



MUNICIPALITY OF LAMBTON SHORES
CORPORATE POLICY
MUNICIPAL ALCOHOL POLICY

POLICY NO.:
CP-CS-POL-001

Responsible Dept.: Community Services	Effective Date:
Approval Authority: Council	Next Review: 2027

1. PURPOSE

The Municipal Alcohol Policy has been established in accordance to the **Liquor Licence and Control Act 2019**, as a guideline for those who wish to serve or sell alcohol on Municipal Premises.

2. OBJECTIVE

The objectives of the Municipal Alcohol Policy include:

- Preventing alcohol-related accidents and injuries.
- Reducing the risk of liability for the municipality.
- Providing a safe environment for facility users.
- Establishing clear guidelines for the responsible use of alcohol in municipal facilities.

3. DEFINITIONS

Alcohol and Gaming Commission of Ontario (AGCO): The AGCO is responsible for the administration of the Liquor License and Control Act, 2019 <https://www.agco.ca/>

Caterer's Endorsement: Alcohol is permitted to be sold and served on Municipal premises with a caterer's endorsement. The caterer at the event may carry their existing liquor licence to the Municipal premises if approved by the AGCO. AGCO approval must be submitted to the Municipality and the Municipal Alcohol Policy review completed at least 2 weeks prior to the event taking place. The caterer would follow the same role as an S.O.P. holder.

Event Staff: A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 18 and who has satisfactorily proven to the Event Organizer that she/he will act in accordance with the Municipal Alcohol Policy. All event workers have a responsibility in the operation of the event and shall 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
- Ticket seller

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.

Liquor Licence and Control Act, 2019: The Liquor Licence and Control Act, 2019 outlines the laws regarding the sale and service of alcohol.

Municipal Significance: Public Special Occasion Permit events may require a designation of significance. Event organizers that are not a registered charity should contact the AGCO if they are unsure if this is required for their event.

- For the event to be designated of “provincial, national or international significance” it must be agreed to by the Registrar of Alcohol and Gaming.
- For an event to be designated of “municipal significance” it must meet the criteria set out in ***Lambton Shores Municipal Policy AD-CS-POL-019***.

Private Events: Private events are limited to invited guests only and may not be publicly advertised, such as on social media or through any other medium. The public cannot be admitted and there can be no intent to gain or profit from the sale of liquor at the event.

Examples of a private event would include stag and does, bridal showers, wedding receptions, anniversary parties, baptisms or birthday parties, among others, where only family, friends and people known to the hosts or permit holders are invited to attend.

Public Events: A public event SOP can also be issued for the following types of events:

- a. An event of provincial, national or international significance;
- b. An event designated by a municipal council as an event of municipal significance;
- c. A charity event conducted by a charitable organization, a non-profit association or organization for the advancement of charitable, educational, religious or community objects;
- d. A tailgate event held in connection with, and in proximity to, a live professional, semi-professional or post-secondary sporting event. For more information on tailgate events, please see the AGCO’s Tailgate Event Permit Guide.

Responsible Person(s): The permit holder/responsible person must be present throughout the SOP event and is responsible for the safety of people attending the event. They must ensure the event is run in compliance with the Liquor Licence and Control Act, its regulations, and the standards and requirements established by the Registrar.

The permit holder/responsible person indicated on the application will be noted on the permit. If there is more than one responsible person, all must be named and at least one of the persons named must be at the event at all times. The permit holder or, if applicable, designate shall make the permit readily available for inspection upon request.

NOTE: If the permit holder/responsible person is unable to attend, it is the responsibility of the permit holder to designate in writing someone to attend the permit event on their behalf. The designated person is responsible for ensuring that all legal requirements for the permit event are met. The designated person must not be someone who has previously been refused a permit by the AGCO.

Special Occasion Permit: A Special Occasion Permit (SOP) is required any time liquor is sold or served anywhere other than in a licensed establishment or a private place (for example, a residence).

