



## Municipal Alcohol Service

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Social Development

Health and Wellness

Approved by Council: March 21, 2016

### Procedure:

#### **STATEMENT OF INTENT**

The purpose of the procedure is to provide for the management of Alcohol consumption on City Property while considering the culture and needs of the community, the health and safety of individuals, the protection of property, the diverse views of the community and the need to balance the non-use and use of Alcohol at Public and Private Events.

#### **OBJECTIVES**

1. To prescribe procedures relating to education, which promote an understanding of all provincial legislation and regulations and municipal policies pertaining to Alcohol consumption.
2. To provide procedures and programs relating to Alcohol consumption which promote the safety of individuals and the protection of property.
3. To allow the consumption of Alcohol as only a part of an Event rather than the Principal Activity of the Event.
4. To prescribe procedures that reinforce low risk drinking practices.
5. To promote the incorporation of safe transportation provisions into Events where Alcohol consumption is permitted.
6. To encourage City Council and Administration to provide leadership in the non-use and use of Alcohol.

### **1. DEFINITIONS AND INTERPRETATION**

In the procedure:

**“Act”** means the Liquor Control and Licensing Act – [RSBC 1996] Chapter 267;

**“Adjacent Areas”** includes

- Any two areas that are visible to each other
- Any areas that must share a common entrance or exit;

**“Alcohol”** means Liquor as defined in the Act;

**“Alcohol Free Zone”** means any designated area where alcohol is not permitted to be sold or consumed as part of a permanent or special occasion license;

**“City”** means the City of Prince George and its administration;

**“City Property”** or **“Property”** means premises that are owned or controlled by the City;

**“Consumer”** means a consumer of Alcohol;

**“Council”** means the City Council of Prince George;

**“Designate”** means any individual who is so named, in the prescribed form, by the Licence Holder;

**“End of the Event”** includes

- The ending time stated in the Facility Rental Agreement;
- No later than two hours past the end of the last scheduled Principal Activity of the Event.
- A time prescribed by Event type by the City;

**“Event”** means any specially scheduled assembly of individuals for a common purpose and is not intended to include regular ongoing activities; and/or as defined by Legislation or Regulations;

**“Event Profile Assessment”** means an assessment form and process approved by the City to assess the risk and subsequent requirements for the management of alcohol service;

**“Event Worker”** includes

- All employees, volunteers or other individuals engaged in serving Alcohol, monitoring Alcohol consumption, or providing security;
- The Licence Holder and any Designates;
- Any person wearing a uniform used to identify Event Workers, whether they are actually working or not;

**“Events Aimed At Youth”** includes

- Events where the majority of participants or spectators are Youth;
- Events whose promotions are exclusively directed at Youth;

**“Food”** means a minimum of items such as sandwiches, cheeses, vegetables and dip, and other alternatives. Chips, peanuts and other snacks do not qualify as food;

**“Licence Holder”** includes

- The individual or entity to whom the Special Occasion or Permanent Liquor Licence is issued;
- Any individual who is named, in the prescribed form, by the Licence Holder to be a Designate;

**“Permanent Licence”** means a Permanent Liquor Licence as defined in the Regulations;

**“Principal Activity”** means an activity without which the Event could not proceed;

**“Private Event”** means an Event that is attended by personal invitation only;

**“Public Event”** means an Event that is not a Private Event;

**“Regulations”** means the Liquor Control and Licensing Act Regulations;

**“Server”** means the Event Worker (paid or volunteer) who delivers an Alcoholic beverage to a Consumer;

**“Special Occasion Licence”** means a public or private Special Occasion Licence as defined in the Regulations;

**“Spectator Seating Area”** includes

- tiered seating from which viewing a Public Spectator Event is intended, and;
- dry floor areas adjacent to tiered seating being used for viewing a Public Event;

**“Youth”** means a person under the age of majority established by the Age of Majority Act - [RSBC 1996] Chapter 7;

**“Youth Special Event”** means a Youth Event which occurs from time to time and draws participants from more than two teams or from an entire league or district; or a cultural competition or performance.

