

AI 2.056 4 CDSG Alcohol Policy

Identification

Date of Issue	January 2024
Application	This is a directive that applies to 4 Canadian Division Support Group (4 CDSG) employees of the Department of National Defence (DND), 4 CDSG units and Garrison Petawawa and Toronto Lodger Unit's officers and non-commissioned members of the Canadian Armed Forces (CAF).
Supersession	4 CDSG AI 2.056 Dated October 2020
Approval Authority	This Administrative Instruction (AI) is issued under the authority of the Commander of 4 CDSG.
Enquiries	Deputy Manager PSP, Senior Manager PSP, DComd 4 CDSG

Overview

1. This Instruction is published under the authority of the Commander 4 CDSG, Garrison Petawawa, and are applicable to all units.
2. Our members exhibit professional excellence in contemporary Canadian life and achieve the highest standards in training and on operations; we are all justifiably proud to be part of this team. Occasionally, individual and collective conduct detracts from the reputation of the CAF and this affects all of us. Too often, the common denominator in the incidents that negatively affect our institution is alcohol:
 - a. most service/civil offences in garrison and in operations involving service members involve the excessive consumption of alcohol; and
 - b. highly publicized instances of misconduct and ill-discipline have sullied our excellent professional reputation. Frequently, these incidents have involved the misuse or abuse of alcohol.
3. Consuming alcohol or any other intoxicants is a personal choice and must be identified as such. Within Garrison Petawawa and all 4 CDSG units, consumption of alcohol within the context of military duty and/or unit level activity, the chain of command (CoC) must influence and provide direction. As such, the Commanding Officers (CO) must be involved.
4. The responsibility for all liabilities regarding Non-Public Property (NPP) Operations rests with the Garrison Comd. Liabilities associated with alcohol-related incidents are not taken lightly. It is the responsibility of Commanding Officers, function OPIs, managers, supervisors, and servers alike, to

ensure that the service and consumption of alcohol is done in a controlled manner. While liability coverage is provided by the Non-Public Funds Consolidated Insurance Program (CIP), it remains the responsibility of unit COs, their function OPIs and the entire chain of command to ensure that the liabilities are reduced to a minimum.

5. References A through G clearly establish the parameters that govern the consumption of alcohol within 4th Canadian Division.

Aim

6. The aim of this Administrative Instruction is to provide direction to COs regarding the consumption of alcohol within 4 CDSG, Garrison Petawawa. Specifically, these measures will include, but are not limited to, discouraging excessive consumption of alcohol, ensuring that alcohol is dispensed and consumed in a responsible manner, and promoting activities and lifestyles that do not feature the consumption of alcohol.

Guiding Principles

7. This instruction is guided by two principles:
- a. Personal Responsibility. Any abuses or misuses of alcohol that are in contraventions of this instruction and/or the references will result in appropriate disciplinary or administrative action; and
 - b. CoC Responsibility and Accountability. The consumption of alcohol in any manner that can be interpreted as being sponsored, condoned, or authorized by a chain of command; must be strictly controlled.

Procedures

8. In all cases where a Unit wishes to serve and/or consume alcoholic beverages outside of established messes, either in the field or in garrison, the authority of their respective L3 Comd must be obtained in advance via email through the Chain of Command. For lodger Units, COs must obtain the authorisation from their respective L2 Comd.

9. Once L3/L2 Comds have given their approval, if the event is taking place within the confines of Garrison Petawawa, the request must be forwarded by the unit to 4 CDSG G1, using Annex A template, in order to be reviewed and sent to Comd 4 CDSG for final approval. If the event is taking place in the confines of the Range Training Area, request must be sent to 4 CSDG Ops Svcs CO, using Annex A template, to be reviewed and sent to Comd 4 CDSG for final approval.

10. For events outside of routine mess attendance following unit training, particularly events with civilian attendance, unit COs will appoint clearly identifiable duty staff to ensure safety of participants and safe consumption of alcohol.

11. Submission Process. Requests for alcohol consumption must be staffed no less than 21 days prior to the event. A unit or CO seeking authority to serve/consume alcohol must follow the steps below:

- a. Familiarize themselves with this policy and its references.

