



# MUNICIPAL ALCOHOL MANAGEMENT POLICY

## Schedule B

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## **TOWNSHIP OF SOUTHWOLD**

### MISSION STATEMENT

The Corporation of the Township of Southwold wants residents and visitors to enjoy the various facilities and parks available. In order for the Township to ensure the health and safety of its participants and the protection of municipal facilities, a policy for the orderly use of alcohol during events and functions has been developed. The following document outlines these regulations.

### OBJECTIVES

1. To ensure proper operation and supervision of Special Occasion Permit (SOP) events by providing education in prevention and intervention techniques and in effective management procedures. This will lower the risk of liability to event organizers, participants, volunteers, the Township, and its staff.
2. To reinforce responsible drinking practices or consumers through appropriate operational procedures, controls, training and education.
3. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative non-alcoholic beverages.
4. To provide a balanced use of alcohol through SOP's so that alcohol becomes a responsible part of a social function, rather than the reason for it.
5. To provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.



## **REGULATION #1: MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS**

Any persons wishing to hold an event requiring a SOP are required to complete the following:

1. Facility Rental Agreement and/ or Parks Rental Agreement, Facility User Agreement, and Appendix "F" of this Municipal Alcohol Policy.
2. Provide correspondence to CAO/Clerk, Chief Building Official, and Fire Chief – in compliance with AGCO guidelines.
  - A. Keystone Complex in Shedden
    - I. Rationale: The Keystone Complex is suitable for holding SOP events. The Complex is equipped with a kitchen area including a stove, dishwasher and refrigerator compartments. The Complex's capacity is 300 persons.
  - B. Keystone Complex – Grounds
    - I. Rationale: The grounds are suitable for large and small functions. The size of functions will vary depending on type of event.
  - C. Talbotville Optimist Heritage Park
    - I. Rationale: The grounds are suitable for large and small functions. The size of functions will vary depending on type of event.
  - D. Talbotville Optimist Sports Park
    - I. Rationale: The grounds are suitable for large and small functions. The size of functions will vary depending on type of event.
  - E. Fingal Ball Park
    - I. Rationale: The grounds are suitable for large and small functions. The size of functions will vary depending on type of event.
  - F. Fingal Heritage Park
    - I. Rationale: The grounds are suitable for large and small functions. The size of functions will vary depending on type of event.
  - G. Corsley Park
    - I. Rationale: The grounds are suitable for large and small functions. The size of the functions will vary depending on type of event.



## **REGULATION #2: MUNICIPAL PARKS AND FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS**

- A. Parks and outdoor areas – All other outdoor areas not listed in this policy
- B. Fire Halls, Municipal Office, Public Works Yard.
- C. Exceptions – Any person or organization wishing to hold a SOP event in a location not listed in this policy must appeal to Township Council for approval.

## **REGULATION #3: SIGNS**

The SOP must be prominently displayed at the function, and all invoices for the alcohol must be available at the event.

During events where alcohol is served, the following signage, which is approved by the Township of Southwold, shall be displayed in prominent locations:

Signage at one or more prominent places in the licenced / bar area:

Appendix "A":

Please Drink Responsibly

- Bartenders reserve the right to refuse service. Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.
- Bartenders cannot serve alcohol to anyone under 19 years of age. Proper ID must be presented to event staff when requested.
- You can only be served a maximum of two alcoholic drinks at any one time.
- You may redeem unused tickets for cash anytime during event.
- There will be no "LAST CALL"

Signage at one or more prominent places in the licenced / bar area:

Appendix "B":

### **If there is an emergency call 9-1-1**

For a non-emergency, please call Elgin OPP at 519-631-2920 or 24-hour toll-free 1-888-310-1122.

You are located at: (Space for name and address of facility for emergency response)



Signage to be posted at the boundaries of the licenced / bar area:

Appendix "C":

**No alcohol beyond this point.**

**Thank-you for not drinking and driving.**

Call a friend, relative, ride sharing service, or taxi.  
The R.I.D.E program is in effect in our community.  
Use a designated driver.

Other signs to be posted in one or more prominent places in the licenced / bar area:

Appendix "D":

Sandy's Law Sign (regarding alcohol and pregnancy)

Appendix "E":

"What is a standard drink?" Sign, Low Risk Alcohol Drinking Guidelines Poster

Where applicable, the event organizer shall post the Special Occasion permit (with any applicable updates) in plain view on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection.

#### **REGULATION #4: SAFE TRANSPORTATION**

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted rental/use privileges of facilities for SOP functions.

