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TOWNSHIP OF SOUTHWOLD

MISSION STATEMENT

The Corporation of the Township of Southwold wants residents and visitors to enjoy the various facilities and parks available. In order for the Township 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. The following document outlines these regulations.

OBJECTIVES

1. To ensure proper operation and supervision of Special Occasion Permit (S.O.P.) 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 Township and its staff.
2. To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.
3. To honour 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 S.O.P.s 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 consumers, abstainers, adults, youth and families will be adequately serviced and protected.



REGULATION #1: MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

A. Keystone Complex in Shedden

B. Rationale:

The Keystone Complex are suitable for holding S.O.P. events. The Complex is equipped with a kitchen area including a stove and refrigerator compartments. The Complex's capacity is approximately 310 persons.

C. Keystone Complex - Grounds

D. Talbotville Community Centre

E. Fingal Community Centre

Rationale:

The grounds are suitable for large and small functions. The size of functions will vary depending on type of event.

REGULATION #2: MUNICIPAL PARKS AND FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

A. Parks and outdoor areas-All other outdoor areas not listed in policy

B. Exceptions

Any person or organization wishing to hold a S.O.P. event in a location not listed in this policy must appeal to Township Council for approval.

REGULATION #3: SIGNS

The S.O.P. must be prominently displayed at the function, and all invoices for the alcohol must be available at the event.

A. Serving Practices

These signs will be provided by the Township of Southwold in duplicate, to be placed in the bar area:

“It is against the Liquor License Act of Ontario and its Regulations for licensed establishments to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non-alcoholic beverages.”



B. Accountability

This sign will be supplied in duplicate by the Township of Southwold. This sign will be posted at the bar and main entrance of all S.O.P. functions. This sign will inform patrons where to direct concerns regarding the manner in which the function has been operated. The sign should include the name and address and phone numbers of the Township Municipal Office, Facility Manager or Designates Home Phone Number, Police Department and Alcohol & Gaming Commission of Ontario.

Rationale:

Having these signs visible to participants eliminates any confusion on who to contact for information or to lodge complaints regarding an event.

C. NO LAST CALL

A sign stating "Last Call Will Not Be Announced", to be placed in the bar area. This sign will be provided by the Township of Southwold in duplicate.

D. UNUSED TICKETS

A sign stating "This Bar closes at 1:00 a.m. Un-used tickets will be refundable up to 15 minutes after the S.O.P. expires." This sign will be provided by the Township of Southwold in duplicate and will be placed in the bar area.

E. RIDE SIGNS

A sign stating that RIDE Program information is available to patrons will be supplied by the OPP to the Township of Southwold.

REGULATION #4: SAFE TRANSPORTATION

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted rental/use privileges of facilities for S.O.P. functions.

The sponsor shall identify the strategies which will be used on the "Checklist for Lessee" form. The sponsor shall implement and encourage a Designated Drivers Program. This program shall be advertised at the event so that all patrons are aware this program is available. This program shall consist of the following:

The designated driver shall be supplied with free soft drinks/coffee during the function. The sponsor shall advertise or announce the availability of this program during and, if possible, prior to the event.

Rationale:

The risk of liability is high when an impaired driver leaves an event where alcohol is served. Event organizers must assume responsibility for promoting safe transportation for all patrons consuming alcohol.



REGULATION #5: YOUTH ADMISSION TO ADULT EVENTS

Each rental group will be responsible to select a strategy on allowing youth to their event. In all cases the following guidelines must be adhered to:

1. Anyone who appears to be under the age of 25 years will be required to show photo I.D. before they are allowed into the event/facility.
2. Individuals under the age of majority will not be allowed to consume alcohol beverages. Anyone serving individuals under the age of majority will be required to leave the event.
3. Events allowing individuals under the age of majority will be required to identify those persons over the age of majority. Sponsors shall choose either stamps or wrist bands to identify persons over the age of majority. (Must wrist band the over 19 people, the minors can remove the wrist band or stamp.)