- b. Unit CO (or their designate) must seek the approval of the L3 Comd in the form of an e-mail. In the case of DRU, the authority of the L2 Comd must be obtained. Approval of L3/L2 Comd must be provided when submitting request to appropriate 4 CDSG channel depending on the location of the event. Request will be reviewed and forwarded to Comd 4 CDSG.
- c. Once the Unit receives the approval, they may proceed with the event. PSP should be contacted as soon as the event is approved so that they can make the appropriate arrangements. The person responsible to purchase the alcohol from the mess must be identified then.
- d. COs will ensure that alcohol will be served and consumed IAW their established Provincial Liquor License or acquire/amend a License through the Alcohol and Gaming Commission of Ontario.
- e. Alcohol consumption in field training environments must also be approved by the relevant Base Commander. Requests for alcohol consumption in the field are to be staffed through CO 4 CDSB Ops Svcs utilizing a 4 CDSG Training Waiver.

ALCOHOL CONSUMPTION – IN TRAINING/GARRISON/SOCIAL VENUES

12. The following paragraphs provide specific direction regarding the consumption of alcohol in training, both in field and during garrison routine and social venues sponsored by or associated with the military.

- a. Alcohol consumption by those “on duty” (as opposed to “during duty hours”) or those to participate in any hazardous activity (for example, driving, handling weapons, parachuting, operating heavy equipment, controlling aircraft, etc.) is not acceptable and is strictly forbidden. “About to participate or likely to be required to participate” means that alcohol consumption is forbidden within the eight-hour period preceding the activity to be performed;
- b. any level of alcohol consumption during the working day within unit lines is unacceptable (ie. having alcohol with your lunch during a lunchbreak); and
- c. Any level of alcohol consumption during the working day, in approved-for-consumption base venue (ie. offsite luncheon approved by unit chain of command), is limited to the approved hours and location for the activity. Within this limitation, any level of alcohol consumption that interferes with job performance is unacceptable.

13. Special Events – Garrison. There will be occasions when COs will wish to make alcohol available to their troops during duty hours. Examples of such events are Holiday Dinners, post-parade receptions, and/or awards banquets. In all cases, COs are responsible and accountable for the control of the function and the proper application of this Directive and other CAF policies regarding alcohol consumption. For sponsored Unit functions, such as Unit Holiday Dinners, alcoholic beverages will not be “pre-positioned” on tables. This is considered to promote alcohol consumption. As a substitute, soldiers will be offered a choice between alcoholic or non-alcoholic beverages after they are seated. The following guidelines must be adhered to:

- a. function OPIs will have to plan their events with a view to safety and measures will be in place to ensure the safety of those in attendance;
- b. alcohol will be exclusively purchased from the respective unit's Junior Ranks Mess;
- c. alcohol will be sold to units at cost price plus a processing fee of 20%.
- d. the sale of alcoholic beverages will not be subsidized or discounted;
- e. payment for the alcohol will be done through the unit trust account. No cash will be accepted as payment for alcohol;
- f. servers who are involved in the distribution of alcohol must be Smart Serve certified;
- g. no alcohol service or procurement shall be conducted through vending machines or an honour bar system;
- h. non-alcoholic beverages will be made available at all functions;
- i. provision to, or consumption of alcoholic beverages by personnel who are under the legal drinking age in the province or state in which they are located at the time is prohibited; and
- j. persons who are intoxicated or apparently intoxicated are not to be served alcohol.

14. Special Events – Field. It is appropriate to celebrate the end of an extended exercise or a phase of training with a recreational or social event. This is an important aspect of team building and socialization. To ensure standardization of approach and to meet the legal requirements for the extension of liquor licence privileges, approval from the appropriate authority must be sought for all such occasions. As a matter of policy, the consumption of alcohol must not be the main event and training must be clearly separated from it. Special events should normally involve games, sports, and food (for example a barbeque), with alcoholic beverages being provided among the choice of refreshment. During these occasions, lodger and visiting units must staff their requests using a 4 CDSG Training Waiver request to CO 4 CDSB Ops Svcs through their Commanding Officers. In the case of a 2 CMBG Units, approval must first be granted by the Comd 2 CMBG prior to staffing through CO 4 CDSB Ops Svcs. Approved requests staffed through the military chain of command are then forwarded to Deputy Manager PSP for recording and to inform appropriate Junior Ranks Mess for the ordering and releasing of stock.

15. Consumption of Alcohol Outside Licensed Establishments. Units must seek authority to dispense alcohol within their lines, outside of approved messes, or at any other institute or outlet. They will ensure that permits are obtained from the Alcohol and Gaming Commission of Ontario at reference F. CoC will comply with all control measures and conditions (timings, last call, supervision, liability, etc.) set out in the liquor license. Additionally, units must justify why certified establishments such as messes are not suitable for their requested event.

