

**THE MUNICIPALITY OF CENTRAL MANITOULIN**

**BY-LAW NO. 2026-10**

**BEING A BYLAW TO REPEAL THE ALCOHOL POLICY DATED JANUARY 2013, AND THE AMENDMENT DATED 2014, AND TO ADOPT THE 2026 ALCOHOL POLICY**

**WHEREAS** the Municipality of Central Manitoulin is authorized under section 224 (d) of the Municipal Act, 2001, S.O. 2001, c. 25, to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;

**AND WHEREAS** Council previously adopted an Alcohol Policy dated January 2013, which was amended in 2014; and;

**AND WHEREAS** Council has determined that the existing Alcohol Policy and its amendment are outdated and no longer reflect current legal requirements, operational practices, and risk management standards;

**AND WHEREAS** Council has reviewed and approved an updated Alcohol Policy (2026), which is attached to and forms part of this Bylaw

**NOW THEREFORE** the Council of the Municipality of Central Manitoulin enacts the following:

1. The Alcohol Policy dated January 1, 2013, and the Amendment to the Alcohol Policy dated 2014, are hereby repealed in their entirety.
2. Alcohol Policy (2026), as attached to this Bylaw and incorporated by reference, is hereby adopted as the official Alcohol Policy of the Municipality.
3. Alcohol Policy (2026) shall supersede all prior alcohol-related bylaws, policies, resolutions, motions, procedures, and administrative practices, to the extent of any inconsistency.
4. The Chief Administrative Officer or designate is hereby authorized and directed to implement, administer, and enforce the Alcohol Policy (2026).

**Administration**

5. This By-Law shall be referred to as the Alcohol Policy By-law.
6. That this By-Law shall come into full force and effect after third and final reading thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_.**

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Mayor – Richard Stephens

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CAO/Clerk – Denise Deforge

I, \_\_\_\_\_, Clerk of the Municipality of Central Manitoulin, do hereby certify that that this is a true copy of By-law 2026-10 as passed in open Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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Clerk

## MUNICIPALITY OF CENTRAL MANITOULIN

### ALCOHOL POLICY (2026)



# 1. DEFINITIONS

**AGCO (Alcohol and Gaming Commission of Ontario):** The provincial authority responsible for regulating liquor licensing and Special Occasion Permits under the *Liquor Licence and Control Act, 2019*.

**Alcohol / Liquor:** Alcoholic beverages as defined in the *Liquor Licence and Control Act, 2019*, including beer, wine, cider, spirits, and mixed drinks.

**Alcohol Management Policy (AMP) / Municipal Alcohol Policy (MAP):** This policy adopted by the Municipality of Central Manitoulin that sets out rules and requirements for the sale, service, possession, and consumption of alcohol at municipal facilities.

**Council:** The elected Council of the Municipality of Central Manitoulin.

**Designated Driver:** A person who does not consume alcohol at an event and is responsible for safely driving others home.

**Dry Event / Dry Facility:** An event or municipal facility where alcohol is not permitted to be sold, served, possessed, or consumed.

**Event:** Any organized activity or function held in a municipally owned or operated facility, whether public or private, where alcohol may be served under a Special Occasion Permit.

**Event Organizer / Permit Holder:** The individual or organization that applies for and holds the Special Occasion Permit issued by the AGCO and is legally responsible for compliance with the permit, this Policy, and all applicable laws.

**Event Workers:** All persons involved in running an event, including servers, bartenders, ticket sellers, supervisors, security personnel, and volunteers.

**Facility:** Any building, hall, arena, pavilion, or outdoor space owned or operated by the Municipality of Central Manitoulin.

**Intoxicated:** A condition in which a person's speech, movement, behavior, or judgment is impaired by alcohol. (Consistent with AGCO service standards, alcohol shall not be served to an intoxicated person.)

**Liquor Licence and Control Act, 2019 (the “Act”):** Ontario legislation that governs the sale, service, and consumption of liquor, including its regulations and any amendments.

**Low-Alcohol Beverage:** An alcoholic beverage with a lower alcohol content than standard beer, wine, or spirits, as recognized by industry or AGCO guidance.

**Minor / Underage Person:** A person under the legal drinking age of nineteen (19) years in Ontario, as defined by the *Liquor Licence and Control Act, 2019*.

**Municipality:** The Corporation of the Municipality of Central Manitoulin, including its Council, employees, and authorized representatives.

**OPP (Ontario Provincial Police):** The police service responsible for law enforcement within the Municipality of Central Manitoulin.

**Responsible Service:** The lawful and safe sale and service of alcohol in accordance with the Act, AGCO standards, Smart Serve training, and this Policy, including preventing over-service, intoxication, underage drinking, and impaired driving.

**Smart Serve Ontario Certification:** A provincially approved training program required by the AGCO for individuals who sell or serve alcohol in Ontario.