The sponsor shall identify the strategies which will be used on the "Checklist for Lessee" form. The sponsor shall implement and encourage a Designated Drivers Program. This program shall be advertised at the event so that all patrons are aware this program is available. This program shall consist of the following:

The designated driver shall be supplied with free soft drinks/coffee during the function. The sponsor shall advertise or announce the availability of this program during and, if possible, prior to the event.



Rationale:

The risk of liability is high when an impaired driver leaves an event where alcohol is served. Event organizers must assume responsibility for promoting safe transportation for all patrons consuming alcohol.

**REGULATION #5: YOUTH ADMISSION TO ADULT EVENTS**

Each rental group will be responsible to select a strategy on allowing youth to their event. In all cases the following guidelines must be adhered to:

1. Anyone who appears to be under the age of 25 years will be required to show photo I.D. before they are allowed into the event/facility.
2. Individuals under the age of majority will not be allowed to consume alcohol beverages. Anyone serving individuals under the age of majority will be required to leave the event.
3. Events allowing individuals under the age of majority will be required to identify those persons over the age of majority. Sponsors shall choose either stamps or wrist bands to identify persons over the age of majority. (Must wrist band the over 19 people, the minors can remove the wrist band or stamp.)

Rationale:

To ensure that persons under the age of majority do not consume alcohol.

**REGULATION #6: ALCOHOL SERVICE**

1. A minimum of one Smart Serve trained server for every 125 patrons.  
All servers shall not consume alcohol while on duty. Servers attending event shall be listed on checklist and approved by the Township of Southwold Designate. The monitors, bartenders and servers shall **not** consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.
2. Low Alcohol Drinks  
In order to be eligible for a facility rental involving a SOP, the lessee must demonstrate to the satisfaction of the Township of Southwold Staff Person, or municipal representative, that a minimum of 30% of the alcohol beverages available at the event are of low alcohol concentration level. Sales receipts should be made available to the Township of Southwold Staff Person if requested to verify this percentage. Non-alcoholic beverages should be made available at a significantly lower price or free. Free non-alcoholic beverages will be at the discretion of the SOP holder.

Rationale:

Low alcohol beverages help prevent intoxication by providing consumers with an opportunity to consume less alcohol. An individual consuming a regular beer (at 5% alcohol) could drink two "extra light beers" (at 2.5% alcohol) and ingest the same



amount of alcohol. Similarly, "light beer" (at 4% alcohol) represents a 20% reduction in alcohol intake.

### 3. Control of Alcohol Service

- a. All drinks to be served in plastic or paper cups and all bottles to be retained in the bar area. Alcoholic and Non-Alcoholic drinks are to be served in different coloured plastic cups.
- b. Lessee will agree not to use marketing practices such as: availability of oversized drinks; double shots; pitchers of beer; drinking contests; volume discounts, as these practices encourage increased alcohol consumption.
- c. Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar. When tickets are sold for alcoholic beverages, there will be a limit of four (4) per person sold at one time until 11:00 p.m. Maximum of two (2) tickets sold per person sold at one time after 11:00 p.m. Ticket sales stop at 12:45 a.m. Discounts will not be offered for the volume purchase of tickets. When tickets are not sold, each person will be limited to four (4) drinks served at a time until 11:00 p.m. Maximum two (2) drinks per person after 11:00 p.m.
- d. Unused tickets may be redeemed for a cash refund up to 15 minutes after the bar closes.
- e. Adequate food must be provided throughout the event. Food refers to sandwiches, cheeses, vegetables and dip, etc. Chips and snack food are not sufficient.
- f. There will be no self-serve events, even "Wine and Cheese" functions require a bartender.

#### Rationale:

By following the above guidelines, we will reduce the risk that sponsors automatically assume when running an event. These practices are designed to discourage heavy alcohol consumption.

### 4. Advertising Events

Lessee must follow the Alcohol & Gaming Commission of Ontario advertising policies, which state that groups cannot advertise the brands or the cost of the alcohol to be served outside the licenced premises unless application is made to the Alcohol & Gaming Commission of Ontario.

#### Rationale:

Alcohol advertising is designed to encourage and promote the consumption of alcohol. Since it is illegal for people under the age of 19 to consume these products, it is preferred that alcohol advertising is not used. It is also the desire of the Township to provide a positive example to underage patrons.





5. It is mandatory that the person signing the application for the Special Occasion Permit (SOP) **must** be present at the event.

