



**The Corporation of the City of Sault Ste. Marie**

**Alcohol Risk Management Policy**

**Community Development & Enterprise Services  
and  
Public Works & Engineering Services**

April 13, 2026



**The Corporation of the City of Sault Ste. Marie**  
**Alcohol Risk Management Policy**

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## **Alcohol Risk Management Policy**

This policy complies with the Liquor Licence and Control Act (LLCA) of Ontario and associated regulations. The Alcohol Risk Management Policy helps the Municipality to achieve its goal of making Sault Ste. Marie a safer, healthier, and more enjoyable community for its citizens and visitors.

### **Preamble**

The Corporation of City of Sault Ste. Marie owns and manages facilities where the consumption of alcohol is permitted under the authority of either a Special Occasion Permit (SOP) issued by the LCBO, a liquor sales licence holder with a caterer's endorsement or in a facility which has a regular liquor licence. The Corporation of City of Sault Ste. Marie's Community Services and Public Works & Engineering Services (hereafter called the 'City'), have developed an Alcohol Risk Management Policy (ARM) in order to:

1. To promote a safe, enjoyable environment for those who use City facilities;
2. To ensure there are effective management practices at social events held at Municipally owned facilities where alcohol use is permitted; and
3. To protect the Municipality, its staff, community organizations, volunteers, and participants from contributing to an incident that could result in legal action caused by alcohol consumption within city facilities.

The policy objectives for the ARM Policy include:

1. To provide operational procedures for those holding events at Municipally owned facilities where alcohol use is permitted;
2. To comply with the Liquor Licence and Control Act (LLCA) of Ontario and associated regulations;
3. To ensure that events where alcohol is permitted are properly supervised and operated;
4. To encourage and support the responsible use of alcohol as part of a social function;
5. To provide a balance of "wet" and "dry" facilities and events to ensure that all community members have access to safe and enjoyable recreation activities; and
6. To equip staff and volunteers with the skills they need to manage events and enforce the policy by offering policy orientation and requiring server training.

A range of issues can arise from the inappropriate and excessive consumption of alcohol. Not only can these issues affect those persons consuming alcohol, but other persons who use the facilities. Issues that can occur include the following:

- Vandalism and destruction of City property;
- The need to call the Sault Ste. Marie Police Service to City property;
- Liability action arising from alcohol-related injuries or deaths;
- Increased insurance rates or loss of insurance from alcohol-related incidents;

- Charges laid against a liquor sales licence holder with a caterer’s endorsement, a SOP holder, or the City under the LLCA;
- Suspension or loss of alcohol permit privileges by the Alcohol and Gaming Commission of Ontario (AGCO); and
- Decreased use of facilities by people concerned about alcohol consumption.

Most of these problems will arise from individuals who engage in four specific drinking practices, referred to as “target drinking practices.”

1. Drinking to intoxication
2. Under-age drinking
3. Drinking and driving
4. Drinking in prohibited areas

To the extent that these target-drinking practices can be reduced or eliminated, the likelihood of alcohol-related problems will correspondingly diminish. The ARM Policy is not intended to stand in opposition to legal alcohol purchase or consumption.

The Policy is divided into two components:

A) Where Alcohol Use Is Permitted

1. Designation of facilities, indoor and outdoor, where alcohol use is permitted.
2. Specification of conditions under which alcohol use is permitted.
3. Enforcement procedures for policy violation in areas and events where alcohol use is permitted.

B) Lottery Licence Requirements

**Section A**  
**Where Alcohol Use is Permitted**

**1. Designation of Facilities - Indoor and Outdoor, Where Alcohol Use Is Permitted**

The following facilities are currently designated for alcohol use. City Council may change the designation of any site at its discretion.

The City will not permit the sale or consumption of alcohol at "youth only" events unless there is a licenced lounge at the facility.

**1.1 Indoor Facilities Approved to Serve Alcohol**

- Northern Community Centre
- John Rhodes Community Centre
- GFL Memorial Gardens
- Bay Street Active Living Centre
- Ermatinger•Clergue National Historic Site/Heritage Discovery Centre (ECNHS-HDC)

The City will determine the location(s) within individual facilities where the serving of alcohol is permitted. The exception is the GFL Memorial Gardens, Northern Community Centre and Ermatinger•Clergue National Historic Site- Heritage Discovery Centre which has a liquor sales licence for the entire facility.