After Duty, Military Condoned, Social Functions

16. During the year, there are numerous social functions organized at all levels by the CoC. Included in this category is routine mess attendance following unit training. Though scheduled for after duty

hours, these activities remain subject to established CAF policies by virtue of their military sponsorship. Accordingly, COs must ensure that the appropriate operating practices are in place to provide for a function that is within the parameters of acceptable conduct as defined by the references. Organizers must be well versed in references D when planning and conducting such functions. For purposes of this directive the most relevant guidelines are:

- a. The sale of alcoholic beverages will not be subsidized or discounted.
- b. Non-alcoholic beverages will be made equally available at all functions.
- c. Provision to, or consumption of alcoholic beverages by, underage persons is prohibited (Legal drinking age must conform to the provincial laws).
- d. Persons who are intoxicated or appear intoxicated are not to be served alcohol.
- e. The standards of care for the serving and consumption of alcohol must conform to provincial and municipal laws (ie. Smart Serve Ontario).

Alcohol Within Recreational Facilities

17. Recreational facilities such as the Rec Plex and the South Side Community Centre, are not to be used for functions in which alcohol will be consumed. These facilities are family oriented and designed to cater to supporting the families of military members. In addition, these facilities are used to support numerous teen programs and drop-in activities. The following will form the alcohol policy for recreational buildings:

- a. alcohol will not be permitted in the Rec Plex and South Side Community Centre, however, on occasion the Garrison Comd may authorize alcohol service in the Silver Dart Arena or Dundonald Hall for large garrison type events, such as Homecoming and Departure ceremonies;
- b. teen and pre-teen dances will be alcohol free;
- c. dance organizers will closely monitor participants as they enter the building and will patrol the outside of the building during the event;
- d. any minors who display the effects of alcohol will be taken aside and their name and parent's phone number requested;
- e. parents will be called to pick up their children who are found to be displaying the effects of alcohol;
- f. in cases where dance participants are found to be in possession of alcohol or refuse to cooperate with the staff, the Military Police will be called immediately; and
- g. teens that are found to be displaying the effects of alcohol will be banned from the recreational facilities for a minimum of one month.

Alcohol at Kiska Beach

18. Kiska Beach must be booked through 4 CDSB Ops Svcs using +TrainInPetawawa@4 CDSB Petawawa Ops Svcs@Petawawa mailbox. Kiska Beach is not a licensed area, however, military functions may be permitted to consume alcohol at Kiska Beach on the authority delegated by the Garrison Comd to the Deputy or Senior Manager PSP. The same procedures outlined in para 11 apply.

Consolidated Insurance Program (CIP)

19. The CIP provides liability insurance in the event of an accident or incident, which may result in a lawsuit being launched against the organizers of a social event. The premiums for this liability insurance are paid for by the Garrison Fund and other NPP entities. In order to retain their coverage, units will:

- a. obtain approval to serve/consume alcohol in unit lines;
- b. purchase alcohol through their unit's Junior Ranks Mess; and
- c. financial transactions are processed through NPF accounts.

Additional Guidance

20. If Unit CoC wish to purchase alcoholic beverages for their soldiers from Unit funds, provision will be limited to two standard drinks per soldier per event. In Canada, a standard drink is 17.05 millilitres or 13.45 grams of pure alcohol. This is the equivalent of:

- a. a bottle of beer (12 oz., 341 ml, 5% alcohol);
- b. a bottle of cider (12 oz., 341 ml, 5% alcohol);
- c. a glass of wine (5 oz., 142 ml, 12% alcohol); and
- d. a shot glass of spirits (1.5 oz., 43 ml, 40% alcohol)

21. For events where alcohol is consumed, units must develop and maintain a safe ride program. This may include taxi/Uber chits, designated drivers, a duty driver, etc. These plans are to be verbally briefed before event festivities commence, outlined in the unit's Routine Orders (ROs) and displayed within the establishments where alcohol is being consumed.

22. Contests, competitions, or stunts based upon immoderate consumption of alcohol, that may have previously been associated with various holidays or social functions, are not condoned.

23. Appropriate duty staff are present for the duration of events where alcohol will be consumed. Duty staff will ensure that alcohol ceases to be served in accordance with listed hours of operation, safety is maintained throughout the event, and that premises are cleared of personnel at the conclusion of the event.

24. At the conclusion of an event where alcohol is served, no personnel or guests are to remain at the CAF establishment, unless in accordance with planned scheduled training for the following day. This includes routine mess events following unit training. Personnel are to utilize safe ride programs. No personnel are to be permitted to remain at the CAF establishment to "sleep off" the consumption of alcohol.

