

BY-LAW 53-24

OF THE CORPORATION OF THE TOWN OF AYLMER

Being a By-Law to adopt a Municipal Alcohol Policy

WHEREAS it is necessary and expedient that there shall be a clear and concise policy governing the sale and consumption of alcoholic beverages in Municipal owned facilities and parks to promote a safe, enjoyable environment for those who use these facilities;

AND WHEREAS The Council of the Corporation of the Town of Aylmer deems it expedient and necessary to repeal By-law 24-07;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWN OF AYLMER HEREBY ENACTS AS FOLLOWS:

1. That the Municipal Alcohol Policy (MAP) attached hereto as Schedule "A" forms part of this by-law.
2. That any Municipal Alcohol policies previously adopted are hereby repealed.

READ A First, Second, and Third time this 10th day of July, 2024.

MAYOR, Jack Couckuyt

CLERK, Owen Jaggard

Authority: Council, Resolution 187-24
Staff Report Number: CLRK 19-24
Staff Report Date: June 19, 2024



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Subject: Municipal Alcohol Policy
Policy #: 03-24
Date Approved: June 19, 2024
Date Revised: May 16, 2024

1. Purpose

To define the conditions for Special Occasion Permit (SOP) events and establish procedures to ensure a safe and managed approach for the consumption of alcohol at events held on municipal property and for enforcing violations of the Alcohol Policy and relevant procedure.

2. Background

Formation of Municipal Alcohol Policy Committee

In February of 1994, the following community groups were invited to attend a presentation conducted by the Addiction Research Foundation and to send a representative from their organization to be part of the above note committee: Aylmer Aces Junior "B" Hockey League, Aylmer Antiques, Aylmer Christian Hockey League, Aylmer Hornets, Aylmer Figure Skating Club, Aylmer Minor Hockey Association, Aylmer N.B.C. League, Aylmer Lioness Club, Aylmer Lions Club, Aylmer Kinsmen Club, Aylmer Optimist, Aylmer Rotary Club, The Royal Canadian Legion, Aylmer Fair Board, Aylmer Fire Department, Aylmer Police, Ventures Teen Club, East Elgin Secondary School, Aylmer Ladies Slow Pitch and Aylmer Men's Slow Pitch.

Volunteers from these various organizations, members of the Parks and Recreation Advisory Committee along with Town staff formed the Municipal Alcohol Policy Committee. These members are: Randy Corey, Mary Cosyns, Kathleen Cunniffe, Wayne Gavey, Ross Greer, Wayne Lamoure, Mike Kavanagh, Ken Nesbitt, and Jeff Wiebenga. This Committee under the guidance of Mrs. Lynn Prentice of the Addiction Research Foundation developed the Municipal Alcohol Policy for the Town of Aylmer. A special thank you is extended to these individuals for their contributions towards this policy.

Amendments to the Municipal Alcohol Policy

In 2007, the MAP was reviewed by Municipal Staff.

In 2009, Council asked Municipal Staff to review the document given a request for a beer tent in a Town park, and the MAP of the day did not include that provision. Accordingly, Staff undertook the review and it was determined that including this provision to permit a beer tent in any Town park was not warranted.

In July 2010, the former Amtelecom Arena was renamed the EastLink Arena.

In September 2012, Town Council approved changes to the “Regulation 10: Controls During Event” by adding “Clause 9” which relates to music at events and to permit extended hours for rentals with a Special Occasion Permit.

In 2024, the MAP was updated to reflect current regulations enforced by the Alcohol and Gaming Commission of Ontario as well as changes in the Town of Aylmer policies and procedures.

3. Definitions

AGCO – Alcohol and Gaming Commission of Ontario. The AGCO is responsible for the administration of the Liquor Licence and Control Act.

Event – Any gathering held at municipal premises at which alcohol will be served and/or sold. The duration of the event includes event setup, operation and cleanup.

Event Organizer – A person, 19 years of age or older, seeking to hold an event involving the selling and/or serving of alcohol on municipal premises. For events under a Special Occasion Permit, the permit holder is the event organizer.

