

**COUNCIL POLICY NUMBER C-22**

APPROVED BY THE COUNCIL OF THE  
TOWN OF BEAUMONT  
ON THE 10<sup>TH</sup> DAY OF OCTOBER, 2006.

(Council Resolution #06/10/04)



The Town of  
**Beaumont**

Council Policy # C-22

**MUNICIPAL ALCOHOL POLICY**

Approved by Council Resolution #06/10/04

the 10<sup>th</sup> day of October, 2006

**PURPOSE**

The Town of Beaumont is committed to providing safe and enjoyable Facilities to its residents and visitors, and recognizes that an effective alcohol policy supports the following objectives:

- creates a safe environment at Facilities for the public and staff, thus enhancing enjoyment of events and activities by all;
- protects the public and staff against bodily injury and property damage caused by alcohol abuse;
- provides support of the decision of abstainers not to drink alcohol;
- contributes to the well being of the community;
- increases the public's awareness in regard to their responsibilities and obligations under the *Gaming and Liquor Act*;
- communicates the importance of responsible alcohol management and drinking practices;
- provides the public and staff with guidelines and prevention tools aimed at reducing the potential of alcohol related incidents;
- provides operational procedures for those holding special events on or within Town Facilities where alcohol use is permitted;
- reduces the Town's and Event Organizer's exposure to risk by requiring Event Organizers to procure third party liability insurance coverage and use trained alcohol servers.

Therefore, this Policy establishes a series of reasonable conditions and procedures that the public and staff will be required to follow whether alcohol is permitted or prohibited on or within Town Facilities.

**Approval History** *(To be filled in by Municipal Clerk)*

**Inquiries/Contact Person**

Approval Date: October 10, 2006	Manager of Finance & Administration
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**POLICY STATEMENT**

The Vision Statement adopted by the Council of the Town of Beaumont presents a picture of life within the Town:

*"We have made Beaumont a friendly, open, thriving community which gives us a better place to live work, play, learn, worship, raise our families and retire... We work hard to maintain the friendly, supportive, caring community that attracted us to Beaumont initially... We believe in personal and community responsibility and never hesitate to become involved when a need becomes evident."*

In realizing this vision, the Municipal Alcohol Policy (MAP) works to promote safety, responsibility and accountability. MAP consists of a range of measures designed to prevent alcohol related problems. By reducing the potential for alcohol related problems, the Town of Beaumont increases safety, reduces the risk of injury and death, and reduces the level of liability it may be exposed to while increasing the enjoyment of the facilities for all.

**GLOSSARY OF TERMS**

*"Town"* means the Town of Beaumont.

*"Council"* means the Municipal Council of the Town of Beaumont in the Province of Alberta.

*"Event Organizer"* means any person 18 years of age or over seeking to hold a special event involving the serving of alcohol on or within Facilities.

*"Facility"* means any building, structure, or recreational facility owned or operated by the Town. It also includes any land owned or occupied by the Town, including but not limited to:

- i) Town parks, sports fields/baseball diamonds, recreational areas and reserves;
- ii) land leased to the Town and land for which an interest in land has been granted to the Town; and/or;
- iii) roads which the Town holds Title to.

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*“Facility Representative”* means a Town official, or designate, having operational jurisdiction over a Facility.

*“General Manager”* means the Chief Administrative Officer of the Town of Beaumont or his designate.

*“Municipal Representative”* means Town staff designated to handle bookings and ensure all components of the Municipal Alcohol Safety Policy are met.

*“Special Event Liquor License”* means a permit issued pursuant to the Gaming and Liquor Act, as defined under the Gaming and Liquor Act, as amended from time to time, which is required any time alcohol is served in a non-private place.

*“Trained Server”* means 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 has been trained by a recognized alcohol server training course to include Smart Serve, ASIP or TIPS.

**SCOPE/APPLICATION**

A Special Event License for the sale and/or consumption of alcohol on or within Town Facilities may be permitted only if the Town, in accordance with this Policy and its Procedures, has granted prior approval. Any special event approved for the sale and/or consumption of alcohol on or within Town Facilities is subject to compliance with specific conditions. For some Town Facilities, the sale and/or consumption of alcohol is not appropriate and will not be permitted. Responsible management of the sale and consumption of alcohol will contribute toward a safer community and the prudent utilization and management of Town Facilities.

**Requests for the Sale and/or Consumption of Alcohol for Special Events**

An Event Organizer will complete a rental agreement, and indicate on that form that they wish to serve and/or consume alcohol at the special event. At the time of a booking request, the Municipal Representative will advise the individuals and organizations that they must assume responsibility for their members and any persons they invite to participate in a special event.