**1.2 Outdoor Facilities Approved to Serve Alcohol**

- Clergue Park/John Rowswell Park
- North Street Field/Park
- Queen Elizabeth Park
- James Elliott Park
- Strathclair Sports Complex
- Roberta Bondar Park
- Ermatinger•Clergue National Historic Site
- Downtown Plaza

Alcohol can only be served at outdoor facilities in separate licenced areas referred to in the facility permit as "beer gardens." The City will determine the location of the "beer garden" at each location for each event. The licenced area must be separated from other areas by a minimum thirty-six inch (36") high separation. Please refer to Planning, Special Events, Concerts or Festivals [https://www.agco.ca/sites/default/files/3207\\_1.pdf](https://www.agco.ca/sites/default/files/3207_1.pdf)

Alcohol service at a "beer garden" requires an SOP <https://www.agco.ca/en/alcohol/special-occasion-permits> or Catering Endorsement <https://www.agco.ca/en/alcohol/apply-caterers-endorsement> provided by the liquor sales licence holder from the AGCO and other regulatory agencies at least ten (10) days prior to the event and as specified in the LLCA.

The City will require Appendix A completed along with AGCO licence (SOP or Catering Endorsement) a minimum of **14 days** prior to your event. Please allow a minimum of 30 days prior to your event to secure the proper approvals.

The City's policy restricts alcohol served at "beer gardens" to beer, wine, and coolers. As well, the serving of low alcohol and non-alcoholic beverages as options is required.

The serving of spirits (full service) is only permitted at Roberta Bondar Park, Downtown Plaza and Ermatinger Clergue National Historic Site - Heritage Discovery Centre for weddings and private receptions or at closed events where special permission is given in writing by the Director Community Services Department.

### 1.3 **The hours of operation for events permitted to serve alcohol are:**

- a) Indoor - 11:00 a.m. to 2:00 a.m. - any day of the week  
11:00 a.m. to 3:00 a.m. - New Year's Eve (Dec. 31<sup>st</sup>)
- b) Outdoor - 11:00 a.m. to 11:00 p.m.

Note: The hours of operation for events serving alcohol at Roberta Bondar Park, Downtown Plaza and ECNHS-HDC such as weddings and private receptions or at closed events may be extended to 2:00 am where special permission is given in writing. A Noise By-law exemption may also be required.

### 1.4 **Facility Staff Representatives**

City Staff will be the primary contact for Municipal facilities where alcohol use is permitted; dependant on location, you may work with a specific City Staff person. City staff can be contacted at 705-759-5310.

## 2. **Specification of Conditions Under Which Alcohol Use Is Permitted**

Anyone who wishes to serve alcohol at a designated site must complete a rental agreement or Licence to Occupy City Property Agreement that stipulates the conditions under which alcohol may be served. In addition, the responsible person representing the event organizer must obtain a Special Occasion Permit (SOP) online from the AGCO or hire a liquor sales licence holder with a caterer's endorsement to sell alcohol to their guests. Although the caterer assumes the potential liability as a provider of alcohol, event organizers and the Municipality are "co-occupiers" of the event venue and must abide by the Occupiers' Liability Act.

### 2.1 **Permit and Licence Holders Conditions:**

2.1.1 The SOP holder or a liquor sales licence holder with a caterer's endorsement must adhere to all obligations and requirements under the LLCA, associated regulations and City policies. In addition, the facility permit holder (event organizer) must ensure that all the conditions of the City of Sault Ste. Marie, Sault Ste. Marie Fire Services, Sault Ste. Marie Police Service and Algoma Public Health are adhered to at the event. This also applies to the event organizer who hires a liquor sales licence holder with a caterer's endorsement. **Caterers are required to notify the AGCO and above agencies at least ten (10) days prior to catering an alcohol event.** The City reserves the right to refuse an applicant the permission to run a licenced event on its property.

2.1.2 The facility permit holder must provide a copy of the SOP to the City staff representative at least five (5) days before the event. Event organizers who hire a liquor licence holder with a caterer's endorsement must supply the address and phone number of the licence holder and a copy of the liquor licence at least five (5) days before the event.

