

**CORPORATION OF THE  
TOWNSHIP OF HOWICK**

***MUNICIPAL  
ALCOHOL  
POLICY***

Adopted by Howick Township Council  
BY-LAW NO. 32-2005  
Enacted December 13, 2005

**REVISED August, 2009**  
Adopted by By-Law No. 20-2009  
enacted September 1, 2009

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***MUNICIPAL ALCOHOL POLICY***

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## **Part One: INTRODUCTION**

### **A. HOWICK TOWNSHIP DESCRIPTION**

The Township of Howick is a predominately rural municipality with three villages (Fordwich, Gorrie and Wroxeter) and two hamlets (Belmore and Lakelet) located within its boundaries. We have approximately 1,300 households and a population of over 3,700 rural and urban residents.

In each of the three villages are a community hall and a baseball park. The Fordwich park also has a tennis court. All of these facilities are managed, operated and maintained thanks to the dedication and hard work of community volunteers serving on Local Boards of Management. As well, devoted volunteers in and around the hamlet of Belmore (situated at the crossroads of two counties and three local municipalities) manage, operate and maintain an excellent arena /curling rink /community hall facility and a baseball park. Howick Township operates an arena /auditorium facility centrally located in the Township, and a swimming pool located in the Village of Gorrie. Thanks to the efforts of parent volunteers, a soccer field has been established on the grounds north of the Howick Community Centre.

All of these recreational facilities are owned by and are the responsibility of the Township of Howick. It is therefore contingent upon the Council of the Township to ensure the safety and security of the facilities and the events and activities happening therein.

### **B. GOALS OF OUR ‘MUNICIPAL ALCOHOL POLICY’**

Through the creation of this **alcohol risk management policy**, it is the intention of the Council of the Township of Howick, by promoting the safe and responsible use of alcohol at events being held in municipal facilities, to:

- i) protect our citizens, volunteers, public property and municipal assets,
- ii) attempt to prevent problems that can arise as a result of alcohol consumption, and
- iii) foster an enjoyable environment for all who use our municipal facilities.

### **C. OBJECTIVES OF THE POLICY**

Howick Township’s *Municipal Alcohol Policy* will:

- ensure that the Managers and the Renters/Users of the facilities are aware of the potential problems and consequences associated with licenced events;
- make the Managers and the Users aware of the requirements of the *Liquor Licence Act and Regulations* relative to Special Occasion Permit events;
- define the duties and responsibilities of the Managers and the Renters/Users of the facilities regarding licenced events;
- outline strategies to monitor and control licenced events to prevent the occurrence of problems;
- detail enforcement procedures and penalties resulting from non-compliance with the Policy.

It is the belief of Howick Council that implementing good management practices to guide our volunteer Facility Managers to be better-trained and more cognizant of the potential harm and consequences of alcohol misuse, and to require Renters to use responsible serving practices in order to reduce excessive drinking and dangerous behaviours, will ultimately benefit the community through improved confidence in and support of the municipal facilities, and will mitigate the risk of personal and/or municipal liability.

## D. BACKGROUND

In November, 2004 notices were sent to the Boards of the Township facilities and to other local organizations that host licenced events, inviting them to an information meeting concerning the creation of a 'Municipal Alcohol Policy'. At the meeting, held November 30<sup>th</sup>, Erica Arnett, Public Health Promoter, Huron County Health Unit, and Brian Johnston, Inspector, Liquor Enforcement Section, Alcohol and Gaming Commission, provided informative presentations.

A report of this meeting was presented to Howick Township Council at the December 14<sup>th</sup> council meeting, resulting in a resolution from Council declaring support for a 'Municipal Alcohol Policy' and direction that a Committee be recruited to develop the policy. Councillors Randy Scott and Andrea Yungblut, Clerk Ronna Lee Johnson and Recreation/Facilities Supervisor Brad Watt were appointed to serve on the Committee. Recruitment posters were distributed, and at the January 18<sup>th</sup>, 2005 Council meeting the following volunteers were also appointed: Wilbert Freeman, Douglas Crapper, Bruce Boneschansker, and Dave Mawhinney. Brian Mulvey joined the Committee at a subsequent meeting.

