

Facility Rental Guide

2025



brockton.ca/communityhallsandspace

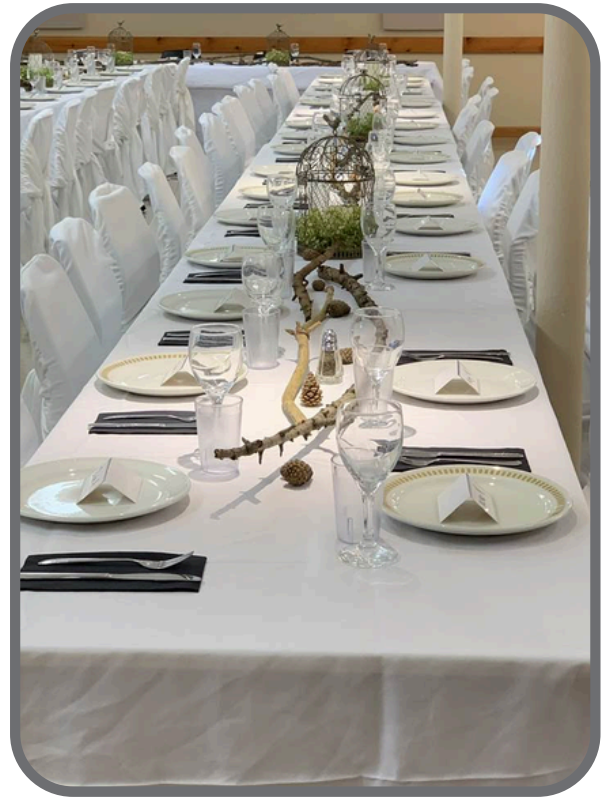

Brockton
Come home to community

Need a space to host an event?

Brockton has a number spaces to suit any event!

Please take the time to review this package as it contains important information in regards to Municipality of Brockton policies and procedures pertaining to facility rentals.

To inquire about facility availability please contact Brockton Parks and Recreation Department.
290 Durham Street West,
Walkerton, ON
Email: recreation@brockton.ca
Call: 519-881-0625 ext. 200



Application Process

1. Review the Facility Rental Guide.
2. Complete a Facility Rental Application (see Appendix A).
Please include all pertinent information about your event (Is the event licensed? Stage requirements, decorating needs, entertainment plans, etc.)
3. Send your completed application to the Brockton Parks & Recreation Department by:

Email: recreation@brockton.ca

In-Person:

290 Durham Street West
Walkerton, ON

Mail To:

P.O. Box 850
290 Durham Street West
Walkerton, ON
N0G 2V0

Payment

- At the time of booking a \$100 non-refundable security deposit is required for all bookings.
- Full balance is due two weeks prior to the event.
- If bartenders/security are required as per Brockton's Municipal Alcohol Management Policy, By-Law 2023-051 (see Appendix C) they will be billed following the event.
- All fees are subject to change in accordance with the Municipality of Brockton's Fees and Charges By-Law. Please see facility and associated fees chart (appendix B).



Cancellations

- Cancellations made more than 14 days prior to the event will be refunded any payments, minus the \$100 non-refundable security deposit.
- All bookings made within 14 calendar days of the event will not be eligible for a refund or account credit.

Termination of Agreement

- Rentals are subject to termination by the Municipality of Brockton in unforeseen circumstances or facility closures. Refunds will be provided, however, no further compensation will be provided.
- Rentals are subject to termination from the Municipality of Brockton if the terms and conditions of the rental agreement are not being met. Refunds will not be provided when terms and conditions are breached by the renting party.

Events Serving Food

Renters are responsible for registering with Public Health Grey Bruce for all events serving food and abiding by all Public Health Regulations. For more information please visit:

www.publichealthgreybruce.on.ca

or contact Public Health Grey Bruce at
publichealth@publichealthgreybruce.on.ca
519-376-9420 or 1-800-263-3456



Important Information

- For events with alcohol, a Special Occasion Permit is required, please contact the Alcohol and Gaming Commission of Ontario for more details @ www.agco.ca or call 1-800-522-2876.
- For events with gaming and raffles, a Lottery License is required, please contact the Municipality of Brockton's Clerk's Office 519-881-2223.
- For more information on events with alcohol or lotteries visit the Alcohol and Gaming Commission of Ontario @ www.agco.ca or call 1-800-522-2876.

It is the renters responsibility to know and follow all regulations set by the Alcohol and Gaming Commission of Ontario.



Events with Alcohol

The sale and/or consumption of alcoholic beverages without a Special Occasion Permit or required insurance is strictly forbidden at all facilities and park locations owned and/or controlled by the Municipality of Brockton.

- The rental party of the Municipality of Brockton facilities must be nineteen (19) years of age or older to obtain a Special Occasion Permit (SOP) for the provision of alcohol.
- Failure to comply with the L.L.B.O regulation, Brockton's Municipal Alcohol Management Policy By-Law 2023-051 (see Appendix C) will result in the immediate cancellation of the rental and notification to the proper authorities.
- The Special Occasion Permit must be submitted to the Parks & Recreation Department two weeks prior to the rental date.
- The Municipality will schedule bartenders and security as per the Municipal Alcohol Management Policy, By-Law 2023-051 (see Appendix C).
- Bartenders and security cost will be covered by the rental party and will be billed following the event.
- Your special occasion permit must go 1 hour after you plan on serving alcohol to allow for consumption. Please see section 11.10 of the Municipal Alcohol Policy.

Events with Alcohol - Insurance Requirements

Alcohol beverages being served

The Municipality requires the rental party to provide proof of insurance 2 weeks prior to the date of the scheduled event.

Certificate of Insurance

The renting party must provide a copy of the Certificate of Insurance completed by the insurer or its authorized representative including the following information.

- Name, address and telephone number of insured
- Location and activity of the names insured for which the certificate is issued.
- Description of coverage detailing type of insurances (must include liquor liability), policy number, effective date, expiry date, and limit of liability. A minimum of \$5 million liability is required for all events.
- Name, address and telephone number of insurance company writing each policy (must be an accredited insurance company and licensed to carry on business in Ontario and is satisfactory to the Municipality).
- All certificates confirming liability insurance must add the Municipality of Brockton as an additional insured, Elmwood rentals must also add "West Grey Municipality" as an additional insured.
- Notice of cancellation or reduction on coverage as outlined on the certificate must be provided to the Municipality within 30 days.

Events without Alcohol - Insurance Requirements

Certificate of Insurance

The renting party must provide a copy of the Certificate of Insurance completed by the insurer or its authorized representative including the following information.

- Name, address and telephone number of insured.
- Location and activity of the names insured for which the certificate is issued.
- Description of coverage detailing type of insurances, including policy number, effective date, expiry date, and limit of liability. A minimum of \$5 million liability is required for all events.
- Name, address and telephone number of insurance company writing each policy (must be an accredited insurance company and licensed to carry on business in Ontario and is satisfactory to the Municipality).
- All certificates confirming liability insurance must add the Municipality of Brockton as an additional insured. Elmwood Rentals must also add "West Grey Municipality" as an additional insured.
- Notice of cancellation or reduction on coverage as outlined on the certificate must be provided to the Municipality within 30 days.
- For non-alcohol event you may be able to purchase your insurance through the Municipality of Brockton, for details please contact the Parks and Recreation Office at 519-881-0625.

Entandem Fees

When any type of music or dancing occurs within a Municipality of Brockton facility, the Municipality is required to remit a Entandem Fee on your behalf. This tariff is added to your rental contract. For information about Entandem, please visit: www.socan.ca

- Entandem Tariffs (music licensing fee) - cost recovery

Supervision of Space

The renting party is responsible for ensuring appropriate supervision of space including:

- Recommendation to have at least one adult present for every 10 children for every room used/rented.
- Activities conducted are safe and equipment is used safely and as per its intended use.

The Municipality of Brockton staff retain the right to enter the rented space at any time. Rental party and attendees are required to follow direction provided by the Municipality of Brockton staff or designate at all times.

Set-Up & Clean-Up

- Include set-up and take down times within the rental times permitted. Extra fees will be applied if rental occurs outside of the permitted times or goes past rental agreement.
- REVISED: Set-up and take down discounted fee of \$100 is applicable day prior and day after your rental hours. Major events are at the discretion of the Director of Community Services.
- Recreation staff will set-up tables and chairs, provided a diagram of the layout is submitted 72 hours prior to the function. Diagrams are available at the Parks and Recreation office.
- Do not use tacks or any other instruments that will damage walls, tables, chairs or window treatments. Any tape used to decorate the halls must NOT leave a residue once your decorations are removed. Painters tape is recommended.
- Rental party is responsible for all clean-up of any decorations, wrapping, spills, or outside equipment brought into the space. Cleaning supplies will be provided.
- It is the rental parties responsibility to ensure that all belongings are removed from the facility at the end of the rental.

Private Events

- A private event is limited to invited guests and may not be publicly advertised, or have intent to gain/profit from the sale of liquor. Examples include stag and does, wedding receptions, family reunions, anniversary and birthday parties.
- All private events are required to follow the Municipal Alcohol Management Policy By-Law 2023-051 (see Appendix C).
- A Special Occasion Permit (SOP) for a "private event" is required.
- For all private events, a guest list must be provided to the Parks & Recreation Department prior to the event.
- Checklist Agreement for Licensed Events (Appendix B of Municipal Alcohol Policy) must be submitted two weeks prior to the event.
- Private events must use Municipal bartenders and security guards in accordance with the Municipal Alcohol Policy By-law 2023-051 (see Appendix C).
- Alcohol cannot be used as a prize.

Private Events Cont'd

Lottery Licensing

Lottery licenses are not available for private events, including Stag & Doe's.

