



**MUNICIPALITY OF CHATHAM-KENT  
MUNICIPAL ALCOHOL MANAGEMENT POLICY**

Revised: Final February 2021

**MUNICIPAL ALCOHOL  
MANAGEMENT POLICY**

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# The Municipality of Chatham-Kent

## Municipal Alcohol Management Policy

### Introduction:

The Municipality of Chatham-Kent owns and manages facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit or a Caterer's Endorsement. This policy must be read in conjunction with any Special Occasion Permit ("S.O.P") issued by the Alcohol and Gaming Commission of Ontario ("AGCO"), the *Liquor Control Act* ("LLA"), any other applicable laws and policies, as well as any requirements or restrictions imposed by the AGCO. Where there is a conflict between these documents, the higher standard shall apply. The person or organization that is issued the Special Occasion Permit is the "Permit Holder".

### 1.0 Purpose and Scope

1.1 The Municipal Alcohol Management Policy specifies the conditions under which alcohol may be permitted in Municipal facilities. The measures contained in the policy are designed to reduce alcohol related problems while allowing for the quiet enjoyment and use of Municipal facilities. By reducing the potential for alcohol related problems, the Municipality of Chatham-Kent seeks to reduce the users' loss of enjoyment of the facilities/events, reduce the risk of injuries, ensure quiet enjoyment of the communities where municipal facilities are located, reduce financial liability, mitigate against other problems that can flow from irresponsible consumption of alcohol and promote responsible consumption of alcohol.

1.2 Readers of this policy, Permit Holders and anyone else involved in an event is recommended to consult AGCO resources on planning special events, risks of alcohol and intoxication found at [www.acgo.ca](http://www.acgo.ca).

1.3 This policy applies to organizers of events at which alcohol will be served, including Municipal-sponsored events held in any Municipal facility or property, whether the organizers are the Permit Holder, municipal staff, elected officials or members of the public.

1.4 This policy applies to those facilities set out in sub-section 2.3 to the extent required under section 2.4.

1.5 This policy does not apply to municipal facilities which are leased for residential use (such facilities are subject to the terms and conditions of the lease, which is in compliance with the *Residential Tenancies Act, 2006* as amended or replaced).

### 2.0 Areas Designated for Conditional Use of Alcohol

2.1 The consumption of alcoholic beverages is prohibited in municipally owned or controlled lands or properties save and except those identified in Appendix "A". The Municipality of Chatham-Kent may change the designation of any site at its discretion with the approval of the Director of Parks, Recreation and Cemeteries.

2.2 Municipal facilities that are designated as suitable for Special Occasion Permit functions are listed in [Appendix "A"](#). This list does not represent an exhaustive list of all properties and is a

guideline only. Application for an S.O.P for any Municipal facility requires Municipal approval.

2.3 The following Municipal facilities operate with alcohol as part of their regular operations and are governed under LLA requirements.

- Dresden Arena
- Riverview Gardens
- Morpeth Community Hall
- Chatham Cultural Centre
- Capitol Theater

2.4 Each facility operating under the auspices of an A.G.C.O. Permit or Licence; S.O.P., or extension request under the LLA to designate the areas governed by the Liquor Licence regulations.

### **3.0 Certification/Training**

3.1 In order to allow the use of a Municipality of Chatham-Kent facility for a SOP function, the Permit Holder must use bartenders, ticket sellers, caterers, floor monitors, etc., with certification from a recognized Ontario based server program. Proof of certification or training must be provided at least two (2) weeks prior to the event. Failure to provide such proof of certification will result in non-issuance / revocation of f.

3.2 The Municipality of Chatham-Kent recognizes the Smart Serve® Program as a certification which meets this requirement. Any other program proposed to be used by a Permit Holder for this purpose must be shown by the Permit Holder to be an equivalent certification acceptable to the AGCO.

3.3 The Municipality's requirements for certified bartenders, ticket sellers, caterers and floor monitors, etc., are set out in [Appendix "B"](#).

### **4.0 Controls**

4.1 It is the responsibility of every Permit Holder to inform themselves, their staff and volunteers, and their guests about the risks of alcohol consumption, methods of ensuring responsible consumption, and dealing with intoxication.

4.2 In order to be eligible for a facility permit for a S.O.P. function, the Permit Holder must demonstrate to the satisfaction of any Municipality of Chatham-Kent staff, including but not limited to, Police Services, Special Events Co-ordinators, Facilities Supervisors and Customer Service Representatives, that there are sufficient controls in place to prevent intoxicated individuals from entering the event and that intoxicated individuals will be refused service and safely escorted from the event.

