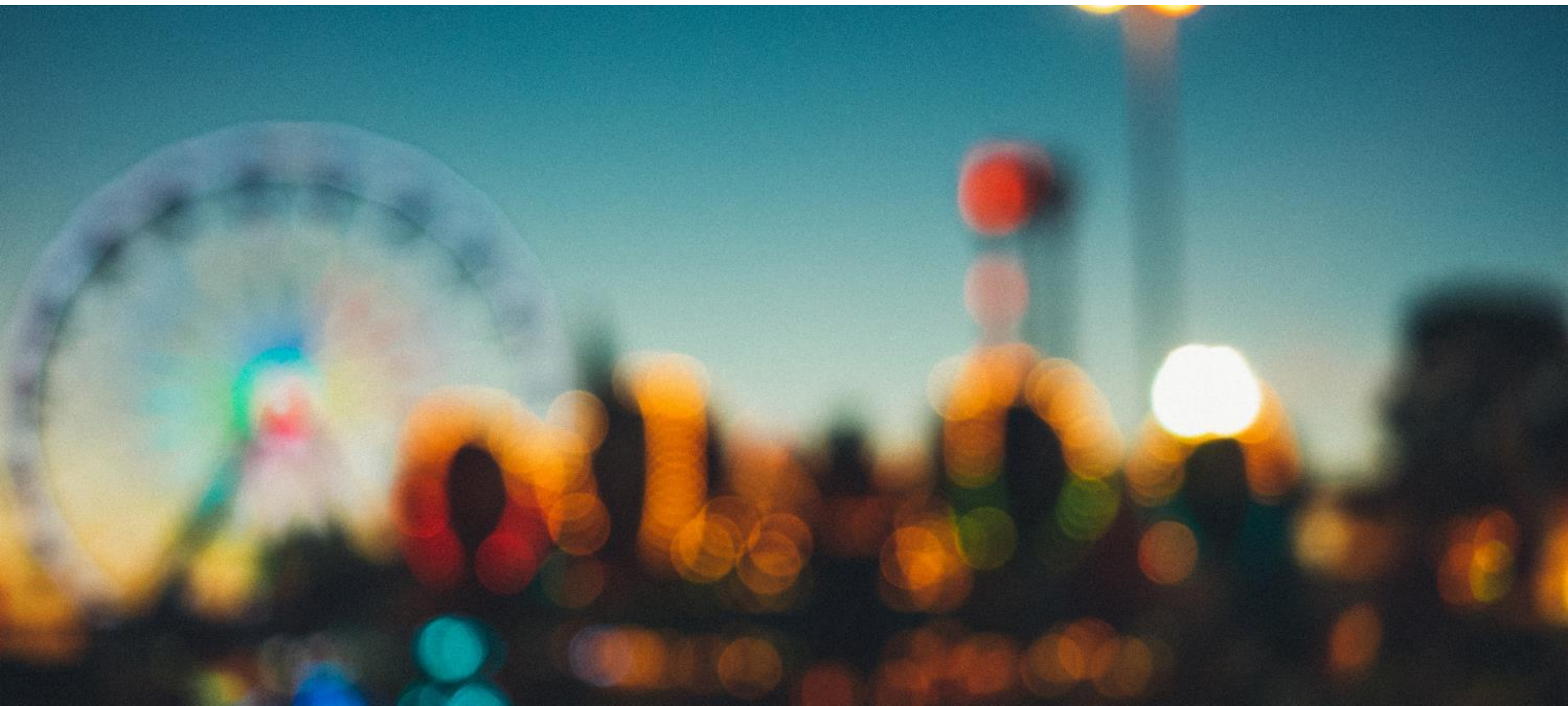


Planning your event with a Special Occasion Permit

FEBRUARY 13, 2020



Presenter

Rebecca Castillo

Senior Manager, Liquor Eligibility



Today's Agenda

- Get to know the AGCO
- Special Occasion Permits (SOP)
 - Permit Process
 - Purchasing Alcohol
 - Requirements at the Event
- Inspection and Compliance
 - Planning the event
 - Inspection and Compliance
 - Permit Holder Responsibilities
 - Important tips to remember
- Question and Answer Period



