

	MUNICIPALITY OF SOUTH DUNDAS
	POLICY MANUAL
	Policy 9-1
	Title: Municipal Alcohol Policy
	Department: Parks, Facilities and Recreation
	Effective Date: November 26 th 2025

1. POLICY STATEMENT

The Municipality of South Dundas wishes to provide a policy for responsible management practices at Special Occasion Permit functions held in Municipally owned parks and facilities.

The Municipality has developed a Municipal Alcohol Policy (MAP) in order to manage the use of alcohol in/on designated facilities owned and operated by the Township in a manner that ensures the health and safety of all participants and the protection of facilities. In conjunction with the Liquor License Act, this MAP will dictate your rights, responsibilities and obligations in order to ensure that a minimum standard of conduct and care is met.

The Municipality 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. PURPOSE

To define the conditions for Special Occasion Permit (SOP) events and establish procedures to ensure a safe and managed approach for the consumption of alcohol at events held on municipal property and for enforcing violations of the Alcohol Policy and relevant procedures

3. OBJECTIVES

- I. To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally owned facilities in order to insure that all Liquor Licence Board of Ontario legislation pertaining to Special Occasion Permits is properly understood and strictly complied with.
- II. To ensure proper supervision and proper operation of Special Occasion Permit events in order to protect the organizers, the participating public, volunteers, the Municipality

and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.

- III. To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
- IV. To honor the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.
- V. 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.
- VI. 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.

4. DEFINITIONS

AGCO - Alcohol and Gaming Commission of Ontario. The AGCO is responsible for the administration of the Liquor Licence and Control Act.

Event – Any gathering held at any municipal premises at which alcohol will be served and/or sold. The duration of the event includes event setup, operation and cleanup.

Event Sponsor - A person, 19 years of age or over, seeking to hold an event involving the selling and/or serving of alcohol on municipal premises. For events under a Special Occasion Permit, the permit holder is the event sponsor.

Fortified Drinks/Extra-strength drinks mean any drink with more alcohol content than a Standard Drink defined below.

L.L.A.O. means the Liquor Licence Act of Ontario

L.L.B.O. means the Liquor Licence Board of Ontario

MAP means the “Municipality of South Dundas Municipal Alcohol Policy.”

Municipality means the Municipality of South Dundas

Publicly Advertised means an Event which is made known to the public for their attendance, utilizing advertisement sources such as flyers, newspaper, radio, web communities or formal announcements.

Smart Serve means the certification program for responsible service training to all individuals who serve alcoholic beverages served in the Province of Ontario.

SOP means a “Special Occasion Permit”

Standard Drink means in the case of:

- **Beer, Cider or Cooler:** 12 oz. or 341 ml. of beer, cider or cooler with 5% alcohol by volume
- **Wine:** 5 oz. or 142 ml. of wine with 12% alcohol by volume
- **Spirits:** 1 oz. or 29 ml. of Spirits with 40% alcohol by volume

Each of these standard drinks has 0.6 ounces or 17 ml. of pure alcohol.

5. AREAS/FACILITIES ELIGIBLE FOR SOP EVENTS

- a) The parks and facilities contained in "Appendix A" are eligible for SOP events.

6. AREAS/FACILITIES NOT ELIGIBLE FOR SOP EVENTS

- a) The parks and facilities or sub-areas contained in "Appendix B" are not eligible for SOP events

7. EVENTS NOT ELIGIBLE FOR A SOP

- a) Youth & Family Events

In order to be eligible to rent/use a municipal facility or park for youth or minor sports events, including banquets or family oriented events, the event sponsor(s) must agree that these will not be SOP events.

8. YOUTH ADMISSION TO ADULT EVENTS

- a) In order to be eligible to rent/use a municipal facility for a SOP event, the event 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 occasion or function such as a wedding or anniversary.
- b) Alcohol advertising at youth events In all municipal facilities where children and youth are allowed entry, advertising and posters that promote alcohol products or brand names are prohibited.
- c) Underage youth permitted to enter licensed events must be
- i. Accompanied by an adult;
 - ii. Underage youth entering licensed areas must wear a visible hand stamp or bracelet provided by the event sponsor;
 - iii. At youth dances/events, no one who leaves the event will be re-admitted

9. SIGNS

a) Statement of Intoxication

A wall sign, provided in "Appendix C," is to be located in the bar areas, saying:

"Servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication."

b) No-Alcohol Areas

Areas other than those defined on the SOP be designated as no-alcohol areas with a sign, provided in "Appendix C," saying:

"No alcohol beyond this point"

c) Ticket Sales

A sign, provided in "Appendix C," be posted at the alcohol tickets sales table outlining the regulations, saying:

"A maximum of 4 tickets are available per purchase per person;. Ticket sales will end a minimum of one-half hour prior to the finish time on the SOP, and there will be no last call."

