

# Municipal Alcohol Policy Template for Leeds, Grenville and Lanark Counties

This document is intended as a common template for all municipalities in Leeds, Grenville and Lanark that want to update or create their own Municipal Alcohol Policy (MAP). Communities with a MAP can manage alcohol use better in their indoor and outdoor municipal facilities. MAPs can improve the safety and enjoyment of events and reduce the number and severity of problems such as intoxication, underage drinking, impaired driving, vandalism, assaults, and injuries. A MAP can also reduce the potential for costs due to lawsuits, repairs and maintenance, insurance premiums etc.



# A Network of Community Policy and Action on Alcohol

## A roadmap for creating a safer and healthier community

What influences the culture of alcohol use in our community? There are a variety of factors that play a role in how, when, and why people drink. These include community norms or traditions, access and availability, media messages and alcohol marketing, local alcohol policies, and enforcement of alcohol laws. Changing the environmental conditions that promote heavy alcohol consumption requires communities to work together. We can all play a role in creating a safer and healthier community.



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For more information call 1-800-660-5853 or visit [www.healthunit.org](http://www.healthunit.org)



## ***Municipal Alcohol Policy Template for Leeds Grenville and Lanark***

This document is intended as a common template for all municipalities in Leeds, Grenville and Lanark Counties, that want to update or create their own Municipal Alcohol Policy. Municipalities can adapt the template as required. This template was created by Kingston, Frontenac, Lennox and Addington Health Unit and is based on a review of policies from other areas. The templates developed in 2013 by Grey and Bruce Counties, and the Regional Municipality of Waterloo were key references.

For more information, please contact the Leeds Grenville and Lanark District Health Unit at:

- **1- 800-660-5853**
- **Request to speak with your local [Municipal Public Health Nurse Liaison](#)**

This Municipal Alcohol Policy template has not been reviewed from a legal perspective; however, it has received a rating of almost 100% using the Centre for Addiction and Mental Health's Blue Ribbon Quality Measure Form found in [The Municipal Alcohol Policy Guide; a practical resource for successfully managing drinking in recreational settings](#).

OPHA's [Managing Alcohol at Events on Municipal Property](#) was used to review and update this document.

Leeds Grenville and Lanark District Health Unit accepts no responsibility for any reliance on the information contained in this Municipal Alcohol Policy template. The information is not intended to replace or be a substitute for legal advice.

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## SECTION 1 OVERVIEW

### 1.1 GOALS

The goals of this policy are to:

- promote a safe, enjoyable environment,
- ensure the health and safety of participants, staff and the community, and
- reduce alcohol-related problems such as injury, violence and liability which can arise from alcohol consumption on municipal property.

The municipality of name of municipality owns and manages various facilities where alcohol consumption may be permitted under the authority of the Alcohol and Gaming Commission of Ontario (AGCO) which administers the Liquor Licence Act (LLA) and issues Liquor Sales Licences (LSL) and Special Occasion Permits (SOPs).

### 1.2 RISKS

The LLA is very clear in setting standards around alcohol service to the public. If you do serve alcohol, the LLA and this Municipal Alcohol Policy (MAP) dictate your rights, responsibilities and obligations in order to ensure that a minimum standard of conduct and care is met. Without these regulations, people participating in your event might be exposed to danger, and you could be held responsible.

Anyone who sells, serves or gives alcohol to a person is known as a provider of alcohol. Providers may include but are not limited to service clubs and their members, private family function organizers, or anyone obtaining a Special Occasion Permit to run an event. The occupier is the group/individual that owns and/or rents the premises where the event is taking place. Both providers and occupiers are liable for the event and its attendees.

Rationale: A range of problems can occur due to irresponsible alcohol consumption. These may affect other persons attending the event, other organizations wishing to utilize the facility in the future, the public and the municipality. Since the late 1980's and early 1990's, municipalities have taken a proactive approach to developing alcohol management policies as risk management tools, based on the many negative alcohol-related problems and tragedies that have occurred. These problems may include:

- injuries or death due to intoxicated persons or others as a result of alcohol consumption,
- liability actions arising from improper serving and monitoring of alcohol consumption,
- LLA charges against the municipality and/or SOP holder, and/or
- the suspension of Special Occasion Permits being issued at specific facilities.

By reducing alcohol intoxication, drinking under the legal age, and the possibility of driving a vehicle while impaired, the above problems will decrease.

### 1.3 OBJECTIVES

- To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally owned facilities in order to ensure legislation pertaining to SOPs and licenses is properly understood and strictly complied with.
- To ensure proper supervision and proper operation of licensed events in order to protect the organizers, the participating public, volunteers, the municipality of \_\_\_\_\_ and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.

- To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
- To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.
- To provide for a balanced use of alcohol through licensed events so that alcohol becomes a responsible part of a social function rather than the reason for it.

## 1.4 DEFINITIONS

### Alcohol and Gaming Commission of Ontario (AGCO)

[The Alcohol and Gaming Commission of Ontario](#) (AGCO) is a provincial agency responsible for the administration of the *Liquor Licence Act* and the *Gaming Control Act, 1992*. The AGCO is a regulatory agency that reports to the Ministry of the Attorney General.

### Catering Endorsement

Holders of a valid liquor sales licence with a catering endorsement are permitted to sell and serve alcoholic beverages at events that are held in unlicensed areas other than a licensed establishment, or that are held in unlicensed areas within a licensed establishment (for example, an unlicensed basement).

A catering endorsement may not be used at a location if:

- the location's liquor sales licence is currently under suspension,
- a liquor sales licence for that location has been revoked or refused, or
- a business or individual cannot get a Special Occasion Permit for that location.

### Event

For the purposes of this policy, an event refers to any licensed event held at a municipal facility at which alcohol will be served and/or sold. Such events may include but are not limited to weddings, showers, dances, barbeques, and birthday parties. The duration of the event encompasses the set-up, operation and clean-up.