As per the Alcohol and Gaming Commission of Ontario:

- Games of luck, such as draws, raffles and 50/50's are **not permitted** without a lottery license.
- Silent Auctions are **permitted** without a lottery license
- Games of skill, bean bag toss, cornhole, etc. are **permitted** without a lottery license.
- It is the renters responsibility to ensure they are in compliance with the Alcohol and Gaming Commission of Ontario.



Facility Use Guidelines

The following uses are not permitted within the Municipality of Brockton's rental spaces:

- The playing of music or videos intended for home viewing use only. Appropriate licensing fees must be obtained and is the responsibility of the renting party.
- Amplified sound or activities which can be heard outside of the permitted space unless prior council approval.
- Cooking food unless renting Walkerton Community Centre kitchen or Cargill Community Centre kitchen.
- Attendance which exceeds the posted room capacities or capacity with tables.
- It is the renting party's responsibility to register events serving food with the Health Unit.
- Smoking or vaping is not permitted in any Municipality of Brockton's Facilities. All facilities are designated Non-Smoking (Smoke-Free Ontario Act's Ontario Regulation 48/06). Smoking is prohibited during all seasons at all outdoor playgrounds, sports fields and open public spaces within 20 meters of the property line.
- Activities which harass, discriminate or create an unsafe space as per RZone Respect and Responsibility Policy for the Municipality of Brockton By-Law 2023-054 (see Appendix D).

Facility Use Guidelines Cont'd

- Open flames are not permitted in Municipal facilities except candles used on a cake (birthday).
- No throwing confetti or rice is permitted on municipal property.
- Fire exits must be kept from obstruction in case of an emergency at all times.
- No use of ladders except by trained Municipal Personnel or a certified/insured company.
- The Community Services Department reserves the right to terminate contracts, prosecute actions, suspend, or otherwise penalize any renter or their representatives when the Department judges them guilty of willful damage, misconduct or violation of established rules or regulations. The renter, their agents, licensees, or invitees, shall be fully responsible and liable to compensate the Department for any willful or negligent damage done to the property of the Department whether to the structure, fixtures, or goods and equipment.



Bradley Community Centre

1682 Sideroad 5

Cargill, ON

This red brick school house is ideal for family functions, celebrations and birthday parties. The one acre lot is perfect for family picnics and parties with its jungle gym and large lawn for games.

- Capacity 60 people
- Games room
 - pool table/air hockey
- Kitchen
- Playground equipment



Cargill Community Centre

999 Greenock-Brant Townline

Cargill, ON

Located on the banks of the Teeswater River, the Cargill Community Centre has hosted numerous large scale events.

- Capacity
 - Hall 500 people
 - Meeting Room 108 people
- Kitchen
- Bar
- WIFI
- Smart TV in meeting room



Elmwood Community Centre

138 Concession Road 10

Elmwood, ON

Located along the boundary between the Municipalities of Brockton and West Grey, the Elmwood Community Centre is an accessible facility that is capable of hosting a variety of events, including weddings, conferences, and family gatherings.

Upper Level

- Capacity 150 people
- Kitchen
- Bar
- WIFI

Lower Level

- Capacity 150 people
- Banquet and meeting hall
- Kitchen
- WIFI

Capacity if renting entire - building 300 people



Walkerton Community Centre

290 Durham St W

Walkerton, ON

Located within walking distance of downtown Walkerton and Lobies Campground the Walkerton Community Centre is home to a reception auditorium and ice rink.

- Capacity
 - Hall - 269
 - Ice Surface - 715
 - Arena Seating area - 726
 - Arena Lobby - 76
- WIFI
- Kitchen
- Projector screen



Walkerton Public Library

249 Durham St E

Walkerton, ON

Municipally owned, the Walkerton Public Library boasts two meeting rooms on the lower level. Used for a number of meetings, baby showers, art shows and cards.

- Capacity
 - Gallery - 131
 - Hall - 106
- WIFI
- Kitchen in Hall
- Projector screen in Gallery



Facility Rental Application

The Municipality of Brockton
Recreation and Parks Department

Tel. 519-881-0625

Email: recreation@brockton.ca

Contact Information					
First name			Last Name		
Organization if applicable					
P.O. Box			Street Address		
City			Province		
Postal Code					
Home Phone			Cell Phone		
Email Address					
Rental Information					
Facility Requested			Room Requested		
Date (YYYY-MM-DD)			Type of Event		
Start Time			Finish Time		
Number of Patrons Attending event					
Will you be playing music? If so with or without dancing?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	SOCAN FEES APPLY	With Dancing <input type="checkbox"/>	Without Dancing <input type="checkbox"/>
Rental activities Selecting yes may require additional approval, fees and/or insurance.			Comments		
1. Is your event open to the public?	<input type="checkbox"/> YES	<input type="checkbox"/> NO			
2. Will you be selling or cooking food?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Required to register with Public Health Grey Bruce		
3. Include serving or selling alcohol?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	\$5 Million Insurance Required and Special Occasion Permit **Refer to By-Law 2023-051 Municipal Alcohol Management Policy for the Municipality of Brockton		
4. Will persons under 19 be attending the event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO			
5. Involve gambling or games of chance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Lottery License Required		
6. Include inflatables, bouncy castles, or dunk tanks?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Insurance must be provided by third party operating.		
7. Have you reviewed the Facility Rental Guide?	<input type="checkbox"/> YES	<input type="checkbox"/> NO			
8. Do you require stage rental?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Fees applicable		

Facility Rules and Regulations

Non-Permitted Uses

The following uses are not permitted within the rental space:

- The playing of music or videos intended for home viewing use only. Appropriate licensing fees must be obtained and is the responsibility of the renting party.
- Amplified sound or activities which can be heard outside of the permitted space unless prior council approval.
- Cooking food unless rented Walkerton Community Centre kitchen, Cargill Community Centre kitchen or Elmwood Community Centre.
- Attendance which exceeds the posted room capacities or capacity with tables.
- Smoking and vaping are not permitted in any Municipality of Brockton's Facilities. All facilities are designated Non-Smoking ([Smoke-Free Ontario Act's Ontario Regulation 48/06](#)). Smoking is prohibited during all seasons at all outdoor playgrounds, sports fields and open public spaces within 20 meters of the property line.
- Activities which harass, discriminate, or create an unsafe space as per RZone Respect and Responsibility Policy, Municipality of Brockton By-Law 2023-054.
- Activities which harass, discriminate, or create an unsafe space.
- No throwing confetti/rice is allowed in Municipality facilities or on Municipal property.
- Open flames are not permitted, excluding candles on a cake (birthday).
- At no time is blocking fire exits permitted.

Cancellations/Payment

- A non-refundable \$100 security deposit is due at the time of booking.
- Full payment is due two weeks prior to the event, excluding fees that are determined based on the event i.e.: bartenders, security, etc.
- All bookings made within 14 calendar days of the event will not be eligible for a refund. The Applicant will be responsible for all applicable rental rates and fees.

Supervision of Space

The renting party is responsible for ensuring appropriate supervision of space including:

- Recommendation to have at least one adult is present for every 10 children for every room used/rented.
- Ensuring the Swim Admission Policy is followed for all aquatic rentals.
- Activities conducted safely.
- Equipment is used safely and as per its intended use.

The Municipality of Brockton staff retain the right to enter the rented space at any time.

Renting parties and attendees are required to follow directions provided by the Municipality of Brockton staff or designate, at all times.

Initials

Setting Up/Taking Down/Cleaning-Up

- Include set up and take down times within the rental times permitted. Extra fees will be applied if the rental occurs outside of the permitted times or goes past rental agreement.
- Do not use tacks or any other instrument that will damage walls, tables, chairs, or window treatments. Any tape used to decorate the halls must NOT leave a residue once your decorations are removed. Painter's tape is recommended.
- Renting party is responsible for all clean-up of any decorations, wrapping, spills, or outside equipment brought into the space. Cleaning supplies will be provided.
- It is the renting party's responsibility to ensure that all belongings are removed from the facility at the end of the rental.

Termination of Agreement

- Rental agreements are subject to termination by the Municipality of Brockton in unforeseen circumstances or facility closures. Refunds will be provided; however, no further compensation will be given.
- Rental agreements are subject to termination from the Municipality of Brockton if the terms and conditions of the agreement are not met. Refunds will not be provided when terms and conditions are breached by the renting party.

Conditions of Agreement

1. The Municipality reserves the right to cancel any rental agreement in unforeseen circumstances i.e. weather, or in an emergency.
2. A non-refundable \$100 security deposit is due at the time of booking. The remaining amount is due 14 calendar days prior to the event, excluding charges based off the rental (i.e. bartenders, security).
3. The Municipality requires every event to obtain insurance and be submitted a minimum of two weeks prior to the event to the Parks and Recreation Office. The insurance must include:
 - Name, address and telephone number of insured.
 - Location and activity of the names insured for which the certificate is issued.
 - Description of coverage detailing type of insurances (must include liquor liability if alcohol being served), policy number, effective date, expiry date, and limit of liability.
 - A minimum of \$5 million liability is required for all events.
 - Name, address and telephone number of insurance company writing each policy (must be an accredited insurance company and licensed to carry on business in Ontario and is satisfactory to the Municipality).
 - All certificates confirming liability insurance must add the Municipality of Brockton as an additional insured.
 - Notice of cancellation or reduction on coverage as outlined on the certificate must be provided to the Municipality within 30 days.

