

The Corporation of the Township of Centre Wellington

By-law 2026-58

A By-law to establish a Municipal Alcohol Policy

Whereas Section 5(3) of the *Municipal Act, 2001*, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas the Council of the Corporation of the Township of Centre Wellington deems it expedient to adopt a Municipal Alcohol Policy;

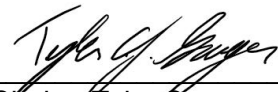
Now Therefore the Council of the Corporation of the Township of Centre Wellington hereby enacts as follows:

1. The Municipal Alcohol Policy is hereby adopted as attached hereto as Schedule "A".
2. That any Municipal Alcohol policies previously adopted are hereby repealed.
3. This By-law shall come into force and take effect upon its final passing.

Read a first, second and third time and finally passed this 13th day of July 2026.



Mayor – Shawn Watters



Clerk – Tyler Sager

Policy Name	Municipal Alcohol Policy	Policy No.	CS2026-56
Effective Date	January 1, 2027	Revision Date	
Approved By	Council of the Township of Centre Wellington (July 13, 2026)		
Related Policy			

1 . POLICY STATEMENT

This Municipal Alcohol Policy (MAP) is intended to promote a safe, enjoyable environment and ensure the health and safety of participants, renters, the general public accessing Township facilities and staff. This policy seeks to reduce alcohol-related incidents such as injury, violence, and liability arising from alcohol consumption on Township property.

2. PURPOSE

The purpose of the Municipal Alcohol Policy is to:

- provide procedures and education for organizers of Events in and/or on Township-owned facilities/properties. This ensures all Liquor Licence and Control Act legislation pertaining to Special Occasion Permits or liquor licensing is properly understood and strictly complied with.
- ensure appropriate supervision and operation of Special Occasion Permitted and Liquor Licensed Events. This helps protect Event organizers, volunteers, Township Representatives, and the public from liability by providing education in prevention and intervention techniques as well as effective management procedures; and
- encourage and reinforce responsible drinking practices among attendees. This is achieved through the development of operational procedures, controls, training, and education, while honouring abstainers' choice and encouraging their participation by providing alternative, non-alcoholic drinks. This reinforces inclusivity and balanced participation.

3. DEFINITIONS

Access Point: The location of admittance to a room or space that is generally understood to be utilized by individuals to gain entry or exit within a non-emergency context.

Alcohol and Gaming Commission of Ontario (AGCO): The AGCO is a provincial agency responsible for administering the Liquor Licence and Control Act, which regulates the sale, service, and consumption of alcohol and promotes moderation and responsible use.

Caterer's Endorsement: An accommodation to a liquor sales licence authorizing the licensee to sell and serve alcohol for an Event held on premises other than the premises to which the liquor sales license applies.

Designate: a person appointed by the special occasion permit holder, and acceptable to the Township, who is over the age of 19 and who has satisfactorily proven to the special occasion permit holder that she/he will act in accordance with the MAP.

Energy Drink: Any beverage marketed as an energy-enhancing or stimulant drink that contains added caffeine and/or other stimulants, including but not limited to taurine, guarana, and ginseng.

Event: Any gathering held on Township property at which alcohol will be served and/or sold. They may include weddings, showers, dances, festivals, concerts, sporting Events, birthday parties, and any other Event where alcohol will be served. The duration of the Event includes Event setup, operation, and cleanup.

Public Event: An Event open to the public. These Events can be advertised, and profiting from the sale of liquor at the Event is permitted.

Private Event: An Event limited to invited guests only and may not be publicly advertised. There can be no intent to gain or profit from the sale of liquor.

Outdoor Event: An Event where alcohol is consumed in an outdoor space (including pavilions or temporary structures).

Emergency Action Plan: A written plan prepared by the Event Organizer that identifies potential emergency situations and outlines the procedures, roles, responsibilities, communication protocols, and resources required to respond to and manage emergencies during an Event. The plan shall address, as applicable, medical emergencies, fire, severe weather, evacuation procedures, security incidents, lost persons, crowd management, and coordination with emergency services and Township Representatives.

Event Organizer: Any person who is 19 years of age or over, seeking to hold an Event that involves the sale and/or service of alcohol on Township property. The Event Organizer (which term shall include the SOP permit holder and any Designate) is responsible for the safety and sobriety of attendees at the Event, as well as for compliance with this MAP and the Liquor Licence and Control Act and its regulations. They assume responsibility and liability for the entire operation of the Event. The Event Organizer MUST read and sign the Event Organizer Checklist for Liquor-Licensed Events (Appendix A) to confirm understanding of their responsibilities.

Event Worker: Any person who serves or sells liquor or is involved in an Event where alcohol is served on Township property. All Event Workers are responsible for the operation of the Event and shall not consume alcohol or be under its influence during their work shifts and in the period leading up to them. In addition to the Event Organizer and permit holder, Event Workers involved in alcohol control duties may include the following:

Floor Supervisor: A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 19 and who has satisfactorily proven to the Event Organizer that they will act in accordance with the MAP and must hold Smart Serve® or AGCO equivalent certification. A Floor Supervisor talks with participants, monitors patron behaviour, monitors for intoxication and underage drinkers, responds to problems and complaints, assists door monitors, when necessary, removes intoxicated persons, and arranges safe transportation. This could also include Event Security workers.

