

<b>TOWN OF SLAVE LAKE</b> <b>COMMUNITY SERVICES POLICY</b>			
Department:	Community Services	Policy No:	D.d004
Policy Title:	Alcohol Management Policy	Revision Date:	June 4, 2025

## **1. PURPOSE**

- 1.1. The purpose of this Alcohol Management Policy is to establish clear guidelines for the responsible service, consumption, and management of alcohol at Town of Slave Lake facilities, approved events, and public spaces. This policy is designed to ensure public safety, minimize risk, and comply with applicable laws and regulations concerning the service of alcohol. The Town recognizes the value of hosting events that include alcohol service, while balancing this with the responsibility to promote safe and healthy community environments.
- 1.2. The procedure will form the basis for practices that will guide administration in management of this policy. The policy and procedures will apply to all users of Town facilities for patrons, employees, tenants, contractors and user groups.
- 1.3. The related procedure is provided to ensure the responsible sale and consumption of alcohol at approved private functions. The procedure will form the basis for practices that will guide the staff in its provision of effective alcohol management.

## **2. POLICY STATEMENT**

- 2.1. The Town of Slave Lake is committed to promoting safe and responsible alcohol consumption at events held within its jurisdiction. This policy provides a framework for the planning and execution of events where alcohol may be served, ensuring compliance with the Alberta Gaming, Liquor & Cannabis Act and other relevant local, provincial, and federal regulations. All events involving alcohol must be authorized by the Town and meet the requirements set out in this policy.
- 2.2. This policy establishes the responsibility and procedures for user groups to apply for a liquor licence for functions at Town facilities and adjacent grounds or Town public spaces.
- 2.3. Alcoholic beverages are prohibited in Town facilities unless specific approval has been given, as per this policy & procedure, and a Special Event Liquor Licence has been obtained from Alberta Gaming Liquor and Cannabis (AGLC).

### 3. **DEFINITIONS**

- 3.1. **Alcohol:** Any beverage containing alcohol as defined in the Alberta Gaming, Liquor & Cannabis Act, including beer, wine, spirits, or any other drink containing ethanol.
- 3.2. **Director** means the Director of Community Services for the Town of Slave Lake.
- 3.3. **Event** means any gathering held at municipal premises where alcohol will be served and/or sold. The duration of the event includes setup, operation and cleanup.
- 3.4. **Event Organizer** is a person, 18 years of age or over, seeking to hold an event involving the sale and/ or service of alcohol on municipal premises. For events under a Special Event Permit, the permit holder is the event organizer.
- 3.5. **Intoxication** means a state of being under the influence of alcohol to the extent that a person's physical or mental functioning is substantially impaired.
- 3.6. **Liquor Licence** A permit issued by the Alberta Liquor and Gaming Commission (AGLC) or other relevant authority to allow the sale or service of alcohol at an event.
- 3.7. **Permit Holder** Signs the alcohol permit, is the general manager of the event and assumes responsibility and liability for the operation of the event.
- 3.8. **Town facilities** Any public building, park, or space owned or managed by the Town of Slave Lake including, but not limited to:
  - a) Government Centre (including the Town Office, but does not include spaces occupied by the Government of Alberta and the Library),
  - b) Multi-Recreation Centre, the
  - c) Northern Lights Aquatics Centre, and
  - d) All Parks and Town owned outdoor spaces.

