

CONTROL PLANS - INTRODUCTION

ALCOHOL SALES/MINORS PROHIBITED BUSINESS LICENCES

Q: Why is submitting the items below necessary to get an Alcohol Sales/ Minors Prohibited license?

- The package you submit (checklist below) is reviewed by members of the Public Safety Compliance Team (PSCT) to ensure the business plans promote a safe venue.
- The PSCT team is: Edmonton Police Service (EPS), Edmonton Fire Safety, the Community Standards Branch (MEOs), and the Alberta Gaming and Liquor Commission (AGLC).
- Further information about the PSCT can be found at the **Responsible Hospitality Edmonton Website**, <http://www.responsiblehospitalityedmonton.ca/rhe/>
- This plan should be tailored to your particular business and must be practiced.
- The role of the PSCT team involves visiting the site to ensure that the submitted control plans are being followed and practiced.
- The PSCT can request your business license be reviewed if the submitted plans are not followed. You can also be fined.
- City of Edmonton related Bylaws:
 - Business Licensing Bylaw 13138
 - Community Standards Bylaw 14600
 - Public Places Bylaw 14614
 - Waste Management Bylaw 13777

APPLICATION CHECKLIST:

- ☐ Corporate Registry Search (CORES) document obtained from any provincial registry office in Alberta – shows legal name, trade name, and ownership of company.
- ☐ Full name and date of birth of all primary managers, owners, partners, directors and officers of the corporation OR
- ☐ Full name and date of birth of applicant if business owner is an individual, not a corporation (Sole Proprietor).
- ☐ Recent police information check (PIC) issued by Edmonton Police Service (EPS) for all owners/partners/directors listed on CORES document.
- ☐ Recent police information check for all primary managers of the establishment not listed on CORES.
- ☐ Proposed Noise Control Plan.
- ☐ Proposed Patron Management Plan.
- ☐ Proposed Security Plan.
- ☐ Proposed Medical/Safety Plan.

MEDICAL SAFETY PLAN for

Completed by: _____
(Business name) (Business Address)

Contact Info: _____
(Name) (Phone Number)

I. EMERGENCY PROCEDURES – TRAINING AND EVACUATION

Preparing for Emergencies – Staff Training and Responsibility

1: How will management ensure the establishment is prepared for an emergency?

- _____
- _____
- _____
- _____
- _____

Emergency Evacuation Procedures – Staff Training

2: What procedures will be followed in case of a serious emergency requiring evacuation of the premises (either real emergencies or false alarms)?

- _____
- _____
- _____
- _____

Emergency Evacuation Procedures- –Staff Responsibility

3: Please provide details below:

- Who will be the designated “Fire Marshall” of your business?

- Who will be the designated person to meet emergency staff?

- Who will be in charge of announcing an evacuation? _____
- Who determines whether it’s safe or not to re-enter the premises?

II. INJURY PREVENTION AND SAFETY POLICIES

4: How will you try and prevent patron and staff injuries on the job?

- _____
- _____
- _____

III. MEDICAL EMERGENCY PROCEDURES

5: What procedures do you have in place in case a medical emergency occurs in your establishment?

- _____
- _____
- _____
- _____

6: What procedures will you have in place to safely clean up blood and bodily fluids?

- _____
- _____
- _____
- _____

7: What procedures will you train staff to follow in case there is a used needle on the premises?

- _____

REFERENCES

Fire Prevention Contacts

- If you have any questions about fire code regulations and need assistance when composing your plan, please call
>the province of **Alberta's Safety Services hotline** at 1-866-421-6929 or email at safety.services@gov.ab.ca or
>contact **Fire Prevention** (city of Edmonton) by calling 3-1-1 and ask to be transferred.

Emergency Contact Numbers – to post

- Police, Fire, and Ambulance: call 9-1-1 (all emergencies).
- Atco Gas emergency line: 780-420-5585 (for natural gas leaks)
- Epcor Power emergency line: 780-412-4500 (for power outages)
- City tree emergencies: call 3-1-1 (to report hazardous tree emergencies)
- Parking issues: call EPS Parking Patrol Unit 780-423-4567 (blocked cars)

Cleaning Up Bodily Fluids – information and contacts

- The Canadian centre for Occupational Health and Safety (CCOHS) general policy is that ALL bodily fluids are potentially infectious (including blood, spit, mucous, vomit, urine, and any soiled items. www.ccohs.ca)
- One page Instructional Manual to post: “Blood and Body Fluid Spills Clean-Up” from Alberta Health Services.
- Contacts: Health Link Alberta, local 780 408 5465 (LINK) or toll free, 1-866-408-5465.

