

1. Purpose

The purpose of the Municipal Property Alcohol Guidelines (the Guidelines) is to support responsible alcohol service on municipal property where alcohol consumption is permitted.

Principles

- The City supports healthy activities and events that contribute to community vitality and strengthening social connections
- The City may provide opportunities for the community to organize and attend events on City property where alcohol may be consumed in accordance with applicable Provincial regulations

Goal

Events with alcohol service on City property are safe, healthy and respectful of neighbours, while contributing to community vitality and strengthening social connections.

2. Definitions

“alcohol”	Liquor as defined in the Liquor Control and Licensing Act
“applicant”	The individual or organization applying to serve alcohol at an event on City property
“block party”	A City permitted event on a City block organized by residents where the street is closed during the event
“City”	The Corporation of the City of Victoria
“City property”	Any park, facility or public space owned or directly administered by the City excluding: <ol style="list-style-type: none"> Victoria Conference Centre; Crystal Garden; and Any property owned by the City, which is leased, or otherwise exclusively occupied with the City’s permission, by another person
“event”	Any public or private gathering on City property authorized through a permit
“event supervisor”	The applicant, or an individual designated by the applicant to fulfill any of the terms of the permit
“event staff”	Any person who is supporting the event and has been assigned a role at the event by the applicant
“intoxicated”	Diminished mental or physical control as a result of consuming alcohol or other psychoactive substances
“LCRB”	Liquor and Cannabis Regulation Branch of the provincial government
“LCRB Special Event Permit”	LCRB temporary liquor licence required for alcohol service at an event

“liquor inspectors”	LCRB employees authorized to attend special events where liquor is being served under an LCRB Special Event Permit to ensure compliance with the Liquor Control and Licensing Act
“moderate alcohol consumption”	Alcohol consumption levels consistent with the national Low Risk Drinking Guidelines for reducing risk of injury and harm
“patron”	Any person attending an event
“permit”	A Parks Use Permit, Special Event Permit or any other formal permission from the City to use City property for an event
“Security Worker Licence”	A licence issued in accordance with the Security Services Act
“Special Event Committee”	A City interdepartmental event review committee and may include Victoria Police Technical and other external agencies (e.g., Island Health or CRD)

3. Application

- a) These guidelines apply to any event on City property.
- b) These guidelines are intended to provide aid and guidance to applicants regarding City’s expectation of events that include service or consumption of alcohol on City property. They are not intended to restrict the discretion of City Council or delegated staff in issuing any permit or approval of any Event, each of which will be evaluated and decided on a case-by-case basis.
- c) These guidelines do not replace, or in any way limit the applicability of any enactments that regulate the serving or consumption of alcohol, all of which must be complied with at all times and, where such enactments require municipal approval or comment, these guidelines do not in any way limit or fetter the City’s ability to provide or deny such approval or provide comment as if these guidelines did not exist.

4. General Terms

- a) Service of alcohol at events is intended as a periodic occurrence and the City may set a maximum number of permits for each applicant each year.
- b) Where the City produces events and alcohol service is provided by a partnering organization, these guidelines will apply to the partnering organization.
- c) These guidelines are intended to inform and align other permit requirements and policies (e.g. City Special Event Application Guidelines).
- d) Liquor inspectors will have unimpeded access to all events held on municipal property.
- e) Open (whole site) licensing for a delineated event area, rather than a dedicated site within the event area for alcohol consumption, is acceptable provided that LCRB requirements are met.

5. Permits

- a) No event may be held on City property without a valid permit.
- b) Alcohol must not be served or consumed on City property unless approved by the City and LCRB.
- c) An application for a permit for a proposed event at which alcohol is served or consumed may be referred to the Special Event Technical Committee for review before it is submitted for formal approval.
- d) Review includes consideration whether the proposed event complies with all applicable bylaws and policies, including but not limited to:
 - i) Noise Bylaw;
 - ii) Clean Air Bylaw (CRD);
 - iii) Access to Public Facilities Policy; and
 - iv) Mobile and Temporary Food Service Guidelines (Island Health).

6. Application Requirements

- a) An application for an event that includes service or consumption of alcohol must include plans, as described in more detail in these guidelines, for the following:
 - i) Safety and Security;
 - ii) Alcohol Service;
 - iii) Health and Harm Reduction;
 - iv) Neighbourhood Impacts; and
 - v) Transportation.
- b) The applicant or event supervisor must ensure that no changes to these plans are made without the City's consent and the event is conducted and operated in accordance with those plans.
- c) An applicant for an event that may include service or consumption of alcohol must provide proof of liability insurance.
- d) An applicant for an event that includes service or consumption of alcohol must pay applicable fees prescribed under:
 - i) The Liquor Licencing Fee Bylaw No. 01-36 for processing an LCRB Special Event Permit application;
 - ii) Recreation Fees Bylaw No. 06-056 for operational support and damage deposits; and
 - iii) Any other applicable City bylaw.

