

VILLAGE OF BURK'S FALLS MUNICIPAL ALCOHOL POLICY

INTRODUCTION

This policy is for the management of special occasion permit events in municipally owned parks, recreation and other municipally owned facilities in the Village of Burk's Falls and the jointly operated facilities with the Township of Ryerson and the Township of Armour.

HISTORY

The creation of a municipal alcohol policy has been discussed at arena committee meetings and the Council of the Village of Burk's Falls agree that the goal of a Municipal Alcohol Policy was to help the municipality reduce liability, avoid breaking the law and to enhance the quality of life.

TERMS OF REFERENCE

1. To gather and review any information on the use of alcohol relating to the Village of Burk's Falls.
2. To review literature on drinking practices and their implication in the management of alcohol in recreation facilities.
3. To collect and review comparative information relative to the tasks from other communities.
4. To review the Village of Burk's Falls current alcohol management policies.
5. To be familiar with the Liquor Licence Act.
6. To identify those facilities and programs that will be covered by the policy.
7. To examine areas of use of alcohol in the past five years, both problems and examples of good management.
8. To gather the opinion of other agencies, organizations, user groups and individuals as to how they perceive use or non-use of alcohol in municipally-owned facilities and programs.
9. To examine the goals and objectives of the Village of Burk's Falls.

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

GOAL OF THE ALCOHOL MANAGEMENT POLICY

The Village of Burk's Falls wish to manage the use of alcohol in all facilities owned and operated, solely and jointly by the Village of Burk's Falls in a manner that ensures the health and safety of all participants and the protection of facilities.

To meet the leisure needs of this community and the requirements of the municipality, a policy for the management of alcohol during events and functions is recommended. The following pages outline these regulations.

POLICY OBJECTIVES

1. To provide appropriate procedures and education to ensure that all Liquor Licence Board of Ontario legislation pertaining to Special Occasion Permits is properly understood and is strictly adhered to.
2. To provide management procedures and education to protect the participating public, volunteers, and the corporation and their staff from legal liabilities which could result from lack of proper supervision and operation of Special Occasion Permit functions.
3. To encourage and reinforce responsible moderate drinking practices through the development of appropriate operational procedures, controls, training and education.
4. 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 the function.
5. To provide a balance of wet and dry facilities and programs so that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

POLICY REGULATIONS

REGULATION # 1 REPLACE EXISTING POLICY

Upon review and approval by Council of the following regulations, that this policy proposal replace any existing Village of Burk's Falls Alcohol Management Policy within 30 days of approval.

RATIONALE

- This policy regulation retains the appropriate elements from any existing policy

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

and incorporates new items as are appropriate for the Township of Armour.

- This policy complies with Bill 175: "an Act to revise the Liquor Licence Act and to amend the law relating to liquor" (Royal Assent, September 15, 1990).

**REGULATION # 2 VILLAGE OF BURK'S FALLS MUNICIPAL
FACILITIES SUITABLE FOR SPECIAL
OCCASION PERMIT EVENTS.**

A) MUNICIPAL OFFICE

That the Village of Burk's Falls Municipal Office be designated as a suitable facility for Special Occasion Permit Events for wine and cheese only.

RATIONALE

- This facility has a capacity of 40 people and is equipped with kitchen and washroom facilities. It is suitable for small wine and cheese receptions.

B) BURK'S FALLS BASEBALL DIAMONDS

That the Burk's Falls Baseball Diamonds be designated as eligible for the use of community events.

RATIONALE

- This facility is equipped with a kitchen and washrooms for Special Occasion permit events. According to the requirements of the Liquor Licence Act, a variety on non-alcoholic beverages must be sold or served.
- Outdoor events carry an increased risk since they are more difficult to supervise.
- The liability risk would be decreased if Special occasion Permit events were held indoors.
- It is dangerous to mx alcohol with outdoor recreational activities.
- Attendance will be approved on individual applications.
- To conform to the Liquor Licence Act, alcohol outside the licensed area is prohibited anywhere on the property.