4. DESIGNATION OF PROPERTIES

4.1 The following municipal properties are eligible for SOP events:

- Arkona Senior's Centre
- Arkona Community Centre - Community Room
- Port Franks Community Centre - West Wing and Optimist Hall
- The Shores Recreation Centre - Concrete Pad, and Parking Lot
- Thedford Village Complex - Main Hall and Parking Lot
- The Legacy Recreation Centre - Thomas Hall, Concrete Pad, outdoor grounds including baseball diamond and parking lot.
- Parks & Outdoor Areas - Utter Ball Park Pavilion (Arkona), Esli Dodge Conservation Area (Forest), Coultis Park (Forest), McRae Ball Diamond (Forest), Lion's Pavilion (Grand Bend), Beach House Observation Deck (Grand Bend), Klondyke Sports Park Pavilion (Grand Bend), Port Franks Marina Pavilion, Grand Bend Optimist Park and Port Franks Optimist Park Pavilion.

4.2 The following Municipal properties are not eligible for SOP events, unless Council approval has been granted.

- Parks and Outdoor Areas - All other areas not listed above, including streets and parking lots.
- The Shores Recreation Centre - Arena Dressing Rooms, Arena Ice Surface, Lobby and Seating Area (i.e. tiered seating), Gymnasium
- The Legacy Recreation Centre - Arena Dressing Rooms, Arena Ice Surface, Lobby and Seating Area (i.e. tiered seating)
- Grand Bend Public School - Gymnasium and Community Room

4.3 Stag and Doe events are permitted exclusively at Thomas Hall at the Legacy Recreation Centre. The S.O.P. cannot extend to the Lobby for Stag and Doe events.

5. HOURS OF SALE AND SERVICE

The hours of sale and service of alcohol will be limited from 11:00 a.m. to 1:00 a.m. the following day, except for New Year's Eve, when sale and service of alcohol will be permitted between the hours of 11:00 a.m. to 2:00 a.m. the following day.

6. ROLES OF THE RESPONSIBLE PERSON(S)

- 6.1 Complete an '**Application for a Special Occasion Permit**' form through the iAGCO portal and pay the applicable fee. Access the portal at www.agco.ca. A copy of the approved permit must be submitted to the Municipality at least 2 weeks prior to the event taking place.
- 6.2 Review the Municipal Alcohol Policy with municipal staff at least 2 weeks prior to the event taking place.
- 6.3 Complete, sign and have witnessed the '**Checklist and Special Occasion Permit Holder Agreement**' attached as Appendix B at the time of the Municipal Alcohol Policy review.
- 6.4 Ensure that the required number of Event Staff have obtained a Smart Serve Certificate (or another recognized Ontario-based server program) in serving alcohol and that the Event Staff have proof of certification available at the event.
- 6.5 Ensure all alcohol is purchased through the S.O.P. at authorized locations. Receipts for all alcohol purchased under the permit must be available for inspection upon request.
- 6.6 Attend the event and ensure the operation is in accordance with the rules of the **Liquor Licence and Control Act, 2019**, applicable regulations, policy and procedures.
- 6.7 Be available and onsite throughout the duration of the S.O.P. event to ensure the physical setting is always safe. Any unsafe condition must be reported to the municipal staff and addressed appropriately. The Responsible Person(s), Event Staff and/or facility staff will be responsible for determining when assistance is needed and requesting it from the appropriate authorities.
- 6.8 Refuse entry to persons who are under the age of majority unless listed on the S.O.P. that people under 19 years of age will be attending the event (e.g., a wedding reception).
- 6.9 Ensure that no person under the age of 19 is served alcohol.
- 6.10 Remain accountable and maintain a responsible level of sobriety and ensure that bartenders and monitors abstain from consuming alcohol.

