

<p><b><u>PREAMBLE</u></b>  The Township of Huron-Kinloss owns and manages facilities where the consumption of alcohol is permitted under the authority of a Special Occasion Permit. (S.O.P.) The Township, through the Recreation Department, 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.</p> <p>A range of problems can arise from the inappropriate and excessive consumption of alcohol. Not only can these problems affect those persons consuming alcohol, but other persons who use the facilities. Problems that can occur include the following:</p> <ul style="list-style-type: none"> <li>*Vandalism and destruction of Recreation Department facilities (Township property)</li> <li>*The need to call the Police Service to the Recreation Department facilities (Township property)</li> <li>*Injuries to drinkers or other individuals</li> <li>*Liability action arising from alcohol-related injuries or deaths</li> <li>*Increased insurance rates as a result of alcohol-related incidents</li> <li>*Loss of insurability should the insurer's risk assessment escalate</li> <li>*Charges laid against the Special Occasion Permit holder or the Township under the Liquor Licence Act</li> <li>*Suspension or loss of alcohol permit privileges by the (A.G.C.O.)</li> <li>*Complaints lodged by offended parties</li> <li>*Withdrawal from use of facilities by people concerned about alcohol consumption</li> </ul> <p>The majority of these problems will arise from drinkers who engage in four specific drinking practices, referred to as "target drinking practices."</p> <ol style="list-style-type: none"> <li>1) Drinking to intoxication</li> <li>2) Drinking and driving</li> <li>3) Under age drinking</li> <li>4) Drinking in prohibited areas</li> </ol> <p>To the extent that these target-drinking practices can be reduced or eliminated, the likelihood of alcohol-related problems will correspondingly diminish. The Policy is not intended to stand in opposition to legal and moderate drinking.</p>	<p><b><u>PURPOSE OF THE POLICY:</u></b></p> <p>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 Township and event organizers concurrently reduce their risk of liability actions. Policy measures will assist in reducing excessive drinking practices.</p> <p>The Policy is divided into three sections:</p> <p>A) <b><u>Where Alcohol Use Is Permitted</u></b></p> <ol style="list-style-type: none"> <li>1) Designation of facilities, indoor and outdoor, where alcohol use is permitted;</li> <li>2) Specification of conditions under which alcohol use is permitted;</li> <li>3) Enforcement procedures for policy violation in areas and events where alcohol use is permitted; and</li> </ol> <p>B) <b><u>Where Alcohol Use Is Prohibited</u></b></p> <ol style="list-style-type: none"> <li>1) Designation of areas and events where alcohol use is prohibited;</li> <li>2) Enforcement procedures for policy violation in areas and events where alcohol use is prohibited.</li> </ol> <p>C) <b><u>Updating Of Policy.</u></b></p> <p style="text-align: center;"><b><u>SECTION A</u></b>  <b><u>WHERE ALCOHOL USE IS PERMITTED</u></b></p> <p>Alcohol may be consumed under the authority of a S.O.P. at events on Township property, or as authorized by the Township, which may involve youth (under the legal alcohol drinking age for the Province of Ontario) including weddings, anniversary parties, family and community events.</p> <p>1: <b><u>Designation of Facilities, Indoor and Outdoor, Where Alcohol Use Is Permitted</u></b></p>	<p>The following facilities are currently designated for alcohol use under the authority of a Special Occasion Permit. Township Council may change the designation of any site at its discretion.</p> <p>1.1  Indoor Facilities for Special Occasion Permits</p> <ul style="list-style-type: none"> <li>Ripley-Huron Community Centre  Main floor [ice] surface  Auditorium  Social Room  Multi-purpose Room</li> <li>Point Clark Community Centre  Main floor</li> <li>Whitechurch Hall</li> <li>Lucknow &amp; District Sports Complex  Main floor [ice] surface  Multi-purpose Room  Social Room</li> <li>Lucknow Town Hall</li> </ul> <p>Other Areas to be authorized by Council  The serving of alcohol at indoor facilities is restricted to identified permitted areas. Alcohol may not be consumed or sold at any other non-permitted location i.e. dressing rooms, washrooms, and food service areas.</p> <p>1.2  Outdoor Facilities for Special Occasion Permits</p> <ul style="list-style-type: none"> <li>Point Clark Pavilion</li> <li>Lion's Park Pavilion</li> <li>Ripley Ball Park</li> <li>Lighthouse Park</li> <li>Caledonian Pavillion</li> </ul> <p>Other Areas to be authorized by Council  The serving of alcohol at outdoor facilities is restricted to "beer gardens". The Recreation Department will determine the location of the "beer garden" at each location for each event. Alcohol may not be consumed or sold at any other location i.e. dressing rooms, washrooms, meeting rooms, and food service areas.</p> <p>A "beer garden" is defined as an outdoor location where the serving of alcohol is permitted. Under the Policy the serving of low alcohol and non-alcoholic beverages as options is still required.</p>