Examples of Answers to Questions 1-7

(1)

Preparing for Emergencies

- *Emergency Exit signs to be lit up, posted and operational before allowing patrons into establishment.*
- *Establishment will have a designated 'fire marshall' (manager/, owner, staff member) on site at all times who will be trained in how to direct a safe emergency evacuation. of all staff and patrons on site.*
- *Management to ensure fire safety equipment (pull stations, extinguishers, smoke detectors, fire alarms) are operational before allowing patrons into the establishment.*
- *A map will be posted near the entrance of the premises that clearly outline the emergency exits and location of fire safety equipment (extinguishers).*
- *Fire prevention safety and evacuation procedures part of new staff training.*

(2)

Emergency Evacuation Procedures (real or false alarm)

- *In case of emergency, staff to immediately turn off music, turn on lights to full, and announce emergency evacuation to patrons and staff.*
- *Designated Fire Marshall will direct the evacuation and ensure the establishment has been cleared of patrons before exiting (all floors, bathrooms, kitchen areas).*
- *Fire Marshall to direct patrons to accessible fire exits*
- *Security Sstaff to help direct patrons to safety and ensure an orderly exit.*

(4)

Injury Prevention – Examples of Safety Policies

- *Patrons will not be allowed to dance on chairs, tables, or speakers, or bar tops*
- *Mosh pits will not be allowed.*
- *Crowd surfing will not be allowed.*
- *Play fighting or rough-housing will not be permitted on site.*

(5)

Medical Emergency Procedures - Examples

- *Management to ensure a CPR trained staff member is on site at all times in case of a medical emergency.*
- *The CPR trained staff member will call 9-1-1 and administer first-aid service until the EMT personnel arrive.*

(6)

Cleaning up bodily fluids procedures

- *Management to ensure staff follow safe procedures, as outlined by CCOHS and Alberta Health Services (AHS) on how to safely clean up any bodily fluid.*
- *Management to post AHS one-page ‘Blood and Body Fluid Spills Clean-Up’ procedural manual for staff, and will ensure that staff follow the outlined procedures.*
- *Management to ensure only staff trained about safe practices will do the clean-up.*
- *Management to stress the importance of cleaning up fluids as quickly as possible to reduce potential health risks.*
- *Management to ensure that staff know where to find all required cleaning supplies and equipment and that these tools are stocked and available.*
- *Management to ensure that clean-up materials used are disposed of properly, as outlined in AHS manual (above link).*

(7)

Used needles disposal procedure:

- *Contact Fire Department Duty Office for ‘Safe Needle Disposal’ request: 780-496-3790 or call 9-1-1 if no immediate answer.*
- *Staff and management will be trained to NOT touch the needle or move the needle. It must be removed by city emergency personnel only.*
- *Staff to close off area surrounding needle until city personnel arrive to dispose.*

NOISE CONTROL PLAN for

Completed by: _____
(Business name) (Business Address)

Contact Info: _____
(Name) (Phone Number)

I. VENUE

1: What kind of establishment will be operating out of your location? (Example: pub, live band, DJ music, nightclub, etc.)

■ _____

2: What properties are located near your establishment (residential homes or industrial/commercial sites)?

■ _____

3: What areas within your establishment will be sources of noise (patio, open windows, outdoor smoking area, outdoor line-up area, etc.):

■ _____

4: How your business will be a “good neighbor” in the community in preventing and handling noise complaints?

■ _____

II. INDOOR NOISE CONTROL OPERATIONS

5: What type of audio system will be used and what is the “watt” rating for the audio system?

■ _____

6: How will you ensure the volume levels in your establishment don’t have a negative impact on the surrounding community and how will you prevent noise complaints to the city?

■ _____

Sound insulation

7: Is the establishment sound insulated?

➤ If yes, please indicate which areas are insulated (walls, ceiling, windows, doors, special sound barriers or materials?):

■ _____

➤ If no, do you plan on installing sound insulation in the near future?

■ _____

➤ How will you ensure the noise on the inside doesn't permeate the outside of the establishment?

■ _____

Staff Hearing Protection

8: How will management comply with Occupational Health and Safety (OHS) laws regarding hearing protection for staff?

■ _____

III. OUTDOOR NOISE CONTROL OPERATIONS

Patio (if no patio, please skip to the next question)

9: How will you manage noise levels on the patio from getting out of hand?

■ _____

Smoking Area

10: How will you manage noise levels in the smoking area?