#### **REGULATION #7: CONTROLS PRIOR TO EVENTS**

LESSEE OF MUNICIPAL FACILITIES WILL BE REQUIRED TO UNDERSTAND THE MUNICIPAL ALCOHOL POLICY PRIOR TO RENTING.

1. A copy of the Municipal Alcohol Policy will be provided to the Lessee by Township of Southwold Staff Person at the time of booking. If any questions or concerns arise from this policy contact the Township of Southwold staff person for clarification.
2. A "Checklist for Lessee" form and a Rental contract form will be provided by the Township of Southwold Staff Person at the time of booking. These forms are to be completed by the Lessee and returned to the Township of Southwold Staff at least two (2) weeks prior to the event. Signatures from the SOP holder, the Lessee and the Township are required on the forms. Please see Appendix "F".
3. The Township of Southwold will maintain a current list of Smart Serve trained persons who have indicated that they may be available to assist at events where the Lessee does not have the required Smart Serve trained personnel. – do we have this or should it be removed?
4. The SOP holder and the lessee of the facility must attend the event and be responsible for decisions regarding the actual operation of the event. If the event is more than 2 days in length, then a designate may be assigned and their name(s) must appear on the contract. These persons and all event workers must refrain from alcohol consumption during the event.

#### Rationale:

The above is to ensure that there are not misunderstandings of the regulations contained in the Policy. Also, to be aware that any required information or assistance for the Lessee is available through the Township of Southwold staff person.

#### **REGULATION #8: CONTROLS DURING EVENT**

ALL CONTROLS AND SERVICE MUST BE CONSISTENT WITH THE PROVISIONS OF THE LIQUOR ACT OF ONTARIO AND ITS REGULATIONS.



1. The entrance and exits to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times. These person(s) shall further observe for individuals that may be attempting to enter the premises and that appear to be impaired or have a history of causing problems at events. All event workers must be 19 years of age or older and shall not consume alcohol while on duty nor prior to their shift.
2. Only identification bearing a photograph and issued by the Province of Ontario, the Government of Canada or photographic identification issued by another Province, State, or Country shall be accepted as bona-fide proof of age, including Ontario Driver's License, Canadian Passport, Canadian Citizenship card, Canadian Armed Forces Identification card, and Liquor Control Board of Ontario ID Card.
3. The holder of the SOP and the person renting the facility are responsible to ensure that the event is properly supervised and will provide enough staff to fulfill this obligation.
4. In the event of a masquerade party taking place in any premise owned by the Township of Southwold, the permit holder is responsible to check ALL patrons and identification to ensure they are of appropriate age. Any person under the age of majority will not be allowed into a masquerade event.
5. The type of identification to be worn by the event workers must be stated on the "Checklist for Lessee" form. See Appendix "F".
6. The bar shall be closed in accordance with the SOP.
7. All entertainment within the facility and on the premises shall cease at 2:00 a.m.
8. All signs of consumption and service of alcohol including empty glasses shall be removed from sight within 45 minutes of the expiry of the SOP.
9. The facility must be vacated by patrons by 3:00 a.m.
10. All requests for outdoor events shall be reviewed by the Township to ensure that adequate security and/or policing are provided. All outdoor events are required to vacate the premises of all patrons from 6:30-7:30 p.m. This allows for a cleanup and the patrons who have been on the licensed premises for hours to leave and new patrons to enter.

**REGULATION #9:**

**INSURANCE**



That the sponsor(s) of a SOP event being held in a municipally owned facility or on municipally owned lands be required to provide proof, before entry to the facility, that they have purchased a minimum of **two** million dollars in liability insurance naming the Township of Southwold as co-insured

Rationale:

- i) SOP permit holders, hall owners, club executives and volunteers could all be named in a lawsuit.
- ii) All Parties can be held jointly liable and could end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.

**REGULATION #10: POLICY MONITORING AND REVISIONS**

The Alcohol Management Policy for the Township of Southwold will be reviewed yearly from the date it is initially approved by Township Council and any recommended changes will be considered. A form will be given to every lessee soliciting comments on their rental in relation to this policy. See Appendix "G".

Rationale:

- i) Policy to be monitored and reviewed on a yearly basis which will ensure that the policy remains up to date and effective.
- ii) This will ensure that the public will remain involved in the process of review and revamping of the existing policy.

