



*Municipality of Southwest Middlesex
Municipal Alcohol Policy*

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TABLE OF CONTENTS

Table of Contents	2
Mission Statement	3
Policy Goals	3
Policy Objectives	4
Guidelines for Special Occasion Permits	5
Regulation # 1 Municipal Facilities Eligible for Special Occasion Permit Events	5-6
Regulation # 2 Municipal Facilities NOT Eligible for Special Occasion Permits	7
Regulation # 3 Events NOT Eligible for Special Occasion Permits	8
Regulation # 4 Youth Admittance to Adult Events	8
Regulation # 5 Signs	9-10
Regulation # 6 Server Training	10
Regulation # 7 Provide Low Alcohol Drinks	11
Regulation # 8 Safe Transportation	11
Regulation # 9 Controls	12-15
Regulation # 10 Insurance	15
Regulation # 11 Policy Monitoring and Revisions	16
Regulation # 12 Consequence of Non-Compliance	16-17
Appendix "A"	18
Appendix "B"	19

MUNICIPALITY OF SOUTHWEST MIDDLESEX **MUNICIPAL ALCOHOL POLICY**

MISSION STATEMENT

Through the efforts of the people of the Municipality of Southwest Middlesex, the Municipality offers a variety of unique recreational experiences for people of all ages. In order for the Municipality to ensure the health and safety of its participants and the protection of municipal facilities, a policy for the orderly use of alcohol during events and functions has been developed.

POLICY GOALS

The Municipality of Southwest Middlesex is committed to providing a safe and enjoyable environment for users of its facilities and parks.

The Municipality also wants to avoid alcohol related problems that could result in claims being directed at the Corporation, community organizations, volunteers and/or participants.

The purpose of this policy is:

1. To ensure proper operation and supervision of Special Occasion Permit events by providing education in prevention and intervention techniques and in effective management procedures. This will lower the risk of liability to event organizers, participants, volunteers, the Municipality and its staff.
2. To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.
3. To honor the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.
4. To provide a balanced use of alcohol through Special Occasion Permits so that alcohol becomes a responsible part of a social function, rather than the reason for it.
5. To provide a balance of licensed and non-licensed programs to ensure that customers, abstainers, adults, youth and families will be adequately serviced and protected.

POLICY OBJECTIVES

1. To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally-owned facilities in order to ensure that all Liquor License Board of Ontario legislation pertaining to Special Occasion Permits is properly understood and strictly complied with.
2. To ensure proper supervision and proper operation of Special Occasion Permit events in order to protect the Municipality of Southwest Middlesex and its staff from liability arising there from, and to assist events sponsors in doing so by providing guidelines for proper supervision and proper operation of Special Occasion Permit events.
3. To encourage and reinforce responsible, moderate drinking practices and a balanced use of alcohol so it becomes a responsible part of a social function rather than the reason for it.
4. To honor the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcohol drinks.
5. To ensure consumers, abstainers, adults, children, youth and families will be adequately serviced and protected when using the Municipality of Southwest Middlesex facilities and parks.
6. To be proactive in the reduction of incidents including injury and death through the implementation of a municipal alcohol policy.
7. To implement and provide orientation for the policy, to promote public awareness and to monitor Special Occasion Permit events and to conduct an annual review.

THIS MUNICIPAL ALCOHOL POLICY:

- Applies to all events sponsored by the Municipality.
- Applies to everyone using Municipality property and facilities.

GUIDELINES for SPECIAL OCCASION PERMITS

RESPONSIBILITIES OF THE PERMIT HOLDER

The Permit Holder is the person(s) in whose name the Special Occasion Permit has been issued.

1. The permit holder shall obtain a current and approved Special Occasion Permit.
2. The permit holder or responsible person must be present at the event and be responsible for making decisions regarding its operation. If however, in an emergency situation, the permit holder is unable to attend, then it is the responsibility of the permit holder to designate, in writing, someone to attend the permit event. The designated person is responsible to ensure that the requirements of the law for the permit event are complied with.