Initials

- Insurance may be purchased through the Municipality if the event meets the requirements – please contact Municipal of Brockton Parks and Recreation staff at 519-881-0625 for more information and rates.
4. It is the renting party's responsibility to ensure that all required licenses are secured and provided a minimum of two weeks prior to the date of the event or function (i.e. Special Occasion Permit, Smart Serve Certificate, Lottery License, and Liability Insurance)
 5. The facility is to be used only on the date(s) and time(s) specified, and only for the purpose named. This agreement is non-transferrable.
 6. It is the rental party's responsibility to request adequate set-up/take-down time so they can complete their facility set-up/take-down time within the rented time allotment.
 7. The Municipality of Brockton will not be responsible for personal injury or damage or for the loss or theft of clothing or equipment of the applicant, or anyone attending on the invitation of the applicant, or any persons contracted by the applicant.
 8. The applicant shall be responsible for the conduct and supervision of all patrons admitted to the building(s) and shall see that all regulations contained herein are strictly observed.
 9. Permit holders are responsible for registering with Public Health Grey Bruce for ALL events serving food. For information, please contact Public Health Grey Bruce at publichealth@publichealthgreybruce.on.ca or call 519-376-9420.
 10. Fire exits must always be kept free from obstruction in case of an emergency.
 11. For all Special Occasion Permits, only monitors and servers that possess a Smart Serve Certificate will be permitted to serve alcohol or sell tickets. Information is available at www.smartserve.org
 12. All licensed events must abide by Brockton's Municipal Alcohol Management Policy By-Law 2023-051. Your special occasion permit must go 1 hour after you plan on serving alcohol to allow for consumption. Please see section 11.10 of the Municipal Alcohol Policy.
 13. For private events, a guest list must be submitted to the Municipality of Brockton Parks and Recreation office two weeks prior to the event.
 14. The Municipality of Brockton Checklist Agreement for Licensed Events found in the Municipal Alcohol Management Policy - Appendix B must be completed and submitted to the Municipality two weeks prior to the event.
 15. Permit holders are responsible to ensure all Event Staff including: bartenders, ticket sellers, door monitors, security and floor monitors excluding Event Staff contracted by the Municipality of Brockton, have read and understood the Municipal Alcohol Policy By-Law 2023-051.
 16. All rental fees are subject to change as per the Municipality of Brockton Fees and Charges By-Law.
 17. This application will not be valid until it is signed and dated by the renting party, including payment of non-refundable security deposit to the Parks and Recreation Office.

Initials

18. Recreation staff will set up the tables and chairs, provided a diagram of the layout is submitted 72 hours prior to the function. Diagrams are available at the Parks and Recreation Office.

We agree that we have read and understand the Facility Rules and Regulations. We agree to conform hereto and to be strictly bound thereby.

Signature of renting party

Date

Cargill Community Centre		
Rental Space		Cost
Hall Rental	Hall/Bar Only Daily Minimum 6 hours	\$350.00
Hall Rental	Set up/take down – Day Before/ After	\$103.10
Hall Rental	Hall/ Bar only Monday- Friday (Between hours 8:00 am- 5:00pm)- per hour	\$55.00
Hall Rental	Hall/ Bar only per hour	\$67.02
Meeting Room Rental	per hour	\$30.00
Meeting Room	With Daily Hall Rental	\$103.10
Stage Rental	In Conjunction with Facility Rental	\$103.10
Pavillion Rental		\$40.00
Full Kitchen		\$215.00
Staffing Fee	Per hour	\$45.86
Funeral life celebration		\$232.00
Entandem Tariffs	Music licensing fees	Cost Recovery
*Licensed Events		
Bartenders and Security	If required	Cost Recovery
Use of Bar – Ice, Mix, Cups		Cost Recovery + 10%
Bartenders, security and bar supplies will be invoiced following event.		

*All prices are subject to tax.

All rentals are required to have insurance for more information please refer to the Facility Rental Guide

For licensed events (where alcohol is served) renters must ensure they are in compliance with Brockton's Municipal Alcohol Policy. Renters must provide proof of Public Alcohol Liability Insurance and Special Occasion Permit two weeks prior to the start of the event.

Non-refundable \$100 security deposit is required at time of booking



Elmwood Community Centre		
Rental Space		Cost
Two Floor Special	Per day Auditorium, banquet Room & kitchen	\$495
Auditorium	Per day bar & small Kitchen	\$330
Downstairs Banquet Room	Per day with kitchen access	\$275
Downstairs Banquet Room	Per day, no kitchen	\$165
Kitchen ONLY Downstairs	Per day	\$165
Set up/Take down	Per day, up to 8 hours per day	\$100
Picnic Shelter	Including kitchen & bar area	\$110
Picnic Shelter	Per day, no services	\$50
Technology	Wi-Fi (capable of streaming video conferencing), screens, sound system, microphones on each level	No fee
Baseball Diamond	Per hour - dragging only	\$25
Baseball Diamond - tournament	One day diamond rental – dragging only	\$120
Entandem Tariffs	Music licensing fees	Cost Recovery
*Licensed Events		
Bartenders and Security	If required	Cost Recovery
Renter is responsible for providing their own bar supplies.		

*Prices subject to tax where applicable.

All rentals are required to have insurance for more information please refer to the Facility Rental Guide

For licensed events (where alcohol is served) renters must ensure they are in compliance with Brockton's Municipal Alcohol Policy. Renters must provide proof of Public Alcohol Liability Insurance and Special Occasion Permit two weeks prior to the start of the event.

Non-refundable \$100 security deposit is required at time of booking

Walkerton Community Centre		
Rental Rates		Cost
Auditorium rental	Hall/Bar only – per event day	\$330.00
Auditorium rental	Maximum 4 hours – per hour	\$41.25
Auditorium rental	Set up/take down day – day before/after	\$103.00
Auditorium rental	Hall & bar in conjunction with an ice rental – per day, if bar additional fee's apply	\$144.25
Use of full kitchen		103.00
Stage Rental in conjunction with facility Rental		\$103.10
Off season Main floor Rental		Call for rate 519-881-0625 ext. 2
Ice Rental	Per Hour *Until March 31, 2025	\$155.00
Outdoor Rentals		
Centennial Pool	Per hour under 20 people	\$103.10
Centennial Park Pavillion	Per day – 10 James Street Walkerton	\$75.00
Central Park Pavillion	Per day – 233 Yonge Street Walkerton	\$40.00
Baseball Diamond	Per Game	\$40.00
Special events – Per day (i.e. Alcohol events)		
Walkerton Public Library		
Hall or Gallery per hour		\$26.00
Hall or Gallery up to 4 hours		\$62.00
Hall or Gallery maximum 8 hours		\$115.00
Entandem Tariffs	Music Licensing Fees	Cost Recovery
*Licensed Events		
Bartenders and Security	If required	Cost Recovery
Bartenders, security and bar supplies will be invoiced following event.		

*All prices are subject to tax.

All rentals are required to have insurance for more information please refer to the Facility Rental Guide

For licensed events (where alcohol is served) renters must ensure they are in compliance with Brockton's Municipal Alcohol Policy. Renters must provide proof of Public Alcohol Liability Insurance and Special Occasion Permit two weeks prior to the start of the event.

Non-refundable \$100 security deposit is required at time of booking

The Corporation of the Municipality of Brockton



By-Law 2023-051

Being a By-Law to Adopt an Amended Municipal Alcohol Management Policy for the Corporation of the Municipality of Brockton.

Whereas The Council for The Corporation of the Municipality of Brockton deems it expedient to establish policies;

And Whereas the *Municipal Act 2001, S.O. 2001, c 25, Section 5(3)*, as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law;

And Whereas, the Corporation of the Municipality of Brockton owns and manages various facilities where alcohol consumption may be permitted under the authority of the Alcohol and Gaming Commission of Ontario which enforces the *Liquor Licence Act, R.S.O. 1990, c. L.19* and issues Liquor Sales Licenses and Special Occasion Permits;

And Whereas, the Corporation of the Municipality of Brockton wishes to promote a safe, enjoyable environment; ensure the health and safety of participants, staff and community and reduce alcohol related problems which arise from alcohol consumption on municipal property.

And Whereas the Corporation of the Municipality of Brockton enacted a Municipal Alcohol Management Policy on July 14, 2014 as per By-Law 2014-054 and desires to amend the Municipal Alcohol Management Policy;

And Whereas amended the Municipal Alcohol Management Policy on March 7, 2023 as per By-Law 2023-027 and desires to amend the policy again to make additional changes;

Now Therefore the Council of The Corporation of the Municipality of Brockton enacts as follows:

- 1.0 That the Corporation of the Municipality of Brockton Council hereby adopts an amended Municipal Alcohol Management Policy as contained in the attached Schedule "A" to this By-Law.
- 2.0 That By-Law 2014-054 be hereby amended.
- 3.0 That By-Law 2023-027 be hereby repealed and replaced by this By-Law.
- 4.0 This By-Law shall come into full force and effect upon final passage.
- 5.0 This By-Law may be cited as the "Adopt Amended Municipal Alcohol Policy By-Law".

Read, Enacted, Signed and Sealed this 25th day of April, 2023.

Original Signed By
Mayor – Chris Peabody

Original Signed By
Director of Legislative and Legal Services (Clerk)
– Fiona Hamilton

Municipal Alcohol Management Policy

Department:	Community Services	Policy Number:	R05-1100-14
Section:	Parks and Recreation	Effective Date:	2000
Subject:	Municipal Alcohol Management Policy	Revised Date:	July 2014, March 7, 2023, April 25, 2023
Authority:	By-Law 2014-064; By-Law 2023-027		

1. Policy Statement

The Municipality of Brockton owns and operates facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit (SOP). The Municipality of Brockton has developed a Municipal Alcohol Management-Policy in order to prevent problems that arise from alcohol consumption at Municipal owned facilities that allow for the responsible consumption of alcohol, for the protection of property and promotes a safe, enjoyable experience for those who use these facilities.