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

Because of the potential dangerous risks at this site, the following measures will be taken to restrict dangerous activities and to ensure that safe controls are in place:

*Fencing will be placed according to recommendations of the Liquour License Act.

* Added entrance and exit monitors, grounds and parking lot monitors are required as noted on page 17 for worker ratio and requirements.

*The hours of alcohol service will be no longer than 11:00 am to 1:00 am

**REGULATION # 3 JOINTLY OPERATED MUNICIPAL FACILITIES SUITABLE
FOR SPECIAL OCCASION PERMITS**

A) ARMOUR, BURK'S FALLS AND RYERSON ARENA HALL

That the banquet hall located in the Armour, Burk's Falls and Ryerson Arena be designated as a suitable facility for the use of Special Occasion Permit events.

RATIONALE

This is the most suitable jointly owned municipal facility for holding Special Occasion Permit events. It is equipped with appropriate bar, kitchen and bathroom facilities with two exits and also has a lift. The attendance maximum is 280.

This facility is used mainly for family events such as weddings, receptions and fundraising and community events.

It is important to note that this area includes a steep staircase, has a rear exit, not easily visible to the bar, has a large parking lot adjacent to it, and is in close proximity to Legion Branch 405. These areas will require particular attention in monitoring a Special Occasion Permit event.

B) ARMOUR, BURK'S FALLS AND RYERSON ARENA FLOOR SURFACE

That the arena floor surface of the Armour, Burk's Falls and Ryerson Arena be designated as a suitable facility for the use of Special Occasion Permit functions when the ice surface is removed or covered.

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

RATIONALE

- This area with an attendance capacity of 1,000 provides additional rental space should other facilities be rented to other groups.
- This area is capable of accommodating large groups.
- To prevent accidents, it is not to be rented for Special Occasion Permit events when the ice surface is present, unless covered.
- The arena stands seating area and lobby may not be used.

C) **ARMOUR, BURK'S FALLS AND RYERSON ARENA - OUTDOOR BEER TENT**

That the Armour, Burk's Falls and Ryerson Arena - Outdoor Beer Tent be designated as suitable facility for the use of Special Occasion Permit events.

RATIONALE

- This facility is equipped with a bar and portable washrooms for Special Occasion Permit events that are within the fenced area. According to the requirements of the Liquor Licence Act, a variety of non alcoholic beverages must be sold or served.
- Outdoor events carry an increased risk since they are more difficult to supervise.
- Outdoor events act as a cue to increased consumption of alcohol.
- The liability risk would be decreased if Special Occasion Permit events were held indoors.
- It is dangerous to mix alcohol with outdoor recreational activities.
- This facility will accommodate a maximum of 1,000.
- To conform to the Liquor Licence Act, alcohol outside the licensed area is prohibited anywhere on the property.
- Because of the potential dangerous risks at this site, the following measures will be taken to restrict dangerous activities and to ensure that safe controls are in place:
 - Fencing will be placed according to recommendations of the Liquor

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

Licence Act.

- Added entrance and exit monitors, grounds and parking lot monitors are required as noted on page 18 for worker ratio requirements.
- The hours of alcohol service will be no longer than 11:00 a.m. to 1:00 a.m..

D) BURK'S FALLS, ARMOUR, RYERSON UNION PUBLIC LIBRARY

That the Burk's Falls, Armour, Ryerson Union Public Library be designated a suitable facility for Special Occasion Permit events for wine and cheese only.

RATIONALE

- This facility has a capacity of 25 people and is equipped with kitchen and washroom facilities. It is suitable for small wine and cheese receptions only.

E) ANY PROPOSED EVENT TO BE HELD OUTSIDE OF THE FACILITIES / AREA DESIGNATED IN REGULATION # 2 & # 3 MUST HAVE PRIOR APPROVAL OF COUNCIL.