- 2.1.3 The facility permit holder must show a City representative that they understand the City of Sault Ste. Marie ARM Policy and their obligations thereunder and that they intend to comply with its regulations by signing the rental agreement. Failure to do so will result in the application being denied, even if an SOP has been obtained from the LCBO or a Catering Notification Form has been provided to the AGCO and other regulatory agencies.
- 2.1.4 The permit/licence holder or identified designate as indicated on the facility permit must attend the event and be responsible for making decisions about the operation of the event based on the City of Sault Ste. Marie ARM Policy and the LLCA of Ontario and associated regulations.
- 2.1.5 Before the event begins the permit/licence holder must agree to attend a site review meeting with the City representative to ensure the physical setting is safe for drinkers and non-drinkers.
- 2.1.6 Prior to allowing alcohol service to begin, the permit holder or identified designate must sign off on the Facility Event Check List (Appendix E) to ensure all conditions have been met. The designated person must not be someone who has been refused permits by the AGCO. Additional checks will be completed throughout the event by qualified City staff to ensure the guidelines are being followed.

**Under the Occupiers' Liability Act (O.L.A.):**

- Municipalities and those renting Municipal facilities are co-occupiers because they are in control of Municipal premises, such as recreation facilities, and have the power to admit or exclude entrants.
  - Occupiers must take “reasonable steps” to ensure that all the people entering the event (e.g., event participants and rental groups) are “reasonably safe while on the premises.”
  - The same legal obligation requires that co-occupiers take the necessary steps to prevent intoxicated patrons from injuring themselves or others who are on the premises.
  - If co-occupiers fail in their responsibility, they could be sued jointly or individually if someone suffered injury or death.
- 2.1.7 The permit/licence holder or identified designate must ensure that before alcohol is served or sold to a person appearing under the age of nineteen (19), an item of identification of the person is inspected. Identification used to verify age for alcohol purchase or consumption in Ontario is:
- Ontario Driver's Licence with a photo of the person to whom the licence is issued
  - A Canadian Passport
  - Canadian Citizenship Card with a photo of the person to whom the card is issued
  - Canadian Armed Forces Identification Card
  - A photo card issued by the Liquor Control Board of Ontario (LCBO), entitled Bring Your ID (BYID)
  - A Secure Indian Status Card issued by the Government of Canada
  - A Permanent Resident Card issued by the Government of Canada
  - A photo card issued under the *Photo Card Act, 2008*

- 2.1.8 The permit/licence holder or identified designate will post a sign at all entrances to licenced areas stating what constitutes acceptable identification. (See Appendix E)
- 2.1.9 The permit/licence holder or identified designate must ensure there are enough event staff including bartenders, ticket sellers, cashiers, servers, licenced security, floor and door monitors as determined by the Facility Manager and will be determined by the size and nature of the event. Normally, the minimum Smart Serve trained event staff include one bartender, one ticket seller or cashier, one door and one floor monitor to be behind the bar, at the ticket sales area and on the floor respectively always. (See Appendix D for definitions) Roberta Bondar Pavilion requires at least 4 licenced security persons to control perimeter entrance access.

Where Municipal facilities are leased to an external management group, this group's employees must have successfully completed Smart Serve Training. These numbers are suggestions and determined by event type, risk, anticipated attendance and may be adjusted by facility supervisor/manager as identified after site meetings and event operational plan.

Number Of Participants	Bartenders	Floor Supervisors	Door Supervisors	Ticket Sellers
Under 25	1	0	1	0
25 to 50	1	1	1	1
51 to 100	2	2	2	2
101 to 200	2	3	3	3
201 to 300	3	3	3	3
301 to 400	3	3	4	3
401 to 500	4	4	4	5
501 to 750	6	6	6	6
751 to 1300	8	8	8	8
1301 +	TBD	TBD	TBD	TBD

The permit/licence holder will provide the City with the names and Smart Serve registration numbers of all event staff (bartenders, ticket sellers, cashiers, servers, licenced security, floor and door monitors) prior to the event taking place.

