



SUBJECT: Alcohol Risk Management

ISSUED:	REVISED:	REVISION NO:	POLICY #:
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Date of Council Approval: December 14th, 2009

POLICY STATEMENT:

The Township of Tiny owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. This policy has been developed to prevent alcohol-related occurrences that arise from alcohol consumption in its facilities and to promote a safe, enjoyable environment for those who use the facilities.

POLICY PURPOSE:

The Alcohol Risk Management policy outlines a range of measures designed to prevent alcohol-related occurrences and to increase the enjoyment of those who use the facilities. By reducing the potential for alcohol related problems, the Township of Tiny concurrently reduces its liability and exposure to litigation.

SCOPE:

The Township of Tiny recognizes that alcohol-related occurrences will not be attributable to moderate drinkers or to those who respect the rules and regulations regarding alcohol consumption. The majority of these occurrences will arise from drinkers who engage in four specific drinking practices:

1. Drinking to intoxication.
2. Drinking and driving.
3. Underage drinking.
4. Drinking in prohibited areas.

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

The Township of Tiny at its discretion may amend any portion or all of this policy.

DEFINITIONS:

- Low-alcohol drink – an alcohol beverage with less than 5% alcohol per serving of beer, less than 40% alcohol per serving of spirits and less than 11% alcohol per serving of wine.
- Policy means the Municipal Alcohol Risk Management Policy.
- Special Occasion Permit means a permit issued pursuant to the Liquor License Act.
- Permit Holder means an individual or a group of individuals or an organization seeking to hold events on municipal property which may involve the serving of alcohol.
- Private event shall mean weddings, reunions, family functions, anniversaries, birthday parties and/or any event that is not run by an organized group.



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CONDITIONS FOR SPECIAL OCCASSION PERMITS

Anyone who wishes to serve alcohol at a designated facility must complete a Special Occasion Permit Holder agreement that stipulates the conditions under which alcohol may be served. In addition, the responsible person must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO) and ensure that all conditions of the Liquor License Act and the Township of Tiny are adhered to at the event.

The Special Occasion Permit holder is required to agree to abide by the conditions outlined in the Guidelines For Special Occasion Permit Holders.

All documentation as outlined above shall be submitted to the Recreation Department a minimum of 14 days prior to the event being held. It is the responsibility of the Special Occasion Permit holder to obtain and be informed of the Liquor License Act.

The Permit Holder must hire Township of Tiny approved Smart Serve Bartenders.

The Township of Tiny Council reserves the right to refuse an applicant permission to run a licensed event on its property.

No alcohol advertising such as beer company merchandising materials are permitted on Township of Tiny property unless otherwise authorized by the appropriate Township authority. The provision of free alcohol for marketing and/or advertising is prohibited.

Where the Permit Holder has violated the Alcohol Risk Management Policy and has been informed of such by the Township of Tiny, a registered letter will be sent to the Permit Holder advising of the violation and notification of a suspension for using Township of Tiny facilities. Township Council will be advised of this suspension.

The Permit Holder will be advised of the time period of the suspension which will be determined at the discretion of the designated Township authority.

Should the Permit Holder violate the policy a second time within 2 years of receiving a notice of violation of the Alcohol Risk Management Policy, the Permit Holder will be suspended from using Township of Tiny facilities for a further period of up to 2 years. Township Council will be advised of this suspension.

LIABILITY INSURANCE

The Special Occasion permit holder shall obtain a minimum of two million dollars (2,000,000) liability insurance naming the Corporation of the Township of Tiny and the applicable Parks and Recreation Association as an additional insured and submit proof thereof a minimum of 14 days prior to the event being held. The permit holder agrees to indemnify and save harmless the Corporation of the Township of Tiny and the applicable Parks and Recreation Association from any and all claims arising from the permit event.

No marketing practices which encourage increased consumption of alcoholic beverages will be permitted, including but not limited to serving over-sized drinks, promoting or staging drinking contests, serving double shots or providing or promoting volume discounts.



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AREAS DESIGNATED WHERE ALCOHOL USE IS PROHIBITED

The consumption of alcoholic beverages is prohibited in Township of Tiny owned and managed parks, recreation, sport and cultural facilities unless authorized through a Special Occasion Permit as outlined in this policy. Township Council may change the designation of any site at its discretion.

AREAS WHERE ALCOHOL USE IS AUTHORIZED

The following facilities and areas are currently designated for alcohol use under the authority of a Special Occasion Permit as issued by the Alcohol and Gaming Commission of Ontario (AGCO):

- Lafontaine Community Centre
- Lafontaine Pavilion
- Perkinsfield Pavilion
- C.B.O. Clubhouse
- Wyebridge Community Centre
- C.B.O., Lafontaine, Perkinsfield, Toanche, Wyebridge and Wyevale Community Parks

EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS

All events involving the majority of participants under the legal drinking age of 19 years of age will not be eligible for a Special Occasion Permit.

