

TOWN OF BRADFORD WEST GWILLIMBURY



MUNICIPAL ALCOHOL RISK MANAGEMENT POLICY

Reviewed February 2012

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1. Goal of the Alcohol Management Policy

1.1 The Town of Bradford West Gwillimbury wishes to provide a policy for responsible management practices at Special Occasion Permit functions held within their facilities. The Town also wishes to reduce and/or avoid alcohol related problems that could result in litigation being directed towards the Corporation, its staff, community organizations, volunteers and participants.

2. Policy Objectives

- 2.1 To provide a management strategy for the control of alcohol in municipal facilities and properties which reflects the municipality's philosophy, considers the needs of the community and ensures the health and safety of the participants and facilities where alcohol may be deemed suitable for use.
- 2.2 To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally-owned facilities in order to ensure that all legislation pertaining to Special Occasion Permits is properly understood and strictly complied with.
- 2.3 To ensure proper supervision and proper operation of Special Occasion Permit events in order to protect the organizers, the participating public, volunteers, the Corporation and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.
- 2.4 To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
- 2.5 To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcohol drinks.
- 2.6 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.
- 2.7 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.

3. Background

- 3.1 Residents and businesses in Bradford West Gwillimbury receive services from a variety of sources; the federal and provincial levels of government, the County of Simcoe, the municipality and a host of volunteer organizations. As the level of government closest to the people, the Town of Bradford West Gwillimbury is directly involved in providing a range of important community services. The recreational and social needs of the town are augmented substantially through the work of numerous volunteer organizations catering to the broad cross section of ages and interests within Bradford West Gwillimbury.
- 3.2 The Town meets the recreational and social needs of its residents by providing a variety of organized activities through the community and private individuals. The municipality has one library, two arenas, two community halls, one outdoor pool, fourteen parks, and a senior's centre. The Leisure Services Department of the town manage most of these facilities with just a few by appointed boards. It is strongly recommended that all other boards adopt this policy.

4. Policy Regulations

4.1 Municipal Facilities Eligible for Special Occasion Permit Events until 1 a.m.

- 4.1.1 The **Bradford & District Memorial Community Centre, Auditorium**, located at 125 Simcoe Road, is designated as a facility suitable for Special Occasion Permit functions.

Capacity: 338 Tables/Chairs for 150

Rationale:

- The **Auditorium** is the most suitable municipally owned facility for holding Special Occasion Permit events. It is equipped with a kitchen and bar facilities, which are in a separate room adjacent to the hall.

- 4.1.2 The **Floor Surface**, at the Bradford & District Memorial Community Centre, during the ice out season, is designated as a suitable facility for Special Occasion Permit functions.

Capacity: 1194-normal exits
1674-side roll up door open at all times

4.1.3. The **Bond Head Hall**, located at 2892 County Road 27, is designated as a facility suitable for Special Occasion Permit functions.

Capacity: 135 per floor (has two floors)

Rationale:

- The Bond Head Hall is equipped with kitchen/bar facilities, which are in the downstairs part of the hall. The upstairs has a stage and dance floor.

4.1.4 The **Danube Seniors Centre** located at 715 Simcoe Road, is designated as a facility suitable for Special Occasion Permit functions.

Capacity: 232 (Main Floor, Dining & Dancing)

Rationale:

- The Danube Seniors Centre is equipped with kitchen/bar facilities.

4.1.5 The **BWG Leisure Centre – Multi –Purpose Room** located at 471 West Park Avenue, is designated as a facility suitable for Special Occasion Permit functions.

Capacity: 140 (Tournament Support Room, Special Events)

Rationale:

- The Multi – Purpose room can be divided into two separate spaces each with its own kitchenette or left as one large space.

Municipal Facilities and Properties Not Eligible for Special Occasion Permit Events

4.2 Municipal properties, which are not suitable locations for Special Occasion Permits, are as follows: (a Resolution of Council may make some exceptions.)

- 4.2.1 All Parks
Sport fields
Picnic Shelters
Parking Lots
Public Works Garage
Fire Station
Administration Building
Treasury Building
Court House
Council Chambers
St. Mary's Building
Bradford Community Centre - all Dressing Rooms
Bob Fallis Sports Centre - all Dressing Rooms
BWG Leisure Centre - all Dressing Rooms

All other municipal properties not contained in this list, with the exception of the eligible properties listed in section 4.

4.3 Events not Eligible for Special Occasion Permits

- 4.3.1. Street Parties are designated as not suitable for a Special Occasion Permit.
4.3.2 Tailgate Parties

Rationale:

- These parties would be difficult to supervise. However, an exception could be made in the case of a sponsored event in a clearly designated and restricted area, with a resolution of Council.

