



MUNICIPALITY OF CHATHAM-KENT

MUNICIPAL ALCOHOL

RISK MANAGEMENT

POLICY

Revised: May, 2013

**MUNICIPAL ALCOHOL
RISK MANAGEMENT POLICY**

<u>TABLE OF CONTENTS</u>	PAGE
Table of Contents	2
List of Appendices	2
Introduction.....	3
1.0 Purpose of Policy.....	4
2.0 Areas Designed for Conditional use of Alcohol	4
3.0 Certification/training.....	4
4.0 Controls	5
5.0 Accountability	7
6.0 Policy Violation Procedures	7
7.0 Policy Monitoring and Revisions.....	8
8.0 Applications	8
 <u>LIST OF APPENDICES</u>	
<u>Appendix A- Designated for conditional use of alcohol under S.O.P.</u>	9
<u>Appendix B- Controls</u>	11
<u>Appendix C- S.O.P. Holder & Certified Trained Event Workers Schedule</u>	12
<u>Appendix D- Requirements for Presence of Security/Police</u>	13
<u>Appendix E-S.O.P. Accountability</u>	14
<u>Appendix F- Limits of Serving Alcohol Sign</u>	15

The Municipality of Chatham-Kent
Municipal Alcohol Risk Management Policy

Introduction:

The Municipality of Chatham-Kent 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 supersedes S.O.P. requirements. The Municipality of Chatham-Kent has developed this Municipal Alcohol Risk Management Policy in order to:

1. prevent alcohol related problems that may arise from alcohol consumption within its facilities, and
2. promote a safe, responsible and enjoyable environment for those who use these facilities.

The potential for problems increases with the consumption of alcoholic beverages. These problems can affect not only the person or persons consuming alcohol, but other people who use the facilities and the general public. These problems may include:

- injuries to drinkers or other individuals
- liability action arising from alcohol related injuries or deaths resulting in claims against the Municipality
- loss of insurability should the insurer's risk assessment escalate
- possible increased insurance rates as a result of alcohol related incidents
- suspension or loss of alcohol permit privileges by the Alcohol and Gaming Commission of Ontario (A.G.C.O)
- charges laid against the Municipality under the Liquor Licence Act by the A.G.C.O
- police attending at municipal property
- vandalism and destruction of municipal property
- loss of enjoyment by non-drinkers and responsible drinkers
- complaints lodged by offended parties

In most cases, these problems will not be attributable to moderate drinkers, or to those who respect the rules regarding alcohol consumption. It is believed that the majority of these problems arise from drinkers who engage in four specific drinking practices:

- underage drinking
- drinking in unlicensed areas
- drinking to intoxication
- drinking and driving

To the extent that these four drinking practices can be reduced, the likelihood of alcohol related problems may correspondingly diminish. For those individuals who do not engage in these targeted practices, the Policy will be minimally intrusive. It is not the intention of this Policy to stand in opposition to legal and responsible drinking.

1.0 Purpose of the Policy

The Municipal Alcohol Risk Management Policy consists of measures designed to prevent alcohol related problems while allowing for the quiet enjoyment of those who use Municipal facilities through clear, responsible guidelines. By reducing the potential for alcohol related problems, the Municipality of Chatham-Kent simultaneously seeks to reduce the users' loss of enjoyment of the facilities/events, reduce the risk of injury and death, and reduce the risk of liability actions.

2.0 Areas Designated for Conditional Use of Alcohol

The consumption of alcoholic beverages is prohibited in the majority of municipally owned or controlled lands or properties. Municipal Council may change the designation of any site at its discretion.

Municipal facilities that are designated as suitable for Special Occasion Permit (S.O.P.) functions are listed in [Appendix "A"](#).

*This list does not represent an exhaustive list of all properties and is a guideline only.

Miscellaneous:

Some facilities operate with alcohol as an integral aspect of their curriculum and are to be governed under liquor Licence operating guidelines. While operating outside of their liquor Licence, they must acquire a S.O.P.

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

Each facility operating under the auspices of an A.G.C.O. permit or Licence will be required to designate areas governed by the S.O.P. (Special Occasion Permit).

3.0 Certification/Training Smart Serve Program (S.S.P.)

In order to allow the usage of a Municipality of Chatham-Kent facility for a Special Occasion Permit function, the event sponsor must use bartenders, ticket sellers, floor monitors, etc., with certification from a recognized Ontario based server program. Proof of certification or training must be provided two (2) weeks prior to the event.

The Smart Serve Program formerly known as Server Intervention Program (S.I.P.) prepared by the Hospitality Industry Training Organization of Ontario, is approved by the A.G.C.O., and is endorsed by the Ministry of Consumer and Commercial Relations. It introduces participants to the following topics:

- alcohol and the law
- facts about alcohol
- standard drink concept
- managing the intoxicated person
- drinking rates and limits
- establishing house policies
- signs of intoxication

The Municipality, by requiring the presence of trained monitors, servers and ticket sellers at alcohol-related events ([Appendix "B"](#)), is better able to discharge its responsibilities as the owner of the facility.