4.3 All facility rentals for events at which alcohol will be served are subject to the conditions of this policy. The Permit Holder will be required to acknowledge and agree that they are bound by the conditions of this policy.

4.3 These controls will include, but are not limited to:

- a. Meeting the licence/permit requirements of the AGCO, the LLA and Ontario regulation 389/91, which deals specifically with Special Occasion Permits.
- b. obtaining a resolution of Council, if required.
- c. ensuring the Building Services division has been contacted to confirm the need for a permit for any tent or structure, including tiered seating, and that any necessary permit has been obtained, where applicable.
- d. only a photo driver's licence, military identification, government issued photo ID card or a passport as identification be accepted for being served or consuming alcohol.
- e. all entrances and exits to the event be supervised.
- f. a ratio of one (1) floor monitor for every one hundred (100) participants be utilized (door monitors are not to be included in this number).
- g. all event workers (monitors, bartenders, servers, ticket sellers etc.) must refrain from consuming alcohol or any other intoxicating substance prior to and during the event including during breaks and after-event clean up.
- h. the Permit Holder and anyone responsible for decision making during the event must refrain from consuming alcohol or any other intoxicating substance prior to or during the event including during breaks and after-event clean up.
- i. all event workers (event supervisors, monitors, bartenders, servers, ticket sellers etc.) must be of the age of majority, and where required must be certified under a Smart Server program.
- j. the Permit Holder is encouraged to enroll and acquire an Ontario based server program. (Smart Serve Program)
- k. the Permit Holder must provide a list of monitors, bartenders, servers and ticket sellers with their proof of certification in the form set out in Appendix C. In addition to submitting the list, the list shall also be visibly posted alongside the S.O.P. at the event.
- l. a minimum of one trained monitor shall patrol the area outside the Licenced area at the event.
- m. a limit of six (6) drink tickets be permitted to be purchased by one person at any one time.
- n. in the event of weddings and banquets where bottles of wine may be purchased, a sufficient number of monitors must be present to ensure responsible consumption of the wine.
- o. a limit of two (2) drinks be served to one person at any one time.
- p. there be no "last call" announced and no happy hours;

- q. no marketing practices which encourage increased consumption e.g. oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts, be permitted.
- r. that alcohol must stop being served at 12:00 am for indoor facilities and pursuant to the Parks By-Law 19-2016 as may be amended or replaced, or any other applicable by-law for outdoor areas. In the event that the prescribed time conflicts with the times outlined on the S.O.P. a request to extend serving times can be made and will be determined by staff.
- s. It must be advertised that unused tickets can be turned in any time during the event for cash redemption.
- t. the time for cessation of the sale of alcohol will be posted.
- u. a copy of this Policy be provided to the S.O.P. applicant at the time of application.
- v. the person signing the S.O.P. or his/her designate (who shall be named on the application) must be present for the entire duration of the event.
- w. all regulations contained in the Liquor Licence Act must be adhered to.
- x. non-alcoholic beverages and food must be available at all times. It is recommended that non-alcoholic beverages be provided at no charge or at a cost significantly lower than alcoholic beverages.
- y. non-alcoholic beverages are encouraged to be provided free of charge to designated drivers.
- z. a list of all beverages available, both alcoholic and non-alcoholic shall be prominently displayed at any serving or bar area alongside the S.O.P.
- aa. alcoholic beer or coolers of the standard 5.0% or less be emphasized as opposed to premium beers or wine coolers of greater alcoholic content.
- bb. alcohol not be offered or given as a prize in a contest, raffle or draw.
- cc. the Special Occasion Permit holder has the obligation to refuse admittance to persons who are underage, or to an individual who appears intoxicated.
- dd. wherever practical, any beverage being served at a S.O.P. function will be served in plastic or paper containers unless otherwise discussed with the Facilities Supervisor or property manager.
- ee. all monitors, bartenders, servers and ticket sellers, acting in official capacity at the event, must wear an I.D. nametag identifying them as event workers. Where possible, identifying apparel such as shirts or hats are encouraged.
- ff. events where alcohol is proposed to be served will be reviewed by the Chatham-Kent Police Service to determine whether or not police security will be required based upon event type and the duration of the event