**Special Occasion Permit (SOP):** A permit issued by the AGCO that allows alcohol to be sold, served, and consumed at a specific event, subject to conditions set by the AGCO and the permit holder.

**Wet Event / Wet Facility:** An event or municipal facility where alcohol is permitted under a valid Special Occasion Permit and in accordance with this Policy.

## 2. GOAL OF THE ALCOHOL MANAGEMENT POLICY

The Municipality of Central Manitoulin is committed to the responsible management of alcohol at events held in municipally owned or operated facilities that are authorized under a **Special Occasion Permit (“SOP”)** or any other licences issued by the **Alcohol and Gaming Commission of Ontario (“AGCO”)**.

This Policy is intended to:

- Promote safe, responsible, and moderate consumption of liquor;
- Reduce alcohol-related incidents, injuries, and property damage;
- Protect the Municipality, its Council, staff, volunteers, community organizations, event organizers, and attendees from liability;
- Ensure compliance with the *Liquor Licence and Control Act, 2019*, its regulations, and AGCO policies governing the sale and service of liquor in Ontario.

### **3. LEGISLATIVE AUTHORITY AND COMPLIANCE**

This Policy is developed and administered in accordance with:

- ***Liquor Licence and Control Act, 2019 (Ontario)***
- **Ontario Regulation 746/21 – Licensing**
- **AGCO Registrar’s Standards for Special Occasion Permits**
- ***Municipal Act, 2001***
- All other applicable federal, provincial, and municipal laws

The Alcohol and Gaming Commission of Ontario (AGCO) is the regulatory authority responsible for Special Occasion Permits. The permit holder and the Municipality, as property owner, share responsibility for ensuring compliance with the law.

### **4. POLICY OBJECTIVES**

1. To ensure that all SOP events held in municipal facilities comply fully with AGCO requirements and provincial legislation.
2. To require appropriate planning, supervision, and controls to prevent intoxication, underage drinking, and impaired driving.
3. To encourage responsible, moderate alcohol consumption through education, operational standards, and safe service practices.
4. To respect the choice of individuals who do not consume alcohol by ensuring the availability of non-alcoholic alternatives.
5. To ensure alcohol is an accessory to social functions, not the primary focus.
6. To provide a balanced mix of alcohol-permitted (“wet”) and alcohol-free (“dry”) facilities and programs that serve residents of all ages.
7. To reduce municipal risk and exposure to liability through clear expectations, enforcement mechanisms, and trained personnel.

### **5. SCOPE**

This Policy applies to:

- All events held under any permit issued by the AGCO in municipally owned or operated buildings, halls, arenas, and approved outdoor spaces;
- All event organizers (permit holders), volunteers, servers, bartenders, ticket sellers, supervisors, and security personnel involved in such events.

## **6. ELIGIBLE MUNICIPAL FACILITIES**

The following facilities may be approved for events operating under a Special Occasion Permit, subject to compliance with this Policy, facility-specific conditions, and AGCO approval:

### **6.1 Mindemoya Community Centre**

- Upstairs Hall
- Downstairs Banquet Room

### **6.2 J.H. Burt Memorial Arena**

- Ice surface floor (summer use only, no ice present)
  - Upper rental room
- (Excludes dressing rooms, concession areas, and viewing areas)*

### **6.3 Lions Club Pavilion (Mindemoya)**

- Covered cement pavilion
- Designated fenced outdoor area (maximum approved size)

### **6.4 Providence Bay Centennial Hall**

- Upstairs hall
- (Stage and kitchen areas excluded unless specifically approved)*
- Designated fenced outdoor area

### **6.5 Providence Bay Arena and Grounds**

- Ice surface floor (summer use only, no ice present)
  - Upper rental room (e.g. hockey tournament/fundraising event)
  - Designated fenced outdoor grounds
- (Excludes dressing rooms, concession areas, and viewing areas)*

### **6.6 Sandfield Hall**

- Interior hall
- Designated fenced outdoor area (up to one-third of the grounds)

### **6.7 Spring Bay Hall**

- Interior hall
- Designated fenced outdoor area (maximum approved size)

## **7. FACILITIES NOT ELIGIBLE FOR SOP EVENTS**

7.1 The service or consumption of liquor is not permitted at the following municipal locations:

- Mindemoya Lake Pavilion
- Providence Bay Harbour Centre Building
- Any other municipal property not expressly designated as eligible under this Policy

**Rationale:**

Facilities located adjacent to water or associated with higher-risk activities present elevated safety and liability concerns. The Municipality has a duty to reduce foreseeable risks, including preventing intoxicated individuals from engaging in hazardous activities.

## **8. EVENTS NOT ELIGIBLE FOR LIQUOR SERVICE**

8.1 Liquor shall not be permitted at:

- Youth or minor sports events, including banquets, tournaments, and award ceremonies;
- Events that are primarily intended for children or youth.

