



## REPORT

**TO:** Community Services Executive Committee

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** March 30, 2018

**RE:** Municipal Alcohol Policy (MAP) – Redevelopment Process

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### Preamble

In the past few months Council has received letters from Nelson Medicine Professional Corporation and the Northwestern Health Unit requesting revisions to the current Municipal Alcohol Policy (MAP).

The Community Services Division has reviewed the 'Municipal Alcohol Policy Guide', to plan the redevelopment process. The following are the recommended steps for reviewing and revising an existing MAP:

#### **A. GETTING READY**

- ☐ Council/administration commitment obtained
- ☐ Terms of reference affirmed
- ☐ Chairperson chosen
- ☐ Policy review team formed
- ☐ Meeting schedule developed

#### **B. GATHERING INFORMATION**

- ☐ The current MAP assessed using QMF
- ☐ Information on effectiveness of the current policy reviewed
- ☐ Legal information reviewed
- ☐ Training needs for staff and volunteers reviewed
- ☐ Current administrative practices reviewed

#### **C. USING THE WORKBOOK**

- ☐ Copies of the Workbook provided to all members
- ☐ Properties, facilities and events designated
- ☐ Management practices updated
- ☐ Prevention strategies updated
- ☐ Enforcement procedures and penalties updated
- ☐ Signs reviewed and updated if necessary
- ☐ Provisions made for implementation and policy review

**D. BRINGING IT ALL TOGETHER**

- ☐ *Revised policy drafted*
- ☐ *Revised policy assessed*
- ☐ *Revised policy shared with the community*
- ☐ *Revised policy presented to council for approval*

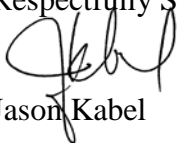
**E. FROM POLICY TO ACTION**

- ☐ *Implementation plan prepared*
- ☐ *Implementation tracked*
- ☐ *Revised policy promoted to community*
- ☐ *Staff and volunteers server trained*
- ☐ *Ongoing policy support plan in place*

**Recommendation**

Determine the preferred review and revision process for the Municipal Alcohol Policy.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'J. Kabel', is written over the printed name.

Jason Kabel