



# Municipality of Meaford Corporate Policy

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**Policy:**                    **Municipal Alcohol Risk Management**

**Division:**              **Operations**

**Last Revision:**    **Reviewed Annually**

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## Policy Statement

The Municipality of Meaford owns and manages facilities where alcohol consumption is not permitted, and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. The Municipality of Meaford has developed an Alcohol Risk Management Policy in order to prevent alcohol related problems that arise from excessive 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 drinkers but other people who use the facilities. These problems include but are not limited to:

- Vandalism and destruction of property;
- Police being called to Municipal property;
- Injuries to drinkers or other individuals;
- Liability action and increased insurance rates arising from alcohol related injuries or death;
- Loss of insurability should the insurer's risk assessment escalate;
- Charges laid against the Municipality or the Special Occasion Permit holders under the *Liquor Licence and Control Act*;
- Suspension or loss of alcohol permit privileges by the Alcohol and Gaming Commission of Ontario;
- Loss of enjoyment by non-drinkers and moderate drinkers;
- Complaints lodged by offended parties;
- Loss of revenue due to reduced participation; and
- 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 will arise from drinkers who engage in four specific drinking practices:

- Drinking to intoxication;
- Drinking and driving;
- Underage drinking; and
- Drinking in prohibited 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.

## Purpose

This Alcohol Risk Management Policy consists of a range of measures designed to prevent alcohol related problems and increase the enjoyment of those who use the facilities. By reducing the potential for alcohol related problems, the Municipality of Meaford concurrently increases users' enjoyment of the facilities, reduces the risk of death and injury, and reduces its risk of liability actions. In this context, policy measures introduce methods that promote responsible drinking barriers which impede the adoption of the targeted drinking practices.

## Definitions

"AGCO" means the Alcohol and Gaming Commission of Ontario, who are responsible for licencing and enforcing alcohol service in the Province of Ontario.

"Special Occasion Permit" a permit issued for the sale or service of beverage alcohol in accordance with the *Liquor Licensing and Control Act, 2019*.

## Scope

The policy is divided into four sections:

1. Designation of facilities where alcohol is prohibited;
2. Designation of facilities where alcohol use is permitted;
3. Specification of conditions under which alcohol use is permitted; and
4. Enforcement procedures for violations of the policy.

## Policy Requirements

### Section 1: Areas Designated Where Alcohol Use is Prohibited

The AGCO prohibits the consumption of alcohol in public places unless a licence or a Special Occasion Permit has been issued. In accordance with the *Liquor Licence and Control Act*, the consumption of alcoholic beverages is prohibited in the majority of parks, gardens, sports facilities and service facilities in the Municipality of Meaford. The Municipality of Meaford Council may change the designation of any site at its discretion. Users who seek permission to use these facilities will be asked to sign a form agreeing that people included in the activity or event will not consume alcohol or have alcohol present on site.

## Section 2: Areas Designated for Conditional Use of Alcohol

There are facilities and areas currently designated for alcohol use under the authority of a Special Occasion Permit. The Municipality of Meaford Council may change the designation of any site at its discretion.

The following properties and facilities are designated as eligible for alcohol service:

- Meaford & St. Vincent Community Centre – arena floor, dance hall, meeting room, main lobby
- Memorial Park – Kin Hall
- Woodford Community Centre – main hall (upper and lower levels)
- Bognor Community Centre – main hall
- Meaford Harbour – pavilion, connecting pad
- Wm. Croft Athletic Field – designated area
- Annan Ball Park – designated area
- Meaford Hall –
  - Terrace Room
  - Terrace Patio
  - Board Room
  - Ground Floor Lobby Entrance (Box Office Level)

- North Gallery
- South Gallery
- 1<sup>st</sup> Floor Lobby Entrance
- 2<sup>nd</sup> Floor Green Room
- 2<sup>nd</sup> Floor Lobby
- 2<sup>nd</sup> Floor Opera House
- 3<sup>rd</sup> Floor Lobby
- 3<sup>rd</sup> Floor Balcony
- Meaford and District Fire Station – meeting room, apparatus floor
- Market Square – designated area
- Municipally owned and/or managed sidewalks and streets (as designated through delegated authority)
- Meaford Library

Council, at its discretion, may grant permission or designate any other Municipal area as a facility/property for alcohol service 21 days prior to an event. The following facilities are fully licensed and therefore do not require a Special Occasion Permit for any event: Meaford & St. Vincent Community Centre, Meaford Hall, and Bognor Community Centre.

### Designated Events Not Eligible for Alcohol Service

- Youth events
- Sports banquets
- Sports activities
- Youth dances

## Section 3: Conditions for Special Occasion Permits

Anyone who wished to serve alcohol at a designated site must obtain a Special Occasion Permit from the AGCO. The Special Occasion Permit holder must ensure that all conditions of the *Liquor Licence and Control Act* and this

policy are adhered to at the event. The Municipality of Meaford is under no legal obligation to allow licensed events to be held on its property. If the Municipality of Meaford chooses, it may impose on an event whatever restrictions it deems appropriate in the circumstances.