### Public Events

A public event is one that is open to the public to attend and is conducted by a registered charity or not-for-profit entity. An individual or business may host a public event if the event:

- is being held in or includes a licensed facility (ie: street events), or
- has been deemed of municipal, provincial, national or international significance (see Appendix A)

<https://www.agco.ca/alcohol/guides/section-3-detailed-information-event-types>

### Private Event

A private event is one that is for invited guests. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

### Outdoor Event

An outdoor event is one at which any alcohol is consumed in an outdoor space (including pavilions, tents or temporary structures).

### Event Organizer

An event organizer is the individual(s) who has/have signed the facility rental agreement for an event

that will involve the selling and/or serving of alcohol on municipal premises. The Event Organizer and/or designate must be 19 years of age or over and is/are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy (MAP) and the LLA and its regulations. They assume responsibility and liability for the entire operation of the event.

### **Event Worker**

An event worker is a paid/volunteer person(s) appointed by the Event Organizer, who is 19 years of age or over and who has satisfactorily proven to the Event Organizer that she/he will act in accordance with the MAP. All event workers must not consume or be under the influence of alcohol for the entire duration of the event. They assume responsibility and liability for the entire operation of the event in conjunction with the Event Organizer. Event workers may have one or more of the following roles:

- floor monitor,
- door monitor,
- server/bartender, and/or
- ticket seller

Detailed roles and responsibilities for each type of event worker can be found in Section 2.3 of this Policy.

### **Liquor Licence Act (LLA)**

The LLA outlines the laws regarding the sale and service of alcohol. <https://www.ontario.ca/laws/statute/90l19>

### **Licensed Security**

Security personnel monitor entrances and patrol licensed areas to ensure the safety and security of the establishment, its employees and patrons. Security must be licensed under the Private Security and Investigative Services Act, 2005 (PSISA) or as may be amended from time to time.

[Private Security and Investigative Services Act, 2005](#)

### **Municipal Alcohol Policy (MAP)**

A MAP is a local policy for municipalities to manage events held at municipally-owned facilities and properties when alcohol is sold or served.

### **Municipal Properties**

Municipal properties include all municipally owned or leased lands, buildings and structures.

### **Municipal Representative**

A municipal representative is municipal staff or designate who attends and monitors the event on behalf of the municipality and ensures all components of the MAP are met.

### **Occupier**

The occupier is the group/individual that owns and/or rents the premises where the event is taking place.

### **Operational Plan**

The Operational Plan is a coordinated plan of actions to prevent and control potential risks. See the AGCO's resource, Planning Special Events, Concerts or Festivals, for more information. <https://www.agco.ca/sites/default/files/3207.pdf>



## **Server Training Program**

The Server Training Program is a certificate training program for serving alcohol that is approved by the AGCO. Server training is required by staff and volunteers who work in areas where alcohol is sold and/or served. An example is the training program offered by Smart Serve™ Ontario

<https://www.smartserve.ca>

## **Special Occasion Permit (SOP)**

The SOP is a liquor permit issued by the AGCO for social events where alcohol will be sold or served.

<https://www.agco.ca/alcohol/special-occasion-permits-public-event>

## **Special Occasion Permit Holder**

The SOP holder refers to the individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol. The permit holder must be at least 19 years of age and shall attend the event to which the permit applies or appoint a designate to attend in the permit holder's place. If the permit holder designates a person to attend the event in the permit holder's place, both the permit holder and the designate shall sign the permit. The permit holder and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with this MAP and the LLA and its regulations at the event. They assume responsibility and liability for the entire operation of the event.

## **Standard Drink**

In Canada a Standard Drink is defined as:

- 12 oz or 341 ml. of beer with 5% alcohol OR
- 5 oz or 142 ml. of wine with 12% alcohol OR
- 1 ½ oz or 43 ml. of spirits with 40% alcohol
- (Note: the LLA uses 1 ounce as the standard volume for pricing of spirits – to conform with minimum pricing by LLA, direction is given to adjust price up or down, depending on volume or standard volume used. See this link for more information <https://www.ontario.ca/laws/regulation/r21746>)

The municipality may set a price point for each drink sold at events held on municipal properties ensuring the price does not fall below the minimum price set by the LLA and directed by the AGCO.

## SECTION 2 DESIGNATION OF PROPERTIES, EVENTS AND ROLES

### 2.1 DESIGNATION OF PROPERTIES

The following municipal facilities and areas are designated as suitable for events that will sell/serve alcohol provided that the renter obtains an SOP or a Liquor Licence through a caterer's endorsement issued by the AGCO and agreed to conditions as set out by the municipality of \_\_\_\_\_:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\*\* Some in-house policies and guidelines apply.

The following municipal facilities are not licensed or suitable for an event involving alcohol:

- athletic playing fields,
- parking lots,
- spectator areas of arenas, bleachers, i.e. tiered seating
- dressing rooms/change rooms,
- open park areas, trails and woodlots, and
- playground areas.

**Rationale:** Alcoholic beverages are only allowed in licensed municipal facilities or facilities designated as being suitable for conducting a Special Occasion Permit function. Evidence shows increased access and availability to alcohol, will further normalize drinking in public spaces and increase social access to alcohol among underage children and youth.

### 2.2 DESIGNATION OF EVENTS

#### Youth Focused Event

It is not recommended that alcohol be served or sold at events that are primarily youth focused event (e.g. minor sports tournament).

**Rationale:** The deciding factor for events involving alcohol will be determined by the focus of the events. Those events where the primary focus involves minors will not be allowed. Non-consumption by participating adults provides a positive example for young people.

#### High risk event

The municipality of \_\_\_\_\_, AGCO and/or police, at their own discretion, may deem an event to be high risk. These events will require additional staffing and may require that an operational plan be developed in consultation with the AGCO and local police.