Door Monitor: A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 19 and who has satisfactorily proven to the Event Organizer that they will act in accordance with the MAP and must hold Smart Serve® or AGCO equivalent certification. A Door Monitor checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the Event, and arranges safe transportation.

Bartender: A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 19 and who has satisfactorily proven to the Event Organizer they will act in accordance with the MAP and must hold Smart Serve® or AGCO equivalent certification. A Bartender accepts tickets for the purchase of alcoholic drinks, serves drinks, monitors for intoxication and underage drinkers, refuses service when the patron appears to be intoxicated or near intoxication, offers a non-alcoholic substitute, and coordinates with Event staff.

Extra-Strength Alcoholic Beverages: Any alcoholic beverages with an alcohol percentage higher than the typical or “Standard Drink” for its beverage type.

Designated Alcohol Service Area: An area specifically approved for the sale, service, possession, and consumption of alcohol under a valid liquor licence or Special Occasion Permit, which is clearly delineated and monitored by the Event Organizer.

Good Standing: An Event Organizer holding an Event in Good Standing is one who:

- Operates in compliance with this MAP and related Township by-laws, policies and procedures, and terms and conditions;
- Has no prior unresolved issue of non-compliance to the MAP or related Township by-laws, policies and procedures and terms and conditions; and,
- Operates in compliance with the *Liquor Licence and Control Act* and its regulations.

Licensed Security: Licensed Security personnel monitoring entrances and patrolling licensed areas must be licensed under the Private Security and Investigative Services Act, to ensure the safety and security of the establishment, its employees and patrons.

Liquor Licence and Control Act (LLCA): The Liquor Licence and Control Act, 2019, S.O. 2019, c. 15, Sched. 22 (as amended) outlines the laws regarding the sale and service of alcohol in Ontario.

Liquor Licensed Event: An Event where the sale, service, possession, or consumption of alcohol is authorized by a valid provincial licence, permit, or endorsement.

Major Sport Event: A junior, senior, or equivalent group recognized by a governing body, drawing players from beyond the Township and competing at an advanced level (i.e. Junior C Hockey Team, Junior calibre Lacrosse).

Municipal Significance Designation/Municipally Significant Event: An Event with Municipal Significance Designation, also referred to as a Municipally Significant Event, is an Event that a municipality recognizes as having special importance to the community. This designation permits the issuance of a temporary alcohol license outside the standard Public SOP requirements. Eligible Events typically show broad community benefit—such as

festivals, fairs, or cultural gatherings—and may take place on public or private property. Because the criteria differ by municipality, Event Organizers should consult the Township for guidance. For additional requirements, refer to the AGCO.

Premises: The specific location where the Event Organizer intends to sell and/or serve alcohol, which includes the licensed area(s) in conjunction with all unlicensed areas accessible to Event attendees, such as, but not limited to, washrooms and parking lots.

Religious Function: A religious occasion/ceremony as defined by the AGCO.

Safe Transportation Strategy: A plan developed and implemented by the Event Organizer to reduce the risk of impaired driving associated with an Event where alcohol is served. The strategy shall include measures to encourage responsible alcohol consumption and provide safe transportation alternatives for attendees who may be impaired, including designated driver programs, access to non-alcoholic beverages, arrangements for alternate transportation, and procedures for addressing situations involving suspected impaired drivers.

Smart Serve®: The Smart Serve training program offered by Smart Serve Ontario is designed to train staff and volunteers who work in areas where alcohol is sold and/or served, such as in bars, restaurants, banquet halls and other public facilities and Events. The Smart Serve Program, or an AGCO-approved equivalent, is the only server training program recognized by AGCO and approved under this policy.

Special Occasion Permit (SOP): A liquor licence issued by the Alcohol and Gaming Commission of Ontario (AGCO) for a one-time Event where alcohol will be sold and/or served.

No-Sale Permit: A type of Special Occasion Permit issued by the AGCO that authorizes the service of alcohol at an Event where alcohol is provided at no charge to attendees. No direct or indirect charge may be made for alcohol, and no form of payment, ticket sale, donation, entry fee, or other consideration may be required in exchange for alcohol.

Sale Permit: A type of Special Occasion Permit issued by the AGCO that authorizes the sale of alcohol at an Event. A Sale Permit is required whenever there is a direct charge for alcohol (e.g., cash bar) or an indirect charge associated with alcohol service (e.g., admission fee, ticket purchase, or other consideration). All sales and service of alcohol must comply with AGCO requirements.

Private SOP: A Special Occasion Permit issued by the AGCO for a Private Event that is not open to the public. Depending on the nature of the Event, a Private SOP may be issued as either a No-Sale Permit or a Sale Permit in accordance with AGCO requirements.

Public SOP: A Special Occasion Permit issued by the AGCO for an Event that is open to the public. Public SOPs may be issued for Public Events, industry promotional Events, tailgate parties, auctions, charitable Events, and other eligible Events as permitted by the AGCO.

