

Staff Report 2019-31

Meeting Date: Tuesday, March 19, 2019

Subject: Special Occasion Permits for Town Community Events

Submitted By: Heather Savage, Manager, Recreation, Community Services

RECOMMENDATION

That staff be directed to apply for a Special Occasions' Permit through the Alcohol and Gaming Commission of Ontario (AGCO) for events implemented by the Town that involve alcohol as set-out in Staff Report 2019-31; and

That the Mayor and Clerk be authorized to sign the Special Occasions Permit application for Town events.

REPORT HIGHLIGHTS

- The Alcohol and Gaming Commission of Ontario (AGCO) requires a Special Occasions' Permit (liquor license) for distribution of alcohol at events.
- The cost of the permit ranges from \$35.00 to \$150.00.
- Staff proposes to acquire a Special Occasion's Permit through the Corporation of the Town of Caledon and not a third party for various events requiring this permit.
- Staff will apply directly for a Special Occasions' Permit for any Town run event that serve alcohol including Celebrate Caledon 2019 and any subsequent years the event is held.

DISCUSSION

In the past the Town of Caledon has relied on third parties to acquire a Special Occasions' Permit (SOP) through the Alcohol Gaming Commission of Ontario (AGCO) to manage the distribution of alcohol at Town events.

In 2018, the AGCO recommended that the Town of Caledon directly apply and manage alcohol sales and services at Town operated events located on Town property.

An SOP ensures the following:

- Alcohol is purchased and stored according to specific rules.
- Alcohol is served by *Smart Serve* certified people who are trained to monitor over-consumption.
- Alcohol is consumed in a designated area that is clearly delineated and allows a minimum of 1.11 square metres per person.
- Governing bodies such as Public Health and OPP are notified when a major event involving alcohol are taking place.

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- A police officer or AGCO Inspector may revoke a SOP while the event is underway if he/she reasonably believes that the Liquor Licence Act or its regulations are being contravened in connection with the event.

If the applicant is an organization, association or company, the application must be completed by a member or representative at least 19 years of age who has signing authority for the organization, association or company. Applicants must provide all information, materials, documentation or approvals as may be requested. The Permit Holder/Responsible Person must be present throughout the SOP event and is responsible for the safety and sobriety of people attending the event.

Based on the growth of Caledon and the complexity of the event, staff should apply directly for the Special Occasions' Permit for the 2019 Celebrate Caledon event and any subsequent years the event is held. Additionally, staff should be authorized to execute the SOP for all other Town events that serve alcohol and require the permit.

Town staff organizing Town events will ensure that only Smart Serve-certified Town staff serve alcohol where the Town has obtained a Special Occasion Permit. In cases where other parties/vendors will be selling and/or serving alcohol at Town events or on Town property, Town staff organizing the event will ensure that the Town's Special Occasion Permit lists each external third party vendor/partner serving alcohol at the Town event and that each vendor provides \$5,000,000 commercial general liability insurance and \$2,000,000 liquor liability insurance and name the Corporation of the Town of Caledon as additional insured.

FINANCIAL IMPLICATIONS

The SOP fee for the sale of alcohol at a public or private event is \$150.00 per day that alcohol is sold. The SOP fee for serving alcohol at no charge at a public or private event is \$35.00. The applicable fee will be covered in the event's pre-approved operating budget.

COUNCIL WORKPLAN

Recreation – To establish and implement a collective community vision for the allocation of parks, facilities and recreation in the Town.

ATTACHMENTS

N/A