#### SOP Private Events

As per the LLA, the following rules apply to private event Special Occasion Permits:

- Invited guests only. A guest list must be provided to the municipality in advance of the event.
- Absolutely no public advertising. Information about the event may be shared with invited guests only. The event must not be advertised to the public in any way, including but not limited to flyers, newspaper, internet, social media, radio or television.

- No intent for gain or profit from the sale of alcohol at the event
- Absolutely no 50/50 draws, raffles, raffles of alcohol
- Absolutely no games of chance; however, games of skill are permitted
- Silent and/or live auctions are permitted

## 2.3 ROLES AND RESPONSIBILITIES

### Role of Municipal Representatives

Municipal representatives are responsible for ensuring the Permit Holder, Event Organizer and/or designates are provided written information outlining the conditions of the MAP and ensure that they have been informed of their responsibilities. Municipal representatives have the authority/responsibility to demand correction and/or to cease the sale and service of alcohol and will have ultimate authority regarding decision-making on the part of the Permit Holder. Municipal representatives monitoring a liquor-licensed event shall be certified by a server training program recognized by the AGCO, i.e. Smart Serve™

### Role of SOP Holder (Permit Holder), Event Organizer and Designates

The Permit Holder, designates, and Event Organizer must be 19 years of age or older. The Permit Holder signs the application for a SOP to sell and/or serve alcohol. The Permit Holder can assign a designate. A designate is a person(s) appointed by the Permit Holder, and acceptable to name of municipality and has satisfactorily proven to the Permit Holder that she/he will act in accordance with the MAP.

The Event Organizer shall provide a list, at least 2 weeks prior to the event, of all servers and proof of Smart Serve™ certification (including their certification numbers), and security staff and security licence numbers.

The Permit Holder and/or designate, and the Event Organizer are responsible for the safety and sobriety of people attending the event. They are responsible and liable for the conduct and management of the event, including, but not limited to:

- complying with the MAP and facility rental agreement, in addition to the LLA and its regulations,
- reading, expressing an understanding of, and signing Appendix B: Checklist for Liquor Licensed Events - Permit Holders and Event Organizers
- arranging event workers,
- hiring server training program certified ticket sellers, bartenders, floor monitors, door monitors and security,
- in the case of the Permit Holder and/or the Event Organizer, training their designates, if applicable
- training other event workers,
- ensuring all event workers including permit holder/designant, abstain from consuming alcohol during the event or while cleaning up after the event (including cannabis edibles and beverages),
- attending the event for the entire duration – including the post event clean-up
- organizing and planning the set-up and clean-up of the event,
- posting the Special Occasion Permit or Caterer's Endorsement in a conspicuous place on the premises to which the permit applies or keeping it in a place where it is readily available for inspection,
- ensuring that at least 35% of the available alcohol consists of low-alcohol beverages (e.g. 4% and 2.5% beer)

- ensuring that only standard sized drinks will be served/sold,
- ensuring no one consumes alcohol in unauthorized locations,
- ensuring the safety and sobriety of people attending the event including those persons turned away to control the event,
- organizing safe transportation options (e.g. designated drivers, taxis), and
- responding to emergencies.

The Permit Holder must provide a copy of the Special Occasion Permit and any updates to the Municipality prior to the start of the event.

Rationale: Posting of the permits promotes accountability and awareness of any conditions placed upon the event, and enables municipal and enforcement staff to readily access contact information. Serving standard size drinks supports the efforts of bar staff to monitor and control consumption by patrons. High alcohol drinks encourage over-consumption. The law clearly states that the SOP holder has a “duty to control” - that is, to protect participants from foreseeable harm to themselves or others.

### **Event Staff & Responsibilities**

- Server training program certification, i.e. Smart Serve™ is recommended for all event staff (see definition in Section 1.4).
- The Permit Holder, Event Organizer, door monitors, floor supervisors, and servers shall not consume alcohol during the event, or while cleaning up after the event, nor shall they be under the influence of any alcohol or other substance during the event.
- Event workers are to encourage patrons to consume food, non-alcoholic and low alcohol beverages.
- Event personnel must wear identifiable clothing (such as “event staff” printed on clothing or wear clearly identifiable name tags, hats or T-shirts) and be present on the licensed premises during all hours of alcohol service and at least one hour past the time sale and service of alcohol ceases.
- Event personnel must ensure all patrons have vacated the premises and ensure that the premises are secured prior to leaving.
- Event personnel must ensure all signs of the sale and service of alcohol are cleared within 45 minutes of the end of the event.

Rationale: Event workers must be adequately trained, prepared, and be available to monitor for the duration of the event. Smart Serve™ training provides education on signs of intoxication and will assist in the important task of preventing problems before they occur. Event workers must not consume alcohol since, if an incident were to occur, it would be difficult to demonstrate control. Having clearly identifiable event workers ensures that participants can quickly contact an event worker should problems occur.

### **Bartender Criteria and Responsibilities**

- Certified by a server training program recognized by the AGCO, i.e. Smart Serve™
- Appointed by the Event Organizer and has satisfactorily proven to the event organizer that she/he will act in accordance with this MAP and the LLA
- Checks identification and verifies age (see Appendix D, Checking Identification (ID))
- Accepts tickets for the purchase of alcoholic drinks
- Serves standard sized drinks only

- Serves a maximum of 2 standard sized drinks per patron per visit – no doubles
- Monitors for intoxication
- Refuses service when patron appears to be near intoxication
- Offers non-alcoholic substitutes
- Must be 19 years of age or older

### **Ticket Seller Criteria and Responsibilities**

- Certified by a server training program recognized by the AGCO, i.e. Smart Serve™
- Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this MAP and the LLA
- Checks identification and verifies age (see Appendix D, Checking Identification (ID))
- Monitors for intoxication
- Only sells a maximum of 5 tickets per patron at one time
- Refuses sale to patrons near intoxication or who are intoxicated
- Must refund tickets on request whenever the bar is open and up to 30 minutes after the bar has closed
- Must be 19 years of age or older

Rationale: Selling tickets slows down the rate of consumption as people are required to make two stops before getting their drinks. Selling tickets provides ticket sellers and bartenders with the opportunity to look for signs of intoxication and to read the climate of the event. By limiting the number of tickets per purchase, event workers are provided with additional opportunities to verify the sobriety of patrons. Redeeming unused tickets could help avoid a confrontation with a patron who may be nearing intoxication but who wishes to purchase additional drinks in order to get his/her money's worth.