The mandate of the Committee was to:

- Gather and review information relevant to developing an alcohol policy.
- Identify and designate municipal facilities and events to be covered in the policy.
- Determine appropriate management practices and prevention strategies.
- Establish enforcement and penalties.
- Devise a plan for implementation, promotion, review and maintenance of the policy.
- Draft the policy.
- Present policy to Council for approval.

During the next few months, members of the Municipal Alcohol Policy Committee met 8 times, working to achieve that mandate. Activities included:

- Meeting with OPP and insurance industry representatives for input and discussion.
- Reviewing, on own time, the Liquor Licence Act, Regulations for Special Occasion Permits, and general information related to creating an alcohol policy.
- Reviewing, line by line, a draft policy created from sample policies from other municipalities and reference material from relevant agencies.
- Creating a plan for promoting and implementing the Policy, including:
  - Community Promotion – information pamphlet, media coverage, Facility User information meeting, information booth at Fall Fair.
  - Server Training – recommended to Howick Council that the Township pay the cost of 'Smart Serve' training for members of Local Boards. Forty-nine people attended the training and received certification (33 Board Members, 16 others).
  - Enforcement – recommended materials and documentation required to implement the policy, such as signage, report forms, event worker identification.
- Finalizing a draft Municipal Alcohol Policy for presentation to Howick Council for approval.

**Part Two: FACILITIES – IDENTIFICATION AND DESIGNATION**

**A. Facilities Eligible for Alcohol Use Events** (under the authority of a *Special Occasion Permit*)

- ✓ Belmore Community Centre Auditorium
- ✓ Belmore Community Centre Arena Ice Surface Area
- ✓ Belmore Community Centre Curling Lounge
- ✓ Fordwich Ball Park Pavilion
- ✓ Fordwich Community Hall
- ✓ Gorrie Ball Park Pavilion
- ✓ Gorrie Community Hall – upper level
- ✓ Gorrie Community Hall – Legion Room
- ✓ Howick Community Centre Auditorium
- ✓ Howick Community Centre Arena Ice Surface Area
- ✓ Wroxeter Ball Park Pavilion

**B. Facilities Licenced to Sell Under Liquor Licence Act**

- ✓ Wroxeter Community Hall – upper level
- ✓ Wroxeter Community Hall – lower level

**C. Facilities Not Eligible for Alcohol Use Events**

- ❖ All areas of the Belmore Community Centre (except those listed above) including the Library meeting room, entrance lobby, warm room, bleachers, dressing rooms, kitchen, etc.
- ❖ Belmore Ball Diamonds and Tennis Court
- ❖ Fordwich Ball Diamond
- ❖ Fordwich Tennis Court
- ❖ Gorrie Ball Diamond
- ❖ Gorrie Community Hall Library Room
- ❖ All areas of the Howick Community Centre (except those listed above) including entrance lobby, warm room, bleachers, dressing rooms, kitchen, etc.
- ❖ Howick Community Pool
- ❖ Howick Municipal Office and Garage
- ❖ Wroxeter Ball Diamond
- ❖ All municipally-owned green spaces, parks, streets, facilities, or buildings not specifically designated as eligible

**D. Events Where Alcohol is Prohibited**

- All youth events
- All minor sports events, including award banquets
- “Family Day” community events
- Street parties
- Outdoor events (may be permitted in certain restricted areas if the eligible applicant fulfills all applicable terms and conditions required to obtain a ‘Special Occasion Permit’ for an ‘outdoor’ event)

