

REGIONAL MUNICIPALITY OF HALTON
ALCOHOL RISK MANAGEMENT POLICY

PREAMBLE

The Region of Halton owns and manages facilities where alcohol consumption is not permitted, and other facilities where alcohol consumption is permitted under authority of a Special Occasion Permit. The Region of Halton has developed an alcohol risk management policy in order to prevent alcohol related problems that arise from alcohol consumption within its facilities and to promote a safe, enjoyable environment for those who use these facilities.

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

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

To the extent that these four drinking practices can be reduced, the likelihood of alcohol related problems will correspondingly diminish. For those who do not engage in these targeted drinking practices, the policy will be minimally intrusive. The policy is not intended to stand in opposition to legal and moderate drinking.

PURPOSE OF THE POLICY

The alcohol risk management policy consists of a range of measures designed to prevent alcohol related problems and to increase the enjoyment of those who use the facilities. By reducing the potential for alcohol related problems, The Region of Halton concurrently reduces its risk of liability actions. In this context, policy measures introduce barriers which impede the adoption of the targeted drinking practices.

The policy is divided into four sections:

- 1. Designation of facilities where alcohol use is prohibited;
- 2. Designation of facilities where alcohol use is permitted;
- 3. Specification of conditions under which alcohol use is permitted;
- 4. Enforcement Procedures for violations of the policy.

SECTION 1. AREAS DESIGNATED WHERE ALCOHOL USE IS PROHIBITED

The consumption of alcoholic beverages is prohibited in all facilities owned by The Region of Halton except those that are "specially designated". Halton Regional Council may change the designation of any site at its discretion. A complete list of these areas can be obtained from the Legal Services Department. Users who seek permission to use these facilities will be asked to sign a form agreeing that people included in the activity or event will not consume alcohol (see Appendix A).

SECTION 2. AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL

The following facilities and areas are currently designated for alcohol use under the authority of a Special Occasion Permit. Halton Region Council may change the designation of any site at its discretion.

2.1 Facilities for Special Occasion Permits

Halton Regional Centre

SECTION 3. CONDITIONS FOR SPECIAL OCCASION PERMITS

Anyone who wishes to serve alcohol at a designated site must complete an agreement form that stipulates the conditions under which alcohol may be served (see Appendix B). In addition, the responsible person must obtain a Special Occasion Permit from the Liquor Licence Board of Ontario. The Special Occasion Permit holder must ensure that all the conditions of the Liquor Licence Act and of this policy are adhered to at the event. In order to be eligible to use a Regional facility, the event sponsor must employ an individual to be a bartender who has attended a Server Intervention course endorsed by the Ministry of Consumer and Commercial Relations and must provide proof prior to the event to the facility supervisor to authenticate same. An exemption to S.I.P. training will be granted to Catering Company employees who have been trained under the Server Training Program offered by the Hospitality and Tourism Industry Foundation of Ontario. The Region of Halton reserves the right to refuse an applicant permission to run a licensed event on its property for any reason whatsoever.

All Special Occasion Permit holders are required to adhere to the following conditions.

3.1 Category: Control

- 3.1.1 The person whose name appears on the Special Occasion Permit (permit holder) must be present at all times during the event.
- 3.1.2 The permit holder will accept only an Age of Majority card, a photo drivers licence, or a passport as identification for alcohol purchase or consumption.

- 3.1.3 The permit holder will provide the Region of Halton with a list of the S.I.P. trained bartenders and servers two weeks prior to the event, and ensure that only those listed will serve alcohol.
- 3.1.4 The permit holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.
- 3.1.5 The permit holder will provide the Region of Halton with a list of monitors, aged 19 or over, two weeks prior to the event. There will be at least 1 monitor per 200 participants in order to ensure that age of majority cards are checked and that any problems that arise are dealt with appropriately.
- 3.1.6 The monitors, bartenders and servers will be identified as such. They will not consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.
- 3.1.7 The permit holder will be responsible for recognizing the need for assistance during the event, and requesting it from the appropriate Region of Halton staff or a Regional designate.
- 3.1.8 The permit holder will abide by all Federal, Provincial and Municipal legislation.

