

**The Corporation Of The City Of Quinte West  
By-Law Number 15-074**

**Being A By-Law To Establish An Alcohol Policy For The City Of Quinte West.**

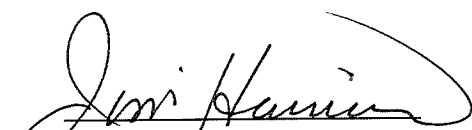
**Whereas** Subsection 6 of Section 5 of the Community Recreation Centres Act (RSO 1990, Chapter C22) provides that a committee of management of a community recreation centre may make such rules as it considers necessary relating to the management and control thereof, and may fix such charges for the use of the community recreation centre as it considers advisable;

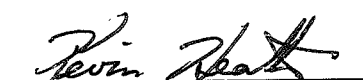
**And Whereas** the City of Quinte West Corporate and Financial Services Committee recommended a Municipal Alcohol Policy be established for the City's facilities and areas;

**Now Therefore Be It Enacted By The Council For The Corporation Of The City Of Quinte West As Follows:**

1. That this by-law shall be entitled the "**Municipal Alcohol Policy By-law**".
2. That a Municipal Alcohol Policy shall be and is hereby adopted and shall apply to the City of Quinte West facilities and areas as set out in the Policy.
3. That said Policy shall be substantially in the form of Schedule "A" appended hereto. Said Schedule "A" shall be considered to be a part of this by-law to the same extent and effect as if incorporated herein.
4. That in the event the Corporate and Financial Services Committee deems the Policy requires to be amended, the Committee shall make recommendation to the Council, which may amend said Policy, by resolution of Council, and said amendment(s) shall be deemed to be part of the Policy forthwith.
5. That By-law 00-41 and any by-laws or parts of by-laws inconsistent with this by-law, are hereby repealed.
6. This By-law shall take effect upon final passing hereof.

Read A First, Second And Third Time And Finally Passed This 19th Day Of May, 2015.

  
Jim Harrison, Mayor

  
Kevin Heath, Clerk

# The Corporation Of The City Of Quinte West Schedule 'A' to By-law 15-074

(For Those Properties Under The Jurisdiction of The Corporation of The City of Quinte West)

## Municipal Alcohol Policy

The City of Quinte West's Municipal Alcohol Policy provides for responsible management practices at functions or occasions held at City of Quinte West facilities, properties or areas where alcohol is available. The City has developed this policy as a means of enhancing and promoting the social enjoyment and physical safety of everyone who uses these facilities and areas, while at the same time avoiding or minimizing any alcohol related liability issues.

### 1. Eligible Facilities And Areas

The following facilities and areas are currently designated for alcohol use under the authority of a Special Occasion Permit. The City of Quinte West Council may, at their discretion, change the designation, add or delete sites.

Amphitheatre  
Batawa Community Centre  
Bain Park  
Centennial Hall (Sidney)  
Centennial Park  
City Hall  
Dunc McDonald Community Gardens  
Festival Tent  
Frankford Municipal Golf Course  
Fraser Park  
Lawn Bowling Club  
Marinas  
McMullen Recreation Centre  
O. G. Buster Alyea Park  
Tourist Park

### 2. Agreement For Use

Initially the party or person must secure a rental contract with the City for the designated facility they are seeking to utilize for their Special Occasion Permit.

Anyone wishing to serve alcohol at a designated facility or area must complete a Special Occasion Permit Holder Agreement form which sets out the conditions under which alcohol may be served. In addition, the responsible person must provide to the City copies of the appropriate Special Occasion Permit from the Liquor License Board of Ontario at least 48 hours prior to your Event.

### 3. Responsible Person

The Special Occasion Permit signatory/Facility Agreement signatory shall be in attendance at the event, be responsible for making decisions regarding the operation of the event, and be **available at all times** to the appropriate City official or representative should concerns arise.

#### **4. Recognized Server Training**

All persons serving alcohol at a Special Occasion Permit event shall be certified through an L.L.B.O. recognized server training course. It is further recommended that a trained and certified floor supervisor(s) also be provided.

#### **5. Number Of Event Workers**

All Special Occasion Permit events shall be staffed by an appropriate number of workers, in accordance with approved facility/area procedures.

#### **6. Identification**

The event organizer (responsible person) shall be appropriately identified to event participants and to City Staff supervising or managing the facility/area.