REGULATION # 4 FACILITIES/PARKS NOT SUITABLE FOR SPECIAL OCCASION PERMIT EVENTS

- THE BURK'S FALLS MUNICIPAL PARK- "THE VILLAGE GREEN"
- THE BURK'S FALLS TOWNE THEATRE
- THE BURK'S FALLS WELCOME CENTRE
- THE BURK'S FALLS PUBLIC WORKS BUILDING
- THE YOUNG AT HEART SENIORS CENTRE
- JOINTLY OPERATED ARMOUR, BURK'S FALLS AND RYERSON ARENA LOBBY/DRESSING ROOMS/SEATING & STANDING AREA AROUND THE ICE SURFACE
- JOINTLY OPERATED BURK'S FALLS & DISTRICT FIRE HALL
- AND ALL OTHER MUNICIPALLY OWNED (JOINTLY AND SOLELY) FACILITIES

That all other municipally owned facilities, jointly and solely, not listed, including all outdoor parks, green spaces and beaches be designated as areas **not suitable** for Special Occasion Permit events.

RATIONALE

- Most of these parks are designated as green spaces, playgrounds and

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

beaches adjacent to waterways, therefore making them potentially hazardous areas if alcohol were to be used.

- Mixing alcohol and water sports activities carries dangerous risks, and it is difficult to ensure that consumers of alcohol refrain from participating in water sports and activities.
- Alcohol availability in these areas could promote a negative image of the municipalities; their proximity to highways and water activities making them potentially hazardous areas if alcohol were to be used.

REGULATION # 5 EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS

A) YOUTH EVENTS

That youth events, minor sports events including banquets and teen dances are not eligible for Special Occasion Permits.

RATIONALE

- These events are intended for young people.
- Non consumption by participating adults provides a positive example for young people.
- Adults supervise and drive young people to and from these events, therefore alcohol consumption does not provide a positive example regarding drinking and driving.

REGULATION # 6 YOUTH ADMITTANCE TO ADULT EVENTS

That persons under the legal drinking age will not be admitted to adult licensed events such as adult dances. This does not include community festivals, family sports tournaments and private family functions where youth are permitted when accompanied by and adult or legal guardian.

RATIONALE

- There is a high risk of underage consumption when youth are admitted to adult Special Occasion Permit events.

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

- There is a history of underage consumption at adult Special Occasion Permit events.
- Youth have traditionally participated in special municipal events such as Canada Day events.
- Youth should not be excluded from private family functions or special municipal events, however, it is understood that measures will be taken to ensure that underage participants not be provided with alcohol.

REGULATION # 7 SIGNS

That the following signs be prominently displayed in Special Occasion Permit designated facilities.

A) STATEMENT OF INTOXICATION

The following statement will appear on a wall sign and may be printed onto serving cups and/or table talkers:

THE VILLAGE OF BURK'S FALLS STATEMENT OF INTOXICATION

“Servers in this facility are required by law not to serve anyone to the state of intoxication. Servers are also required by law to not serve minors. All sponsors of Special Occasion Permit events are pleased to offer food items to patrons and low alcohol and non alcohol beverages to those who do not wish to drink.”

RATIONALE

- Signs placed prominently in each facility and of suitable size are easily seen and read by participants.
- It is a provincial offence to serve someone to intoxication or serve an intoxicated person.
- Portable signs made for outside drinking areas and that are of prominent size and location will be easily seen and read by participants.
- Visual signs or messages or “table talkers” and paper cups provide support to servers and monitors having to cut off over indulgent consumers.
- This message is consistent with Regulation No. 8 which offers “a sufficient quantity of low alcohol drinks”.

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

- The message indicates that the sponsor is aware of the Liquor Licence Act and the Municipal Alcohol Policy.
- This message is consistent with the Alcohol and Gaming Commission Special Occasion Permit Application which state that the Holder of the Special Occasion Permit and the Hall Owners are jointly responsible for the "safety and sobriety of the people attending the event."