Rationale:

To ensure that persons under the age of majority do not consume alcohol.

REGULATION #6: ALCOHOL SERVICE

1. A minimum of one Smart Serve trained server for every 125 patrons.
All servers shall not consume alcohol while on duty. Servers attending event shall be listed on checklist and approved by Facility Manager. The monitors, bartenders and servers shall **not** consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.
2. Low Alcohol Drinks
In order to be eligible for a facility rental involving a S.O.P., the lessee must demonstrate to the satisfaction of the Facility Manager, or municipal representative, that a minimum of 30% of the alcohol beverages available at the event are of low alcohol concentration level. Sales receipts should be made available to the Facility Manager if requested to verify this percentage. Non-alcoholic beverages should be made available at a significantly lower price or free. Free non-alcoholic beverages will be at the discretion of the S.O.P. holder.

Rationale:

Low alcohol beverages help prevent intoxication by providing consumers with an opportunity to consume less alcohol. An individual consuming a regular beer (at 5% alcohol) could drink two "extra light beers" (at 2.5% alcohol) and ingest the same amount of alcohol. Similarly, "light beer" (at 4% alcohol) represents a 20% reduction in alcohol intake.

3. Control of Alcohol Service
 1. All drinks to be served in plastic or paper cups and all bottles to be retained in the bar area. Alcoholic and Non-Alcoholic drinks are to be served in different coloured plastic cups.
 2. Lessee will agree not to use marketing practices such as: availability of oversized drinks; double shots; pitchers of beer; drinking contests; volume discounts, as these practices encourage increased alcohol consumption.
 3. Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar. When tickets are sold for alcoholic beverages, there will be



a limit of four (4) per person sold at one time until 11:00 p.m. Maximum of two (2) tickets sold per person sold at one time after 11:00 p.m. Ticket sales stop at 12:45 p.m. Discounts will not be offered for the volume purchase of tickets.

When tickets are not sold, each person will be limited to four (4) drinks served at a time until 11:00 p.m. Maximum two (2) drinks per person after 11:00 p.m.

4. Unused tickets may be redeemed for a cash refund up to 15 minutes after the bar closes.
5. Consumption of food should be encouraged throughout the event.
6. There will be no self-serve events, even "Wine and Cheese" functions require a bartender.
7. Jell-O shooters subject to approval by the Facility Manager and/or Bartender.

Rationale:

By following the above guidelines, we will reduce the risk that sponsors automatically assume when running an event. These practices are designed to discourage heavy alcohol consumption.

4. Advertising Events
Lessee must follow the Alcohol & Gaming Commission of Ontario advertising policies, which state that groups cannot advertise the brands or the cost of the alcohol to be served outside the licenced premises unless application is made to the Alcohol & Gaming Commission of Ontario.

Rationale:

Alcohol advertising is designed to encourage and promote the consumption of alcohol. Since it is illegal for people under the age of 19 to consume these products, it is preferred that alcohol advertising is not used. It is also the desire of the Township to provide a positive example to underage patrons.

5. It is mandatory that the person signing the application for the Special Occasion Permit (SOP) **must** be present at the event.

REGULATION #7: CONTROLS PRIOR TO EVENTS

LESSEE OF MUNICIPAL FACILITIES WILL BE REQUIRED TO UNDERSTAND THE MUNICIPAL ALCOHOL POLICY PRIOR TO RENTING.

1. A copy of the Municipal Alcohol Policy will be provided to the Lessee by Township of Southwold Staff Person or Facility Manager at the time of booking. If any questions or concerns arise from this policy contact the Facility Manager or Township of Southwold staff person for clarification.
2. A "Checklist for Lessee" form and a Rental contract form will be provided by the Facility Manager or Township of Southwold Staff Person at the time of booking. These forms are to be completed by the Lessee and returned to the Facility Manager or designate at least two (2) weeks prior to the event. Signatures from the S.O.P. holder, the Lessee and the Facility are required on the forms. Please see Appendix "A".
3. The Facility Manager or designate will maintain a current list of Smart Serve trained persons who have indicated that they may be available to assist at events where the Lessee does not have the required Smart Serve trained personnel.



