



To: Toronto Public Library Board – September 23, 2002

From: City Librarian

Subject: **Alcohol Policy**

Purpose:

Establishment of a Toronto Public Library Board Alcohol Policy.

Funding Implications and Impact Statement:

The requirement for third party liability arrangements associated with the serving of alcohol for special occasions minimizes potential financial risk to the Library.

Recommendation:

It is recommended that:

- (1) the Toronto Public Library Board adopt an Alcohol Policy;
- (2) the TPL Alcohol Policy come into effect on April 1, 2003 in order that third party liability arrangements may be concluded;
- (3) the existing alcohol policies remain in effect until March 30, 2003; and
- (4) the appropriate Library officials be authorized and directed to take the necessary action to give effect thereto.

Background:

City Council at its regular meeting held on April 23, 24, 25, 26, 27 and its special meeting held on April 30, May 1 and 2, 2001 adopted the harmonized Municipal Alcohol Policy. This included a recommendation that “the harmonized Municipal Alcohol Policy be forwarded to all City agencies, boards and commissions for their information, and that Council recommend to all agencies, boards and commissions that they give consideration to adopting policies respecting alcohol risk management.”

Comments:

The TPL Alcohol Policy is modeled on that of the City of Toronto.

Currently the serving of alcohol is allowed for special occasions in most Library branches. In these instances, a Special Occasion Permit from the Liquor Control Board of Ontario is required, but no other guidelines exist for the serving of alcohol in libraries.

Based on past experience, it is anticipated that there would continue to be a limited number of Special Occasion Permit events. Nevertheless, an Alcohol Policy would establish standards and guidelines for alcohol sales and consumption thereby reducing risk of alcohol-related liability and protecting the safety of the public and Library staff.

The adoption of this policy will mean that any non-Library groups serving alcohol in the Library will be required to obtain third party liability insurance. The cost of insurance would be dependent on the number of attendees, but would range from approximately \$90.00 - \$250.00.

City of Toronto Legal Department staff reviewed the draft policy and concluded: “the policy appears to address all of the potential issues that may arise out of renting space to a group that will serve alcohol.”

Contact:

Suzanna Birchwood, Director, Marketing & Communications; Tel: 416-393-7214; Fax: 416-393-7083; E-mail: sbirchwood@tpl.toronto.on.ca

City Librarian

List of Attachments:

Toronto Public Library Board Alcohol Policy