**CONSEQUENCES FOR FAILURE TO COMPLY**

Individuals and/or groups who fail to comply with the Municipal Alcohol Policy shall be subject to the following consequences:

1. Although police will be called if a situation deems necessary to do so, it is the responsibility of the SOP holder to ensure the proper management of an event.
2. Any infraction of the Liquor Licence Act, its Regulations, the Alcohol & Gaming Commission of Ontario Policies and the Municipal Alcohol Policy will be reviewed at the following Council meeting. A registered letter describing the problem will be sent by the Township Clerk or designate to the sponsor. The Council may refuse future rental privileges to the sponsor.
3. Where persons under the age of majority are found to have consumed or to be consuming alcohol at SOP and non-SOP events, the authorities may be called and/or the following procedure will be followed by the Township of Southwold Council.



First Infraction: The individual will be turned over to the police. A registered letter will be sent by the Township Clerk to the parents/guardians.

Second Infraction: The individual could be banned from attending any public function held in any municipal facility for a period of 6 months. A registered letter will be sent by the Township Clerk to the parents/guardians.

4. Where anyone is engaged in disruptive behaviour as a result of alcohol consumption at social events, authorities may be called and/or the following procedure will be followed:

First Infraction: The individual will be ejected from the event for its duration and in addition shall not be permitted to attend the same event the following year.

Second Infraction: Individual could be suspended from all functions for a period of 1 year. A registered letter will be sent by the Township CAO/Clerk.

In addition, if someone is intoxicated and disorderly, the problem should be reported to the supervisor (SOP holder) on duty. The supervisor should safely remove this person from the premises and must supply transportation for them.

If a person refuses to leave the premises, then the police should be called. Once the police arrive, the person should again be asked to leave the premises in front of the police. If they refuse to do so, the person can either be arrested by the police or taken home by the police.



Appendix "A":

# **Please Drink Responsibly**

Bartenders reserve the right to refuse service. Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.

Bartenders cannot serve alcohol to anyone under 19 years of age. Proper ID must be presented to event staff when requested.

You can only be served a maximum of two alcoholic drinks at any one time. You may redeem unused tickets for cash anytime during event.

There will be no "LAST CALL"



**Appendix "B":**

# **If there is an emergency call 9-1-1**

For a non-emergency,  
please call Elgin OPP at 519-  
631-2920 or 24-hour toll-  
free 1-888-310-1122.

You are located at:  
Name of Township Facility  
Street Address  
City/Province  
Postal Code



**Appendix "C":**

# **No alcohol beyond this point**

## **Thank-you for not drinking and driving**

Call a friend, relative, ride sharing  
service, or taxi

The R.I.D.E program is in effect in our  
community

Use a designated driver



**Appendix "D":**



**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)

 Ontario





## Appendix "E":

# CANADA'S LOW-RISK ALCOHOL DRINKING GUIDELINES

Drinking is a personal choice.  
If you choose to drink, these guidelines can help you decide when, where, why and how.

**For these guidelines, "a drink" means:**

			
<b>Beer</b> 341 ml (12 oz.) 5% alcohol content	<b>Cider/ Cooler</b> 341 ml (12 oz.) 5% alcohol content	<b>Wine</b> 142 ml (5 oz.) 12% alcohol content	<b>Distilled Alcohol</b> (rye, gin, rum, etc.) 43 ml (1.5 oz.) 40% alcohol content

**▶ YOUR LIMITS**  
Reduce your long-term health risks by drinking no more than:

- 10 drinks a week for women, with no more than 2 drinks a day most days
- 15 drinks a week for men, with no more than 3 drinks a day most days

Plan non-drinking days every week to avoid developing a habit.

**▶ SPECIAL OCCASIONS**  
Reduce your risk of injury and harm by drinking no more than 3 drinks (for women) or 4 drinks (for men) on any single occasion.

Plan to drink in a safe environment. Stay within the weekly limits outlined above in **Your limits**.

**▶ SAFER DRINKING TIPS**

- Set limits for yourself and stick to them.
- Drink slowly. Have no more than 2 drinks in any 3 hours.
- For every drink of alcohol, have one non-alcoholic drink.
- Eat before and while you are drinking.
- Always consider your age, body weight and health problems that might suggest lower limits.
- While drinking may provide health benefits for certain groups of people, do not start to drink or increase your drinking for health benefits.

**▶ WHEN ZERO'S THE LIMIT**

- Do not drink when you are: driving a vehicle or using machinery and tools
- taking medicine or other drugs that interact with alcohol
- Doing any kind of dangerous physical activity
- living with mental or physical health problems
- living with alcohol dependence
- pregnant or planning to be pregnant
- responsible for the safety of others
- making important decisions

**▶ PREGNANT? ZERO IS SAFEST**  
If you are pregnant or planning to become pregnant, or about to breastfeed, the safest choice is to drink no alcohol at all.