Event Worker – Any paid/volunteer person who is involved in safe alcohol service at an event. Event workers must be 18 years of age or over and either Smart Serve trained or Server Intervention program (SIP) certified. Event workers may include the following positions related to safe alcohol service:

a. **Floor Monitor** – Walks with participants, monitors patron behaviour, monitors for intoxication and underage drinkers, responds to problems and complaints, notifies the event organizer and security personnel of any potential problems and of individuals showing signs of intoxication, assists door monitors when necessary, promotes safe transportation options, arranges safe transportation.

b. **Door Monitor** – Monitors attendance and limits entry to the venue nearing capacity to ensure capacity is not exceeded, checks for signs of intoxication, denies admission to troublesome individuals, denies admission to uninvited individuals for private events, monitors for those showing signs of intoxication when leaving the event and arranges for safe transportation, promotes safe transportation options, notifies event organizer and security personnel of any potential problems and of individuals showing signs of intoxication. Will check identification as required. Will provide wrist bands as required.

c. **Licensed Security** – Security Personnel must be licensed in accordance with the Private Security and Investigative Services Act, 2005.

d. **Bartender** – Checks identification, accepts tickets for alcoholic drinks, serves drinks, monitors for intoxication and underage drinkers, refuses service when patron appears to be intoxicated or near intoxication, offers non-alcoholic beverages as a substitute, and co-ordinates with event staff. Notifies a floor worker when patrons may need safe transportation options.

e. **Bar Ticket Seller** – Sells drink tickets to guests and monitors for underage drinkers and intoxication and refuses to sell to patrons at or near intoxication. Shall check identification. May issue wrist bands at certain events.

Liquor Licence and Control Act, 2019, S.O. 2019, c. 15, Sched. 22 means the law regarding the sale and service of alcohol. See <https://www.ontario.ca/laws/statute/19l15b> for more information.

Municipal Significance – An event with a designation by the Town. Applications must be accompanied by a municipal letter from the Town Clerk advising that the Town of Aylmer Council has designated the event as municipally significant.

Smart Serve – The program offered by Smart Serve Ontario, designated to train staff and volunteers who work in areas where alcohol is sold and/or served. The Smart Serve training program is the only server training program recognized by the AGCO.

Special Occasion Permit – A type of liquor licence issued by the AGCO for one-time social events where alcohol will be sold and/or served. All Special Occasion Permits (SOPs) are managed and controlled by the AGCO and not the Town. SOPs may be issued for four types of events as defined by the AGCO.

a. **Private Event** – Limited to invited guests only and may not be publicly advertised such as on social media or through any other medium. There can be no intent to gain or profit from the sale of liquor at the event.

b. **Public Event** – Open to the public. These events can be advertised and fundraising and/or profit from the sale of liquor at the event is permitted. Public events include events of provincial, national or international significance, or events designated by a municipal council or its delegate as an event of municipal significance.

4. Policy Statement

The Town of Aylmer wants residents and visitors to enjoy the various facilities and parks available. In order for the Town to ensure the health and safety of its participants and the protection of municipal facilities, a policy for the orderly use of alcohol during events and functions has been developed. The following document outlines these regulations.

The objectives of the Municipal Alcohol Policy are:

1. To ensure proper operation and supervision of Special Occasion Permit events by providing education in prevention and intervention techniques and in effective management procedures. This will lower the risk of liability to event organizers, participants, volunteers, the Town, and its staff.

2. To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training, and education.
3. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.
4. To provide a balanced use of alcohol through Special Occasion Permits so that alcohol becomes a responsible part of a social function, rather than the reason for it.
5. To provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth, and families will be adequately serviced and protected.

5. Roles and Responsibilities

5.1 Role of Municipal Representatives

Municipal representatives are responsible for ensuring the Event Organizer and/or designate are provided with written information outlining the conditions of the MAP.

The Town of Aylmer representatives have the authority to demand correction and/or to shut down an event on behalf of the Town of Aylmer. The Town of Aylmer has the final authority in direction when it comes to breaches under the policy and agreement of the Event Organizer.

Should specific, innovative event proposals be brought forward to staff or Council, the MAP can be waived on an exception basis by Council.