### Part Three: MANAGEMENT PRACTICES

#### A. Licensed Event – Personnel, Duties and Responsibilities

- ❑ **Facility Manager:** The municipal representative (Local Board member or municipal employee) who approves the rental of a municipal facility to an individual or group. This person must ensure that the renter is aware of the *Municipal Alcohol Policy* and its requirements.
- ❑ **Event Sponsor:** The person who rents the facility for the purpose of holding an alcohol use event, must attend the event, ensure that an adequate number of properly-trained staff are available, and co-ordinate and help the staff to monitor compliance with the Policy.
- ❑ **Permit Holder:** The person who signs the alcohol permit (usually the Event Sponsor) must verify, in writing, to the Facility Manager that he/she has been informed of and understands the *Municipal Alcohol Policy*. This person is the general manager of the event, assuming responsibility and liability for its operation.
- ❑ **Bartenders:** All must have recognized ‘Server’ training. Accept tickets for the purchase of alcohol drinks, serve the drinks, monitor for intoxication, and refuse service when a patron appears to be in or near an intoxicated state.
- ❑ **Door Supervisor/Monitors:** A minimum of 51% of workers must have server training. Check identification to ensure no minors are admitted, watch for signs of intoxication to prevent intoxicated or troublesome persons from entering, monitor patrons leaving the event for signs of intoxication and recommend or arrange transportation options. Two (2) Door Supervisor/Monitors are required at the main entrance and one (1) at every other entrance/exit.
- ❑ **Floor Supervisor/Monitors:** A minimum of 51% of workers must have server training. Monitor patrons behaviour, watch for signs of intoxication, respond to problems and complaints, and remove intoxicated persons, arranging safe transportation for them.
- ❑ **Ticket Sellers:** All must have server training. Sell tickets for alcohol drinks to a maximum of five (5) tickets per person per purchase, monitor for intoxication, refuse to sell to persons appearing to be at or near intoxication, refund tickets on request. Tickets will be sold from **one location only** at all events.
- ❑ **Special Security:** Patrol the room, scan for potential trouble, notify permit holder and event staff of possible incidents, assist in handling disturbances.

#### Required Ratio of Event Workers (minimum requirements)

Number of Participants	Bartenders	Door Supervisors	Floor Supervisors	Ticket Sellers
Under 25	1	1	0	0
25 to 50	1	1	1	1
51 to 125	2	1	2	1
126 to 200	2	2	2	2
201 to 300	3	3	3	2
301 to 400	3	4	3 (must include 2 OPP)	2
401 to 500	4	4	4 (must include 2 OPP)	2
501 to 750	5	5	5 (must include 4 OPP)	2
751 to 1300	8	6	6 (must include 4 OPP)	2

**PLEASE NOTE:**

- All staff at a licenced event must be of legal drinking age, and must refrain from drinking while on duty
- At least 51% of all event workers must be server trained; ALL bartenders and ticket sellers must be trained
- Wedding and Anniversary events may be exempt from the requirement to retain OPP Officers
- Other Special Events may request exemption from the requirement to retain OPP Officers

**B. Before the Event: Responsibilities of the Sponsor/Permit Holder**

1. The Event Sponsor must obtain the appropriate ‘*Special Occasion Permit*’ from the Alcohol and Gaming Commission of Ontario (AGCO), and show proof of the permit to the municipal representative **at least 5 days before the event.**
2. The Renter and Permit Holder must verify that they have been informed of and understand the *Municipal Alcohol Policy*, their obligations, and that they intend to comply with the requirements, by signing a rental agreement. Failure to do so will negate any agreement, and access to the facility will be denied, even if a Special Occasion Permit has been obtained.
3. The Permit Holder must purchase “**Party Alcohol Liability (PAL) Insurance**” which includes **Commercial General Liability** (minimum \$2,000,000.00) and **Tenants Legal Liability**, and provide proof of same to the municipal representative **at least 5 days prior to the event.** This insurance policy shall name the Township of Howick as an additional insured for the period of the event, and shall state that coverage will respond to all claims relating to Alcohol and Gaming Commission (AGCO) licenced activities held on the municipal premises.  
\* Any appointed Board or Committee of the Township of Howick sponsoring or hosting an event in a Township facility is exempt from the requirement to purchase PAL insurance. Such Boards and Committees have liquor liability coverage under the Township’s insurance.
4. The Permit Holder must provide a list of **server-trained event workers** to the municipal representative **at least 5 days prior to the event.**
5. Prior to the event, the permit holder and the municipal representative must ensure that the facility is safe, secure and will appropriately accommodate the event.
6. The Permit Holder must confirm that he/she will be in attendance at the event and will be responsible for making decisions about the operation based on the *Municipal Alcohol Policy* and the *Liquor Licence Act of Ontario*.
7. The Permit Holder must give the municipal representative a copy of the alcohol purchase receipt indicating the purchase of the required minimum percentage (35%) of low-alcohol beverages, and must ensure that non-alcoholic beverages are available.
8. The municipality reserves the right to require the presence of police officers or security personnel as deemed necessary, the cost of which is the responsibility of the Event Sponsor. The Permit Holder must arrange for the required security and provide confirmation that OPP officers will be in attendance when required (in accordance with the chart on page 5).