■ _____

Patron Line-Up Area

11: How will you control noise in the exterior patron line-up to ensure that patrons respect surrounding neighbors and keep volume levels reasonable?

- _____

12: What is your planned ratio of Security personnel to patrons in the line-up area?

- _____

13. Please provide a hand-drawn building layout showing the location of the exterior patron line-up below:

IV. SOFT CLOSING TECHNIQUES

14: What soft-closing techniques you will use at the end of the night?

- _____
- _____
- _____
- _____
- _____

REFERENCES

Bylaw 14600, Noise Control (Part III):

- **PROHIBITED NOISE, Section 14:** 14(1)A person shall not cause or permit any noise that disturbs the peace of another individual; 14(2) A person shall not cause or permit property they own or occupy to be used so that noise from the property disturbs the peace of any other individual; 14(3) A person may be found guilty of a contravention of this section whether the decibel level (a) is measured, or (b) if measured, exceeds any limit prescribed by the bylaw.
- **NOTE:** The MEO investigating a complaint has the authority to determine if a noise complaint is valid or not and whether charges may be pursued.

Bylaw 14600 (1)

- Businesses with the Alcohol (minors prohibited) license category may be monitored for excessive noise levels *at any time* outside the 10pm-7am timeframe noted in the bylaw, as per Community Standards bylaw stated purpose "...to regulate the conduct and activities of people...in order to promote the safe, enjoyable and reasonable use of such property for the benefit of all citizens in the city."
 - Occupational Health and Safety Code, 2009, Part 16, Noise Exposure, Section 222, Hearing Protection. <http://employment.alberta.ca/sfw/53.html>
-

Examples of Answers to Questions 1-14**(4)****How to be a 'good neighbor' to surrounding properties, examples:**

- *Management to be approachable to surrounding neighbors.*
- *Management to be proactive: will provide contact information to neighbors so that in case of noise complaints, neighbors can contact bar management directly to voice their noise concerns instead of making a formal complaint to the city.*
- *Management to use a common sense approach in measuring noise levels on site and will make effort to not disturb the peace of surrounding community.*

(7)**How to prevent noise control issues without insulation, examples:**

- *Will close doors and windows after 11pm until closing.*
- *Will monitor and maintain a reasonable volume level of music that will not disturb the peace of surrounding properties.*
- *A dosimeter, or sound level meter will be used to measure sound levels and set acceptable decibel levels.*

(14)**Soft Closing Techniques, sample:**

- *1:45am, first last call (DJ or service staff to announce).*
- *1:55am, final last call.*
- *2:00 am, close bar and cease drink sales.*
- *2:05am – lower music levels/ band or DJ finished, raise lights slightly.*
- *2:15am – lights brighter or full. Circulate the room informing patrons that bar is closing. Clear glassware.*
- *2:30am – lights on fully. Music and TV off.*
- *2:45 am – patrons should be gone. Drinks and glassware cleared from room.*
- *3:00 am – secure room. Conduct walkthrough to ensure establishment is empty.*

PATRON MANAGEMENT PLAN for

Completed by: _____
(Business name) (Business Address)

Contact Info: _____
(Name) (Phone Number)

I. CLEANLINESS OUTSIDE THE BUSINESS

- 1: What kind of public and private land surrounds your establishment (ex, sidewalks, back alley, residential or commercial lots, etc)?

■ _____

- 2: How will staff at your business try to prevent littering on public land and private lots which surround the property and if littering occurs, what clean-up measures will be in place?

■ _____

■ _____

II. SMOKING AREA

- 3: Where is your establishment's designated smoking area?

■ _____

- 4: How will management section off the smoking area from the rest of the establishment? (Wall partition; outdoor smoking area indicated with signage, etc.)

■ _____

- 5: How will you prevent beverages and glassware from entering the smoking area?

■ _____

III. OCCUPANCY MANAGEMENT

6: How will staff and management ensure that maximum occupancy is not exceeded as indicated on the "Occupant Load Certificate" from Fire Prevention office?

- _____
- _____
- _____
- _____

7: How will your staff monitor the line-up and ensure that occupancy load limits are not exceeded after people in the line-up enter the premises?

- _____
- _____
- _____

IV. MANAGEMENT OF INTOXICATED PATRONS

8: What are your procedures for managing patrons who are intoxicated or disorderly?

- _____
- _____
- _____

9: What designated driver policies and procedures do you have in place?

