



TOWN OF PELHAM ADMINISTRATIVE POLICIES

S 100-01

Department
ADMINISTRATIVE

Name of Policy
MUNICIPAL ALCOHOL MANAGEMENT
POLICY

Page 1 of 7

APPROVED: December 2, 2013

POLICY STATEMENT:

The Town of Pelham owns and manages many facilities which are currently licensed or can be licensed under authority of the Alcohol and Gaming Commission (A.G.C.O) to allow the consumption of alcoholic beverages. It is the policy of the Council of the Town of Pelham to incorporate an alcohol management policy in order to prevent problems that arise from alcohol consumption within its facilities and to promote a safe, enjoyable environment for those who use these 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 drinkers or other individuals
- Police being called to municipal property
- Liability action arising from alcohol related injuries or deaths
- Increased insurance rates as a result of alcohol related incidents
- Loss in insurability should the insurer's risk assessment escalate
- Charges laid against the Town or the Special Occasion Permit holders under the Liquor License Act
- Suspension or loss of alcohol permit privileges by the Alcohol and Gaming Commission of Ontario (A.G.C.O)
- Vandalism and destruction of Town property
- Loss of enjoyment by non-drinkers and moderate drinkers
- Complaints lodged by offended parties
- Withdrawal from use of facilities by people concerned about alcohol consumption
- Increased public concern about alcohol consumption

In many instances, these problems will not be attributable to moderate drinkers or to those who respect the rules regarding alcohol consumption. The majority of these problems arise from drinkers who engage in four specific drinking practices:

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

To the extent that these four drinking practices can be reduced, the likelihood of alcohol related problems will correspondingly diminish. For those who do not engage in these targeted drinking practices, the policy will be minimally intrusive. The policy is not intended to stand in



TOWN OF PELHAM ADMINISTRATIVE POLICIES

S 100-01

Department
ADMINISTRATIVE

Name of Policy
MUNICIPAL ALCOHOL MANAGEMENT
POLICY

Page 2 of 7

APPROVED: December 2, 2013

opposition to legal and moderate drinking.

PURPOSE:

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

DEFINITIONS:

Smart Serve Program (SSP) – training provided by Ontario Hotel & Restaurant Association (DELETE) Provided by Smart Serve Ontario (ADD)

Special Occasion Permit (SOP) – granted through Alcohol and Gaming Commission of Ontario

GENERAL:

1. The following are Municipal Facilities that will be eligible to be designated as suitable facilities for the use of SOP functions. Pelham Town Council may change the designation of any site at its discretion.

INDOOR

- Pelham Arena and Community Hall, 1120 Haist St., Fonthill (DELETE)
 - Meridian Community Centre, 100 Meridian Way, Fonthill (ADD)
 - Old Pelham Town Hall, 491 Canboro Rd., Ridgeville
 - Pelham Fire Station #1, 177 Highway 20, Fonthill
 - Pelham Fire Station #2, 792 Welland Rd., Fenwick
 - Pelham Fire Station #3, 2355 Cream St, North Pelham (ADD)
 - Pelham Library, Fonthill Branch, 43 Town Square, Fonthill
 - Pelham Library, Fenwick Branch 781 Canboro Rd, Fenwick (ADD)
 - Platform Tennis Club House, 1120 Haist St., Fonthill
 - Town Hall, 20 Pelham Town Square, Fonthill
2. The following outdoor facilities would only be eligible if Pelham Town Council approved the application for use of SOP functions:



TOWN OF PELHAM ADMINISTRATIVE POLICIES

S 100-01

Department
ADMINISTRATIVE

Name of Policy
MUNICIPAL ALCOHOL MANAGEMENT
POLICY

Page 3 of 7

APPROVED: December 2, 2013

OUTDOOR

- Centennial Park, 999 Church St., Fenwick
- Harold Black Park, 953 Haist St. Fonthill
- North Pelham Park, Cream St. North, Fenwick
- Peace Park (behind Municipal Offices), Fonthill
- Woodstream Park, Spruceside Cres., Fonthill
- Pelham Arena Grounds Park, 1120 Haist St., Fonthill
- Pelham Fire Station #1, 177 Highway 20, Fonthill (ADD)
- Pelham Fire Station #2, 792 Welland Rd., Fenwick (ADD)
- Pelham Fire Station #3, 2355 Cream St, North Pelham (ADD)
- Meridian Community Centre Grounds, 100 Meridian Way, Fonthill (ADD)
- Any Municipal Streets as approved by Council.