### **Door Monitor Criteria and Responsibilities**

- Recommend certified by a server training program recognized by the AGCO, i.e. Smart Serve™
- Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this MAP and the LLA
- One monitor must be present at each entrance/exit of the premises for the duration of the event and until the premises have been secured once the event is over
- Checks identification and verifies age (see Appendix D, Checking Identification (ID))
- Checks for signs of intoxication
- Limits entry to venue capacity
- Refuses admission to intoxicated and troublesome individuals
- Ensures that age of majority patrons can be clearly identified, e.g. using wristbands, if there will be youth attending the event
- Monitors individuals showing signs of intoxication when ready to leave the event and ensures they have a sober and responsible person with them
- Recommends safe transportation options
- Must be 19 years of age or older

## **Licensed Security/Paid Duty Police Criteria and Responsibilities**

- If using a security company – the company must be duly bonded and licensed under the [Private Security and Investigative Services Act, 2005](#)
- Patrols the licensed area and immediate area outside the licensed area, washrooms and parking lot scanning for potential trouble
- Ensures alcohol remains within the licensed area
- Notifies event staff, Event Organizer and Permit Holder or designates of potential incidents
- Helps in handling disturbances
- Assists the Permit Holder and/or Event Organizer in vacating the premises
- Summons police when requested by the Event Organizer, Permit Holder or designates, municipal representative, or as deemed necessary
- Aware of and responsible for the fire safety plan
- May be required to check ID (see Appendix D, Checking Identification (ID))

## **Floor Monitor Criteria and Responsibilities:**

- Recommend certified by a server training program recognized by the AGCO, i.e. Smart Serve™
- Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with the MAP
- Monitors patron behaviour and crowd control
- Monitors for intoxication and informs bartenders and/or security personnel of intoxicated persons
- Attempts to identify potential problems early
- Reports problems and complaints to security, Event Organizer and Permit Holder or designates
- Suggests safe transportation alternatives to patrons
- Must be 19 years of age or older
- Aware of and responsible for the fire safety plan

## SECTION 3 MANAGEMENT PRACTICES

### 3.1 INSURANCE

The Permit Holder and Event Organizer must provide proof of insurance by way of submitting an original Certificate of Insurance to the Municipality before occupying municipal premises for the event. The Certificate of Insurance must be in effect for date(s) where Municipal property is being used or occupied by the Event Organizer and Permit Holder. Failure to provide proof of insurance in accordance with this Section will void the rental.

Proof of General Liability Insurance coverage in an amount of not less than five million dollars (\$5,000,000.00) must be provided to the Municipality prior to rental of the facility. The insurance must be issued by an accredited insurance company that is licensed to carry on business in Ontario and that is satisfactory to the Municipality. The insurance coverage must, at a minimum, include the following:

- coverage for bodily injury and property damage liability,
- a Host Liquor Liability endorsement,
- the Municipality shown as an additional insured on the policy, and
- the Event Organizer (facility renter) and Permit Holder must be included as additional insured.

Check with your insurance provider to ensure all appropriate parties are included on the policy.

Completed Insurance Certificate, SOP and Rental Agreement must be provided to the Municipality at least 30 days prior to the event. Failure to submit any of these documents may result in cancellation of having alcohol at the event and/or cancellation of the rental itself.

For outdoor public events, the SOP holder must provide 30 days notice to municipalities (including clerk, police, fire and health department) for events where less than 5000 people are expected, and 60 days if over 5000 people are expected.

\*The Municipality or hosting organization reserves the right to request even higher limits of insurance should the event be deemed as higher risk.

### 3.2 RECOMMENDED MINIMUM STAFFING RATIOS FOR SPECIAL OCCASION PERMIT EVENTS

The table below provides a suggested ratio of Event Workers according to the number of expected participants/guests. This is intended as a guide. The Municipality, AGCO, and/or the applicable police service involved reserve the right to adjust these requirements as deemed necessary on an event-by-event basis.

#### Suggested Number of Event Workers

Number of Event Guests	Minimum Number of Event Workers				Minimum Number of Licensed Security Workers
	Bartenders	Door Monitors*	Floor Supervisors**	Ticket Sellers	
Up to and including 100	1	Monitor at each access point	1	0	
101 to 200	2	Monitor at each access point	2 (+1 for outdoor events)	1	
201 to 300	2	Monitor at each access point	3 (+1 for outdoor events)	2	(1 for outdoor events)
301 to 400	3	Monitor at each access point	3 (+1 for outdoor events)	2	(1 for outdoor events)
401 to 500	3	Monitor at each access point	4 (+1 for outdoor events)	2	1 (+1 for outdoor events)
501 to 600	4	Monitor at each access point	5 (+2 for outdoor events)	3	1 (+1 for outdoor events)
601 to 700	4	Monitor at each access point	6 (+2 for outdoor events)	3	2 *** (+1 for outdoor events)
701 to 800	5	Monitor at each access point	7 (+2 for outdoor events)	3	2 *** (+1 for outdoor events)
801 to 900	5	Monitor at each access point	7 (+2 for outdoor events)	4	3 *** (+1 for outdoor events)
901 to 1,000	6	Monitor at each access point	8 (+2 for outdoor events)	4	3 *** (+1 for outdoor events)
1001 +	6 + 1 for every additional 150 guests over 1,000	Monitor at each access point	6 + 1 for every additional 150 guests over 1,000	6 + 1 for every additional 300 guests over 1,000	6 + 1 For every additional 200 guests over 1,000 an additional licensed security worker is required.