- _____
- _____
- _____

V. HANDLING OF ILLEGAL DRUG ACTIVITIES

Illegal Drugs

10: What procedures do you have in place for the reporting and disposal of illegal drug activities on the premises?

- _____
- _____
- _____
- _____
- _____

“Date Rape” Drugs

11. What preventative measures will staff and management apply to protect patrons from being victimized by these drugs?

- _____
- _____

VI. DEALING WITH MINORS

12. What procedures do you have in place to prevent the entry and service of alcohol to minors in your establishment?

- _____
- _____

REFERENCES

Preventing Litter Complaints

- **Community Standards Bylaw 14600 (12.1):** Littering is not allowed on private lots.
- **Public Places Bylaw 14614(4):** Littering is not allowed on city property including sidewalks, alleys, and roadways surrounding the business.

Smoking Bylaw

- **Public Places Bylaw 14614 (12):** Patrons cannot smoke inside buildings, on a patio, and must be at least 5 meters from all doors, windows, and air intakes.
- Managers are responsible for ensuring that cigarette butts are contained and disposed of properly.

Occupant Load Management

- **“Occupant load Certificate”** – obtained from Fire Prevention office and states the maximum number of people allowed at one time within the establishment.
- **Enforcement:** Fire Prevention inspectors may visit the site unexpectedly to monitor occupant load. The owners of the establishment may face fines and/or penalties if the number patrons recorded exceeds the posted occupant load.

Illegal Drug Handling

- **Contacts:** The Edmonton Police Service can answer all inquiries about handling and reporting drug offences, including the legalities of ‘search and seizure’.
Please call:
 - **Public Safety Compliance Team : 780-421-3305.**
 - **Contact the EPS non-emergency line: 780-423-4567.**
 - **Crime Stoppers: 1-800-222-8477**
- **Reporting:** Illegal drug activities must be reported to police and seized drugs must be turned over to the police.
- **Disposal:** Illegal drugs seized or found on the premises must be turned over to the police. It is an offence under the Criminal Code of Canada to be in the possession of illegal drugs or to have them on your property.

Date Rape Drug Prevention

- “Date Rape” drugs include GHB (Gama Hydroxybutyric Acid), Rohypnol, and Ketamine, all tasteless, odorless white powders that can easily dissolve in liquid.
- These drugs take effect very quickly and cause the victim to collapse and lose consciousness faster compared to gradual intoxication from alcohol.
- The city recommends that bar owners and management have a policy to educate staff about various ‘date rape’ drugs and the warning signs that someone has been victimized.

Preventing Service to Minors

- **Provincial legislation:** Patrons in ‘alcohol sales minors prohibited’ establishments must 18 years of age or older. If patrons appear younger than the age of 25, staff must ask for proper identification.
- **AGLC Handbook** is a good source for all related information.

Examples of Answers to questions 1-12

(2)

Exterior Cleanliness and Preventing Littering Complaints, examples:

Management to assign staff to maintain outside cleanliness of property, including:

- *Will shovel snow and lay sand or gravel on sidewalks in the winter.*
- *Will sweep sidewalks and contain garbage (like cigarette butts).*
- *Will have weekly inspections of outdoor lighting.*
- *Will clear and remove handbills and flyers from the premises.*
- *Will clean and repair windows and exterior of the building when necessary.*
- *Will remove graffiti from outside of building if it occurs.*

(6)

Managing Occupant Loads

- *Will have Occupant Load Certificate posted publicly for staff and patrons.*
- *Will have training for all staff to ensure awareness of the policy.*
- *Will train staff in how to monitor the number of patrons including using manual counting devices for people entering and leaving the establishment; having head count logs; using radios and cell phones for staff at all exits so they can communicate changing occupancy of patrons coming and going.*

(7)

Patron Line-Up and Re-Entry Procedures

- *Staff will start line-up procedures before the occupant load is reached.*
- *Staff will establish line-up area with rope dividers, special carpeting, signage; staff will start line-up procedures before the occupant load is reached.*
- *Staff will use head counting devices (manual logs or counters) and will balance the number of patrons leaving the premises with the number of patrons in line-up waiting to enter the premises.*
- *Staff will use communication devices (cell phones or radios) to communicate the number of patrons coming and going at various exits in order to maintain occupancy load.*
- *Staff will inform patrons waiting in the line-up that they will not be allowed into the establishment if maximum occupancy is already met after 1am.*

(8)

Management of Disorderly or Intoxicated Patrons

- *Patrons will not be allowed to stand on tables, chairs, or unsafe surfaces.*
- *Patrons will not be allowed to spray liquor or beer in the premises.*
- *Nudity will not be permitted.*
- *Moshing will not be permitted.*