The Event Organizer will then complete an application form that will be returned to the Municipal Representative who is responsible for the Facility requested. In the event that the application is for a Facility that is not specified in the *Eligible and Controlled Locations* table, the request shall be forwarded to the General Manager for approval. Any requests for Facilities identified as *Strictly Prohibited Areas* shall be denied.

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Upon receiving a request, the Municipal Representative shall notify the Facility Representative of the request and shall determine whether to approve the facility rental for a particular special event where alcohol will be sold and/or consumed, based on the following considerations:

- a) The date and time of a proposed special event should not conflict with other special events in the same Facility.
- b) The appropriateness of the proposed time of year, time of day and hours of the special event.
- c) Whether the Facility is suitable for the estimated number of participants and whether the amenities (i.e., washrooms, parking, kitchen facilities/ concessions, waste disposal, etc.) are adequate.
- d) Whether the sale and/or consumption of alcohol is appropriate for the type of event and whether alcohol sales and consumption are the main purpose of the event.
- e) The likelihood that there could be any adverse affect or damage to the Facility or any surrounding areas
- f) The potential for inconvenience to the public, local residents and other users of the Facility or any surrounding areas.
- g) Whether it is a private or a public event.
- h) The previous history of the Event Organizer using the facilities.
- i) Whether a Town employee will be present or available at the proposed special event.
- j) Whether an appropriate liquor license or permit, in accordance with the Gaming and Liquor Act has been obtained and will be posted by the Event Organizer. (Required)
- k) Whether the Event Organizer has shown evidence confirming that at the time of the special event Comprehensive General Liability Insurance will be in effect with a limit of liability not less than \$2,000,000 per occurrence, and naming the Town of Beaumont as an additional insured. (Required)
- l) Whether the Event Organizer has executed a facility rental agreement or other written agreement prepared by the Town, which shall include a clause whereby the Event Organizer agrees to indemnify and save harmless the Town from any claims actions, damages, etc. arising from the special event. (Required)
- m) The hours of operation of the special event must be posted and must reflect the operating hours agreed to by the Alberta Gaming and Liquor Commission, the Town and the Event Organizer. (Required)

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- n) Any other factors that the General Manager or Designate considers relevant.
- o) After approval is given on a request where more than fifty (50) people will gather, the Municipal Representative will notify law enforcement and fire officials of the special event.

**Factors for Determining Whether Facilities are Suitable for the Sale and/or Consumption of Alcohol**

In determining whether specific Facilities are suitable for the sale and/or consumption of alcohol, the General Manager shall consider the following:

- a) Whether alcohol sales and/or consumption would breach any applicable Town bylaw, Town policy or legislation.
- b) The nature of the Facility and what is the intended 'purpose' of the Facility.
- c) The location of the Facility, and its proximity to residential areas, schools, playgrounds and other public and private facilities.
- d) The size of the Facility, its layout and available amenities (i.e., adequacy of washrooms, parking, kitchen facilities/concessions, waste disposal, etc.).
- e) Whether the Facility is sufficiently secured from public and other areas, such as family and youth oriented facilities. For indoor facilities, the area must be separated from the public areas or other areas booked by other users. For outdoor Facilities, the area must be fenced or reasonably capable of being separated from public areas, and the park location easily accessible by Emergency Services in the event of an emergency.
- f) Any other factors that the General Manager may consider to be relevant.

**Strictly Prohibited, Eligible and Controlled Locations**

***Strictly Prohibited Locations***

At all locations, alcohol is strictly prohibited in the following areas: stairways, hallways, washrooms, dressing rooms, janitorial and mechanical areas, parking lots and parking areas, playing areas and surfaces including players benches (dugouts), and playgrounds.

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**Eligible and Controlled Locations**

Following is a list of eligible and controlled locations for Special Event Permit Events.

<u>Location</u>	<u>Eligible Areas</u>	<u>Controlled Areas</u>
Ken Nichol Regional Recreation Centre	Curling Lounge Meeting Rooms Ice Surfaces - With No Ice	All other areas
Protective Services Building	Meeting Room Fire Fighter's Lounge	All other areas
Bibliotheque de Beaumont Library	Meeting Rooms Fireplace Area	All other areas
Four Seasons Park	Recreation Areas with provisions for separation from public.	All other areas
Town Office	Council Chambers	All other areas
Public Works Building		All Areas
Beaumont Youth Center		All Areas
All Other Parks and Facilities		All Areas

**AUTHORITY/RESPONSIBILITY TO IMPLEMENT**

**Council:**

- To receive, review and consider for adoption this Policy and any recommended amendments thereto.