\* All access points to the licensed area must be monitored. Each venue will require a varying number of door monitors depending on the layout of the venue.

\*\* The event organizer or official designate can be a floor supervisor.

\*\*\* For events over 600 guests, at least 50% of the required licensed security workers shall be paid duty police officers.

If the event includes youth admittance, a tent, pavilion, any other temporary structure, or a fenced area, the ratio of floor/door monitors should be increased by one additional worker.



**Licensed Security** – licensed under the [Private Security and Investigative Services Act, 2005](#)

**Operational Plan** – For events over 1000, the AGCO requires a security meeting. The Permit Holder must submit an operational plan for the event which includes a site plan, schedule, and security plan. For events under 1000, AGCO may still request this process.

### **3.3 YOUTH ADMITTANCE FOR ALL AGES EVENTS**

Depending on the level of event risk, minors may not be permitted to attend an event. In all cases, no one under the age of 19 shall be served alcoholic beverages at licensed events. At licensed events where the permit allows patrons under the age of 19, all age of majority patrons will be wrist-banded, identifying them as eligible to be served. Event workers shall ask anyone who appears to be under the age of 30 for valid photograph identification (see Appendix D Checking Identification (ID))

If events are expected to have a youth presence, there should be a designated alcohol-free zone within the facility that is proportionate to the ratio of youth expected. As an example, if the event is expected to have 50% minor attendance, then only half of the space should be licensed for alcohol. There shall be physical separation between these two spaces.

### **3.4 GAMBLING**

Games of chance, luck or mixed chance and skill such as raffles, 50/50 draws or wheel of fortune are not permitted unless the proper licence has been obtained from the municipality or Province of Ontario. Licences are only issued to eligible organizations with charitable, educational, religious or community betterment purposes. For further information go to [www.agco.on.ca](http://www.agco.on.ca).

## SECTION 4 PREVENTION STRATEGIES

### 4.1 SAFE TRANSPORTATION

The Permit Holder and Event Organizer must have a safe transportation strategy including a designated driver program to promote safe transportation options for all participants in order to ensure participant safety. The options shall be advertised at the event so that all participants are aware of what is available. Examples of safe transportation options are:

- designated drivers selected from non-drinking participants at the event,
- designated drivers provided by the sponsoring group, and/or
- taxis or buses paid for either by the sponsoring group or the participant.

### 4.2 SAFE ENVIRONMENT

- The facility must be adequately lighted, signs must be visible, and stairs and emergency exits must be clear. Municipal staff should be contacted if a safe setting cannot be provided.
- There must be sufficient food available for those in attendance. Food should be available throughout the event and must not be removed until the bar closes. Snacks such as chips, peanuts or popcorn are not an acceptable provision for this requirement.
- All bottles and cans must be retained within the bar area.
- High alcohol beers (over 5%) are not permitted. Of the total volume of beverages available for sale, at least 35% must be of low alcohol content e.g. a low alcohol beer has an alcohol content of 4% or less; a low alcohol wine has an alcohol content of 11% or less.
- Drinks must be served in soft plastic or paper cups and a different colour of soft plastic cup shall be used for non-alcoholic drinks. For formal dinner settings, glassware may be used for serving/ consuming alcohol. Glassware must be removed at the end of the dinner.
- There are no "shooters" allowed including Jell-O or otherwise.
- Homemade alcohol shall not be allowed at any Special Occasion Permit function, with the exception of homemade wine or beer at a religious function listed under a NO SALE reception permit, as defined by the AGCO.
- No persons shall be allowed to bring their own alcohol to the event, or to pour their own alcoholic drinks. Where wine is provided with a meal, a non-alcoholic substitute (such as water, pop or juice) must be provided to ensure that children and abstainers are included in toasting the celebrants.
- Sale, service and consumption of alcohol beverages at outdoor public events held by Public Event SOP holders will be confined to clearly defined licensed areas(e.g. a beer tent/garden for outdoor activities, a specific room or rooms for indoor activities.). There must be a defined outdoor beverage area (beer tents).
- Unsafe activities such as drinking contests, discounted drinks, dancing on tables, or other dangerous activities are strictly prohibited.
- Hours of sale and service of alcohol will be from 11 a.m. to 1 a.m. the next day except for New Year's Eve when hours will be extended from 11 a.m. to 2 a.m. the next day.
- Ticket sales and alcohol service shall cease at least 45 minutes prior to the end of the licensed period of the event. There is no last call.
- All alcohol and its containers (which include empty cups/glasses) shall be cleared away no more than 45 minutes after the end of the licensed event as listed on the SOP.

- The Permit Holder, Event Organizer and/or the municipal staff member will be responsible for determining when assistance is needed and requesting it from the appropriate authorities. If an alcohol related violation occurs prompt action is required to restore adherence to the LLA. Whenever the LLA is violated at an event, there is a risk of a charge being laid. Even if no charge is laid, the fact that the LLA has been violated can be used to undermine a defense in any civil suit.
- All outdoor licensed areas are required to have a barrier at least 0.9 metres high. Higher barriers and additional criteria may be required at the discretion of name of municipality.

