



POLICY & PROCEDURE MANUAL

SECTION	ADMINISTRATION	POLICY NUMBER	2-9-1
SUB-SECTION		EFFECTIVE DATE:	February 11, 2010
SUBJECT	Alcohol Risk Management Policy	APPROVAL:	General Government Services - Jan.25/10 ; Council – Feb 11/10

PREAMBLE:

The County of Dufferin has developed this Alcohol Risk Management Policy in order to:

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

A range of problems can arise from alcohol consumption. 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 those consuming alcohol or other individuals
- Liability action arising from alcohol related injuries or deaths
- Loss of insurability should the insurer's risk assessment escalate
- 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 County under the Liquor Licence Act
- Police being called to municipal property
- Vandalism and destruction of County property
- Loss of enjoyment by those who are not consuming alcohol or who are consuming alcohol in moderation
- Complaints lodged by offended parties
- Reduction in use of facilities by people concerned about alcohol consumption
- Loss of revenue due to reduced participation
- Increased public concern about alcohol consumption

In most cases, these problems will not be attributable to those consuming alcohol in moderation, or to those who respect the rules regarding alcohol consumption. The majority of these problems arise from those who engage in the following four specific practices:

- Underage drinking
- Drinking in unlicensed areas
- Drinking to intoxication

- Drinking and driving

PURPOSE

The Alcohol Risk Management Policy consists of a range of measures designed to prevent alcohol related problems and to increase the enjoyment of those who use County facilities. By reducing the potential for alcohol related problems, the County of Dufferin concurrently reduces the risk of injury and death, reduces the risk of liability actions and also reduces the users' loss of enjoyment of the facilities.

CONDITIONAL USE OF ALCOHOL

The Liquor License Act of Ontario prohibits the consumption of alcohol in public places unless a license or a Special Occasion Permit has been issued. In accordance with the Liquor License Act, the consumption of alcoholic beverages is prohibited in the majority of Dufferin County facilities. Approval may be granted for the consumption of alcohol for certain special events. However, each request will be considered on an individual basis and if permission is granted, users will be required to sign an agreement stipulating the conditions of use.

CONDITIONS FOR SPECIAL OCCASION PERMITS

Anyone who wishes to serve alcohol at a designated site must make a written request to the Facility Manager stipulating the purpose of the function, expected attendance and type of bar service to be offered. If approval is granted, the user must complete an agreement form that stipulates the conditions under which alcohol may be served (see Appendix B). In addition, the responsible person must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario. The Special Occasion Permit holder must ensure that all the conditions of the Liquor Licence Act and this policy are adhered to at the event.

The County of Dufferin is under no legal obligation to allow licensed events to be held on its property. If the County of Dufferin so chooses, it may impose on the event whatever restrictions it deems appropriate in the circumstances.

All Special Occasion Permit holders are required to adhere to the following conditions.

Category: Control

1. The permit holder will accept as proof of legal drinking age one of the following:
 - a driver's license issued by the Province of Ontario with a photograph of the person to whom the license is issued
 - a Canadian Passport
 - a Canadian Armed Forces Identification Card
 - a photo card issued by the board of the Alcohol and Gaming Commission of Ontario
 - a photo card issued by the Liquor Control Board of Ontario
 - any other government document that bears photo identification, as identification for alcohol purchase or consumption.
2. The permit holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.