4. The S.O.P. holder and the lessee of the facility must attend the event and be responsible for decisions regarding the actual operation of the event. If the event is more than 2 days in length then a designate may be assigned and their name(s) must appear on the contract. These persons and all event workers must refrain from alcohol consumption during the event.

Rationale:

The above is to ensure that there are not misunderstandings of the regulations contained in the Policy. Also, to be aware that any required information or assistance for the Lessee is available through the Township of Southwold staff person.

REGULATION #8: CONTROLS DURING EVENT

ALL CONTROLS AND SERVICE MUST BE CONSISTENT WITH THE PROVISIONS OF THE LIQUOR ACT OF ONTARIO AND ITS REGULATIONS.

1. The entrance and exits to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times. These person(s) shall further observe for individuals that may be attempting to enter the premises and that appear to be impaired or have a history of causing problems at events. All event workers must be 19 years of age or older and shall not consume alcohol while on duty nor prior to their shift.
2. Only identification bearing a photograph and issued by the Province of Ontario, the Government of Canada or photographic identification issued by another Province, State, or Country shall be accepted as bona-fide proof of age, including Ontario Driver's License, Canadian Passport, Canadian Citizenship card, Canadian Armed Forces Identification card, and Liquor Control Board of Ontario ID Card.
3. The holder of the S.O.P. and the person renting the facility are responsible to ensure that the event is properly supervised and will provide enough staff to fulfill this obligation.
4. In the event of a masquerade party taking place in any premise owned by the Township of Southwold, the permit holder is responsible to check ALL patrons and identification to ensure they are of appropriate age. Any person under the age of majority will not be allowed into a masquerade event.
5. The type of identification to be worn by the event workers must be stated on the "Checklist for Lessee" form. See Appendix "A".
6. The bar shall be closed in accordance with the SOP.
7. All entertainment within the facility and on the premises shall cease at 2:00 a.m.
8. All signs of consumption and service of alcohol including empty glasses shall be removed from sight within 45 minutes of the expiry of the S.O.P.
9. The facility must be vacated by patrons by 3:00 a.m.



10. All requests for outdoor events shall be reviewed by the Township to ensure that adequate security and/or policing are provided. All outdoor events are required to vacate the premises of all patrons from 6:30-7:30 p.m. This allows for a clean up and the patrons who have been on the licensed premises for hours to leave and new patrons to enter.

REGULATION #9: INSURANCE

That the sponsor(s) of a S.O.P. event being held in a municipally owned facility or on municipally owned lands be required to provide proof, before entry to the facility, that they have purchased a minimum of **two** million dollars in liability insurance naming the Township of Southwold as co-insured

Rationale:

- i) S.O.P. permit holders, hall owners, club executives and volunteers could all be named in a lawsuit. This occurred in Chapis, Quebec when the Chapis Lions Club, club organizers, Lions International and Falconbridge Limited (hall owners) were successfully sued following a New Year's Eve Party where a participant set fire to hall decorations with a cigarette lighter. The ensuing fire resulted in injuries and death.
- ii) 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.

REGULATION #10: POLICY MONITORING AND REVISIONS

The Alcohol Management Policy for the Township of Southwold will be reviewed yearly from the date it is initially approved by Township Council and any recommended changes will be considered. A form will be given to every lessee soliciting comments on their rental in relation to this policy. See Appendix "B".

Rationale:

- i) Policy to be monitored and reviewed on a yearly basis which will ensure that the policy remains up to date and effective.
- ii) This will ensure that the public will remain involved in the process of review and revamping of the existing policy.