## **2. GENERAL**

- 2.1 Alcohol consumption on City Property is only permitted under a Permanent Licence when it is:
  - 2.1.1 in a Property listed in Schedule “A” and “B”, and;
  - 2.1.2 in a designated area listed in Schedule “A” and “B”, and;
  - 2.1.3 in compliance with the entire Procedure.
- 2.2 Alcohol consumption on City Property listed in Schedules “C”, “D” “E” is only permitted under a Special Occasion Licence when it is:
  - 2.2.1 In a designated area listed in Schedules “C”, “D” or “E”, and;
  - 2.2.2 In compliance with the entire Procedure.
- 2.3 Alcohol consumption on City Property listed in Schedule “F” is only permitted when it is:
  - 2.3.1 Under a Licence listed for the Property in Schedule “F” and
  - 2.3.2 In compliance with the entire Procedure.
- 2.4 Alcohol consumption is not permitted in City parks except as listed in Schedule D and E or in City police stations, fire halls, City Hall, 18<sup>th</sup> Ave. Yard building and 4<sup>th</sup> Ave. Yard building.
- 2.5 Public consumption of Alcohol on City Property listed in Schedules “B”, “C”, “D” or “E” is not permitted at Public Events Aimed At Youth or when Youth Special Events are scheduled in Adjacent Areas, unless approved by the General Manager, Community Services or designate.
- 2.6 Alcohol consumption is not permitted at Public Events in Spectator Seating Areas of City Property listed in Schedules B (except Prince George Playhouse), C (except Coliseum), D, and E, unless approved by the General Manager, Community Services.
- 2.7 Alcohol consumption is permitted at Public Events in Spectator Seating Areas of City Property as listed in Schedule A and C (Coliseum), provided that adequate alcohol free zones are designated at all times when alcohol service is offered.
- 2.8 Events that have Alcohol consumption as its Principal Activity will not be permitted on City Property.
- 2.9 Completion of an Event Profile Assessment for facilities and parks noted in Schedules A, B, C and D will be required.

## **3. INSURANCE**

- 3.1 All Licence Holders for Events taking place on City Property will be required to produce evidence of adequate third party liability insurance at a level determined by the City. Insurance must be produced at least two (2) weeks prior to the Event.

## **4. TRAINING**

- 4.1 In order to receive City approval to hold a Special Occasion Licence on City Property, the Licence Holder must confirm that all Servers have successfully completed the prescribed training course under the Act and Regulations.
- 4.2 In order to receive City approval to hold a Special Occasion Licence on City Property, the Licence Holder must demonstrate that they and their Designate(s) have successfully completed the prescribed training course for “licensee(s) “under the Act and Regulations.
- 4.3 Permanent Licence Holders must arrange for all Event Workers, volunteers and staff involved in the sale and management of Alcohol to complete a prescribed training course.

## **5. EVENT WORKERS**

- 5.1 The Licence Holder is responsible for ensuring that, in accordance with the Event Profile Assessment, a prescribed number of Event Workers are present and are aware of their responsibilities and that those responsibilities are carried out.
- 5.2 All Event Workers must be highly visible with appropriate clothing or identification.
- 5.3 Alcohol consumption during events is not permitted by any Licence Holders, Event Workers, volunteers and staff involved in the sale and management of Alcohol.

## **6. SECURITY**

- 6.1 It is the responsibility of the Licence Holder to provide an environment that keeps Event Workers and attendees safe from physical harm during the Event. Security plans must be approved by the City, and may require hiring police officers, and/or certified security personnel,

## **7. BAR REQUIREMENTS AND OPERATION**

- 7.1 It is the responsibility of the Licence Holder to prevent the intoxication of Event attendees.  
7.2 Licence Holders must ensure that Alcohol is not served to Youth at the Event.

## **8. FOOD AND BEVERAGES**

- 8.1 Licence Holders must ensure the provision of and encourage the consumption of appropriate Food by Consumers.  
8.2 Low Alcohol beverages must be available in reasonable quantities.  
8.3 Non Alcoholic beverages must be readily available at no cost or at a cost significantly lower than that of drinks containing alcohol.  
8.4 Alcoholic beverages will be served in plastic or paper containers, unless the nature of the event warrants the use of glassware or other containers in a safe manner

## **9. SAFE TRANSPORTATION**

- 9.1 If Alcohol will be consumed at an Event, it is the responsibility of the Licence Holder to incorporate safe transportation plan(s) into the Event and communicate these plans to the attendees prior to and during the Event. Transportation plans(s) could include a designated driver program, alternative transportation options, and sober driver spot-checks.