Problems can arise from alcohol consumption which can affect not only those who consume alcohol but also patrons who use Municipal facilities. These problems include:

- Vandalism and destruction of Municipal property
- Police being called to municipal property
- Injuries to drinker or other individuals
- Liability action arising from alcohol related injuries or deaths
- Increased insurance rates as a result of alcohol related incidents
- Loss of insurability should the insurer’s risk assessment escalate
- Charges laid against the Municipality or the Special Occasion Permit holder(s) under the liquor License Act/Regulations
- Suspension or loss of Alcohol Permit privileges by the Alcohol and Gaming Commission of Ontario (AGCO)
- Loss of employment by non-drinkers and moderate drinkers
- Complaints lodged by offended parties
- Withdrawal from use of facilities by people concerned about alcohol consumption
- Loss of revenue due to reduced participation
- Increased public concern about alcohol consumption

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

- Drinking to intoxication
- Drinking and driving
- Underage drinking
- Drinking in prohibited areas
- Over service by Special Occasion Permit Holder; and
- Special Occasion Permit Holder promoting immoderate consumption

Minimizing or reducing these six drinking practices will limit or reduce the number of alcohol related problems we may encounter. The policy is not intended to stand in opposition to the legal and moderate consumption of alcohol.

2. Scope

The Municipality of Brockton's Community Services; Parks and Recreation Department is responsible for ensuring this policy is applied fairly, promptly and consistently. Additionally, the Department will review the Municipal Alcohol Management Policy with Legislative Services to ensure it adheres to current regulations found in the Liquor License Act.

The Director of Community Services and the Chief Administrative Officer have the discretion to consider the type of event, expected attendees, organizer(s) of the event, location of the event, the commercial nature of the event to determine the policy's applicability if requested in writing by Event Sponsor.

3. Purpose

- To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally owned facilities in order to ensure legislation pertaining to SOP's and licenses is properly understood and strictly complied with.
- To ensure proper supervision and proper operation of licensed 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.
- To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
- To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.

4. Definitions

Alcohol and Gaming Commission of Ontario (AGCO)

The AGCO is responsible for the administration of the Liquor License Act <https://www.agco.ca/>

Catering Endorsement

Holders of a valid liquor sales license with a catering endorsement are permitted to sell and serve beverage alcohol at events that are held in unlicensed areas other than a licensed establishment, or that are held in unlicensed areas within a licensed establishment (for example, an unlicensed basement). A catering endorsement may not be used at a location if:

- The location's liquor sales license is currently under suspension,
- A liquor sales license for that location has been revoked or refused, or
- A business or individual cannot get a Special Occasion Permit for that location

Event

For the purposes of this policy, an event refers to any licensed event held on municipal premises at which alcohol will be served and/or sold. Such events may include but are not limited to weddings, showers, dances, barbeques, and birthday parties. The duration of the event encompasses the setup, operation and cleanup.

Public Events

A public event is one which is open to the public to attend and is conducted by a registered charity or not-for-profit entity. An individual or business may host a public event if the event is

- a) being held in a licensed facility, or
- b) has been deemed of municipal, provincial, national or international significance (see Appendix A).

Private Event

A private event is one which is for invited guests. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

Liquor Industry Promotional Event

For events held to promote a manufacturer's product through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

Tailgating Event

For Public Events that are held outdoors, in connection with, and in proximity to, an eligible live sporting event and where attendees 19 years of age or older may bring their own liquor (BYOB) for consumption at the event. These events can be advertised and the sale and/or service of alcohol are permitted at the event.

Event Sponsor/Organizer

Refers to the individual(s) who have signed the facility rental agreement for an event that will involve the selling and/or serving of alcohol on municipal premises. The Event Organizer and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy and the Liquor License Act and its regulations. They assume responsibility and liability for the entire operation of the event.

Event Staff

A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 18 and who has satisfactorily proven to the Event Organizer that she/he will act in accordance with the MAP. All event workers have a responsibility in the operation of the event and shall not consume or be under the influence of alcohol for the entire duration of the event. They assume responsibility and liability for the entire operation of the event in conjunction with the Event Organizer. Event workers may have one or more of the following roles:

- Floor monitor
- Door monitor
- Server/bartender
- Ticket seller

Detailed roles and responsibilities for each type of event worker can be found in Section 6 of this policy.

Liquor License Act (LLA)

The [Liquor Licence Act, R.S.O. 1990, c. L.19](#) outlines the laws regarding the sale and service of alcohol.

Licensed Security

Security personnel monitor entrances and patrol licensed areas to ensure the safety and security of the establishment, its employees and patrons. Security must be licensed under the [Private Security and Investigative Services Act, 2005](#) (PSISA) or as may be amended from time to time.

Municipal Alcohol Policy (MAP)

A local policy for municipalities to manage events held at municipally-owned facilities and properties when alcohol is sold or served.

Municipal Premises

All municipally owned or leased facilities and lands.

Municipal Representative

Municipal staff or a designate that attends and monitors the event on behalf of the municipality and ensures all components of the Municipal Alcohol Policy is met.

Operational Plan

A coordinated plan of actions to prevent and control potential risks. See the AGCO's document Planning Special Events, Concerts or Festivals tip sheet for more information. <https://www.agco.ca/liquor-sales-licence-plans>.

Server Training Program

A certificate training program for serving alcohol that is approved by the AGCO. Server training is required by staff and volunteers who work in areas where alcohol is sold and/or served. An example is the training program offered by Smart Serve Ontario (<https://www.smartserve.ca>).

Special Occasion Permit (SOP)

A liquor permit issued by the Alcohol and Gaming Commission of Ontario (AGCO) for social events where alcohol will be sold or served. <https://www.agco.ca/alcohol/special-occasion-permits-private-event>

Special Occasion Permit Holder

Refers to the individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol. The permit holder must be at least 19 years of age and shall attend the event to which the permit applies or appoint a designate to attend in the permit holder's place. If the permit holder designates a person to attend the event in the permit holder's place, both the permit holder and the designate shall sign the permit. The permit holder and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy (MAP) and the Liquor License Act and its regulations at the event. They assume responsibility and liability for the entire operation of the event.

5. Designation of Properties and Venue Capacities for Conditional Use of Alcohol

5.1 Designation of properties

The following facilities and areas are designated as suitable for Special Occasions Permit functions subject to the event sponsor obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and agreeing to the conditions as set out by the Municipality of Brockton.

Municipal Facilities and Areas Available for Licensing

Municipal Facility	Areas Available for Licensing
Walkerton Community Centre	Auditorium, Arena Floor and grounds (parking area)
Walkerton Ball Diamonds 1, 2, 3	Marquee tent or designated area
Walkerton Public Library	Main Hall and gallery room
Walkerton Fire Hall	Meeting rooms
Lobies Campground	Campsites only
Cargill Community Centre	Main hall, meeting room and outdoor pavilion, designated area, temporary campsites
Cargill Ball Diamonds 1, 2	Marquee tent or designated area and grounds
Elmwood Community Centre	Auditorium, outdoor pavilion, ball diamond.
Elmwood Lions Park	Outdoor pavilion and designated area
Elmwood Fire Hall	Meeting room
Brockton Parks and Event Grounds	Portable tiered seating in designated areas (permission required)
Bruce Power Regional Soccer Park	Pavilion and designated area
Market Garden	Outdoor park area

The consumption of alcoholic beverages is prohibited in the following areas:

- a) All facility dressing rooms and park change rooms and washrooms
- b) All facility lobbies,
- c) Permanent fixed tiered seating, arena spectator areas;
- d) Pool and deck areas
- e) Parks, trails, playgrounds, walkways and open space
- f) All municipal sports playing fields (excluding ball diamonds)

Persons found consuming alcohol in prohibited areas will be reported to the Ontario Provincial Police, and they may be prohibited from further use of Municipal owned facilities.

Permit holders who book facilities where consumption of alcohol is prohibited will be required to sign a Sports Activity Agreement.

5.2 Venue Capacities

Municipal Facility	Facility Area	Capacity-with non-fixed tables and chairs
Walkerton Community Centre	Auditorium - 358	269
	Arena Floor	715
Walkerton Public Library	Main Hall	106
	Gallery room	131
Cargill Community Centre	Auditorium	500
	Meeting Room	108
Elmwood Community Centre	Auditorium	200
		301
Outdoor Events (Marquee Tents)	Determined per event in accordance to local police/fire services and AGCO operation Plans	

5.3 Alcohol sales and/or services are prohibited at youth events (i.e. minor sports tournament) at Municipal Facilities where the majority of attendees are under the age of majority

5.4 The sale/servicing of alcohol at Municipal Facilities will only be permitted between the hours of 11:00 am to 1:00 am under a Special Occasion Permit.

6. Responsibilities – Municipal Representatives

6.1 Municipal representatives are responsible for ensuring the Permit Holder, Event Organizer and/or designates are provided written information outlining the conditions of the MAP and ensure that they have been informed of their responsibilities. Municipal representatives have the authority/responsibility to demand correction and/or to cease the sale and service of alcohol and will have ultimate authority regarding decision-making on the part of the Permit Holder. Municipal representatives monitoring a liquor-licensed event shall be certified by a server training program recognized by the AGCO.

6.2 Where deemed necessary at the discretion of the Director of Community Services, provide Event Staff including but not limited to security and bar staff.

7. Responsibilities – Event Sponsor and Event Staff

7.1 The Event Sponsor must agree to the terms of the Facility Agreement, and the Check list Agreement for Licensed Events. They will ensure that all conditions of the Liquor License Act are adhered to during the event as outlined by the AGCO. Whenever the LLA is violated at an event, the Event Sponsor is at risk of being charged. Even if no charge is laid, the fact that the LLA has been violated can and may be used to

undermine your defense in any civil suit.

