

SCHEDULE "A" TO BY-LAW #37-2013

**CORPORATION OF THE
TOWNSHIP OF HOWICK**

**MUNICIPAL
ALCOHOL
POLICY**

Effective Date: June 18, 2013

1. PURPOSE

The purpose of the Municipal Alcohol Policy is to promote the safe and responsible use of alcohol at events being held in municipal facilities. Through education, training and communication, to individuals and/or groups and organizations, this goal can be achieved in a positive manner.

The Township of Howick Municipal Alcohol Policy (MAP) has been developed to protect our citizens, volunteers, public property and municipal assets, prevent problems that can arise as a result of alcohol consumption, and foster an enjoyable environment for all who use our municipal facilities.

2. OBJECTIVES OF THE POLICY

Howick Township's Municipal Alcohol Policy will:

- a) ensure that the Managers and the Renters/Users of the facilities are aware of the potential problems and consequences associated with licenced events;
- b) make the Managers and the Users aware of the requirements of the *Liquor Licence Act and Regulations* relative to Special Occasion Permit events;
- c) define the duties and responsibilities of the Managers and the Renters/Users of the facilities regarding licenced events;
- d) outline strategies to monitor and control licenced events to prevent the occurrence of problems; and reduce excessive drinking and dangerous behaviours;
- e) detail enforcement procedures and penalties resulting from non-compliance with the Policy.
- f) Mitigate risk of personal and/or municipal liability

3. MUNICIPAL FACILITIES

3.1 Facilities Eligible for Events Licensed by a Special Occasion Permit

- a) Belmore Community Centre Auditorium
- b) Belmore Community Centre Arena Ice Surface Area
- c) Belmore Community Centre Curling Lounge
- d) Belmore Ball Park
- e) Fordwich Ball Park Pavilion
- f) Fordwich Community Hall
- g) Gorrie Ball Park Pavilion
- h) Gorrie Community Hall – upper level
- i) Gorrie Community Hall – Legion Room
- j) Howick Community Centre Auditorium
- k) Howick Community Centre Arena Ice Surface Area
- l) Wroxeter Ball Park Pavilion
- m) Special Areas may be designated by a resolution of the Council of the Corporation of the Township of Howick, to be determined on a case by case basis.

3.2 Facilities Licensed to Sell Under Liquor Licence Act

- a) Wroxeter Community Hall – upper and lower levels, patio area

4. EVENTS WHERE ALCOHOL IS PROHIBITED

- All youth events
- All minor sports events, including award banquets
- “Family Day” community events

5. SOP PRIVATE EVENTS – Buck & Does, Weddings, Birthday Parties Etcetera

- a) Absolutely no public advertising. Information about the event may be shared with invited guests only. Notification may include social media, (not available for viewing by the general public, must be a personal guest list), private invitation. The event must not be advertised to the public by way of flyers, newspaper, internet or radio.
- b) No intent for gain or profit from the sale of alcohol at the event.
- c) Absolutely **NO** 50/50 draws, raffles, raffles of alcohol
- d) Absolutely **NO** games of chance, however, games of skill are permitted
- e) A silent auction and/or live auction of items is permitted
- f) Minors are **NOT** permitted to attend Buck and Doe type events in Howick Township

6. SOP PUBLIC EVENTS

A Public Event SOP may be issued to registered charity organizations, not for profit entity for the advancement of educational, religious or community objectives or for events that are of municipal, provincial, national or international significance. These events do not require municipal designation/resolution. Any other person or groups that don't fall into the above categories may hold a Public Event SOP with a municipal designation/resolution.

7. OUTDOOR PUBLIC EVENTS

Outdoor Public Events held in Howick Township can be operated through a SOP. For events attracting fewer than 5,000 people, an applicant for a Public Event SOP must provide 30 days notice to the AGCO, the Township of Howick – Recreation, Clerk, Building and Fire Departments, the OPP Huron Detachment and the Huron County Health Unit. Events exceeding 5,000 people, 60 days notice must be provided. Notification letters must include the event location, date and time of beverage service and a detailed sketch of the area to which the SOP will apply.

Barriers – Outdoor Events

Outdoor events and/or extension of a facility to include an outdoor area, must be properly fenced, where beverages are being served and consumed. Event fencing, at least 36” in height, is the responsibility of the renter to arrange and set up, as displayed in the sketch provided to the AGCO.

8. GAMBLING

Games of chance, luck or mixed chance and skill such as raffles, 50/50 draws are not permitted unless the proper licence has been obtained from the province or the municipality. Licences are only issued to eligible organizations with charitable, educational, religious or community betterment purposes. Visit www.agco.on.ca for further information.

A live and/or silent auction and games of skill are acceptable.