B) SOBER DRIVER SPOT CHECK (RIDE AWARENESS)

The following statement will appear on a wall sign located at the main exits and may be printed on paper cups and/or table talkers.

The VILLAGE OF BURK'S FALLS is a participating municipality in the RIDE Program and thank you for leaving this event a sober driver."

RATIONALE

- A 1980 Ontario roadside study found that 12.7% of impaired drivers detected at roadside spot-checks were traveling from recreational facilities.
- In a 1986 survey, 5% of drivers above .05 were returning from a Special Occasion Permit event (Smart, 1988)
- This sign politely informs participants that police regularly conduct roadside sobriety spot checks. Consequently, drivers are aware of the possibility of apprehension should they be considering drinking and then driving.

C) ACCOUNTABILITY

A sign will appear above the bar area identifying the sponsor of the event and the address and telephone number of the Police Department. The sign will also indicate that a municipal representative may intervene at any Special Occasion Permit events if necessary and may be contacted when filing a complaint.

RATIONALE

- Although informed of the date, time and place of Special Occasion Permit events in their area, police do not always have the time to drop in.
- The Liquor Licence Inspector may not be readily available to check in on

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

Special Occasion Permit functions.

- This sign informs the participants that there is a procedure for lodging complaints even if enforcement personnel are not present at the event.

D) TICKET SALES

A sign will be located at the alcohol ticket sales table outlining the regulations. (Maximum of 8 tickets per purchase per person; ticket sales ending one half hour prior to closure of the bar.)

RATIONALE

- This sign supports the ticket sellers who are responsible for enforcing the ticket sales regulations.

REGULATION # 8 SERVER TRAINING AND SUPERVISION PRACTICES

For all Special Occasion Permit functions the sponsor must demonstrate to the satisfaction of the municipality that the event servers have attended a server training course and have been trained in responsible server techniques.

RATIONALE

- Reducing the risk of litigation requires the components for policy, procedures, recruitment, training and supervision.
- There is a moral obligation by the municipality to inform volunteers of the potential risks associated with operating alcohol related events and how to avoid these risks so as to reduce the possibility of being involved in litigation.
- The Smart Serve Program has been endorsed by the Ministry of Consumer and Commercial Relations and is now used by the Alcohol and Gaming Commission orientation program for new hotel licensees.
- By providing a list of servers before the event to the Management Committee or designate, the committee is able to check the names against a master list to verify training. Also, this gives time for applicants to book the facility well in advance and recruit volunteers later.

VILLAGE OF BURK'S FALLS MUNICIPAL ALCOHOL POLICY

REGULATION # 9 PROVIDE LOW AND NON ALCOHOL DRINKS

Prior to the Special Occasion Permit event being held, the sponsor must demonstrate to the Facility Manager (or designate) that 30% of the available alcohol consists of low alcohol drinks; and that the available alcohol includes a variety of brands of liquor. As well, non alcohol drinks must be offered at no charge or at a lower price than that charged for alcohol drinks.

RATIONALE

- 1 ½ oz. of spirits or 5 oz. of table wine or a 12 oz. bottle of 5% beer equal to one standard drink since they contain the same amount of absolute alcohol.
- Low alcohol drinks help prevent intoxication by promoting moderate consumption by reducing the amount of absolute alcohol consumed, thereby reducing the likeliness of intoxication while allowing people to socialize.
- The Liquor Licence Act requires that a variety of brands be offered.
- The Liquor Licence Act requires that licensed premises have lists available or signs prominently displayed indicating varieties available, non alcoholic beverages for sale and prices.
- This regulation allows participants to remain at the event longer so that they can socialize, dance, etc. without becoming intoxicated.
- The availability of low alcohol drinks reduces the likelihood of impaired driving.
- The availability of non alcohol drinks supports designated driver programs.