- 7.2 The Event Sponsor will be the Special Occasion Permit holder and will be present for the event in its entirety including pre-event set up and post event clean up. The event sponsor assumes responsibility for any incident and/or violation of this policy.
- 7.3 It is strongly encouraged that the Event Sponsor and Event staff not consume alcohol or recreational cannabis prior to event.
- 7.4 The Event Sponsor and Event staff are prohibited from consuming alcohol or recreational cannabis at the event. The Event Sponsor must provide a copy of the Special Occasion Permit, Proof of Insurance, a Risk Management/Safety plan and any updates to the Municipality a minimum of 2 weeks prior to the event. If the Event is a jack and jill or similar event, a list of all guests must be submitted in addition to the above documentation.
- 7.5 The Event Sponsor will post the Special Occasions Permit and liquor receipts in an area that is visible and easily accessible
- 7.6 Where not provided by the Municipality of Brockton, the Event Sponsor is responsible for the recruitment, training and scheduling of Event Staff. The Event Sponsor will provide the Municipality with a list of Event Staff and their Smart Serve Certifications. It is recommended that all Event Staff complete a Server training program. Please refer to Appendix C for minimum training requirements and staffing ratios. The Event Sponsor will ensure that Event Staff are checking identification of those wishing to purchase/consume alcohol and ensure they are 19 years or older. Acceptable forms of photo identification include:
 - a) Valid Driver's License with photo
 - b) Valid Canadian Passport with photo
 - c) Canadian Citizenship card with photo
 - d) Canadian Armed Forces card with photo
 - e) Photo Card issued by the board of the Alcohol & Gaming Commission of Ontario
 - f) Photo Card issued by the Liquor Control Board of Ontario
 - g) Secure Certificate of Indian Status (Canadian)
 - h) Permanent Resident Card (Canadian)
- 7.7 The Event Sponsor will ensure that Event Staff as easily identifiable by way of uniform, badges of other form of visible identification. Event Staff must remove their identification at the completion of their shift.
- 7.8 Event Sponsor will ensure, where minors are permitted, that all age of majority patrons are wrist banded making them easily identifiable and eligible to be consuming/purchasing alcohol. The Municipality recommends that minors not be permitted in licensed areas past 11:00 pm.
- 7.9 Event Sponsors are encouraged to designate a space free of alcohol where minors are expected to be present. Ex. Where 50 percent of those in attendance are minors, only 50 percent of the space shall be licensed.
- 7.10 The Event Sponsor is responsible for the conduct, behaviors and sobriety of their guests.
- 7.11 The Event Sponsor will ensure that Event Staff encourage legal and moderate drinking behavior, and ensure no one consumes alcohol in an unauthorized location. The Event Sponsor will deal with any problems that arise immediately and appropriately in accordance to the MAP and any applicable Municipal policies. The Event Sponsor must provide security that is sufficient to ensure that unauthorized persons do not attend the event and to ensure the SOP conditions and requirements are

met. The Event Sponsor is responsible for any and all costs associated to Security or Paid Duty Police Officers required for the event. Types of Security may include:

- a) Door Monitors
- b) Floor Monitors
- c) Licensed Security
- d) Paid Duty Police

7.12 The Event Sponsor will ensure that stairs and emergency exits are kept clear at all times

7.13 Should your group not be able to provide a safe setting, or any perceived unsafe conditions are identified, Event Staff will immediately notify Municipal Staff.

8 Responsibilities – Event Staff

8.1 Bartender

- a) Certified by a server training program recognized by the AGCO (Smart Serve)
- b) Appointed by the Event Organizer and has satisfactorily proven to the event organizer that she/he will act in accordance with this MAP and the LLA
- c) Checks identification and verifies age (see Appendix D)
- d) Accepts tickets for the purchase of alcoholic drinks
- e) Serves standard sized drinks
- f) Serves a maximum of two standard sized drinks per patron per visit – no doubles
- g) Monitors for intoxication
- h) Refuses service when patron appears to be near intoxication.
- i) Offers non-alcoholic substitutes
- j) Must be 18 years of age or older

8.2 Ticket Seller

- a) Certified by a server training program recognized by the AGCO (Smart Serve)
- b) Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this MAP and the LLA
- c) Checks identification and verifies age (see Appendix D)
- d) Monitors for intoxication
- e) Only sells a maximum of 4 tickets per patron at one time
- f) Refuses sale to patrons near intoxication
- g) Must refund tickets on request whenever the bar is open and up to 30 minutes after the bar has closed
- h) Must be 18 years of age or older

8.3 Door Monitor

- a) Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this MAP and the LLA
- b) 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
- c) Checks identification and verifies age (see Appendix D)
- d) Checks for signs of intoxication
- e) Limits entry to venue capacity
- f) Refuses admission to intoxicated and troublesome individuals
- g) Ensures that age of majority patrons is clearly marked using wristbands if there will be youth in attendance at the event
- h) Monitors those showing signs of intoxication when ready to leave the event and ensures they have a sober and responsible person with them

- i) Recommends safe transportation options
- j) Must be 18 years of age or older

8.4 Licensed Security/Paid Duty Police

- a) If using a security company – such company must be duly bonded and licensed under the [Private Security and Investigative Services Act, 2005](#)
- b) Patrols the licensed area and immediate area outside the licensed area, washrooms and parking lot scanning for potential trouble
- c) Ensures alcohol remains within the licensed area
- d) Notifies event staff, Event Organizer and Permit Holder of potential incidents
- e) Helps in handling disturbances
- f) Assists the Permit Holder and/or Event Organizer in vacating the premises
- g) Summons police when requested by the Event Organizer, Permit Holder, municipal representative, or as deemed necessary
- h) Aware of and responsible for the fire safety plan
- i) May be required to check ID (see Appendix D)
- j) Licensed security is not required for low risk events (Celebration of Life, Wedding, and any other functions deemed low risk by the Director of Community Services or CAO)

8.5 Floor Monitor

- a) Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with the MAP
- b) Monitors patron behaviour and crowd control
- c) Monitors for intoxication and informs bartenders and/or security personnel of intoxicated persons
- d) Early identification of potential problems
- e) Reports problems and complaints to security, Event Organizer and Permit Holder
- f) Suggests safe transportation alternatives
- g) Must be 18 years of age or older
- h) Aware of and responsible for the fire safety plan

9 Staffing Ratios for Special Occasion Permit Events

The Municipality, AGCO, and/or the applicable police service involved reserve the right to adjust these requirements as deemed necessary.

Attendance/Capacity	Number of Bartenders	Number of Door Monitors/Ticket Sellers*/Floor Monitors	Number of Certified Security or Paid Duty Police
Up to 100	1 Trained	3	At the discretion of the Municipality
101-225	2 Trained	4	At the discretion of the Municipality
226-399	3 trained	5	3 Licensed Security/Paid Duty Police
400-599	4 Trained	6	4 Licensed Security/Paid Duty Police
600-999	6 Trained	8	6 Licensed Security/Paid Duty Police
1000+	TBD based on Operational Plan	TBD based on Operational Plan	TBD based on Operational Plan

10. Safe Transportation

- 10.1 The Event Sponsor will have a safe transportation strategy in place, which may include a designated driver program promoting safe transportation options for all participants. Examples of safe transportation are:
- Designated drivers selected from participants not consuming alcohol at the event
 - Designated drivers provided by the Event Sponsor
 - Taxis or shuttle services provided by the Event Sponsor
- 10.2 Safe transportation options shall be advertised to the participants by way of signage.

10 Safe Environment and Controls

- 11.1 All Entrances and exits to the event must be supervised, Event Staff have the right to refuse entry to persons they believe to be intoxicated or for public safety.
- 11.2 The ratio of Event Staff to attendees shall be maintained at all times as per section 9
- 11.3 Alcoholic beer or coolers of the standard 5.0% or less should be served rather than beer or wine coolers with greater alcohol content. Maximums permitted:
- a) Beer 8%
 - b) Wine products 14%
 - c) Spirits 40%
- 11.4 Non- alcoholic beverage and food shall be available at all time. The non-alcoholic beverage shall be sold at a lower cost than beverages containing alcohol.
- 11.5 Beverages shall not be served in glassware or bottles; beer cans are acceptable and will be opened at time of purchase by the Bartender
- 11.6 Wine may be served in bottles and placed on tables during anniversary, weddings or banquet dinners. All bottles must be removed no later than 15 minutes following the completion of the meal
- 11.7 There must be sufficient food available throughout the event. The requirement to provide food is not satisfied by snack foods such as chips, peanuts, or popcorn.
- 11.8 All outdoor licensed areas are required to have a barrier at least 0.9 meters high that separates them from non-licensed areas. Higher barriers and additional criteria may be required at the discretion of the municipality, in consultation with the AGCO.
- 11.9 SOP tailgate events are not permitted on municipal premises.
- 11.10 The serving of alcohol will cease one hour before the end of the event as regulated in the AGCO Special Occasions Permit, or rental agreement whichever is earlier. There will be no last call.
- 11.11 Beverages of any kind are not permitted on the dance floor.
- 11.12 Unsafe activities such as, the sale or consumption of shooters, drinking contests, discounted beverages, dancing on tables, alcohol as a prize for any game or other dangerous activities are strictly prohibited.
- 11.13 Games of chance, luck or mixed chance and skill such as raffles, 50/50 draws or wheel of fortune are not permitted unless the proper license has been obtained from the Municipality or the Province of Ontario.