## **10. SIGNS**

- 10.1 Signage outlining the rules pertaining to Alcohol consumption at the Event must be posted near the bar. If there is no bar, signs must be posted where it is reasonably visible to Consumers and potential Consumers.  
10.2 Signage will include the following:
- Statement of intoxication (e.g. "Servers may not serve anyone who is intoxicated or who shows signs of intoxication", "Non-alcoholic beverages and food items are available");
  - Designated driver and alternative transportation details;
  - Alcohol Free Zones;
  - Proof of age and entry ID requirements
  - Sponsor of event, contact information for the City,
  - Alcohol ticket sales limits (e.g. two (2) per person at one time)

## **11. ACCOUNTABILITY**

- 11.1 If the Procedure, the Act or the Regulations are violated, the General Manager, Community Services or other designate of Council has the authority to close down the Event immediately and/or withhold permission to consume liquor in the future on City Property to the Licence Holder or user group.  
11.2 A security deposit payable to the City may be required for Events with Special Occasion Licences on City Property. The amount of the security deposit required will be set in the Consolidated Fees and Charges Bylaw No. 7557, 2004.  
11.3 The General Manager, Community Services is authorized from time to time to exempt this policy to permit an area not included in Schedules C, D, E, and F to be used for the purpose of sale and consumption of alcohol, under a SOL. Council to be advised as they occur.

## **12. ADVERTISING**

- 12.1 In Events on City Property sponsored by Alcohol producers, cautions about irresponsible consumption of Alcohol must be communicated to all attendees.
- 12.2 Alcohol advertising at events aimed at adults, which retain a ticket pricing strategy that includes different admission prices for different age groups in parks is permitted.
- 12.3 Event names that convey the message that drinking Alcohol is the Principal Activity must not be used.

**SCHEDULE “A”**  
**PERMANENT LICENCES IN CN CENTRE AND KIN 1 ARENA**

Designated areas in City buildings where Alcohol may be consumed under a Permanent Licence

CN CENTRE Liquor primary Licence	General spectator seating areas Canfor multipurpose room Dry floor area Lower concourse adjacent to concession Lower level multipurpose room Private suites Serving Media box Main concourse atrium
Kin 1 Arena Liquor primary Licence	General spectator seating areas Dry floor area Upper concourse Upper meeting room Upper concession and adjacent lounge areas

**SCHEDULE “B”**  
**PERMANENT LICENCES IN CITY BUILDINGS**

PRINCE GEORGE PLAYHOUSE THEATRE Liquor Primary Licence	Main lobby Meeting room Theatre-seating area
PINE VALLEY GOLF COURSE Liquor Primary Licence	Portion of dining area Outdoor patio area Outdoor lands within boundaries of the course
PRINCE GEORGE CIVIC CENTRE Food Primary Licence	Auditoria 101-103 Meeting rooms 201-208 Plaza Rotunda Pre-function areas, upper and lower

**SCHEDULE “C”**  
**SPECIAL OCCASION LICENCES IN CITY BUILDINGS**

Designated areas in City Buildings where Alcohol may be consumed under a Special Occasion Licence.

COLISEUM	Dry floor area Multipurpose Room General Spectator Seating Areas
ELKSENTR	Dry floor area
EXHIBITION SPORTS CENTRE	Main floor area Meeting room
KIN 2 AND KIN 3	Dry floor areas
LIVESTOCK ARENA (AGRIPLEX)	Meeting Rooms Indoor Riding Area
PGX BARN	Dry Floor Area

**SCHEDULE “D”**  
**LICENCES IN CITY & DISTRICT ATHLETIC PARKS**

Designated areas in parks where Alcohol may be consumed under a Special Occasion Licence.

CARRIE JANE GRAY PARK	Spruce City stadium Citizen Field baseball stadium
FREEMAN PARK	Chuck Cawdell park
NECHAKO PARK SOFTBALL COMPLEX	To be determined based on event logistics
WATROUS PARK	Lawn bowling facility

**SCHEDULE “E”**  
**LICENCES IN OTHER AREAS**

Designated areas in Other Areas where Alcohol may be consumed under a Special Occasion Licence.

EXHIBITION PARK	Rodeo grounds Senior soccer fields
MASICH PLACE	To be determined based on event logistics

**SCHEDULE “F”**  
**RECREATION BUILDINGS ON CITY LAND OPERATED BY OTHER ORGANIZATIONS**

PRINCE GEORGE LIBRARY – Bob Harkins Branch	Special Occasion Licence
TWO RIVERS GALLERY	Special Occasion Licence
STUDIO 2880 COMPLEX	Special Occasion Licence
PG HORSEHOE CLUB CLUBHOUSE	Special Occasion Licence
NORTH CARIBOO SENIOR SOCCER LEAGUE CLUBHOUSE	Permanent licence – Liquor primary
THE EXPLORATION PLACE	Special Occasion Licence