\* Amendment adopted by Howick Council on June 26, 2006 by Resolution No. 143/06

c. ***During the Event: Responsibilities of the Sponsor/Permit Holder***

1. At least one municipal representative (ie. Board Member) with authority to demand correction of policy infractions or to shut down the event on behalf of the municipality, must attend all alcohol use events.
2. The Permit Holder must attend the event and be responsible for making decisions about the operation of the event based on the *Municipal Alcohol Policy* and the *Liquor Licence Act*.
3. The Permit Holder is responsible for the operation of the event, and must refrain from drinking alcohol throughout the course of the event.
4. A minimum of 51% of all event workers must be server trained, and **all** bartenders and ticket sellers must be server trained, even if the alcohol is served free of charge.
5. The Permit holder must ensure adherence to the *Municipal Alcohol Policy's* specified ratio of event workers (see chart on page 5).
6. All event workers must refrain from drinking alcohol during the course of the event, or until they have completed their shift of work and their responsibilities have ended for the event.
7. All event workers must wear highly visible identification approved by the facility manager.
8. The Local Board of each facility shall be responsible for determining if minors will be admitted to a licenced event being held in their facility, and for selecting a strategy of controls to ensure that:
  - a. Proof of age of majority is presented prior to entry;
  - b. The only proof of age accepted is government-issued photo identification (ie. driver licence);
  - c. A means of identifying attendees of legal age must be provided (ie. wrist band, stamp, etc);
  - d. No minors are served, provided with or allowed to consume alcohol beverages;
  - e. Any person providing a minor with alcohol will be expelled from the event and premises.

Minors may be permitted to attend a licenced event for the purpose of providing assistance in running the function, but shall not be allowed to work within the bar area where liquor is sold or served.

No person under the age of majority shall be allowed to attend a 'Stag & Doe' type event.

9. Door Monitors must ensure that unruly or intoxicated persons are prohibited from entering.
10. Event staff must check the identification of **all** participants at a masquerade event.
11. Patrons must purchase drink tickets from a designated Ticket Seller. Ticket sales are restricted to a maximum of five (5) tickets per person per purchase. At 1 hour prior to bar closing ticket sales must be restricted to 2 tickets per person.
12. To help control the event, Floor Supervisors must monitor the activity area and exits, and be available to Ticket Sellers or Bartenders if they need help to manage a person who is refused sale or service.
13. Event workers must report all problems and incidents to the Permit Holder, requesting guidance and assistance when necessary. The Permit Holder will determine if Police should be called, and must document the occurrence in the "*Incident Reporting Log*" available at the facility.



14. There must be **no “last call”** announced. Entertainers, DJs, etc. must be advised of this rule.
15. All entertainment must be ended and the bar closed by 1:00 am. **Exception:** 2:00 am on New Year’s Eve.
16. The facility must be vacated by 1:45 am, in accordance with the *Liquor Licence Act*.
17. The Permit Holder must complete an ‘*Event Summary Report*’ at the end of the event and return it to the designated municipal representative the next working day after the event.

#### **D. Prevention Strategies**

The goal of “prevention strategies” is to avoid over-service and over-consumption of alcohol, and to prevent the harm that can result from excessive drinking.

The *Liquor Licence Act of Ontario, Section 29* states: **“No person shall sell or supply liquor or permit liquor to be sold or supplied to any person who is or appears to be intoxicated”**.

##### **1. Providing Food**

- An adequate supply of food must be available to persons attending the event.
- Chips, peanuts and other such snacks do not qualify as food. Food, at the very least, must include sandwiches, vegetables and dip, and other accompaniments.

##### **2. Providing No-Alcohol Drinks**

- No-alcohol drinks must be available at no charge, or at a much lower cost than alcohol drinks.
- Where wine is provided with a meal, a no-alcohol substitute (such as ginger ale or sparkling juice) must be provided to ensure that abstainers and children are included in celebratory toasts.