Get to Know the AGCO

ABC

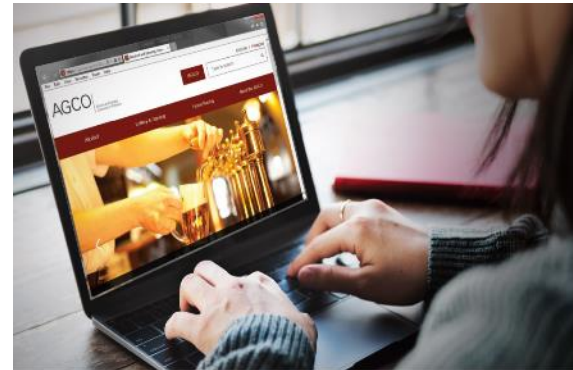


The Alcohol and Gaming Commission of Ontario

Established in 1998, the AGCO is an **Ontario provincial regulatory agency** reporting to the **Ministry of the Attorney General (MAG)**.

The agency is composed of approximately 630 staff, including approximately 150 staff from the **Ontario Provincial Police (OPP)**.

The agency is comprised of six divisions, including the Investigations and Enforcement Bureau overseen by an OPP Chief Superintendent.



Annual Report **2018/19**

Alcohol and Gaming Commission of Ontario



AGCO

Alcohol and Gaming
Commission of Ontario

AGCO Mandate

A world-class regulator that is innovative, proactive, and socially responsible.

AGCO Vision

A leader in the alcohol, gaming, horse racing and private cannabis retail sectors through effective regulation and services that are fair, responsive and in the broader public interest.



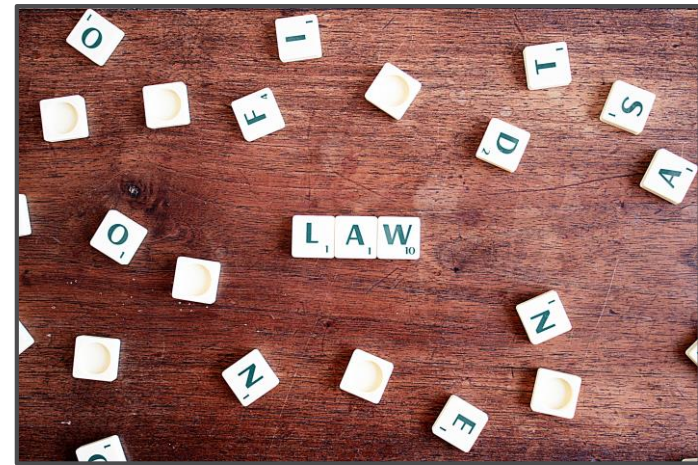
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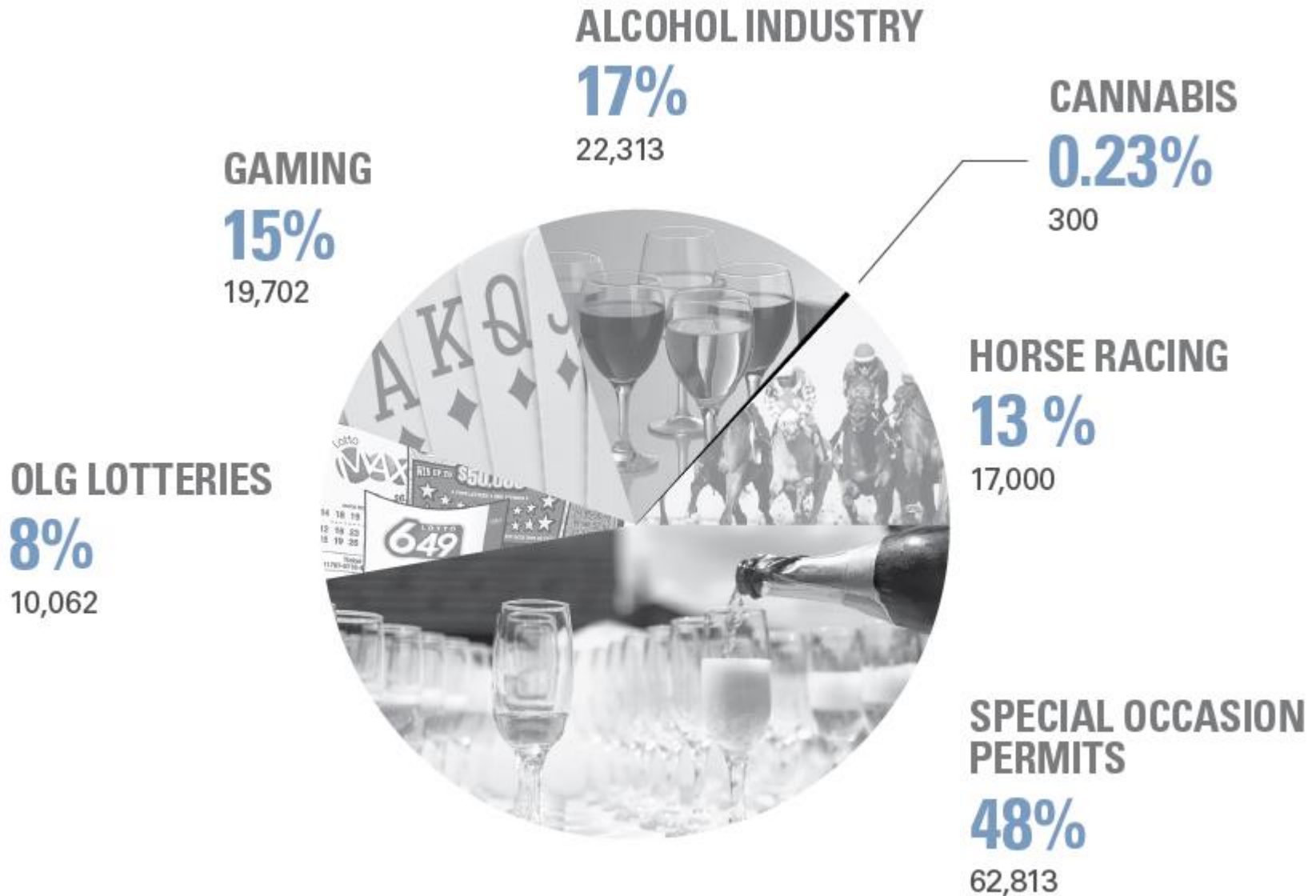
Regulatory Responsibilities

