to reflect recommendations from staff, incorporate best practices, and address changes to regulations in the Liquor License Act.

Recommended changes outlined in the attached policy include the following additions and updates:

- Definition of a Municipally Significant Event.
- Update of eligible facilities and identification of restricted areas.
- Event staff requirements and ratio updates.
- Increase to the minimum insurance requirement from \$1,000,000 to the industry standard minimum \$2,000,000.

Municipally Significant Event

Changes to the Alcohol and Gaming Commission of Ontario (AGCO) Public Event permitting process have established a category for events of “municipal significance”. In order to be deemed an event of municipal significance, it requires a designation by the municipality in which the event will take place. Special Occasion Permit (SOP) applications for a municipally significant Public Event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant. With this in mind, staff has recommended a definition for a Municipally Significant Event:

- A one time, annual or infrequently occurring event that is open to the public, has a predetermined opening and closing date and time and which:
 - Has a local, regional, national or international historical or cultural significance,
 - Builds awareness of diverse cultures, or

- Benefits the community at large.

Those event organizers that wish to apply for an SOP under the ‘municipally significant’ category will need to obtain Council’s approval prior to submission.

Eligible Facilities and Restricted Areas

A general ‘clean up’ of the previous list of eligible facilities was completed with no significant changes to this section. A number of prohibited areas were added to the policy in order to address risk management and health and safety concerns. These areas were not previously eligible to be included as a permitted area but adding them to the policy provides clear language.

Event Staff and Insurance Requirements

Based on recommendations from the municipal insurance provider and the Risk Management Coordinator the requirement for the number and responsibilities of event workers has been adjusted. Similarly, an increase of \$1,000,000 to the minimum insurance requirement has been recommended. These actions provide an increase to the depth of liability coverage for the municipality.

Other Alternatives Considered:

The Government of Ontario has approved a number of changes to regulations under the Liquor License Act effective May 6, 2019. Legislation has been introduced allowing municipalities to designate public areas, such as parks, for the consumption of alcohol, if they so choose. If Council wishes to designate some public spaces they may opt to do so, however staff is not recommending this at this time.

Financial/Operation Impacts:

There would be no financial or operation impacts.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

The changes to the policy touch all three goals:

- Goal 1 – A Vibrant and Growing Economy
- Goal 2 – An Exceptional Quality of Life
- Goal 3 – A Healthy Environment

Review of Accessibility Implications of Any Development or Policy:

N/A

Servicing Implications:

N/A

Consultations:

Risk Management Coordinator

Attachments:



CP2018-004 Alcohol
Management on Muni

Appendix A – Revised CP2018-004 Alcohol Management on Municipal Premises
Policy

Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks

Department File: