



TO: GENERAL COMMITTEE

SUBJECT: MUNICIPAL ALCOHOL POLICY (MAP) – MUNICIPALLY OWNED FACILITIES / PROPERTIES

PREPARED BY AND KEY CONTACT: D. BUTTINEAU, MANAGER OF MARKETING & PROMOTIONS, EXT. 5115

SUBMITTED BY: B. ROTH, DIRECTOR OF LEISURE, TRANSIT & FACILITIES 

COMMISSIONER APPROVAL: J. SALES, GENERAL MANAGER OF COMMUNITY OPERATIONS 

CHIEF ADMINISTRATIVE OFFICER APPROVAL: JON M. BABULIC, CHIEF ADMINISTRATIVE OFFICER 

RECOMMENDED MOTION

1. That the Municipal Alcohol Policy (MAP) governing the consumption of alcohol under a Liquor License Board of Ontario (LLBO) Special Occasions Permit on/or within municipally owned facilities, attached as Appendix "A" to Staff Report LTF009-11 be adopted.
2. That the policies related to the sale, distribution and/or consumption of alcohol on or within municipally owned facilities and properties outlined in motions 83-G-430, 85-G-378 and 92-G-233 be repealed.
3. That the General Manager of Community Operations be delegated the authority to periodically review and update the inventory of municipal properties, facilities, and parks eligible for Special Occasion Permits in compliance with the Municipal Alcohol Policy.

PURPOSE & BACKGROUND

4. As a municipal leader, the City of Barrie is committed to maintaining and ensuring a friendly, safe, and enjoyable experience for residents, visitors and guests where alcohol is served within or on City property. This is best achieved through the implementation of a Municipal Alcohol Policy to guide operational practices and processes in achieving client/customer expectations and corporate service level standards along with providing the Corporation with the necessary risk management criteria and best practice standards to mitigate liabilities associated with special occasion permit events.
5. The process of developing a cohesive municipal alcohol policy (MAP) began in July 2009 with the collection and review of all available information on the consumption of alcohol at special occasion permit events, related to The City of Barrie and an understanding of the Ontario Liquor License Act and provincial alcohol legislation.
6. A review of existing municipal alcohol policies from comparable municipalities in Ontario (City of Toronto, City of Mississauga, City of Kitchener, City of Ottawa, and City of Brantford) was undertaken in the Fall of 2009, along with a collaboration of related literature and resources available on alcohol consumption practices and how they affect the management of alcohol on or within municipally owned facilities/properties.
7. An examination of all special occasion permit events held in the past five years within City of Barrie properties was concurrently undertaken to identify current management practices associated with special occasions permit functions.

8. A current inventory and identification of all municipal properties, facilities, parks and public events that would be covered by the policy was compiled. Refer to Appendix 'B' attached.
9. Comments and feedback from various municipal departments and governing authorities on the effective management of special occasion permit events within municipal properties, facilities and public functions were considered and assessed in compiling the final Municipal Alcohol Policy (MAP) document recommended in this report.
10. A Municipal Alcohol Policy (MAP) template developed and endorsed by the Ontario Recreation Facilities Association (ORFA) was used as the guiding tool in the development of this policy for the City of Barrie.

ANALYSIS

11. The City of Barrie has several older policies established by motion related to the sale distribution and/or consumption of alcohol on or within municipally owned facilities and parks, as follows:

Liquor Permits	That the issuing of special occasion permits at Lampman Lane Community Centre and Allandale Recreation Centre under L.L.B.O. regulations be permitted. (83-G-430)
Special Occasion Permits	That the City Clerk be authorized to approve applications for Special Occasion Permits for Community Festival and/or Outdoor Events as outlined in the policy by the Liquor Licence Board of Ontario. That the application form for "Approval for a Special Occasion Permit" be implemented in conjunction with the City Clerk's authority to approve Special Occasion permits. That the City Clerk's Office be responsible to circulate the requests for approval. (88-G-498)
Alcohol	That the sale or distribution of alcoholic beverages be permitted for special events in Heritage Park, Allandale Station Park, Tyndale Park and Centennial Park. (P&R7/92)(92-G-233)
Approval for Alcohol	Beer, spirits and wine may be used in connection with Civic or Non-profit functions in areas as designated and approved by the City Clerk. (85-G-378)

12. The above policies are relatively ad hoc and lack consistency. They do not provide clear direction with respect to all matters related to the consumption of alcohol under a Liquor License Board of Ontario (LLBO) Special Occasions Permit on/or within municipally owned facilities.
13. The recommended Municipal Alcohol Policy (MAP) clearly addresses and identifies City of Barrie responsibilities, host & sponsor responsibilities, approved facilities/properties where Special Occasions Permits may be permitted, risk management requirements, enforcement, infractions and penalties.
14. Adoption of a Municipal Alcohol Policy will:
 - a) Ensure the effective management, supervision and operation of special occasion permit (licensed) events within municipally owned properties
 - b) Provide clear operational procedures to manage possible risks associated with the consumption of alcohol in accordance with the requirements of the Ontario Occupiers Liability Act and in compliance with the Ontario Liquor License Act.

- c) Educate municipal staff, sponsors, special occasion permit holders, patrons and the general public of the alcohol related risks and legal liabilities associated with special events along with the knowledge and skills required to effectively manage events and enforce the policy.
 - d) Protect the municipality, its staff, community organizations, volunteers and participants from liabilities associated with special occasion permit (licensed) events.
 - e) Reduce the risk of alcohol related issues at special occasion permit (licensed) events.
 - f) Support the responsible use of alcohol as part of a social function within municipally owned and operated properties as well as the decision of those individuals who choose not to consume alcohol.
 - g) Provide a balance of licensed and non-licensed properties, facilities and events to ensure that all community members have access to safe and enjoyable recreation activities.
15. The Leisure, Transit & Facilities Department and the Department of Culture as designated in the policy will be responsible for implementation of the policy.
16. It is recommended that the Leisure, Transit and Facilities Department be delegated the authority to periodically review and update the inventory of municipal properties, facilities, and parks eligible for Special Occasion Permits in compliance with the Municipal Alcohol Policy.

ENVIRONMENTAL MATTERS

17. There are no environmental matters related to this recommendation.

ALTERNATIVES

18. There is one alternative available for consideration by General Committee:

Alternative #1

General Committee can choose not to support the recommendation to implement a municipal alcohol policy.


This alternative is not recommended as it does not provide the Leisure, Transit & Facilities Department with a policy to guide operational practices and processes in achieving client/customer expectations and corporate service level standards. Nor does this alternative provide the Corporation with the necessary risk management criteria and best practice standards to mitigate liabilities associated with special occasion permit events.

FINANCIAL

19. There are no direct financial implications resulting from the proposed policy recommendation.
20. Indirectly, the recommended MAP reduces the City's financial exposure by enhancing its risk management framework. Specifically, the policy calls for the provision of documentation from the event sponsor confirming servers have Smart Serve certification and proof of liability insurance in the appropriate amount and naming the City of Barrie as additional insured. Also, Section 10 clearly articulates the event sponsor's responsibilities, and there is a requirement for written acknowledgement that the event sponsor understands and will comply with the MAP. This makes the City well-positioned to assess, protect and mitigate the corporation's exposure to liabilities associated with special occasion permits/events.

LINKAGE TO COUNCIL STRATEGIC PRIORITIES

21. The recommendation(s) included in this Staff Report are not specifically related to the goals identified in the 2010-2014 City Council Strategic Plan.

 Leisure, Transit & Facilities Department	MUNICIPAL ALCOHOL POLICY
Created: March 2011 Approved: Revised:	SUBJECT: Policy Governing the Consumption of Alcohol, under a special occasions permit, on / or within Municipally Owned Properties.

POLICY STATEMENT

The Corporation of the City of Barrie is committed to providing a safe, secure, and enjoyable environment for the patrons and staff of its facilities, its citizens and visitors, by ensuring all special occasion permit related functions, within municipally owned properties, are properly managed in accordance with the requirements of the Ontario Occupiers Liability Act, the Ontario Liquor License Act, and the Alcohol & Gaming Commission of Ontario (A.G.C.O.) Legislation.

CONTRIBUTORS

The following individuals contributed to the development of the City of Barrie Municipal Alcohol Policy:

Barb Roth, Director of Leisure, Transit & Facilities, City of Barrie
Kevin Bradley, Manager of Facilities, City of Barrie
Randy Watson, Manager of Policy & Planning (LTF), City of Barrie
Dan Buttineau, Manager of Marketing & Promotions, City of Barrie
Jake Veenstra, East Bayfield Family Facilities Supervisor, City of Barrie
Wade Leblanc, Allandale Family Facilities Supervisor, City of Barrie
Tom Ewles, Holly Family Facilities Supervisor, City of Barrie
Robin Groves, Barrie Molson Centre Facilities Supervisor, City of Barrie
Glenn Tristram, Corporate Facilities Supervisor, City of Barrie
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Sgt. Peter Dewsnap, Barrie Police Service
S/Sgt. Andy Mayo, Barrie Detachment Commander, Ontario Provincial Police

APPLICATION OF POLICY

This policy is designed to meet the needs of the Corporation of the City of Barrie and shall be applied, without prejudice, to all special occasion permit functions, events and activities hosted on, or within, municipally owned properties.

BARRIE MUNICIPAL ALCOHOL POLICY 2011 04 13 FINAL.doc

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SECTION 1 - HISTORY

The City of Barrie is a prosperous community of 140,000 residents with a long standing and proud history tracing back to First Nations People using the western shores of Kempenfelt Bay

Incorporated on January 1, 1959, the City of Barrie was, at that time, the only city in Simcoe County, establishing the city as a strong regional urban growth centre and municipal leader.

The City of Barrie offers its residents and residents of neighbouring communities high-quality healthcare and educational service, and is home to many private and public sector institutions and facilities serving a market that extends well beyond the current boundaries of Simcoe County.

The City of Barrie is a friendly, safe and vibrant community with a reputation for its high standard of living and social atmosphere.

As a municipal leader, the City of Barrie is committed to maintaining and ensuring a friendly, safe, and enjoyable community for our residents, visitors and guests.

As such, the City of Barrie has adopted a municipal alcohol policy to ensure all special occasion permit functions, within municipally owned properties are managed effectively.

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SECTION 2 - BACKGROUND

The process of developing a cohesive and effective municipal alcohol policy involves:

- a) A collection and review of available information on the use of alcohol at special occasion permit events, relating to The City of Barrie.
- b) A review of all literature and resources available on alcohol consumption practices and how they affect the management of alcohol in municipally owned facilities.
- c) A collection and review of existing municipal alcohol policies (MAPs) from other communities.
- d) A review and understanding of the Ontario Liquor License Act and provincial alcohol legislation.
- e) An inventory and identification of all municipal properties, facilities, parks and public events that will be covered by the policy.
- f) An examination of special occasion permit events held in the past five years to identify management practices associated with alcohol.
- g) A compilation of comments and suggestions from municipal staff, authorities and volunteers on what can be done to more effectively manage special occasion permit events within municipal properties, facilities and public events.
- h) Endorsement of City Council, enforcement by staff and authorities and cooperation by all.

SECTION 3 - POLICY GOALS

- a) To ensure the effective management, supervision and operation of special occasion permit (licensed) events within municipally owned properties.
- b) To reduce the risk of alcohol related issues at special occasion permit (licensed) social events.
- c) To protect the municipality, its staff, community organizations, volunteers and participants from liabilities associated with special occasion permit (licensed) events.
- d) To educate municipal staff, sponsors, special occasion permit holders, patrons and the general public of the alcohol related risks and legal liabilities affiliated with special events.

SECTION 4 - POLICY OBJECTIVES

- a) To provide clear operational procedures to manage all possible risks associated with the consumption of alcohol in accordance with the requirements of the Ontario Occupiers Liability Act and in compliance with the Ontario Liquor License Act.
- b) To encourage and support the responsible use of alcohol as part of a social function within municipally owned and operated properties as well as the decision of those individuals who choose not to consume alcohol.
- c) To provide a balance of licensed and non-licensed properties, facilities and events to ensure that all community members have access to safe and enjoyable recreation activities.
- d) To educate and train staff, volunteers, groups and special occasion permit holders with the knowledge and skills required to effectively manage events and enforce policy.

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**SECTION 5 - MUNICIPAL PROPERTIES WHERE ALCOHOL IS PERMITTED WITHIN
LICENSED AREAS UNDER A SPECIAL OCCASION PERMIT**

a) Facilities:

1. Eastview Arena (arena ice pad – non-ice events only)
2. Allandale Recreation Centre (Main Hall, arena ice pad – non-ice events only)
3. Barrie Molson Centre (full facility under sanctioned agreement)
4. East Bayfield Community Centre (arena ice pad – non-ice events only)
5. Holly Community Centre (arena ice pad – non-ice events only)
6. Parkview Centre – Main Hall
7. Victoria Village – Main Hall
8. Dorian Parker Community Centre – Main Hall
9. Southshore Community Centre
10. Barrie Community Theatre – designated areas
11. City Hall: Rotunda / Sir Robert Barrie Room / Kempenfelt Room / Ambassador Room / Georgian Room / Huronia Room A / Huronia Room B

b) Parks: (Locations 1 – 3 pertain to large scale, city sanctioned Special Occasion Permit events)

1. Heritage Park – waterfront – designated areas.
2. Centennial Park – waterfront – designated areas
3. Allandale Station Park – waterfront – designated areas
4. Barrie Sports Complex – designated areas.
5. Parks defined as 'Classification 2 - Community Parks' may be considered for special occasion permits – designated areas.

c) Designated streets and/or Right-of-Ways (ROWs) within Council sanctioned special event designated areas. Please refer to established criteria and guidelines as outlined within the City of Barrie Liquor License Extension Permit and Right of Way Activity Permit.

SECTION 6 - MUNICIPAL PROPERTIES WHERE ALCOHOL IS NOT PERMITTED

a) Facilities:

1. East Bayfield Community Centre (exemption: arena ice pad – non-ice events only)
2. Holly Community Centre (exemption: arena ice pad – non-ice events only)
3. City of Barrie Marina (on any public dock or area) (exemption: On a personal vessel as defined by the Liquor License Act of Ontario.)
4. All facility dressing / change rooms
5. All facility multi-purpose rooms or activity rooms
6. City Hall – Council Chambers

All other municipally owned properties (facilities, streets and open spaces) not specifically designated in Section 5 of this policy as eligible for alcohol use.

b) Parks: All municipally owned parks, beaches and green spaces not specifically designated in Section 5b) of this policy as eligible for alcohol use.

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SECTION 7 - EVENTS NOT ELIGIBLE FOR A SPECIAL OCCASION PERMIT (LICENSE)

- a) All youth events and all sports events involving minors, including banquets that are designated as events not suitable for a special occasion permit.

SECTION 8 - YOUTH ADMITTANCE TO LICENSED EVENTS

- a) No person under the legal, provincial drinking age shall be permitted admission or entry to a special occasion permit event or designated facilities or areas, except in the case of family social events.
- b) In the case of a licensed function such as an adult tournament, special community event or entertainment venue (i.e. Barrie Molson Centre) a person under the legal, provincial drinking age may be permitted admission to enter designated facilities or areas provided they are accompanied by a parent or guardian.

SECTION 9 – SIGNAGE REQUIREMENT AND RESPONSIBILITY

1. **MUNICIPALITY:** Permanent signage shall be displayed prominently in designated recreation facilities and community centres, in sizes and quantities suitable to the space.

Temporary signage of same shall be displayed prominently within designated special occasion permit areas associated with special event areas in designated parks and/or streets.

1. **Statement on Intoxication**

*The City of Barrie strives to provide safe recreation facilities
for all members of the community to enjoy.*

*We respect the rights of everyone, including those who choose to abstain,
and welcome their participation in our social events.*

*Servers are required by law not to serve anyone who is intoxicated
or appears to be intoxicated or to the point of intoxication.*

Low-alcoholic beverages, coffee, soft drinks and food items are available.

2. **Sober Driver Spot Check / Alternate Transportation**

Don't Drink & Drive!

*Barrie City Police Service and Ontario Provincial Police
thank you for helping to reduce impaired driving.*

*We look forward to personally thanking you at one of our
Roadside Spot Checks for leaving this event as a Sober Driver.*

City of Barrie Police 725-7025 and OPP 1-800-310-1122

3. **Designated Consumption Areas**

No Alcohol Beyond this Point

SECTION 9 – SIGNAGE REQUIREMENT AND RESPONSIBILITY (continued)

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4. Proof of Age

*Admission and/or serving of alcohol is
restricted to those of legal drinking age.
Government issued photo identification
is the only acceptable proof of age.*

2. **THE SPONSOR/PERMIT HOLDER:** Temporary signage shall be displayed by the Sponsor/ Permit Holder prominently in specific designated areas within the facility or property, in sizes and quantities suitable to the space.

- Ticket Sales for Alcohol Statement

At events within City facilities where alcohol is being sold, a sign shall be posted at the alcohol ticket sales table outlining the following regulation.

*Ticket Sales
No more than two (2) tickets
per person may be (redeemed) at a time.*

Important Note: Sales of alcohol shall be strictly monitored by Smart Serve bartenders at all SOP events. Bartenders shall limit the number of redeemable drinks purchased at any one time to a maximum of 2 per person.

- No "Last Call" Statement

*There will be no "Last Call"
announcement prior to bar closing.*

- Accountability Statement

A blank sign format (Schedule A1 or A2), provided by the City of Barrie, shall be prominently and temporarily displayed during the Special Occasion Permit event by the Sponsor/Permit Holder. *Please refer to Schedule A1 for facilities within city limits and Schedule A2 for Barrie Sports Complex.*

City of Barrie Special Occasion Permit Event

Name of Sponsor/Permit Holder:

Date of Event:

In Case of Emergency: 911

City of Barrie Police: 725-7025 or

Ontario Provincial Police (O.P.P.): 1-800-310-1122

City of Barrie Municipal Offices: 726-4242

Alcohol and Gaming Commission of Ontario: 1-800-522-2876

SECTION 9 – SIGNAGE REQUIREMENT AND RESPONSIBILITY (continued)

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- **Designated Drivers Statement**

*We Strongly support the Designated Driver Program
and appreciate and thank our Designated Drivers for their contributions
to the health and safety of their families, friends and the community.*

NOTE: Special Event / Special Occasion Permit Holders are encouraged to offer alternative, non-alcohol beverages, either complimentary or at a reduced price, to support and recognize Designated Drivers attending their function/event.

SECTION 10 - EVENT SPONSOR/PERMIT HOLDER RESPONSIBILITIES

a) As part of the Municipal Facility Rental Agreement and/or Special Event Agreement, it is the responsibility of the Event Sponsor/Permit Holder to:

1. Provide proof to the Municipality that the appropriate Special Occasion Permit has been secured Fourteen (14) days prior to the event date.
2. Provide to the Municipality a copy of individual Smart Serve² Certificate(s) fourteen (14) days prior to the event date.
3. Submit to the Municipality a copy of a valid Insurance Certificate for General Liability Insurance or Special Occasion Host Liquor Liability Insurance in the amount of not less than \$2,000,000.00 in addition to the mandatory facility rental insurance requirements clearly denoting the City as "additional insured", fourteen days (14) days prior to the event.

Dependant on the size and nature of the event, additional insurance may be required by the City of Barrie. For large scale community events hosted within a municipal park setting or property, the City of Barrie shall require a copy of a valid Insurance Certificate for General Liability Insurance or Special Occasion Host Liquor Liability Insurance in the amount of not less than \$5,000,000.00 in addition to the mandatory facility rental insurance requirements clearly denoting the City of Barrie as "additional insured", fourteen days (14) days prior to the event.

- b) The Sponsor/Permit Holder shall comply with all regulatory agencies having jurisdiction over the event, including the Barrie Fire Services & Simcoe-Muskoka District Health Unit.
- c) The Sponsor/Permit Holder shall comply with all Business Licensing requirements as may be deemed appropriate by the City of Barrie, Municipal Law & Prosecution Services Branch of the Legal Services Department.
- d) All alcohol brought into a facility or property under a special occasion permit must have appropriate Alcohol & Gaming Commission of Ontario (A.G.C.O.) stickers affixed.
- e) The Sponsor/Permit Holder shall provide a minimum 35% percent of the alcohol purchased for sale or consumption at the event to be low-alcohol (light) in nature (e.g. 4% or lower beer). On site City staff or designate shall have the authority to insist on purchase receipt submissions as proof of this low-alcohol availability ratio (*per Ontario Liquor License Act*).
- f) The permit holder or identified designate must be in attendance during the full duration of the event.

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SECTION 10 - EVENT SPONSOR/PERMIT HOLDER RESPONSIBILITIES (continued)

- g) Alcohol may only be served by individuals who are Smart Serve² trained and certified. It is recommended that servers have their valid certificates or copies on hand during the event.
- h) There shall be (1) Smart Serve² certified server for every (100) patrons in attendance.
- i) Non alcoholic beverages and prepared foods¹ must be available at all events.
- j) All event workers must be of legal drinking age or older, visible and easily identifiable.
- k) The Sponsor/Permit Holder and event workers shall not consume alcohol before or during the event. Workers may consume alcohol when their responsibilities related to the event have ended and they are no longer identified as event staff.
- l) All entrances and exits must be monitored to ensure that alcoholic beverages are not taken in or out of the licensed area.
- m) The Sponsor/Permit Holder and event workers shall ensure all patrons/guests (entrants) entering the event are of legal drinking age. The only acceptable forms of identification will be a valid Ontario Photo Card, a valid Driver's License with photo, a valid passport or military card. (See Section 8 of policy for exemptions.)
- n) All bottles must be retained in the serving area and all drinks must be served in suitable plastic / paper cups approved by the Municipality. Exceptions for weddings and banquets held in licensed banquet halls.
- o) The event sponsor shall not permit participants to engage in any activity that places themselves or others at risk of harm or injury.
- p) The on-site City staff or designate has the authority to insist on corrective measures. Failure to comply will result in suspension or cancellation of the event for non-compliance with the municipal alcohol policy.
- q) The City of Barrie reserves the right to require the presence of uniformed police officers (Paid Duty Police Officers³) for the duration of the event, the cost of which will be borne by the event sponsor. The number of officers shall be determined by Barrie Police Service (within City of Barrie limits) / Ontario Provincial Police (outside of City of Barrie limits - e.g. Barrie Community Sports Complex).
- r) Marketing practices which encourage increased consumption such as oversized drinks, drinking contests and volume discounts are not permitted.
- s) Ticket sales will cease one half (1/2) hour prior to bar closing time. The Sponsor/Permit Holder will refund persons for unused alcohol beverage tickets.
- t) No 'last call' will be announced before the closing of the bar. A sign, reflecting this statement, shall be posted by the Sponsor/Permit Holder at the bar area.
- u) The Sponsor/Permit Holder shall display certain signage as outlined in the City of Barrie Municipal Alcohol Policy.

