



Policy Name:	Municipal Alcohol Risk Management Policy
Policy Number:	A09-Protection and Enforcement Services-002
Section:	Licences
Effective Date:	2018-06-18
By-law or Resolution:	53-2018
Supersedes:	n/a
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Purpose:

The Municipality of South Huron (the "Municipality") owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. The Municipality has developed an Alcohol Risk Management Policy (the "Policy") to promote a safe, enjoyable environment for those who use these facilities.

Scope:

A range of problems can arise from alcohol consumption. These problems can affect not only the individuals consuming alcohol but other people who use the facilities. These problems include:

- vandalism and destruction of municipal property
- police being called to municipal property
- injuries to drinkers or other individuals
- liability arising from alcohol related injuries or deaths
- increased insurance rates as a result of alcohol related incidents
- loss of insurance coverage should the insurer's risk assessment escalate
- charges under the Province's Liquor Licence Act against the Municipality and/or the Special Occasion Permit Holders
- suspension or loss of alcohol permit privileges by the Liquor Licence Board of Ontario
- loss of enjoyment by non-drinking and moderate drinkers
- complaints lodged by offended parties
- decreased use of facilities by people concerned about alcohol consumption
- loss of revenue as a result of decreased use of Municipality facilities
- increased public concern about alcohol consumption
- adverse publicity with respect to alcohol consumption

In many instances, these problems will not be attributable to moderate drinkers or those who respect the rules regarding alcohol consumption. The majority of these problems will arise from drinkers who engage in unacceptable drinking practices. These are:

- (a) Drinking to intoxication;
- (b) Drinking and driving;
- (c) Underage drinking; and
- (d) Drinking in prohibited areas.

To the extent that these unacceptable drinking practices can be reduced, the likelihood of alcohol related problems will accordingly diminish. For those who do



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not engage in these targeted drinking practices, the Policy will be minimally intrusive. The Policy is not intended to prevent legal and safe drinking.

Policy Statement:

The Municipality of South Huron wishes to ensure the following with respect to the Alcohol Risk Management Policy:

- to protect the municipality, residents, its staff, community organizations, volunteers and participants;
- to ensure there are effective management practices at social events held in Municipally owned facilities where alcohol use is permitted;
- to comply with the Provincial Liquor Licence Act;
- to designate facilities and areas where alcohol use is permitted;
- to provide operational procedures for those holding events in Municipally owned facilities where alcohol is permitted;
- to ensure that events where alcohol use is permitted are properly supervised and operated;
- to equip staff and volunteers with the skills they need to manage events and enforce the policy

Contents

Purpose:	1
Scope:	1
Policy Statement:	2
Contents	2
AREAS DESIGNATED FOR THE CONDITIONAL USE OF ALCOHOL	3
AREAS DESIGNATED WHERE ALCOHOL USE IS PROHIBITED.....	3
CONDITIONS UNDER WHICH ALCOHOL USE IS PERMITTED	4
I.E. SPECIAL OCCASION PERMIT	4
RATIO OF WORKERS FOR PRIVATE/PUBLIC EVENTS	5
RATIO OF WORKERS FOR PRIVATE EVENTS (Municipal Facilities)	5
RATIO OF WORKERS FOR PUBLIC EVENTS (Municipal Facilities)	6
VOLUNTEER JOB DESCRIPTIONS AND RESPONSIBILITIES	7
Permit Holder	7
Event Sponsor	7
Bartenders	7
Floor Monitor	7
Door Monitor	7



Policy Name:	Municipal Alcohol Risk Management Policy
Policy Number:	A09-Protection and Enforcement Services-002
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Effective Date:	2018-06-18
By-law or Resolution:	53-2018
Supersedes:	n/a
Last Revision:	n/a
Schedule for Review:	2023-06-03

Ticket Seller	7
Special Security	7
SALE OF ALCOHOL	8
ACCOUNTABILITY.....	9
SECURITY DEPOSIT	10
SAFE TRANSPORTATION	10
OTHER.....	10
ENFORCEMENT PROCEDURES FOR POLICY VIOLATION.....	10
AREAS WHERE ALCOHOL IS PROHIBITED.....	10
AREAS WHERE ALCOHOL IS PERMITTED	11