NOTE: The designated person must not be someone who has been refused permits by the AGCO (see Special Occasion Permit application form, page 2).

3. The permit holder and all event helpers must be sober before and refrain from consuming alcohol during the time that they are assisting with the event. The permit holder is responsible for ensuring that guests at the event are properly supervised and that no one consumes alcohol in an unauthorized location or to the point of intoxication.
4. All Special Occasion Permit Holders will be required to sign a “Special Occasions Permit Holder Agreement” (Appendix “A”).

REGULATION # 1

MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION EVENTS

Any person or organization wishing to hold a Special Occasion Permit event in a location not listed in this policy must apply directly to the Municipality of Southwest Middlesex Council for approval.

Please note that capacities may vary with the setup of the facility. Please contact the facility manager or his/her designate prior to your event to confirm the facility capacity. If the facilities capacity is exceeded, charges and/or fines may be assessed.

NOTE: Staff is included in the capacity count.
Capacity of halls = 1.11s.metres/12 sq. feet per person.

Appin Community Centre – Hall

- Rationale: The hall is suitable for holding Special Occasion Permit events. It is wheelchair accessible. It is equipped with a kitchen area including a stove, refrigerator and freezer compartments.
Hall capacity is 104 people.

Glencoe Memorial Arena – Hall/Auditorium

- Rationale: The hall is suitable for holding Special Occasion Permit events. It is wheelchair accessible [elevator]. It is equipped with a kitchen area including stove, refrigerator and freezer compartments.
Hall capacity is 126 people.

Glencoe Memorial Arena – Arena Floor

- Rationale: The main floor in the arena is the ice surface and is suitable for holding Special Occasion Permit events when ice is not in. It is wheelchair accessible.
Main Ice Surface Floor capacity is 1,000 people.

Wardsville Masonic Hall/Community Centre – Hall

- Rationale: The hall is suitable for holding Special Occasion Permit events. It is wheelchair accessible. It is equipped with a kitchen area including stove and refrigerator.
Hall capacity is 100 people.

Project 2000 Sports Complex – Pavilion Area

- Rationale: The pavilion area is suitable for holding outdoor Special Occasion Permit events. The outdoor designated area has a permanent securely erected four (4) feet high fenced area, thereby limiting the ability of someone passing alcohol to the area outside the designated area and access to underage persons.

Glencoe Train Station

- Rationale: The station is suitable for holding Special Occasion Permit events (eg. wine & cheese, anniversary celebrations, small business or family parties). It is wheelchair accessible. It is equipped with a small kitchen area including a stove and refrigerator.
Hall Capacity is Room #1 (south room) is 36 people
Room #2 (north room) is 23 people – total 59 people.

REGULATION # 2

MUNICIPAL FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

Parks and outdoor areas

- Rationale: The majority of other parks and outdoor areas are in residential areas and are not eligible for Special Occasion Permits due to the difficulty with noise, residential area location and crowd control. (Example: Appin Park/Pavilion, Glencoe Simpson Street Park/Pavilion, Wardsville Little Kin Park/Pavilion).

Arena Dressing Rooms

- Rationale: Alcohol is not permitted in this area as it encourages skaters to be on the ice surface under the influence of alcohol thus leading to safety concerns. Illegal consumption of alcohol is not tolerated in this area. These areas are not eligible to be appealed.

Arena Lobby

- Rationale: This is a public access area and would not be appropriate to have people passing through a Special Occasion Permit event.

Arena Ice Surfaces, Seating Area

- Rationale: Alcohol is not permitted in these areas due to the obvious safety concerns. These areas are not eligible for appeal.

Aquatic Swimming Pool

- Rationale: Alcohol is not permitted at this facility as it encourages users of the facility to be under the influence of alcohol thus leading to safety concerns. This area is not eligible for appeal.