Training

Caterers are required by law to have all personnel trained by a recognized Ontario based server program and must provide proof of training 2 weeks prior to the event.

4.0 Controls

In order to be eligible for a facility permit for a S.O.P. function, the sponsor must demonstrate to the satisfaction of the Municipality of Chatham-Kent designate(s), such as Corporate and Community Services, Police Service, Special Events Co-ordinator, Facilities Supervisor and Service Centres that there are sufficient controls in place to prevent intoxicated or rowdy individuals from entering the event and that intoxicated or rowdy individuals will be refused service and safely escorted from the event.

These controls will include:

- 4.1 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.
- 4.2 all entrances and exits to the event be adequately supervised.
- 4.3 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).
- 4.4 all event workers (monitors, bartenders, servers, ticket sellers etc.) must refrain from consuming alcohol prior to and during the event.
- 4.5 all event workers (event supervisors, monitors, bartenders, servers, ticket sellers etc.) must be of the age of majority, and where required recognized as certified under a Smart Server program.
- 4.6 the sponsor provide a list of monitors, bartenders, servers and ticket sellers with their proof of certification and that such list shall be posted with the groups S.O.P. ([Appendix "C"](#))
- 4.7 with a minimum of one monitor, who must be trained, the area outside the licensed area at the event be patrolled, as per A.G.C.O. regulations.
- 4.8 a limit of six (6) drink tickets be permitted to be purchased by one person at any one time. And in the event of weddings and banquets bottles of wine be allowed to be purchased provided monitors are present in sufficient numbers.
- 4.9 a limit of two (2) drinks be served to one person at any one time.

RATIONALE: By limiting the number of drinks participants may purchase at one time, the ticket sellers, monitors, bartenders and servers are provided with more opportunities to observe participants for signs of intoxication. Table consumption can be moderated by not selling rounds of large numbers of tickets - a strip of twenty, for example.

- 4.10 the person whose name is on the S.O.P. be encouraged to enroll and acquire an Ontario based server program. (Smart Serve Program)
- 4.11 there be no "last call" announced and no happy hours; and that alcohol must stop being served at 12:00 am for indoor facilities and as per by-laws for outdoor areas, in accordance with temporary liquor license.
- 4.12 advertise that unused tickets can be turned in any time during the event for cash redemption. The time for cessation of the sale of alcohol will be posted.

- 4.13 the S.O.P. permit holder assume responsibility for any incident or violation of the Municipal Alcohol Risk Management Policy which may endanger participants at the S.O.P. function.
- 4.14 a copy of this Policy be provided to the S.O.P. function applicant at the time of application, and that the applicant sign that he/she has read, understands and agrees to comply with the rules stated herein.
- 4.15 the person signing the S.O.P. or his/her designate (who shall be named) must be present for the entire duration of the event.
- 4.16 the person signing the S.O.P. or his/her designate is responsible for decision making during the event, and therefore, must refrain from consuming alcohol prior to or during the event.
- 4.17 non-alcoholic beverages and food 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.
- 4.18 at all times bottle or draft beer of a light variety be offered, and a sign indicating availability be posted with the A.G.C.O. and S.O.P. Permits.

RATIONALE: Low alcohol beverages MAY help prevent intoxication by providing responsible consumers with an opportunity to consume less alcohol and avoid becoming intoxicated although some consumers may consume more volume of the low alcohol beverages resulting in intoxication anyway. A patron consuming a regular beer (at 5% alcohol) would have to drink two "extra light" beers (at 2.5% alcohol) to ingest the same amount of alcohol. Similarly, light beer (at 4% alcohol) represents a 20% reduction in alcohol intake.

- 4.19 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.
- 4.20 alcohol not be offered or given as a prize in a contest, raffle or draw.
- 4.21 all regulations contained in the Liquor Licence Act will be adhered to.
- 4.22 the Special Occasion Permit holder has the right to refuse admittance to persons who are underage, or to an individual who appears intoxicated.
- 4.23 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.
- 4.24 all monitors, bartenders, servers and ticket sellers, acting in official capacity at the event, must wear an I.D. nametag and shirt identifying them as event workers.
- 4.25 no marketing practices which encourage increased consumption i.e. oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts, be permitted.
- 4.26 these events be reviewed by the Police Service to determine whether or not police security will be required based upon event type and the duration of the event ([Appendix "D"](#)). All cost will be the responsibility of the applicant.
- 4.27 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 Special Occasion Permit 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 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 (AGCO) 519.258.6521
250 Windsor Ave, 4th Floor
Windsor, ON N9A 6V9
dan.c.michaud@ontario.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 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".