5.2 Role of Event Organizer and/or Designate

The Event Organizer or designate is responsible for the conduct and management of the event including but not limited to:

- Complying with the MAP in addition to all applicable federal, provincial, and municipal laws, policies, guidelines, regulations and by-laws, including the Liquor Licence Act of Ontario and its regulations;
- Organizing, planning, set up and clean-up of the event;
- Ensuring sufficient number of event workers;
- Ensuring training of their designates and event workers (all of whom must be a minimum of 18 years of age or older);
- Posting the Special Occasion Permit (with any updates) in plain sight on the property to which the permit applies or keep it in a place where it is readily available for inspection;
- Ensuring all alcohol is purchased from an authorized government retail store (e.g., LCBO, Beer Store) using the SOP as the guide for the allowed amounts;

- Ensuring alcohol sales and service including the choice of beverages comply with the MAP;
- Ensuring that no one consumes alcohol in unauthorized locations on the property;
- Ensure that no persons under the age of 19 are served alcohol and that Government-issued photo identification or identification in accordance with the Liquor Licence and Control Act is shown when requested;
- Ensuring the safety and sobriety of people attending the event including those persons asked to leave to control the event;
- Remain sober and accountable, and ensure that bartenders abstain from consuming alcohol;
- Providing safe transportation options (e.g., designated drivers, taxis);
- Ensure that food and non-alcoholic drinks are available at all times. The cost of non-alcoholic drinks must be significantly lower than alcoholic drinks.
- In the event of an approved outdoor 'beer garden', fencing is required for the outdoor designated area. It shall be a double row of fencing, four feet high, with six feet between fences, and be securely erected. Or, alternatively, one six foot high fence. The cost and set up of fencing is the responsibility of the event organizer. Location of the designated beer garden is to be pre-approved by the Manager of Parks and Recreation and/or designate prior to the Town Facility and Rental Agreement being finalized;
- Responding to emergencies; and
- Must read, complete, sign and submit Appendix A – Checklist for Renters to indicate their understanding of their responsibility for the event.
- Must provide a copy of the Special Occasion Permit and any updates to the Town of Aylmer at least 30 days prior to the start of the event.
- Must ensure that all liquor, wine and beer are purchased with the SOP.
- Must provide proof of insurance with the Facility Rental Agreement.
- Must attend the event for the entire duration including set-up prior to the event, clean-up after the event and be responsible for decisions regarding the actual operation of the event.

6. Procedure

6.1. Municipal Facilities Eligible for Special Occasion Permit Events

- Old Town Hall Community Theatre Centre
- East Elgin Community Complex – Imperial Hall
- East Elgin Community Complex – Blue Line Room
- East Elgin Community Complex – Eastlink Arena & Kinsmen Arena
- East Elgin Community Complex – Flats

6.2 Municipal Facilities Not Eligible for Special Occasion Permits or Consumption of Alcohol at Any Time

- Crystal Park, Lions Park, Optimist Park, Kinsmen Park, Rotary Park, Steen Park, Elgin Estates Parkette, Centennial Estates Parkette and including all other parks and parkettes owned by the Corporation of the Town of Aylmer
Rationale: Public parks are not eligible for S.O.P. due to the difficulty in monitoring underage drinking and crowd control.
- Bathhouse
Rationale: The Bathhouse is not eligible due to the fact that the fire exits give patrons access to the municipal pool, which could pose a safety hazard.
- East Elgin Community Complex – Dressing Rooms
Rationale: Alcohol is not permitted in this area as it encourages skaters to be on the ice surface under the influence of alcohol, thus leading to safety concerns. Illegal consumption of alcohol will not be tolerated in this area. In accordance with the Municipal Alcohol Policy, alcohol in the dressing rooms is forbidden and will therefore result in cancellation of ice time.
See Appendix B
- East Elgin Community Complex – L.E. Walker Transport Lobby, Hamilton Ward & Cathers Insurance Service Limited Concourse Level, Imperial Hall Lobby
Rationale: These are public access areas, and it would not be appropriate to have people passing through a Special Occasion Permit Event.
- East Elgin Community Complex – Eastlink Arena and Kinsmen Arena ice surface and seating
Rationale: The ice surfaces and seating are not suitable areas for Special Occasion Permit Events as both have obvious safety concerns.
- Exceptions
Any person wishing to hold a Special Occasion Permit Event in a location not listed in this policy must apply to Town Council/East Elgin Community Complex Board of Management for approval.