**▶ DELAY YOUR DRINKING**  
Alcohol can harm the way the body and brain develop. Teens should speak with their parents about drinking. If they choose to drink, they should do so under parental guidance; never more than 1–2 drinks at a time, and never more than 1–2 times per week. They should plan ahead, follow local alcohol laws and consider the **Safer drinking tips** listed in this brochure.

Youth in their late teens to age 24 years should never exceed the daily and weekly limits outlined in **Your limits**.

**Low-risk drinking helps to promote a culture of moderation.**

**Low-risk drinking supports healthy lifestyles.**



**Canadian Centre on Substance Use and Addiction**  
Evidence. Engagement. Impact.

The Canadian Centre on Substance Use and Addiction changes lives by bringing people and knowledge together to reduce the harm of alcohol and other drugs on society. We partner with public, private and non-governmental organizations to improve the health and safety of Canadians.

CCSA wishes to thank the partners who supported development of Canada's Low-Risk Alcohol Drinking Guidelines. For a complete list of the organizations supporting the guidelines, please visit [www.ccsa.ca/Eng/Priorities/Alcohol/Canada-Low-Risk-Alcohol-Drinking-Guidelines/Pages/default.aspx](http://www.ccsa.ca/Eng/Priorities/Alcohol/Canada-Low-Risk-Alcohol-Drinking-Guidelines/Pages/default.aspx)

**Reference:**  
Butt, P., Berness, D., Gliksmann, L., Paradis, C., & Stockwell, T. (2011). *Alcohol and health in Canada: A summary of evidence and guidelines for low-risk drinking*. Ottawa, Ont.: Canadian Centre on Substance Abuse.

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**Checklist for User – Appendix "F"**  
**All material to be supplied two weeks prior to event date**

1. Name of person and/or group sponsoring this event:  
 \_\_\_\_\_
  2. Will persons under 19 years of age be attending this event?    Yes                      No
  3. Type of identification for event workers  
 T-shirts                      Vests                      Hats                      Other (please specify) \_\_\_\_\_
  4. Has proof of S.O.P. permit been provided? \_\_\_\_\_
  5. Has proof of insurance been provided? \_\_\_\_\_
  6. The safe transportation strategy(s) that will be used at this function are:  
 a) \_\_\_\_\_  
 b) \_\_\_\_\_  
 c) \_\_\_\_\_
  7. a) I have reviewed the Municipal Alcohol Policy with a Township of Southwold Staff  
 Person:    Yes                      No  
 b) Signature of Township of Southwold Staff Person:  
 \_\_\_\_\_
  8. I understand all the policy regulations.                      Yes                      No
  9. I and/or my group will observe and obey all policy regulations during the event.  
 Yes                                      No  
 If No, explain: \_\_\_\_\_
  10. Name of Smart Serves attending bar \_\_\_\_\_
  11. Security Deposit amount paid \_\_\_\_\_
- Name of S.O.P. Holder:(print) \_\_\_\_\_
- Signature of S.O.P. Holder: \_\_\_\_\_
- Name of Lessee: (print) \_\_\_\_\_
- Signature of Lessee: \_\_\_\_\_
- Approved by Township: \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX "G"**

**Township of Southwold Municipal Alcohol Policy**

**MUNICIPAL ALCOHOL POLICY COMMENT FORM**

Please comment of the effects that this policy had relating to your rental.

.....

Date of the Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Thank-you for your co-operation.

**Appendix "H":**



**Township of Southwold  
35663 Fingal Line, Fingal, ON N0L 1K0  
ACCIDENT and/or INCIDENT REPORT**

**REPORT DATE** \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_  
yyyy/mm/dd

Person Reported to: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

**Action Taken: (Check applicable)**

First Aid Only      Ambulance called   Yes      No      Police called   Yes      No

Was there an injury?   Yes      No      Explain \_\_\_\_\_

Brief description of incident (type and location as well as equipment involved, include any other persons involved:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Injured Persons Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Medical or Injury Information:**

Type of Injury (if known): \_\_\_\_\_

Witnesses: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Phone #: \_\_\_\_\_

**Police Information (If applicable):**

\_\_\_\_\_  
\_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your Name** (Please Print) \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

yyyy/mm/dd