- gg. all staff monitors including serving staff, bartenders, door monitors and management/supervisor staff should always be in a position to quickly detect intoxicated patrons.
- hh. in the case of patrons who are intoxicated to the point that they must be refused further service of alcohol, the Permit Holder or designated event staff must make every effort to ensure that the patron does not drive and that he/she will arrive home safely. In some instances, non-intoxicated friends might agree to drive the person home, or a cab may be called for the patron.
- ii. The Permit Holder is responsible for informing police immediately in the event any person refuses alternative means of transportation described in (dd) and proceeds to drive.
- jj. All cost related to controls and similar matters will be the sole responsibility of the applicant.
- kk. The Permit Holder for the event is responsible for clean-up of the bar area and all areas associated with the event. Failure to do so may result in additional costs being assessed to the Permit Holder.
- ll. In addition to the foregoing, the Municipality of Chatham-Kent reserves the right to introduce other conditions from time to time at its discretion.

## 5.0 Accountability

Signs must be prominently posted at all SOP functions informing the public where they can forward their concerns. A sign ([Appendix "E"](#)) including the following contact information must be posted beside the S.O.P. for reference.

Municipality of Chatham-Kent 315 King St West, P.O. Box 640 Chatham, Ontario N7M 5K8 CKinfo@chatham-kent.ca	519.360.1998
Chatham-Kent Police Service Box 366 24 Third St Chatham, Ontario N7M 5K5 CKpolice@chatham-kent.ca	519.436.6600
Chatham-Kent Fire Service Attention: Fire Prevention 5 Second St. Chatham, Ontario N7M 5X2 CKfire@chatham-kent.ca	519.436.3270
Alcohol and Gaming Commission of Ontario (AGCO)	416.326.8700

90 Sheppard Avenue East, Suite 200-300  
Toronto, Ontario M2N 0A4  
[customer.service@agco.ca](mailto:customer.service@agco.ca)

Emergency 911

An additional sign ([Appendix "F"](#)) shall be prominently posted at the bar and at the ticket counter reading as follows: "It is against the Liquor Licence Act of Ontario for Licenced establishments to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non-alcoholic beverages".

In accordance with Sandy's Law and the Liquor Licence Act, a sign must be prominently displayed that contains a caution to women who are pregnant that the consumption of alcohol during pregnancy is the cause of Fetal Alcohol Spectrum Disorder.

## **6.0 Policy Violations Procedures**

- 6.1 S.O.P holders are responsible for any violations of the S.O.P. and/or this policy.
- 6.2 Any individual or group bringing alcohol onto Municipal properties must have a S.O.P.
- 6.3 Alcohol is not permitted at events targeted exclusively to youth under 19 years of age held on Municipal Property, even where the property or facility may be designated for alcohol consumption in Appendix "A".
- 6.4 A violation of the Policy occurs when the S.O.P. holder fails to comply with any of the provisions of the Liquor Licence Act of Ontario or its regulations, with any of the terms and conditions of an SOP, or with any requirements of the Municipal Alcohol Management Policy.
- 6.5 The S.O.P. holder, or monitor may intervene in any violation by informing the offending individual(s) of the Policy violation, and asking that it be stopped, or corrected.
- 6.6 A Municipality of Chatham-Kent staff member, a member of the Chatham-Kent Police Service, Chatham-Kent Fire and Emergency Service and an Inspector of the AGCO shall have the right to enter the event and intervene whenever he/she encounters a violation of Policy. In addition to any rights at law, and depending upon the severity of the Policy infraction, Municipality of Chatham-Kent staff may request the organizers of the event to stop the violation, or the Police or Fire and Emergency Service or an Inspector of the AGCO may close down the S.O.P. portion of the event. The organizers will not be reimbursed for any financial loss, which may be incurred as a result of this action. Should the organizers refuse to comply, the event organizers and patrons of the event may be deemed to be trespassing on municipal property and staff may call the Police for enforcement. If an event becomes out of control and requires additional assistance of the Chatham-Kent Police Service or Fire Service, the Special Event host will be solely responsible for the costs involved with any response or assistance.
- 6.7 Where the Special Occasion Permit holders have violated the Municipal Alcohol



Management Policy, the sponsoring organization will be sent a letter advising of the violation. The Municipality may, at its sole and absolute discretion, deny a permit to any person that was responsible for an event as a Permit Holder or any person that caused a violation at an event even where that person was only a guest, patron or attendee of the event. .

- 6.8 For minor violations, should the Special Occasion Permit holder violate this policy within one year of receiving notice of their first violation, the organizers may be suspended from S.O.P. privileges at all Municipal facilities for a period of not less than one year. A letter will be sent to the S.O.P. holder and sponsoring organization advising of the suspension.
- 6.9 For major violations, determined in the sole discretion of the Municipality, any individual responsible for, or contributing to, the major violation may be suspended from S.O.P. privileges at all Municipal facilities for a period of time deemed appropriate by the Municipality.