SOP Holder (Permit Holder): The individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol. A special occasion permit holder can assign a Designate. The Event Organizer and/or Designate is responsible for the safety and sobriety of attendees, as well as for compliance with the MAP and the Liquor Licence and Control Act and its regulations at the Event. They assume responsibility and liability for the entire operation of the Event.

Standard Drink: A beverage containing approximately one standard serving of alcohol. The alcohol content of beverages may vary based on brand, style, serving size, and alcohol concentration. Common examples available commercially include:

- Beer: 341 mL (12 oz.) at approximately 4%–5% alcohol by volume (ABV);
- Cider: 341 mL (12 oz.) at approximately 4%–6% ABV;
- Wine: 142 mL (5 oz.) at approximately 11%–13% ABV;
- Spirits: 43 mL (1.5 oz.) at approximately 40% ABV;
- Ready-to-Drink Mixed Beverages (Coolers, Seltzers, Cocktails): 341–473 mL at approximately 4%–7% ABV.

Stag and Doe: A pre-wedding celebration for couples before their wedding day. Other names for this type of Event include "Jack and Jill," "Hens and Stags," "Jill and Jill", or simply "Wedding Shower." The specific terminology can vary by region and cultural background.

Street Parties: An Event held on a public roadway or Township right-of-way, which often involves temporary street closures. The Township does not permit alcohol at Street Parties.

Township Property: Township-owned or leased lands, buildings, and structures.

Township Representative: Township staff who attend and monitor the Event on behalf of the Township and monitor compliance with the MAP and who have a duty to report any matters of non-compliance to their manager, security workers and/or police officers.

Tailgate Special Occasion Permit: A tailgate or "Bring-Your-Own" Event is a type of Public Event for which you can obtain a Special Occasion Permit (SOP). Tailgate or "Bring-Your-Own" Events are held outdoors, in connection with and in proximity to a live professional, semi-professional or post-secondary sporting Event or a municipally designated cultural or community outdoor Public Events, including farmer's markets, movie screenings, art exhibits and neighbourhood festivals.

Tailgate or "Bring-Your-Own" SOP Events are not permitted on Township properties, including No-Sale or Sale Tailgate permits.

No-Sale Tailgate Permit: authorizes the permit holder to allow attendees aged 19 or older to bring their own liquor for consumption at the Event within the permitted area.

Sale Tailgate Permit: enables the permit holder to sell and serve liquor purchased under the permit at the Event. Attendees aged 19 or older may bring their own liquor for consumption within the permitted area at the Event.

Temporary Extension Endorsement: A Temporary Extension Endorsement (under a Brewery, Winery and/or Distillery Licence) allows licensed manufacturers to sell their eligible 100% Ontario wine, spirits or beer at a temporary extension of their retail store within a

farmers' market or at a premises for which a permit has been issued for an industry promotional Event.

Township of Centre Wellington (Township): Means the Corporation of the Township of Centre Wellington.

Youth Focused Event: An Event where the majority of the participants are eighteen (18) years of age or younger and/or where the primary focus of the Event is on youth or children, including minor sports.

4. SCOPE

The MAP outlines various stipulations and controls on Events involving alcohol, including Special Occasion Permits, or Liquor Licensed Events under a Caterer's Endorsement, on Township property.

The Event Organizer and/or Designate are legally responsible for ensuring compliance with the MAP, Liquor Licence and Control Act, and AGCO policies and guidelines. In the case of any discrepancy between these regulations, the requirement with the higher or more stringent standard shall take precedence. This ensures consistent application of the strictest safety and compliance measures.

Not in Scope

This Policy does not apply to the sale, service, and/or consumption of cannabis-based products. The sale, service, and/or consumption of cannabis-based products, including edible cannabis and cannabis-infused beverages, is prohibited on all Township property. Refer to the Cannabis Control Act (Ontario) and the Cannabis Act (Federal).

Any raffles, prize draws, or games of chance must be licensed.

5. ROLES AND RESPONSIBILITIES

5.1 Township Representatives

Township Representatives are responsible for ensuring the Event Organizer is provided with information outlining the conditions of the MAP and that the Event plan complies with the MAP, the Liquor Licence and Control Act, and its regulations. Township representatives have the authority to demand a correction and/or shut down an Event on behalf of the Township and will have ultimate authority over the Event Organizer's decision-making.

The Managing Director of Community Services has delegated authority to implement procedures or standards that exceed the requirements of the MAP when doing so is in the best interest of the Township.

5.2 Event Organizer and/or Designate

An Event Organizer must be in Good Standing with the Township. The Event Organizer is responsible for the conduct and management of the Event, including:

- Compliance with all applicable laws, by-laws and the MAP, if applicable;
- Organization, planning, operation, and control of Event set-up and clean-up;
- Ensuring sufficient Event Workers are Smart Serve® or AGCO equivalent certified;
- Posting the Special Occasion Permit (with any updates) in plain sight on the premises to which the permit applies or keeping it in a place readily available for inspection. Liquor sales receipts must be kept with the permit;
- Providing alcohol sales and service, including the choice of beverages, and avoiding the supply of Extra-Strength Alcoholic Beverages, or Energy Drinks;
- Ensuring that no one consumes alcohol in unauthorized locations;
- Providing unrestricted entry to the Event/property at all times for Township Representatives for operational or property-related duties;
- Ensuring the safety and sobriety of people attending the Event, including those asked to leave to control the Event;
- Ensuring safe transportation options (e.g., designated drivers, taxis); and,
- Coordinating emergency response.