3. The permit holders ensure minors do not consume alcohol on the licensed premises.
4. The permit holder will supervise the event, encourage legal and moderate drinking behavior and ensure that any problems that arise are dealt with appropriately.
5. The event must be over by midnight.
6. The monitors/ bartenders/servers will not consume alcohol during the event while they are serving, nor will they be under the influence of any alcohol consumed before the event.
7. The permit holder will be responsible for determining when assistance is needed and requesting it from the appropriate authorities.
8. One bartender must be formally trained (possess a Smart Serve card or an S.I.P. certificate). **Smart Serve certification number must be provided to the facility manager before the event and the Smart Serve identification card must be present at the event at all times.**
9. The Permit Holder will meet with facility staff to review the policy prior to facility usage for functions licensed under the Alcohol and Gaming Commission of Ontario.
10. The permit holder shall ensure that the occupancy load for the facility is not exceeded during the event.
11. The permit holder shall obtain and provide proof of a minimum of two million dollars liability insurance, naming the County of Dufferin as an additional insured, at least two weeks prior to the event. The permit holder will indemnify and save the County of Dufferin harmless from all claims arising from the permit or the event.
12. The permit holder will be responsible for promoting safe transportation options for all the participants. Examples of safe transportation options are:
 - designated drivers selected from non-drinking participants at the event
 - designated drivers provided by the sponsoring group; or
 - taxis paid either by the sponsoring group or the participants

ENFORCEMENT PROCEDURES FOR POLICY VIOLATION

A violation of this policy occurs when individuals consume alcohol in a facility or area where alcohol consumption is prohibited or when Special Occasion Permit holders fail to comply with the conditions of the Liquor Licence Act of Ontario or this Alcohol Policy.

- A group member may intervene by informing the offending individual(s) that the alcohol policy has been violated and asking that the violation stops. Group members should intervene in this way because intervention at other levels could result in a loss of privileges and legal charges.

- County staff/representatives, if present, will take steps to ensure the policy violation stops or they can ask the individual or organized group to leave the facility or area, depending on the circumstances and the nature of the violation.
- If the individual(s) still fail to comply, contact the Police.

APPENDIX "A"

Special Occasion Permit (S.O.P.) or Catering Endorsement Holder Agreement

NAME OF ORGANIZATION _____

NAME OF PERMIT HOLDER _____

Smart Serve Card or S.I.P.# _____ S.O.P.# _____

CERTIFICATION

1. The Permit Holder has received a copy of the Municipal Alcohol Risk Management Policy.
2. The Permit Holder agrees to adhere to the conditions of this policy and the Liquor Licence Act of Ontario.
3. The Permit Holder understands that if an infraction of the policy occurs, the County of Dufferin may warn or suspend the organization/individual from permit privileges in the future.
4. The Permit Holder understands that they can be held liable for injuries and damage arising from 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. The Permit Holder understands that the police and/or a Liquor License Inspector can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation.

SIGNATURE _____

Permit Holder

ADDRESS

TELEPHONE _____



OFFICE USE

AGREEMENT RECEIVED BY

(Signature and Position)

DATE _____

**COUNTY OF DUFFERIN
ROOM RENTAL AGREEMENT**

LEASEE _____

TYPE OF EVENT _____

DATE AND TIME OF EVENT _____

ROOM BOOKED _____

TERMS OF AGREEMENT:

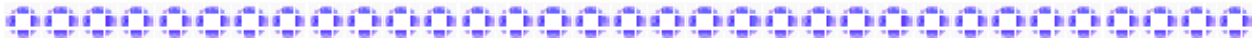
1. The rental rate is _____ plus G.S.T. as stipulated on the facilities booking form. Payment in full must be received a minimum of one week prior to the event date in order for the booking to be considered final.
2. If required, confirmation of General Liability insurance including Host Liquor Liability and adding the County of Dufferin as an additional insured must be received a minimum of one week prior to the event date in order for the booking to be considered final.
3. Event attendees are to be restricted to the area rented.
4. The event must not extend past 11p.m.
5. Unless approval has been granted and a separate agreement signed, no alcohol can be consumed.
6. No staples, tacks or tape are to be used on walls and doors.
7. All Dufferin County facilities are non-smoking. Smoking is not permitted within 9 metres of an entrance at Dufferin Oaks and the Mel Lloyd Centre.
8. The rental area is to be left in a clean and orderly manner.
9. The leasee is responsible for all damages.

SIGANTURE _____

ADDRESS

TELEPHONE: _____

DATE _____



OFFICE USE

AGREEMENT RECEIVED BY: (Signature and Position)

DATE _____