**Rationale:** The occupier is required to ensure the physical setting is safe for both drinkers and non-drinkers. Serving food is one of the best ways to lower the risk of becoming intoxicated. Food delays the absorption of alcohol into the blood, and it generally takes longer to drink while you are eating. Pizza slices, sandwiches, soups, vegetable dishes, hot dogs or hamburgers are considered substantial food types. Snacks such as chips, pretzels, and peanuts are not acceptable options and due to salt intake may increase the rate of consumption. Should a drink be dropped, plastic cups do not break. If a patron becomes belligerent, a broken beer bottle could be used as a weapon. Jell-O shooters may not be standard serving size and intoxication may occur at a faster rate. Alcohol brought into an event can make it more difficult for organizers, servers and bar tenders to monitor that this alcohol remains sealed and is not being consumed by patrons. Broadening the area where alcohol can be carried and consumed makes it more difficult for servers and bartenders to monitor individual consumption which increases the possibility of over-service and related harm. Research shows that extending hours of sale increases overall alcohol consumption which leads to increased intoxication which leads to increased alcohol-related harms. Last call usually results in high and rapid consumption and results in high blood alcohol levels which may peak after an event and lead to impaired driving.

### 4.3 LOW ALCOHOL CONTENT

- The Permit Holder must ensure that beverages will be offered that consist of low or non-alcohol options (e.g. light beer, juice and water).
- The price of non-alcoholic beverages must be less than the price of alcohol sold on the premises.

**Rationale:** The availability of non-alcoholic beverages and low alcohol drinks can reduce the consumption of alcohol and reduce the likelihood of intoxication and impaired driving while permitting participants to socialize throughout the evening without becoming intoxicated.

### 4.4 ENERGY DRINKS

No energy drinks, with or without alcohol in them will be sold.

**Rationale:** Consumption of energy drinks may mask signs of intoxication and should not be mixed with alcohol.

### 4.5 NO ALCOHOL PROMOTION TO YOUTH

No alcohol advertising is permitted at events where there will be youth in attendance (e.g., beer company umbrellas, posters, flags, clocks).

## SECTION 5 SIGNAGE

During events where alcohol is served, the following signage, which is approved by name of municipality, shall be displayed in prominent locations.

### 5.1 REQUIRED SIGNAGE PROVIDED BY MUNICIPALITY

#### Bar area (posted within the licensed bar area)

- Low or non-alcoholic drink options are available.
- You can only be served a maximum of 2 alcoholic drinks at any one time.
- Bartenders reserve the right to refuse service. Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.
- Bartenders cannot serve alcohol to anyone under 19 years of age. Proper ID must be presented to event staff when requested.
- Servers are not allowed to consume alcohol prior to or during their shift(s).
- Sandy's Law (Warning sign for pregnant women).
- The bar will close at \_\_\_\_\_.
- For a non-emergency, please call local police at \_\_\_\_\_
- You are at (name and address of facility for emergency response)

#### Ticket Sales (posted where tickets are being sold)

- You may only purchase a maximum of 5 tickets at any one time.
- You may redeem unused tickets for cash anytime during the event.
- There will be no "Last Call".
- Ticket sales end 30 minutes before the bar closes.

## 5.2 REQUIRED SIGNAGE PROVIDED BY PERMIT HOLDER

- **The event organizer shall post the SOP (with any updates) in plain view on the premises to which the permit applies so that it is readily available for inspection.**
- **A licensed caterer shall post their licence, notice of catering, Sandy's Law signage and liquor menu at a catered event.**

### **Safe Transportation**

- **Thank you for not drinking and driving.**
- **The R.I.D.E. program is in effect in our community.**
- **Use a designated driver.**
- **Call a friend, relative or taxi. Local taxi phone numbers are:**
  - 
  - 
  -
- **Other safe transportation options in place:**
  - 
  - 
  -

### **Restricted Areas**

- **No alcohol beyond this point.**

## 5.3 ADDITIONAL RECOMMENDED SIGNAGE

- **Canada's Guidance on Alcohol and Health (Appendix E)**
- **What is a standard drink? (Appendix E)**
- **It is also recommended that the Permit Holder post his/her name and contact information at the entrance/exit to the venue.**

**Rationale:** Signs provide direction to guests and provide support to servers and supervisors. Servers are required by law not to serve an intoxicated person, nor to serve anyone to the point of intoxication.

## SECTION 6 ACTIONS TO ENFORCE

### 6.1 ENFORCEMENT PROCEDURES

If drunkenness, riotous, quarrelsome, violent, and aggressive and/or disorderly conduct or unlawful gaming is observed at the event, the organizer and their event workers shall:

- first ask the offending person to leave, and
- if the individual refuses to leave, call the Police.
- seek any necessary assistance to maintain control and management of the event and ensure the safety and protection of persons, including event workers.

The event organizer, event worker or municipal representative must notify the Police if they observe signs that a situation is getting out of control.

**Rationale:** The law clearly states that the permit holder has a “duty to control” - that is, to protect participants from foreseeable harm to themselves or others. Although police will be called if a situation becomes risky, it is the responsibility of the event organizer to ensure proper management of an event.

### 6.2 DUTY TO REPORT

Any person may notify the Event Organizer, Special Occasion Permit Holder, municipal staff or security personnel of suspected violations of this MAP.

- Event workers should not attempt to rectify a violation that could lead to a confrontation resulting in personal injury or property damage. In such cases, the police and/or on-site security shall be alerted.
- A police officer or AGCO Inspector may inform the Permit Holder, Event Organizer or person in charge that they are in violation of the Liquor License Act and/or provincial law. Charges may be laid against the offending individual(s) at the officer’s or inspector’s discretion.
- The Permit Holder, Event Organizer and/or designates shall inform the Municipality when repairs or other actions are required to make municipal property secure or safe for use.
- Municipal staff on duty at the time of the event reserve the right to ensure this Municipal Alcohol Policy is being adhered to at all times.

A violation of this policy occurs when the Permit Holder or Event Organizer fails to comply with all the AGCO policies, the LLA and its regulations, and/or this MAP.