#### **4. RESPONSIBILITIES**

- 4.1. **Application and Approval** - At least 30 days prior to the event, the event organizer must apply submit a completed Special Event Application to the Town of Slave Lake, including event details and where alcohol will be served. This application will include the required details, including the type of event, expected attendance, security arrangements, and proposed alcohol service arrangements. This is encouraged to provide reasonable processing time for booking and event staff to process the application and receive required documents, though applications received within thirty (30) days of the event as reasonable time allows.
- 4.2. **Compliance with Legislation:** Ensure the event complies with all applicable local, provincial, and federal laws, including the Alberta Gaming, Liquor & Cannabis Act and any Town bylaws regarding alcohol consumption and service.
- 4.3. **The event organizer, licensee will:**
  - 4.3.1. Obtaining a Liquor License - Ensure that a valid liquor license has been obtained from the Alberta Liquor and Gaming Commission (AGLC).
  - 4.3.2. Designated Liquor Service Area - Clearly demarcate the area where alcohol will be served, ensuring that the service area is adequately supervised and controlled to prevent alcohol from being consumed outside the designated space.
    - 4.3.2.1. Post liquor licence in a prominent location at the event;
    - 4.3.2.2. Admit AGLC inspectors, RCMP, Peace Officers, Town staff, and Fire Dept. into premises covered by the Special Event Liquor Licence;
  - 4.3.3. Overseeing Alcohol Service - Ensure that alcohol is served responsibly, and that no alcohol is served to minors or intoxicated individuals.
    - 4.3.3.1. Take responsibility for the conduct of guests;
    - 4.3.3.2. Ensure that guests are not over served;
    - 4.3.3.3. Ensure all servers and bartenders have completed Pro Serve Liquor Staff Training.
    - 4.3.3.4. Ensure minors are not served liquor or permitted to consume or handle liquor.
    - 4.3.3.5. All patrons who appear under the age of 25, shall be required to show identification. Only Provincial or Federal issued picture identification will be considered acceptable proof of

age. Minors can be permitted to attend the event or be employed as food service staff and must be supervised.

- 4.3.4. Security and Crowd Control - The event organizer must provide adequate security and crowd control measures to ensure the safety of all attendees. This may include the use of professional security personnel.
  - 4.3.4.1. Provide responsible supervision to supervise the event. Supervisors are in addition to security.
  - 4.3.4.2. Ensure necessary signage is placed in high traffic areas at the venue as per permit and AGLC requirements.
- 4.3.5. Monitor Alcohol Pricing and Consumption - Event organizers are responsible for monitoring guests for signs of overconsumption or disruptive behavior and taking action to prevent or stop such behavior.
  - 4.3.5.1. Serve spirits by individual drinks only. A person may not be given or sold a bottle of spirits.
  - 4.3.5.2. Set drink prices, provided they are posted and apply to individual drinks only. Multiple drink specials are not permitted.
  - 4.3.5.3. Homemade wine, beer or cider cannot be served or consumed and is not allowed in Town facilities.
  - 4.3.5.4. BYOB (bring your own bottle) is not permitted.
  - 4.3.5.5. Ensure necessary signage is placed in high traffic areas at the venue as per permit and AGLC requirements.
- 4.3.6. Submit Proof of Insurance - providing the Town with a Certificate of Insurance, as outlined in Section 5, before the event takes place.
- 4.3.7. Coordinate with the Town - The event organizer must work with the Town's staff to finalize logistics, including setting up the alcohol service area and ensuring compliance with any safety requirements.
- 4.3.8. Adhere to Alcohol Consumption Guidelines - Ensure that alcohol is consumed only in designated areas, and that all attendees comply with Town regulations regarding alcohol consumption.
  - 4.3.8.1. All drinks shall be mixed behind the bar
  - 4.3.8.2. All drinks shall be served in a can, or in plastic or paper cups. All bottles, and glassware shall be retained behind the bar.
  - 4.3.8.3. The bartender shall not serve any one person more than two drinks at a time.

- 4.3.8.4. Non-alcoholic drinks must be available either at no charge, or at a cost less than the lowest priced alcohol drink.
- 4.3.8.5. Marketing practices, like oversized drinks, double shots, pitchers of beer, drinking contests and volume discounts, which encourage increased consumption, are prohibited.
- 4.3.8.6. Alcoholic beverages being used as prizes, raffles or gifts, may not be consumed onsite at the event location.
- 4.3.8.7. Under no circumstances shall a person under the age of 18 years be served or be permitted to consume an alcoholic beverage.
- 4.3.9. Monitor and Respond to Issues - Event organizers are responsible for addressing any incidents or issues related to alcohol consumption, including removing intoxicated individuals if necessary.
- 4.3.10. Post-Event Reporting – Based on the size and scope of the event, a post-event report may be requested by the Town and be required to be submitted within thirty (30) days of the event.