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<p>1.3 The hours of operation for events having Special Occasion Permits are: a) Indoor -11:00 a.m. to 1:00 a.m. Monday through Saturday 12:00 noon to 1:00 a.m. - Sunday 11:00 a.m. to 2:00 a.m. - New Year's Eve (Dec. 31<sup>st</sup>) b) Outdoor -11:00 a.m. to 1:00 a.m. - Monday through Saturday 12:00 noon to 11:00 p.m. - Sunday</p> <p><b>2: <u>Specification Of Conditions Under Which Alcohol Use Is Permitted (S.O.Permits)</u></b></p> <p>Anyone who wishes to serve alcohol at a designated site must obtain a Special Occasion Permit from the A.G.C.O. – Alcohol and Gaming Commission of Ontario. For applying for a Special Occasion Permit for an event to be held on an outdoor facility contact the local LCBO.</p> <p>The Special Occasion Permit holder must ensure that all the conditions of the Liquor Licence Act, the Municipal Noise By-Law, the Fire Services, the Police Service and the Health Unit are adhered to at the event. The Recreation Department reserves the right to refuse an applicant the permission to run a licenced event on its property.</p> <p><b>2.1 All Special Occasion Permit holders are required to adhere to the following conditions:</b></p> <p>2.1.1 The permit holder or identified designate as indicated on the application and permit must be in attendance at the event. The designated person must not be someone who has been refused permits by the Alcohol and Gaming Commission of Ontario (A.G.C.O.).</p> <p>2.1.2 The permit holder or identified designate must ensure that only an Age of Majority card, a photo driver's licence, a passport, or a government issued photo I.D. with date of birth will be accepted as identification for alcohol purchase or consumption. (See Section 29(5) of the Liquor Licence Act, Ont. Regulation 389/91 for further detail.)</p> <p>2.1.3 The permit holder will post a sign provided at all entrances to licenced areas stating what is acceptable I.D.</p>	<p>2.1.4 The permit holder must have the appropriate number of event staff [including bartenders, ticket sellers, cashiers, servers, floor and door monitors] with Server Intervention Training (S.I.T.) or SMART SERVE. Normally, a minimum of one SMART SERVE trained bartender, one ticket seller or cashier and one floor monitor must be behind the bar, at the ticket sales area and on the floor at all times. The number of S.I.T. or SMART SERVE event staff [bartenders, ticket sellers, cashiers, servers, floor and door monitors] will be set by the Municipal Facility Manager and will be determined by the size and nature of the event. This number should not normally be less than 50% of event staff [bartenders, ticket sellers, cashiers, servers, floor and door monitors] and will normally not be less than three.</p> <p>The permit holder will provide the Recreation Department with the name and Server Intervention Training or SMART SERVE registration number of all event staff [bartenders, ticket sellers, cashiers, servers, floor and door monitors] holding the S.I.T. or SMART SERVE Certificate prior to the event taking place.</p> <p>The Recreation Department of the Township of Huron-Kinloss in partnership with the Ripley Agricultural Society offers SMART SERVE Training in the spring each year for volunteers involved in the serving of alcohol at Recreation Department Facilities.</p> <p>2.1.5 The permit holder or identified designate will ensure that event staff [bartenders, ticket sellers cashiers, servers, floor and door monitors] do not serve alcohol to under age or intoxicated people, or serve any individual to the point of intoxication at the event.</p>	<p>2.1.6 The permit holder will allow the admittance of youth to appropriate adult Special Occasion Permit (S.O.P.) events [e.g. weddings, anniversary parties, family, and community events]. The permit holder will not allow persons under 19 years of age to be admitted to events where the permit does not allow such access.