The liquor sales licence holder with caterer's endorsement shall ensure as per Registrar's Interim Standards and Requirements for Liquor, that all servers and security staff have completed Smart Serve certification training and shall provide the City with the names and Smart Serve registration numbers of all event staff prior to the event taking place. (See Appendix A)

SMART SERVE training is available online at [www.smartserve.ca](http://www.smartserve.ca).

- 2.1.10 The permit/licence holder or identified designate will ensure that event staff (bartenders, ticket sellers, cashiers, servers, floor and door monitors) do not serve alcohol to underage, intoxicated people, or apparently intoxicated people, or serve any individual to the point of intoxication at the event. See AGCO Recognizing Intoxication <https://www.agco.ca/en/alcohol/information-sheet-recognizing-intoxication> as well as have a plan in place in case an individual becomes intoxicated and resists the suggestion to leave the event.

The Ontario Liquor Licence Act (LLCA) has been interpreted to mean that:

- It is illegal to sell or serve alcohol to an intoxicated or apparently intoxicated person.
- Those under 19 years of age cannot be served alcohol or allowed to possess or consume alcohol.
- A provider of alcohol is responsible for the safety of the people being served (provider liability).
- This responsibility extends to the safety of others, both on and off Municipal property, who come in contact with the person who was served.

Canadian case law has determined that a provider's "duty of care" may continue until an intoxicated person is sober.

2.1.11 The permit/licence holder or identified designate will allow the admittance of youth to appropriate adult events where alcohol is permitted. (e.g. weddings, anniversary parties, family and community events). The permit/licence holder will not allow persons under nineteen (19) years of age to be admitted to events where the licence does not allow such access.

2.1.12 Intoxicated, or apparently intoxicated persons will not be permitted entrance to the event and if necessary, will be removed from the premises. **Under the Occupiers' Liability Act of Ontario, Municipalities, as owners/occupiers, have the duty to prevent foreseeable harm to anyone who enters or is in the facility.**

2.1.13 Bartenders, ticket sellers, cashiers, servers, licenced security, floor and door monitors will wear visible (i.e., name tags, group/event shirts) identification always. The permit/licence holder will ensure compliance with this provision. The City reserves the right to approve of the identification that will be used at the event.

2.1.14 All conditions contained on the application for Special Occasion Permits must be adhered to.

2.1.15 The permit/licence holder, or identified designate, will ensure event staff and other personnel refrain from consuming alcohol while on duty, and shall not be under the influence of alcohol while on duty. (The event staff may only drink alcohol if they have completed their shift and their work responsibilities have ended for the entire event. Event staff should not wear their event identification after their shift and work responsibilities have ended.)

2.1.16 The permit/licence holder or identified designate will be responsible for recognizing the need for assistance and will be available for the duration of the event in case assistance is required.

The permit/licence holder or identified designate, event staff or Municipal representatives must notify the police if they observe signs that a situation is getting out of control.

2.1.17 The permit/licence holder or identified designate will not permit "last call" for alcoholic beverages to be announced. When entertainers/DJs arrive, they must be informed that there is to be **no "last call"**. This is a City house policy.

2.1.18 At least one City representative with authority to demand correction of policy infractions or to shut down an event on behalf of the Municipality must be accessible at all times.

## 2.2 Low Alcohol and Non-Alcoholic Options

AGCO Tip Sheet on "House Policies" -

[https://www.agco.ca/sites/default/files/3058e\\_house\\_policies.pdf](https://www.agco.ca/sites/default/files/3058e_house_policies.pdf)

2.2.1 Non-alcoholic beverages will be made available and at a lower cost than alcoholic beverages. The permit/licence holder is encouraged to have at least thirty-five percent (35%) of "low alcohol options" in the make-up of the total alcoholic beverages offered on site (e.g., four percent [4%] and two and a half percent [2.5%] beer). Wine to a maximum of fourteen percent (14%) by volume is permitted. There are **No** straight shots of spirits, spirits "on the rocks" or "shooters" allowed.

2.2.2 The permit/licence holder will post a sign identifying that low alcohol and non-alcoholic beverages are available.

## 2.3 Food

2.3.1 Please note as per the Special Occasion Permit Guide issued under the AGCO; there are no requirements to sell food under an SOP, however it is the permit holder's responsibility to ensure they do not permit intoxication on the premises.