The AGCO is responsible for administering and enforcing the rules set by the Ontario government in order to regulate the following activities:

- The sale and service of beverage alcohol
- Lotteries operated by the Ontario Lottery and Gaming Corporation (OLG) on behalf of the Government of Ontario
- Gaming conducted and managed by the OLG, including casinos, slot machine facilities and internet gaming (iGaming) and charitable gaming centres (cGaming)
- Licensed Lottery schemes conducted and managed by charitable, not-for-profit and religious organizations (e.g. bingo, raffles and break open tickets)
- Horse Racing activities
- Licensing and authorizing eligible Cannabis Retail Store Operators and Managers



Annual Number of Licences Issued by the AGCO



Our Modern Regulatory Approach

Risk-Based

Focus on what matters **most**.

Outcomes-Based

Focus on the **what** rather than the **how** of compliance.

Compliance-Focused

Proactively **work with** licensees, permit holders and registrants to ensure regulatory compliance.

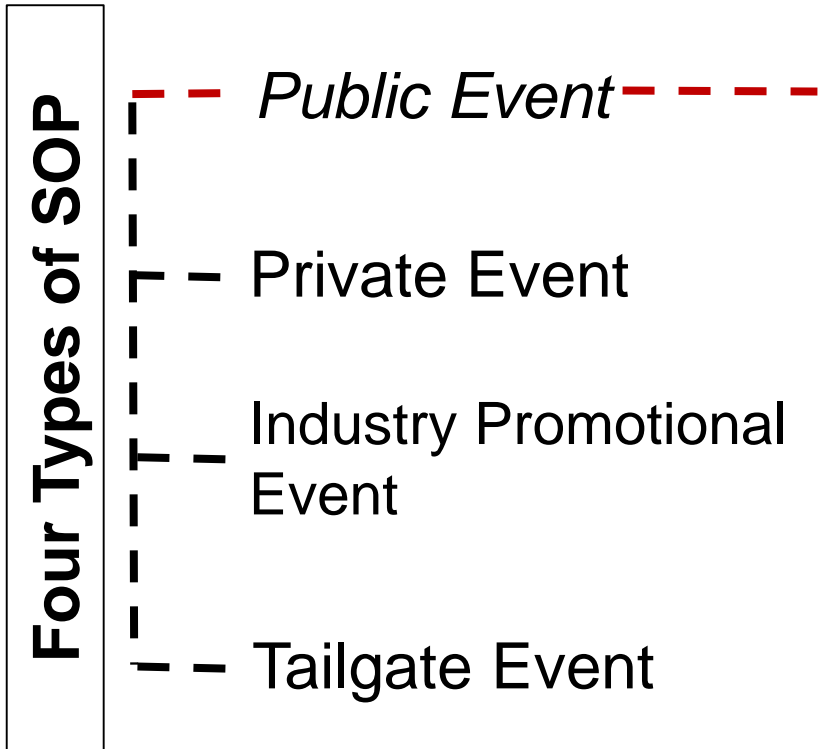


Special Occasion Permits (SOP)



Permit Types

A Special Occasion Permit is required any time alcohol is offered for sale, served or consumed other than in a licensed establishment or a private place.