**General Manager:**

- To review and decide whether to grant approvals for requests to rent or use Facilities where alcohol will be sold or consumed.
- To enforce any penalties as laid out in this bylaw.
- To ensure all Town Departments comply with this Policy and Procedures.

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**Town Employees:**

- To comply with the Policies and Procedures.
- To receive and forward to the General Manager all requests to sell and/or consume alcohol on or within Facilities.
- To advertise and make the Policy and Procedures available to the public upon request.
- To record and report any violations of the Policy and Procedures to the applicable supervisor, Municipal Representative and General Manager.

**The Event Organizer:**

- To ensure that minors and intoxicated persons are not served alcohol.
- To ensure that the Facility is under constant supervision and access thereto restricted.
- To ensure that all other provisions of the Gaming and Liquor Act and directions of the Alberta Gaming and Liquor Commission are strictly followed.
- To ensure when required as a condition under this policy that special event staff who are serving alcohol are Trained Servers.
- To ensure that any other terms and conditions that the General Manager determines to be appropriate for the special event are complied with.
- To comply with all rules and regulations, standards, policies and procedures of the Town, all Town bylaws including, but not limited to the Smoke-Free Public Places Bylaw and Noise Bylaw, and comply with all Federal, Provincial and Municipal laws that apply to the use of the premises or holding of the special event.

**Town Employee Procedures for Dealing with Unauthorized Sales and/or Consumption of Alcohol**

In situations when a Town employee determines that unauthorized alcohol sales and/or consumption is occurring on or within the Facility, the following procedure must be followed:

- a) The Town employee should immediately advise the Facility Representative of the details surrounding the unauthorized alcohol sales and/or consumption.
- b) The Facility Representative should discreetly approach the Event Organizer and/or person(s) using alcohol and advise politely but firmly that their behavior is illegal and that the alcohol must be removed immediately from the Facility. At all times, the employee shall avoid physical confrontation and no attempt should be

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made to remove the person(s). If the alcohol is removed, no further action will be taken.

- c) If the person or persons approached choose not to cooperate or the Town employee feels too threatened to approach the person or persons, the Town employee shall report the incident immediately to the RCMP.
- d) If the Event Organizer has been given a warning for alcohol use by a Town employee at a previous event and a Town employee determines that unauthorized sales and/or consumption of alcohol is occurring at a second event or activity, the Town employee shall immediately report the incident to the RCMP.
- e) The Town Employee shall record all unauthorized sale and/or consumption of alcohol in writing, including but not limited to:
  - i) The name of the Event Organizer;
  - ii) The name of any other persons violating these procedures, if ascertainable;
  - iii) The names of teams, clubs or groups that are involved in the event or activity, if applicable;
  - iv) The place, date and time of the occurrence;
  - v) The details of the occurrence;
  - vi) The outcome of the occurrence.

### Penalties for Infractions

1. If this policy is not adhered to following a warning from a Town employee and the RCMP are phoned to an event, the Event Organizer and sponsoring group will not be allowed to rent Facilities for a *minimum of 1 year*. Any other related group in violation may face the same penalty, at the discretion of the General Manager.
2. Should an Event Organizer or sponsoring group receive a penalty as per Section (1), return to rent the Facilities and it is determined that they are again contravening this policy, they will be permanently barred from renting the Facilities.
3. Anyone who is found to be contravening this policy may be prosecuted under the Alberta Gaming and Liquor Act and will be liable for any fines or punishments that result.

### Appeals

- All individuals and groups facing suspension have the right of appeal to the Town Council.

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### Signs

- During special events, where alcohol is to be served, an approved Town sign with the following wording shall be displayed in a prominent location immediately within each licensed area where alcohol is to be sold or distributed in any manner.