REGULATION # 10 SAFE TRANSPORTATION

That the event sponsor will be required to implement safe transportation strategies including a designated driver program* combined with additional alternative home transportation options** and promotion of the police spot check***.

* Designated Driver

- advertise/announce the designated driver program at event
- provide non alcohol drinks (such as coffee, pop, juices) at no charge or at a reduced rate for the designated drivers

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

**** Alternative Transportation Options**

- have sponsor drive intoxicated participant home and/or
- call a friend, relative, or taxi to assist intoxicated driver and/or collect keys upon entry and/or
- if necessary, call police, warn or apprehend impaired driver
- announce alternate transportation options available at the event

***** Police Spot Checks**

- post wall and/or table signs and/or announcement that read:
"The Village of Burk's Falls are participating municipalities in the _____ Reducing Impaired Driving Everywhere Program and thank you for leaving this event a sober driver."
- announce the importance of leaving the event a sober driver and thank participants for leaving the event a sober driver

RATIONALE

- The greatest risk of liability is viewed as the impaired driver leaving an alcohol related event.
- Awareness of police spot checks for impaired drivers raises the possibility in the mind of the driver of probable apprehension.
- Messages with positive tone reinforce responsible behaviour by most drivers and does not deter from the festival atmosphere of the event.
- The police in this area conduct road side spot checks for impaired drivers.

REGULATION # 11 EVENT CONTROLS

GENERAL

1. The event sponsor must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario.
2. All workers must be at least 18 years old to work in the licensed area.
3. The only acceptable form of identification for admission to a Special Occasion Permit event will be the following photo ID:
 - an Ontario driver's licence, or
 - a Canadian passport, or

VILLAGE OF BURK'S FALLS MUNICIPAL ALCOHOL POLICY

- a Canadian citizenship card, or
 - a Canadian Armed Forces card, or
 - BYID (bring your identification card) issued by AGCO. or
 - an Ontario Health Card
4. The person who signs the Special Occasion Permit application or his or her designate must attend the event and be responsible for making decisions regarding the operation of the event as required by the Special Occasion Permit.
 5. The event sponsor must ensure that patrons do not engage in activities that could harm them or others.
 6. All exits must be supervised.
 7. An event worker must be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
 8. The licensee is to abide by the rules and requirements of the Municipal Alcohol Policy. An authorized representative of the Village of Burk's Falls has the right to enter any Special Occasion Permit event and take control of the event if necessary.
 9. Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, pitchers of beer, drinking contests, and volume discounts are not permitted.
 10. Tickets must be purchased from designated ticket sellers and redeemed at the bar. The maximum number of drinks purchased by one person per visit to the bar will be 8.
 11. Unused tickets may be redeemable for cash at any time during the event.
 12. There will be no last call.
 13. The event sponsor and workers of a free bar event must abide by all the policy control measures.
 14. Whenever appropriate, police will be notified of problem situations by the event supervisor or municipal representative.
 15. All event workers must be identifiable by wearing an armband, vest, badge or other form of visible recognition. Family functions are exempt.

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

16. The event sponsor and workers must encourage the consumption of food, low alcohol and non alcohol beverages.
17. The bar area will close after the last person is served beyond 12:30 a.m. and no later than 1:00 a.m. excluding New Year's eve when closing time will be 2:00 a.m.
18. All entertainment to be completed by 1:00 a.m..
19. Facilities must be vacated 45 minutes after the bar area closes as specified by the Special Occasion Permit.
20. Floor monitors and door monitors are responsible for the supervision of entrances/exits, bathrooms and the floor area.