</p> <p>2.1.7 The permit holder will engage a sufficient number of persons to control the entrance and exits of the facility as determined by the Municipal Facility Manager using provided guidelines. Intoxicated persons will not be permitted entrance to the event and if necessary will be removed from the premises.</p> <p>2.1.8 Minors will not be permitted at Stag and Does unless they are a member of the wedding party, a proper permit is received and a list of persons under age of nineteen is posted behind the bar, and copy submitted to the manager, and the under age persons are wrist banded.</p> <p>2.1.9 Bartenders, ticket sellers, cashiers, servers, floor and door monitors will wear visible (i.e. name tags, group/event shirts) identification at all times. The permit holder will ensure compliance with this provision.</p> <p>2.1.10 ALL CONDITIONS CONTAINED ON THE APPLICATION FOR SPECIAL OCCASION PERMITS MUST BE ADHERED TO.</p> <p>2.1.11 The permit holder [event sponsor] will ensure event staff [bartenders, ticket sellers, cashiers, servers, floor and door monitors], and other personnel refrain from consuming alcohol while on duty, and shall not be under the influence of alcohol while on duty.</p>
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<p>2.1.12 The permit holder will not permit "last call" for alcoholic beverages to be announced.</p> <p>2.1.13 The permit holder or identified designate will be responsible for recognizing the need for assistance and will be available for the duration of the event in case assistance is required.</p> <p>2.1.14 The Municipality strongly encourages the use of Wrist Bands if Minors are permitted to SOP events.</p> <p><b>2.1 Low Alcohol and Non-Alcoholic Options</b></p> <p>2.2.1 Non-alcoholic beverages will be made available and at a lower cost than alcoholic beverages, and a different style of cup used. The permit holder is encouraged to have all light beer, and at least 30 percent of "Light Beer" in the make-up of the total alcoholic beverages offered on site; which reduces liability No extra-strength beer (over 5.6%) or coolers (over 7.0%) will be permitted. Wine to a maximum of 12 per cent by volume is permitted. <b>There are NO "shooters" allowed JELLO or otherwise.</b></p> <p>2.2.2 The permit holder will post a sign provided identifying that low alcohol and non-alcoholic beverages are available.</p> <p>2.2.3 Food must be available in accordance with the Liquor Licence Act and the Health Unit (Health Protection and Promotion Act – Food Premises Regulations of Ontario) and must provide suitable menu selections with high protein and/or fatty snacks (e.g. pizza, hot dogs, cheese dips) . Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.</p> <p><b>2.3 Accountability</b></p> <p>2.3.1 Along with posting the Special Occasion Permit of the A.G.C.O. Alcohol and Gaming Commission of Ontario, the permit holder will ensure that they: i) Append the A.G.C.O. Special Occasion Permit and the receipt from liquor/beer/wine purchases. Permission to serve homemade wine at the event must be noted on the A.G.C.O. Special Occasion Permit.</p>	<p><b>Post a sign provided</b> stating the name of the Special Occasion Permit holder and the identified designate. Post a sign provided on safe transportation. Post a sign provided on ticket sale limit. Post a sign on the two-drink limit from the bar. Post a sign provided of acceptable ID at all entrances. Post table talkers (education for under age drinking) at the Bar during receptions, and on all tables during all other special Occasion Permits. Ensure that a statement of intoxication sign is posted. These signs are provided by the Recreation Department.</p> <p>2.3.2 The permit holder will purchase the minimum of \$5,000,000.00 liability insurance from an appropriate Insurance Provider The Corporation of the Township of Huron-Kinloss will be added as additionally insured on the Policy Application for insurance. A copy of the insurance certificate must be provided to the Recreation Department prior to your event. The Township of Huron Kinloss and/or the Recreation Department has the authority to suspend your event until the required insurance is obtained.</p> <p>2.3.3 Facility agreements are available from the Recreation Department. -Outdoor (e.g., ball field rental, Park rental) - Indoor (e.g., Community Centre event) Each of these permits contains specific reference to Special Occasion Permits, Insurance, etc.