2.3.2 Event workers are encouraged to advise patrons to consume food, no-alcohol and low alcohol beverages (e.g. by offering menu choices, by having staff verbally review the menu with patrons).

2.3.3 Where wine is provided with a meal, a non-alcohol substitute must be provided to ensure that children and abstainers are included in toasting celebrants.

## 2.4 Accountability (Signage & Insurance)

2.4.1 The permit/licence holder will ensure that they:

- i) Post the SOP, a signed copy of Appendix A, Insurance policy for the event(s) on the Statement of Intoxication sign board provided by the City of Sault Ste. Marie (house policy). Receipts for liquor purchases must also be available at the event site for police or AGCO inspectors to review. Permission to serve homemade wine at the event must be noted on the SOP.
- ii) Post signage stating the following:
  - iii) bar hours of operation
  - iv) ticket sale limit (if applicable).
  - v) proof of age required and list of acceptable ID at all entrances
  - vi) safe transportation and designated drivers.
  - vii) Sandy's Law – Warning regarding alcohol consumption during pregnancy

2.4.2 The permit holder/event organizer will obtain a minimum of five-million dollars (\$5,000,000) liability insurance and will deposit a copy of the insurance particulars to the appropriate City Community Services Department representative at least one week prior to the event. A copy of the insurance particulars will be posted during the event.

The Corporation of the City of Sault Ste. Marie must be added as an “additional insured” on the Policy of insurance with respect to the actions of the permit holder/event organizer. A reference must be made as to the location of the event.

2.4.3 Each permit/licence holder and identified designate will be required to sign and adhere to the conditions as outlined in Appendix A – City of Sault Ste. Marie Permits Where Alcohol Will Be Served. A minimum of two Executive Officers of any organized group shall sign Appendix A.

2.4.4 A checklist is performed by City staff up to 3 times throughout the event. They will be following up regarding event control, safe transportation, low alcohol and non alcohol options as well as signage and lotter license (if required). Please reference appendix E for details of checklist.

## 2.5 **Safe Transportation**

2.5.1 The permit holder/event organizer will be responsible for promoting safe transportation options for drinking participants.

a) Sober Driver Spot Check Awareness

Post wall and/or table signs and/or print messages that:

1. Encourage and thank participants for not drinking and driving; and
2. Remind them that the police may have roadside spot checks in place.

b) Alternative Safe Transportation Options

1. Arrange with City Staff, free overnight parking at City owned property.
2. Arranging for bus and/or taxi rides.
3. Call a friend or relative to help the intoxicated driver.
4. If necessary, warn impaired driver and call police.

2.5.2 The permit/licence holder will post a sign at the ticket sales area and behind the bar and at all entrances stating their safe transportation options.

## 2.6 **Fees**

The permit holder/event organizer will be responsible for the payment of all fees associated with serving alcohol at a City facility. These fees will include a non-refundable application fee and 10% of food, merchandise, and non-alcoholic sales and 5% of alcohol sales.

## 2.7 **Tickets**

The permit/licence holder will limit the number of tickets purchased for alcohol to not more than six (6) per purchase per person at one time. Ticket sales must cease half hour prior to bar closing time. The permit holder will post the ticket sale limit for their event.

## 2.8 Alcohol

Sales of alcohol shall be limited to not more than two (2) per customer at one time. Practices that encourage increased consumption (i.e., oversized drinks, double shots, pitchers of beer, drinking contests, or volume discounts) are not permitted (refer to 2.2.1 in the ARM Policy for further guidance).

## 2.9 Beverage Containers

No glasses or glass bottles will be permitted at events serving alcohol unless otherwise approved by the facility manager. The permit/licence holder must provide recyclable cups. Permit/licence holders are required to use different containers for non-alcoholic beverages. The permit/licence holder is responsible for clearing tables during and after the event.

## 2.10 Location

The City reserves the right to determine the location and size of all areas where alcohol will be served. If a tent, marquee, pavilion, or tiered seating is to be used, the City of Sault Ste. Marie's Building Division of the Engineering Department must be notified for approval.

## 2.11 Other

The City reserves the right to introduce other conditions at its discretion.