3. All alcoholic beverages must be removed from **unlicensed** Town facilities prior to the start of a regular business work day. Alcoholic beverages are not permitted to be stored in Town facilities where daily work activities occur, **unless approved. (ADD)**

All alcoholic beverages stored in inventory at licensed Town facilities must be held in a locked area. Inventory sheets must be prepared before and after each event, with 2 separate staff counts. (ADD).

4. The following outdoor facilities are NOT ELIGIBLE to be designated for the use of SOP functions. Pelham Town Council may change the designation of any site at its discretion.

INDOOR

- Pelham Library, 781 Canboro Rd., Fenwick (DELETE)
- Model Railroad Building, 1141 Maple St., Fenwick

OUTDOOR

- Marlene Stewart Streit Park, Park Lane, Fonthill
 - Hillcrest Park, Pancake Lane, Fonthill
5. In order to be eligible to rent/use a municipal facility for a special occasion permit event, the sponsor(s) must agree that persons under the legal drinking age shall not be admitted to adult social events being held in these facilities except in the case of a family



TOWN OF PELHAM ADMINISTRATIVE POLICIES

S 100-01

Department
ADMINISTRATIVE

Name of Policy
MUNICIPAL ALCOHOL MANAGEMENT
POLICY

Page 4 of 7

APPROVED: December 2, 2013

occasion.

6. Signs must be posted at the entrance of the building during all SOP functions informing the public where they can **direct** their concerns. The sign will name the sponsor of the event, the name of the SOP holder and the addresses and telephone number of the Community Services Department of the Town of Pelham, the Niagara Regional Police and the Alcohol and Gaming Commission of Ontario (A.G.C.O). **(DELETE)**

SOP must be on site and available for Alcohol & Gaming Commission of Ontario (A.G.C.O.) Inspector at all times. **(ADD)**

7. There shall be uniformity (size: 8 ½ X 14– inserted under the plexi-glass located at entrance – see Town Staff) in the sign outlining:
- Event Sponsor & Name of SOP holder
 - Town of Pelham Community Services, Department, 20 Pelham Town Square, PO Box 400, Fonthill ON Tel: 905-892-2607
 - Niagara Regional Police, 5 Lincoln St. West, Welland ON Tel: 905-688-4111
 - Alcohol and Gaming Commission of Ontario, 20 Dundas St. W, 7th Floor, Toronto ON M5G 2N6 Tel: 416-326-8700 or toll free 1 800 522-2876
- (DELETE)**

The Liquor License Act requires certain premises to post signs warning women that drinking alcohol during pregnancy can cause Fetal Alcohol Spectrum Disorder. The warning sign will be posted at the serving area, no smaller than 8.5" x 11"

- Post A.G.C.O. "Sandy's Law" Poster - Fetal Alcohol Spectrum Disorder **(ADD)**
8. In order to be eligible for a facility permit for an SOP function, the sponsor must demonstrate to the satisfaction of the **Community Services Coordinator or the Facilities Manager** **(DELETE)** Director of Recreation and/or the Director of Fire & By-law Services **(ADD)** that there are sufficient controls in place to prevent intoxicated or rowdy people **form** **(CORRECT)** **from** entering the event and that the before mentioned participants will be refused service and be escorted safely from the event. These controls will include:
- i. The event sponsor must obtain a SOP from the A.G.C.O and must show proof of this to the Town of Pelham at least 10 days prior to the event.
 - ii. Licensee to abide by rules of the Municipal Alcohol Policy as enforced by Municipal Representatives.
 - iii. The **even** **(CORRECT)** **event** sponsor must provide a list of event workers at least 10 days prior to the event, with their **certification number** **(DELETE)** Smart Serve number. **(ADD)**
 - iv. The SOP signatory or designate must attend the event and be



TOWN OF PELHAM ADMINISTRATIVE POLICIES

S 100-01

Department
ADMINISTRATIVE

Name of Policy
MUNICIPAL ALCOHOL MANAGEMENT
POLICY

Page 5 of 7

APPROVED: December 2, 2013

responsible for making decisions regarding the operation of the event.