- 6.11 Ensure that the alcohol being stored during the event is inaccessible to guests.
- 6.12 Ensure the guests at the event are properly supervised and ensure no one consumes alcohol in an unauthorized location.
- 6.13 Ensure that there are sufficient controls in place to prevent intoxication or rowdy people from entering or being at the event, and that the participants will be refused service and escorted safely from the event.
- 6.14 Ensure that all entrances and exits to the event are monitored.
- 6.15 Ensure that food and non-alcoholic drinks are available at all times. Suggestions for light meals include pizza or sandwiches. Snacks alone, such as nuts, chips or popcorn are not sufficient. The cost of non-alcoholic drinks must be lower than alcoholic drinks.
- 6.16 Promote safe transportation options for all the drinking participants. Examples of safe transportation options are:
- i. A designated driver selected from non-drinking participants at the event;
 - ii. A designated driver or shuttle service provided by the event organizer;
 - iii. A taxi paid either by the event organizer or the participant.

7. EVENT STAFF

7.1 S.O.P. events must have at least one bartender and floor/door monitor(s) with a Smart Serve Certificate or from another recognized Ontario-based server program. A ratio of one (1) floor monitor for every fifty (50) participants must be utilized. See Figure 1.

Event Attendance	Bartenders with Smart Serve	Monitors with Smart Serve	Stag and Does – Licensed Security
Under 50	1	1	2
51-100	1	2	2
101-150	1	3	2
151-200	1	4	2
201-250	1	5	2
251-300	1	6	2
301-350	1	7	2

350-400	1	8	2
401-450	1	9	Not applicable
451-500	1	10	Not applicable

7.2 For events with 501-900 guests, a minimum of two (2) Smart Serve Bartenders is required. For events with 901 or more guests, a minimum of three (3) Smart Serve Bartenders is required.

7.3 If hosting an event with more than one bar area, you must provide the minimum number of required bar tenders at each station.

7.4 All Event Staff must be the age of majority and not consume alcohol prior to or during their services at the event.

7.5 All Event Staff, while on official capacity at the event must wear an I.D. name tag or some type of identification that states they are an event worker.

7.6 Stag and Doe events require a minimum of two licensed security personnel. Stag and does are permitted only in Thomas Hall at the Legacy Recreation Centre, and therefore capacity of the event is limited to the hall capacity.

8. LICENCED AREA PROCEDURES

8.1 If there is any doubt as to a person's age, staff should ask for an acceptable form of identification. Valid identification must be current, government-issued and include a photo of the person and the birth date.

8.2 Acceptable forms of photo identification include:

- a. Ontario Driver's Licence with a photo of the person to whom the licence is issued
- b. A Canadian Passport
- c. Canadian Citizenship Card with a photo of the person to whom the card is issued
- d. Canadian Armed Forces Identification Card
- e. A photo card issued by the Liquor Control Board of Ontario (LCBO), entitled Bring Your ID (BYID)
- f. A Secure Indian Status Card issued by the Government of Canada
- g. A Permanent Resident Card issued by the Government of Canada
- h. A photo card issued under the Photo Card Act, 2008

8.3 Event Staff and the Responsible Person(s) have the right to refuse

admittance to persons who are underage or to an individual who appears intoxicated.

8.4 All Entrances and exits to the event must be supervised, Event Staff have the right to refuse entry to persons they believe to be intoxicated or for public safety.

8.5 All outdoor licensed areas are required to have a physical barrier that separates the licensed area from non-licensed areas. Additional criteria may be required at the discretion of the Municipality.

8.6 Homemade liquor is not allowed at any Special Occasion Permit function except for homemade beer or wine under a No-Sale private event permit.

8.7 All drinks are to be served in cans or plastic or paper cups and all bottles are to be retained in the bar area. Alcoholic and non-alcoholic drinks are to be served in different cups. It is strongly recommended that beverages be purchased and served in cans rather than bottles or cups to decrease waste and reduce clean up time.

8.8 A maximum of five (5) drink tickets may be purchased at any one time. A maximum of two (2) drinks may be served from the bar at any one time.

8.9 If using drinks tickets, the drink tickets must be sold in a separate location from where the alcohol is being served.