AREAS DESIGNATED FOR THE CONDITIONAL USE OF ALCOHOL

- South Huron Recreation Centre Banquet Hall – 510
- South Huron Recreation Centre Common Room – 25
- South Huron Recreation Centre Foyer – 250 South Huron Recreation Centre Arena Floor – 1,399
- South Huron Recreation Centre Warmroom – 56
- South Huron Recreation Centre Section of Top deck – 125
- South Huron Recreation Centre Agricultural Building – 363 South/272 North
- Kirkton-Woodham Community Centre – 450
- Dashwood Community Centre – 180
- Crediton Community Centre – 150
- Centralia Community Centre – 150
- MacNaughton Park
- Port Blake Day Park

AREAS DESIGNATED WHERE ALCOHOL USE IS PROHIBITED

The Liquor Licence Act of Ontario prohibits the consumption of alcohol in public places unless a licence or a Special Occasion Permit has been used. However, *Council may approve the designation of any site at its discretion.*

1. Municipal Parks – Municipal parks are locations where many family events occur. These parks are open parks absent of enclosures and controls and are not suitable for alcohol consumption, except for those park areas listed in 2.0.



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2. Arena Dressing Rooms – The arena change rooms shall be clearly designated as areas not suitable for drinking alcohol before, during or after sporting events.
3. Swimming Pool facilities – Alcohol is not permitted in this area due to safety concerns.
4. Operations and Infrastructure Facilities
5. All Fire Service Facilities
6. Municipality of South Huron Council Chambers, Administration Offices and Library

CONDITIONS UNDER WHICH ALCOHOL USE IS PERMITTED I.E. SPECIAL OCCASION PERMIT

1. Anyone who wishes to serve alcohol at a designated site must complete the Special Occasion Permit Agreement that stipulates the conditions under which alcohol may be served. In addition, the person responsible must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO) obtained at the local LCBO and show proof of the approved permit to the Municipal Representative at least five days prior to the event.
2. Anyone who wishes to serve alcohol at any other Municipal location other than the above designated locations must complete an application to be presented to Council 60 days prior to the event with all relevant details. Acceptance of any such applications by Council shall be conditional upon the applicant completing the Special Occasion Permit Agreement and obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario, as required above.
3. The Special Occasion Permit Holder must ensure that all conditions imposed by the Liquor Licence Act and the Municipality are adhered to at the event. The Municipality reserves the right to refuse any applicant permission to run a licensed event on its property and to impose whatever restrictions it deems appropriate.
4. All Special Occasion Permit Holders are required to adhere to the following conditions imposed by Law or Regulation:
 - The Permit Holder will accept only a photo driver's licence, photo Health



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- Card or a passport as identification for alcohol purchase or consumption.
- The Permit Holder shall provide the Municipality with a list and a copy of his/her/its/their certificates of Smart Serve Program trained bartenders, as well as the number of monitors working at the event, two weeks prior to the scheduled event. Any amendments to this list will be submitted to the Municipality.
 - The Permit Holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.
 - Door monitors, if required, must be present at all times during the event.
 - The monitors, bartenders and alcohol servers will not consume alcohol at the event during their scheduled shift of duty, nor will they be under the influence of any alcohol consumed prior to the event.
 - Public Events are open to the general public and may involve the sale and consumption of alcohol. Examples include, but are not limited to, community festivals, sporting and outdoor events, etc.

RATIO OF WORKERS FOR PRIVATE/PUBLIC EVENTS

The following chart represents the suggested number of workers required for each type of event. Private events are events attended by invitation only (i.e. weddings, business meetings) and public events are those open to the public, including events where tickets are purchased by the general public (i.e. stag and does, community festivals, etc.) The requirements of the event will be assessed individually by the Community Services Manager and the event organizer. The nature of the event will determine the number of security officers or police officers to be present.