</p> <p>2.3.4 The Corporation of the Township of Huron-Kinloss shall require the presence of no less than two (2) OPP or Security personnel for the duration of STAG &amp; Doe type event. The cost to be borne by the sponsoring group or individual.</p> <p>2.3.5 Each permit holder and identified designate will be required to sign and adhere to the conditions as outlined in Recreation Department Facility Rental Agreement.</p>	<p><b>2.4 Safe Transportation</b></p> <p>2.4.1 The permit holder will be responsible for promoting safe transportation options for drinking participants. Examples of safe transportation options are: a) Identifying designated drivers b) Arranging for bus and/or taxi rides</p> <p>2.4.2 Signs The permit holder will post a sign provided at the ticket sales area and behind the bar and at all entrances stating their safe transportation options.</p> <p><b>2.5 Fees</b> The permit holder will be responsible for the payment of all fees associated with serving alcohol at a Recreation Department Facility</p> <p><b>2.6 Tickets</b> The permit holder will limit the number of tickets purchased for alcohol to not more than Six (6) per person at one time. The permit holder will post the ticket sale limit for their event. Sales of Liquor and beer tickets must terminate at 15 minutes prior to the end of the permit. Any beer / Liquor ticket refund requests must be honoured up until fifteen (15) minutes after permit ends.</p> <p><b>2.7 Alcohol</b> Sales of alcohol shall be limited to not more than two (2) per customer at one time.</p> <p><b>2.8 Beverage Containers</b> No glasses, glass bottles, or cans will be served at S.O.P. events. The permit holder must provide plastic or paper cups. Permit holders are required to use different containers for non-alcoholic beverages. The permit holder is responsible for removing all evidence of alcohol, clearing tables within forty-five (45) minutes after the event. A Senior Hockey game with an affiliated SOP will be permitted to serve standard size (355 ml) cans. The family nature and corresponding length of the event warrants the exemption of r serving regular size cans. This exemption may be repealed at any time by the Director of Facilities and Recreation and reported to the Township of Huron-Kinloss Council.</p> <p><b>2.9 Location</b> The Recreation Department reserves the right to determine the location and size of all areas where alcohol will be served.</p>
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<p><b>2.10 Other</b> The Township reserves the right to introduce other conditions at its discretion.</p> <p><b>3 <u>Enforcement Procedures for Policy Violation In Areas Where Alcohol Use Is Permitted</u></b></p> <p>3.1 Areas Where Alcohol Is Permitted</p> <p>3.1.1 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 this Policy. Intervention can be initiated by a participant at the event, a Municipal representative, an Officer of the Police Service, security service, or an Inspector of the Alcohol and Gaming Commission of Ontario.</p> <p>3.1.2 A member of the group may intervene by informing the offending individual(s) of the Policy violation and requesting that it stop forthwith. Group members are encouraged to intervene in this way because lack of intervention at other levels could result in a loss of privileges and legal charges.</p> <p>3.1.3 A Municipal representative will intervene whenever he/she encounters a violation of the Policy. Depending upon the severity of the Policy infraction, a Municipal representative may ask the organizers of the event to stop the violation or may close down the event. Should the organizers fail to comply, the Municipal representative may call the Police Service for enforcement.</p> <p>3.1.4 An Officer of the Police Service or an Inspector from the Alcohol and Gaming Commission of Ontario may intervene in a violation of this Policy on his/her initiative, or in response to a request from either a Municipal representative, 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.</p>	<p>3.1.5 Where the Special Occasion Permit holders have violated the Policy and have been confronted by a Municipal representative, the group will be sent a registered letter advising of the violation, and indicating that no further violations will be tolerated.</p> <p>3.1.6 Should the Special Occasion Permit holder violate the Policy within one year of receiving notice of their first violation, the group may be suspended from organized use of all Municipal facilities for a specified period of time. 