10. SERVER TRAINING

- a)** In order to be eligible to rent a municipal facility or park, the event sponsor must demonstrate to the satisfaction of the Municipality or its designate that 60% of the workers at the event or 2, whichever is greater, are available at all times during the course of the event and who have their smart serve
- b)** The event sponsor must provide a list of event workers at least one week prior to the event, with their smart serve registration number.
- c)** The following is a description of roles and responsibilities of workers required under the SOP.

Bartenders

- Currently certified (not expired) by a server training program recognized by the AGCO (Smart Serve)
- Appointed by the event sponsor and has proven that they will act in accordance with this MAP and the LLAO
- Checks identification and verify age
- Accepts tickets for the purchase of alcoholic drinks
- Serves standard sized drinks only
- Serve a maximum of 2 standard sized drinks per patron per visit to the bar
- Monitors for intoxication

- Refuses service when patrons appear to be near intoxication
- Offers non-alcoholic drinks
- Must be 19 years of age or older

Ticket Seller

- Currently certified (not expired) by a server training program recognized by the AGCO (Smart Serve)
- Appointed by the event sponsor and has proven that they will act in accordance with this MAP and the LLAO
- Checks identification and verify age
- Monitors for intoxication
- Only sells a maximum of 4 tickets per patron at one time
- Refuses sale to patrons near intoxication or are intoxicated
- Must refund tickets on request whenever the bar is open and up to 30 minutes after the bar has closed if tickets are not used Must be 19 years of age or older

Door Supervisor

- Recommend certified by a server training program recognized by the AGCO (Smart Serve)
- Appointed by the event sponsor and has proven that they will act in accordance with this MAP and the LLAO
- One monitor must be present at each entrance/exit of the premises for the duration of the event and until the premises have been secured once the event is over
- Checks identification and verifies
- Checks for signs of intoxication
- Limits entry to venue capacity
- Refuses admission to intoxicated and troublesome individuals
- Ensures that age of majority patrons can be clearly identified, e.g., using wristbands, if there are youth attending the event
- Monitors individuals showing signs of intoxication when ready to leave the event and ensure they have a sober and responsible person with them
- Recommend safe transportation options
- Must be 19 years of age or older

Floor Supervisor

- Recommend certified by a server training program recognized by the AGCO (Smart Serve)
- Appointed by the event organizer and has proven that they will act in accordance with this MAP and the LLAO
- Monitors patron behavior and crowd control
- Monitors for intoxication and informs bartenders
- Attempts to identify potential problems

- Reports on problems and complaints to security, event organizer and permit holder
- Suggests safe transportation alternatives to patrons
- Must be 19 years of age or older
- Award of and responsible for the fire safety plan

d) The following table outlines the required ratio of event bartenders and number of staff/workers/volunteers required under the SOP.

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

11. PROVISION OF LOW-ALCOHOL & NO-ALCOHOL DRINKS

- In order to be eligible to rent a municipal facility or park, the event sponsor must demonstrate to the satisfaction of the Municipality or its designate that low-alcohol beverages will be made available and will make up 30% of the available drinks. No-alcohol drinks must be available at no charge or at a cost significantly lower than that of drinks containing alcohol.
- Where alcohol is provided with a meal, a non-alcohol substitute, other than water must be provided to ensure that children and abstainers are included in toasting the celebrants. The availability of non-alcohol drinks supports the designated driver program.

12. STANDARD ALCOHOL CONTENT DRINKS

- a) In order to be eligible to rent a municipal facility or park, the event sponsor must demonstrate to the satisfaction of the Municipality or its designate that no fortified drinks or extra-strength drinks will be provided.
- b) All bottles must be kept within the bar area. All drinks must be served in disposable paper or plastic containers.