##### **3. Providing Low-Alcohol Content Drinks**

- The Event Sponsor must show to the satisfaction of the municipal representative that at least **35%** of available alcohol consists of **low-alcohol** beverages. “Low-alcohol” is defined as having an alcohol content of less than that of a standard drink as listed in #4 below.

##### **4. No Extra-Strength Drinks**

- To be eligible to rent a municipal facility, the Event Sponsor must agree that no extra-strength alcohol content drinks will be provided. Beer and coolers must not exceed 5% alcohol content.
- The Event Sponsor must ensure that only standard drinks will be served. A standard drink is: 12 oz. of 5% Beer; 5 oz. of 12% Wine; 1½ oz. of 40% Spirits.

##### **5. No Activities Promoting Drinking**

- Practices that encourage increased alcohol consumption are prohibited (ie. double shots, pitchers of beer, oversized drinks, drinking contests, volume discounts, Jello shooters, etc.).

##### **6. Serving in Safe Beverage Containers**

- All drinks must be served in disposable paper or plastic containers. All bottles will be kept within the bar.

##### **7. Redeeming Unused Tickets**

- Unused tickets will be redeemed for cash on demand until closing time, up to a maximum of five (5) tickets per person.

**8. Safe Transportation Options**

- Before being granted municipal facility rental privileges for a licenced function, the Permit Holder shall be required to show that a safe transportation strategy will be implemented.
- The safe transportation strategy shall include the following:
  - **Designated Driver**
    - designated driver program will be advertised at the event.
    - designated drivers, identified as such by some means, will receive free no-alcohol drinks.
  - **Alternative Transportation**
    - the event sponsor or a designated alternate will drive the intoxicated person home, **or**
    - call a friend, relative, or taxi to get the intoxicated person home, **or**
    - if necessary, detain the impaired person and call police.
  - **Sober Driver Awareness** - post signs that:
    - encourage participants not to drive after drinking, and
    - remind participants that police may have spot checks in place.

**9. No Alcohol Advertising**

- Advertising and posters that promote alcohol products are prohibited in all municipal facilities where children and youth are allowed entry.

**10. Endorsement of Commercial Liquor Licence Applications**

- Upon request to endorse an application to the Alcohol and Gaming Commission of Ontario (AGCO) for a liquor licence, Howick Township Council shall recommend approval only if the applicant (ie a restaurant owner) develops an alcohol operating policy similar to the municipal policy and provides server training for all staff.

**E. Signage in Designated Facilities**

The following signs shall be prominently and permanently displayed in all municipal facilities designated as “eligible” for alcohol use events:

1. **Accountability for Event** - The following form will be mounted at the entrance and bar area in each facility. The Event Sponsor/Permit Holder must ensure that the form is completed, with all information relevant to the event clearly visible.

<p><b><u>TOWNSHIP OF HOWICK</u></b> <b><u>Special Occasion Licenced Event</u></b></p>
Name of Event Sponsor / Rental Group: _____
Name of Permit Holder: _____
Address of Permit Holder: _____ _____
Name & Address of Facility: _____ _____
Name of Municipal Representative: _____
<p><b><u>Ontario Provincial Police - Call 1-888-310-1122</u></b> <b><u>Alcohol &amp; Gaming Commission of Ontario - Call 1-800-522-2876</u></b> <b><u>Howick Township Clerk - Call Office 335-3208 or Home 335-6164</u></b></p>

2. **Proof of Age** - Signs must be posted near entrances and in bar areas, which read:

<p><b><u>Must be 19 years or older to consume alcohol</u></b> <b><u>Valid PHOTO identification required</u></b></p>
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3. Alcohol Ticket Sales Limit - A sign must be posted at the ticket sale area, which reads:

<b><i>ALCOHOL TICKET SALES</i></b>
<b><u>FOUR (4) TICKETS</u></b>
<b><u>PER PERSON AT ONE TIME</u></b>
<b><u>ONE HOUR BEFORE CLOSING</u></b>
<b><u>TWO (2) TICKETS PER PERSON</u></b>

4. Statement on Intoxication - The following sign will be posted at entrances and in bar areas:

<b><u>BY LAW SERVERS CANNOT SERVE</u></b> <b><u>any person to the point of intoxication,</u></b> <b><u>OR any person who is intoxicated</u></b>
<b><u>LOW-ALCOHOL &amp; NO-ALCOHOL BEVERAGES, AND FOOD ARE AVAILABLE</u></b>