(9)

Examples of Designated Driver policies and procedures:

- *Will have staff monitor the exits to help identify intoxicated patrons to help ensure patrons have a safe way to get home.*
- *Will have policy of offering free non-alcoholic drink or food options to designated drivers.*
- *Will provide designated drivers with some sort of identification tag (hand stamp, etc) so driver can be identified to staff.*
- *Staff will offer to call a taxi on behalf of patron and will ensure they access a taxi safely after leaving.*

(10)

Reporting and Disposal of Illegal Drugs

- *Management will train all staff about illegal drugs and drug possession implications under Criminal Code of Canada.*
- *Staff will immediately notify on-shift supervisor of illegal drug activity on premises.*
- *Supervisor will have internal contact number to EPS staff member to call for assistance and guidance in handling drug trafficking incidents and how to report to EPS formally.*
- *Staff to follow drug disposal procedures outlined by EPS.*

(11)

“Date Rape” Drug Prevention

- *Will post signs indicating “do not leave drinks unattended”.*
- *Staff to be trained about these drugs and how to identify a drugged patron.*
- *Staff to watch patrons closely for exhibiting sudden signs of drowsiness, confusion, and being in a vulnerable state of mind.*
- *Staff to monitor bathrooms to watch out for drugged victims.*
- *Staff to monitor exits and question patrons who are leaving to ensure they are in safe hands, and will call 9-1-1 if they suspect someone was drugged.*

(12)

Dealing with Minors

- *Staff monitoring entrances will ask for legitimate photographic ID from patrons who appear under the age of 25 and will refuse entry to patrons under age 18.*
- *Staff to ensure that the individual’s date of birth is a minimum of today’s date less 18 years, and will refuse entry to minors.*
- *Staff to examine photo ID closely to see if it has been tampered with.*

SECURITY PLAN for

Completed by: _____
(Business name) (Business Address)

Contact Info: _____
(Name) (Phone Number)

I. STAFF CONDUCT AND DRESS CODE POLICIES

Dress Code Policies

1. What dress code or uniform policies will be in place to help identify security staff to patrons and peace officers?

- _____
- _____

2. Will your security staff have protective clothing (special gloves or vests, winter gear for security staff during colder climates)?

- _____
- _____

Security Staff Weapons Policy

- 3: What is your establishment's policy regarding staff use of weapons or handcuffs?

- _____

II. SECURITY PROCEDURES

Entry and Re-Entry Procedures

- 4: What pat-down procedures will be followed to ensure searches are done with patron comfort and human rights in mind?

- _____
- _____

- _____
- 5: Will the establishment have scanning systems or metal detectors in place at points of entry to monitor for weapons? If yes, please describe below:

- _____
- _____

Dealing with Difficult or Intoxicated Patrons (“Use of Force” Policy)

- 6: How will security staff be trained to deal with difficult or intoxicated patrons?

- _____
- _____
- _____

Robbery and Crime Prevention Procedures

- 7: Does your establishment have security or surveillance cameras installed on the inside or outside of the premises? If yes, where will the equipment be placed?

- _____

- 8: Proper lighting and maintenance of lighting is key to prevent crimes from occurring on the outside of the establishment. Please describe your plans to ensure the outside of the property is well-lit, especially the parking areas:

- _____

- 9: What procedures will staff be trained to follow about preserving a crime scene if it occurs?

- _____
- _____

- 10: What procedures will be followed to ensure broken glass doesn’t become a hazard?

- _____

Weapons Seizure Policy

11: What procedures will staff be trained to follow in case they deal with a potentially dangerous situation with a weapon?

- _____

12: What procedures will staff be trained to follow for the holding and disposal of confiscated weapons? (Example: lock up in management office and contact EPS if necessary, depending on weapon seized).

- _____

REFERENCES

Security Staff Weapons Policy

- Information about prohibited weapons under Criminal Code of Canada:
http://www.solgps.alberta.ca/PROGRAMS_AND_SERVICES/PUBLIC_SECURITY/Private_Security_Programs/Pages/TrainingandTesting.aspx

Dealing with Difficult or Intoxicated Patrons – “Use of Force” Policy

- “Use of force/necessary force” policy: the legal test of excessive force is whether you reasonably believe that such force was necessary to accomplish a legitimate security process.
- “Improper” use of force (unnecessary or excessive) is force where there is no justification for its use, or where the force was too excessive for the circumstance at issue
- Patrons should first be asked to leave and if they refuse security staff can eject them from the establishment.

