

THE CORPORATION OF THE
TOWN OF ARNPRIOR

BY-LAW NO. 6033-11



BEING A BYLAW TO REPEAL ADMIN-G-1.04 MUNICIPAL ALCOHOL POLICY AND REPLACE SAME WITH A NEW POLICY, BEING POLICY #AS-CP-05 MUNICIPAL ALCOHOL REGULATIONS.

WHEREAS the Corporation of the Town of Arnprior has in place a current policy to designate access standards for the Nick Smith Centre, Community Ball Diamonds, the Marina and Robert Simpson Park;

AND WHEREAS this policy has been reviewed to confirm that it meets current requirements and is consistent with policy format;


AND WHEREAS on November 28 2011, Municipal Council passed a resolution approving Policy #AS-CP-05 Municipal Alcohol Regulations;

BE IT RESOLVED THAT Council approve Bylaw No. 6033-11 to repeal Policy No. ADMIN-G-1.04 Municipal Alcohol Policy and replace same with a new policy, being Policy #AS-CP-05 Municipal Alcohol Regulations.

ENACTED AND PASSED IN OPEN COUNCIL this 28th day of November, 2011.



David Reid, Mayor



Jacquie Farrow-Lawrence, Town Clerk



**THE CORPORATION OF THE TOWN OF ARNPRIOR
CORPORATE POLICIES AND PROCEDURES MANUAL**

Section: Corporate Policies:

Policy #AS-CP-05

Policy Name: Municipal Alcohol Regulations

Effective Date: November 28, 2011

Revised Date:

Coverage:

By-law No: 6033-11

By-law No:

General Application

1.0 POLICY STATEMENT

This policy is to provide direction to sponsors of functions held in Town facilities or on municipally-owned property to ensure that responsible alcohol management practices are followed. The policy standards will facilitate the reduction or avoidance of alcohol-related problems which could result in litigation involving the Corporation of the Town of Arnprior, its staff, community organizations, volunteers, participants and organizing groups.

2.0 PURPOSE

The purpose of this policy is:

- 2.1 To provide appropriate procedures and education to individuals or groups who wish to hold Special Occasion Permit (S.O.P.) events in municipally-owned facilities/ property and to ensure that they understand and comply with all relevant legislation (e.g. - *Liquor License Act, Occupier's Liability Act*).
- 2.2 To ensure proper orientation and supervision of licensed events by providing education in prevention and intervention techniques and through effective event management practices.
- 2.3 To encourage and reinforce responsible, moderate drinking practices at S.O.P. events.
- 2.4 To provide the means to reduce illegal alcohol use at Town facilities or on municipally-owned property.

3.0 SCOPE

This policy applies to all persons and organizations holding events at Town facilities or on municipally-owned property.



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4.0 RESPONSIBILITY

The Director of Parks & Recreation or respective Department Head is responsible for the administration of this policy for facilities under his/her management.

5.0 DEFINITIONS

None.


6.0 PROCEDURES

6.1 SPECIAL OCCASION PERMIT RESTRICTION

6.1.1 Facilities Eligibility for Special Occasion Permit Events

Marina	Eligible
Nick Smith Centre Community Arenas	Eligible
Nick Smith Centre Community Hall	N/A
Hydro Park	Eligible
Robert Simpson Park	Eligible
Fire Hall Meeting Room *	See Exhibit A
Arnprior Public Library Community Hall	Eligible – no sale SOP only
Museum Gillies Building	Eligible
Town Hall Council Chambers	Eligible
AABA Diamonds	Eligible
Dressing Rooms at Nick Smith Centre	Not Eligible
JR "B" Room	Eligible
Music Room	Eligible

Drinking is not permitted on any other Town property.

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6.1.2 Outdoor Events

- a. As designated above, SOP events may be held at some outdoor facilities provided sufficient supervision and security are in place. A higher degree of supervision and security is necessary as the risk is increased at outdoor events.
- b. For fundraisers, there shall be a minimum of two off-duty police officers in uniform; and for other functions, the security and supervision shall be at the discretion of the Recreation Director. (See Controls Section, especially items 2, 4, 5, 13 & 19; and Server Training Section, Item Number 3).

6.1.3 Youth Events

SOP events will not be allowed for "Youth or Minor Sports Events" such as banquets, dances, fun fairs, etc., where the function is intended primarily for persons under the age of 19.