Rationale:

The Special Occasion Permit holder and the facility owner need to be alerted to the potential liability and attendant responsibility to prevent participants from becoming intoxicated and protect them from foreseeable harm.

In order to provide a safe environment and control behaviour, event organizers must supervise entrances and exits. By controlling entry, underage, intoxicated, rowdy or unauthorized people can be prevented from entering an event. This will considerably reduce the likelihood of a problem occurring.

By providing the facility owner with a list of bartenders, servers and monitors, those who previously have overserved, served minors, and served intoxicated patrons can be asked not to participate in the event.

3.2 Category: Sale of Alcohol

- 3.2.1 When tickets are sold for alcoholic beverages, there will be a limit of 4 tickets per person at one time. Discounts will not be offered for the volume purchase of tickets and unused tickets must be refunded, if requested.
- 3.2.2 When either tickets or drinks are sold, each person will be limited to a purchase of 2 drinks at a time. Discounts will not be offered for the volume purchase of alcoholic beverages.
- 3.2.3 The permit holder will post a sign at the bar and at the ticket counter stating that patrons will not be served to or past the point of intoxication.

Rationale:

By limiting the number of tickets or drinks, participants can purchase at one time, the ticket sellers, monitors, bartenders, and servers are provided with more opportunities to observe participants for signs of intoxication. Table consumption can be moderated by not selling rounds of large numbers of tickets - a strip of twenty, for example.

3.3 Category: Low Alcohol and Non-Alcoholic Options

- 3.3.1 The permit holder will ensure that 30% of the alcoholic beverages offered consist of low alcohol options (i.e., low alcohol beer, light wine, and low alcohol spirits). Non-alcoholic beverages will be available at a lower cost than any alcoholic beverage. High alcohol beer will not be sold.
- 3.3.2 A sign will be posted identifying the low alcohol and non-alcoholic beverages available at the event.

Rationale:

Low alcohol beverages help prevent intoxication by permitting responsible consumers with an opportunity to consume less alcohol and avoid becoming intoxicated and will provide servers with a substitute drink for those nearing intoxication. A patron consuming a regular beer (at 5% alcohol) could drink two "extra light" beers (at 2.5% alcohol) to ingest the same amount of alcohol. Similarly, "light beer" (at 4% alcohol) represents a 20% reduction in alcohol intake.

3.4 Category: Accountability

3.4.1 The permit holder will post a sign, approved by the Region of Halton stating the name of the Special Occasion Permit holder and the telephone numbers for the Region of Halton and the Liquor Licence Board of Ontario.

3.4.2 The permit holder will obtain a minimum of two million dollars liability insurance, name the Region of Halton as an additional insured, at least two weeks prior to the event. The permit holder will indemnify and save the Region of Halton harmless from all claims arising from the permit or event. Proof of insurance shall be attached to a completed Special Occasion Permit holder agreement.

Rationale:

While the local authorities and Liquor Licence Inspectors are informed of the date and place of the special occasion function, they do not always have an opportunity to drop in and check on the operation of the event. The signs serve notice to the permit holder that while enforcement personnel may not be present the entire time, concerned participants will know where to lodge a complaint. This can facilitate early correction of potentially risky situations.

If an individual is injured, and if the Region of Halton were to be found "jointly and severally" liable, the Region of Halton could end up paying the total judgement should the Special Occasion Permit holder be uninsured or inadequately insured. In addition to costing the municipality to settle the award, a municipality might have difficulty obtaining continued insurance coverage.

3.5 Category: Safe Transportation

3.5.1 The permit holder will be responsible for promoting safe transportation options for all drinking participants. Examples of safe transportation options are:

- a) a designated driver selected from non-drinking participants at the event;
- b) a designated driver provided by the sponsoring group;
- c) a taxi paid either by the sponsoring group or the participant.

3.5.2 Where vehicles have been left on Regional premises overnight to accommodate 3.5.1, the Special Occasion Permit holder shall obtain and forward a copy of all vehicle licence numbers to the Region of Halton.

Rationale:

The risk of liability is high when an impaired 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 impaired person is with time. Coffee provided at the end of the evening only turns a sleepy drunk into a wide awake drunk and still unable to drive.