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SECTION 11 – VOLUNTEER JOB DESCRIPTIONS AND RESPONSIBILITIES

The Sponsor/Permit Holder, dependant on the scope, nature and complexity of the event, shall give reasonable consideration to the following event volunteer / staffing structure requirements:

- a) **Sponsor:** Attends the event; ensures that adequate Smart Serve² trained staff are available; coordinates and helps staff; asks for help from security if necessary.
- b) **Permit Holder:** Signs the alcohol permit; is the general manager of the event; assumes responsibility and liability for the operation of the event.
- c) **Bartenders:** Accept tickets for the purchase of alcohol drinks; serve drinks; monitor for intoxication; refuse service when a patron appears to be intoxicated or near intoxication; offer no-alcohol substitutes. Limit the number of redeemable drinks purchased at any one time to two (2) per person.
- d) **Floor Supervisors / Monitors:** Interact with participants; monitor patron behavior; monitor for intoxication; respond to problems and complaints; refuse service; remove intoxicated persons; suggest safe transportation alternatives.
- e) **Door / Entry Supervisors / Monitors:** Check identification; monitor for signs of intoxication; deny entry to intoxicated and/or troublesome individuals; monitor for patrons / guests showing signs of intoxication when leaving the event; recommend safe transportation options; arrange for coat checking.

NOTE: At costume parties / masquerades, ALL patrons shall unmask at entry to verify that valid government issued proof of age required for events matches the patron/guest (entrant).
- f) **Ticket Sellers:** Sell alcohol tickets to a maximum of four (4) per person per purchase; monitor for intoxication; refuse sale to patrons at or near intoxication, refund tickets on request. A sign, reflecting this statement, shall be posted by the Sponsor/Permit Holder at the ticket area / bar area.
- g) **Special Security:** Patrol the room; scan for potential trouble; notify event staff and permit holder of potential incidents; help event staff handle disturbances. Paid Duty Police Officers³ may be necessary at certain events. The City of Barrie reserves the right to require Paid Duty Police Officers³ to be in attendance at your event at the sole expense of the Event Sponsor/Permit Holder.

Note: All event volunteers and staff work as a team to ensure support for all team members. This ensures that any potential problems are quickly identified and effectively handled. Should the Sponsor/Permit Holder require further clarification, municipal staff are an excellent resource on event guidelines and municipal requirements.

SECTION 12 - MUNICIPAL ALCOHOL POLICY INFRACTIONS

- a) City of Barrie Staff responsible for the various divisions of special occasion permits, as defined within the scope of this policy, shall review and assess non-compliance issues and take the appropriate actions which may include written warnings, suspensions or cancellation of the event and/or future events.

SECTION 13 – ENFORCEMENT PROCEDURES AND PENALTIES

The Corporation of the City of Barrie

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Permit holders and rental groups who fail to comply with the City of Barrie Municipal Alcohol Policy shall be subject to the following consequences:

a) Immediate Procedures

1. Event workers shall report any infraction of this policy to the designated municipal representative immediately and complete an incident report form. Where a facility is not staffed, notification shall be provided to municipal staff within 24 hours of the occurrence, or by the start of the next working day.
2. Event staff shall report any infraction of this policy to police whenever they believe such action is needed.
3. When the permit holder, despite requests, does not correct Municipal Alcohol Policy infractions, the designated municipal representative shall contact police and shut down the event.
4. When participants are found to be drinking alcohol in restricted areas such as changing rooms, the municipal representative shall intervene and request that the illegal drinking cease. If the illegal drinking continues, the Barrie Police / Ontario Provincial Police will be called and event will be shut down.

b) Short-term Procedures (first time infraction)

1. All reported infractions occurring within an authorized, eligible facility shall be reviewed by the respective Facilities Supervisor and the Manager of Facilities within (5) business days of the occurrence.
2. All reported infractions occurring within an authorized, eligible Special Occasion Permit (SOP) area affiliated with a Council sanctioned special event, shall be reviewed by the Department of Culture, Culture Officer, Programming or designated municipal representative within five (5) business days of the occurrence.
3. The Manager of Facilities or Culture Officer, Programming or designated municipal representative shall send a registered letter describing the problem to the permit holder and inform the group that their rental privileges for the next scheduled rental or event have been revoked.
4. The group's (team/organization) rental privileges for the next scheduled rental or event (alcohol or no alcohol) will be revoked.
5. Future rental privileges to penalized groups shall depend on their convincing municipal staff and/or Council's designate that they will follow all policy regulations at future functions.