13. SAFE TRANSPORTATION

- a) Prior to receiving rental privileges of municipal facilities for SOP functions, event sponsors shall be required to demonstrate to the satisfaction of the municipal facility manager that a safe transportation strategy will be implemented.
- b) Sober Driver Spot Check Awareness

- i. Signs, provided in "Appendix C," will be posted on a wall located by the bar area by the Municipality and/or table signs and/or print messages on paper serving cups by the lessee that read:

"The local detachment of the Ontario Provincial Police Reduce Impaired Driver Everywhere (RIDE) Program thanks you for helping to reduce impaired driving everywhere in the Municipality of South Dundas.

14. CONTROLS/SAFE ENVIRONMENT REQUIREMENTS

- a) The law clearly states that the sponsor of an event has a "duty to control", that is to protect participants from foreseeable harm to themselves or others, therefore the event sponsor must:
- b) Demonstrate to the Municipality or its designate that the policy is understood that regulations will be observed, and that sufficient controls are in place to assist in ensuring compliance to the policy.
- c) The event sponsor must obtain a SOP from the L.L.B.O. and must show proof of this to the municipality or its designate at least seven (7) days prior to the event.
- d) Event sponsor to provide a list of event workers at least one week prior to the event, with Smart Serve registration number.
- e) Ensure entrances and exits are monitored by two people 19+, to ensure those attending the SOP event are not underage, intoxicated, or known troublemakers.
- f) Ensure only acceptable photo I.D. is accepted as proof of age. This includes: – Age of Majority, Driver's License with photo, passport, Armed Forces Card, Secure Indian Status Card (Canadian), Permanent Resident Card (Canadian), Secure Indian Status Card (Canadian), Permanent Resident Card (Canadian), any photo card issued under the Photo Card Act, 2008.
- g) Ensure the SOP signatory attends the event and is responsible for making decisions regarding the operation of event.
- h) Be responsible for the event, and therefore must refrain from consuming alcohol while

the event is in progress. All event workers are also to 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.

- i) Ensure the physical setting is safe for drinkers and non-drinkers.
- j) Event sponsor and the municipality or its designate must ensure that patrons do not engage in activities that could harm them or others.
- k) A floor supervisor and/or event sponsor must be available to ticket sellers who require assistance in managing a person who is refused a sale.
- l) No marketing practices which encourage increased consumption, i.e. oversize drinks, double shots, drinking contests, volume discounts.
- m) Tickets are purchased from designated ticket sellers and redeemed at the bar with a maximum of 4 drinks per purchase per person.
- n) Ensure unused tickets to be redeemable for cash at any time during the event.
- o) Encourage all event workers to wear visual identification approved by the Municipality or its designate.
- p) Report in writing to the municipality all policy infractions and remedial actions taken.
- q) Ensure no last call and that any entertainers / Dee Jay will be informed that there's no last call.
- r) Ensure that ticket sales conclude no later than one half hour prior to finish time of the SOP.
- s) Ensure all entertainment is completed no later than fifteen minutes after the finish time of the Special Occasion Permit
- t) Ensure there is sufficient food available for those in attendance. This requirement is not satisfied by snack foods such as chips, peanuts, and popcorn.

The municipality or its designate has the right to enter any SOP event and take control if they feel it necessary at the time. The Municipality or its designate reserves the right to hire extra security, the cost to be borne by sponsoring group or individual. The police may be notified by the Municipality or its designate before the situation is out of control.

15. CONSEQUENCES FOR FAILURE TO COMPLY

- a) The Municipality or its designate shall report any infraction of this policy to legal authorities whenever they believe such action is required.
- b) Any infraction will be reviewed at the following Council meeting.
- c) A registered letter describing the problem will be sent by the Municipality or its designate to the event sponsor and the Municipality may refuse future rental privileges to the event sponsor for one year or longer. They may also disallow the group's rental privileges for the next scheduled event.
- d) Where underage youth are found to have consumed or to be consuming alcohol at the SOP and non-SOP events, the authorities will be called.
- e) Where adults and/or youth engage in disruptive behaviour at social events, authorities may be called.
- f) When individuals are found to be consuming alcohol in restricted areas, police will be called to enforce the law.
- g) Future rental privileges to penalized individuals or groups will depend on demonstrating to the municipality or its designate that all rules will be followed at future

functions.

- h) When a permit holder contravenes the MAP a second time following a warning, the permit holder and sponsoring group will not be allowed to rent municipally owned facilities *for a minimum period of one year*.
- i) Should a permit holder or group contravene the municipality's MAP a third time, they will be *permanently barred* from renting municipally owned facilities unless the decision is overturned through appeal to council.