11 Insurance

- 11.1 Insurance is required for all public events/facility rentals
- 11.2 The Municipality of Brockton does not provide personal property, injury and/or hold liquor liability coverage for the Event Sponsor or Event Staff. The Event Sponsor and their staff should ensure that they have adequate property and liability insurance not less than five million dollars (5,000,000) in force for themselves
- 11.3 Event Sponsors are required to submit proof of insurance (Certificate of Insurance) and agree to indemnify and hold harmless the Municipality of Brockton 2 weeks prior to the date of the scheduled event.

a) Certificate of Insurance

The Event Sponsor must provide an original copy of a Certificate of Insurances completed only by the insurer or its authorized representative including the following information:

- Name, address and telephone number of insured
- Location and activity of the names insured for which the certificate is issued
- Description of coverage detailing type of insurances (must include liquor liability), policy number, effective date, expiry date, and limit of liability
- Name, address and telephone number of insurance company writing each policy (must be an accredited insurance company and licensed to carry on business in Ontario and is satisfactory to the Municipality)
- All certificates confirming liability insurance must add the Municipality of Brockton as an additional insured
- Notice of cancellation or reduction on coverage as outline on the certificate must be provide to the Municipality within (30) days

12 Signage

- 12.1 A variety of signage must be visibly posted for the patrons at the event. Facility rules, including maximum person capacity, the time that alcohol sales will cease and contact information where the public can forward any concerns shall all be included in the signage
- 12.2 The Municipality will provide signage related to ticket sales and reimbursement, ticket taking, bar hours, Sandy's Law and all other bar related signage.
- 12.3 The Event Sponsor will provide signage related to safe transportation, restricted areas.
- a) Telephone number or contact information for designated drivers and taxis must be posted.
- 12.4 The Event Sponsor shall post the Special Occasion Permit in a conspicuous place on the premises to which the permit applies and have readily available for inspection.
- 12.5 A licensed caterer shall post their license, notice of catering, Sandy's Law and liquor menu at a catered event.
- 12.6 All signage pertaining to the sale and service of alcohol shall be cleared within 45 minutes of the end of the event.
- 12.7 The Event Sponsor should provide additional recommended signage as follows
- a) What is a standard drink?
- b) Low risk Drinking Guidelines
- c) Their name and contact information for the event.

13 Enforcement and Reporting of Violations

- 13.1 A Violation of this policy occurs when the Event Sponsor and/or guest fails to comply with all the AGCO policies, the LLA and its regulations, and/or this policy.
- 13.2 Any person may notify the Event Sponsor and/or Municipal staff of suspected violations of this policy
- 13.3 Municipal staff on duty during the event reserve the right to ensure the Municipal Alcohol Policy is being adhered to at all times.
- 13.4 Event workers should not attempt to rectify a violation that could lead to a confrontation placing the event worker at risk of physical danger or result in damage to property.
- 13.5 A Police officer or AGCO Inspector may lay charges against the offending individual(s) at their discretion.
- 13.6 Individuals found in contravention of this policy are subject to removal from Municipal Facilities and cancellation of their event. The Municipality, regardless of the reason for termination of the event will not be responsible for any financial losses incurred, or any compensation whatsoever to the Event Sponsor or any other affected persons.
- 13.7 Where the Event Sponsor has violated this Policy, the Event Sponsor will be informed by the Director that they are in violation of the policy and/or provincial law and ensure the violation ceases.
- 13.8 The Municipality will send a registered letter advising the Event Sponsor of the violation and indicate that no further violations will be tolerated.
- 13.9 If future violations occur the Event Sponsor will be prohibited from holding events with alcohol and any Municipal Facilities and will be subject to a monetary fine as described by the Municipality.

14 Policy Review

To monitor the effectiveness of this Municipal Alcohol Policy, Council shall initiate a review of this policy every five years or earlier if needed. Such a review shall be based on information provided by the appropriate municipal representative and other invited sources, or as a result of changes to the Liquor License Act, and then the outcome of the review shall be reported to Council with suggested policy changes, if required.

Appendix A

Municipal Significance

A registered charity under the *Income Tax Act* or non-profit organization may take out a public event Special Occasion Permit (SOP), and no municipal designation is required. It is recommended that proof of charitable or not-for-profit status, in the form of a letter, be received at the time of the SOP application.

An individual or business may also apply for a public event SOP if organizing or conducting an event of:

- provincial, national or international significance (as agreed to by the Registrar of Alcohol and Gaming); or
- **municipal significance for which a municipal resolution or letter from the municipal clerk or designated authority is required and indicates the event is one of municipal significance**

The Municipality is under no obligation to provide this designation to an applicant for a public event SOP. Even with the designation of municipal significance, the AGCO Registrar ultimately decides if the necessary criteria have been met in order for a SOP to be issued.

Appendix B Checklist Agreement for Licensed Events

This checklist must be completed in full, signed and submitted to the Municipality, with all supporting information, at least 2 weeks before the event. See the Municipal Alcohol Policy for additional information.

1. Name of Event: _____
2. Location of Event: _____
3. Date and Time of Event: _____
4. Estimated Number in Attendance: _____
5. Will persons under 19 years of age be attending this event? Yes No
6. Name of person and/or group hosting this event:

7. Name of Event Organizer and all official designates:

Event Organizer

Name: _____ Home Phone: _____ Cell: _____

Official Designates

Name: _____ Home Phone: _____ Cell: _____

Name: _____ Home Phone: _____ Cell: _____

8. Name of Special Occasion Permit Holder and all official designates (if different from above):

Special Occasion Permit Holder

Name: _____ Home Phone: _____ Cell: _____

Official Designates

Name: _____ Home Phone: _____ Cell: _____

Name: _____ Home Phone: _____ Cell: _____

9. A copy of the Special Occasion permit has been provided?

Yes Date received: _____

10. Copy of insurance has been provided?

Yes Date received: _____

11. Rental Agreement has been read and signed?

Yes Date received: _____

Facility Rental Deposit? Yes Date received: _____

12. Copy of proof of security has been shown? Yes Date received: _____

Name of Company or Police Service: _____

Number of security personnel attending: _____

13. Proof of Risk Management Plan? Yes Not Required

14. Copy of Guest List provided? Yes No

15. The safe transportation strategies that will be used at this function are:

a) _____

b) _____

c) _____

16. Type of identification for event workers (please describe):

17. Copies of certified server training program for event workers provided?

Yes Date received: _____

I have received, read and understand all the Municipal Alcohol Policy (MAP) regulations AND I and my event workers will observe and obey all policy regulations during this event.

(If there is anything that you do not understand with respect to this Policy it is your responsibility to contact Municipality staff (phone: _____) to obtain clarification and understanding.)

Print Name of Event Organizer

Signature of Event Organizer

Date

Print Name of SOP Holder

Signature of SOP Holder

Date

Print Name of Municipal Representative

Signature of Municipality Representative

Date

Appendix C
Municipality of Brockton Sports Activity Agreement:

Name of Team/Group: _____

Name of Contact Person: _____

Address: _____

Phone Numbers: Home _____

Business _____

Certification:

1. I understand that alcohol cannot be served or consumed on Municipality of Brockton properties or in facilities unless it is done within the terms of the Liquor License Act of Ontario and the Municipality of Brockton's Municipal Alcohol Policy.
2. I understand that if any member of the team or organization operating under my direction violates this policy or any of the regulations of the Liquor License Board of Ontario, that our team will receive a verbal warning and the violation will be documented.
- 3. I understand that if any member of my team or organization violates this policy or any of the regulations of the Liquor License Board of Ontario within one year of a previous violation that our group will be penalized as defined by the municipality.**
4. It is my responsibility to ensure that all team captains and other supervisory personnel of the organization are aware of and understand the Municipality of Brockton's Alcohol Policy.

Additional print copies of the Municipal Alcohol Policy will be provided upon request.

Print Name: _____

Signature: _____

Date: _____

Office Use

Agreement received by (print name): _____

Signature: _____

Date: _____

Appendix D

Checking Identification (ID)

View the [Alcohol and Gaming Commission of Ontario \(AGCO\) Checking ID Tip Sheet](#).

In order to be valid, identification must:

- Have been issued by a government;
- Be current (expired ID is not valid);
- Include the person's photograph; and
- Include the person's birth date.

Note: By law, no one can be required to produce their Ontario Health Card, nor can their health number be collected.

Some forms of acceptable ID include:

- Ontario Driver's License
- LCBO BYID card
- Canadian Armed Forces Identification Card
- Photo card issued under the Photo Card Act
- Canadian Citizenship Card with photograph
- Canadian Passport
- Permanent Resident Card (Canadian)
- Secure Indian Status Card (Canadian)

Tips for Checking ID

- Ensure you are in a well-lit area
- Take your time and examine the ID closely - check the photo, date of birth and the expiry date
- Never accept ID without a photo. Hold the ID in your hands, rather than allowing the patron to flash it at you. If it is in any sort of case, take it out.
- Feel for extra thickness around the photo and the edge of the lamination. This may be an indication of a second photograph placed on top of the original and re-laminated.

Effective January 1, 2013, a new identifier on Ontario driver's licenses and photo ID cards issued to individuals aged 16 to 18 will clearly show when the cardholder turns 19. The cards will have an "Age 19" banner followed by the exact date the card holder turns 19.

Appendix E Signage Requirements

Required Signage Provided By Municipality:

Ticket Sales (signage posted where tickets are being sold)

- “Number of Tickets Available for Purchase at One Time – 4”
- “Unused tickets may be refunded while the bar is open and up to 30 minutes after closing.”
- “Ticket sales end 45 minutes before the bar closes.”

Bar Area (posted within the licensed bar area)

- “Number of tickets available for redemption at one time – 2”
- Low Risk Drinking Guidelines sign (Appendix F)
- “Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.” (Sandy’s Law)
- “Low or non-alcohol drink options are available.”

Required Signage Provided By Permit Holder:

- The Permit Holder shall post the Special Occasion Permit in a conspicuous place on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection
- A licensed caterer shall post their license, notice of catering, Sandy’s Law and liquor menu at a catered event

Safe Transportation

- List of safe transportation options including local taxi phone numbers.
- “The R.I.D.E. program is in effect in our community.”

Restricted Areas

- “No alcohol beyond this point.”

Appendix F

Low Risk Alcohol Drinking Guidelines and Standard Drink Sizes

View [Canada Low Risk Alcohol Drinking Guidelines Brochure](#).

One serving of alcohol contains 13.6 grams of pure alcohol. Since the alcohol content varies from beverage to beverage, the size of a standard drink will be different for each type of beverage depending on its alcohol content.