6.3 Events Not Eligible for Special Occasion Permits

- Street Parties and Beer Tents
Rationale: It is very difficult to monitor the alcohol consumption of patrons in such situations; also crowd control is difficult when the boundaries are so large.
- Youth Events
Rationale: These events are intended for young people under the age of majority.

Non-consumption by participating adults provides a positive example for young people. Since adults supervise and drive young people to and from these events, alcohol consumption does not provide a positive example regarding drinking and driving.

6.4 Mandatory Signs

6.4.1 Statement of Intoxication

These signs will be provided by the Town/East Elgin Community Complex in duplicate to be placed in the bar area and shall state:

“It is against the Liquor Licence Act of Ontario for licensed establishments to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non-alcoholic beverages.”

6.4.2 Accountability

This sign will be supplied in quadruplet by the Town/East Elgin Community Complex. This sign will be posted at the bar and main entrance of all S.O.P. functions. This sign will inform patrons where to direct concerns regarding the manner in which the function has been operated. In addition to naming the sponsor of the event, the sign should include the name and address and phone numbers of the Parks and Recreation Department/East Elgin Community Complex, Police Department and Alcohol & Gaming Commission of Ontario.

Rationale: Having these signs visible to participants eliminates any confusion about who to contact for information or to lodge complaints regarding an event.

6.4.3 No Last Call

A sign stating “Last Call Will Not Be Announced” is to be placed in the bar area. This sign will be provided by the Town of Aylmer/East Elgin Community Complex.

6.4.4 Unused Tickets

A sign shall be posted at the alcohol ticket sales table outlining the number of tickets sold at one time, when ticket sales end, and that any unused tickets can be redeemed for cash prior to the end of the event.

Rationale: This sign supports the ticket sellers, discourages large numbers of drinks (which can result in intoxication), prevents over drinking, reduces the buying of table rounds which can result in overdrinking, and having limits on the number of tickets purchased allows for greater observation of intoxication of guests. Refunding guests/patrons for unused tickets will decrease pressure to

use their drink tickets which can increase the number of drinks consumed in a short period of time at the end of the night.

6.4.5 Legal Drinking Age

The only acceptable proof of age is valid government issued photo identification. Valid types of identification include:

- A driver's license issued by the Province of Ontario with a photograph of the person to whom the license is issued
- A Canadian passport
- A Canadian citizenship card with a photograph of the person to whom the card was issued
- A Canadian Armed Forces identification card
- A secure certificate of Indian Status issued by the Government of Canada
- A photo card issued by the Liquor Control Board of Ontario
- A permanent resident card issued by the Government of Canada
- A photo card issued under the Photo Card Act, 2008. O. Reg. 389/91, s. 29 (5); O. Reg. 561/96, s. 1; O. Reg. 66/98, s. 7; O. Reg. 182/11, s. 13.

6.4.6 Alcohol Ineligible Areas

"No alcohol beyond this point"

The Town/EECC will ensure that alcohol ineligible areas of municipal facilities are signed.

6.4.7 No Alcohol During Pregnancy, "Sandy's Law"

A sign stating that drinking alcohol during pregnancy can cause birth defects and brain damage to your baby. This sign will be posted at the bar.

6.4.8 Safe Transportation

A sign shall be posted indicating safe transportation alternatives available and indicating that RIDE programs are in our communities.

6.5 Safe Transportation

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted rental/use privileges of facilities for Special Occasion Permit functions.

The sponsor is to decide which option of Safe Transportation will be provided during their event. Please indicate which strategy you will be using on the "Checklist for Renters" form.

Possible Strategies:

- a) Designated Drivers Program – to be advertised at the event so that all patrons are aware this program is available.

The Designated Driver should be supplied with low cost or free soft drinks/coffee during this function.

- b) Impaired individuals will be driven home by a sober friend, and/or call a relative, or taxi.
- c) Inform patrons through advertising of the Taxi service available.

Rationale:

The risk of liability is high when an impaired driver leaves an event where alcohol is served. Event organizers must assume responsibility for promoting safe transportation for all patrons consuming alcohol.