**"IT'S THE LAW"**

**SERVERS ARE PROHIBITED FROM SERVING ALCOHOL TO PARTICIPANTS UNDER 18 YEARS OF AGE OR TO SERVE ANYONE WHO APPEARS TO BE AT THE POINT OF INTOXICATION.**

**SERVERS WILL ASK FOR PHOTO IDENTIFICATION FROM ANYONE WHO APPEARS TO BE UNDER THE AGE OF 25.**

**ASK YOUR SERVER ABOUT SAFE TRANSPORTATION OPTIONS!**

- The original Special Event Liquor License must also be posted/displayed in a conspicuous location in the licensed/server area by the Event Organizer for the duration of the special event.
- Eligible areas within facilities where alcohol infractions have been an issue will be equipped with signs permanently affixed to walls in a visible location stating:

**CONSUMPTION OF ALCOHOL IS NOT PERMITTED ON THESE PREMISES, WITHOUT APPROVAL FROM THE TOWN OF BEAUMONT AND A SPECIAL EVENT LICENSE.**

- Non-eligible areas within facilities, including all arena change rooms, will be equipped with signs permanently affixed to walls in a visible location stating:

**CONSUMPTION OF ALCOHOL IS NOT PERMITTED ON THESE PREMISES**

GP/cmck/bam  
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These Best Practices do not form  
part of Policy C-22,  
but they offer “Best Practices”,  
as suggested by  
the Town of Beaumont.

# TOWN OF BEAUMONT

## Municipal Alcohol Policy Best Practices

These portions are not part of the formal policy. It will be used as a handout for users to promote safe events. (Due Diligence)

### **Best Practices**

#### **Trained Servers**

A trained server and/or trained staff is recommended for special events.

#### **Security/On-Duty Police**

The requisite number (see below) of security/on-duty police officers recommended for special events where the primary purpose is the sale and/or consumption of alcohol.

Security ratio	1:50
On-duty police officer ratio	1:250

#### **Events Where Alcohol is Provided at No Charge**

The special event should utilize Trained Servers, and comply with all Provincial legislation. The special event should set a maximum number of drinks allowed to be served to a person at one time.

#### **No Last Call**

Entertainers/DJ's will be informed that there is to be no last call for the sale of alcohol and will be asked to advise patrons of the time that the doors are required to close.

#### **No Alcohol Consumption by the Event Organizer**

The Event Organizer is responsible for the event and therefore cannot drink alcohol before or during the special event.

#### **No Alcohol Consumption by Event Workers**

Event staff must not drink alcohol before and during the event (while on duty).

#### **Entertainment**

All entertainment should be terminated by 12:45 a.m.

#### **Coat Check Service**

Where possible, a coat check service should be encouraged.

#### **Party Alcohol Liability Coverage**

The Event Organizer is encouraged to acquire Party Alcohol Liability Coverage as additional insurance coverage.

## Prevention Strategies

### **Safe Transportation Options**

#### Sober Driver Spot Check Awareness

Post wall and/or table signs and/or print messages on paper/plastic serving cups that encourage and thank participants for not driving after drinking and remind them that the police may have roadside spot checks in place.

#### Designated Driver

- Designated driver program to be advertised at event.
- Identified designated drivers (wearing button or other means of identification).
- Provide free no-alcohol drinks for designated drivers (such as coffee, pop, juice).

#### Alternative Transportation Options

- Have event organizer or designate drive participant home and/or;
- Call a friend, relative, or taxi to help intoxicated driver and/or;
- If necessary, warn impaired driver and call police.

### **Providing Food and No-Alcohol Drinks**

- Food must be in sufficient supply for the persons attending the event to which the permit applies (LLA section 27).
- Chips, peanuts and other snacks do not qualify as food. At the very least, food consists of sandwiches, cheese and vegetables with dip.
- Event Workers are to encourage patrons to consume food, no-alcohol 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.
- Where wine is provided with a meal, a non-alcoholic substitute, such as ginger ale or sparkling fruit juice must be provided to ensure that children and abstainers are included in toasting the celebrants.

### **Redeeming Unused Tickets**

*Unused tickets could be redeemed for cash on demand until closing time, i.e., up to a maximum of four (4) tickets per person.*

### **Safe Beverage Containers**

*During the meal portion of an event, two (2) bottles of wine and the appropriate glassware may be set per table (table of 8 or more people). All wine and glassware should be removed to the bar area once the bar becomes open. All bottles should be kept within the bar area; all drinks should be served in disposable paper or plastic containers.*

### **No Extra-Strength Drinks**

*No extra-strength alcohol content drinks should be provided. Beer and coolers should not exceed 5% alcohol content (the standard drink measure). Fortified wines are not permitted.*

**No Excessive Drinking Activities**

*Practices that encourage increased consumption (i.e., oversize drinks, double shots, pitchers of beer, drinking contests, or volume discounts) are not used.*

**Alcohol Advertising**

In all municipal facilities where children and youth are allowed entry, advertising and posters that promote alcohol products or brand names are prohibited.

GP/cmck/bam

(Municipal Alcohol Policy – Best Practices)

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