6.2 SIGNS

6.2.1 Requirement for Signs

- To inform/remind SOP event participants of the rules and expectations
- To explain the rationale for the Municipal Alcohol Policy
- To reinforce the authority of supervisory staff and volunteers at an event

6.2.2 Types of Signs to be Posted

The following signs shall be posted at the bar and ticket tables at all Special Occasion Permit events:

"Servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication".

"To be served alcohol, you must be 19 years or older. Proof of Age needed: Photo ID such as driver's license or Age of Majority Card. Such identification may be requested at any time during the event".

"The Arnprior Municipal Alcohol Policy will be enforced on these premises to better ensure the safety of event participants and reduce the risk of liability".



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6.2.3 Sign at Fundraising Event

- a. The following sign must be posted at fundraising events or events where tickets are used:

The bar will close at 1:00 a.m.

Maximum of ____ Tickets per purchase per person.

Ticket sales end at _____ a.m./p.m.

6.3 SERVING ALCOHOL

6.3.1 Server Training

- a. To be eligible to rent a Town facility for a SOP function, the sponsor must demonstrate that at least 50% of all monitors and ticket sellers have received Server Training Course instruction and that all bar tender/servers have received such training. The Recreation Department may require that its trained staff serve at SOP Functions.
- b. The Town of Arnprior Recreation Department may facilitate in server training or arranging for such training when feasible.

6.3.2 Low Alcohol and No-Alcohol Drinks

- a. To be eligible to rent a Town facility for a SOP function, the sponsor must demonstrate that there will be non-alcohol beverages available at a cost significantly lower than that of drinks containing alcohol. This will support any designated driver strategy being promoted by the event sponsor.



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- b. The sponsor must also offer a choice of low-alcohol content beverages for sale. This will reduce the likelihood of impaired driving.
- c. Where wine is provided with a meal, a no-alcohol substitute must be provided to ensure children and abstainers are included in toasting the celebrants.
- d. To be eligible to rent a Town facility for a SOP function, the sponsor must demonstrate that only standard drink portions will be served (12 ounces of 5%-6% beer, 5 ounces of 12% wine, and 1.5 ounces of 40% spirits). No super-content beers, or extra large-sized containers may be served.

6.4 SAFE TRANSPORTATION

6.4.1 Safe Transportation Strategy

To be eligible to rent a town facility for a SOP function, the sponsor must demonstrate that a safe transportation strategy will be implemented which will include the following:

- a. Promotion of the Designated Driver Program at the event and provision of coffee, juice or soft drinks for such drivers free or at cost.
- b. The sponsor drives home or arranges to have driven home patrons especially those who appear intoxicated.
- c. The sponsor calls taxis or calls a family member/friend to pick up the patron(s).
- d. If necessary, the police will be called to apprehend an impaired driver.

6.5 CONTROLS

The following regulations refer to controls which pertain to SOP events; and sponsors of such events must comply with them.



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- 6.5.1 A copy of the Municipal Alcohol Policy will be provided to the sponsor by the Recreation Director and he/she will obtain written assurance from the sponsor that they have received the policy, will read and abide by it.
- 6.5.2 The event sponsor must obtain a SOP and provide the copy to the Town of Arnprior Recreation Department at least five (5) days prior to the event. They must also submit a list of event workers two (2) weeks prior to the event with proof of Smart Server Training having been completed.
- 6.5.3 SOP signatory or designated alternatives must attend the event and be responsible for making decisions regarding the safe operation of the event in accordance with the Municipal Alcohol Policy.
- 6.5.4 All entrances must be monitored by two (2) people, who are 19 years of age or older, to ensure all alcohol policies and legislative policies are adhered to.
- 6.5.5 Floor monitor(s) must assist in identifying/dealing with situations and be available to assist at the ticket table or help manage a person who has been refused a ticket/drink.
- 6.5.6 The event sponsor will receive a list of individuals who are barred from Recreational Facilities. Those listed may not enter the premises during the event.
- 6.5.7 Monitors will check for ID. The only acceptable ID is Photo – ID.
- 6.5.8 The event sponsor and all event workers must refrain from consuming alcohol until their responsibilities have ended.
- 6.5.9 The event sponsor and recreation staff must ensure the physical setting is safe for drinkers and non-drinkers with special attention to outdoor activities.

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6.5.10 All bottles must be kept within bar area and drinks must be served in non-glass containers.

6.5.11 Marketing practices which encourage increased consumption (such as drinking contests, pitchers of beer, double shots, volume discount, and oversized drinks) are NOT PERMITTED. These practices contravened the *Liquor License Act* regarding SOP events.


