

**THE CORPORATION OF THE TOWNSHIP  
OF STONE MILLS**

**MUNICIPAL ALCOHOL POLICY**

**MARCH 2004**

# MANAGEMENT OF ALCOHOL IN THE TOWNSHIP OF STONE MILLS FACILITIES

The following policy has been formulated by the Township of Stone Mills.

## 1. GOAL STATEMENT

The Township of Stone Mills wishes to provide a policy for responsible management practices of Special Occasion Permit functions ensuring the health and safety of the participants and the protection of municipal facilities.

The Township also wishes to avoid alcohol related problems that could result in litigation being directed towards the Corporation, its staff, community organizations, volunteers and participants.

It is the intention of the Township of Stone Mills to further safeguard the occupiers through the adoption, promotion and enforcement of this Municipal Alcohol Policy, which has been developed to ensure the responsible and safe usage of alcohol in all municipal owned facilities.

## 2. OBJECTIVES STATEMENTS

To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally-owned and operated facilities in order to ensure that all Liquor Licence Board of Ontario legislation pertaining to Special Occasion Permits is properly understood and complied with.

To ensure proper supervision and proper operation of Special Occasion Permit events by providing education in prevention and intervention techniques and through effective management procedures.

To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.

To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcohol drinks.

To provide for a balanced use of alcohol through Special Occasion Permits so that alcohol becomes a responsible part of a social function rather than the reason for it.

To provide a balance of wet and dry facilities and programs in order to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

### Municipal Facilities not eligible for Special Occasion

The following municipally owned facilities have been designated not eligible for Special Occasion Permit events:

All Parks  
Tamworth Community Hall  
Centreville Municipal Hall

The Township of Stone Mills will discourage Special Occasion Permits at events which are for youth or minors. It is understood that should underage participants be admitted on such occasions, they will not be provided/served alcohol.

Young participants need not be excluded from all licensed special events. Many such events are family orientated and the experience of observing the consumption of alcohol and controlled under safe conditions could have a positive influence on young participants.

The Recreation Fields and Soccer Fields shall be clearly designated as areas not suitable for drinking alcohol before, during or after sports events.

The arena dressing rooms shall be clearly designated as areas not suitable for drinking alcohol before, during or after sports events.

The arena ice surface, when the ice is present, is designated as not suitable for the consumption of alcohol.

The arena seating area is designated as not suitable for the consumption of alcohol.

### **3. LANGUAGE REGARDING "LAST CALL"**

#### **No Last Call:**

- (a) A sign will be located in facilities designated eligible for a Special Occasion Permit, indicating that there will be no last call before the closing of the bar.
- (b) Entertainers/Dee Jay will be informed that there is to be no last call.
- (c) Bar area to close as per Township approved facility use permit.
- (d) All entertainment to be completed as per approved facility use permit.
- (e) Facilities must be vacated 45 minutes after the bar is shut down.

### **4. NUMBERS AND RATIOS OF EVENT WORKERS:**

- (a) Event to be monitored by not less than two people nineteen (19) years of age or older and at least one from list of Server-trained workers provided to the Township Office.
- (b) A floor supervisor and event workers must be available to ticket sellers who require assistance in managing a person or persons who are refused to be sold tickets due to being intoxicated or causing a disturbance.

### **5. LIABILITY INSURANCE COVERAGE:**

Special Occasion Permit function organizers must obtain a minimum of 1,000,000 dollars in liability insurance with the Township named as additional insured, and proof must be provided to the Township prior to the event.

### **6. LIST OF SERVERS WITH CERTIFICATE NUMBERS:**

In order to be eligible to rent a municipal facility, a Special Occasion Permit function sponsor must demonstrate to the satisfaction of the Township that at least 50% of the event servers, door supervisors, and floor supervisors have attended or taken a Server Intervention Course or the Smart Serve Program.

The Special Occasion Permit signee must ensure that servers, door and floor monitors are instructed in their responsibilities prior to a Special Occasion Permit function.

### **7. PAPER VS. GLASS CUPS OR BOTTLES:**

All bottles retained within the bar area, all drinks served in paper/plastic cups.

### **8. SIGNAGE**

- (a) Statement of intoxication  
That signs be displayed indicating that it is illegal to serve participants in/or to a state of intoxication (a state of drunkenness). The signs should read: The Province and the Liquor Licence Act of Ontario state that:

It is against the law for licensed establishments to serve customers in/or to intoxication.

Further, Township of Stone Mills does not wish harm upon any participant, nor do we wish them to harm others. For this reason, servers in our facilities are required to obey the law and not to serve anyone in/or to intoxication. We believe that people use our facilities for enjoyable social gatherings, and we are happy to provide this opportunity.