PROCEDURES:

1. An individual or organization requesting the use of Township-owned facilities for the purposes of operating an event and/or activity that involves the sale of alcohol, shall request use of the desired facility under the terms and conditions of the Township of Tiny Facility Permitting Policy.
2. Following approval of the Facility Permitting request, the facility Permit Holder is required to apply for and receive approval for a corresponding Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO).
3. Following approval of a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO), the Recreation Department will inform Township Council of the event.
4. The Permit Holder shall complete the documentation required as outlined in the Conditions For Special Occasion Permits section of this policy.

RELATED DOCUMENTATION:

Facility Permitting Policy

Sources of Information:

- Town of Richmond Hill
- Town of Halton Hills
- Township of Springwater
- Town of Midland
- Township of Tay
- Town of Ajax



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**Appendix A
Special Occasion Permit Holder Agreement**

Name of Individual/Team/Group _____

Name of Contact Person _____

Certification:

1. I have received and reviewed a copy of the Alcohol Risk Management Policy and agree to adhere to the conditions as outlined.
2. I understand that if an infraction of the Alcohol Risk Management Policy occurs, the Township of Tiny and/or the Ontario Provincial Police may take any or all of the following actions:
 - a. Close the event at the time of infraction.
 - b. Suspend my group or organization from further use of municipal facilities for a period of up to one year or greater.
3. I agree that the Township of Tiny will not be responsible for any costs or damages if the event is cancelled due to an infraction of the Alcohol Risk Management Policy.
4. I have read and will adhere to the Guidelines For Special Occasion Permit Holders (Appendix B) of the Alcohol Risk Management Policy.
5. I understand that I can be held responsible for injuries and damage to facilities and/or personal property arising from failing to adhere to the Liquor License Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
6. I understand that the Ontario Provincial Police and/or a Liquor Licensing Inspector can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation.
7. I agree to satisfy the liability insurance requirements and indemnification as outlined in the Township of Tiny Alcohol Risk Management Policy.
8. Names, addresses and telephone numbers of certified bartenders:
 - a.
 - b.
 - c.

Signature (of authorized person) _____ Position _____

Office Use

Agreement received by _____

Signature of Authorized Recreation Department Representative

Date: _____



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Appendix B

Guidelines for Special Occasion Permit Holders

These guidelines must be strictly adhered to. The Special Occasion Permit Holder or Designate will be held liable for injuries and damages arising from failing to adhere to the Liquor License Act of Ontario. These conditions include: serving someone to intoxication; serving someone who is already intoxicated; serving minors; and failing to prevent impaired individuals from driving.

The following guidelines are to be adhered to:

Section 1 - General:

1. Patrons should be encouraged to consume substance food, low-alcohol beverages and/or non-alcoholic beverages.
2. The facility is to be adequately lit, stairways clear of obstruction and signage visible at all times.
3. The Permit Holder is required to take reasonable steps to prevent harm to patrons whether intoxicated or not.
4. Bartenders, servers and monitors are to be supported in adhering to the Liquor License Act by allowing the flexibility for them to offer discounts on food or non-alcoholic drinks if necessary.
5. It is prohibited to give alcohol as a prize.

Section 2 – Entry

1. A person aged 19 or over should monitor the entrance to the event to screen for identification and intoxicated, rowdy or potentially troublesome patrons. If required, the following identification will be deemed acceptable for proof of age and identify: a driver's license and/or a birth certificate accompanied by photo I.D., proof of age card, military identification card, a citizenship card, passport, or identification card issued by the LCBO.
2. Each exit is to be monitored by a person aged 19 or over to take reasonable steps to prevent impaired patrons from driving. Reasonable steps can include but not be limited to: using a designated driver from the non-drinking patrons at the event; a taxi paid for by either your group or the patron.
3. Persons who appear to be rowdy or intoxicated will be refused entrance. If a dispute arises from someone denied access, the Permit Holder or designate will make the final decision regarding entry.

Section 3 – Control

1. Bartenders must be provided based on the ratio of one bartender for every 150 patrons attending the event.
2. The Permit Holder will ensure bartenders do not serve alcohol to underage, intoxicated, rowdy and/or unauthorized patrons at the event.
3. Bartenders will remain at the event until all alcohol has been safely secured and removed from the area.
4. Bartenders, the Special Occasion Permit Holder and all workers at the event will wear visible identification and will not consume alcohol while on duty or during breaks, nor will they be under



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the influence of any alcohol consumed before going on duty. The Permit Holder is responsible to ensure compliance with this provision.