6.5.12 Where tickets are used, they shall be redeemable in cash in full at any time during event.

6.5.13 The Town of Arnprior Recreation Director has the right to:

- a. Require the presence of one or more police officers for the duration of the event (cost to be borne by the sponsor)
- b. Require a coat, purse or knapsack check.
- c. Limit the number of drinks and/or tickets sold at one time.
- d. Institute a bracelet or other system to identify legal drinkers.
- e. Require one or more trained monitors for an event (See Server Training).

6.5.14 All event workers shall wear highly visible identification approved by the Town of Arnprior Recreation Department.

6.5.15 The event sponsor must document any and all incidents on the Incident Report attached as Schedule A to this policy. This pertains especially to: identification of doubtful ID authenticity; refusal to serve a patron; offer(s) of safe transportation; conflicts between patrons; medical problems; barring individuals; ejection from premises; interventions with patrons; and steps taken to report the incidents to a higher authority (e.g. – the Recreation Department or Police)

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6.5.16 There will be NO last call, and DJs/Entertainers are to be told “No last call”.

6.5.17 The bar will close at 1:00 a.m. and no liquor will be served or sold after that time. Entertainment will be finished by 1:15 a.m., and the facilities must be vacated by 1:45 a.m. Except on New Year’s Eve, when the bar may remain open until 2:00 a.m. and no liquor will be sold after that time. On New Year’s Eve, entertainment will be finished by 2:15 a.m., and the facilities must be vacated by 2:45 a.m.

6.5.18 If liquor is to be left on the premises, an inventory must be taken immediately after the conclusion of the event; and the liquor must be kept in locked storage. A refund receipt for returned alcohol must be presented to the Recreation Department within seven (7) days.


6.5.19 The Recreation Director or his designate reserves the right to terminate an SOP or activity within an SOP event if there is a breach of the *Liquor License Act*, the Municipal Alcohol Policy, or for any other reasonable cause.

6.6 CONSEQUENCES FOR FAILURE TO COMPLY WITH POLICY

6.6.1 Recreation staff shall record, and when necessary, report any infraction of this policy to the appropriate authorities (e.g. – the Recreation Director, Police).

6.6.2 The Recreation Director shall send a registered letter documenting the infraction(s) to the SOP event sponsor or facility renter, or team, or organization or individual.

6.6.3 The Recreation Director has the option to refuse future rental privileges to the event sponsor, individual, team or organization.

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6.6.4 Police will be notified immediately, and a documented report will be filed when there is any breach of the *Liquor License Act* (such as drinking underage or in prohibited area).

6.6.5 Where patrons engage in disruptive behavior at SOP events, the OPP shall be called by the Director of Recreation or designate, and/or facilities SOP holder.

6.6.6 Drinking by team members at sports events is a serious breach of the policy and will result in: a) a registered letter sent from the Recreation Director to the sponsoring group; and b) a report to Police. Furthermore, the Recreation Director may suspend an individual or team from use of facilities for such serious breach.

6.6.7 To obtain future rental privileges, penalized groups (individuals) will have to satisfy the Recreation Director that they have taken steps to address the problem and that rules will be adhered to.


6.7 ACCOUNTABILITY

6.71 At least one staff member of the Recreation Department must be present at all SOP events.

6.72 In addition, a representative from the Town of Arnprior, with authority to demand correction of the problem or shut down an event on behalf of the Town, must either be present at events or on call throughout all SOP events.

6.8 INSURANCE

Minimum of \$2,000,000 in liability insurance must be purchased by the sponsor for each SOP event. Proof of purchase must be provided to the Recreation Department two (2) weeks prior to the event and clearly indicate that the Town of Arnprior is fully indemnified for any incidents that may occur.

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6.9 ALCOHOL ADVERTISING

A sponsor's name may be used in signs promoting a sports event, but lifestyle posters and other advertising which promote the use of alcohol are prohibited at municipal facilities.

6.10 ANNUAL REVIEW OF POLICY

This policy shall be reviewed annually by the Director of Recreation or by any other process determined to be appropriate by the Municipal Council, with recommendations submitted to Council for consideration of approval.

6.11 POLICY PROMOTION

In consultation with community health promotion agencies, the Recreation Department and Town Council will develop a strategy to:

1. Make organizations, clubs and the general public aware of the policy.
2. Explain and promote the rationale for the policy; i.e. – concern for the safety of patrons and the need to reduce the risk of liability to the Town.

7.0 ATTACHMENTS

7.1 Schedule A: Incident Report Form