Surveillance Camera Policies

- Surveillance equipment and security cameras are not allowed to be placed in staff change rooms or bathrooms under federal privacy laws.
- For further information about patrons’ privacy rights please see the AGLC Licensee Handbook (source: AGLC website)

Broken Glass Disposal Policies

- Broken glass on floors and tables is a hazard to staff and patrons and can result in liability issues. Empty glass bottles should be cleared, collected and stored in an area where patrons cannot access.
- **Waste Management Bylaw 13777(12)(h):** to dispose of glass, you must use protective packaging (sturdy sealed cardboard box or rigid disposable plastic container) must be used for sharp, dangerous items including broken glass, razor blades, sheet metal scraps, and items with exposed screws or nails”

Weapons Seizure Policy

- Prohibited weapons and firearms as defined in the Criminal Code of Canada must be turned over to police immediately.
- **Criminal Code of Canada, Part III, section 84** – for a list of prohibited weapons under Criminal Code.
- Some weapons must be turned over to police immediately and others can be disposed of by management. It is recommended that bar owners consult with EPS for proper procedures for weapons handling issues.

Examples of Answers to Questions 1-12

(1)

Dress Code Policies

- *Shirts or uniforms to be worn by security staff at all times displaying 'Security'.*
- *Winter jackets and gloves to be provided by management for security staff to use in cold winter months when securing line-up areas and exits.*

(4)

Entry and re-entry procedures (examples of proper staff conduct)

- *Management to have signage indicating pat down and bag search policies are in place at points of entry.*
- *“Area under Surveillance” signage to be posted.*
- *Males pat-down male patrons and females pat down female patrons policy.*
- *Management to contact EPS for direction as soon as is predicable if prohibited items such as weapons, drugs or alcohol are found on the premises or on a patron.*
- *Management to be aware of patrons' rights and will not practice invasive searches which may result in complaints to police.*

(6)

Dealing with Difficult or Intoxicated Patrons

- *Will train security staff about importance of “necessary force” policy to ensure staff do not receive excessive force charges from EPS or R.C.M.P.*
- *Management will have security staff on site at all times.*
- *Staff will be advised to contact police on all dangerous or unpredictable situations.*
- *Staff will be aware to only intervene in a fight between patrons when there are at least two security staff available at the time and if they deem it safe.*

(9)

Preservation of a Crime Scene

- *Management to phone police immediately if a crime occurs inside or outside the premises.*
- *Health and safety of injured patrons and staff is primary concern.*
- *Manager to preserve crime scene by not allowing patrons to walk through the area and disturb evidence.*
- *Staff and management to encourage witnesses to remain on scene until police arrive, or contact information to be obtained if patrons choose to leave.*
- *Management to give police access to surveillance video if it is present to help with investigation.*
- *Management to write up an incident report for police upon request by EPS.*

(11) (12)

Weapons Seizure Policies (examples)

- *Security staff to be trained about what defines a weapon under Criminal Code.*
- *Security staff to be trained about their right to eject patrons who present weapons if they deem it a threatening situation.*
- *Management to log all weapons incidents in case details are asked by police.*
- *Staff to consider the safety of all patrons and staff in the area when dealing with a situation where weapons are present.*
- *“No Weapons” signage to be placed at points of entry.*

CONCLUSION

FOIP DISCLAIMER

The personal information on this form is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) to assess all matters relevant to your application for this licence. The City may request input from employees of other City of Edmonton departments, Alberta Health Services, Edmonton Police Service, and/or Alberta Gaming and Liquor Commission in order to properly assess your application for this licence or to determine appropriate conditions, if any, for this licence. Therefore, the City requests your written consent to disclose the personal or other information provided in your application to other City employees or to the other named entities as may be required for these purposes, pursuant to section 40(1)(d) of FOIP. If you have any questions regarding the collection, use, or disclosure of your personal information please contact the Licensing Advisor at 780-442-7197.

DECLARATION OF UNDERSTANDING

*Signing this disclaimer acknowledges the applicants' understanding of all related bylaws and needed procedures, and further acknowledges the Applicants or Applicant's responsibility to ensure these terms are met.

Date:

Print Name:

Signature:

(Applicant)

(Same Applicant)

CONTACT INFORMATION

If you have questions and need clarification in completing the control plan templates or for any other questions regarding 'Alcohol Sales, Minors Prohibited' licenses in the City of Edmonton, please contact the Licensing Policy Advisor line at 780-442-7197.