Public Events – Are held to raise funds for charitable purposes and objects that benefit the public at large.

A Public Event SOP can be issued for:

- A charity registered under the *Income Tax Act (Canada)*
- A non-profit organization or association organized to promote charitable, educational, religious or community objects
- An event of provincial, national or international significance
- An event designated by a municipal council as an event of municipal significance

Sale or No Sale



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You must apply for a “Public Event” Special Occasion Permit if:



Your event is open to the public



You wish to sell or serve alcohol



Your event is not otherwise licensed to sell or serve alcohol

Permit Process

Key Information Required With Your Application

- ✓ Type of “public event”
 - ✓ Responsible person(s)
 - ✓ Hours of sale
 - ✓ Estimated attendance
 - ✓ Sketch – permit area and location of tiered seating
 - ✓ Involvement of liquor licenced establishments (i.e. outdoor public events)
 - ✓ Local authorities’ notification letters (certain event types only)
 - ✓ Storage of alcohol (series of events)
- Additional information may be requested, such as:

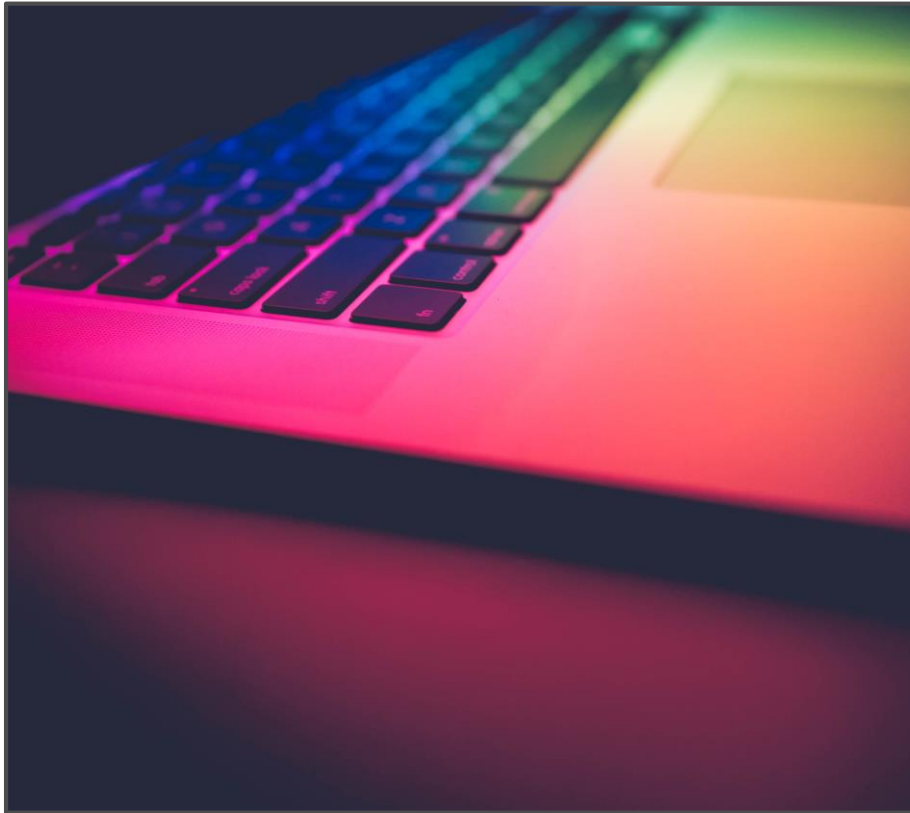
 - By-laws/Constitution (for non-profit entities)
 - Security Plan