The Event Organizer must read and sign all applicable agreements, permits, and other mandatory Township, federal, and/or provincial requirements, such as liability insurance, including any accompanying online resources, manuals, guidelines, or standard operating procedures. All requirements must be completed to the Township's satisfaction and within required timelines. (see Appendix A).

Forms must be completed and submitted at least 30 days prior to the Event, including:

- Names of all Bartenders or bartending service company with proof of Smart Serve® or AGCO equivalent certification (including certification numbers);
- Names of all security workers or security company with security licence numbers, if applicable; and,
- Copy of the Special Occasion Permit or Caterer's Endorsement, including any updates.

The Event Organizer and/or Designate must attend the Event for the entire duration, including clean-up, and be responsible for operational decisions. All legal names on the rental agreement must match the SOP Permit Holder/responsible person and insurance policy. If multiple responsible persons are listed, all must be named, and at least one must remain on-site for the entire Event.

If the permit holder cannot attend, a Designate must be appointed in writing. The Designate must meet all permit requirements and must not be someone who has previously been refused a permit by the AGCO. Failure to submit all required documentation by the deadlines may result in Event cancellation at the Township's discretion.

The Event Organizer must ensure the physical setting is safe at all times of the event.

5.3 Event Workers

Event workers can be Door Monitors, Floor Supervisors, and Bartenders. Event Workers must be adequately trained, prepared, and available to monitor the Event throughout its duration. Clearly identifiable Event Workers enable participants to quickly contact staff if issues arise.

Smart Serve® or AGCO-equivalent training educates workers to recognize signs of intoxication, helping prevent incidents before they occur. Monitoring entrances and access points is crucial to prevent underage, disruptive, or intoxicated individuals from entering the Event, significantly reducing the likelihood of problems. Event Workers must:

- be 19 years of age or older;
- have Smart Serve® or AGCO equivalent certification. Safer Bars training or de-escalation training is recommended;
- wear identification (I.D. name tag and/or clothing) to be easily recognized. The type of identification must be documented on the Checklist for Liquor Licensed Event Organizer form (see Appendix A);
- not consume alcohol during the Event or be under the influence of alcohol or other substances;
- actively monitor the Event, including entrances, to identify and manage signs of intoxication, aggressive behaviour, or individuals with a history of causing issues at Events;
- refuse entry to anyone underage, intoxicated, or otherwise disruptive; and,
- be responsible for ensuring alcohol is consumed only within designated areas and for assisting in enforcing safe service practices.

5.4 Security Staff and Security Licence Numbers

The presence of security personnel and/or paid duty police officers serves as a deterrent to potential disruptive or unsafe behaviour, ensuring the safety of all attendees and Event Workers. The following requirements must be met at an Event:

- The Township requires the presence of paid duty police officer(s) or licensed private security for licensed Events where the general public is admitted and 200 people or more are anticipated to attend;
- All costs associated with security and/or police presence are the responsibility of the Event Organizer;
- Minimum Event Worker numbers are required based on the Event Worker-to-guest ratio as outlined in the “Guest to Event Worker Ratios” table below; and
- The Township reserves the right to adjust the minimum number or types of Event Workers and security personnel on an Event-by-Event basis, including the requirement for police and/or Licensed Security.

Table 1 - Guest to Event Worker Ratios

Number of Guests	Bartenders	Door Monitors	Floor Supervisor	Licensed Security
Up to and Including 100	1	Monitor at Each Access Point	1	0
101-200	2	Monitor at Each Access Point	1	0
201-300	2	Monitor at Each Access Point	1 (+ 1 for Outdoor Event)	2
301-500	3	Monitor at Each Access Point	3	2
Over 501	For Events expected to exceed an anticipated attendance of five hundred and one (501) or more, specific Event Worker requirements will be evaluated on an Event-by-Event basis in consultation with the Township.			

Note: The time Licensed Security workers are required to work an Event is at the Township's discretion.

For any Event that allows admittance to Minors, additional Floor Supervisors may be required.

For all Events that serve alcohol, an operational site plan, including an Emergency Action Plan, must be developed with the Township to ensure that all aspects of public safety are addressed (including Emergency Medical Services, Fire, Security, etc.). The Emergency Action Plan must be submitted to the Township at least 30 days prior to the Event. (e.g., Emergency Medical Service, Fire Department, Security, etc.) All costs associated with preparing and complying with security and operational plans shall be borne by the Event Organizer and/or Designate unless otherwise agreed upon in writing by the Event Organizer and the Township.

Required Licensed Security or paid duty police officers for any Events are the responsibility of the Event Organizer, and all costs associated therewith shall be borne by the Event Organizer.

