



Staff Memo

Report To: South Huron Council
From: **Dan Best, Chief Administrative Officer/Deputy Clerk**
Date: June 4 2018
Report: CAO 5-2018
Subject: Alcohol Risk Management Policy

Recommendations:

That the memo of Dan Best, Chief Administrative Officer dated June 4, 2018 regarding the Alcohol Risk Management Policy be received; and

That Council approve the Alcohol Risk Management Policy as presented; and

That the necessary By-law be forwarded to Council for the required three readings; and

That Staff review Schedule E of By-law 34-2015 and bring back a subsequent report respecting the provision and sale of alcohol at municipal facilities.

Purpose:

Council approval

Background and Analysis:

The proposed policy is intended to ensure that all Special Occasion Permits (SOP) obtained and operated within Municipal properties of the Municipality of south Huron are managed effectively and properly and it is also intended to promote a safe, enjoyable environment for those who use these facilities.

The Municipal Alcohol Risk Management Policy provides a framework on events involving alcohol.

It is intended that Staff will review the policy on an annual basis and should changes be required, recommendations will be made to Council. The policy itself will require a fulsome review Council minimally every five years.

The key objectives for the proposed policy are reflected in the following high level areas:

- Informing permit holder(s) of their responsibilities in ensuring proper supervision and operation of Special Occasion Permit (SOP) Events to help protect the organizers, participants, volunteers and Municipality from liability.
- Providing appropriate procedures to individuals or groups wishing to hold events in Municipal facilities in order to ensure that all Alcohol and Gaming Commission of Ontario (AGCO) legislation pertaining to Special Occasion Permit (SOP) events is properly understood and complied with.
- Providing a balanced use of alcohol through a Special Occasion Permit (SOP) so that alcohol becomes a responsible part of a social function, rather than the reason for the social function.
- Reinforcing responsible drinking practices for consumers through appropriate operation procedures, controls, training, and education.

Financial Impact:

It is anticipated that there will be some reduction in revenue as a result moving towards the requirement of Special Occasion Permits for all events where alcohol service and consumption occurs. At this time, that figure is not quantifiable. However, the elimination of the revenue sharing on gross sales that currently exists may initiate more rental activity from community organizations and groups that would now be able to retain 100% of their revenue sales as opposed to 85% under the current structure.

Legal Impact:

Risk to the Municipality will be reduced by moving towards all events requiring a Special Occasion Permit and eliminating the South Huron liquor license and catering endorsement.

Staffing Impact:

There should be no staffing implications as a result of the actions outlined in this report

Policies/Legislation:

Liquor Licence Act
Noise By-law
Smoke Free Ontario Act

Proposed Special Events Policy

Consultation:

Municipal Clerk

JLT Insurance Brokers

Related Documents:

Alcohol Risk Management Policy

Appendices for Policy Implementation

Respectfully submitted,

Dan Best, Chief Administrative Officer/Deputy Clerk