5. No "Last Call" - A sign will be posted at entrances and bar areas stating:

<b><u>NO "LAST CALL" ANNOUNCED</u></b>
<b><u>BAR CLOSES AT 1:00 AM SHARP</u></b>
<b><i>Facility must be vacated by 1:45 AM</i></b>

6. Designated Driver / Sober Driver Spot Check - This sign will be posted at entrances/exits:

<b><u>DESIGNATED DRIVERS</u></b>
<b>WE ARE PLEASED TO OFFER YOU</b>
<b>FREE NO-ALCOHOL BEVERAGES</b>
Thanks for helping to reduce impaired driving in Howick
<b><u>OPP will thank you at ROADSIDE SPOT CHECKS</u></b>

7. **Fetal Alcohol Syndrome** - This sign shall be displayed in all Ladies' Restrooms:

Sign available from Alcohol and Gaming Commission of Ontario

**WARNING:**  
**Drinking Alcohol during pregnancy can  
cause birth defects and brain damage  
to your baby**

1-877-FAS-INFO      [www.alcoholfreepregnancy.ca](http://www.alcoholfreepregnancy.ca)

8. **Alcohol-Free Areas** - All facilities and areas listed as “*Not Eligible*” for Alcohol-use events will be clearly posted:

**ALCOHOL**

**NOT PERMITTED**

**IN THIS AREA**

9. **Code of Conduct** - This sign will be posted at entrances/exits:

**CODE OF CONDUCT**

- Any person misbehaving, unruly or intoxicated will be denied entry.
- Police will be called to deal with any person causing disturbance during an event

**Part Four: ENFORCEMENT PROCEDURES AND PENALTIES**

**A. Immediate Action Upon Non-Compliance or Infraction of Policy**

1. Event Workers will exercise their authority to ensure that unruly or intoxicated persons are prohibited from entering the event.
2. Police will be called to deal with any person who becomes unruly or causes disturbance during the event.
3. Event staff must report an infraction of this policy to police, if it is believed such action is warranted.
4. If the Permit Holder does not correct the Policy infractions, the designated municipal representative must intervene and close down the event.
5. If participants are found to be drinking alcohol in a restricted area such as change rooms, the municipal representative must intervene and request that the illegal drinking cease. If the drinking continues, police must be called.
6. Any infraction of this policy or incident of disturbance must be reported to the designated municipal representative in attendance, or to municipal staff within 24 hours or at the start of the next working day, and recorded in the 'Incident Reporting Log' available at the facility.

**B. Short-term Penalties**

1. All reported infractions and disturbances will be reviewed by Howick Township Council at the next regular Council meeting.
2. If deemed necessary, a designated municipal representative (staff or Facility Manager) will send a registered letter to the Event Sponsor and/or Permit Holder, or Team, as the case may be, describing the problem and advising that their rental privilege for the next scheduled rental or event has been revoked.
3. The next scheduled rental or event (alcohol or no-alcohol) for the Sponsor, Group or Team will be revoked and cancelled.
4. If deemed necessary, a letter will be sent to an individual who caused a disturbance at an event, advising that he/she will be denied admittance to events in any municipal facility for a period of one year. A list of such persons will be provided to each municipal facility to ensure enforcement.
5. **Event Workers** who contravene the Township's *Municipal Alcohol Policy* will be removed from the server-trained worker list for a period of one year.
6. Future privileges will be extended to penalized persons or groups only if they are able to convince municipal officials that they will follow policy regulations and adhere to the Code of Conduct in future.

### **C. Long-term Penalties**

1. When a person, group or team again contravenes the *Municipal Alcohol Policy* after receiving a second warning, said person, group or team will not be allowed to rent any municipally-owned facility *for a minimum of one year*.
2. If a person, group or team contravenes the Policy a third time, said person, group or team will be barred from renting any municipal facility, unless and until the decision is overturned upon appeal to Howick Council.
3. An Event Worker who contravenes the Policy a second time will be removed from the workers' list for one year, and will be required to take further server training at his/her own expense.
4. Should an Event Worker contravene Policy a third time, he/she will be permanently barred from working at events in Howick Township municipal facilities.