6.6 Youth Admission to Adult Events

Each rental group, in conjunction with the facility/staff, will be responsible for selecting a strategy on allowing youth to attend their event. In all cases the following guidelines must be adhered to:

1. All I.D. must be checked before anyone is allowed into the event/facility.

A patron who is apparently a minor shall produce proof of age. If proof cannot be produced or this proof is suspected of being false, the alcohol held by the minor and the identification will be confiscated.

2. Two (2) extra floor monitors will be required if persons under the age of majority are allowed to enter the event.
3. Individuals under the age of majority will not be allowed to consume alcohol beverages. Anyone serving individuals under the age of majority will be required to leave the event.
4. All participants over the age of majority will be stamped on the back of the right hand or wrist bands will be provided before entering the event. This stamp will be provided by the Town of Aylmer/East Elgin Community Complex/rental group.

Signage will be posted clearly identifying wrist banding or hand stamping is in effect for the event being held in the building.

Rationale:

To ensure that persons under the age of majority do not consume alcohol.

6.7 Security

The permit holder shall provide security sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the Act are observed.

- In determining whether security is sufficient, the permit holder shall consider the nature of the event, the size of the premises, and the age and the number of persons attending the event.
- Security measures will be determined on a case-by-case basis in consultation with the Town and the Aylmer Police. The permit holder is responsible for any expenses incurred for security requirements.
- Licensed, paid security does not need to be Smart Serve trained.
- The Town of Aylmer reserves the right to approve or deny security that is hired.

Security Personnel must be licensed in accordance with the Private Security and Investigative Services Act, 2005.

6.8 Alcohol Services

- a) All drinks to be served in soft plastic or paper cups and all bottles to be retained in the bar area.
- b) There will be no "last call." Hours of operation of the bar must be posted.
- c) Marketing practices which encourage increased consumption, such as oversize drinks, double shots or spirits, drinking contests, and volume discounts are not permitted.
- d) Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar; a maximum of 4 tickets per purchase only.
- e) Unused tickets may be redeemed for a cash refund at any time during the event and up to 15 minutes after the bar closes. A sign will be placed at the bar stating "This bar closes at 1:00a.m.; Unused tickets will be refundable up to 15 minutes after the S.O.P. expires."

This sign will be supplied by the Town of Aylmer/East Elgin Community Complex.

- f) Food must be served throughout the event. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.
- g) There will be no self-serve events; even "Wine and Cheese" functions require a bartender.

- h) Bartenders reserve the right to refuse service and the permit holder has the right to refuse admittance to persons who are underage, or to an individual who appears intoxicated.
- i) Non-alcoholic beverages must be provided for designated drivers free of charge.
- j) All prices charged for alcohol must comply with the Liquor Licence and Control Act.
- k) All facilities must be vacated by 1:00 a.m. unless otherwise negotiated with the Manager of Parks and Recreation or designate.
- l) All event workers must wear a form of identification as supplied by the event sponsor/permit holder.
- m) Free alcoholic drinks shall not be advertised.
- n) All signs of sale and service must be cleared within 45 minutes of the end time stated on the permit. This includes the removal of all partially consumed and empty bottles, and glasses that contain(ed) alcohol.

Rationale:

By following the above guidelines, we will reduce the risk that sponsors automatically assume when running an event. These practices are designed to discourage heavy alcohol consumption.

6.8.1 Alcohol and Non-Alcoholic Drinks

Non-alcoholic beverages shall be made available. The permit holder must ensure that only standard drinks will be served. No extra strength beer shall be provided (i.e. beer that has greater than 5% alcohol).

No shooters (i.e. jello shooters) are permitted.

Standard Drinks

Beer 5%	12 oz. (341 mL)
Wine 12%	5 oz. (143 mL)
Spirits 40%	1 ½ oz. (43 mL)

Rationale:

Low alcohol beverages help prevent intoxication by providing consumers with an opportunity to consume less alcohol. An individual consuming a regular beer (at 5% alcohol) could drink two “extra light” beers (at 2.5% alcohol) and ingest the same amount of alcohol. Similarly, “light” beer (at 4% alcohol) represents a 20% reduction in alcohol intake.

