

Council Policy No.:	CP2025-003
Council Policy Name:	Alcohol Management on Municipal Premises
Date Approved by Council:	September 23, 2025 CR2025-339
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	Schedule A: Permit Holder Agreement

### Policy Statement and Rationale:

The City of Kawartha Lakes recognizes that events and/or activities are held on municipal properties where the serving of alcohol is desired by the renter and/or by the City.

To allow the full enjoyment of such events by renters and/or participants, and to ensure the health and safety of all residents, the City recognizes its responsibility to make renters aware of the potential liability of operating alcohol-related events and to reduce the City's exposure to alcohol-related liabilities.

The City also recognizes its responsibility to make renters aware of situations where alcohol, while traditionally or historically present for such events, is not acceptable under this policy.

This policy has been developed to establish responsible management practices for all functions or occasions where alcohol is served, at, in, or on City of Kawartha Lakes facilities or properties.

### Scope:

This policy applies to renters of City facilities or properties at, in, or upon which alcohol may be served.

## Policy:

### 1. Eligible Facilities and Areas

- A Special Occasion Permit (SOP) is required for all events held in and/or on municipal premises where alcohol is being served and where a Catering Endorsement or other alcohol sales license authorizing the sale and service of alcohol for consumption on that premises is not in effect.
- A Public SOP may be issued by the Alcohol and Gaming Commission of Ontario (AGCO) to organizations or events meeting the requirements below:
  - A. A Not-for-profit organization.
  - B. Hold a current restaurant/caterer license that allows for Special Occasion Permits.
  - C. Qualify as a Municipally Significant Event as declared by Council.
    - A one time, annual or infrequently occurring event that is open to the public, has a predetermined opening and closing date and time and which:
    - Has a local, regional, national or international historical or cultural significance,
    - Builds awareness of diverse cultures, or
    - Benefits the community at large.

#### 1.1 The following is a list of eligible facilities:

- A. All Municipal Arenas including related Community Halls
- B. All Municipal Community Recreation Centres/Halls
- C. The Lindsay Branch Library
- D. City Hall and all Service Centres
- E. All designated Municipal Parks

#### 1.02 A SOP authorizes individuals to serve beverages containing alcohol during an occasion that is judged unique or does not occur on a regular basis.

Recognizing that it is possible for any number of individual SOP' s to be granted to different permit holders for the same facility, the City reserves the right to refuse an applicant permission to run a licensed event on its property.

- 1.03 Notwithstanding Article 1.01, Council may authorize an event on city-owned properties not outlined within this article, but only through permission of Council.
- 1.04 Trailer Parks located on City property, specifically Centennial Park, shall not be permitted to apply for a SOP. The trailer park sites at these locations shall be deemed to be residential in nature and permit holders of such sites shall be entitled to have alcohol on their site only.
- 1.05 Consumption of Alcohol is prohibited in the following areas:
  - A. All arena dressing rooms.
  - B. All arena bleachers.
  - C. All arena ice surfaces except when floor covering is in place, or when ice has been removed.
  - D. All municipally owned parking lots, trails and walkways
  - E. All municipally owned sports playing fields including children's playground areas.

Persons found consuming or allowing the consumption of alcohol in any of these prohibited areas will be reported to the Police and these persons/groups may be prohibited from further use of City facilities/property.

## **2. Events and Persons Not Eligible**

- 2.01 Youth events and minor sports events including youth banquets and community picnics are not eligible to host events where alcohol is served.
- 2.02 Where a SOP has been issued, underage youth (persons not yet nineteen years of age) may enter licensed areas as long as they are easily identifiable (i.e. wristband ) and accompanied at all times by an adult. Measures shall be taken to ensure that underage attendees are not provided with alcohol, in accordance with AGCO guidelines.

## **3. Agreement and Responsibilities**

- 3.01 Every person (the applicant) wishing to serve or to provide alcohol at any designated City of Kawartha Lakes property or facility must enter into a Permit

Holder Agreement in the form appended as Schedule "A" and forming part of this policy. The Permit Holder Agreement outlines the conditions under which alcohol may be served. The applicant is responsible for obtaining a SOP issued by the AGCO and shall provide a copy of that permit to facility booking staff not less than 10 business days in advance of the event.

- 3.02 The applicant shall be in attendance during the entire event and shall be responsible for making decisions regarding the operation of the event during the license period.
- 3.03 The applicant may designate in writing, an eligible person or persons to be "his/her" agent or representative for the entire event or any portion thereof. The information regarding the designation, including time frames must be provided to the facility booking staff and shall be attached to the SOP.
- 3.04 The applicant and any person to whom the responsibility has been designated must refrain from the consumption of alcohol prior to and during the time that they have been designated as being responsible for the event.

#### **4. Enforcement**

- 4.01 Where an applicant fails to comply with the terms of this policy, the procedures for regulation of SOP events or any of the terms or conditions imposed by the Permit Holder Agreement, consequences could include but shall not be limited to:
  - A. issuance of a warning;
  - B. closure of the event and the suspension of facility/area rental privileges;
  - C. suspension of rental privileges for a minimum of 15 months for the applicant, the related organization, if applicable, their designate and/or the event organizer;
  - D. forfeiture of deposit;
  - E. additional restrictions/requirements relating to future events of a similar nature (i.e. additional paid duty police officers, security, etc.)

#### **Server Training, Ratios and Identification**

- 5.01 Applicants wishing to rent a municipal facility must demonstrate to the municipality that the prerequisite number of event workers have taken certified training through an AGCO recognized server intervention training program. All

event workers must have proof of certification with them and available at the event.

- 5.02 The name and certificate number of licensed event workers shall be documented on the Permit Holder Agreement. This information shall be provided not less than 10 business days in advance of the event.
- 5.03 A list of all security staff and security license numbers shall be documented on the permit holder agreement.
- 5.04 It is also recommended that trained persons be required to take a refresher course should the program be updated.
- 5.05 The minimum number of event workers required for safe alcohol service is defined below. The City reserves the right to increase the minimum requirements stated below if, in its discretion, the circumstance of the event warrant additional support. Door Monitors are required at each access point.

Number of Guests	Servers	Floor Supervisors	Ticket Sellers	Licensed Security Workers
Up to 100	1	1	0	0
101-200	2	2	1	0
201-300	2	3	2	0
301-400	3	3	2	0
401-500	3	4	2	1
501-600	4	5	3	1
Over 600	4	6	3	2

- 5.06 During the event, the applicant and workers shall be required to wear highly visual “Event Staff” identification, supplied by the applicant.
- 5.07 All SOP events shall be staffed by an appropriate number of event workers in accordance with approved facility/area procedures as described the Permit Holder Agreement. These workers must be 19 years of age or older.
- 5.08 Certain municipal properties do not have regularly scheduled City staff. Should an event be scheduled for one of these properties, staff or community centre

volunteers may be scheduled on site for the duration of the event at the expense of the organizer. Such scheduling is at the discretion of the Manager of Parks, Recreation and Culture.

- 5.09 All SOP events should provide information on alternate transportation for event participants.
- 5.10 The applicant, other than Committees of Council, shall ensure that the organization carries a minimum of \$2,000,000.00 liability insurance and "The Corporation of the City of Kawartha Lakes" is named as an Additional Insured.
- 5.11 Council shall formally review the Municipal Alcohol Policy in consultation with the Municipal Administrative staff on a regular basis.



Alcohol Management  
on Municipal Premise:

## Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	09/23/2025	Approved to Replace Policy CP2019-005	