8.10 Ticket sales must end 30 minutes prior to the S.O.P. ending.

8.11 Unused tickets may be redeemed for cash on demand at any time during the event, up until 30 minutes after the S.O.P. ends.

8.12 The bar is to be closed by 1:00 a.m. and all evidence of sale must be removed within 45 minutes of the bar closing.

Exception: New Year's Eve where the bar may remain open until 2:00 a.m.

8.13 There will be no "last call". Hours of operation of the bar must be posted.

8.14 Alcohol cannot be left available for self-serve. An exception will be made when wine is served during a meal.

9 ACTIVITIES NOT PERMITTED AT S.O.P. EVENTS

9.1 Sale or distribution of pre-made drinks, including but not limited to, Jell-O Shooters, pudding shooters or punches.

9.2 Discounting the price of drinks and/or drink tickets.

9.3 Using alcohol as a prize for any game.

9.4 Drinking games (e.g., beer pong).

9.5 Games of chance or mixed chance and skill (raffles, 50/50 draws, crown & anchor, etc.) are not permitted at any functions at a municipally owned facility without a lottery licence that has been issued to an eligible organization with charitable or religious purposes.

9.6 Smoking or holding lighted tobacco or cannabis, and vaping any substance at all indoor public locations, all sports fields, spectator areas and playgrounds (plus a 20m perimeter), and all recreation centre property (plus a 20m perimeter).

10 PAID DUTY POLICE OFFICERS AND SECURITY

Security measures will be determined on a case-by-case basis in consultation with the Municipal staff and the Ontario Provincial Police (O.P.P.).

10.1 Paid Duty Police Officers: Paid duty police officers are hired for special events to ensure that the event is orderly. While at the event, the officers are required to perform all duties of police officers, which include preserving the peace and preventing crimes and other offenses. The officers are not there to perform duties that the event organizer is required to do, for example checking identification, security, etc.

The O.P.P. has responsibilities under the Liquor Licence and Control Act and can therefore take corrective action when an event has breached or is in jeopardy of contravention of the Act.

10.2 Licensed Security Services: 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.

10.3 Stag and does require a minimum of two licensed security personnel.

The event organizer is responsible for any expenses incurred by security requirements.

11 SIGNAGE

Please refer to Appendix 'A' for samples of required signs at all S.O.P. functions.

12 INSURANCE

Any group/organization renting Municipality of Lambton Shores facilities for the purpose of events where alcohol will be served or sold is required to provide a

certificate of insurance, at least two (2) weeks prior to the event, indicating they have a minimum of \$2 million dollars in general liability insurance, with the Municipality of Lambton Shores named as an additional insured party on the policy. The coverage must also include host liquor liability. This insurance can either be purchased through the Municipality or an outside insurance broker. Failure to provide proof of insurance will void the rental.

13 VIOLATIONS

13.1 If an alcohol-related violation occurs, the Responsible Person(s) must act promptly to rectify the situation and restore adherence to the **Liquor Licence and Control Act**. Whenever the Act is violated at an event, the Responsible Person(s) is at risk of being charged.

13.2 Contravention of the Municipal Alcohol Policy may result in prohibition of future use of Municipal property.

14 POLICY MONITORING AND REVISIONS

The Municipal Alcohol Policy will be reviewed at a minimum of every two years.

Council	Report # DCS Report No 04-2025	Resolution
Authority	Director of Community Services	Date: February 25, 2025
Amended/Modified/Replaced		

Appendix 'A'

Required Signage for S.O.P. Functions

The following signs must be prominently displayed in all Municipal facilities for S.O.P. events. All signs are available from the Municipality of Lambton Shores.