RATIO OF WORKERS FOR PRIVATE EVENTS (Municipal Facilities)

Attendance	# of Bartenders	# of Floor Monitors
0 - 50	1 trained	(required if patrons are not visible to bartenders during the event)
50 - 100	1 trained	1 trained 1 untrained only if allowing participants under the age of majority



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101 - 300	2 trained	1 trained 2 untrained — only if allowing participants under the age of majority
301 and over	At the discretion of the Municipality in consultation with OPP	At the discretion of the Municipality in consultation with OPP

RATIO OF WORKERS FOR PUBLIC EVENTS (Municipal Facilities)

Attendance	# of Bartenders	# of Floor Monitors	# of Door Monitors	# of Uniformed Police
Up to 100	1 trained	Optional	1 trained	Optional
101 - 300	2 trained 1 untrained	1 trained 1 untrained	1 trained	Optional
301 - 500	3 trained 1 untrained	1 trained 2 untrained	1 trained 1 untrained	At the discretion of Municipality in consultation with OPP
501 - 700	4 trained 2 untrained	2 trained 2 untrained	2 trained for Main Entrance 2 untrained per additional exit	At the discretion of Municipality in consultation with OPP
701 +	6 trained 3 untrained	3 trained 3 untrained	4 trained for Main Entrance 2 untrained per additional exit	2 O.P.P. Officers minimum



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VOLUNTEER JOB DESCRIPTIONS AND RESPONSIBILITIES

Permit Holder

Signs the alcohol permit, is the general manager of the event and assumes responsibility and liability for the operation of the event.

Event Sponsor

She or he must attend the event, ensure that adequate server-trained staff are available, co-ordinate and help staff, ask for help from security if necessary.

Bartenders

Accept tickets for the purchase of alcohol drinks, serve drinks, monitor for intoxication, refuse service when patron appears to be intoxicated or near intoxication and offer no-alcohol substitutes. Must be 19 years of age or over.

Floor Monitor

Chats with participants, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated person, suggest safe transportation alternatives. Must be 19 years of age or over.

Door Monitor

Checks identification and signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, recommends safe transportation options, and arranges for coat checking. Must be 19 years of age or over.

Ticket Seller

Sells alcohol tickets, monitors for intoxication, refuses sale to patrons at or near intoxication, may refund tickets on request. Must be 19 years of age or over.

Special Security

Patrols the room, scans for potential trouble, notifies event staff and permit holder of potential incidents, helps event staff in handling disturbances. Must be 19 years of age or over.



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SALE OF ALCOHOL

1. Sale of tickets shall be monitored by personnel who has completed SmartServe training for excessive consumption by any one person.
2. A sign will be provided by the Municipality and must be posted at the bar and the entrance(s) to all events outlining the rules on the serving of alcohol. The sign will contain the following information:

“The Municipality of South Huron strives to provide recreation facilities for the enjoyment of all members of the community.
Our servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication.”
3. You must be 19 years of age or older to purchase or consume alcohol beverages and provide Photo I.D. only.
4. Permit Holder may refund any unused tickets at any time during the event until the bar closes. We reserve the right to refuse service.”
5. A Sign approved by the Municipality of South Huron must be posted, stating the name of the Special Occasion Permit holder and the telephone number of the facility operator and the Alcohol and Gaming Commission of Ontario.
 - Name of Permit Holder & Rental Group
 - Huron County OPP #
 - Alcohol and Gaming Commission of Ontario #
 - Municipality of South Huron #
 - South Huron Community Services #
6. A sign must be posted in all facilities eligible for alcohol, thanking designated drivers for their contribution to the health and safety of their friends and the community at large.

“We appreciate our Designated Drivers and thank them for their contribution to the health and safety of their friends and the community. In recognition of your contribution, we are pleased to offer free coffee and/or soft drinks.”



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7. The Permit Holder will ensure that the sale of “high alcohol” beer is prohibited. “High alcohol” beer is defined as beer with an alcohol content of more than 5%.
8. The Permit Holder will ensure that non-alcoholic beverages are available.

ACCOUNTABILITY-INSURANCE

1. The Permit Holder will obtain and provide written proof of Commercial General Liability (CGL) in an amount not less than \$5,000,000 per occurrence. The policy shall include but not limited to Bodily Injury, Property Damage, non-owned automobile, contractual liability and Host Liquor Liability up to the full policy limits and shall contain a cross liability, severability of insured clause. Insurance in relation to the event in an amount consistent with the recommendation of the Municipality’s insurance broker of record. The policy must name the Municipality of SOUTH HURON as an additional named insured. The policy must include coverage for cross liability and shall contain an endorsement to provide the Municipality of SOUTH HURON with thirty (30) days written notice of cancellation or material change that would diminish coverage
2. The Certificate of Insurance shall be submitted to the Municipality with the application clearly stating the address of the insured location or event. A copy of this Policy will be provided to the Municipality no later than 2 weeks prior to the event. (it is not normal practice to request the policy, it is normal practice to collect a certificate)

The Municipality will not accept a certificate of insurance that states the Insurer for the permit holder will endeavor to provide notice of cancellation. It must clearly state that the Insurer for the permit holder will provide notice of cancellation.