RATIONALE:

It is not possible for the Police and Liquor Licence Inspectors to check on all Special Occasion Permit functions. The sign serves as notice to the permit holder that while enforcement personnel may not attend the event, concerned participants will know where to lodge a complaint which may affect future activities.

6.0 Policy Violations Procedures

Any individual or group bringing alcohol onto designated Municipal properties must have a Special Occasion Permit.

- 6.1 a violation of the Policy occurs when the Special Occasion Permit holder fails to comply with any of the provisions of the Liquor Licence Act of Ontario or its regulations, or with any of the terms and conditions, or the Municipal Alcohol Risk Management Policy.

A participant at the event, a Municipality of Chatham-Kent staff member, a member of the Chatham-Kent Police Services, Chatham-Kent Fire Services and Inspector of the Alcohol and Gaming Commission of Ontario can intervene when he/she encounters a violation of the policy.

- 6.2 a member of the organizing group, the S.O.P. holder, or monitor may intervene by informing the

offending individual(s) of the Policy violation, and asking that it be stopped, or corrected. Group members, the S.O.P. holder and monitors are encouraged to intervene in this way because intervention at other levels could ultimately result in a loss of privileges and possible criminal charges.

- 6.3 a Municipality of Chatham-Kent staff member shall have the right to intervene whenever he/she encounters a violation of Policy. 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 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, 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 absorb the costs involved.
- 6.4 where the Special Occasion Permit holders have violated the Municipal Alcohol Risk Management Policy, the sponsoring organization will be sent a registered letter advising of the violation, and indicating that no further violations will be tolerated. The Corporation of the Municipality of Chatham-Kent and/or the Alcohol & Gaming Commission may revoke the licence for an event if there is a history of problems with the event.
- 6.5 should the Special Occasion Permit holder violate the Policy within one year of receiving notice of their first violation, the organizers will be suspended from Special Occasion Permit privileges at all Municipal facilities for a period of not less than one year. A registered letter will be sent to the S.O.P. holder and sponsoring organization advising of the suspension.
- 6.6 a member of the Police Service or an Inspector from the Alcohol and Gaming Commission of Ontario may intervene in a violation of this Policy on his or her initiative, or in response to a request from either a Municipal staff member or a member of the general public. Depending upon the severity of the infraction, charges may be laid under the Liquor Licence Act of Ontario, or any other relevant legislation.
- 6.7 all staff monitors including serving staff, bartenders, door monitors and management/supervisor staff should always be in a position to quickly detect intoxicated patrons.
- 6.8 in the case of patrons who are intoxicated to the point that they must be cut off, 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.
- 6.9 police shall be notified in the event any person refuses to take advantage of the options to prevent them from driving.

7.0 Policy Monitoring and Revisions

Any suggested changes to the policy will be forwarded to MAP Committee Chair for consideration by the MAP Committee during review. This Policy is to be reviewed every two (2) years by the Municipality of Chatham-Kent MAP Committee. Revisions, if any, will be reviewed by the Municipality of Chatham-Kent MAP Committee in consultation with Events Organizers. If revisions are required a report will be presented to Municipal Council.

8.0 Applications

Any approval given by the Municipality of Chatham-Kent for a liquor licence event will be conditional upon the event sponsor completing the application attached to "The Application Process for Events on Municipal Property".

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 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
	Parks - Tecumseh Park Ross Babcock Rotary Park Turner Park Thames Grove	-In designated 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

Other locations can be added to this list or approved for use of alcohol on approval of the governing parties.

Community	Facility/Location	Designated area
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 licensed by A.G.C.O.)
	Czech Hall	-Inside hall and parking lot area
Highgate	Highgate Hall	-Hall area only
Merlin	Merlin Community Hall	-Main hall area
Morpeth	Morpeth Community Hall	-Main hall area
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 only – provided adequate washroom facilities are available
	Knights of Columbus Shelter	-In designated area 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 only – provided adequate washroom facilities are available

Other locations can be added to this list or approved for use of alcohol on approval of the governing parties.

Note: 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)

Events utilizing more than one bar service area must provide a minimum of one Smart Serve certified server per bar service area. Volunteers for bar service shifts must not be under the influence of alcohol.

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 2 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.

Number of Attendees	Security Personnel	Police Officers	
1-375	2*	<u>or</u>	2*
376-999	3*	<u>or</u>	2*
1,000 and above	Municipality of Chatham-Kent and Chatham-Kent Police Services 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 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.

Number of Attendees	Security Personnel	Police Officers
1-375	0	0
376-999	To be determined by the Municipality of Chatham-Kent and Chatham-Kent Police Services.	
1,000 and above	Municipality of Chatham-Kent and Chatham-Kent Police Services 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 **519.258.6521**
 250 Windsor Ave., 4th Floor
 Windsor, ON N9A 6V9
 dan.c.michaud@ontario.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.