Additional Facilities:

Southwest Middlesex Municipal Office

Glencoe Fire Station

Wardsville Fire Station

Appin Works Garage

Central [Glencoe] Works Garage

Glencoe Library

Melbourne Library

Wardsville Library

- Rationale: These are municipal facilities in use on a regular basis by Municipal staff and, therefore, deemed not suitable for a Special Occasion Permit. However, a sponsor may apply directly to council for a waiver under this section.

NOTE: Facilities and Parks not listed in this policy are considered inappropriate for events involving alcohol.

REGULATION # 3

EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS

The following events shall not be eligible for Special Occasion Permits:

All youth events and all sports events with minors present, including banquets are designated as non-special occasion permit events.

- Rationale: These events are intended for young people. Non-consumption by participating adults provides a positive example for young people.

Since adults supervise and drive young people to and from these events, alcohol consumption does not provide a positive example regarding drinking and driving.

REGULATION # 4

YOUTH ADMITTANCE TO ADULT EVENTS

Persons under the legal drinking age are not permitted to adult social events being held in municipally owned facilities where alcohol is available except in the case of a family occasion (example: an anniversary, wedding, family reunions, business and family Christmas parties).

Youth will not be permitted at other events except that sponsors may apply to the Council of Southwest Middlesex for approval. This application for special council approval must be made 45 days in advance to waive the provisions of Regulation #4.

REGULATION # 5

SIGNS

Signs containing the following information shall be posted by the Municipality.

**Municipality of Southwest Middlesex
Facilities & Recreation Department
Responsible Alcohol Management**

- It is against the law to serve anyone to intoxication and / or to serve someone who appears to be intoxicated. Servers in SWM facilities are required to obey the law.
- We do not wish harm to any participants, nor do we wish they harm others. People use our facilities for enjoyable social gatherings and we are happy to provide this opportunity.
- Should you wish a smaller than standard portion of alcohol, request a low alcohol beer, wine or a mixed drink. Should you wish a non-alcoholic beverage, request a soda pop, coffee or other alternative.
- After 11:00 p.m., a maximum of four (4) tickets can be purchased at one time. A maximum of two (2) alcoholic beverages per person can be served at any one time.
- At any time during the event unused tickets may be redeemed for cash.

The Municipality of Southwest Middlesex supports the R.I.D.E. program

**Municipality of Southwest Middlesex
Facilities & Recreation Department
Responsible Alcohol Management**

- Government issued photo identification is the only acceptable identification to enter the facility and purchase drinks (examples: driver license, health card, passport).
- No alcohol advertising at facilities frequented by youth. (Beer company posters or banners, etc.)
- Drinking alcohol during pregnancy can cause birth defects or brain damage to your baby.
- Any problems or concerns with the enforcement of this Municipal Alcohol Policy, please contact Southwest Middlesex Recreation and Facilities at 519-287-2839 or 519-494-4456 (cell).

The Municipality of Southwest Middlesex supports the R.I.D.E. Program

Signs containing the following information must be provided by the event holder and must be prominently displayed at all Special Occasion Permit events at Municipal sites.

- Name of the sponsor of the event.
- Telephone number of the local police service.

Rationale: This message is consistent with the L.C.B.O. Special Occasion Permit Application, which states that the holder of the Special Occasion Permit and the facility owner (SWM) are jointly responsible for the "safety and sobriety of the people attending the event".

SOUTHWEST MIDDLESEX ENCOURAGES:

- The use of table tents to remind event participants about the importance of not drinking and driving.
- Responsible drinking and fully supporting the Ontario Provincial Police R.I.D.E. program.

Rationale: This message is consistent with the L.C.B.O. Special Occasion Permit Application, which states that the holder of the Special Occasion Permit and the facility owner (SWM) are jointly responsible for the "safety and sobriety of the people attending the event".

These signs politely inform participants that Police regularly conduct roadside sobriety spot checks. Consequently, drivers are aware of the possibility of apprehension should they be considering drinking and driving.

REGULATION # 6

SERVER TRAINING

In order to be eligible to rent a Municipal facility, the sponsor must demonstrate to the satisfaction of the Municipality that the event servers have attended a recognized Server Training Course and have been trained in responsible server techniques.