6. DESIGNATION OF PROPERTIES

The following Township facilities and areas are suitable for hosting Events, subject to the Event Organizer obtaining a Special Occasion Permit or a Liquor Licence through a Caterer's Endorsement issued by the AGCO and agreeing to conditions as set out by the Township:

PROPERTY NAME	AREA
Centre Wellington Sportsplex 550 Belsyde Ave., Fergus	Mezzanine
	Gord Brown Hall
	Unity Hall

	Full Hall
	Grounds (behind building only)
	Floor Surface Pad A & B
	Parking Lot
Jefferson Elora Community Centre 29 David St. W., Elora	Hall
	Floor Surface
	Grounds
	Parking Lot
Belwood Hall 36 Queen St., Belwood	Hall
Fergus Grand Theatre 244 St. Andrew St. W., Fergus	Lobby
	Auditorium
Victoria Park Seniors Centre 150 Albert St. W., Fergus	Hall
	Kitchen
	Atrium
	Front Hall
Township-Owned Parking Lots	Fergus Curling Club Parking Lot 148 St. George St. W., Fergus 155 St. George St. W., Fergus
	Provost Parking Lot 160 St. Patrick St. W., Fergus
	Menzies Lane Parking Lot 145 St. David St. S., Fergus

All other properties are excluded from alcohol service under this policy. Under special circumstances, other locations can be considered at the discretion of the Managing Director of Community Services.

The Township has no legal obligation to allow licensed Events on its property. If the Township so chooses, it may impose on the Event whatever restrictions it deems appropriate in the circumstances.

7. DESIGNATION OF EVENTS

The serving of alcohol shall not be permitted at Youth Focused Events or at Minor Sport Events. Major Sport Events are permitted.

The following Events are not permitted on Township property:

- Tailgate Special Occasion Permit Events;
- Bring-Your-Own-Alcohol (BYOA) Events;
- Events where attendees are permitted to bring their own alcohol for consumption;
- Events where attendees are permitted to bring their own containers for self-service of alcohol.

The Township does not allow “Stag and Doe” or engagement parties on Township property. These events are considered high risk due to an increased likelihood of non-compliance with the MAP and Liquor License and Control Act, 2019.

8. EVENT PERMIT TYPES

One of the following must be in place during any Event where alcohol consumption is permitted under the authority of the AGCO:

8.1 Caterer's Endorsement (Licence): An endorsement issued by the AGCO that authorizes a liquor sales licence holder to sell and serve alcohol at an event held on premises other than those covered by the liquor sales licence. Events operating under a valid Caterer's Endorsement are not required to obtain a Special Occasion Permit but must comply with all applicable AGCO requirements and the Township's Municipal Alcohol Policy.

8.2 Special Occasion Permit (SOP): A Special Occasion Permit (SOP) is required if alcohol is sold or served at special occasions such as weddings, charity fundraisers, and receptions. An SOP is not needed if the Event is being conducted under the authority of a Caterer's Endorsement liquor licence. SOPs are issued by the AGCO through the iAGCO Online Services Portal and must be submitted to the Township at least thirty (30) days before the Event.

Types of SOPs:

- Private – limited to invited guests
- Public – open to the public

8.3 Temporary Extension Endorsement: allows a licensed establishment to temporarily extend its licensed area for a specific Event, permitting service of samples within the approved extended space.

This endorsement is commonly used for Events such as farmers' markets, where alcohol samples or sales are offered to the public. Approval from the AGCO is required prior to the Event.

9. CONDITIONS FOR EVENTS INVOLVING ALCOHOL

9.1 Prohibited Alcohol Practices

The Township does not permit Bring-Your-Own-Alcohol (BYOA) Events or Tailgate Special Occasion Permit Events on any Township property, regardless of whether such Events may be permitted under provincial legislation.

9.2 Insurance

The Event Organizer must provide proof of insurance, in the form of an original Certificate of Liability Insurance, to the Township no later than 30 days prior to occupying Township property. Insurance coverage must be valid for all dates on which Township property is used or occupied, including set-up and take-down. Failure to provide proof of insurance will result in the rental being cancelled.

A minimum \$5 million Commercial General Liability (CGL) insurance is required.

The Certificate of Liability Insurance must:

- Name The Township of Centre Wellington as an additional insured.

- Be issued by an insurer licensed to operate in Ontario and satisfactory to the Township.
- Include, at minimum:
 - Bodily injury and property damage liability
 - Liquor liability endorsement
 - Tenant's legal liability
 - Products and completed operations
 - Cross Liability and Severability of Interest provisions
 - Personal injury liability
 - Advertiser's liability
 - 30-day notice of cancellation
- Confirm coverage is in effect for the Event date(s), including set-up and clean-up.
- Be submitted at least 30 days before the Event and include:
 - Certificate of Insurance
 - Policy number
 - Insurance company name
 - Expiry date
 - Amount of insurance coverage
 - Endorsement confirming the insurer is aware of the Special Occasion Permit Event, including the Event date, location, and the name/address of the Special Occasion Permit holder

9.3 Caterer's Endorsement (If Applicable)

If a caterer is serving alcohol under a Caterer's Endorsement, the following applies:

- The renter/permit holder must still obtain and provide proof of an SOP and meet the insurance limits outlined above.
- The Event organizer must maintain or secure adequate liability insurance, including liquor liability.
- The caterer must also carry their own liability insurance, including liquor liability if they are serving.
- Certificates of Insurance from both the organizer and the caterer (where applicable) must name the Township as an additional insured.