**Rationale:** The law clearly states that the permit holder has a “duty to control” - that is, to protect participants from foreseeable harm to themselves or others. Although police will be called if a situation becomes risky, it is the responsibility of the event organizer to ensure proper management of an event.

### 6.3 CONSEQUENCES FOR FAILURE TO COMPLY WITH MUNICIPAL ALCOHOL POLICY

The municipality may cancel, intervene or terminate the event at any time for violations of this MAP or rental agreement. Regardless of the reason for termination of the event, the Municipality will not be responsible for any compensation whatsoever to the Event Organizer or affected persons for any resulting financial losses that they may have suffered.

**First Infraction:** Where the Permit Holder or Event Organizer has violated this MAP, the group may be sent a registered letter from the Municipality advising them of the violation and indicating that no further violations will be tolerated.

**Second Infraction:** Should the Permit Holder or Event Organizer violate this policy within one year

of receiving notice of their first violation – both parties will be subject to a penalty as defined by the municipality.

#### **6.4 CONSEQUENCES FOR ALCOHOL CONSUMPTION IN UNDESIGNATED AREAS**

**First Infraction:** The municipal representative on duty will issue one verbal warning requesting the person or group remove the alcohol from the premises and advise them that a letter will be sent to their organization representative to inform them of this violation.

**Second Infraction:** A second violation within one year of the first infraction (verbal warning) will result in a penalty as defined by the municipality.

#### **6.5 OTHER CONSEQUENCES**

Where there has been a failure to comply with the Liquor Licence Act or any other applicable legislation, the police or the AGCO inspector may intervene for compliance purposes and may, at their discretion or other authority, terminate the event. It remains the responsibility of the Permit Holder, Event Organizer and/or designates to manage the event and to take appropriate actions, including ending the event, vacating municipal property, maintaining insurance, adhering to any conditions of insurance, and providing safe transportation options.

Similarly, the AGCO can deny or suspend the issuing of SOPs to certain premises on the basis of historical violations at that particular location.

## **SECTION 7 POLICY REVIEW AND IMPLEMENTATION**

### **7.1 POLICY REVIEW**

To monitor the effectiveness of this Municipal Alcohol Policy, Council shall initiate a review of this policy every 2 years or earlier if needed. Such a review shall be based on information provided by the appropriate municipal representative and other invited sources. The outcome of the review shall be reported to Council with suggested policy changes, if required.

### **7.2 IMPLEMENTATION PHASE**

It is recommended the municipality shall design and implement a strategy to orient-all municipal staff and community user groups to the policy requirements and to promote the policy to the community at large, including all licensed establishments, service clubs, community groups, etc. This can only assist these organizations with due diligence and accident prevention. It will also help to reduce potential insurance claims for both the organization and the municipality.

Name of municipality reserves the right to make discretionary changes to this Municipal Alcohol Policy at any time, and will advise the event organizer of any such changes prior to the event.

This policy comes into effect on \_\_\_\_\_

Rationale: Reviewing this policy regularly permits policy changes to meet changing community needs, the addition of new facilities, new program demands, as well as any future changes to the Liquor Licence Act of Ontario and its regulations.



## APPENDIX A

### MUNICIPAL SIGNIFICANCE

A registered charity under the Income Tax Act or non-profit organization may take out a public event Special Occasion Permit (SOP), and no municipal designation is required. It is recommended that proof of charitable or not-for-profit status, in the form of a letter, be received at the time of the SOP application.

An individual or business may also apply for a public event SOP if organizing or conducting an event of:

- **provincial, national or international significance (as agreed to by the Registrar of Alcohol and Gaming);**
- **or**
- **municipal significance for which a municipal resolution or letter from the municipal clerk or designated authority is required and indicates the event is one of municipal significance.**

The municipality is under no obligation to provide this designation to an applicant for a public event SOP. Even with the designation of municipal significance, the AGCO Registrar ultimately decides if the necessary criteria have been met in order for a SOP to be issued.

## APPENDIX B

### CHECKLIST FOR LIQUOR LICENSED EVENTS - PERMIT HOLDERS AND EVENT ORGANIZERS

This checklist must be completed in full, signed and submitted to the Municipality, with all supporting information, at least 2 weeks before the event. See the Municipal Alcohol Policy for additional information.

1. **Name of Event:** \_\_\_\_\_

2. **Location of Event:** \_\_\_\_\_

3. **Date and Time of Event:** \_\_\_\_\_

4. **Estimated Number in Attendance:** \_\_\_\_\_

5. **Will persons under 19 years of age be attending this event?** Yes  No

6. **Name of person and/or group hosting this event:**  
\_\_\_\_\_

7. **Name of Event Organizer and all official designates:**

*Event Organizer*

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

*Official Designates*

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

8. **Name of Special Occasion Permit Holder and all official designates (if different from above):**

*Special Occasion Permit Holder*

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

*Official Designates*

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

9. **A copy of the Special Occasion Permit has been provided? (at least 30 days prior to the event)**

Yes  Date received: \_\_\_\_\_

10. **Copy of insurance has been provided? (at least 30 days prior to the event)**

Yes  Date received: \_\_\_\_\_

11. **Rental Agreement has been read and signed?**

Yes  Date received: \_\_\_\_\_

**12. Facility Rental Deposit?**

Yes  Date received: \_\_\_\_\_

**13. Copy of proof of security has been shown?**

Yes  Date received: \_\_\_\_\_

Name of Company or Police Service: \_\_\_\_\_

Number of security personnel attending: \_\_\_\_\_

**14. Proof of Risk Management Plan? Yes  Not Required**

**15. Copy of Guest List provided? Yes  No**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**17. Type of identification for event workers (please describe):**

\_\_\_\_\_  
\_\_\_\_\_

**18. Copies of certified server training program for event workers provided?**

8. Yes  Date received: \_\_\_\_\_

I have received, read and understand all the Municipal Alcohol Policy (MAP) regulations AND I and my event workers will observe and obey all policy regulations during this event.