NOTE: **The Municipality of Southwest Middlesex sponsors Smart Serve Training courses under the direction of the Facilities & Recreation Department.**

Rationale: Reducing the risk of litigation requires not only the components of the policy and procedures, but also the recruitment of appropriately trained supervisors and servers.

REGULATION # 7

PROVIDING LOW ALCOHOLIC DRINKS

The permit holder will ensure that a percentage of the alcoholic beverages offered consist of low alcohol options (i.e. low alcoholic beer, wine and low alcoholic spirits). Non-alcoholic beverages will be available at a lower cost than any alcoholic beverage.

REGULATION # 8

SAFE TRANSPORTATION

Prior to receiving rental privileges of Municipal facilities for Special Occasion Permit functions, event sponsors be required to demonstrate to the satisfaction of the Municipality that a safe transportation strategy will be implemented.

Safe transportation strategy examples:

1. Providing non-alcohol beverages.
2. Having a designated driver program in effect.
3. Provide identification for designated drivers (wrist bands, name tags, etc.).
4. Provide an alternate means of transportation for those who are suspected to be intoxicated (i.e. call a friend, relative, taxi to assist driver and/or collect keys upon entry).
5. If necessary, call police and warn impaired driver.

Rationale: The risk of liability is high when an intoxicated driver leaves an alcohol related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an intoxicated person is time. Coffee provided at the end of the evening only turns a sleepy drunk into a wide-awake drunk who is still unsafe to drive.

REGULATION # 9

CONTROLS

In order to be eligible to rent a Municipal facility for a Special Occasion Permit event, the sponsor must demonstrate to the satisfaction of the Municipality that the Municipal Alcohol Policy is understood. That the policy regulations will be strictly observed, and that sufficient controls are in place, which will assist in ensuring compliance to the policy.

These controls will include the following:

1. The event sponsor must provide a list of event workers to the Municipality at least 2 weeks (14 days) prior to the event along with each workers credentials and/or training.
2. The event sponsor must obtain a Special Occasion Permit from the Liquor Control Board of Ontario and must show proof of this to the Municipality prior to the event.
3. Two (2) people 19 years of age or older will monitor the entrance at all times.
4. The only acceptable form of identification to be accepted by the floor supervisors at the Special Occasion Permit event will be a Government issued document showing your photo and date of birth.
5. The person who signs the Special Occasion Permit Application and the SWM Rental Agreement or the designate of the sponsor (in the event the sponsor is a group or organization) must be identified to the Municipality in advance of the event and acknowledge his/her responsibility in writing to the Municipality, must attend the event and be responsible for making decisions regarding the operation of the event.
6. The event sponsor or the designate of the sponsor (in the event that the sponsor is a group or organization) in attendance must refrain from consuming alcohol while the event is in progress.
7. Before and during their shifts, all event workers must refrain from consuming alcohol.
8. The event sponsor or their designate must prevent patrons from engaging in activities that can harm themselves or others.

9. Event staff must supervise all exits at all times during the event.
10. The event sponsor or designate must appoint a floor supervisor who will be available upon request to any ticket sellers who request assistance in managing a person who is refused a sale.
11. All bottles must be retained within the bar area and all drinks must be served in non-glass cups.
12. At least one (1) municipal representative with authority to demand correction and/or shut down an event on behalf of the Municipality will be available and/or on call and may check all Special Occasion Permits.
13. The sponsor must abide by the rules of the Municipal Alcohol Policy.
14. Market practices, which encourage increased consumption, such as oversize drinks, shooters, double shots of spirits in a small glass, pitchers of beer, drinking contests, and volume discounts are not permitted.
15. No extra-strength beer (over 5%) may be served.
16. Tickets must be purchased from a designated ticket seller and redeemed at the bar. After 11:00 p.m., a maximum of 4 tickets at a time can be purchased. At no time will the bartenders serve more than two (2) alcoholic beverages per person.
17. Unused tickets are to be redeemable for cash on demand at any time during the event.
18. The Municipality reserves the right to require the presence of two (2) police officers for a minimum of four (4) hours at any Special Occasion Permit event. The cost of which will be borne by the sponsoring group or individual.
19. There is NO LAST CALL announcement.
20. All event workers must wear visible identification that will be supplied by the permit holder.
21. Whenever possible, Police will be notified by the event sponsor of a potentially risky situation before the situation is out of control.
22. In order to reduce the risk of intoxication and the rate of consumption, staff should encourage patrons to consume food, low-

alcohol beverages and non-alcoholic beverages.