7. Safety and Security Plan

- a) The applicant must demonstrate that risk for personal safety, sexualized violence and general disorder at the proposed event have been considered and adequate plans have been made to minimize those risks to the patrons, event staff and the general public.
- b) A security plan should be based on a risk assessment with consideration to:
 - i) Number of attendees;
 - ii) Nature of the event;
 - iii) Time of day and week of the event;
 - iv) Site and surrounding land use (e.g. location of residents and other non-participants); and
 - v) Types of activities proposed.
- c) A security plan should include:
 - i) Perimeter fencing and entry gate type and location;
 - ii) Number of security staff based on a patron to security staff ratio appropriate for risk;
 - iii) Consideration for creating a safe environment (e.g. good lighting, visibility);
 - iv) Communication protocol with the Victoria Police Department;
 - v) Medical emergency (e.g. overdose) protocol and emergency vehicle access to the site; and
 - vi) Event staff role in monitoring and responding to issues arising in and adjacent to the event site.
- d) Where event staff are to provide security in liquor service areas, the plan should specify measures to ensure that event staff:
 - i) Are highly visible, recognizable and differentiated from other event staff (e.g. common shirts); and
 - ii) Have and are in possession of a valid Security Worker Licence.
- e) Security plans should include provisions to ensure that during the event, event staff:
 - i) Monitor all areas within the site and any adjacent areas to the site (e.g. parking lots, lineups);
 - ii) Monitor and control entry to the site;
 - iii) Check patrons for weapons, unpermitted alcohol and other items that may affect safety of other persons;
 - iv) Remove intoxicated or disorderly individuals and call police if individuals are non-compliant; and

- v) Log incidents and responses to individuals who appear intoxicated or disorderly.
- f) The applicant should submit copies of any LCRB-required safety plans to the City.

8. Neighbourhood Impacts

- a) The applicant must demonstrate that potential impacts of the event on neighbours have been considered and plans developed to reasonably minimize those impacts.
- b) A plan for mitigating impacts of an event on neighbours should:
 - i) Describe measures for addressing any potential negative impacts on neighbours (e.g. noise, parking, litter);
 - ii) Include notification of the neighbours who may be affected about the proposed event, including providing contact information for the designated event Supervisor;
 - iii) Describe measures to monitor the contact link provided and take reasonable measures to address concerns of neighbours before and during the event; and
 - iv) Include a process for documenting concerns from the neighbours and the actions taken in response to these concerns.

9. Alcohol Service

- a) The applicant must plan for responsible service of alcohol.
- b) The plan for alcohol service must comply with all applicable LCRB rules and requirements and should:
 - i) Provide for selling of alcohol through the purchase of tickets at a location separate from the alcohol service counter;
 - ii) Demonstrate that all event staff serving alcohol have valid applicable certification (i.e. Serve it Right or Special Event Server);
 - iii) Include adequate measures for ensuring that all patrons consuming alcohol have proper identification and identify them as having been checked (e.g. tamper-proof bracelet);
 - iv) Describe the steps to monitor areas adjacent to the event for patrons who are consuming alcohol before, during and after the event;
 - v) Include provision for ending alcohol service at least 30 minutes prior to the scheduled end of the event; and
 - vi) Describe the process for refunding any unused drink tickets during the event and for at least 15 minutes after bar closing, including description and location of signs advising patrons of this process.

10. Health and Harm Reduction

- a) The applicant must plan for reducing health and harm impacts related to alcohol consumption.
- b) The plan should include:
 - i) Alcohol pricing no lower than average prices in liquor-licensed venues, while adhering to LCRB pricing requirements;
 - ii) No sales of beer with alcohol content of over 6% unless serving size is reduced proportionately;
 - iii) Not include any promotions that contribute to consumption beyond moderate alcohol consumption levels (e.g. discounts on multiple tickets or pitchers, required drink purchases, tolerance for drinking games, “last calls”, etcetera).
 - iv) Measures to ensure that:
 - (1) No more than two alcohol beverages are served to a patron at one time;
 - (2) Alcohol will not be served to an intoxicated person or a person who shows signs of being under the influence of alcohol; and
 - (3) Event staff serving alcohol do not serve patrons to the extent that intoxication is probable.
 - v) Commitment not to serve caffeinated energy drinks (CED) where alcohol is served (i.e. drinks with Health Canada’s “do not mix with alcohol” warning label);
 - vi) Making non-alcoholic beverages available, at least some of which should be offered at no more than half the cost of alcoholic beverages;
 - vii) Making water available for patrons at no charge;
 - viii) Provision of Food other than packaged snacks (e.g. potato chips) for purchase;
 - ix) Posting of signs that promote safety, health and the respectful behaviour of patrons and those who may be affected before, during and following the event. For example:

“Please enjoy this event and help us ensure that alcohol is consumed in moderation, personal safety is assured and our neighbours are respected”
 - x) Measures to ensure that washrooms are:
 - (1) Of adequate capacity and quantity;
 - (2) Appropriate for all genders and abilities who may attend the event; and
 - (3) Kept clean and operational at all times.

11. Transportation

- a) Applicants must plan for the event staff and patrons' arrival to and departure from the event.
- b) A plan should consider and provide for:
 - i) Safety of pedestrians, motorists, cyclists and others in and around the event;
 - ii) Assisting patrons to get safely to transportation and transferring the *duty of care* to the next party (e.g. taxi driver);
 - iii) Support for designated drivers (e.g. free non-alcoholic drinks);
 - iv) Providing voluntary breath alcohol testing stations, and
 - v) Promoting transportation alternatives to driving motorized vehicles.

12. Compliance and Reporting

- a) The applicant should report incidents relating to safety, health, behaviour and neighbourhood disturbance to the City.
- b) When incidents relating to safety, health, behaviour and neighbourhood disturbance occur:
 - i) The applicant should take immediate corrective actions, or if issues are identified following the event, propose corrective measures for future applications for the same event; and
 - ii) If corrective measures in response to incidents are inadequate, the event may be terminated, and/or future events may not be permitted.
- c) City staff may request the applicant commission a monitor acceptable to the City, and/or pay for Police to attend the event to observe and record any issues relating to safety, health, neighbourhood impacts, and compliance with the specific terms of the City permit.
- d) City staff may monitor events for compliance with a permit and these guidelines.

13. Review of Guidelines

These guidelines will be:

- a) Amended as conditions warrant or when changes are made to provincial regulations; and
- b) Reviewed every five years by an inter-departmental committee with input from other agencies and event organizers.