- v. That the server(s) be SSP trained (DELETE).
That anyone handling, serving, and/or selling tickets must be Smart Served. (ADD)
- vi. That floor monitors of a minimum of two (2), one (1) for each additional fifty (50) participants be utilized i.e. 3 monitors – 100 participants, 4 – 150, 5 – 200 etc. Fifty percent (50%) of the monitors must be SS trained.
- vii. A minimum of two people, at least one SSP trained, will be designated to sell tickets. (DELETE) The Town of Pelham may require wrist banding be implemented at an event (ADD).
- viii. All event workers must refrain from consuming alcohol while the event is in progress. Workers may consume alcohol if they are working a shift and their work responsibilities have ended for the entire event.
- ix. The event sponsor and facility staff must ensure the physical setting is safe for drinkers and non drinkers. They must also ensure that patrons do not engage in activities that could harm them or others.
- x. All entrances and (ADD) exits must be supervised.
- xi. All bottles must be retained within the bar area; all drinks served in paper/plastic cups, or tin cans.
- xii. No marketing practices which encourage increased consumption, i.e. oversize drinks, double shots, drinking contests, etc.
- xiii. Tickets must be purchased from the designated ticket seller and redeemed at the bar; maximum of 4 tickets per purchase per person (DELETE)
- xiv. The Town of Pelham reserves the right to require the presence of police officers for the duration of an event, the cost to be borne by the sponsoring group or individual.
- xv. A free bar event must have trained servers and floor supervisors. (DELETE)
- xvi. All event workers are to wear identification.
- xvii. That only age of majority card, a photo driver's license or a passport as identification will be accepted for being served or consuming alcohol.
- xviii. That there will be no "last call" announced.
- xix. Organizers are to encourage consumption of food, low-alcohol and non-alcohol beverages.
- xx. That non-alcoholic beverages be available at all times.
- xxi. That 30% of the total amount of alcohol available be classified as "light" as follows:
 - a. Light beer – less than 5% alcohol per 12 oz/354 ml (ADD) serving



TOWN OF PELHAM ADMINISTRATIVE POLICIES

S 100-01

Department
ADMINISTRATIVE

Name of Policy
MUNICIPAL ALCOHOL MANAGEMENT
POLICY

Page 6 of 7

APPROVED: December 2, 2013

- b. Light wine – 10% or less alcohol per 5 oz (DELETE) 7oz/207ml (ADD) serving
- xxii. Bar area is to be closed no later than 1:00 am, unless approved by the Town. (ADD)
- xxiii. Event sponsors are required to document positive and/or negative comments/activities regarding the event and forward to the Town of Pelham.
- xxiv. Police to be notified by sponsor of OR (correct) facility staff before situation is out of control.
9. The facility staff may report any infraction of this policy to legal authorities whenever they believe such action is required.
10. Any infraction will be reviewed at the next Community & Infrastructure Services meeting. (DELETE) by the Director of Recreation and the Director of Fire & By-law services. (ADD)
11. A registered letter describing the problem will be sent by the Manager of Community Services (DELETE) to the sponsor and the Committee (delete) may be refused (Correct) future rental privileges to the sponsor. (DELETE)
12. Should a group be found to be consuming or have consumed alcohol in the arena change rooms, the authorities will be called and violators will immediately forfeit all rights to the use of the facility.
13. Future rental privileges to the penalized individuals or groups will depend on demonstrating to the Manager of Community Services and/or the Manager of Recreation and Cemetery Facilities (DELETE) Director of Recreation and Director of Fire & By-law Services (ADD) that all rules will be followed at future functions.
14. The permit holder will be responsible for promoting safe transportation options for all the drinking participants. Examples of safe transportation options are:
- Having a designated driver program in effect
 - Providing identification for designated drivers, and providing free or charge non-alcoholic drinks (i.e. coffee, pop, juice)
15. Individuals or groups sponsoring a SOP function at a facility, listed in the Alcohol Management Policy, must show proof to the Town of Pelham at least two (2) weeks prior to the event, that they have a minimum of \$2,000,000.00 liability insurance coverage and that the Town of Pelham is named as co-insured. The permit holder will indemnify and save the Town of Pelham harmless from all claims arising from the permit or event.
16. The policy shall be updated as new legislation under the Alcohol and Gaming Commission of Ontario is updated or changed and/or as senior management determine necessary for Occupational Health and Safety matters, or due to changes within the Municipality.



TOWN OF PELHAM ADMINISTRATIVE POLICIES

S 100-01

Department
ADMINISTRATIVE

Name of Policy
MUNICIPAL ALCOHOL MANAGEMENT
POLICY

Page 7 of 7

APPROVED: December 2, 2013

RELATED ADMINISTRATIVE PROCEDURES/FORMS:

<i>Procedures/Forms</i>	<i>Document #</i>
<i>Special Occasion Permit Holder Agreement</i>	<i>DOC 100-01</i>
<i>Activity Report</i>	<i>DOC 100-02</i>
<i>Party Alcohol Liability</i>	<i>DOC 100-03</i>