



## Staff Memo

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**Report To:** South Huron Council  
**From:** **Dan Best, Chief Administrative Officer/Deputy Clerk**  
**Date:** June 18 2018  
**Report:** CAO 7-2018  
**Subject:** Municipal Alcohol Risk Management Policy

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### **Recommendations:**

**That** the memo of Dan Best, Chief Administrative Officer dated June 18, 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.

### **Purpose:**

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.

Further to CAO Memo 5-2018, comments received at the Council meeting of June 4, 2018 and a review of the policy by our insurance carrier, the revised draft Special Events policy is presented to Council for approval and the required by-law. The annotated version of the policy is attached as an appendix to this report

### **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

Respectfully submitted,

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**Dan Best, Chief Administrative Officer/Deputy Clerk**