c) Long-term Penalties (subsequent infractions)

1. When a permit holder (group/team/organization) contravenes the Municipal Alcohol Policy a second time, the permit holder and sponsor shall not be allowed to rent municipally owned facilities for a minimum period of one year.
2. Should a permit holder (group/team/organization), contravene the Municipal Alcohol Policy a third time, they shall be permanently barred from renting municipally owned facilities.
3. Event workers who contravene the Municipal Alcohol Policy shall have their names recorded in the Municipality's Smart Serve² Trained Volunteers Ineligibility List for a period of one year.
4. Event workers who contravene the Municipal Alcohol Policy a second time shall remain on the Municipality's Smart Serve² Trained Volunteers Ineligibility List and will be required to seek further server training before eligibility is reinstated.
5. Should an event worker contravene the Municipal Alcohol Policy a third time, said individual(s) shall remain on the Municipality's Smart Serve² Trained Volunteers Ineligibility List and shall be permanently barred from working at events held in The City of Barrie.

SECTION 14 - COMMERCIAL LIQUOR LICENSES

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- a) The City of Barrie supports a safe and healthy community and will promote and encourage all existing, licensed establishments, liquor license applicants, community groups, and clubs to develop similar alcohol policies to that of the City and to provide an Alcohol and Gaming Commission of Ontario (A.G.C.O.) approved Smart Serve² Program to their respective staff.

SECTION 15 - ALCOHOL ADVERTISING

- a) Permanent advertising that promotes the use and/or consumption of alcohol products or brand names is prohibited in all municipally owned facilities (exemption: Barrie Molson Centre or event / special circumstances under separate, authorized agreement with the Municipality or otherwise sanctioned by Council).

SECTION 16 – PROMOTION OF THE POLICY

- a) The Municipal Alcohol Policy shall be identified and accessible electronically via the City of Barrie web-page.
- b) The Municipal Alcohol Policy shall be incorporated into the City of Barrie Leisure, Transit & Facilities (LTF) Department, Department of Culture and Operations Department Policies & Procedures Manuals.
- c) All relevant, on site Special Occasion Permit signage shall reference the City of Barrie Municipal Alcohol Policy.
- d) All City of Barrie newly elected municipal officials shall be provided with a copy of the Municipal Alcohol Policy as a component of orientation.
- e) All relevant City of Barrie Leisure, Transit & Facilities staff and Culture staff shall be provided with a copy of the Municipal Alcohol Policy as a component of orientation.

SECTION 17 - MONITORING AND REVIEWING THE POLICY

- a) The Municipal Alcohol Policy shall be reviewed on an as required basis, by City Staff. Stakeholders will be included in this process as required.

ENDNOTES

¹ **Prepared Foods** as defined by the Ontario Liquor License Act, examples of substantive foods includes sandwiches, hamburgers, pizza, steak, pasta, fish, etc. Substantive foods help slow the body's absorption of alcohol and offer an alternative focus for the event.

² **Smart Serve** refers to a provincially endorsed standardized method of delivering a responsible service training certificate program to all individuals in the province of Ontario who serve or work where alcohol beverages are sold and served. Although the City of Barrie recognizes that the Ontario Liquor License Act allows persons 18 years and older to serve liquor, the City of Barrie Municipal Alcohol Policy stipulates that only persons 19 years of age and older will be permitted to work at events utilizing City of Barrie properties."

³ **Paid Duty Officers** refers to a "Paid Duty" work assignment arranged through the local Barrie Police Service or Ontario Provincial Police, where an off-duty officer performs policing duties for an individual or organization other than the Barrie Police Service or Ontario Provincial Police and is paid by the third party. (Example: Traffic, Security, Weddings, Special Events)

SCHEDULE A1- Applies to SOP within City of Barrie Properties

BARRIE MUNICIPAL ALCOHOL POLICY 2011 04 13 FINAL.doc



Special Occasion Permit Event

Name of Sponsor/Permit Holder:

Date of Event:

**IN CASE OF EMERGENCY
911**

City of Barrie Police:
725-7025

City of Barrie Municipal Offices:
726-4242

Alcohol and Gaming Commission of Ontario:
1-800-522-2876

SCHEDULE A2 – Applies to SOP within BARRIE SPORTS COMPLEX

BARRIE MUNICIPAL ALCOHOL POLICY 2011 04 13 FINAL.doc



Special Occasion Permit Event

Name of Sponsor/Permit Holder:

Date of Event:

