

## Municipal Alcohol Policy Quality Measure Form (2016)\*

### INSTRUCTION SHEET

The Quality Measure Form (2016) is a checklist tool to assist in assessing how well a Municipal Alcohol Policy reflects best practice guidelines.

In order to get the best experience with the QMF (2016), please consider the following:

1. Arrange to have at least two people complete the checklist independently. Then, take some time to compare scores to identify discrepancies in the interpretation of the MAP. Any discrepancies may be a signal that language needs to be clearer. PLEASE NOTE: Thunder Bay District Health Unit is happy to assist any municipality or First Nations community in its region by being an independent third party completing the checklist and providing feedback.
2. Recognizing that some municipalities will have additional policies or checklists that renters, including Special Occasion Permit (SOP) holders, will have to follow, there is a column in the QMF (2016) where you can document the location of the requirement (e.g., MAP, renter checklist, policy on security).
3. While it is not included in the QMF (2016), it is recommended that all renters be required to sign a document indicating that they have read and understand all the policies that they are obligated to follow.
4. In the event that there is an item on the checklist that is not relevant to your MAP (e.g., your license does not allow alcohol in tiered seating), please check the box and include it in your final score.

If you have any feedback on the use of the QMF (2016), please contact the Injury and Substance Misuse Prevention Program at Thunder Bay District Health Unit at 625-5900.

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Original Source: Narbonne-Fortin, C., Rylett, M., Douglas, R.R. & Gliksman, L. (2003). *The Municipal Alcohol Policy Guide: a practical resource for successfully managing drinking in recreational settings*. Centre for Addiction and Mental Health, Toronto, p. 197.  
[https://www.camh.ca/en/education/about/services/camh\\_library/Documents/Repository%20of%20CAMH%20Documents/MAP\\_PolicyGuide.pdf](https://www.camh.ca/en/education/about/services/camh_library/Documents/Repository%20of%20CAMH%20Documents/MAP_PolicyGuide.pdf)

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Municipality: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date completed: \_\_\_\_\_

| Policy Module and Components  |  |                         | #✓s<br>x<br>multiplier | SCORE<br>/Max. |
|---|--|-------------------------|------------------------|----------------|
| <b>Designation of Properties and Events</b><br>(for alcohol (SOP) or non-alcohol use)                           |  | <b>Content location</b> |                        |                |
|   | properties eligible for SOP events   |                         | ____ x<br>(2.86)       | ____ /20       |
|   | properties not eligible for SOP events (e.g., dressing rooms, beach areas etc.)  |                         |                        |                |
|   | events not eligible for SOP events (e.g., youth events, outdoor events, water-related events)  |                         |                        |                |
|   | locations within event boundaries where alcohol can be served and consumed (e.g., beer tent, arena floor when no ice present)                              |                         |                        |                |
|   | municipally-significant event with clearly defined criteria  |                         |                        |                |
|   | clearly outlined requirements for outdoor public events (e.g., agencies to consult and # of days' notice depending number of attendees)                    |                         |                        |                |
|   | occasions when and locations where alcohol is available in tiered seating  |                         |                        |                |
| <b>Management Practices</b>   |  | <b>Content location</b> |                        |                |
|   | insurance (\$2M minimum)   |                         | ____ x<br>(1.79)       | ____ /25       |
|   | server trained event staff (monitors, servers) — min 60% per event   |                         |                        |                |
|   | event staff assigned to door monitoring (entrance/exit)  |                         |                        |                |
|   | event staff assigned to floor monitoring/supervising   |                         |                        |                |
|   | limit # tickets/standard drinks* per person at one time to 8 or less (preferably 4)  |                         |                        |                |
|   | no minimum number of tickets required to purchase in order to enter or remain at event   |                         |                        |                |
|   | no "last call" will be announced   |                         |                        |                |
|   | permit holder (event sponsor) and/or designate is not to consume alcohol before or during event  |                         |                        |                |
|   | event workers and municipal staff are not to consume alcohol before or during event  |                         |                        |                |
|   | event workers and municipal staff must be clearly identifiable   |                         |                        |                |
|   | specified ratio of workers to participants   |                         |                        |                |
|   | ID presented for each purchase of alcohol  |                         |                        |                |
|   | special security arrangements (for large events — police, etc.)  |                         |                        |                |
|   | restricted youth admittance to adult SOP events or requirement that youth must vacate the premises by a certain time (e.g., weddings, anniversary parties) |                         |                        |                |
| <i>*standard drink = 12 oz (341 mL) of 5% beer, 5 oz (142 mL) of 12% wine, and 1.5 mL (43 mL) of 40% liquor</i> |  |                         |                        |                |