Should you wish a non-alcoholic “breather” round, request a soda pop, coffee or other alternative. Should you wish a smaller than usual portion of alcohol, request a low alcohol beer, wine or mixed drink.

- (b) **R.I.D.E. Awareness**  
The signs should indicate that the local police forces’ **REDUCE IMPAIRED DRIVERS EVERYWHERE (R.I.D.E.)** program is active in the area.
- (c) **Accountability**  
That in addition to naming the sponsor of an event, the sign will include the address and phone numbers of the Township Office, Ontario Provincial Police Detachment, and the Liquor Licence Board of Ontario.

**9. PENALTY**

That individuals and/or groups violating Township policy and procedures and/or the Liquor Licence Act be suspended. Future rentals to penalized individuals or groups will depend on them demonstrating to the Township that all rules will be followed at future S.O.P. functions.

**10. LOW ALCOHOL/NON-ALCOHOLIC DRINKS/FOOD:**

That in order to be eligible for a facility rental for a special occasion function, the sponsor must have a sufficient quantity of low alcoholic drinks, coffee, soft drinks, and food available, at all times, to the public.

**11. SAFE TRANSPORTATION:**

That only individuals, groups, or organizations implementing safe transportation strategies, such as promoting a designated driver program, alternate home transportation options or other similar programs to prevent intoxicated participants from driving, be permitted rental/use privileges for special occasion permit functions.

**12. CONTROL:**

That in order to be eligible for a facility rental for a special occasion function, the Sponsor must demonstrate to the satisfaction of the Township that there are sufficient controls in place to prevent intoxicated or rowdy people from entering the event and that the intoxicated participant will be refused service and removed safely from the event. These controls will include:

- accepting only age of majority card, a photo driver’s licence, or a passport as identification for serving or being served alcohol;
- having all exits supervised;
- having floor monitors;
- using only monitors that are nineteen years of age or older;
- using only monitors and servers that are prepared not to consume alcohol during the event;
- providing the list of monitors, servers and door supervisors to the Director of Parks and Recreation prior to the S.O.P. function. The list is to be posted beside the permit.

**13. INSURANCE:**

That the individuals or groups sponsoring an Special Occasion Permit event in a Township facility show proof to the Township prior to the event that they have secured a minimum of \$1,000,000. in liability insurance and that the Township of Stone Mills has been named as additional insured.

**14. PROMOTION OF POLICY:**

That the Council of the Township of Stone Mills to orient all community user groups of the “Management of Alcohol in the Township of Stone Mills Facilities” policy requirements and promote the policy to the community at large.

**15. POLICY MONITORING AND REVISIONS**

The policy shall be reviewed annually by the Property Committee of the Township of Stone Mills, and reported to Council with suggested policy changes, and reflecting legislative changes. Copies of the policy shall be provided to newly elected members of Council.

**16. IMPLEMENTATION OF MUNICIPAL ALCOHOL POLICY**

The Township of Stone Mills will be implementing the policy immediately, following Council approval.

User groups will be given a copy, upon the signing of their next facility rental agreement. The Council of the Township of Stone Mills will be promoting the policy through their annual "Recreation Directory Guide". Copies will be available for anyone wishing to review the policy.

## **RESPONSIBLE HOSTING**

### **10 GREAT TIPS TO REDUCE YOUR RISK**

Help ensure your guests arrive home safely by following these 10 tips  
For responsible, hassle-free hosting:

1. Don't plan physical activities when you serve alcohol. People are more prone to injury or mishap after drinking.
2. Always have low-alcohol and alcohol-free drinks such as coffee, pop and juices available too.
3. Serve snacks with drinks. It is always better to eat while drinking than to drink on an empty stomach. Try high-starch and protein foods such as meats, veggies, cheeses, breads and light dips – they taste great and don't make your guests thirsty, as salty, sweet or greasy foods do.
4. Be prepared for overnight guests. Get those blankets and sleeping bags ready.
5. Serve drinks yourself or designate a bartender instead of having an open bar. Avoid doubles and keep a shot glass or jigger handy to measure drinks. Guests usually drink more when they serve themselves.
6. Plan to deal with guests who drink too much. Before the party gets rolling ask someone reliable to be prepared to help you keep things under control.
7. Find out how guests will be going home from your party. Be prepared to take away car keys. Promote the use of designated drivers and encourage guests to leave their cars at home and take public transportation, cabs or walk home. Have cash and phone numbers ready for taxis.
8. Stop serving alcohol at least an hour before the party is over. Bring out more alcohol-free drinks and food. Remember, however, that having coffee after drinking doesn't make you sober.

Plan ahead so that it's easy to follow this advice. If a legal problem arises, having used these tips may help.

**And the best party tip is.....**

Don't drink too much yourself. As the host, you can stay on top of and avoid potential problems when you can think clearly and act quickly.