9. MANAGEMENT PRACTICES - Personnel, Duties and Responsibilities

- a) **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.
- b) **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.
- c) **Permit Holder:** The person who signs the alcohol permit (usually the Event Sponsor) must verify, in writing, to the Township of Howick Recreation/Facilities Supervisor, 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. This person is responsible for or arranging transportation options.
- d) **Bartenders:** **All** must have Server Training, as recognized by the AGCO. 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.
- e) **Door Supervisor:** All workers must have Server Training, as recognized by the AGCO. All Door Supervisors must have a current Security License. Must be easily identifiable. Check identification to ensure no minors are admitted, when required, watch for signs of intoxication to prevent intoxicated or troublesome persons from entering, monitor patrons leaving the event.
- f) **Door Monitors:** All workers must have Server Training, as recognized by the AGCO. Must be easily identifiable. Check identification to ensure no minors are admitted, when required, watch for signs of intoxication to prevent intoxicated or troublesome persons from entering, monitor patrons leaving the event.
- g) **Floor Monitors:** All workers must have Server Training, as recognized by the AGCO. Must be easily identifiable. Monitor patrons behaviour, watch for signs of intoxication, respond to problems and complaints.
- h) **Security:** Must be licensed Security Guard, must have Server Training, as recognized by the AGCO, and must be easily identifiable. Patrol the room, scan for potential trouble, notify permit holder and event staff of possible incidents, assist in handling disturbances..
- i) **Ticket Sellers:** **All** must have Server Training, as recognized by the AGCO. 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.

10. RATIO OF EVENT WORKERS - MINIMUM REQUIREMENTS

Number of Attendees	Bartenders	Door Supervisors	Door Monitors	Floor Monitors	Security	Ticket Sellers
Under 75	1	0	1	1	-	-
75 to 125	2	1	-	-	1	1
126 to 200	2	1	-	-	2	2
201 to 300	3	1	-	-	3	2
301 to 400	3	1	-	-	4	2
401 to 500	4	1	-	-	5	2
501 to 750	5	2	-	-	5	2
751 to 1000	8	2	-	-	6	2
1000 to 1500	8	2	-	-	7	2

All Stag and Doe type events must comply with the minimum requirements for event workers. The municipality reserves the right to require the presence of O.P.P. officers or increased security personnel as deemed necessary, the cost of which is the responsibility of the Event Sponsor.

Events that are NOT Stag and Doe type events, such as weddings, anniversaries etcetera, are exempt from the security worker requirements for events with 125 or fewer attendees, at the discretion of Howick Township Council. Prior approval must be obtained from Council.

All staff at a licenced event must be of legal drinking age, and must refrain from drinking while on duty.

11. Before the Event: Responsibilities of the Sponsor and Permit Holder

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 two weeks before the event**.

- a. The Sponsor 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 the attached Confirmation of Understanding at least two weeks before the event. 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.
- b. 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 two weeks 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.)

- c. The Permit Holder must provide a list of Smart Serve trained workers, and a copy of their current Server Training Certification, to the municipal representative **at least two weeks prior to the event.**
- d. 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.
- e. 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*.
- f. 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.
- g. The Permit Holder must arrange for the required security, provide the Township Clerk with proof of current security licenses and Server Training certificates for all security personnel at least two weeks prior to the event; and provide confirmation to the Clerk's Department that OPP officers will be in attendance when required.

12. During the Event: Responsibilities of the Sponsor/Permit Holder

- a) At least one municipal representative (Staff or 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.
- b) 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*.
- c) The Permit Holder is responsible for the operation of the event, and must refrain from drinking alcohol throughout the course of the event.
- d) The Permit holder must ensure adherence to the *Municipal Alcohol Policy's* specified ratio of event workers.
- e) All event workers must wear highly visible identification approved by the facility manager.
- f) At all events that minors are admitted to the Permit Holder must arrange with the Municipal Representative a strategy of controls to ensure that:
 - i. Proof of age of majority is presented prior to entry;
 - ii. The only proof of age accepted is government-issued photo identification (ie. Ontario Driver's Licence, LCBO BYID photo card, Canadian Armed Forces ID Card etcetera. A complete list of acceptable identification may be provided upon request.
 - iii. A means of identifying attendees of legal age must be provided (ie. wrist band, stamp, etc);
 - iv. No minors are served, provided with or allowed to consume alcohol beverages;

- v. Any person providing a minor with alcohol will be expelled from the event and premises.
- g) Patrons must purchase drink tickets from a designated Ticket Seller. At one (1) hour prior to bar closing ticket sales must be restricted to 2 tickets per person.
- h) To help control the event Floor Monitors and Security 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.
- i) Event workers must report all problems and incidents to the Permit Holder, requesting guidance and assistance when necessary. The Permit Holder, security or municipal representative will determine if Police should be called, and the Permit Holder must document the occurrence in the “*Incident Reporting Log*” available at the facility.
- j) There must be **no “last call”** announced. Entertainers, DJs, etc. must be advised of this rule.
- k) All entertainment must be ended and the bar closed by 1:00 am. **Exception:** 2:00 am on New Year’s Eve.
- l) The facility must be vacated by 1:45 am..
- m) 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.