## 3. Enforcement Procedures for Policy Violation in Areas Where Alcohol Use Is Permitted

- 3.1 A violation of this Policy occurs when the permit/licence holder fails to comply with the conditions of the LLCA of Ontario and associated regulations or this Policy.
- 3.2 Intervention can be initiated by a participant at the event, a City staff member, an Officer of the Sault Ste. Marie Police Service, an AGCO Inspector, a Fire Services Inspector, Algoma Public Health Inspector, or a Building Inspector (the Group). A member of the group may intervene by informing the offending individual(s) of the Policy violation and requesting that it stop immediately. Group members are encouraged to intervene in this way because lack of intervention at other levels could result in a loss of privileges and legal charges.
- 3.3 Where the permit/licence holder or identified designate have violated the Policy and have been confronted by a City staff member, the group will be sent a registered letter advising of the violation and indicating that no further violations will be tolerated.
- 3.4 Should the permit/licence holder or identified designate violate the Policy within one year of receiving notice of their first violation, the group may be suspended from organized use of all City facilities for a specified period. A registered letter will be sent to the contact person advising of the suspension.
- 3.5 The permit/licence holder or their identified designate must report any infraction of the policy to the designated City staff immediately upon knowledge within twenty-four (24) hours.

- 3.6 The event staff must report any infraction of this policy to police whenever they believe such action is needed.
- 3.7 When the permit/licence holder or identified designate, despite request does not correct ARM Policy infractions, the designated City representative must close the event.

#### **4. Insurance and Indemnity**

The Event Organizer shall indemnify and save the City of Sault Ste. Marie, The Corporation of the City of Sault Ste. Marie, its directors, officers, employees and agents, harmless from and against any and all claims, damages, losses, liabilities, demands, judgments, causes of action, legal proceedings, economic loss, penalties or other sanctions and any and all costs and expenses arising in connection therewith (including legal fees and disbursements on a solicitor-client basis) that may, directly or indirectly, result from, arise out of or be in relation to (i) any breach, violation or non-performance by the Event Organizer, or by any of its employees, subcontractors or other persons for whom it is responsible, of any term, condition, representation, warranty or covenant contained in the ARM or in any agreement with the City; and/or (ii) any negligent act or omission of the Event Organizer or any of its employees, subcontractors or other persons for whom it is responsible at law or in equity.

## Section B

### Lottery Licenses

#### 1. Lottery Licence Overview

If an event organizer wishes to hold any type of lottery scheme such as a raffle, they are required to obtain a lottery licence.

A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw. The different types of raffle schemes are usually identified by the method of determining the winner. Raffle prizes may consist of merchandise or cash, or a combination of the two.

There are two levels of government that will issue a lottery licence - Municipal and Provincial.

#### **Municipal Licenses**

A Municipality may issue licenses to conduct the following lottery schemes:

- Bingo events with prize boards five-thousand five-hundred dollars (\$5,500) and under
- Media bingo events
- Ticket raffle lotteries for total prizes fifty-thousand dollars (\$50,000) and under
- All break open ticket lotteries not licensed by the provincial office (Ex. Nevada tickets)
- Bazaars (Ex. Tickets in the bags, Crown & Anchor)
- Giveaways – If admission is charged a license is required.

To be eligible to receive a lottery licence, an organization must first have charitable objects and purposes that fall within one of the four classifications of charitability: (a) the relief of poverty; (b) the advancement of education; (c) the advancement of religion; other charitable purposes beneficial to the community, not falling under (a), (b) or (c).

Application forms are available from the Tax and Licensing Office, Level 4, Clerk Department, Ronald A. Irwin Civic Centre, 99 Foster Drive.

#### **Additional Resources**

- For additional information on “charitable gaming” please call 705-759-2684 or visit [www.saultsternie.ca](http://www.saultsternie.ca) and search lottery licence.
- For further information regarding lotteries, visit the Alcohol and Gaming Commission of Ontario website at [www.agco.ca](http://www.agco.ca)



The Corporation of the City of Sault Ste. Marie

**NOTE: All signatures of approval must be provided on one original form and posted at event.**

Name of Group/Organization \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Site: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Time of Beer Garden: \_\_\_\_\_