**The Town will ensure that:**

- 4.3.11. Approval of Event - The Town will review all applications for events where alcohol is to be served and determine whether the event meets the requirements of this policy.
  - 4.3.11.1. Notification of the times and dates of function that have been approved for a Special Event Liquor Licence will be circulated to any Town facility tenants.
- 4.3.12. Facility Rental Agreement - The Town will ensure that all facility rental agreements for events with alcohol include provisions that the event organizer is responsible for adhering to this policy.
- 4.3.13. Liability and Risk Management - The Town will assess any potential liability or risks associated with the event and, if necessary, provide recommendations to the organizer to mitigate those risks to be actioned by the organizer.
- 4.3.14. Violations of AGLC rules and regulations are reported to the AGLC and/or the RCMP;
- 4.3.15. Supervision of Events - The Town may, at its discretion, require Town staff or representatives to attend the event to ensure compliance with the policy.
  - 4.3.15.1. Inappropriate behavior due to the consumption of alcohol is identified and dealt with immediately. Patrons exhibiting

rowdy, disruptive behavior will be ejected from the Town facility or turned over to the RCMP if necessary;

- 4.3.15.2. Consumption is restricted to approved areas of the Town facility only. Individuals will be approached and politely but firmly told that their behaviour is against the law. If alcohol is removed, no further action will be taken. Physical confrontation should be avoided, and no attempt should be made to remove a person physically for violation of the policy. Persons not wishing to cooperate will be reported to the RCMP;
- 4.3.15.3. All incidents or ejection from the Town facility will be documented in an incident report and submitted to the appropriate person, as per the Public Facility Code of Conduct Policy.

***The Town staff member in charge of the Town facility during an event will be responsible for, to the best of their abilities, the administration of this procedure during the event.***

## **5. POLICY PROCEDURES**

- 5.1 **INSURANCE** - The Licencee shall obtain and keep in force throughout the scheduled time with a company and in a form acceptable to the Town the following insurance coverage:
  - 5.1.2 Commercial General Liability Insurance with a minimum of five million dollars (\$5,000,000.00) limit per occurrence for Third Party Bodily Injury and Property Damage;
  - 5.1.3 The Town of Slave Lake shall be named as an additionally insured party in the policies of insurance described in clause provided by the event organizer;
  - 5.1.4 Certificates of Insurance or certified copies of the insurance policies shall be delivered to the Town at least seven (7) days prior to the commencement of the scheduled time and shall contain an undertaking by the insurer not to cancel or limit the insurance coverage without first giving adequate written notice, to the Town.
- 5.2 In order to ensure that alcohol is contained within the designated space, minors are not served, and that alcohol is not served to guests displaying inappropriate behaviour, the licensee will be required to retain, at their cost, a minimum of one (1) licenced security guard at each entrance/exit to the designated space, as determined by the Special Event Form Approval Letter.

- 5.2.1 Venue security guards will be in full uniform and licenced under the Alberta Securities Services and Investigators Act (SSIA). The Security Company selected must be approved in advance by the Director;
- 5.2.2 Alternatively, upon application of the licensee, the Director may approve other individuals who may perform security duties if a licenced security guard is not determined to be required by the Town.
- 5.3 Supervisors must be provided, at a ratio that is acceptable to the Director of Community Services, in addition to the security outlined in section 3.2 of this policy. Supervisors must be identified (club vest, badge or ribbons) and may not consume liquor before or while on duty. Supervisors may not act as waiters/waitresses while on supervisory duty.
- 5.3.1 The ratio of Supervisors to patrons in attendance will be determined by the Director of Community Services by taking under consideration the following:
- a) Attendance Size
  - b) Type and Duration of the event
  - c) Layout and Capacity of the venue
  - d) Security and Law Enforcement presence
  - e) Past History of similar events in the Town
- 5.4 The hours of operation must be posted and reflect the hours of operation agreed upon in writing. The hours of alcohol sales in a Town facility shall not go past 12:00 am with consumption to 1:00 am. From time to time an event may go later, provided this is specified in the Facility Rental Contract as approved by the Director of Community Services.
- 5.5 At no time may the posted fire capacity of the Facility be exceeded or the fire capacity as determined by the Fire Department as per the Special Event Approval Letter.
- 5.6 Authorization be given to groups to obtain a Special Event Liquor Licence to sell or consume alcohol in the stands of the Tervita Arena (Arena #1), at the Multi-Recreation Centre provided that:
- 5.6.1 The licenced space takes up no more than 30% of the seating capacity;
- 5.6.2. The area is clearly marked and with signage as a licenced area; and non-licenced spaces are provided for the remainder of the stands.