6.8.2 Prohibited Activities

The following activities are not permitted at Municipal Facilities:

- a. Alcohol raffles
- b. Drinking games
- c. Discounted drinks
- d. Alcohol as a prize

Raffle Definition: Raffle means a lottery scheme where tickets are sold for a chance to win a prize at a draw and includes 50/50 draws, elimination draws, calendar draws, sports raffles and rubber duck races.

6.9 Controls Prior to the Event

Please see **5.2 Role of Event Organizer and/or Designate**

Rationale:

The above is to ensure that there are no misunderstandings of the regulations contained in the Policy; Also, to make the Renter aware that they should contact the Town for all information or assistance.

6.9.1 Advertising Events

Private Events are for invited guests only and the event must not be advertised to the public, including by way of flyers, newspaper, internet, social media, or radio. The event cannot be open to the public.

6.9.2 Event Workers/Server Training

It is required that all event workers related to alcohol sales, service and monitoring be Smart Serve trained.

Event staff must be appropriately identified using some method of visual identification (i.e. t-shirts, hats, vest, etc.) Event staff, while on duty, are not to consume alcohol while working at an event.

Attendees	Bartenders	Door Monitors	Floor Monitors	Ticket Sellers	Licensed Security
Up to and including 100	1	Monitor at each access point	1	0	0
151-300	2	Monitor at each access point	2	1	1

301-450	2	Monitor at each access point	3	2	1
451-600	3	Monitor at each access point	4	2	2
601-750	3	Monitor at each access point	5	3	3
751-900	4	Monitor at each access point	6	3	3
901-1000	5	Monitor at each access point	7	4	4

For every additional 150 guests over 1,000, an additional bartender and floor monitor are required. For every 300 guests over 1,000 an additional ticket seller is also required.

Rationale:

In order to provide a safe environment and control behaviour, Event Organizers must supervise entrances and exits of their rented space. By controlling entry, underage, intoxicated, rowdy or unauthorized people can be prevented from entering an event. This will reduce the likelihood of problems occurring.

6.10 Controls During the Event

ALL CONTROLS AND SERVICE MUST BE CONSISTENT WITH THE PROVISIONS OF THE LIQUOR LICENCE ACT, ITS REGULATIONS AND THE ALCOHOL AND GAMING COMMISSION OF ONTARIO POLICIES.

1. The entrance to the event must be monitored by at least two responsible persons meeting the age of majority requirements.

These persons shall further observe for individuals that may be attempting to enter the premises and that appear to be impaired and deny entrance.

Prohibitive beverages (“means any alcoholic beverages not purchased by the renter under their Special Occasion Permit”) will be confiscated. If the patron refuses to surrender the prohibitive beverage the Aylmer Police shall be called.

Alcohol will not be brought into the facility nor leave the licensed areas. Both will be confiscated.

2. Only identification bearing a photograph and birth date and issued by the Province of Ontario, the Government of Canada or photographic identification issued by another Province, State or Country shall be accepted as bona-fide proof of age.
3. The holder of the Special Occasion Permit and the person renting the facility are responsible for ensuring that the event is properly supervised and will provide enough staff to fulfill this obligation and both must be on-site during the event. All event supervisors and staff must refrain from the consumption of alcohol while the event is in progress.
4. In the event of a masquerade party taking place in any premise owned by the Town of Aylmer (East Elgin Community Complex – owned by the Town of Aylmer and Township of Malahide) the permit holder is responsible to check ALL patrons I.D. to ensure they are of appropriate age. Any person under the age of majority will not be allowed into a masquerade event.
5. The type of identification to be worn by the event workers must be stated on the “Checklist for Renters” form. See Appendix “A”
6. The bar area within the premises shall be closed promptly at 1:00 a.m. and NO service of alcoholic beverages will be allowed after this time. (Exception: New Year’s Eve – 2:00 a.m.)
7. All entertainment within the facility shall cease at 1:00 a.m. (Exception: New Year’s Eve – 2:00 a.m.)

The management of the Town/East Elgin Community Complex will determine if extra paid security is required. The East Elgin Community Complex will book the extra paid security and the cost of the paid security will be assumed by the renter.