SPECIAL OCCASION PERMIT EVENT
Name of Event Sponsor/Rental Group: _____
Date of the Event: _____
Name of Permit Holder: _____
Name of the Facility: _____
Address of the Facility: _____
Name of Municipal Representative: _____

Ontario Provincial Police (Non-Emergency)- 1-888-310-1122

Alcohol & Gaming Commission of Ontario - 1-800-522-2876



THE MUNICIPALITY OF

LAMBTON SHORES

Call 519-243-1400/ 1-866-943-1400, option 3

SPECIAL OCCASION PERMIT EVENT

CODE OF CONDUCT

Any person misbehaving, unruly or intoxicated will be denied entry or removed from the premises.

PROOF OF AGE

Individuals under the Age of Majority are not permitted on the premises after 8:00pm without valid photo identification.

Acceptable forms of identification include:

✓ An Ontario Driver's License	✓ A photo card issued by the LCBO (<i>Bring Your ID Card</i>)
✓ A Valid Passport	✓ A Secure Indian Status Card
✓ A Canadian Armed Forces Identification Card	✓ A Canadian Permanent Resident Card
✓ A Canadian Citizenship Card with photo	✓ A photo card issued under the <i>Photo Card Act, 2008</i>

ALCOHOL TICKET SALES

Five (5) tickets per person at one time.

Two (2) tickets per person 2 hour prior to the S.O.P. expiring.

Ticket sales must end 30 minutes prior to the S.O.P. expiring.

All unused tickets are redeemable for cash up to 30 minutes after the S.O.P. expires.

NO "LAST CALL"

"LAST CALL" will not be announced - The bar closes at the posted time.

All evidence of sale must be cleared and the facility vacated within 45 minutes of the S.O.P. expiring.

STATEMENT ON INTOXICATION

By law, servers cannot serve any person to the point of intoxication, OR any person who is intoxicated.

LOW-ALCOHOL & NO-ALCOHOLIC BEVERAGES AND FOOD ARE AVAILABLE

SAFE TRANSPORTATION

DESIGNATED DRIVERS:

We are pleased to offer you non-alcohol beverages. Thanks for helping to reduce impaired driving in Lambton Shores.

TAXI SERVICES

Taxi service is available. Ask for assistance if you need help contacting one.

WARNING

Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.

www.ontario.ca/FASD

Rules also applicable to events with a caterer's endorsement.



THE MUNICIPALITY OF
LAMBTON SHORES

BAR CLOSES AT

SHARP.



**NO ALCOHOL
BEYOND THIS POINT**



Appendix 'B'

CHECKLIST FOR RENTERS

All materials to be supplied at least two weeks prior to event date:

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

2. Date of Event: _____

3. Location of Event: _____

4. Type of Event: ☐ Private ☐ Public ☐ Industry Promotional

a) Description of event: _____

b) Expected number of attendees: _____

c) Will persons under 19 years of age be attending this event? ☐ Yes ☐ No

If yes, what steps will be taken to identify them?

d) If this is a private event, has a guest list been provided? ☐ Yes ☐ No

e) If this is a public event, is your group a registered charity or non-profit group?

☐ Yes ☐ No

If yes, please provide the registration #: _____

If no, has the event been deemed "municipally significant"?

☐ Yes ☐ No Please provide a copy of the letter from the Clerk.

5. Type of Identification to distinguish event workers _____

6. Has proof of S.O.P. been provided? ☐ Yes ☐ No

7. Has proof of Insurance been provided? ☐ Yes ☐ No

8. Has a list of the bartenders, floor monitors and door monitors with their Smart

Serves numbers been provided? ☐ Yes ☐ No Please attached the list.

9. Have off duty police officers been hired for this event? ____Yes ____No

10. Has a private security company been hired for this event? ____Yes ____No

If yes, please provide the name: _____

11. The safe transportation strategy (s) that will be used at this function are:

a) _____

b) _____

12. What food will be available for patrons of the event?

13. I have reviewed the Municipal Alcohol Policy with a municipal representative.

____Yes ____No

Date: _____

Signature of Municipal Representative: _____

14. I understand all the policy regulations: ____Yes ____No

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

____Yes ____No

If No, explain:

Signature of S.O.P. Holder: _____

Signature of Municipal Rep: _____

Date: _____