5. Sign Requirements

- 5.1 The following signs are prominently displayed in Special Occasion Permit Designated Facilities
- Statement of Intoxication
 - RIDE Awareness
 - Accountability
 - No last call

5.1.1. Statement of Intoxication:

A wall sign located in the bar areas.

“The Town Bradford West Gwillimbury strives to provide recreation facilities for the enjoyment of all members of the community. Servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication.

Low-alcohol beverages, coffee, soft drinks, and food items are to be provided by Facility Permit Holder.”

5.1.2. Sober Driver Spot Check (i.e. R.I.D.E.)

A wall sign located at the main exits.

“The South Simcoe Police Services/Ontario Provincial Police **Reduce Impaired Drive Everywhere (RIDE)** program thanks you for helping to reduce impaired driving everywhere in Bradford West Gwillimbury. We look forward to personally thanking you at one of our spot-checks for leaving this event a **Sober Driver.**”

5.1.3. Accountability

A wall sign located at main exits and in bar areas.

The sign will name the sponsor of the event and will provide the address and telephone number of the Municipal Offices and the South Simcoe Police /Ontario Provincial Police.

5.1.4. No Last Call

A sign will be located at the entrance to the halls and bar service areas located in facilities designated eligible for a Special Occasion Permit, indicating that there will be no last call before the closing of the bar.

6. Server Training

- 6.1 In order to be eligible to rent a municipal facility, the sponsor must demonstrate to the satisfaction of the municipal facility management that the event servers, door supervisors, and floor supervisors have attended an approved server training course (e.g. Smart Serve).

Rationale:

- Reducing the risk of litigation requires not only the components of policy and procedures, but also the recruitment of appropriately trained supervisors and servers.

Server Training Information can be obtained on the Smart Serve website at www.smartserve.org

7. Provision of Non-Alcohol Drinks

- 7.1 The Permit Holder will ensure that 30% -35% of the alcohol beverages offered consist of low alcohol options (low alcohol beer, light wine, and low alcohol spirits.) Non-alcohol beverages will be available at a lower cost than any alcohol beverage. A sign will be posted identifying the low alcohol and non-alcohol beverages and food available at the event.
- 7.2 Where wine is provided with a meal, a non-alcohol substitute, such as ginger ale or sparkling fruit juice, must be provided to ensure that children and abstainers are included in toasting the celebrants.

8. Safe Transportation

- 8.1 The Permit Holder will be responsible for promoting safe transportation options for all the drinking participants. Examples of safe transportation options are:
- 8.1.1. A designated driver selected from non-drinking participants
 - 8.1.2. A designated driver provided by the sponsoring group; or
 - 8.1.3. A taxi paid either by the sponsoring group or the participant
- 8.2 Should Town Staff feel it is necessary, they have the option of contacting a taxi service to transport a patron home, the cost of which will be at the expense of the Permit Holder. If a participant becomes intoxicated, the Permit Holder is responsible for making arrangements for the participant to be taken home safely. If despite best efforts to detain an intoxicated participant they insist on driving, the Permit Holder must call the police immediately.

Rationale

- The risk of liability is high when an impaired driver leaves an alcohol-related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only other way to “sober up” an impaired person is with time.

9. Controls

- 9.1 The Facility Permit Holder must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and must show proof of this to the Facilities Booking Clerk prior to the event.
- 9.2 At least one municipal representative with authority to demand correction of the policy infractions or to shut down an event on behalf of the municipality may attend all events where alcohol is provided.
- 9.3 The Facility Permit Holder must provide a list of event workers to the Facilities Booking Clerk prior to the event, with Smart Serve registration number. All event staff (Bartenders, servers, floor/door monitors, ticket sellers) must be server trained, even if alcohol is free of charge.