1 standard drink equals:

- 341 ml (12 oz.) of 5% alcohol content (beer, cider or cooler)
- 142 ml (5 oz.) of wine with 12% alcohol content
- 43 ml (1.5 oz.) serving of 40% distilled alcohol content (such as rum, rye, gin or vodka)

Safer Drinking Tips

- Drink slowly. Have no more than 2 drinks in any 3 hours
- For every alcoholic drink, have one non-alcoholic drink. This is called a 'spacer' drink
- Eat before and while you're drinking alcohol
- Always consider your weight, age, body weight and health problems that might suggest lower limits

Drinking is a personal choice, and most people drink responsibly most of the time. These guidelines are intended to help people make smart choices about their alcohol consumption to reduce their risk of disease and injuries associated with alcohol consumption:

- Women: no more than 2 drinks per day, 10 drinks per week
- Men: no more than 3 drinks per day, 15 drinks per week
- Plan at least 2 non-drinking days per week to avoid developing a habit
- Reduce your risk by drinking no more than 3 drinks for women and 4 drinks for men on any single occasion.

Do not drink when you are:

- Driving a vehicle or using machinery and tools
- Taking medicine or other drugs that interact with alcohol
- Doing any kind of dangerous physical activity
- Living with mental or physical health problems
- Living with alcohol dependence
- Pregnant or planning to be pregnant
- Responsible for the safety of others
- Making important decisions

The Corporation of the Municipality of Brockton



By-Law 2023-054

Being a By-Law to Adopt an RZone Respect and Responsibility Policy for the
Municipality of Brockton

Whereas The Council for The Corporation of the Municipality of Brockton deems it expedient to establish policies;

And Whereas the *Municipal Act 2001, S.O. 2001, c 25, Section 5(3)*, as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law;

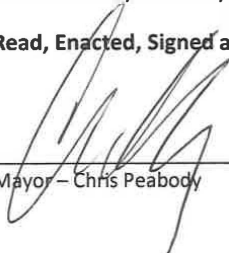
And Whereas the "RZone" program was developed by the Town of Oakville in 2007 and is viewed by the Parks and Recreation industry as an effective policy and best practice throughout Ontario municipalities;

And Whereas the Municipality of Brockton wishes to adopt an RZone Respect and Responsibility Policy to establish guidelines to enforce proper steps to be taken by staff, volunteers and users in order to address inappropriate behaviour or violence in Municipal owned facilities and properties; and promote a positive, safe, and supportive environment for all members of the public and staff, while encouraging respect, commitment and considerate relationships between the Municipality and members of the public;


Now Therefore the Council of The Corporation of the Municipality of Brockton enacts as follows:

- 1.0 That the Corporation of the Municipality of Brockton Council hereby adopts an RZone Respect and Responsibility Policy as contained in the attached Schedule "A" to this By-Law.
- 2.0 This By-Law shall come into full force and effect upon final passage.
- 3.0 This By-Law may be cited as the "Adopt RZone Policy By-Law".

Read, Enacted, Signed and Sealed this 9th day of May, 2023.



Mayor – Chris Peabody



Director of Legislative and Legal Services (Clerk) –
Fiona Hamilton

Department:	Parks and Recreation	Policy Number:	R00-1100-23
Section:	Community Protection Programs	Effective Date:	May 9, 2023
Subject:	RZone – Respect and Responsibility	Revised Date:	
Authority:			

1. Purpose

The purpose of the RZone policy is to establish guidelines to enforce proper steps to be taken by staff, volunteers and users in order to address inappropriate behaviour or violence in Municipal owned facilities and properties. The goal of this policy is to promote a positive, safe, and supportive environment for all members of the public and staff, while increasing the level of understanding and awareness of this policy.

This policy will encourage respect, commitment, and considerate relationships between the Municipality and the members of the public.

2. Policy Statement

The Municipality of Brockton (the Municipality) is committed to fostering an environment where there is respect for yourself; respect for others; and responsibility for your actions. The Municipality discourages any form of inappropriate behaviour at all municipal facilities, properties, municipal sponsored events, programs, in written or verbal communications (including email or phone), in municipal vehicles, or at any other location where municipal staff are present.

The Municipality’s programs, facilities and properties are places that promote learning and leisure for residents. All users and staff have the right to be safe and to feel safe while attending a program, facility or property. With this right comes the responsibility to be accountable for actions or behaviours that put at risk the safety of others.

This policy does not affect the application of any other Municipalities policies (including the Workplace Violence and Harassment Policy) or any other Municipal By-laws

3. Scope

- 3.1 This policy applies to all members of the public and staff at all Municipal facilities, properties, Municipal sponsored events, programs, in written or verbal communications (including email or phone), in Municipal vehicles, or at any other location where Municipal staff are present.
- 3.2 Staff are not expected to put themselves at risk or jeopardize anyone’s safety when dealing with any real or perceived situation. If at any time staff feels threatened, they are to call the Ontario Provincial Police (police) for assistance.
- 3.3 Inappropriate behaviour or actions for the purpose of this policy includes, but is not limited to, the following behaviours:
 - a) Aggressive or intimidating approaches to another individual (including verbal assault threats)
 - b) Attempts to goad or incite anger in others

- c) Throwing of articles in a deliberate or aggressive manner
- d) Physical striking of another individual
- e) Theft of property
- f) Possession of weapons
- g) Illegal consumption of alcohol or drugs
- h) Contravention of Municipal by-laws, policies, or procedures
- i) Vandalism: the deliberate destruction, damage or defacing of property owned or leased through the Municipality
- j) Harassment: “engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome” as defined by the Ontario Human Rights Code and covered by the Municipality of Brockton Workplace Violence and Harassment Policy.

3.4 If the nature of an issue is known in advance to be contentious (at a meeting, event, or any other location where Municipal staff is present) staff is to alert the police. Depending on the nature of the issue, staff may request the attendance of the police.

3.5 This policy is designed to provide members of the public and staff with a positive approach to promoting appropriate behaviour and actions.

4. Definitions

Action to be taken - means what actions will be used depending on the severity of the incident:

- A “Letter of Warning” (Appendix C) may be issued to the identified individual for any behaviour that is in violation of this policy.
- For incidents where behaviour is grossly inappropriate, or threatening to another member of the public or staff or for repeated incidents, a Letter of Trespass (Appendix D) may be issued to the identified individual indicating that further participation is no longer welcome. A temporary or permanent ban is to be determined by the appropriate Director or CAO.

Ban - means the prohibition of an individual from entering or attending specific Township facilities and/or properties for a specific duration.

Harassment - means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known, to be unwelcome or; Sexual Harassment.

Sexual Harassment - means engaging in a course of vexatious comment or conduct because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome.

Notice - means there has been a violation of this policy, a letter may be issued to the identified individual providing details of the specific behaviour that is not tolerated and any action to be taken.

RZone - means establishing an environment where there is respect for yourself; respect for others; and responsibility for your actions.

Municipality - means the Corporation of the Municipality of Brockton.

Trespass Notice - is authorized under the Trespass to Property Act R.S.O. 1990 C. T. 21, and is written notice

prohibiting an individual from entering specific Municipal properties, facilities, or programs for a specific duration and is issued to an individual for the purpose of imposing a ban.

Vandalism - means malicious, willful, and deliberate destruction, damage or defacing of municipal properties and or facilities.

5. Policy Procedures:

5.1 Reporting an incident – where staff has witnessed an incident

When instances of inappropriate behaviour or actions occur, staff shall act in the following manner:

- a) Report acts of inappropriate behaviour to the most senior staff person present at the incident
- b) Without jeopardizing anyone's safety, advise the identified individual(s) to stop the activity immediately or they will be asked to leave ("verbal warning")
- c) If the individual(s) does not co-operate, inform the individual(s) that they are now trespassing and the police will be called
- d) If the individual(s) refuses to leave, do not engage in an argument or physical confrontation, call the police, and wait for them to arrive while ensuring that you and any others in jeopardy, are in a safe location
- e) Prepare a RZone Incident Report (Appendix A) on all incidents addressed in this policy.

5.2 Reporting an incident – where staff is receiving inappropriate written or verbal communication

When instances of inappropriate behaviour or actions occur, staff shall act in the following manner:

- a) Report acts of inappropriate behaviour to the most senior staff person of the appropriate department within 24 hours of inappropriate written or verbal communication
- b) Advise the individual to stop the inappropriate activity immediately or you will end the communication
- c) If the individual does not co-operate, inform the individual that you are ending the communication, and do not reply to any further attempts made by the individual to contact you
- d) Prepare a RZone Incident Report (Appendix A) on all incidents addressed in this policy.

5.3 Reporting an incident – where staff has not witnessed an incident being reported

When instances of inappropriate behaviour or actions are reported to staff, staff shall act in the following manner:

- a) Report any act(s) of inappropriate behaviour to the most senior staff person of the appropriate department within 24 hours of the incident being reported
- b) Prepare a RZone Incident Report (Appendix A) on all incidents addressed in this policy.
- c) Members of the public are to report acts of inappropriate behaviour to a Municipal staff member

within 24 hours of the incident.

- d) The Municipality's primary concern is the safety of members of the public and staff. If at any time members of the public or staff feel personally threatened, they are to call the police immediately. It is NOT the expectation that members of the public or staff put themselves at risk or jeopardize anyone's safety when dealing with any perceived or real situation.

South Bruce O.P.P.

Reporting Non-Emergency Contact: 1-888-310-1122

Emergency Contact: 911

5.4 Reporting process and who will be notified

- a) Staff shall fill out a RZone Incident Report (Appendix A) and forward it to the appropriate Director within 24 hours of the incident.
- b) The appropriate Director should forward the Report to the CAO within 48 hours of the incident.
- c) The CAO or designate should provide Notice to the identified individual of Action to Be Taken, within 14 days of the incident.
- d) Appropriate staff will be notified of any individual(s) who has been subject to remedial action under this policy as well as the action taken.
- e) The original RZone Incident Report shall be kept in the Central Filing Room and retained as required by the Municipality's Retention By-law.