For all video dance parties, a minimum of four (4) paid guards, secured by the East Elgin Community Complex, will be in attendance from 9:00p.m. to 2:00a.m. The cost of the paid security will be billed to the rental.

8. All signs of the consumption and service of alcohol including beverage containers shall be removed from site within 45 minutes of the expiry of the Special Occasion Permit or by 1:45 a.m., whichever time is earliest.

Failure to comply with the above could prevent the License Holder or Organization from renting any Town of Aylmer facility/EECC in future and where appropriate, Aylmer Police Services will be advised and charges could be laid.

The only exception to the 1:00 a.m. closing time would be during a New Years Eve event when the Special Occasion Permit indicates the expiry time of 2:00 a.m.

Rationale:

To ensure the safety of all persons and to promote orderly conduct during events.

9. Music must cease at 1:00 a.m. and all persons must vacate the facility no later than 2:00 a.m. The only exception to the 1:00 a.m. closing time would be during a New Year's Eve Event when the Special Occasion Permit indicates an expiration time of 2:00 a.m. and all persons must vacate the facility no later than 3:00 a.m. Hourly rentals must vacate the facility fifteen (15) minutes after the rental period. **Rentals with a Special Occasion Permit may extend hours of operation for one hour with an addition to the current rate to cover the additional staffing costs with that rate to be \$75/hour + 5% capital surcharge + HST.**

6.10.1 Advertising Alcohol at Events

Facility renters must comply with all regulations and terms and conditions applicable to Special Occasion Permits, including but not limited to the prohibition against advertising of liquor or the availability of liquor except with the approval of the Registrar of Alcohol and Gaming Commission. This includes, but is not limited to, advertising on banners, cups, coasters, etc.

6.10.2 Games of Chance

Games of chance or mixed chance and skill (raffles, 50/50 draws, etc.) are not permitted unless the proper licence has been obtained from the province or municipality. Licences are only issued to eligible organizations with charitable, non-profit, or religious purposes.

6.11 Insurance

That the sponsor(s) of a Special Occasion Permit event being held in a municipally owned facility be required to provide proof, at least two (2) weeks/ten (10) business days prior to the event, that they have purchased a minimum of five million dollars in liability insurance naming the Town of Aylmer as co-insured. All events serving alcohol at the East Elgin Community Complex must secure additional liability insurance

(\$5,000,000) naming the East Elgin Community Complex, Township of Malahide and Town of Aylmer as coinsured with a copy forwarded to the Complex ten (10) business days prior to the event.

The Sponsor shall indemnify and save harmless the Corporation of the Town of Aylmer from any and all claims, in connection with the holding of an event involving the serving of alcohol at Town properties. Such claims include but are not limited to demands, causes of action, losses, costs or damages that the Town of Aylmer would otherwise suffer, incur or be liable for, resulting from the Sponsors', event workers' performance, actions, negligent acts or omissions.

Rationale:

- i. S.O.P. permit holders, hall owners, club executives and volunteers could all be named in a lawsuit.
- ii. Municipalities can be held jointly liable and couple end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.

6.12 Policy Monitoring and Provisions

The Municipal Alcohol Policy of the Town of Aylmer as submitted by the Municipal Alcohol Policy Committee will be reviewed as required.

Rationale:

- i. The Municipal Alcohol Policy to be monitored and reviewed as required to ensure that the Policy remains up to date and effective.
- ii. This will ensure that the public will remain involved in the process of review and revamping of the existing policy.

6.13 Consequences for Failure to Comply

Individuals and/or groups who fail to comply with the Municipal Alcohol Policy shall be subject to the following consequences:

1. Although Aylmer Police Services will be called if their services are warranted, it is the responsibility of the Special Occasion Permit Holder to ensure the proper management of an event.
2. Staff will report any infraction of this Policy to legal authorities whenever they believe such action is required. Where a minor infraction occurs, staff should notify the sponsor of the event. If the infraction continues, staff will notify the appropriate Supervisor.

3. Should a situation arise where an event may have to be shut down, the appropriate Supervisor will evaluate the situation on behalf of the Town of Aylmer. Ask the organizers of the event to stop the violation, or they may close the S.O.P. portion of the event. Should the organizers fail to comply, staff members shall notify the police for enforcement and assistance in closing the event.