23. All bar tenders shall be Smart Serve certified (see chart 26-1) even if alcohol is free of charge. All non-smart serve event workers shall consult with those event workers with smart serve for leadership during any situations that may cause them concern.
24. The ratio of event workers designated by the sponsor and the Municipality should be as follows:

No. of Patrons	No. of Bartenders		No. of Ticket Sellers		No. of Floor Supervisors	No. of Door Supervisors
		<i>(Smart Serve #)</i>		<i>(Smart Serve #)</i>	<i>(Smart Serve #)</i>	
0-200	2	(1)	2	(1)	(1)	1 @ each exit
201-250	2	(1)	2	(1)	(2)	1 @ each exit
251-300	3	(1)	2	(1)	(3)	1 @ each exit
301-350	3	(2)	2	(1)	(3)	1 @ each exit
351-400	3	(2)	2	(1)	(4)	1 @ each exit
401-450	4	(2)	2	(2)	(4)	1 @ each exit
451-500	4	(2)	2	(2)	(5)	1 @ each exit
501-550	4	(2)	2	(2)	(6)	1 @ each exit
551-600	4	(2)	2	(2)	(7)	1 @ each exit
1,000-1,200	8	(4)	8	(4)	(8)	1 @ each exit

25. Sale tickets will cease one-half (1/2) hour before closing time specified on the Special Occasion Permit and the bar will close at the time specified on the Special Occasion Permit.
26. All entertainment must be completed within fifteen (15) minutes after the time specified as closing on the Special Occasion Permit.
27. Patrons must vacate the facilities within forty-five (45) minutes of the permit closing time.
28. The only exception to a 1:00 a.m. closing time would be on New Year's Eve, when the closing time could be extended until 2:00 a.m.

Rationale: The law clearly states the sponsor of an event has a "duty to control", that is to protect participants from foreseeable harm to themselves and others.

If supervisors were compensated for their work with free alcohol and if an accident were to occur, it would be difficult to demonstrate control if the supervisor had been consuming an intoxicating substance.

Controlling the door to prevent underage, intoxicated or rowdy people from entering an event considerably reduces the likelihood of problems occurring.

Properly trained floor supervisors are able to identify potentially troublesome situations and correct the problems before they are out of control.

Selling tickets slows down the rate of consumption, as people are required to make two stops before getting their drinks. This provides event supervisors with the opportunity to look for signs of intoxication and to read the climate of the event.

Although police will be called if a situation becomes risky, it is the responsibility of the Special Occasion Permit holder to ensure the proper management of an event.

REGULATION # 10

INSURANCE

The sponsor of a Special Occasion Permit event being held at a municipally owned facility is required to provide proof that they have purchased a minimum of one (1) million dollars in liability insurance.

The insurance agent issuing the policy must provide confirmation of coverage directly to the Municipality together with verification that coverage would not be cancelled prior to the event without notification to the Municipality [confirmation to be directed to the Facilities & Recreation Department].

Rationale: By insisting on insurance, potentially risky groups may be discouraged from sponsoring events since they may be unable to obtain insurance.

Case law indicates that judges and juries are sympathetic towards the injured plaintiff.

Special Occasion Permit holders, hall owners, club executives and volunteers could all be named in a lawsuit.

Municipalities can be held jointly liable and could end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.

Many volunteers are unaware of their liability in cases where alcohol has been consumed at a Special Occasion Permit function.