16. ACCOUNTABILITY

- a) At least one municipal representative with authority to demand correction or shut down an event on behalf of the municipality has the right to enter any SOP event and take control if they feel it necessary at the time.
- b) The Municipality reserves the right to require a hired security service to attend the event unless the Smart Serve certified individuals are part of an established organization with strong track record of being an Event sponsor in the Municipality.
 - i. Catering group,
 - ii. Legion(s)
 - iii. IOOF Hall
 - iv. Lions Club(s)
 - v. Fire Association(s)
 - vi. or a similar organization.
- c) The Municipality, AGCO and/or police, at their own discretion, may deem an event to be high risk. These events will require additional staffing and may require that an operational plan be developed in consultation with the Municipality, AGCO and local police. Prevention and control measures may include the use of paid duty police officers, at the expense of the Event Sponsor.

17. INSURANCE

- a) All events must provide a certificate of insurance with proof of a minimum of \$5,000,000 in liability insurance or purchase insurance through the Municipality, as per the rental agreement. In addition, the Municipality of South Dundas must be listed as an additional insured for the aforesaid event. This certificate must be provided at least ten (10) days prior to the event.

18. COMMERCIAL LIQUOR LICENCE APPLICATIONS

- a) The Municipality of South Dundas Council, when approving a liquor licence application submitted to the L.L.B.O., shall recommend approval on condition that the applicant (restaurant, lodge, store, etc.) develop an operating policy through a process similar to that of the Municipality.

19. POLICY MONITORING AND REVISIONS

- a) The policy shall be reviewed regularly based on information provided by the municipality or its designate and other invited sources and reported to Council with suggested policy changes if required and all community user groups must be advised and informed.

20. EXCEPTIONS

- a) Any and all requests for exceptions to this policy must be approved by Council a minimum of 30 days prior to the proposed event.

APPENDIX “A”

Areas/Facilities Eligible for Special Occasion Permit Events

Dunbar Recreation Hall

Matilda Memorial Park – Hall

Earl Baker Park

George Jowett Memorial Hall

Iroquois Civic Centre

Iroquois Municipal Campsite

Matilda Hall

Morrisburg Arena (during off season only)

Municipal Building – Council Chambers

North Williamsburg Recreation Hall & Tennis Courts

Waterfront Parks

APPENDIX “B”

Areas/Facilities Not Eligible for Special Occasion Permit Events

Bayview Park

Bridlewood Park

Carman Galop Park

Coyle Drive Park

Duncan Park

Dunbar Recreation Park

Galop Canal Marina

Glen Stewart Park

Haldane Park

Iroquois tennis courts & lawn bowling

J.C. Whitteker Park

Locke Park

Loyalist Park

Matilda Memorial Park

McIntosh Heritage Park

Meadowbrook Park

Morrisburg Arena (lobby & dressing rooms)

Morrisburg Dog Park

Municipal Buildings – Library

Orchard Park

Render Park

Riverside Heights Park

Steward Drive Park

Williamsburg, Morrisburg, Iroquois Fire Stations

Winchester Springs Park

APPENDIX "C"

Servers are required by law not to serve an intoxicated person or to serve to the point of intoxication.

You must be 19 years of age or older to attend a Special Occasion Permit Event. The only proof of age is photo identification.

A maximum of 4 tickets are available per purchase per person. Ticket sales will end a minimum of one-half hour prior to the finish time on the SOP, and there will be no last call.

The local detachment of the Ontario Provincial Police Reduce Impaired Driver Everywhere (RIDE) Program thanks you for helping to reduce impaired driving everywhere in the Municipality of South Dundas

**No
alcohol
beyond
this point**

Appendix 'D'

AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDER

1. I have received and reviewed a copy of the Municipality of South Dundas Municipal Alcohol Policy for Special Occasion Permit holders.
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 Municipal Alcohol Policy, the Municipality of South Dundas or its designate may take appropriate action. This action may include immediate cancellation of the rental agreement, stoppage of the event 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.
5. I understand and acknowledge that I must attend the event and be responsible for making decisions regarding the operation of the event.
6. I understand and acknowledge that I must refrain from consuming alcohol while the event is in progress.
7. I confirm that I am the signatory on the Special Occasion Permit issued by the L.L.B.O.

NAME (print)

SIGNATURE

DATE