- 9.4 The specified ratio of event workers to participants must be adhered to. (see chart)
- 9.5 Entrance to be monitored by two individuals minimum of 19 years of age, at least one from the list of Server trained workers.
- Rationale:
Controlling the door to prevent underage, rowdy or intoxicated people from entering the event considerably reduce the likelihood of problems occurring. When two people monitor the door, they have required back up should someone be refused admission. A lone door supervisor could feel personal pressure to admit a close friend or relative who should be refused admission.
- 9.6 A coat check system is recommended.
- Rationale:
This will deter people from carrying in their own alcohol. This provides supervisors with the opportunity to verify that participants leaving the event are not intoxicated.
- 9.7 The individual who signs the Special Occasion Permit must attend the event and be responsible for making decisions regarding the operation of the event based on the Municipal Alcohol Policy and Liquor Licence Act.
- 9.8 Facility Permit Holder is responsible for event, therefore must refrain from consuming alcohol while the event is in progress.
- 9.9 All event workers to refrain from consuming alcohol while the event is in progress.
- 9.10 Facility Permit Holder must ensure physical setting is safe for drinkers and non-drinkers.
- 9.11 Facility Permit Holder must ensure that patrons do not engage in activities that could harm themselves or others.
- 9.12 All exits must be supervised
- 9.13 A Floor Supervisor must be available to ticket sellers who require assistance in managing a person who is refused a sale.
- 9.14 All bottles to be retained within the bar area. All drinks served in disposable cups.
- 9.15 Licensee to abide by the Municipal Alcohol Policy rules as enforced by municipal representative.

- 9.16 No marketing practices, which encourage increased consumption are permitted i.e. oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts.
- 9.17 No extra strength alcohol content drinks will be provided. Beer and coolers are not to exceed 5% alcohol content.
- 9.18 A minimum of two individuals, (minimum 19 years of age) and at least one Server-trained will be designated to sell tickets.
- 9.19 Patrons must purchase drink tickets from a designated ticket seller.
- 9.20 No last call. Disc Jockey is to be informed that there is to be no last call.
- 9.21 All entertainment must be completed by 1:00 am. Facility to be vacated by 2:00am.
- 9.22 The Town reserves the right to require the presence of at least two (2) police officers or security personnel, paid for by the Facility Permit Holder.
- 9.23 The Permit Holder and Event Staff must intervene if patrons begin to engage in risky or inappropriate activities that could harm themselves or others.
- 9.24 The Permit Holder, Event Staff or Municipal Representative must notify the police if they observe signs that a situation is getting out of control.
- 9.25 The Event Staff shall refund unused tickets for cash upon request. To do otherwise, encourages increased consumption and intoxication.
- 9.26 Food must be provided and must not be removed until the bar closes. Chips, peanuts and other snacks do not qualify as food.
- 9.27 Event workers are to encourage patrons to consume food, non-alcohol and low alcohol beverages. Non-alcohol drinks must be available at a cost lower than drinks containing alcohol.

10. Enforcement

- 10.1 A violation of the Municipal Alcohol Risk Management Policy occurs when the facility Permit Holder or the Special Occasion Permit Holder fails to comply with this policy or to comply with the conditions of the Liquor Licence Act.
- 10.2 Town staff will intervene if they observe a violation of this Policy. Depending on the severity of the policy infraction, staff may ask the facility Permit Holder to stop the violation or they may close down the event. Should the facility Permit Holder fail to comply, staff members may call the police for enforcement. The Town will report any infraction of this policy to legal authorities, including the Alcohol and Gaming Commission of Ontario, whenever they believe such action is warranted.
- 10.3 Failure to adhere to the policy may also result in the denial of future facility permits to the user. The following progressive response shall be the guideline for repeat offenders. However, certain offences, because of their serious nature may require second or third level responses on the first occasion. Individual consideration will be given to each case and the response may vary depending upon the facts and circumstances.
- 10.3.1 First Level Response:** The facility Permit Holder will be sent a registered letter outlining the consequences of further infractions and advising that violations of the policy will not be tolerated.
- 10.3.2 Second Level Response:** The Facility Permit holder will be sent a registered letter stating that they will lose all scheduled facility bookings for a three (3) month period, including fees related to their permit and are suspended from eligibility for permits at any municipal property for the same period of time. After the suspension period is over no new facility permits will be issued until the user meets with Town staff to review the policy and to discuss how they will ensure that all rules will be complied with in the future.
- 10.3.3. Third Level Response:** The Facility Permit holder will be sent a registered letter stating that they are suspended from organized use of all municipal facilities for a period of one (1) year and any scheduled bookings are cancelled without refund. After the suspension period is over no new facility permits will be issued until the user meets with Town staff to review the policy and to discuss how they will ensure that all rules will be complied with in the future.

11. Insurance

11.1 The sponsor(s) of the Special Occasion Permit event being held in a municipally-owned facility are recommended to purchase a Certificate of Alternate Insurance for a minimum of two million dollars in Comprehensive General Liability Insurance, Indemnity Agreement that indemnifies the Town of Bradford West Gwillimbury and hold the Corporation and their employee's harmless from all actions, suits, claims and demands whatsoever which may arise directly or indirectly by reasons of a Special Occasion Permit, save and except for the damage caused by the negligence of the Corporation or their employees. The Town of Bradford West Gwillimbury reserves the right to request insurance from the Permit Holder. The Permit Holder must provide proof of recommended liability insurance, if purchased, to a municipal representative prior to the event.