How to Apply



Online Application Process



- All SOP applications **must be made online** through the iAGCO portal, available at www.agco.ca.
- A user account must be created in order to apply
- Online accounts allow for event organizers, businesses and individuals to apply for, and manage, their licences, registrations, authorizations, and permits online.

Creating an account on iAGCO

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Commission of Ontario

Account Login

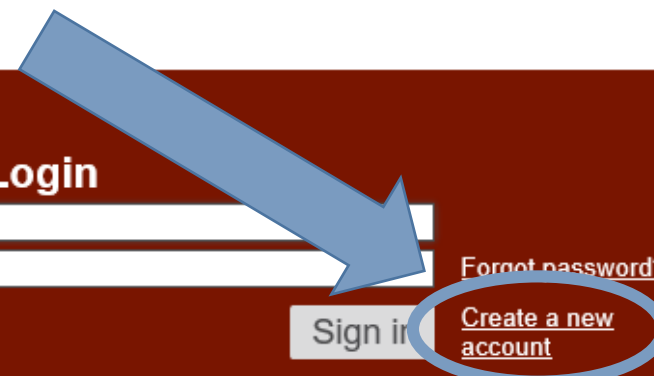
Email:

Password:

Sign in

[Forgot password?](#)

[Create a new account](#)



Welcome to iAGCO, the Alcohol and Gaming Commission of Ontario's online service delivery portal.

CREATE AN ACCOUNT

By [creating an iAGCO account](#), you will be able to apply for and manage your AGCO-issued licences, permits, authorizations and registrations, anytime from anywhere.

View [all services](#) available through iAGCO.

For more information, visit the AGCO [website](#) or the [iAGCO Information](#) page.

Register an account

Please register for an online account. All fields with asterisks must be completed in order to proceed. Once the information on this screen has been provided, the system will send a confirmation email with a link to this website where you can confirm your registration.

* Email: Password must:
 * Confirm Email: - be at least 8 characters
 * Password: - contain at least one number
 * Confirm Password: - contain at least one uppercase letter or
 special character (ex. !@#\$\$%&*)

YOUR INFORMATION

* First Name:
 * Last Name:
 * Phone Number:

ONLINE ACCESS CODE

An Online Access Code allows you to link your iAGCO account to your existing Licences, Authorizations, and/or Registrations.

* Do you have an Online Access Code? Yes No

SECURITY VERIFICATION

* Type the text below:



Notification

The information you submit is collected pursuant to the Liquor Licence Act, and/or the Liquor Control Act, and/or the Gaming Control Act, 1992, and/or the Horse Racing Licence Act, 2015, and/or the Cannabis Licence Act, 2018. The principal purpose of the collection is to determine eligibility for the issuance of a licence, registration, permit and/or authorization or for an application made under one or more of the above-noted legislation. The information may also be disclosed pursuant to the Freedom of Information and Protection of Privacy Act. For questions about the collection of this information, please contact the Deputy Registrar at: Alcohol and Gaming Commission of Ontario, 90 Sheppard Avenue East, Suite 200, Toronto, Ontario M2N 0A4 / Telephone: 416-326-8700 or 1-800-522-2876 (toll free in Ontario) / Email: customer.service@agco.ca

[Finish Registration](#)



iAGCO Portal
Registration Message

Registration

Thank you. We have received your registration and an email has been sent to the email address provided. Please use the link provided in the email to complete your registration.