REGULATION # 11

POLICY MONITORING AND REVISIONS

The policy shall be reviewed annually, based on information provided by the Municipal Facilities & Recreation Manager and other invited sources and reported to council with suggested policy changes if required.

Rationale: Permits the policy to be changed to meet changing community needs, adding new facilities and new program demands.

As the policy is implemented, procedures requiring adjustments for improvement can be addressed.

This allows adjustments to any future changes to the Liquor License Act.

NOTE: **The Municipality of Southwest Middlesex reserves the right to amend or introduce regulations from time to time at its discretion.**

REGULATION # 12

CONSEQUENCE OF NON-COMPLIANCE

Failure to comply with the Municipal Alcohol Policy will result in the following consequences:

1. When a Special Occasion Permit holder has violated the Municipal policy, and has been advised of same by a Municipal staff member, the group or individual will be sent a letter advising them of the violation, that no further violations will be tolerated, and that the event deposit has been forfeited.
2. Based on the severity of the violation, the organization, sponsor, group, or individual may not be allowed to rent a Municipal facility for Special Occasion Permit events for a minimum of one (1) year or may have total user privileges revoked for a period of time. The limit of each penalty shall be determined by the Facility and Recreation Manager.
3. Should members of a group or individual violate the policy within one year of receiving notice of their first violation, the group/individual may be suspended from organized use of Municipal facilities and areas for a period of one year. A letter will be sent to their contact from the Municipalities Facilities & Recreation Manager advising of

the suspension. A report and copy of this letter will also be presented to the Council of Southwest Middlesex.

4. The Facilities & Recreation Manager reserves the right to revoke rental privileges immediately for any serious altercation (i.e. serving without a proper license, loss of control, total neglect of the facility, etc.)

APPENDIX "A"

AGREEMENT FORM for SPECIAL OCCASION PERMIT HOLDER

- I have received and reviewed a copy of the Southwest Middlesex Municipal Alcohol Policy for Special Occasion Permit Holders.
- I have read and understand the Volunteer Job Descriptions and Responsibilities (Appendix "B").
- I understand that I must adhere to the conditions of the Municipal Alcohol Policy and the Liquor License Act of Ontario.
- I understand that if I or other individuals at the event fail to adhere to the Municipal Alcohol Policy, Southwest Middlesex Staff may take appropriate action. This action may include immediate cancellation of the rental agreement, stoppage of the event and notification to local authorities.
- I understand and acknowledge that I must attend the event and be responsible for making decisions regarding the operation of the event.
- I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor License Act of Ontario.
- I understand and acknowledge that I must refrain from consuming alcohol while the event is in progress.

Name (print) _____

Address and Phone No. _____

Signature _____

Date _____

~ ~ ~ ~ ~

Received by Southwest Middlesex this _____ day of _____, 20 ____.

Signature _____

APPENDIX "B"

VOLUNTEER JOB DESCRIPTIONS and RESPONSIBILITIES

Every staff event worker works as a team. This provides support for all team members and ensures that any potential problems are quickly identified and dealt with.

Permit Holder:

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

Event Sponsor:

- Attends the event, ensures the adequate server-trained staff is available, coordinates and helps staff, asks for help from security if necessary.

Bartenders:

- Accepts tickets for the purchase of alcohol drinks, serves drinks properly, monitors for intoxication, refuses service when patron appears to be intoxicated or near intoxication and offers non-alcohol substitute.

Door Monitor:

- Checks for signs of intoxication upon entry, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, and recommends safe transportation options.

Event Monitor:

- Chats with participants, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removed intoxicated persons, and suggests safe transportation alternatives.

Ticket Seller:

- Checks identification, sells alcohol tickets, monitors for intoxication, refuses sale to patrons at or near intoxication, refunds tickets upon request.

Special Security:

- Patrols the event, scans for potential trouble, notifies event staff and permit holder of potential incidents, helps event staff in handling disturbances.

Identified Designate:

- The person as identified on the Special Occasion Permit who assumes responsibility for the operation of the event when the permit holder is absent.