RATIO OF EVENT WORKERS

Armour, Ryerson and Burk's Falls Arena Banquet Hall
Public Function (Maximum capacity 280)

Number of Participants	Bartenders	Ticket Sellers	Floor Supervisors	Door Supervisors
Under 100 exit	1	1	1 for every	
101 - 200 exit	2	1	1 for every	
201 - 280 exit	3	2	1 for every	

Armour, Ryerson and Burk's Falls Arena Banquet Hall
Private Function (Maximum capacity 280)

Number of Participants	Bartenders	Ticket Sellers	Floor Supervisors	Door Supervisors
Under 100	1	1	1 for main exit	
101 - 200	2	1	1 for main exit	
201 - 280	3	2	1 for main exit	

Armour, Ryerson and Burk's Falls Arena Floor Surface
(Maximum capacity 1,000)

Number of Participants	Bartenders	Ticket Sellers	Floor Supervisors	Door Supervisors
Up to 200	3	2	1 per 100 people	2 per exit

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

REGULATION # 12 CONSEQUENCES FOR FAILURE TO COMPLY

That individuals and/or groups who fail to comply with the Municipal Alcohol Policy will be subject to the following consequences:

- The municipal staff may report any infraction of this policy to legal authorities whenever they believe such action is required. Copies of registered letters will also be sent to the Almaguin Highlands Detachment of the Ontario Provincial Police.
- Any infraction of the Village of Burk's Falls Municipal Alcohol Policy will be reviewed by the Council. A registered letter describing the problem will be sent to the sponsor who may be refused future rental privileges.
- Future rental privileges to penalized individuals or groups will depend on demonstrating to the Facility Manager and Council that all rules will be followed at future functions.
- The Municipal Council reserve the right to suspend the individual/group immediately and permanently depending on the circumstances of the incident.

Where underage youth are found to have consumed or to be consuming alcohol at an Special Occasion Permit and non Special Occasion Permit functions, the proper authorities may be called by the Facility Manager or designate and the following procedure will be followed:

- First Infraction: Individual will be turned over to parent or guardian. If a parent or guardian is not available, the police will be called. A registered letter will be sent by the Facility Manager to the parents/guardians. The individual will also be banned from the licensed area for six (6) months.
- Second Infraction: Local authorities will be called and the individual will be banned from public functions for a minimum of one year. A registered letter will be sent by the Facility Manager to parents/guardians.

REGULATION # 13 ACCOUNTABILITY

At least one representative authorized by the municipality to demand correction or shut down an event on behalf of the municipality may attend Special Occasion Permit events.

RATIONALE

VILLAGE OF BURK'S FALLS MUNICIPAL ALCOHOL POLICY

The presence of a municipal representative could facilitate early correction of potentially risky situations.

The Special Occasion Permit application states that the permit holder and the hall owner are jointly responsible for the safety and sobriety of those attending the event.

The designation of several individuals to represent the municipality at Special Occasion Permit events would ensure the availability of at least one municipal representative at these events.

REGULATION # 14 INSURANCE

That the rental sponsor(s) of a Special Occasion Permit event being held in a municipally owned facility be required to provide proof, at least 14 days prior to the event, that they have purchased a minimum of two million dollars in liability insurance on which the Village of Burk's Falls is named insured.

RATIONALE

By insisting on insurance, potentially risky groups may be discouraged from sponsoring events since they may be unable to obtain insurance.

Case law suggest that juries and judges are sympathetic towards the injured plaintiff.

Special Occasion Permit holders, hall owners, club executives and volunteers could all be named in a lawsuit.

Municipalities can be held jointly liable and could end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.

Many user groups and volunteers surveyed at server training events are unaware of their liability in cases where alcohol has been consumed at a Special Occasion Permit event.

Some individuals are unsure of their individual insurance coverage and/or their group's coverage.

REGULATION # 15 ALCOHOL ADVERTISING

That any advertising and poster which promote the use of alcohol be prohibited in all

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

municipal facilities.

RATIONALE

Alcohol advertising is designed to encourage and promote the consumption of alcohol. Since it is illegal for people under the age of 19 to consume these products, it is preferable not to use alcohol advertising in areas frequented by young people.