5.5 Consequences of Non-Compliance

- a) Individuals who engage in any inappropriate behaviour, as defined in this policy, may, depending on the severity, be removed immediately from the premises. A letter of warning may be sent to an individual advising them of appropriate behaviour (Appendix C). If necessary, an individual may be banned from Municipal premises for a period of time. Length of the ban will be determined by the appropriate Director and will depend on the severity of the situation (Appendix D). Enforcement guidelines are referenced in Appendix B.
- b) In addition to any other measures taken, where any damage to Municipal Property has occurred, the individual(s) responsible will be required to reimburse the Municipality for all costs associated with any repairs, an administration fee, as well as any lost revenues or where appropriate, be required to repair the damage.

5.6 Appeal Process

- a) If an individual wish to appeal any action taken by the Municipality, the individual may present their case in writing to the Council of the Municipality of Brockton, within 14 days of the decision.
- b) The appeal will be reviewed by the Council of the Municipality of Brockton, and any decision made is final.

6. Staff Roles and Responsibilities

- a) Staff and participants are responsible for behaving and acting in a manner that respects the rights of others in order to promote an environment that can be enjoyed by all.
- b) The Municipality shall work in partnership with the community to ensure everyone has the opportunity to enjoy a respectful and positive environment.
- c) Training and education by departments will be provided to staff (e.g. RZone orientation) to support the policy. Training will be provided to staff as part of Customer Relationship Management and Service Delivery.
- d) The Human Resources Department is responsible for monitoring violations of this policy and following up with appropriate staff members as necessary.

7. Policy Review

Brockton shall periodically review the Respect and Responsibility Policy pending the outcome of the annual audit and evaluation.

8. Appendices

Appendix "A" - RZone Charts

Appendix "B" - RZone Forms

Appendix "C" – RZone Letters

Appendix “A”

Respect and Responsibility Enforcement Guidelines Municipality of Brockton, Parks and Community Centres

The following chart represents guidelines, and outlines the consequences for acts of inappropriate behaviour at all Municipal facilities, properties, Municipal sponsored events, programs, in written or verbal communication (including email or phone), in Municipal vehicles, or any other location where Municipal staff are present.

It is understood that these guidelines do not include all types of behaviour, that each incident will be reviewed based on information available, and that consequences outlined below are guidelines that may be adjusted to reflect conduct/actions.

Consequences may be more severe or escalated depending on the circumstances of the inappropriate conduct.

Time banned is from all Municipal facilities, properties, Municipal sponsored events, programs, in Municipal vehicles, or any other location where Municipal staff are present. Inappropriate written or verbal communication will not be tolerated. Action will be taken as necessary.

Incident	1st Occurrence	2nd Occurrence	Any Subsequent Occurrence
<ul style="list-style-type: none"> Aggressive or intimidating approaches to another individual (verbal assault) Attempts to goad or incite anger in others 	Letter of warning	Minimum 3-month ban and review to determine if further consequences are warranted.	Minimum 1-year ban and review to determine if further consequences are warranted.
<ul style="list-style-type: none"> Threats Harassment 	Minimum 3-month ban	Minimum 6-month ban and review to determine if further consequences are warranted.	Minimum 3-year ban and review to determine if further consequences are warranted.
<ul style="list-style-type: none"> Throwing of articles in a deliberate or aggressive manner Physical striking of another individual Illegal consumption of alcohol or drugs Possession of weapons 	Minimum 6-month ban	Minimum 1-year ban and review to determine if further consequences are warranted.	Minimum 3-year ban and review to determine if further consequences are warranted.
<ul style="list-style-type: none"> Vandalism to building or property/theft 	Minimum 1-month ban plus payment of repair costs and 20% administration fee.	Minimum 6-month ban plus payment of repair costs and 20% administration fee and review to determine if further consequences are warranted.	Minimum 3-year ban plus payment of repair costs and 20% administration fee and review to determine if further consequences are warranted.

**Respect and Responsibility Enforcement Guidelines
Municipality of Brockton Centennial Park Pool and Camp**

The following chart represents guidelines, and outlines the consequences for acts of inappropriate behaviour at all Municipal facilities, properties, Municipal sponsored events, programs, in written or verbal communication (including email or phone), in Municipal vehicles, or any other location where Municipal staff are present.

It is understood that these guidelines do not include all types of behaviour, that each incident will be reviewed based on information available, and that consequences outlined below are guidelines that may be adjusted to reflect conduct/actions.

Consequences may be more severe or escalated depending on the circumstances of the inappropriate conduct.

Time banned is from all Municipal facilities, properties, Municipal sponsored events, programs, in Municipal vehicles, or any other location where Municipal staff are present. Inappropriate written or verbal communication will not be tolerated. Action will be taken as necessary.

Incident	1st Occurrence	2nd Occurrence	Any Subsequent Occurrence
<ul style="list-style-type: none"> Aggressive or intimidating approaches to another individual (verbal assault) Attempts to goad or incite anger in others 	Letter of warning	Minimum 1-month ban and review to determine if further consequences are warranted.	Minimum 1-year ban and review to determine if further consequences are warranted.
<ul style="list-style-type: none"> Threats Harassment 	Minimum of 15 days ban	Minimum 30-day ban and review to determine if further consequences are warranted.	Seasonal ban for the duration of the summer and review to determine if further consequences are warranted.
<ul style="list-style-type: none"> Throwing of articles in a deliberate or aggressive manner Physical striking of another individual Illegal consumption of alcohol or drugs Possession of weapons 	Seasonal ban for the duration of the summer and review to determine if further consequences are warranted.	Minimum 1-year ban and review to determine if further consequences are warranted.	Trespass notice issued, authorities notified.
<ul style="list-style-type: none"> Vandalism to building or property/theft 	Minimum 1 month ban plus payment of repair costs and 20% administration fee.	Minimum 2-month ban plus payment of repair costs and 20% administration fee and review to determine if further consequences are warranted.	Seasonal ban plus payment of repair costs and 20% administration fee and review to determine if further consequences are warranted.



Appendix "B"
RZone Incident Report

Individual Reporting Details:

Name of Person Reporting

Department

Position Phone No.

Date incident was reported

Incident Information:

Date Time

Incident Information:

Location of Incident

Participant(s) Involved:

(a) Complainant Name

Address

Postal Code Phone

(b) Respondent Name

Address

Postal Code Phone

If there are more participants involved, please attach extra pages.

Category (please check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Verbal assault | <input type="checkbox"/> Theft of property |
| <input type="checkbox"/> Threats | <input type="checkbox"/> Harassment |
| <input type="checkbox"/> Physical assault/harm | <input type="checkbox"/> Possession of Weapons |
| <input type="checkbox"/> Use of alcohol or drugs | |
| <input type="checkbox"/> Vandalism | |

Other (please specify in detail)

Describe in detail what happened:

Other relevant information:

Who else was made aware of the incident?

Name

Address

Postal Code Phone

If there are more individuals involved, please attach extra pages.

If another individual was made aware of the incident, how were they informed? Please circle

In-person	Phone	Email
Other (please specify in detail) <input style="width: 570px;" type="text"/>		
Date the individual was informed: <input style="width: 560px;" type="text"/>		

Please identify if another individual witnessed the incident.

Name

Address

Postal Code Phone

If there are more individuals who witnessed the incident, please attach extra pages.

For Office Use Only: s

Action Taken (please check):

- Verbal Warning
- Letter of Warning
- Letter of Trespass

Date:

Date:

Date:

Date:

Appeal: No Yes

Outcome:

File Closed: Yes No Pending

Date:

Name:

Position:

Signature:

Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25 and will be used for the purpose of aggregate statistical reporting, and allocation of staff and resources. This information will also be used for the promotion of programs or activities so that we can provide good customer service.



Appendix "C"

Date:
Individual's Name
Address
Town/Postal Code

Delivered by Registered Mail

Re: Inappropriate Behaviour Incident at the Municipality of Brockton

Dear _____,

The Municipality of Brockton has implemented a RZone policy to promote a positive, safe, and supportive environment for all members of the public and staff. The "R" in RZone stands for Respect and Responsibility - Respect for yourself; Respect for others; and Responsibility for your actions. The RZone enforces zero tolerance of inappropriate behaviour and action, violence and vandalism at all Municipal facilities, properties, Municipal sponsored events, programs, in written or verbal communications (including email or phone), in Municipal vehicles, or any other location where Municipal staff are present.

This is to advise you that your behaviour of _____ at _____ -on Date _____ is in violation of our RZone policy that occurred at _____ and in particular, your conduct in _____

Description of incident

Any future incidents of this nature will not be tolerated.

For your reference, a copy of the Municipality of Brockton RZone brochure is enclosed. If you have any questions or require any additional information, please feel free to contact me at the phone number or email listed below.

Yours truly,

CAO – Department
Municipality of Brockton
Phone number
Email
cc: Appropriate Staff Member(s)



Appendix "D"

Date:
Individual's Name
Address
Town/Postal Code

Delivered by Registered Mail

Re: Inappropriate Behaviour Incident at the Municipality of Brockton

Dear _____,

The Municipality of Brockton has implemented a RZone policy to promote a positive, safe, and supportive environment for all members of the public and staff in our Public facilities.

This letter is to inform you that we have reviewed an incident which you were involved in at (location) on (Date); involving (Description of incident)

Based on our review of the incident, you are hereby given notice pursuant to the Trespass to Property Act, R.S.O. 1990, C. T.21, that we are issuing you a (Duration) month ban, effective this day (Date) from all Municipal facilities, properties, Municipal sponsored events, programs, in Municipal vehicles, or any other location where Municipal staff are present.

If you do enter onto any of these premises it will be considered trespassing and we will notify the OPP to enforce this trespass notice.

I have attached a copy of the Municipality of Brockton RZone brochure for your information. You have 14 days to appeal this suspension in writing to the CAO. Your appeal will be reviewed and the decision will be final.

Yours truly,

CAO – Department
Municipality of Brockton
Phone number
Email
cc: Appropriate Staff Member(s)