13. **PREVENTION STRATEGIES**

The goal of “prevention strategies” is to avoid over-service and over-consumption of alcohol.

a) **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.

b) **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 must be provided to ensure that abstainers and children are included in celebratory toasts.

c) **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 d) below.

d) **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 up to a maximum of 5% Beer;
 - 5 oz. of up to a maximum of 12% Wine;
 - 1 oz up to a maximum of 1½ oz. of 40% Spirits.
- e) **No Activities Promoting Drinking**
- Practices that encourage increased alcohol consumption are prohibited (ie. double shots, pitchers of beer, oversized drinks, drinking contests, volume discounts, shooters, etc.).
- f) **Serving in Safe Beverage Containers**
- All drinks must be served in disposable paper or plastic containers. All bottles and/or cans will be kept within the bar.
- g) **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 may 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 arrange for transportation for persons as needed.
 - Sober Driver Awareness**
 - post signs that:
 - encourage participants not to drive after drinking, and
 - remind participants that police may have spot checks in place.
- h) **No Alcohol Advertising**
- Advertising and posters that promote alcohol products are prohibited in all municipal facilities where children and youth are allowed entry.

14. SIGNAGE IN DESIGNATED FACILITIES

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

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

TOWNSHIP OF HOWICK
Special Occasion Licenced Event

Name of Event Sponsor / Rental Group: _____

Name of Permit Holder: _____

Address of Permit Holder: _____

Name & Address of Facility: _____

Name of Municipal Representative: _____

Ontario Provincial Police - 911, Non Emergency Call 1-888-310-1122

Alcohol & Gaming Commission of Ontario - Call 1-800-522-2876

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

Must be 19 years or older to consume alcohol

Valid PHOTO identification required

- c) **Alcohol Ticket Sales Limit** - A sign must be posted at the ticket sale area, which reads:

ALCOHOL TICKET SALES
FIVE (5) TICKETS PER PERSON AT ONE TIME
ONE HOUR BEFORE CLOSING - TWO (2) TICKETS PER PERSON AT ONE TIME

d) **Statement on Intoxication** - The following sign will be posted at entrances and in bar areas:

<p>BY LAW SERVERS CANNOT SERVE any person to the point of intoxication, OR any person who is intoxicated</p> <p>LOW-ALCOHOL & NO-ALCOHOL BEVERAGES, AND FOOD ARE AVAILABLE</p>
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e) **No “Last Call”** - A sign will be posted at entrances and bar areas stating:

<p>NO “LAST CALL” ANNOUNCED</p> <p>BAR CLOSES AT 1:00 AM SHARP</p> <p>Facility must be vacated by 1:45 AM</p>
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f) **Designated Driver / Sober Driver Spot Check** - This sign will be posted at entrances/exits:

<p>DESIGNATED DRIVERS</p> <p>WE ARE PLEASED TO OFFER YOU</p> <p>FREE NO-ALCOHOL BEVERAGES</p> <p>Thanks for helping to reduce impaired driving in</p> <p>Howick Township</p>

g) **Fetal Alcohol Syndrome** - This sign shall be displayed at the service bar:

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

- h) **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

- i) **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 a disturbance during an event.

15. **ENFORCEMENT PROCEDURES AND PENALTIES**

a) Immediate Action Upon Non-Compliance or Infraction of Policy

- i. Event Workers will ensure that unruly or intoxicated persons are prohibited from entering the event.
- ii. Police will be called by municipal representative or security personnel to deal with any person who becomes unruly or causes disturbance during the event.
- iii. Event staff must report an infraction of this policy to police, if it is believed such action is warranted.
- iv. If the Permit Holder does not correct the Policy infractions, the designated municipal representative must intervene and take action.
- v. If participants are found to be drinking alcohol in a restricted area the municipal representative must request that the illegal drinking cease. If the drinking continues, action will be taken.
- vi. 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

- i. All reported infractions and disturbances will be reviewed by Howick Township Council at the next regular Council meeting.
- ii. The next scheduled rental or event (alcohol or no-alcohol) for the Sponsor and/or Permit Holder will be revoked and cancelled. A designated municipal representative will send a registered letter to the Event Sponsor and/or Permit Holder, describing the problem and advising that their rental privilege for the next scheduled rental or event has been revoked.
- iii. 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.

c) Long-term Penalties

- i. When a person, group or team again contravenes the *Municipal Alcohol Policy* said person, group or team will not be allowed to rent any municipally-owned facility or work at a licensed event in a municipally-owned facility **for a minimum of one year.**
- ii. If a person, group or team contravenes the Policy a second time, said person, group or team will be permanently barred from renting any municipal facility.

16. POLICY IMPLEMENTATION AND SUPPORT

a) Implementation and Orientation

Upon completion and adoption of the *Municipal Alcohol Policy*, the Policy Review Committee will create and implement a strategy as soon as possible, to inform and orient Council members, municipal staff, municipal service boards, 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 the *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 and facility managers. 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).