Promotion of alcohol products is inconsistent with the municipality's desire to provide a positive example to underage participants who use recreational facilities.

REGULATION # 16 PROMOTING THE POLICY

That the Village of Burk's Falls implement (within the next year) a strategy to orient all community user groups to the policy requirements and promote the policy to the community at large.

RATIONALE

Without a publicity campaign, the policy will have no impact on community behaviour.

Most people are law abiding citizens and will comply with rules if adequately informed.

Public receptivity to a Municipal Alcohol Policy Publicity Campaign has been very positive in other communities.

Publicizing the policy actually helps to affect public behaviour and compliance to the policy.

REGULATION # 17 POLICY MONITORING AND REVISIONS

That the policy be reviewed at least once a year based on information by the Village of Burk's Falls and other invited sources and report to council with suggested policy changes if required.

RATIONALE

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

- 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.
- Permits adjustments to any future changes to the Liquor Licence Act.

REGULATION # 18 ORIENTATION TO POLICY

- A) That the policy be reviewed by any new municipal or community centre staff or volunteers and newly elected municipal officials.
- B) That the policy summary be included in the council orientation manual.
- C) That new duties relevant to this policy be written into the job description of any new municipal or community centre staff or volunteers and newly elected municipal officials.

RATIONALE

- Encourages new staff and volunteers to become familiar with the policy and its promotion and enforcement strategies.
- Acknowledges and supports time and duties required by staff and volunteers to complete tasks relevant to the policy requirements.

AGREEMENT FORM FOR SPECIAL OCCASION PERMIT RENTAL HOLDER

1. I have received and reviewed a copy of the Guidelines for Special Occasion Permit holders for the Village of Burk's Falls.
2. I understand that I must adhere to the conditions of the Municipal Alcohol Policy and the Liquor Licence Act of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the alcohol policy, designated staff of the Village of Burk's Falls will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

and the notification of local authorities.

4. I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario.

_____ Date

_____ Signature

_____ Signature

RENTAL QUESTIONNAIRE

1. Name of Organization/Family _____
2. List of Executive Members _____

3. Event _____
4. Will alcohol beverages be available and/or sold? YES _____ NO _____
5. Facility _____
6. Date of Event _____
7. Permit Holders' Name _____

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

8. Expected attendance _____
9. Transportation Strategies _____
10. Will security be present? YES _____ NO _____
11. Will non-alcohol beverages be available? YES _____ NO _____
12. Does your organization have alcohol related liability insurance?
YES _____ NO _____
13. Has your organization ever been refused rental privileges at any other municipal facility?
YES _____ NO _____

Signature

Date

POST EVENT REPORT

Name of Sponsor _____
Name/Date of Event _____
S.O.P. # (if applicable) _____

Did you or your group experience any of the following problems at your event?
(If you answer yes, please explain)

1. Problems related to the serving of alcohol YES NO

2. Problems related to underage drinking YES NO

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

3.	Problems related to intoxicated patrons	YES	NO
----	---	-----	----

4.	Problems related to the sale of liquor tickets	YES	NO
----	--	-----	----

5.	Problems related to transporting intoxicated patrons safely to their home	YES	NO
----	---	-----	----

6.	Problems related to the operation of any equipment in the community centre	YES	NO
----	--	-----	----

7.	Problems related to supplies in the community centre (i.e. paper supplies, cleaning supplies, etc.)	YES	NO
----	---	-----	----

8.	Problems related to any unsafe conditions or hazard that might expose users to injury or danger	Yes	NO
----	---	-----	----

9.	Any problems not specified above	YES	NO
----	----------------------------------	-----	----

10.	Do you or your group have any suggestions for the management committee	YES	NO
-----	--	-----	----

**VILLAGE OF BURK'S FALLS
MUNICIPAL ALCOHOL POLICY**

This form is to be completed by the sponsor or group holding the event and submitted to the management committee within one week of the event.

Received by _____

Date _____