3.6 Category: Other

3.6.1 The Region of Halton reserves the right to introduce other conditions from time to time at its discretion.

SECTION 4. ENFORCEMENT PROCEDURES FOR POLICY VIOLATION

4.1 Areas Where Alcohol is Prohibited

4.1.1 A violation of this policy occurs when individuals consume alcohol in a Regional facility or area where alcohol consumption is prohibited. Intervention can be initiated by a member of the group using the facility or area (if it is a group activity), a staff member of the Region of Halton, or by a member of the Halton Regional Police Service.

4.1.2 A group member may intervene by informing the offending individual(s) that Regional policy prohibits alcohol consumption and asking that it stop or face intervention by other authorities such as the police. This could result in a loss of privileges.

4.1.3 Any staff member of the Region of Halton encountering a violation of this policy can ask that the consumption of alcohol stop or can call the police for enforcement.

4.1.4 Where a member(s) or organized group(s) have violated the regional policy, and have been confronted by Region of Halton staff, the group will be sent a registered letter advising of the violation, and indicating that no further violations will be tolerated.

4.1.5 Should members of an organized group violate the policy within one year of receiving notice of their first violation, the group will be suspended from organized use of any Region of Halton facility or area for a period of one 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 Region of Halton Council.

4.1.6

A member of the Halton Regional Police Service may intervene in a violation of this policy on his or her initiative or in response to a request either from a Region of Halton staff member or a member of the general public. The police officer may ask that the alcohol consumption stop, or can 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.

Rationale:

All staff should be aware that alcohol is prohibited in all Regional facilities except areas designated by Council under Special Occasion Permit only.

4.2

Areas Where Alcohol is Permitted

4.2.1

A violation of this policy occurs when the Special Occasion Permit holder fails to comply with the conditions of the Liquor Licence Act of Ontario or the Regional Alcohol Policy. Intervention can be initiated by a participant at the event, a Region of Halton staff member or designate, a member of the Halton Region Police Service, or an inspector of the Liquor Licence Board of Ontario.

4.2.2

A member of the organizing group or the designated monitor may intervene by informing the offending individual(s) of the policy violation and ask that it stop. Group members and monitors should feel encouraged to intervene in this way because intervention at other levels could result in a loss of privileges and legal charges.

4.2.3

A Region of Halton staff member or designate may intervene whenever he or she encounters a violation of the policy. Depending upon the severity of the policy infraction, Region of Halton staff or the designate may ask organizers of the event to stop the violation or they may close down the event. Should the organizers fail to comply, the staff members may call the police for enforcement.

4.2.4

Where the Special Occasion Permit holders have violated the regional policy, and have been confronted and documented by a Region of Halton staff member or designate, the group will be sent a registered letter advising of the violation, and indicating that no further violations will be tolerated.

4.2.5

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 organized use of a Region of Halton facility or area for a period of one 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 Region of Halton Council.

4.2.6

A member of the Halton Region Police Service or an inspector from the Liquor Licence Board of Ontario may intervene in a violation of this policy on his or her initiative, or in response to a request from either a Region of Halton staff member or designate or a member of the general public. Depending upon the severity of the infraction, charges may be laid under the Liquor Licence Act of Ontario or any other relevant legislation.

APPENDIX A

ACTIVITY AGREEMENT

Name of Group

please print

Name of Contact Person

please print

Certification

1. I understand that alcohol cannot be consumed in facilities owned or leased by the Region of Halton and areas in compliance with the Liquor Licence Act of Ontario and the Region of Halton Alcohol Risk Management Policy.

2. I understand that if any member of my group is consuming alcohol in these facilities or areas, a registered letter of warning will be issued advising of the policy violation and indicating that no further violations will be tolerated. Independent action can be taken by the Halton Regional Police Service, at its discretion.

3. I understand that if any member of my group violates the policy within one year of receiving a warning, our group will be suspended from using any Region of Halton facility or area for a period of one year.

4. Prior to the use of Regional facilities, I will provide the Region of Halton staff with the names and addresses of the group contact persons so that a brochure outlining the policy can be sent to them.

Signature

Contact Person

Address

Street & Number

City, Province

Postal Code

Telephone No.

OFFICE USE

Agreement received by

Signature of Halton Region Representative

Date

Year/Month/Day