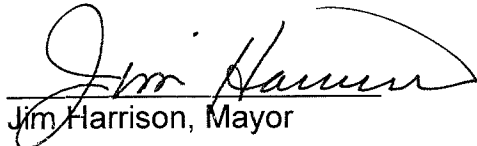
#### **7. Alternate Transportation**

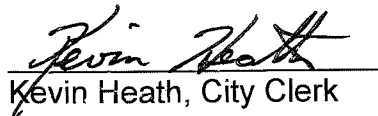
All Special Occasion Permit event organizers are strongly encouraged to provide and post alternate transportation options for event participants.

#### **8. Policy Enforcement**

If an event organizer fails to comply with the City of Quinte West Alcohol Policy or facility/area procedures for Special Occasion Permit events, the City may take action including, but not limited to the closure of the event and or the suspension of facility/area rental privileges.

Dated at the City of Quinte West this 19<sup>th</sup> day of May, 2015.

  
Jim Harrison, Mayor

  
Kevin Heath, City Clerk

**City Of Quinte West**

**Special Occasion Permit Holder Agreement**

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Event \_\_\_\_\_ Event Date(s) \_\_\_\_\_

Event Location \_\_\_\_\_ Event Time(s) \_\_\_\_\_

Name of Group/Organization \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_  
(Please Print)

**STATEMENT OF VERIFICATION**

1. I have received and reviewed a copy of the Municipal Alcohol Policy.
2. I have read the Procedures attached to this Agreement.
3. I agree to adhere to the conditions of the Policy, the Procedures and the Liquor License Act of Ontario.
4. I understand that if we commit any infraction of the Policy or Procedures, the City of Quinte West will require immediate compliance, or could administer authorized penalties including the issuance of a warning, the closure of the event/and or the suspension of rental privileges.
5. I understand that I will be held liable for injuries and damages arising from failure to adhere to the Liquor License Act of Ontario, or from otherwise failing to take action that could prevent foreseeable harm.
6. I understand that alcohol servers must be certified through an L.L.B.O. recognized server training program.
7. I understand that the Quinte West Ontario Provincial Police and/or a Liquor Board Inspector may lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation.

Signature \_\_\_\_\_  
(Contact Person) (Date Signed)

Signatory \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

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**Office Use**

Agreement received by \_\_\_\_\_  
Signature of City Representative Date

L.L.B.O. S.O.P Received by \_\_\_\_\_  
Date

Event Worker List Received by \_\_\_\_\_  
Date

Certificate of Insurance Received by \_\_\_\_\_  
Date

**City Of Quinte West  
Municipal Alcohol Policy**

**Procedures For Special Occasion Permit Events**

**1.0 Responsible Person**

- 1.1 The Special Occasion Permit signatory/Facility Agreement signatory must be in attendance at the event, be responsible for making decisions regarding the operation of the event, and be available at all times to the appropriate City official or representative should concerns arise.
- 1.2 In the case of a multi-day event(s) such as Community Festivals, Car Shows or Fishing Derbies, the Special Occasion Permit signatory/Facility Agreement signatory may appoint designates, whose names shall be provided to City staff prior to their assumption of responsibility. In this case, the signatory must insure the designate(s) understand and adhere to the conditions of this Policy and the Liquor License Act of Ontario.
- 1.3 At least one municipal representative with the authority to require adherence to the terms of the rental agreement or to terminate an event on behalf of the municipality may be in attendance at all Special Occasion Permit events. In the event that the municipal representative is required beyond their regular shift, the event organizer will be responsible for any additional staffing costs.
- 1.4 The Special Occasion Permit signatory/Facility Agreement signatory and designate(s) must reasonably ensure that the facility/area is safe for workers and event participants, and that workers and event participants do not engage in activities that could be harmful to themselves or others.

**2.0 Recognized Server Training**

- 2.1 All servers of alcohol must have completed an LLBO recognized server training course and provide their certificate number.
- 2.2 All events must also provide floor supervisor(s) to ensure sober individuals are not buying or providing drinks to someone who is intoxicated or to minors. It is further recommended that these monitors should complete an LLBO recognized server training course.
- 2.3 All drink ticket sellers and those who control admission to an event shall be encouraged to complete an LLBO recognized server training course.
- 2.4 The event organizer shall provide a list of all event workers to City staff prior to occupancy of the City premises, along with their Server Training Registration Numbers.