Email Registration Link
to Registered Email
Account

iAGCO - Registration Activation

Thank you for registering with iAGCO. You have registered with the email address:

Please click the link to activate your iAGCO account: [Activate Account](#)



Alcohol and Gaming Commission of Ontario
90 Sheppard Ave E, Suite 200
Toronto ON M2N 0A4
Telephone: 416-326-8700
Toll free in Ontario: 1-800-522-2876
Email: customer.service@agco.ca



Main Menu

NEW APPLICATIONS

- > [Apply for a Special Occasion Permit / Auction Authorization](#)
- > [Start a New Application](#)
- > [Submit a Complaint](#)
- > [Ask us a Question](#)

EXISTING LICENCES / PERMITS / AUTHORIZATIONS / REGISTRATIONS

- > [Start a Transfer Application](#)
- > [Request a Change](#)
- > [Add a Secondary](#)
*(such as Endorsements, Supplementary Wine
Authorization, Authorization to Sell Eligible Wine at a
Farmers' Market)*

MY APPLICATIONS

You currently have no applications.

Purchasing Alcohol

- The law requires you to purchase all alcohol for your event from an authorized government retail store which includes:
 - The Beer Store
 - LCBO/LCBO Agency Store
 - Authorized manufacturer's retail store.
- Receipts for all alcohol purchased under your permit must be available at your event for inspection upon request by an AGCO Official or Police Officer.



Inspection and Compliance



Planning the event

The AGCO is here to help you prepare for and execute a safe and successful event. It is highly recommended that the permit holder works closely with local AGCO officials and other event partners as part of the event planning process.

Groups to Co-ordinate With:

- Local AGCO Inspector
- Local Police Service
- Fire Service
- Emergency Medical Services
- Public Health
- Municipality (including By-law Enforcement)
- Landlord or Entity in control of the event site



Planning the event

Adopt Best Practices or Event Policies

Alcohol Management Plan

- Prepare a plan for your event that provides guidance to you and your staff and to mitigate potential risk areas.
- Include “Safe Transportation” options.

Event Security

- Take a risk-based approach to security – the higher the risk to public safety, the more security measures should be in place.
- Use professional and reputable security services.

Checking ID

- Ensure high-quality lighting in areas where ID will be checked.
- Ask for ID at the door and prior to service.

Alcohol Service

- Establish limits on how much can be purchased at one time.
- Make alternatives to alcohol available.

Inspection and Compliance



- The AGCO uses a risk-based approach to issuing permits, which aids in assessing risks to public safety and the public interest.
- AGCO Compliance Officials review and assess applications and regularly engage applicants to ensure that obligations and responsibilities are met.
- Based on a risk analysis of the event and the applicant, conditions may be attached to any permit.
- Where there is a breach of the Liquor Licence Act (LLA) or its regulations at an event, the Registrar may impose sanctions on the permit holder, including a monetary penalty or refusing to issue further permits.

Permit Holder Responsibilities

- ✓ The Permit Holder, Responsible Person(s) and/or Designated Person must be present at all times throughout the event.
- ✓ The permit holder is responsible for ensuring the safety and security of patrons attending the event.
- ✓ The permit and alcohol purchase receipt(s), must be available for inspection upon request by an AGCO Compliance Official or police officer.
- ✓ Police officers and AGCO Compliance Officials must be given unobstructed access to the event at all times and may revoke a permit while the event is underway if they reasonably believe that the *LLA* or regulations are being contravened.
- ✓ The permit holder must inspect identification of an apparent minor to ensure they are at least 19 prior to selling or supplying them with alcohol
- ✓ All signs of service and consumption must be cleared within forty-five (45) minutes of the end time stated on the permit
- ✓ Intoxication, disorderly conduct, unlawful gambling and encouraging immoderate consumption of alcohol is not permitted

Visit our website at
www.agco.ca
For more information



Important Tips to Remember

Security

- Sufficient security must be provided to ensure that the conditions of the permit and requirements of the Liquor Licence Act are met.

Server Training

- Permit holders and/or their staff may wish to consider taking an approved server training program such as Smart Serve to learn more about safe and responsible sale and service of alcohol

Permit Area

- Must be clearly defined and separated by a minimum 36" (0.9m) partition from areas where the permit does not apply.



Questions



Additional questions or concerns can be sent to
customerservice@agco.ca

Find the AGCO on Twitter at:
Ont_AGCO (English)
Ont_CAJO (French)



Thank
You