Security Company (if applicable): \_\_\_\_\_

Security Contact: \_\_\_\_\_ Security Telephone No. \_\_\_\_\_

\_\_\_\_\_  
Name of Permit/Licence Holder

\_\_\_\_\_  
Name of Identified Designate

\_\_\_\_\_  
Address of Permit/Licence Holder

\_\_\_\_\_  
Address of Identified Designate

\_\_\_\_\_  
Telephone/E-Mail

\_\_\_\_\_  
Telephone/E-Mail

**CERTIFICATION:**

- 1) The Permit/Licence Holder and/or organization has received and reviewed a copy of the City of Sault Ste. Marie Alcohol Risk Management Policy ("ARM Policy") with the appropriate staff representative.
- 2) The Permit/Licence Holder agrees to adhere to the conditions of this ARM Policy's and the Liquor Licence Act of Ontario and the Occupiers' Liability Act of Ontario.
- 3) The Permit/Licence Holder understands that if an infraction of the Policy occurs, the City may warn or suspend the organization from using the facilities for a period of one year.
- 4) The Permit/Licence Holder understands they can be held liable for injuries and damage arising from failing to adhere to the Liquor Licence Act of Ontario the ARM Policy and/or the Occupiers' Liability Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
- 5) The Permit/Licence Holder understands that the Police and/or Liquor Licence Inspector can lay charges for infractions of the Liquor Licence Act of Ontario or other relevant legislation.



## Contact List

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### Community Services Department

<p>City of Sault Ste. Marie Community Services Department <b>Recreation &amp; Culture Division</b> 99 Foster Drive Sault Ste. Marie, ON P6A 5X6</p> <p>Phone: 705-759-2500 Fax: 705-759-6605</p>	<p>City of Sault Ste. Marie Community Services Department <b>Community Centres Division</b> 269 Queen Street East Sault Ste. Marie, ON P6A 1Y9</p> <p>Phone: 705-759-5251 Fax: 705-759-6990</p>
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### Other Contacts

<p>Sault Ste. Marie Police Service 580 Second Line East Sault Ste. Marie, ON P6A 5L6 Phone: 705-949-6300 Fax: 705-949-3082</p>	<p>Sault Ste. Marie Fire Services Fire Prevention Office 72 Tancred Street Sault Ste. Marie, ON P6A 2W1 Phone: 705-949-3333 Fax: 705-949-2341</p>
<p>Algoma Health Unit Inspection Services 294 Willow Avenue Sault Ste. Marie, ON P6B 5B7 Phone: 705-942-4646</p>	<p>City of Sault Ste. Marie City Clerk's Department 99 Foster Drive Sault Ste. Marie, ON P6A 5X6 Phone: 705-759-5388 Fax: 705-759-2310</p>
<p>Alcohol and Gaming Commission of Ontario Sault Ste. Marie, ON Phone: 1-800-522-2876</p>	<p>City of Sault Ste. Marie Building Division 99 Foster Drive Sault Ste. Marie, ON P6A 5X6 Phone: 705-759-5410 Fax : 705-541-7165</p>

**THE CORPORATION OF  
THE CITY OF SAULT STE. MARIE**

**The consumption of alcoholic beverages  
is restricted to permitted areas and times  
as outlined in the  
Alcohol Risk Management Policy.**

**Any violation of the Policy  
is subject to penalty in accordance  
with the provisions  
of the Provincial Offences Act  
or termination of the rental of this facility or both.**

## Job Descriptions and Responsibilities

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Event staff work as a team. This provides support for all team members and ensures that any potential problems are quickly identified and dealt with. **All team members identified must understand and adhere to the conditions outlined in Section 2.1 of the Alcohol Risk Management Policy.**

### Permit/Licence Holder:

Signs the alcohol permit, is the general manager of the event and assumes responsibility for the operation of the event and adheres to the conditions outlined in Section 2.1 of the Alcohol Risk Management Policy.

### Identified Designate:

The person as identified on the application form who assumes responsibility for the operation of the event when the permit/licence holder is absent. Must attend the event, ensure the adequate server-trained staff is available, coordinate and help staff and ask for help from security if necessary.

### Bartenders:

Checks identification, accepts tickets for the purchase of alcoholic beverages, serves drinks, monitors for intoxication, refuses service when patron appears to be intoxicated or near intoxication and offers non-alcohol substitute. Must have Smart Serve training and wear visible name tags, and group/event shirts.