## **Part Five: POLICY IMPLEMENTATION AND SUPPORT**

### **A. Implementation and Orientation**

Upon completion and adoption of the *Municipal Alcohol Policy*, the Policy Committee will create and implement a strategy as soon as possible, to inform and orient council members, municipal staff, facility managers, and facility users to the policy's requirements.

### **B. Promotion**

The Policy Committee will determine an appropriate publicity campaign to inform the community at large about the policy, and its purposes and benefits. As well, neighbouring municipalities will be advised of the implementation of our *Municipal Alcohol Policy*.

### **C. Policy Monitoring and Review**

Howick Township's *Municipal Alcohol Policy* will be reviewed annually by an ad hoc team comprised of municipal staff, council, facility managers and user representatives. Based on information gathered from these participants, the policy may be adjusted to meet changing needs, revise eligibility designations, and allow for amendments necessitated by changes to the *Liquor Licence Act of Ontario* and policy revisions by the Alcohol and Gaming Commission of Ontario (AGCO).

## **AMENDMENTS TO ‘MUNICIPAL ALCOHOL POLICY’**

1. By Resolution No. 143/06 dated June 26<sup>th</sup>, 2006:  
Part Three: Management Practices, Section B, Clause 3 is amended by adding the following:  
*“Any appointed Board or Committee of the Township of Howick sponsoring or hosting a licensed event in a Township facility is exempt from the requirement to purchase PAL insurance. Such Boards and Committees have liquor liability coverage under the Township’s insurance.”*

## **REVISIONS TO MUNICIPAL ALCHOL POLICY** **Approved by Council August 11, 2009**

### **Part Two – Facilities Identification**

- A. **Facilities Eligible for Alcohol Use Events** (Under Special Occasion Permit)  
Add: Fordwich Community Hall  
Delete: Wroxeter Community Hall – Upper Level  
Wroxeter Community Hall – Lower Level
- B. **New Section B – Facilities Licenced to Sell Under Liquor Licence Act**  
Wroxeter Community Hall – Upper Level  
Wroxeter Community Hall – Lower Level

Former Section ‘B’ is now ‘C’: Former Section ‘C’ is now ‘D’

- C. **Facilities Not Eligible for Alcohol Use Events**  
Delete: Fordwich Community Hall

### **Part Three – Management Practices**

- A. **Licenced Event – Personnel, Duties, Responsibilities**  
Door Supervisors/Monitors: amended to read “A minimum of 51% of workers must have Server training.  
Floor Supervisors/Monitors: amended to read “A minimum of 51% of workers must have Server training.  
Ticket Sellers – amended to allow “a maximum of 5 tickets per person per purchase”.



Required Ratio of Event Workers (minimum requirements) – amended as follows:

Number of Participants	Bartenders	Door Supervisors	Floor Supervisors	Ticket Sellers
Under 25	1	1	0	0
25 to 50	1	1	1	1
51 to 125	2	1	2	1
126 to 200	2	2	2	2

C. **During the Event: Responsibilities of the Sponsor/Permit Holder**

Paragraph #1 – amended to read “At least one municipal representative (*ie. Board Member*)”

Paragraph #8 – revised as follows:

The Local Board of each facility shall be responsible for determining if minors will be admitted to a licenced event being held in their facility, and for selecting a strategy of controls to ensure that:

- f. Proof of age of majority is presented prior to entry;
- g. The only proof of age accepted is government-issued photo identification (*ie. driver licence*);
- h. A means of identifying attendees of legal age must be provided (*ie. wrist band, stamp, etc*);
- i. No minors are served, provided with or allowed to consume alcohol beverages;
- j. Any person providing a minor with alcohol will be expelled from the event and premises.

Minors may be permitted to attend a licenced event for the purpose of providing assistance in running the function, but shall not be allowed to work within the bar area where liquor is sold or served.

No person under the age of majority shall be allowed to attend a ‘Stag & Doe’ type event.

Paragraph #11 – amended to allow ticket sales “to a maximum of 5 tickets per person ..”

Paragraph #15 – amended to add “**Exception:** 2:00 am on New Year’s Eve.”

D. **Prevention Strategies**

Paragraph #7 – amended to allow redemption of unused tickets “to a maximum of 5 tickets per person ..”