Rationale:

- By recommending the purchase of insurance, potentially risky groups may be discouraged from sponsoring events since groups may be unable to obtain insurance.
- Special Occasions Permit Holders, hall owners, club executives and volunteers could all be named in a lawsuit. This occurred in Chapis Quebec with the Lions Club, club organizers. Lions International and Falconbridge International Ltd. (Hall Owners) were successfully sued following a New Year's Eve Party where a participant set fire to hall decorations with a cigarette lighter. The ensuing fire resulted in injuries and deaths.
- Many volunteers at Server Intervention Program training events are unaware of their liability in cases where alcohol has been consumed at a Special Occasion Permit Event.
- Many volunteers at Server Intervention Program training events are unsure of their individual coverage and/or their group's coverage.

12. Policy and Monitoring Revisions

12.1 The policy shall be reviewed on an annual basis by the Town Council, based on information provided by the Manager of Facilities and Parks and other invited sources. A report to Municipal Council with suggested policy changes will be prepared if changes are required.

Rationale:

- Permits policy to be changed to meet changing community needs, adding new facilities and new program demands.
- As the policy is implemented, procedures requiring adjustments for improvement can be suggested.

Appendix A - Agreement form for Special Occasion Permit Holders

Appendix B – Sports Activity Agreement

IF THERE IS ANY INFORMATION THAT YOU DO NOT CLEARLY UNDERSTAND, PLEASE CONTACT THE BRADFORD WEST GWILLIMBURY FACILITIES AND PARKS DEPARTMENT AT 905-775-2162. IT IS VERY IMPORTANT THAT YOU FULLY UNDERSTAND THE POLICY AS OUTLINED.

13. Municipal Alcohol Policy Guidelines
Required Ratio of Event Workers

Number of Participants	Bartenders	Floor Supervisors	Door Supervisors	Ticket Sellers
Under 25	1	0	1	0
25 to 50	1	1	1	1
51 to 100	2	2	2	2
101 to 200	2	3	3	2
201 to 300	3	3	3	3
301 to 400	3	3	4	3
401 to 500	4	4	4	5
501 to 750	6	6	6	6
751 to 1300	8	8	8	8

<p>From: Centre for Addiction and Mental Health “The Municipal Alcohol Policy Guide”, page 26</p>
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APPENDIX "A"

**TOWN OF BRADFORD WEST GWILLIMBURY
DEPARTMENT OF LEISURE SERVICES**

SPECIAL OCCASION PERMIT HOLDER AGREEMENT

Name of Organization: _____

Name of Contact Person: _____

Certification:

- 1) I have received and reviewed a copy of the TOWN OF BRADFORD WEST GWILLIMBURY MUNICIPAL ALCOHOL RISK MANAGEMENT POLICY.
- 2) I agree to adhere to the conditions of this Policy and the Liquor License Act of Ontario.
- 3) I understand that if an infraction of the policy occurs the Town of Bradford West Gwillimbury may warn or suspend my organization from using the facilities as per the enforcement section of the policy.
- 4) I understand that the organization and/or contact person named above can be held liable for injuries and damage arising from the failure to adhere to the Liquor License Act of Ontario or from otherwise failing to take action that will prevent foreseeable harm from occurring.
- 5) I understand that the South Simcoe Police Service and the Liquor License Inspector can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation.

Signature for the above named organization: _____

Agreement received by: _____ Date: _____



APPENDIX “B”

**TOWN OF BRADFORD WEST GWILLIMBURY
DEPARTMENT OF LEISURE SERVICES**

SPORTS ACTIVITY AGREEMENT

Name of Organization: _____

Name of Contact Person: _____

Certification:

- 1) I have received and reviewed a copy of the TOWN OF BRADFORD WEST GWILLIMBURY MUNICIPAL ALCOHOL RISK MANAGEMENT POLICY.
- 2) I agree to adhere to the conditions of this Policy and the Liquor License Act of Ontario.
- 3) I understand that if an infraction of the policy occurs the Town of Bradford West Gwillimbury may warn or suspend my organization from using the facilities as per the enforcement section of this policy.
- 4) Prior to using the facilities all participants must be made aware of this policy. Thereby it is the responsibility of the undersigned to ensure that this is policy is communicated to all.
- 5) I understand that the South Simcoe Police Service and the Liquor License Inspector can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation.

Signature for the above named organization: _____

Agreement received by: _____

Date: _____