### Floor Supervisor/Monitor:

Liases with participants, monitors patron behavior, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated persons and suggests safe transportation alternatives. Must have Smart Serve training and wear visible name tags, and group/event shirts.

### Door Supervisor/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 recommends safe transportation options. Must have Smart Serve training and wear visible name tags, and group/event shirts.

### Ticker Seller:

Sells alcohol tickets to a maximum of 4 per person per purchase, monitors for intoxication, refuses sale to patrons at or near intoxication and refunds tickets on request. Must have Smart Serve training and wear visible name tags, and group/event shirts.

### Special Security:

Patrols the room, scans for potential trouble, notifies event staff and permit holder of potential incidents, helps event staff in handling disturbances.

## Alcohol Risk Management Facility Event Check List

Group:

Event:

Organization Contact:

Organization Representative Signature:

City Staff Person(s):

Date:

**NOTE: The organization representative is the Permit Holder or Designate noted on the Special Occasion Permit. One of these individuals must be in attendance at all times during the hours of operation for the S.O.P.**

### CONTROL

- (A) The following forms are posted in the sandwich board provided by the City of Sault Ste. Marie Recreation and Culture Division:
- City of Sault Ste. Marie Permit Where Alcohol will be Served - Appendix A
  - The Special Occasion Permit from the Alcohol and Gaming Commission of Ontario. Permission to serve homemade wine at the event must be noted on the AGCO Special Occasion Permit or copy of Caterer's endorsement.
  - A copy of the user group's insurance policy.
  - A City of Sault Ste. Marie Facility Permit for the event or Licence of Occupation Agreement
  - Sign stating Bar Hours
  - Valid Photo ID
- (B) Facility entrances and exits are controlled, and the designated number of Smart Serve door monitors are in place. Intoxicated people will not be permitted entrance to the event and if necessary will be removed from the premises.
- (C) Bartenders and Ticket Sellers are checking for proper I.D.
- (D) The designated number of Smart Serve bartenders, ticket sellers, cashiers, servers, floor and door monitors are present and working the bar, ticket area, and event floor. Check that the names listed on the Appendix A form are those individuals selling tickets, serving alcohol and monitoring the area where alcohol use is permitted.
- (E) Bartenders, servers, and other event personnel will not consume alcohol while on duty and are not to be under the influence of alcohol while serving participants.
- (F) Sales of alcohol are to be limited to not more than two per customer at one time. The permit holder **will not allow** entertainers or disc jockey to announce, "last call".
- (G) The permit holder is responsible for clearing tables during and after the event and is required to remove empty alcohol containers from the facility when the bar closes.
- (H) All workers are clearly identifiable by the presence of either name tags, t-shirts, hats, etc.

- (I) The permit holder or identified designate is available to recognize the need for assistance and is accessible for the duration of the event in case assistance is required. Professional security personnel are present during the event, if initially requested by the City.

### **Safe Transportation**

- (A) Safe transportation options must be promoted for drinking participants. Examples include identifying a designated drivers' program and arranging for a bus, taxi or a ride with non-drinking family and friends.

### **Low Alcohol and Non-Alcohol Options**

- (A) The permit holder is to provide at least 35% of "low alcoholic options" in the makeup of the total beverages offered on site. (for example – 4% and 2.5% beer)
- (B) Wine to a maximum of 14% by volume is acceptable.  
No straight shots of spirits, spirits on the rocks or shooters allowed.
- (C) Where wine is to be provided with a meal, a non-alcohol substitute must be provided on the table(s) to toast celebrants.
- (D) Non-alcoholic beverages must be clearly available, and encouraged, at no charge or at a lower cost than alcoholic beverages.
- (E) Post a statement of intoxication - sign to be provided by the City
- (F) A sign is posted at all entrances and at the bar area stating the safe transportation options provided by the permit holder.
- (G) Post wall or table signs that encourage and thank participants for not drinking and driving and advise that police may have roadside spot checks in place.

### **Lottery Licence**

- (A) The organizer has a copy of the lottery licence for any raffle, bingo, bazaar draw, or give away that is taking place during the event. A licence is required for giveaways if admission is being charged.