- 5.7 Food service is required at all functions. Non-alcoholic beverages must be available. Food service is subject to restrictions imposed under the Facility Rental Contract.
- 5.8 In order to prevent drinking and driving, the licensee will be responsible to provide a ride program (bus, taxi, designated driver) to provide alternate transportation for guests under the influence of alcohol or drugs.
- 5.9 The Licensee will be responsible for any damages sustained to any part of the Town facility caused by their guests.
- 5.10 Use of glass bottles should be limited to behind the bar. The only exception to this is when a bottle of wine is purchased to be placed on tables. In this case, no more than two bottles of wine shall be left on a table at any one time.
- 5.11 Application procedure:**
- 5.11.1 Apply in writing with thirty (30) business days notice for permission to purchase a Special Event Liquor Licence.
- The suitability and compatibility of user groups will be considered. Compliance with AGLC requirements will also be considered. The Director may at any time deny the sale of alcoholic beverages at events deemed inappropriate. The Director will verify any requirement outlined in this procedure;
- 5.11.2 A letter of authorization will be provided by the Director enabling the Licensee to obtain a Special Event Liquor Licence;
- 5.11.3 Book and sign a standard Facility Rental Contract for the rental of the facility;
- 5.11.4 Provide proof of Certificates of Insurance, a minimum of ten business days prior to the event;
- 5.11.5 Provide a copy of the Special Event Liquor Licence in advance of the function;
- 5.12 The Town will provide guidance Provide Support for Event Organizers on the requirements of the policy, liquor license application processes, and best practices for responsible alcohol service.

## **6. CONTRAVENTIONS OF THE POLICY**

- 6.1. Violation of this policy will result in denial of the licensee to obtain a Special Event Liquor Licence for the Town facility again. Instances of blatant infractions could result in suspension, loss of services or use of a Town facility, or partial or full forfeiture of the security deposit.

- 6.2. Licensees in violation of AGLC rules and regulations may be reported to the AGLC and/or the RCMP and may face fines or prosecution.
- 6.3. Repeated or severe violations of this policy may result in the organizer being barred from hosting future events at Town facilities for a specified period.
- 6.4. If an event organizer's failure to comply with this policy leads to damage or injury, the event organizer may be held financially liable for any costs incurred by the Town or affected parties.

## **7. APPEALS**

- 7.1. If a user group is not satisfied with the decision for granting or withholding of a licence, they can submit an appeal by email or in writing to the Director of Community Services within two weeks of notification of the decision.

The appeal in writing should be directed to:  
 Director of Community Services  
 Town of Slave Lake  
 10 Main Street SW  
 Slave Lake, AB  
 T0G 2A0

## **8. RELATED POLICIES**

- 8.1 Town of Slave Lake Special Event Policy

## **9. APPROVAL AND REVISION CONTROL**

- 9.1 This policy will be reviewed annually by The Director of Community Services, or as circumstances dictate, to ensure its effectiveness and relevance.

ISSUED BY:	APPROVED BY:	DATE:
1. Director, Community Services		
2. CAO		Aug 21/2025
3. Mayor and Council		08/27/2025