IN CASE OF EMERGENCY 911

Ontario Provincial Police (O.P.P.):
1-800-310-1122

City of Barrie Municipal Offices:
726-4242

Alcohol and Gaming Commission of Ontario:
1-800-522-2876

BARRIE MUNICIPAL ALCOHOL POLICY 2011 04 13 FINAL.doc

 Leisure, Transit & Facilities Department	MUNICIPAL ALCOHOL POLICY
SPECIAL OCCASION PERMIT HOLDER AGREEMENT	

Name of Group / Team: _____
(please print)

Name of Contact Person: _____
(please print)

Statement of Certification:

1. I have received and reviewed a copy of the Municipal Alcohol Policy.
2. I understand the responsibilities of the Special Occasion Permit Holder.
3. I agree to adhere to the conditions of the Municipal Alcohol Policy and the Liquor License Act of Ontario.
4. I understand that if an infraction of the Municipal Alcohol Policy occurs, the City of Barrie may warn or suspend my organization from using the facilities in the future.
5. I understand I can be held liable for injuries and damages arising from failing to adhere to the Liquor License Act of Ontario or from otherwise failing to take appropriate action that would prevent foreseeable harm from occurring.
6. I understand that the Barrie Police Service and/or Ontario Provincial Police and/or an Alcohol and Gaming Commission Inspector can lay charges for infractions of the Liquor License Act of Ontario and/or other relevant legislation.
7. I agree to satisfy the liability insurance requirements applicable, as set out in the Municipal Alcohol Policy.

Signature: _____
(Team / Group Representative / Event Sponsor)

Telephone: _____

Dated: _____
(day / month / year)

FOR OFFICE USE ONLY

Agreement Received By: _____
Signature of City of Barrie Representative

Date Received: _____
(dd / mm / yyyy)

BARRIE MUNICIPAL ALCOHOL POLICY 2011 04 13 FINAL.doc

<p>The City of BARRIE Leisure, Transit & Facilities Department</p>	<p>MUNICIPAL ALCOHOL POLICY</p>
<p>EVENT OR SPORTS ACTIVITY AGREEMENT</p>	

Name of Group / Team: _____
(please print)

Name of Contact Person: _____
(please print)

Statement of Certification:

1. I understand that alcohol cannot be consumed in City of Barrie facilities unless under authorization of a Special Occasion Permit.
2. I understand that if any member of my team or organization is consuming alcohol in these facilities or areas, a letter of warning will be issued to the group / team / organization advising of the Municipal Alcohol Policy violation / infraction and indicating that no further violations / infractions will be tolerated.
3. I understand that independent action may be taken by the Barrie Police Service and/or Ontario Provincial Police at their discretion.
4. I understand that if any member of my team or organization violates the Municipal Alcohol Policy within one (1) year of receiving a warning letter, our group / team / organization will be suspended from using any City of Barrie owned facilities or areas for a minimum period of one year.
5. Prior to use of municipal facilities, I will provide the City of Barrie with the names, addresses and telephone numbers of organizing committee members / team captains so that a brochure outlining the Municipal Alcohol Policy can be provided to them.
6. I agree to satisfy the liability insurance requirements applicable, as set out in the Municipal Alcohol Policy.

Signature: _____ Telephone: _____
(Team / Group Representative / Event Sponsor)

Dated: _____
(day / month / year)

<p>FOR OFFICE USE ONLY</p>	
<p>Agreement Received By: _____ Signature of City of Barrie Representative</p>	<p>Date Received: _____ (dd / mm / yyyy)</p>

**INVENTORY OF MUNICIPAL FACILITIES AND PROPERTIES WHERE
A SPECIAL OCCASION PERMIT (SOP) MAY BE PERMITTED:**

FACILITIES

1. Eastview Arena (arena ice pad – non-ice events only)
2. Allandale Recreation Centre (Main Hall, arena ice pad – non-ice events only)
3. Barrie Molson Centre (full facility under sanctioned agreement)
4. East Bayfield Community Centre (arena ice pad – non-ice events only)
5. Holly Community Centre (arena ice pad – non-ice events only)
6. Parkview Centre – Main Hall
7. Victoria Village – Main Hall
8. Dorian Parker Community Centre – Main Hall
9. Southshore Community Centre
10. Barrie Community Theatre – designated areas
11. City Hall: Rotunda / Sir Robert Barrie Room / Kempenfelt Room / Ambassador Room / Georgian Room / Huronia Room A / Huronia Room B

PARKS

(Locations 1 – 3 pertain to large scale, city sanctioned Special Events)

1. Heritage Park – waterfront – designated areas.
2. Centennial Park – waterfront – designated areas
3. Allandale Station Park – waterfront – designated areas
4. Barrie Sports Complex – designated areas.
5. Parks defined as 'Classification 2 - Community Parks' may be considered for special occasion permits – designated areas.