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 Mayor and Township Councillors.</p> <p style="text-align: center;"><b>SECTION B</b></p> <p style="text-align: center;"><b><u>WHERE ALCOHOL USE IS PROHIBITED</u></b></p> <p><b><u>1: Areas &amp; Events Where Alcohol Use Is Prohibited</u></b> The Liquor Licence Act of Ontario prohibits the consumption of alcoholic beverages in public places unless a licence or Special Occasion Permit (S.O.P.) has been issued. In accordance with the Liquor Licence Act, the consumption of alcoholic beverages is prohibited in all areas owned or operated by the Corporation of the Township of Huron-Kinloss, including parks and parkettes, sports facilities, recreation facilities, cultural facilities and service facilities unless specifically designated otherwise. Township Council may change the designation of any site at its discretion. As a condition for use of these facilities, responsible parties will be required to sign a facility permit agreeing that people included in the activity or event will not consume or be impaired by alcohol.</p>	<p><b><u>2: Enforcement Procedures For Policy Violation In Areas And Events Where Alcohol Use Is Prohibited</u></b></p> <p>2.1 Areas and Events Where Alcohol Use Is Prohibited</p> <p>2.1.1 A violation of this Policy occurs when individuals consume alcohol in a Recreation Department facility or area where alcohol consumption is prohibited. Intervention can be initiated by a member of the group using the facility, a Municipal representative of the Recreation Department, or by a member of the Police Service.</p> <p>2.1.2 A group member may intervene by informing the offending individual(s) that the facility or area is off limits to alcohol. Group members are encouraged to intervene in this way because lack of intervention at other levels could result in a loss of privileges and prosecution.</p> <p>2.1.3 A Municipal representative of the Recreation Department will intervene whenever he or she encounters drinking on the premises. Municipal representatives will ask that the consumption of alcohol stop, or they can ask the individual or organized group to leave the facility, depending on the circumstances and the nature of the violation. Should the individuals or group members fail to comply, the Municipal representative may call the Police Service for enforcement.</p>
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<p>2.1.4 A member of the Police Service may intervene in a violation of this Policy on his/her initiative or in response to a request either from a Municipal representative, or a member of the general public. The Police Officer may ask that alcohol consumption stop, or can order the individual or group to leave the facility. In addition, the Officer may, at his/her discretion, lay charges against the offending individual(s) under the Liquor Licence Act of Ontario or any other relevant legislation.</p> <p>2.1.5 Where a member or organized group has violated the Recreation Department Policy, and has been confronted by a Municipal representative, the group will be sent a registered letter advising of the violation and indicating that no further violations will be tolerated.</p>	<p><b>2.1.6 Should members of an organized group violate the Policy within one year of receiving notice of their first violation, the group, the team, or the individual participant may be suspended from use of that or any Recreation Department facility for a period of up to one year. A registered letter will be sent to the contact person advising of the suspension. A copy of the suspension notice will be provided to the Mayor and Township Council.</b></p> <p>2.1.7 All signs are attached as schedule 1-5 Schedule 1 Safe Transport Schedule 2 Statement of Intoxication Schedule 3 Ticket Sale Limit Schedule 4 Two Drink Limit Schedule 5 Table Talker Minors</p>	<p style="text-align: center;"><b>SECTION C</b></p> <p style="text-align: center;"><b><u>UPDATING OF POLICY</u></b></p> <p><b><u>Follow-Up Requirements</u></b></p> <ol style="list-style-type: none"> <li>1. The conditions stated within the Recreation Department Alcohol Risk Management Policy will be implemented for all events scheduled after January 1, 2006.</li> <li>2. The Recreation Department is responsible for ensuring the Alcohol Risk Management Policy is updated annually by the Manager of Recreation Department.</li> </ol>
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**Ratio of Event Workers For S.O.P. Events**