CONSEQUENCES FOR FAILURE TO COMPLY

Individuals and/or groups who fail to comply with the Municipal Alcohol Policy shall be subject to the following consequences:

1. Although police will be called if a situation deems necessary to do so, it is the responsibility of the S.O.P. holder to ensure the proper management of an event.
2. Any infraction of the Liquor Licence Act, its Regulations, the Alcohol & Gaming Commission of Ontario Policies and the Municipal Alcohol Policy will be reviewed at the following Council meeting. A registered letter describing the problem will be sent by the Township Clerk or designate to the sponsor. The Council may refuse future rental privileges to the sponsor.



3. Where persons under the age of majority are found to have consumed or to be consuming alcohol at S.O.P. and non-S.O.P. events, the authorities may be called and/or the following procedure will be followed by the Township of Southwold Council.

First Infraction: The individual will be turned over to the police. A registered letter will be sent by the Township Clerk to the parents/guardians.

Second Infraction: The individual could be banned from attending any public function held in any municipal facility for a period of 6 months. A registered letter will be sent by the Township Clerk to the parents/guardians.

4. Where anyone is engaged in disruptive behaviour as a result of alcohol consumption at social events, authorities may be called and/or the following procedure will be followed:

First Infraction: The individual will be ejected from the event for its duration and in addition shall not be permitted to attend the same event the following year.

Second Infraction: Individual could be suspended from all functions for a period of 1 year. A registered letter will be sent by the Township Clerk.

In addition, if someone is intoxicated and disorderly, the problem should be reported to the supervisor (S.O.P holder) on duty. The supervisor should safely remove this person from the premises and must supply transportation for them.

If a person refuses to leave the premises, then the police should be called. Once the police arrive, the person should again be asked to leave the premises in front of the police. If they refuse to do so, the person can either be arrested by the police or taken home by the police.

APPROVED AND ADOPTED, APRIL 25, 2005
Revised Mar/2014



Township of Southwold Municipal Alcohol Policy

APPENDIX "A"

"CHECKLIST FOR USER"

All material to be supplied two weeks prior to event date:

1. Name of person and/or group sponsoring this event:

 2. Will persons under 19 years of age be attending this event? Yes ___ No ___
 3. Type of identification for event workers
T-shirts_____ Vests_____ Hats_____ Other (please specify) _____
 4. Has proof of S.O.P. permit been provided? _____
 5. Has proof of insurance been provided? _____
 6. The safe transportation strategy(s) that will be used at this function are:
 - a) _____
 - b) _____
 - c) _____
 7. a) I have reviewed the Municipal Alcohol Policy with a Township of Southwold Staff Person or Facility Manager. Yes ___ No___
 b) Signature of Township of Southwold Staff Person or Facility Manager:

 8. I understand all the policy regulations. Yes ___ No ___
 9. I and/or my group will observe and obey all policy regulations during the event.
Yes ___ No ___
 If No, explain: _____
 10. Name of Smart Serves attending bar _____
 11. Security Deposit amount paid _____
- Name of S.O.P. Holder:(print)_____
- Signature of S.O.P. Holder: _____
- Name of Lessee: (print) _____
- Signature of Lessee: _____
- Approved by - Signature of Township Representative or Facility Manager _____
- Date: _____





Township of Southwold
35663 Fingal Line, Fingal, ON N0L 1K0
ACCIDENT and/or INCIDENT REPORT

REPORT DATE _____

Date Incident _____ Time of Incident _____
yyyy/mm/dd

Person Reported to _____ Location of Incident: _____

Action Taken: (Check applicable)

First Aid Only___ Ambulance called - Yes ___ No___ Police called - Yes ___ No___

Was there an injury? Yes / No Explain _____

Brief description of incident (type and location as well as equipment involved, include any other persons involved):

Injured Persons Name _____ **Phone #** _____



Medical or Injury Information:

Type of Injury (if known): _____

Witnesses: (1) _____ (2) _____

Phone #: _____

Police Information (If applicable):

Comments

Your Name (Please Print) _____

Signature _____

Date _____

yyyy/mm/dd