## **9. ADMITTANCE OF PERSONS UNDER 19 YEARS OF AGE**

9.1 Persons under the legal drinking age of **19 years** shall not be admitted to adult-only SOP events.

9.2 Exceptions may be permitted for family-oriented events (e.g., weddings or anniversaries), provided:

- a) Persons under 19 are supervised at all times; and
- b) All conditions of the SOP and this Policy are strictly enforced.

## **10. SERVER TRAINING REQUIREMENTS**

10.1 All individuals involved in the sale, service, or handling of liquor—including bartenders, servers, ticket sellers, door supervisors, and floor supervisors—must hold **valid Smart Serve Ontario certification**.

10.2 Event organizers must provide proof of certification upon request.

10.3 The Municipality reserves the right to require updated or refresher training when legislation, AGCO policies, or recognized best practices change.

## 11. RESPONSIBLE SERVICE REQUIREMENTS

11.1 Event organizers must ensure that:

- a) A minimum of **30% of alcoholic beverage options** available are low-alcohol products;
- b) Non-alcoholic beverages (including water) are readily available at no cost or at a significantly reduced price;
- c) Food is available no later than **10:30 p.m.**, at a minimum consisting of substantial items such as sandwiches, cheese, or vegetables (NOTE: snack foods alone, such as chips or nuts are insufficient).

## 12. SAFE TRANSPORTATION

12.1 Event organizers are strongly encouraged to implement a safe transportation plan, which may include:

- a) Promotion of designated drivers;
- b) Complimentary non-alcoholic beverages for designated drivers;
- c) Arrangements for alternative transportation (e.g., taxis, rides from organizers, or contacting friends or family);
- d) Awareness of OPP RIDE programs and impaired driving enforcement initiatives.

## 13. SIGNAGE REQUIREMENTS

13.1 Approved signage must be prominently displayed, including:

- a) Notice that service will be refused to intoxicated persons;
- b) Impaired driving prevention and RIDE messaging;
- c) Identification of the event organizer as the permit holder;
- d) List of all designated servers with smart serve number ready and available for inspection;
- e) Notice that there will be **no “last call.”**

## 14. EVENT CONTROLS AND OPERATING RULES

14.1 Event organizers must comply with the following:

- 14.1.1 Obtain and present a valid **Special Occasion Permit** issued by the AGCO at least fourteen (14) days prior to the event;
- 14.1.2 Verify age using acceptable government-issued photo identification;
- 14.1.3 Serve liquor only in plastic or paper cups or in cans;

- 14.1.4 Prohibit promotions or practices that encourage excessive consumption, such as oversized drinks, double shots, drinking contests, ticket draws for alcohol, etc;
- 14.1.5 Limit alcohol ticket sales to a maximum of four (4) per person at one time;
- 14.1.6 Permit refunds for unused tickets;
- 14.1.7 Prohibit “last call” announcements;
- 14.1.8 Cease liquor service no later than **12:00 a.m. (or 1:00 a.m. on New Year's Eve, if permitted)**;
- 14.1.9 Vacate the facility by **1:00 a.m. (1:45 a.m. on New Year's Eve)**;
- 14.1.10 Remove all liquor from the premises **by noon** on the day following the event;
- 14.1.11 Maintain a minimum of **\$5,000,000 commercial general liability insurance** naming the Municipality as an additional insured;
- 14.1.12 Event workers will refrain from consuming alcohol during their shift at the event and not until their responsibilities have ended.
- 14.1.13 Cooperate fully with municipal staff, by-law enforcement officers, and police.
- 14.1.14 All rentals must comply with the Facility User Fee Bylaw.

## **15. ENFORCEMENT AND COMPLIANCE**

15.1 Failure to comply with this Policy, the SOP, or applicable legislation may result in:

- a) Immediate suspension or termination of the event;
- b) Loss of future rental or booking privileges;
- c) Financial responsibility for damages, enforcement actions, or costs incurred by the Municipality.

15.2 Regardless of the reason for termination of the Event the Municipality will not be responsible for any compensation to the Event Coordinator or affected persons of their resulting financial or other losses.

15.3 The Event Organizer has the duty to report to the Municipality incidents that violate the ACT or the MAP (Municipal Alcohol Policy), including any related reports by an AGCO inspector, and that involve bodily injury or property damage.

15.4 Police shall be informed by the Event Organizer and/or designate as appropriate. Report shall be made immediately to the Municipality should repairs or other action be required to make municipal property secure or safe for use.

15.5 Where there has been a failure to comply with the Act, the Ontario Provincial Police or an AGCO inspector may intervene for enforcement purposes and may, at their discretion or other authority, terminate the Event.

## **16. REVIEW**

This Policy shall be subject to periodic review by Council to ensure its ongoing compliance with the *Liquor Licence and Control Act, 2019*, and any subsequent amendments or relevant legislation, AGCO requirements, and evolving community standards.