## **7.0 Policy Monitoring and Revisions**

Any suggested changes to the policy will be forwarded to the Special Events Coordinator for consideration during review. This Policy is to be reviewed as needed by the Special Events Coordinator. The Municipality of Chatham-Kent MAP Committee will convene on an as need basis. If revisions are required, a report will be presented to Municipal Council for approval.

## **8.0 Applications**

Any approval given by the Municipality of Chatham-Kent for a Liquor Licence event will be conditional upon the Permit Holder reviewing the *Special Events Manual, The Application Process for Events on Municipal Property* and completing the *Special Events Application Form* along with any subsequent documentation that is required for the event.

## MUNICIPALITY OF CHATHAM-KENT

### AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL UNDER SPECIAL OCCASION PERMITS

The following facilities and park areas are designated as suitable for Special Occasion Permit functions subject to the Event Organizer obtaining a Special Occasion Permit from the L.C.B.O, approval by the Municipality for the facility use, and agreeing to the conditions as set out by the applicable Municipal Alcohol Policy:

Community	Facility/Location	Designated area
Blenheim	Blenheim Arena	-Arena Floor when ice is out -Blue Line Room
Bothwell	Bothwell Arena	-Arena Floor when ice is out -Blue Room
	Bothwell Scout Hut	-Main room
	Victoria Park Shelter	-In picnic shelter & fenced area surrounding shelter (provided adequate washroom facilities are available)
	Chatham Cultural Centre	-Studio I -Studio II -Gallery -Theatre -Museum -All lobbies (Theatre, Gallery/Museum, Box Office/Admin) and hallways
Chatham	Civic Centre	-Civic Centre Patio -Room 212
	Memorial Arena	-Arena Floor when ice is out -Board Room
	Northside Arena	-Arena Floor when ice is out -Kinsmen I Room -Kinsmen II Room
	<b>Parks</b> -Tecumseh Park Ross Babcock Rotary Park Turner Park Thames Grove	-In approved areas only (provided adequate washroom facilities are available)
	C-K Thames Campus Sport Field	-Pavilion only
	C-K Thames Campus Arena	-Arena Floor when ice is out -Red Line Room -Blue Line Room
	Maple City Centre for Older Adults	-Auditorium
	Riverview Gardens	-Lounge and patio

<b>Community</b>	<b>Facility/Location</b>	<b>Designated area</b>
Clearville	Clearville Park	-In picnic shelter only – provided adequate washroom facilities are available
Dresden	Lambton-Kent Memorial Hall	-Banquet hall -Arena Floor when ice is out -Six dressing rooms (permanently Licenced by A.G.C.O.)
Erieau	Erieau Fire Hall	Hall area only
Highgate	Highgate Hall	-Hall area only
Merlin	Merlin Community Hall	-Main hall area
North Buxton	North Buxton Park	-Within park property limits
Ridgetown	East-Kent Memorial Arena	-Arena Floor when ice is out -Upper auditorium -Board Room
	Parks – Victoria Park Watson Grove	-Picnic shelter only – provided adequate washroom facilities are available
	Ridgetown Youth Centre	-Large gymnasium -Small meeting room
Thamesville	Brunner Centre	-Main hall – provided adequate washroom facilities are available
	Ferguson Park	-In picnic shelter and tennis court area only – provided adequate washroom facilities are available
Tilbury	Tilbury Arena	-Arena Floor when ice is out -Ryder Hall
	Tilbury Memorial Park	-In picnic shelter and designated areas only– provided adequate washroom facilities are available
	Knights of Columbus Shelter	-In designated areas only– provided adequate washroom facilities are available
Wallaceburg	Wallaceburg Memorial Arena	-Arena Floor when ice is out -Upstairs Mezzanine
Wheatley	Wheatley Area Arena	-Arena Floor when ice is out -Upper auditorium
	Wheatley Area Sports Complex	-In picnic shelter and designated areas only – provided adequate washroom facilities are available

Other locations can be added to this list or approved for use of alcohol on approval from the Director of Parks, Recreation and Cemeteries

**Events holding games of chance and raffles must obtain a Municipal Licence.**

## MUNICIPAL ALCOHOL POLICY CONTROLS

All Permit Holders must either provide Smart Serve certified servers or hire similarly certified servers. The ratio of Smart Serve certified servers required for various sized events shall be:

Servers	*1 for every 100 patrons
Door Supervisors	0 for 1 to 100 patrons 1 for 101 to 200 patrons *2 for 201 to 1000 patrons (at least one trained)
Floor Supervisors	1 for every 100 patrons (not including door supervisors) *Minimum of 2 floor supervisors. Floor supervisors are not required to be Smart Serve trained.
Alcohol Ticket Sellers	1 trained for 1 to 300 patrons 2 trained for 301 to 600 patrons *3 trained for 601 to 900 patrons *4 trained for over 900 patrons

\*May be subject to change by provincial legislation (Alcohol and Gaming Commission of Ontario), in which case the higher standard shall apply.

Events utilizing more than one bar service area must provide a minimum of one Smart Serve certified server per bar service area.

**S.O.P. HOLDER & CERTIFIED OR TRAINED EVENT WORKERS SCHEDULE**

S.O.P. HOLDER AND/OR DESIGNATE(S): \_\_\_\_\_

\_\_\_\_\_  
(Please Print)

CERTIFIED OR TRAINED EVENT WORKERS SCHEDULE:  
(MONITORS/BARTENDERS/SERVERS/TICKET SELLERS)  
(Please Print)

Smart Server Name (Please Print)	Certification #	Date	Shift Start Time	Shift End Time

**Note: To be submitted 4 weeks prior to the event and posted with S.O.P. at Bar Location(s).  
Copies of certificates of Smart Serve Program may be requested.**

**REQUIREMENTS FOR PRESENCE OF SECURITY/POLICE  
PUBLIC OPEN EVENTS SECURITY REQUIREMENTS**

Minimum security/police personnel required at events open to the general public.

<b>Number of Attendees</b>	<b>Security Personnel</b>	<b>Police Officers</b>	<b>Notes</b>
1-375	2* <u>or</u>	2*	In consultation with Municipal staff the Permit Holder may have police or security firm to be hired.
376-999	3* <u>or</u>	2*	Municipality of Chatham-Kent and Chatham-Kent Police Service determines whether police and/or security firm will be hired.
1,000 and above	Municipality of Chatham-Kent and Chatham-Kent Police Service determines whether police and/or security firm will be hired. Alcohol and Gaming Commission of Ontario to review.		

**\*The Municipality of Chatham-Kent and the Alcohol and Gaming Commission of Ontario will increase/decrease security/police requirements based on event history.  
Note: Minimum security/police personnel required at fundraisers will be dealt with on a per request basis.**

**Minimum security/police personnel required at events with tiered seating will be dealt with on a per request basis and an onsite meeting will take place with the appropriate departments.**

**CLOSED EVENTS SECURITY REQUIREMENTS**

Minimum security/police personnel required at closed and religious events such as weddings, christenings, anniversaries, funerals, showers, family reunions and birthday parties.

<b>Number of Attendees</b>	<b>Security Personnel</b>	<b>Police Officers</b>
1-375	0	0
376-999	To be determined by the Municipality of Chatham-Kent and Chatham-Kent Police Service.	
1,000 and above	Municipality of Chatham-Kent and Chatham-Kent Police Service determines whether police and/or security firm will be hired. Alcohol and Gaming Commission of Ontario to review.	

## S.O.P. ACCOUNTABILITY

NOTE: MUST BE POSTED BY S.O.P. AND ONE OTHER LOCATION

**In the event of an emergency dial 911****Facility Owner:** Municipality of Chatham-Kent**Municipality of Chatham-Kent** **519.360.1998**315 King St West, P.O. Box 640  
Chatham, Ontario N7M 5K8  
CKinfo@chatham-kent.ca**Chatham-Kent Police Service** **519.436.6600**Box 366  
24 Third St  
Chatham, Ontario N7M 5K5  
CKpolice@chatham-kent.ca**Chatham- Kent Fire Service** **519.436.3270**Attention: Fire Prevention  
5 Second St.  
Chatham, Ontario N7M 5X2  
CKfire@chatham-kent.ca**Alcohol and Gaming Commission of Ontario** **416.326.8700**90 Sheppard Avenue East, Suite 200-300  
Toronto, Ontario M2N 0A4  
customer.service@agco.ca

**LIMITS OF SERVING ALCOHOL SIGN**

**NOTE: MUST BE POSTED DURING ENTIRE EVENT**

It is against the Liquor Licence Act of Ontario for Licensed establishments to serve customers to intoxication.

For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication.

We are also pleased to offer non-alcoholic beverages.