4. Any infraction of the Municipal Alcohol Policy will be reviewed at the Community Services Committee/East Elgin Community Complex Board of Management meeting. A registered letter describing the problem will be sent by the appropriate Supervisor to the sponsor. The Committee may refuse future rental privileges to the sponsor.

5. Where adults and youth engage in disruptive behaviour at social events, authorities may be called and/or the following procedure will be followed:

First Infraction: A verbal warning will be given to the individual(s) by staff in charge or head of the function. If individual(s) do not adhere to this warning the Authorities will be called. A registered letter will be sent to the individual(s).

Second Infraction: Individual(s) will be banned from attending all functions held in any municipal facility for a period of 3 months. A registered letter will be sent by the Town/East Elgin Community Complex.

Third Infraction: A registered letter will be sent by the Town/East Elgin Community Complex Board of Management, notifying the individual(s) that they are banned indefinitely from the facility. The individual(s) must appeal to the Community Services Committee/East Elgin Community Complex Board of Management.

Note: Where a first infraction of this policy has been received, the sponsor will be required

to pay for the supply of police servicing/security at their next function.

Where persons under the age of majority are found to have consumed or to be consuming alcohol at S.O.P. and non-S.O.P. events, the authorities may be called and/or the following procedure will be followed by the Community Services Committee/East Elgin Community Complex Board of Management.

First Infraction: The individual will be turned over to a parent or guardian. If a parent or guardian is not available, Aylmer Police Services will be called. A registered letter will be sent by the Town/East Elgin Community Complex.

Second Infraction: The individual(s) will be banned from attending any function held in any municipal facility for a period of 3 months. A registered letter will be sent by the Town/East Elgin Community Complex.

Third Infraction: A registered letter will be sent by the Town/East Elgin Community Complex notifying the individual(s) that they are banned indefinitely from the facility. The individual(s) must appeal to the Community Services Committee/East Elgin Community Complex Board of Management.

6.13.1 Consequences Alcohol Consumption in Arena Dressing Rooms

The following steps will be taken if any person or groups are found in the possession of or consuming alcoholic beverages in the above noted area:

First Infraction: The facility attendant will ask the person or group to remove the alcohol from the premises and advise them that a letter will be sent to their team representative to inform them of this violation.

Second Infraction: A second violation within the same ice season will result in immediate cancellation of their ice time for the remainder of the season.

The group will have an opportunity to appeal their case at the next regular Board of Management meeting.

If early appeal is requested and a special meeting of the Board of Management is held, the violator will be responsible for all cost incurred to hold a special meeting of this committee.

The Town Administrator upon request will determine the above administrative costs.

The police will be called to investigate all problem rentals.

7. Documentation / References

AGCO Special Occasion Permits

Liquor Licence and Control Act, 2019

O. Reg. 747/21: Permits

8. APPENDIX “A” – CHECKLIST FOR RENTERS

Date of Event(s):

1. Location of Event: _____

2. Number in Attendance: _____

3. Will persons under 19 years of age be attending this event?

_____ Yes _____ No

*2 extra floor monitors are required for events allowing participants under the age of majority.

4. Name of person and/or group sponsoring this event:

5. Type of Identification for event workers: _____

6. Has proof of S.O.P. permit been provided? _____

7. Has proof of Insurance been provided? _____

8. The safe transportation strategies that will be used at this function are:

a) _____

b) _____

c) _____

9. The names and certification numbers of our Smart Served Trained event workers are:

Name	Certification #

10. I have reviewed the Municipal Alcohol Policy with a Town/East Elgin Community Complex representative.

_____ Yes _____ No

Date: _____

Signature of Town/EECC representative: _____

11. I understand all the policy regulations:

_____ Yes _____ No

12. I and/or my group will observe and obey all policy regulations during the event.

_____ Yes _____ No

If No, explain: _____

13. Name of agency providing security services: _____

14. Security services company information:

Address	
Phone Number	
Company Contact Name(s)	

15. Number of security officers to be on site during the event: _____

16. Please attach proof that the selected security services company is licensed to work provide security services in Ontario.

Signature of S.O.P. Holder

Signature of Facility Rep.

Date: _____