All Special Occasion Permit Holders Are Required to Adhere to the Following Conditions:

### 3.1 Control

- 3.1.1 The monitors, permit holders, bartenders and servers will not consume alcohol during the event while they are on duty, nor will they be under the influence of any alcohol consumed before the event.
  - (a) All bartenders must hold a certificate in the Smart Serve program.
- 3.1.2 The permit holder will provide to the Municipality of Meaford a list of the proposed bartenders, servers and monitors, two weeks prior to any event being held on Municipal property that is not staffed by Municipal employees.
- 3.1.3 The Municipality of Meaford reserves the right to determine who can serve as bartenders, servers or monitors.
- 3.1.4 The permit holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.
- 3.1.5 There will be at least 1 (one) monitor per 100 (one hundred) participants at the facility or area, for the entire duration of the event. For an event with over 301 people, it shall be a requirement to hire certified security personnel to monitor such event. Monitors will supervise the event, encourage legal and moderate drinking behaviour and ensure that any

problems that arise are dealt with appropriately. When hiring certified security personnel the ratio shall be,

- (a) 2 security personnel – 301 to 500 attendees
- (b) 4 security personnel – 501 to 1000 attendees

3.1.6 The permit holder will accept only a Proof of Age Card, a photo driver's licence, or a passport as identification for alcohol purchase or consumption. Identification will be demanded at the door and rowdy or intoxicated individuals will be refused entrance. All minors attending an event must be clearly identified with a wristband or some other marking that is clearly identifiable during the event.

3.1.7 The permit holder will assist the bartenders in determining when assistance is needed and requesting it from the appropriate authorities. The Municipality of Meaford will install appropriate signage listing all rules and defining all alcohol services.

### 3.2 Sale of Alcohol by Special Occasion Permit

3.2.1 When tickets are sold for alcoholic beverages, there will be a limit of 4 (four) tickets per person at one time. Discounts will not be offered for the volume purchase of tickets. A sign will be posted advising of this policy.

3.2.2 When tickets are not sold, each person will be limited to 2 (two) drinks at a time.

3.2.3 A sign will be posted at the bar and at the ticket counter stating the law on serving to intoxication.

3.2.4 The permit holder will refund any unused tickets at any time during the event.

- 3.2.5 The sale of tickets will cease ½ hour before the bar closes, and will open back up 15 minutes after the bar closes. Drink tickets will be refundable at any time during the event.
- 3.2.6 It is a requirement that all beverages will be served in plastic cups. Cans may be permitted outside the bar serving area.
- 3.2.7 There will be NO last call announcement.

### 3.3 Accountability

- 3.3.1 The permit holder must have a minimum of 2 (two) million dollars liability insurance to be obtained 2 (two) weeks prior to the event. The insurance policy shall name the Municipality of Meaford as an additional insured. A copy of the insurance policy is to be given to the Municipality 2 (two) weeks prior to the event.
- 3.3.2 Each entrances and exit is to be monitored by 2 (two) people of legal drinking age.
- 3.3.3 Floor supervisors must be of legal drinking age, and they must monitor the activity on the floor.
- 3.3.4 The permit holder must ensure that food and non-alcohol beverages are available, in accordance with the following provisions:
  - (a) As stated by the Liquor Control Board of Ontario, chips, peanuts and other snacks do not qualify as food. At the very least, food consists of sandwiches, cheese, and vegetables with dip.
  - (b) Event workers are to encourage patrons to consume food, non-alcoholic and low alcoholic beverages.



- (c) Non-alcohol drinks must be available at no charge or at a cost much lower than that of drinks containing alcohol.
- (d) Where wine is provided with a meal, a non-alcohol substitute, such as ginger ale or sparkling fruit juice, must also be provided.

3.3.4 Signs will be posted in all facilities stating the name of the event license holder.

### 3.4 Safe Transportation

3.4.1 The permit holder will be responsible for promoting safe transportation options for all the drinking participants. A sign shall be posted advising all participants of a contact name and phone number to call for a ride home.

## 4. Enforcement Procedures for Policy Violation

### 4.1 Areas Where Alcohol is Prohibited

- 4.1.1 A violation of this policy occurs when individuals consume alcohol in a facility or area where alcohol consumption is prohibited. The permit holder, or a representative of the permit holder, staff and the local authorities may intervene if there is a policy violation.
- 4.1.2 The permit holder, or representatives of the permit holder may intervene by informing the offending individual(s) that the alcohol policy prohibits alcohol consumption and asking that the violation stop. The permit holder, or representatives of the permit holder should feel encouraged to intervene in this way because intervention at other levels could result in a loss of privileges and legal charges.