| Prevention Strategies                                      |   | Content location |                  |           |
|--|---|------------------|------------------|-----------|
|  | safe transportation provision (e.g., designated driver, RIDE sign, etc.)  |                  | ____ x<br>(1.43) | ____ /20  |
|  | plastic, paper cups (disposable — no glass, no bottles)   |                  |                  |           |
|  | low-alcohol content drinks available (min 30% designated of total available)  |                  |                  |           |
|  | no extra-strength beer available (none over 5%)   |                  |                  |           |
|  | non-alcoholic drinks available (water, juice, tea, coffee, soda)  |                  |                  |           |
|  | no drink containing more than one standard drink size of 43 mL of spirits can be sold or served                           |                  |                  |           |
|  | no double shots or pitchers allowed   |                  |                  |           |
|  | no “shooters” allowed including Jell-o or otherwise   |                  |                  |           |
|  | no caffeinated energy drinks to be served   |                  |                  |           |
|  | refund unused drink tickets at full value   |                  |                  |           |
|  | no alcohol advertising at facilities frequented by youth (e.g., beer company umbrellas, clocks, posters in arenas, etc.)  |                  |                  |           |
|  | no drinking contests or games   |                  |                  |           |
|  | appropriate and sufficient food is available (chips, pretzels, popcorn, peanuts and other salty foods are not acceptable) |                  |                  |           |
|  | prohibit patrons from entering with alcohol purchased off permit  |                  |                  |           |
| Actions to Enforce   |   | Content location |                  |           |
|  | outline procedures for handling infractions   |                  | ____ x<br>(5.00) | ____ /20  |
|  | short-term penalties for policy violations  |                  |                  |           |
|  | long-term penalties for policy violations (one year or longer)  |                  |                  |           |
|  | outline procedure for challenges to penalty assigned OR include statement that all decisions on penalties are final       |                  |                  |           |
| Signs (posters/signs describing regulations and rationale) |   | Content location |                  |           |
|  | statement of intoxication   |                  | ____ x<br>(.91)  | ____ /10  |
|  | accountability  |                  |                  |           |
|  | safe transportation (R.I.D.E., designated driver, etc.)   |                  |                  |           |
|  | ticket sale limit   |                  |                  |           |
|  | acceptable ID (at entrance/bar)   |                  |                  |           |
|  | restricted (alcohol ineligible) areas or conditions of area (e.g., no on ice surface) posted                              |                  |                  |           |
|  | “No last call” and time the bar will be closed  |                  |                  |           |
|  | all permits and related documents posted  |                  |                  |           |
|  | Sandy’s Law   |                  |                  |           |
|  | information Low Risk Alcohol Drinking Guidelines and Standard Drink   |                  |                  |           |
|  | other signage (e.g., low and non-alcohol drinks available; servers cannot consume alcohol during their shifts)            |                  |                  |           |
| Policy Support: (implementation plan and policy review)    |   | Content location |                  |           |
|  | indicate an implementation plan (effective date, pamphlet, staff orientation)   |                  | ____ x<br>(2.5)  | ____ /5   |
|  | designate policy monitoring and review  |                  |                  |           |
| RATING OUT OF 100 (rounded up)                             |   |                  |                  | ____ /100 |

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