The Township reserves the right to amend insurance requirements at any time.

9.4 Advertising

All advertising must comply with the AGCO advertising policies and guidelines and O. Reg 747/21: Permits under the *Liquor Licence and Control Act*, 2019.

The Event Organizer must ensure that the following are NOT permitted:

- Advertising or promoting liquor, or the availability of liquor.
- Offering alcohol as a prize in a contest.
- Event names that suggest alcohol consumption is the principal activity or purpose.
- Practices that encourage excessive alcohol consumption (e.g., oversized drinks, double shots, free-pouring, pitchers, drinking contests, Jell-O® shooters, volume discounts).

- Promotional advertising of alcoholic beverage names, brands, or manufacturers outside the Designated Alcohol Service Area at Events where individuals under nineteen (19) years of age are allowed.

9.5 Additional responsibilities for Outdoor Events on Township Property

The Event Organizer must follow additional requirements for Outdoor Events on Township property. These Events, which take place in open-air spaces or temporary structures (e.g., tents or marquees), must comply with all AGCO guidelines, applicable local regulations, and all MAP requirements to ensure the safe and responsible service of alcohol.

Outdoor Events carry a higher risk for both the Township and the Event Organizer. These requirements help ensure the safe and responsible service of alcohol and mitigate potential hazards.

9.5.1 Notification

The Event Organizer must notify the following parties in writing of any Outdoor Event involving alcohol:

- AGCO
- Township Community Development Coordinator
- Township Building Department
- Township Fire Department
- Ontario Provincial Police (OPP)
- Wellington-Dufferin-Guelph Public Health Unit (WDGPH)

9.5.2 Barriers and Signage:

- All outdoor licensed areas must be enclosed with a barrier at least 0.9 meters high. The Township may require higher barriers or additional security measures at its discretion.
- Clear signage must be posted to define the boundaries of licensed areas where alcohol may be consumed.

9.5.3 Compliance: Outdoor Events must adhere to all AGCO guidelines, MAP requirements, and local regulations to ensure the safety of attendees, Event staff, and the Township.

10. ENFORCEMENT PROCEDURES

The Event Organizer, as the Special Occasion Permit holder, is responsible for ensuring compliance with the Liquor Licence and Control Act, 2019 and all applicable laws. Under the Act, permit holders are responsible for managing the event premises, preventing unlawful activity, and taking reasonable steps to protect participants and the public from foreseeable

harm. Although police may be called if a situation becomes unsafe, responsibility for the management and control of the event remains with the Event Organizer.

The Event Organizer must ensure the following are enforced before, during, and after the Event:

- Event Workers must carry out their assigned duties responsibly.
- The Event Organizer must be available to assist Event Workers in managing individuals who are denied service or become unmanageable.
- Ensure that venue capacity limits for both indoor and outdoor areas are not exceeded.
- Sufficient staffing must be maintained throughout the Event.
- The Event must be managed to prevent any danger to attendees or others in the vicinity.
- Underage individuals must be denied entry or removed from the Event if alcohol consumption is observed.
- Intoxicated or aggressive individuals must be denied entry or removed from the Event.
- Safe transportation options must be offered or arranged as needed.

If signs of intoxication, riotous, quarrelsome, violent, and aggressive and/or disorderly conduct or unlawful gaming is observed at the Event, the Event Organizer and their Event Workers shall:

- First ask the offending person to leave;
- If the individual refuses to leave, call the Police; and,
- 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 and Event Workers must notify the Police if they observe signs that a situation is getting out of control.

If the offending person is showing signs of intoxication, they must be released to a responsible person who has a duty of care for the individual until they are sober.

11. PREVENTION STRATEGIES

11.1 Selling and Serving Alcohol

The following controls and prevention strategies related to selling and serving alcohol shall be in place:

- Alcohol shall not be served to any person under 19 years of age (a Minor). Minors are not permitted to consume alcohol at any Event.
- Where Minors are permitted to attend a Public Event at which alcohol is served, the Event Organizer shall implement measures to ensure that alcohol is served only to persons who are 19 years of age or older. Such measures shall include either:
 - A wristband or other age-verification system to clearly identify attendees who are legally permitted to purchase and consume alcohol; or

- A clearly defined and controlled licensed area, such as a fenced or otherwise delineated space, where alcohol is served and consumed only by persons who are 19 years of age or older.
- Additional floor monitors are recommended where alcohol is being served at Public Events attended by Minors.
- Alcohol shall not be served to anyone who may appear intoxicated.
- Closing time is 1:00 a.m. unless hours of operation for the facility are posted differently. Ticket sales and alcohol service shall cease at least 45 minutes prior to the end of the licensed period of the Event. All alcohol and its containers (which include empty cups) shall be cleared away no more than 45 minutes after the end of the licensed Event as listed on the Special Occasion Permit.
- Last call shall not be announced.
- Alcoholic service shall be limited to two Standard Drinks per person at one time. Alcohol cannot be left available for self-serving.
- Drinks must be served in reusable, recyclable or compostable vessels that are not glass at any Event. The exception is for formal indoor dinner settings, where glass vessels may be used to serve or consume alcohol. Glass must be removed at the conclusion of the dinner.
- The Township reserves the right to mandate minimum pricing for alcohol being sold or served.