3. The successful Proponent shall indemnify and hold the Corporation of the Municipality of South Huron harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether wilful or otherwise by the Proponent, its agents,



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officers, employees or other persons for whom the Proponent is legally responsible.

4.

SECURITY DEPOSIT

A security deposit as per the Municipal Fees By-law, in either cash or certified cheque, shall be provided to the Municipality no later than one week prior to the event. The cost to repair any damages to the facility or area, which occurred during the event, shall be taken from this deposit. In the event that the amount of the security deposit is insufficient to cover the cost to repair, the Municipality reserves the right to pursue the shortfall from the Permit Holder including any expenses incurred by the Municipality in recovering the shortfall.

SAFE TRANSPORTATION

The Permit Holder is responsible for promoting safe transportation options for all alcohol-consuming participants. Examples of safe transportation options are:

- a designated driver selected from non-drinking participants at the event;
- a designated driver may be provided by the sponsoring group;
- paid transportation eg. taxi.

OTHER

The Municipality reserves the right to introduce other conditions, from time to time, at its discretion.

The Municipality in the interest of public safety, may direct termination of a Special Occasion Event at its option. The Municipality shall not be liable to the Permit Holder or anyone claiming under the Permit Holder for any fees, costs, damages expenses or loss of profit whatsoever for terminating the event.

ENFORCEMENT PROCEDURES FOR POLICY VIOLATION

AREAS WHERE ALCOHOL IS PROHIBITED

- A violation of this Policy occurs when individuals consume alcohol in a Municipal facility or area where alcohol is prohibited. Intervention can be initiated by a member of the group using the facility, management of the Municipality or a member of the O.P.P.



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- A group member may intervene by informing the offending individual(s) that Municipality Policy prohibits alcohol consumption and demand that it cease. Group organizers should feel encouraged to intervene in this way, as intervention at other levels will result in a loss of privileges.
- When a member(s) or organized groups have violated the Municipal Policy, the group will be sent a registered letter advising of the violation, and indicating that no further violations will be permitted.
- Should members of an organized group/team violate the Policy within one year of receiving notice of their first violation, the group will be suspended from using the Municipality facility or area for a period of one (1) year. A registered letter will be sent to the contact person advising of the suspension. A copy of the suspension letter will be provided to Municipal Council.
- An Officer of the O.P.P. may intervene in a violation of this Policy on his or her initiative or in response to a request either from the Municipality or a member of the general public. The Officer may ask that the alcohol consumption stop, or order the individuals or organized group to leave the facility or area. In addition, the Officer may, at his or her discretion, lay charges against the offending individuals under the Liquor Licence Act of Ontario or any other relevant legislation.

AREAS WHERE ALCOHOL IS PERMITTED

- A violation of this Policy occurs when the Special Occasion Permit Holders fail to comply with the conditions of the Liquor Licence Act of Ontario or the Terms of the Municipal Alcohol Risk Management Policy. Intervention can be initiated by any participant at the event, management of the Municipality, an O.P.P. Officer or an Inspector of the Liquor Licence Board of Ontario.
- A member of the organizing group or the designated monitor may intervene by informing the offending individual(s) of the Policy violation and demand that it ceases. Group members and monitors should feel encouraged to intervene in this way as intervention at other levels could result in a loss of privileges and the laying of charges by the O.P.P.



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- Where the Special Occasion Permit Holders have violated the Municipal Policy, a registered letter advising of the violation and indicating that no further violations will be tolerated will be forwarded to the Permit Holder(s). A copy of the letter will be forwarded to the O.P.P. for their information.
- Should the Special Occasion Permit Holders violate the Policy within one year of receiving notice of their first violation, the organizers will be suspended from using the Municipal facility or area for a period of one (1) year. A registered letter will be sent to the contact person advising of the suspension. A copy of the suspension letter will be provided to the Municipal Council.
- An Officer of the O.P.P. or an Inspector from the Liquor Licence Board of Ontario or a member of management may intervene on a violation of this Policy on his or her initiative. Depending on the severity of the infraction, charges may be laid under the Liquor Licence Act of Ontario or any other relevant legislation.