**3.0 Event Workers**

- 3.1 "Event Workers" includes servers, ticket sellers, door monitors, floor supervisors and other persons who have been assigned by the event organizer to work at a Special Occasion Permit event.
- 3.2 The following minimum number of event workers will be required, based on the occupancy limits shown on the Special Occasion Permit:

1 - 25 persons - 1 worker  
25 - 75 persons - 2 workers  
75 - 150 persons - 3 workers  
150 - 300 persons - 4 workers

Greater than 300 persons - 1 extra worker per 75 persons

3.3 All event workers shall wear highly visible identification, approved and provided by the event organizer.

3.4 All event workers shall refrain from consuming alcohol prior to, and during their shift.

#### **4.0 Sale Of Alcoholic Beverages**

4.1 The Special Occasion Permit signatory/Facility Agreement signatory shall ensure that a suitable number of ticket sellers are available to work at a Special Occasion Permit event. Notwithstanding the above, free bar events or events attended by less than 150 persons will not require ticket sellers.

4.2 When tickets are used, they must be purchased from a designated ticket seller only and redeemed at the bar. Unused tickets shall be redeemable for cash at any time tickets are being sold during the event.

4.3 The event organizer shall ensure that an event worker or floor supervisor be available at all times to ticket sellers who require assistance in managing attendees such as someone who has been refused a sale.

4.4 No marketing practices shall be permitted which encourage increased consumption, i.e. oversized drinks, double shots, extra strength beer or coolers, pitchers of beer, drinking contests, or volume discounts.

4.5 The Special Occasion Permit signatory must provide low-alcohol and non-alcoholic alternatives.

4.6 Signs/displays shall be posted and clearly visible at Special Occasion Permit events that encourage the consumption of food, low alcohol and no alcohol beverages.

4.7 It is mandatory that all drinks including beer and coolers be served in plastic and/or paper cups.

4.8 There shall be no last call for alcohol service.

#### **5.0 Signage**

5.1 The Special Occasion Permit signatory shall provide signs stating the following information and shall ensure they are posted and clearly visible at all Special Occasion Permit events:

i) This event is being sponsored by \_\_\_\_\_  
(group/organization/individual)

ii) No person suspected of being intoxicated will be served alcohol.

iii) No person suspected of being under age will be served alcohol.

iv) The Quinte West Ontario Provincial Police are informed of all Special Occasion Permit events.

5.2 The event organizer shall ensure that all servers, ticket sellers and other event workers are aware of their personal responsibility to adhere to conditions of items 4.0 Sale of Alcoholic Beverages and 5.0 Signage inclusive.

#### **6.0 Alternate Transportation**

6.1 All event organizers are strongly encouraged to provide and post alternative transportation options available for event participants who choose to drink alcohol.

## **7.0 Policy Enforcement**

- 7.1 Acceptable proof of age is required at all Special Occasion Permit events as per the L.L.C.B.O. guidelines. (i.e. Photo I.D.)
- 7.2 Event organizers shall ensure that all entrances to and exits from Special Occasion Permit events are monitored.
- 7.3 Only those persons identified as being 19 years of age and older will be admitted to masquerade events.
- 7.4 Quinte West Ontario Provincial Police shall be informed and kept advised of any problems or potential problems at the Special Occasion Permit event.
- 7.5 The City shall reserve the right to require the presence of security and/or police officers for the duration of any event, the cost to be borne by the event organizer. The number of security personnel shall be in accordance with event attendance as defined by the Quinte West Ontario Provincial Police.
- 7.6 If any event organizer fails to comply with the City of Quinte West Municipal Alcohol Policy, or procedures applicable to a facility or area, City staff will require immediate compliance, the failure of which may result in the closure of the event, the suspension of rental privileges, or other penalties.

## **8.0 Insurance**

The permit holder (event organizer) will provide evidence of Commercial General Liability insurance in the amount of \$2,000,000 per occurrence covering legal liability for bodily injury to or damage to property of others, in the form of a Certificate of Insurance. The Certificate must include:

- 1) The Corporation of the City of Quinte West as an additional insured.
- 2) Cross liability/severability of interest clause.
- 3) Confirmation of Host Liquor Liability up to the full policy limits

A copy of the Liability Insurance Certificate must be provided to the City of Quinte West, Building and Facilities Department no less than 10 days prior to the event. If the permit holder (event organizer) does not provide proof of insurance, the Permit holder (event organizer) will not be allowed onto the premises and the City will be under no obligation to refund the permit holder (event organizer) their rental fee. The Certificate Holder must be in the same name as the Permit Holder (event organizer) and the Special Occasion Permit holder must be in the same name as the certificate holder and the permit holder (event organizer).

Any insurance policy shall not be cancelled, permitted to lapse or materially change unless the insurer notifies the City of Quinte West in writing.