11.2 Types of Available Drinks

The following controls and prevention strategies related to types of available drinks shall be in place:

- Event Workers are to encourage patrons to consume non-alcoholic and low alcohol beverages. Non-alcoholic drinks must be available at no charge or at a cost much lower than that of drinks containing alcohol.
- Identified designated drivers receive free or reduced-rate non-alcoholic drinks (such as coffee, pop, juice).
- No Extra-Strength Alcoholic Beverages shall be sold.
- No home-made alcoholic drinks, such as Jell-O® shooters and punches, etc.
- No Energy Drinks (with or without alcohol in them) shall be sold.
- 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.
- Attendees shall not be permitted to bring, possess, serve, share, or consume their own alcohol on Township property. All alcohol consumed at an Event must be supplied, controlled, and served in accordance with a valid liquor licence, Caterer's Endorsement, or Special Occasion Permit and this Municipal Alcohol Policy.
- Marketing practices which encourage increased consumption of alcohol (e.g., oversized drinks, double shots, pitchers, drinking contests, Jell-O® shooters, volume discounts) are not permitted.

11.3 Controls at Entrances

The Event Organizer must ensure that Event Workers are fully trained and informed of the following responsibilities:

- The Event entrance(s) must be always monitored by a responsible person(s) aged nineteen (19) or older. These individuals should observe attendees for signs of intoxication, aggressive behaviour, or a history of causing issues at Events.
- A method for counting attendees must be in place to ensure that the room or venue capacity is not exceeded and is limited to the number listed on the rental permit and liquor licence/SOP.
- Alcohol served or sold at the Event must remain within the licensed area.
- People who appear to be under twenty-five (25) years of age must present valid photo identification at the ticket purchase or Designated Alcohol Service Area, as specified under the *Liquor License and Control Act*.

For Events where guests under nineteen (19) years of age are present, the Event Organizer must:

- Implement an ID-check procedure where alcohol is sold, served, or consumed.
- Ensure that underage guests are not consuming alcohol on the premises.
- Provide additional Floor Supervisors if necessary. The Township may require extra security or supervisors depending on the Event size and risk.

11.4 Food and Water Requirements

Adequate food (e.g., sandwiches, pizza, salads) must be available throughout the Event. Snack foods like chips or peanuts alone are insufficient. Potable drinking water **MUST** be available to all attendees.

12. SAFE TRANSPORTATION STRATEGY

The Event Organizer and Event Workers are responsible for taking the necessary steps to reduce the possibility of impaired driving. As a condition of rental, the Event Organizer must have a Safe Transportation Strategy in effect. Elements of a Safe Transportation Strategy could potentially include:

- Providing non-alcoholic beverages either at no charge or at a cost much lower than that of drinks containing alcohol;
- Providing alternate means of transportation for those who are suspected to be intoxicated (i.e., call a friend, relative, or taxi);
- Calling the police if someone who is suspected of being impaired cannot be convinced to use alternate transportation; and,
- Providing a Designated driver program which encourages and identifies Designated driver.

The Designated driver program and relevant local taxi phone numbers must be prominently posted. Alternate means of transportation shall be provided for all those suspected of being intoxicated. All advertising for the Event should indicate that a designated driver program is in effect.

13. SIGNAGE

During Events where alcohol is served, the Event Organizer must ensure that signage is prominently displayed as follows:

Intoxication, Identification, Ticket Sales & Last Call: Posted in one or more prominent locations within the Designated Alcohol Service Area, this sign must outline the bartender's right to refuse service to anyone who is or appears intoxicated, acceptable forms of identification, the maximum number of drinks per person at one time, and details of the Safe Transportation Strategy.

Accountability: Posted in one or more prominent locations within the Designated Alcohol Service Area, this sign must include the name of the Event Organizer or Permit Holder, Event date, contact information for Emergency Medical Services, Ontario Provincial Police, the Township, and the AGCO, as well as the name and address of the Event location.

Designated Consumption Area: Posted at the boundaries of the Designated Alcohol Service Area, this sign must clearly indicate that alcohol possession and consumption are restricted beyond this point.

Additional Requirements: All other signs required by the AGCO must also be displayed. Post the Special Occasion Permit (with any updates) in plain sight on the premises to which the permit applies or keep it in a place where it is readily available for inspection. Liquor sales receipts must be kept with the permit.

14. INFRACTIONS AND VIOLATIONS

The Event Organizer, as the Special Occasion Permit holder, is responsible for ensuring compliance with the Liquor Licence and Control Act, 2019 and all applicable laws. Under the Act, permit holders are responsible for managing the event premises, preventing unlawful activity, and taking reasonable steps to protect participants and the public from foreseeable harm. Although police may be called if a situation becomes unsafe, responsibility for the management and control of the event remains with the Event Organizer.