- 4.1.3 A staff member of the Municipality of Meaford will take steps to ensure the policy violation stops. Staff members can ask that the consumption of alcohol stop, 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 (especially if there is the potential for harm, for loss of enjoyment by non-drinkers, or for the complaints). Should the individuals or group members fail to comply, the permit holder and/or staff can call the police for enforcement.
- 4.1.4 Where the permit holder or organized group(s) have violated the policy, and have been notified of the violation, they may receive a registered letter stating the violation and indicating no further violations will be tolerated. Some violations are serious enough to warrant denial of access immediately. This decision may be made by the AGCO inspector, the police or at the Council's discretion.
- 4.1.5 Should the permit holder, or representatives of the permit holder, or members of a group violate the policy after receiving a warning, the security deposit will be forfeited and they may be required to appear before Council or its representative.
- 4.1.6 If a violation occurs after the permit holder, or group's security deposit is forfeited, the permit holder, and/or group may be suspended from use of a municipal facility/property for a minimum of one year. A registered letter will be sent and the permit holder and/or group shall be required to appear before Council or its representative for reinstatement.
- 4.1.7 Police may intervene in a violation of this policy on his or her initiative or in response to a request either from the permit holder, representatives of the permit holder, any staff member or a member of the general public. The police officer may ask that the alcohol consumption stop, or can order the

individuals or organized group to leave the facility area. In addition the officer may, at his or her own discretion, lay charges against the offending individuals under any relevant legislation. The police have the right to seize any alcohol that is used in the commission of an offence.

## 4.2 Areas Where Alcohol is Permitted

- 4.2.1 A violation of this policy occurs when the Special Occasion Permit holder fails to comply with the conditions of the AGCO or this Policy. Participants, staff, local authorities and an Inspector of the AGCO may intervene if there is a policy violation.
- 4.2.2 The Permit holder, or representatives of the permit holder, member of the organizing group or the designated monitor may intervene by informing the offending individual(s) of the policy violation and ask that it stop. The permit holder, or representatives of the permit holder, group members should feel encouraged to intervene in this way because intervention at other levels could result in loss of privileges and legal charges.
- 4.2.3 A Municipal staff member will take steps to ensure the policy violation stops. Depending upon the severity of the policy infraction, the permit holder, or representatives of the permit holder, or organizers of the event may be asked to stop the violation or they may be closed down. Should the permit holder, or representatives of the permit holder, or organizers fail to comply, the police may be called for enforcement.
- 4.2.4 Where the Special Occasion Permit holder has violated the alcohol policy, and have been notified of the violation, they may receive a registered letter advising of the violation, and indicating that no further violations will be tolerated. Some violations are serious enough to warrant immediate shut

down or denial of access. This decision may be made by the AGCO Inspector, police or at Council's discretion.

- 4.2.5 Should the permit holder, or representatives of the permit holder, members of a group violate the policy after receiving a warning, the security deposit will be forfeited and they may be required to appear before Council or its representative.
- 4.2.6 If a violation occurs after a group's security deposit is forfeited, the Permit holder, or representatives of the permit holder, and/or group will be suspended from use for a minimum of one year. A registered letter will be sent and the group will be required to appear before Council or its representative for reinstatement.
- 4.2.7 Police or an Inspector from the AGCO may intervene in a violation of the policy on his or her initiative, or in response to a request from either the Permit holder, or representatives of the Permit Holder, a staff member or a member of the general public. Depending upon the severity of the infraction, charges may be laid under any relevant legislation. The police have the right to seize any alcohol used in commission of an offence under the AGCO.
- 4.2.8 Where the Municipality owns and or manages a harbour facility and/or a camping facility, alcohol shall be permitted on a designated camp site and/or a designated boat slip. Boats must be tied to a dock or mooring. The consumption of alcohol will not be permitted beyond a designated campsite or boat slip. All alcohol must be contained within an enclosed package/bag/cooler.

## Review

This policy shall be reviewed every year.



## Monitoring

The Chief Administrative Officer shall be responsible for receiving complaints and/or concerns related to this policy.

## Authority

This policy is established pursuant to Section 11(2) of the *Municipal Act, 2001* which provides for the adoption of policies pertaining to the accountability and transparency of the Municipality.

## Contact

Shawn Everitt  
Chief Administrative Officer  
Telephone: 519-538-1060 extension 1121  
Email: [severitt@meaford.ca](mailto:severitt@meaford.ca)

## Change History

| Policy Name | Effective Date | Significant Changes | By-law No. |
|-------------|----------------|---------------------|------------|
|             | Nov. 3, 2025   |                     | 2025-63    |
|             |                |                     |            |