5. The Permit Holder will ensure that the bartenders do not serve alcohol to underage, intoxicated, rowdy or unauthorized people during the event. Persons under the legal drinking age are not to be admitted to an adult event unless so indicated on the Special Occasion Permit.
6. The Permit Holder will prominently post the Special Occasion Permit and the Township of Tiny permit forms at the bar location. Where there is more than one bar location, a copy of the permits will be prominently posted.
7. The Permit Holder is responsible for determining when external assistance is required for control and request it from appropriate authorities including staff of the Township of Tiny and the Ontario Provincial Police.
8. The Permit Holder, if determined by the Township of Tiny, shall submit a security/operational plan when the function is assessed as being high risk and/or a major event. Such a plan requires approval and sign off by the Ontario Provincial Police, Fire Department, Ambulance Services and the Liquor Control Board Inspector. All costs associated with this plan are the responsibility of the Permit Holder.

Section 4 – Sale of Alcohol

1. Tickets are required for the sale of alcohol. Conditions include:
 - a. Ticket sellers can be engaged to sell alcohol related drink tickets.
 - b. A limit of 2 drinks per person at one time.
 - c. At no time are discounts to be offered for the purchase of alcohol.
 - d. Ticket sales are to open and close one half hour prior to the time permitted under the Special Occasion permit. No last call will be announced.
 - e. The bar area shall close after the last person waiting for service is served at least 10 minutes prior to the time the Special Occasion Permit expires and in any event no later than 1:00 a.m. The only exception to this closure will be during a New Year's Eve event when the Special Occasion Permit indicates an expiry time of 2:00 a.m.
 - f. Ticket sellers will refund unused tickets during the event and post a corresponding sign to notify patrons of this option.
 - g. Prices of beverages will be prominently posted in the bar area(s).
2. Drinks are to be served only in plastic or wax coated containers and must be limited to a single standard serving unit of 12 ounces for regular beer, 1 ½ ounces or less for spirits and 5 ounces or less for wine beverages. The alcohol content of beer will not exceed 5% and the sale of pitchers of beer is prohibited.
3. The Permit Holder should ensure that 30% of the alcoholic beverages offered for sale consist of low-alcohol options (e.g. light beer, wine and alcohol spirits). The Permit Holder will provide proof by giving receipts. Non alcoholic beverages such as tea, coffee, water or soft drinks will be made available at a lower cost than alcoholic beverages.
4. All signs of consumption and service of alcohol including empty glasses shall be removed from sight within 45 minutes of the expiry of the Special Occasion Permit or by 1:45 a.m. whichever is earliest.



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Section 5 – Safe Transportation

1. The Permit Holder will be responsible for promoting safe transportation options for all patrons consuming alcoholic beverages. At the very least the following are to be promoted:
 - a. A designated driver selected from non-drinking patrons.
 - b. A designated driver provided by the sponsoring group and/or individual.
 - c. A taxi paid for by either the sponsoring organization/individual or patron.

Section 6 – Accountability

1. Patrons with concerns regarding the consumption of alcohol are to be referred to the Permit Holder or designate. These concerns shall be resolved expediently.
2. The Permit Holder will obtain a minimum of two million dollars (2,000,000) of liability insurance as stipulated in the Township of Tiny Alcohol Risk Management Policy.
3. The Township of Tiny “staff on duty” or “agent” is authorized to demand correction of policy/guideline infractions and/or is authorized to terminate an event should infractions not be rectified in a timely manner.

Section 7 – Patron Violation of the Alcohol Policy and Guidelines

1. In cases where patrons under the age of minority are found to have consumed or to be consuming alcohol during the event, authorities may be requested and/or the following procedure invoked:
 - a. The individual will be turned over to the police.
 - b. The individual will be suspended from attending any public function held in any municipal facility for a period of 6 months.
2. Where anyone is engaged in disruptive behaviour as a result of alcohol consumption at the event, the authorities may be requested and/or the following procedure followed:
 - a. The individual will be ejected from the event for its duration.
 - b. The individual will be suspended from attending any public function held in any Township of Tiny municipal facility for a period of up to one year.
3. Where anyone is engaged in destructive behaviour as a result of alcohol consumption at the event, authorities may be requested and/or the following procedure followed:
 - a. The individual will be turned over to the police.
 - b. The individual will be suspended from attending any public function held in any municipal facility for a period of up to one year.

Section 8 – Signage

1. A sign will be posted at the entrance(s) indicating that persons under the age of 19 years are not permitted entrance. Exceptions will be made for persons under the age of 19 years if so indicated on the Special Occasion Permit.



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2. All signage will be designed and posted in accordance with the Township's signage by-law/policy.