14.1 Duty to Report

The Event Organizer has the duty to report to the Township details of any incident that:

- The Event Organizer and/or Designate are aware of or has been made aware of any Liquor Licence and Control Act or MAP violations;
- Where an AGCO Inspector under the Liquor Licence and Control Act has reported any incident or violation; and,
- Involves bodily injury or property damage.

Police shall be informed by the Event Organizer and/or Designate as appropriate. Reports shall be made no later than two days after the conclusion of the Event but shall be made immediately when repairs or other action is required to make Township property secure or safe for use.

14.2 Failure to Comply and Penalties

Where there has been a failure to comply with the Liquor Licence and Control Act, the police or the AGCO inspector may intervene for enforcement purposes and, at their discretion or under other authority, terminate the Event. The Township may similarly cancel, intervene or terminate the Event for violations of the MAP. It remains the responsibility of the Event Organizer and/or Designate to manage the Event and to take appropriate actions, including ending the Event, vacating Township property, maintaining insurance, including any insurance conditions, and providing safe transportation options.

Regardless of the reason for termination of the Event, the Township will not be responsible for any compensation to the Event Organizer and/or Designate or affected persons of their resulting financial or other losses.

The Township shall subsequently inform the Event Organizer and/or Designate and any organization they represent, in writing, that there has been a violation of the policy and any imposed consequences or penalties.

Additional short-term and longer-term penalties for failure to comply may include, but are not limited to:

- Loss of privilege to hold an Event involving alcohol in a Township property or facility;
- Loss of any future use or rental of any or all Township properties;
- Individual ban or suspension of persons involved in the infractions from any or all Township properties for any term; and,
- Consequences contained within the Township's R-Zone Policy.

15. SUPREMACY AND COMPLIANCE CLAUSE

All Events involving the sale, service, or consumption of alcohol must comply with the requirements of the AGCO, the *Liquor Licence and Control Act, 2019*, and this Municipal Alcohol Policy. Where requirements differ, the more restrictive requirement shall prevail.

16. POLICY REVIEW

The MAP shall undergo reviews as required in response to changes in industry standards and shall be updated accordingly. The Township reserves the right to make discretionary changes to this MAP at any time and will advise the Event Organizer of any such changes prior to the Event.

Appendix A: Event Organizer Checklist for Liquor-Licensed Events

This checklist must be signed and submitted to the Township with all supporting information, at least 30 days before the Event. See the Municipal Alcohol Policy for additional information.

1. Name of Event: _____
2. Event Permit Number: _____
3. Location of Event: _____
4. Date and Time of Event: _____
5. Estimated Attendance: _____
6. Will persons under 19 years of age be attending this Event? Yes No
7. Name of Event Organizer (the person and/or group sponsoring/hosting this Event): _____
8. Name of Special Occasion Permit holder (if applicable) and all official Designates:
SOP Holder
Name: _____ Phone: _____ Cell: _____
Official Designates
Name: _____ Phone: _____ Cell: _____
Name: _____ Phone: _____ Cell: _____
9. Copy of the SOP permit has been provided? Yes Date Received: _____
10. Proof of liability insurance has been provided? Yes Date Received: _____
11. The Safe Transportation Strategies that will be used at this licensed Event are:
a) _____
b) _____
c) _____
12. Type of identification for Event Workers (please describe): _____

13. List the names and certification numbers of the Smart Serve or AGCO approved equivalent trained Event Workers for this licensed Event:

Name	Certification Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Proof of certification may be required.)

14. List the names and security licence numbers for security staff for this Event:

Name	Security Licence Number
_____	_____
_____	_____
_____	_____

(Proof of certification must be available on request.)

15. The undersigned (Event Organizer) has received the MAP and has read and understood the information and requirements contained therein. Yes

Please note that if there is anything you do not understand in this Policy, it is your responsibility to contact the Township Representative (phone: 519-846-9691) for clarification prior to signing this Event Organizer Checklist.

By signing this Event Organizer Checklist, the undersigned hereby agrees, on behalf of itself/himself/ herself and on behalf of its/his/her partners, employees, volunteers, agents, executors, administrators and assigns, as the case may be, to comply with all of the obligations, terms and conditions of the MAP.

Signed at _____, Ontario this ____ day of _____, ____.

Name of Corporate Event Organizer	Name of Individual Event Organizer
Per:	
Name:	Signature of Event Organizer
Title:	
☐ I have authority to bind the corporation	Name of Witness

Signature of Witness

Notice of Collection of Personal Information

The personal information collected on this form will be used for the administration of the Township's Municipal Alcohol Policy. Questions about this collection should be directed to the Township of Centre Wellington at 1 MacDonald Square, Elora, Ontario N0B 1S0, 519-846-9691, or clerks@centrewellington.ca.

This collection is in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.

Appendix B: References and Resources

This policy should be read and applied in conjunction with the following references and resources as updated from time to time:

[*Liquor Licence and Control Act, 2019, S.O. 2019, c. 15, Sched. 22*](#)

[Alcohol and Gaming Commission of Ontario](#)

[Low-Risk Alcohol Drinking Guidelines](#)

[Managing Alcohol at Events on Township Property \(OPHA\)](#)