If there is anything that you do not understand with respect to this Policy, it is your responsibility to contact Municipal staff (phone: \_\_\_\_\_) to obtain clarification and understanding.

_____ Print Name of Event Organizer	_____ Signature of Event Organizer	_____ Date
_____ Print Name of SOP Holder	_____ Signature of SOP Holder	_____ Date
_____ Print Name of Municipal Representative	_____ Signature of Municipal Representative	_____ Date

## APPENDIX C

### SPORTS ACTIVITY AGREEMENT FOR THE MUNICIPALITY OF \_\_\_\_\_

Name of Team/Group: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_

Business \_\_\_\_\_

#### Certification:

I understand that alcohol cannot be served or consumed on \_\_\_\_\_ properties or in facilities unless it is done within the terms of the Liquor Licence Act of Ontario and the Municipality of \_\_\_\_\_'s Municipal Alcohol Policy.

I understand that if any member of the team or organization operating under my direction violates this policy or any of the regulations of the Liquor Licence Board of Ontario, that our team will receive a verbal warning and the violation will be documented.

I understand that if any member of my team or organization violates this policy or any of the regulations of the Liquor Licence Board of Ontario within one year of a previous violation that our group will be penalized as defined by the municipality.

It is my responsibility to ensure that all team captains and other supervisory personnel of the organization are aware of and understand the Municipality of \_\_\_\_\_'s Alcohol Policy.

Additional print copies of the Municipal Alcohol Policy will be provided upon request.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE

Agreement received by (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX D

### **CHECKING IDENTIFICATION (ID)** [https://www.agco.ca/sites/default/files/3056\\_5.pdf](https://www.agco.ca/sites/default/files/3056_5.pdf)

In order to be valid, identification must:

- have been issued by a government,
- be current (expired ID is not valid),
- include the person's photograph, and
- include the person's birth date.

Note: By law, no one can be required to produce their Ontario Health Card, nor can their health number be collected.

#### **Some forms of acceptable ID include:**

- Ontario Driver's Licence
- LCBO BYID (Bring Your ID) card
- Canadian Armed Forces Identification Card
- Photo card issued under the Photo Card Act
- Canadian Citizenship Card with photograph
- Canadian Passport
- Permanent Resident Card (Canadian)
- Secure Indian Status Card (Canadian)

#### **Tips for Checking ID**

- Ensure you are in a well-lit area.
- Take your time and examine the ID closely - check the photo, date of birth and the expiry date.
- Never accept ID without a photo. Hold the ID in your hands, rather than allowing the patron to flash it at you. If it is in any sort of case, take it out.
- Feel for extra thickness around the photo and the edge of the lamination. This may be an indication of a second photograph placed on top of the original and re-laminated.
- Effective January 1, 2013, a new identifier on Ontario driver's licences and photo ID cards issued to individuals aged 16 to 18 will clearly show when the cardholder turns 19. The cards will have an "AGE 19" banner followed by the exact date the card holder turns 19.

## APPENDIX E

### Canada's Guidance on Alcohol and Health & Standard Drink Sizes

[https://ccsa.ca/sites/default/files/2023-01/CCSA\\_Canadas\\_Guidance\\_on\\_Alcohol\\_and\\_Health\\_Final\\_Report\\_en.pdf](https://ccsa.ca/sites/default/files/2023-01/CCSA_Canadas_Guidance_on_Alcohol_and_Health_Final_Report_en.pdf)

Summary is found here: <https://ccsa.ca/sites/default/files/2023-05/CGAH-Drinking-Less-is-Better-en.pdf>

#### Standard Drink

A Canadian standard drink contains 17.05 ml of pure ethanol. Since the alcohol content varies from beverage to beverage, the size of a standard drink will be different for each type of beverage depending on its alcohol content.

#### 1 standard drink equals:

- 341 ml (12 oz.) of 5% alcohol content (beer, cider or cooler)
- 142 ml (5 oz.) of wine with 12% alcohol content
- 43 ml (1.5 oz.) serving of 40% distilled alcohol content (such as rum, rye, gin or vodka)
- (Note: the LLA uses 1 ounce as the standard volume for pricing of spirits – to conform with minimum pricing by LLA, direction is given to adjust price up or down, depending on volume or standard volume used. See this link for more information <https://www.ontario.ca/laws/regulation/r21746>)

#### **Aim to Drink Less - Drinking less benefits you and others. It reduces your risk of injury and violence, and many health problems that can shorten life.**

- Drink slowly.
- For every alcoholic drink, have one non-alcoholic drink.
- Eat before and while you're drinking alcohol.
- Drink lots of water.
- Choose alcohol-free or low-alcohol beverages.
- Consider going alcohol-free for the week or do alcohol-free activities.

#### **Do not drink when you:**

- Drive a vehicle or using machinery and tools.
- Take medicine or other drugs that interact with alcohol.
- Do any kind of dangerous physical activity.
- Live with mental or physical health problems.
- Live with alcohol dependence.
- Are responsible for the safety of others.
- Make important decisions.
- Are breastfeeding, pregnant or planning to be pregnant.

## Municipal Alcohol Policy Template References and Supporting Documents:

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7. O. Reg. 747/21 Permits: Special Occasion Permit <https://www.ontario.ca/laws/regulation/r21747> (retrieved 20240119)
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9. The Alcohol Policy Package (August 2023), Ontario Public Health Association. [https://opha.on.ca/wp-content/uploads/2023/10/Alcohol-policy-package\\_Oct\\_2023.pdf](https://opha.on.ca/wp-content/uploads/2023/10/Alcohol-policy-package_Oct_2023.pdf) (retrieved 20231129)