	0 to 50	51 to 125	126 to 225	226 to 325	326 to 499	500 to 999	1000 +
Ticket	1	1	2	2	2	4	4
Door/Floor	1	1	2	2	3	4	5
Bartender	1	2	2	3	4	5	7

NB. Rotating crowds at events such as Hockey tournaments are taken into consideration in the ratio of event workers.

**Exceptions**

Youth admittance - Increase ratio of monitors by one additional worker

Tent Enclosure - Increase ratio of monitors by one additional worker

If Youth admittance - Increase ratio of monitors by one additional worker

Fenced Area - Increase ratio of monitors by one additional worker

Arena - If Youth admittance - Increase ratio of monitors by one additional worker

Safe Transportation

"The Kincardine detachment of the Ontario Provincial Police / Reduce Impaired Driving Everywhere (RIDE) program thanks you for helping to reduce impaired drivers of motorized vehicles.

We look forward to personally thanking you at one of our spot checks upon leaving this event a SOBER DRIVER."

The permit holder is responsible for promoting safe transportation options for drinking participants. Examples of safe transportation are: a) Identifying Designated Drivers and b) Arranging for bus and/or taxi rides.

Transportation Services

Taxi: Ph# \_\_\_\_\_

Taxi: Ph# \_\_\_\_\_

Bus Service Available @ \_\_\_\_\_

**Statement of Intoxication**

"The Corporation of the Township of Huron-Kinloss is committed to provide recreation facilities for the enjoyment of all members of the community."

" Servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication. As an alternative, low alcohol beverages are provided as well as coffee, soft drinks and food items. Thank you for ensuring a safe and enjoyable event."

"The host also reserves the right to refuse entry to any patron irregardless of identification provided."

**Two Drink Limit**

Sales of alcohol shall be limited to not more than **two (2)** per customer at one time.

**Ticket Sale Limit**

The permit holder will limit the # of tickets purchased for alcohol to not more than **Six (6)** per person at one time

Table Talker

**Do not Serve Alcohol to persons under Age 19**

**Do not allow any underage person to consume alcohol on Municipal Property.**

**Parents:** Buying alcohol and giving it to an underage son or daughter is illegal. The Liquor Inspector may suspend current and future Liquor permits for all Municipal Facilities. Minor & Parent may be Charged by OPP under the Liquor Licence Act.

**Legal age person** providing alcohol to a minor in a Municipal Facility is illegal. The Liquor Inspector may suspend current and future Liquor permits for all Municipal Facilities. Minor & Legal Age Person may be Charged by OPP under the Liquor Licence Act.

Do not provide alcohol to minors.

PROVIDING minors leaves you open to both criminal and civil action.

Make sure to check the age identification of guests.

When checking ID, make sure that it includes the person's **photograph**, includes the person's **birth date** and has been issued by a **government**. **Acceptable forms of ID include:**

- an **Ontario driver's license with photo;**
- a **Canadian citizenship card with photo;**
- a **photo card issued by the LCBO**
- a **Canadian passport;**
- a **Canadian armed forces card with photo;**

Serve all alcohol-free drinks in containers easily distinguishable from regular alcoholic beverages such as a large black X marker on a plastic glass.

All Impaired Driving Offences are reported to Alcohol and Gaming Commission who in turn source the Alcohol consumed and **may review suspension of future Liquor Permits, and or impose fines on permit holders, bartenders, and facility owners.**

**Appendix A**

Reference: 2.1.8 In the event that family members under the age of nineteen would like to attend the following conditions apply: The appropriate licence should be attained which will allow minors entry, and a list (5-10 people) of the immediate family members (spouses/siblings) is submitted to Municipal staff which will be forwarded onto the OPP.

<b>Name of Attendee Under the Age of 19</b>	<b>Date of Birth</b>	<b>Relationship to the Event Host</b>