25. It is an individual's responsibility to ensure that if they choose to consume alcohol, it is done so in a moderate and responsible manner. Drunkenness will not be tolerated.

26. Alcohol sales are only permitted when consumption is on the premises of the licensed area or within the approved unit lines area. Over the counter sale of alcohol with the intent to be removed from the premises is strictly prohibited.

27. No alcohol will be brought into the mess at any time to include unit wine or homemade wine. All alcohol sold within a licensed establishment will be sold at retail prices.

28. Pursuant to the Liquor License Act, the allowable hours of operation for bars are 0900 hrs to 0200 hrs except for New Year's Eve when the bars may stay open until 0300 hrs. As directed by Comd 4 CDSG, alcohol services shall not commence prior to 1100 hrs. All Garrison Petawawa bar operations will follow these timings. Messes will set their own bar hours, however, they will not extend past the Liquor License Act guidelines, nor will any function on the garrison.

ACTION IN THE EVENT OF MISUSE/ABUSE OF ALCOHOL

29. The required actions for these types of occurrences are clearly defined within reference D. When a soldier is found or is suspected to have misused or abused alcohol it is incumbent upon all levels of the chain of command to ensure that the matter is dealt with promptly and positively and that areas of misuse or abuse are reported quickly to the appropriate agency. It is important that the soldier receives assessment and where necessary the required treatment needed to overcome any dependency upon misuse of alcohol.

30. Alcohol Misconduct. IAW ref C, Alcohol Misconduct has a specific definition: "Any conduct, other than a conduct deficiency involving alcohol, that is an offence under the Criminal Code or a service offence under the Code of Service Discipline that includes the consumption or influence of alcohol as an element of the offence or as a contributing factor". Alcohol misconduct includes the following offences in which alcohol is an element of the offence:

- a. Impaired driving.
- b. Impaired driving causing bodily harm or death.
- c. Refusing to comply with a demand to provide a breath or blood sample.
- d. Drunkenness under section 97 of the National Defence Act or an offence related to QR&O article 19.04, Intoxicants at reference B.

31. After any report of a CAF member's alcohol misconduct or suspected alcohol misconduct, to include arrest by civilian authorities or MPs, the CO must:

- a. Refer the member to a CAF medical care provider using form DND 4006-E, Medical Referral and Certification.
- b. Obtain legal advice from the local JAG representative.
- c. Consider action under QR&O article 101.09, Relief from Performance of Military Duty – Pre and Post Trial at reference C.

32. The CO is the Administrative Authority (AA) for remedial measures up to and including C&P for any misconduct related to alcohol by Reg F and Res F CAF members. Should repeated misconduct related to alcohol or a significant issue related to alcohol occur, the CO should contact Director Military Career Administration (DMCA) for guidance to determine if a notice of intent to recommend release is warranted. Should the CAF member's release be recommended by a CO, DMCA has administrative responsibility.

Liquor Licenses

33. Garrison Petawawa holds a Liquor license for locations listed in Annex B. If an organisation wishes to add a location to the list, approval from Comd 4 CDSG has to be requested and approved before contacting PSP.

34. All events occurring outside PSP run messes must be approved by Comd 4 CDSG.

Summary

35. Every leader, server and CAF member shares the responsibility to ensure that the consumption of alcohol is both regulated and controlled. It is every individual's responsibility to ensure that if they choose to consume alcohol, it is done in a moderate and responsible manner. A dedicated effort must be made by all personnel to prevent the abuse of alcohol and to minimize the liabilities associate with alcohol.

Annexes

Annex A – Alcohol Consumption Request E-mail Template

Annex B – Liquor Sales License Locations

References

- A. [National Defence Act – Section 97](#)
- B. [QR&O 19.04 – Intoxicants](#)
- C. [QR&O 101.09 – Relief From Performance of Military Duty – Pre and Post Trial](#)
- D. [DOAD 5019-7 – Alcohol Misconduct](#)
- E. [PSP Manual Chapter 9-2](#)
- F. [Alcohol and Gambling Commission of Ontario](#)
- G. [4 CDD/JTFC G1-012](#)
- H. [Smart Serve Ontario – Smart Serve Certification – Smart Serve](#)

ALCOHOL CONSUPTION REQUEST E-MAIL TEMPLATE

1. The following email format must be used when requesting approval to serve/consume alcohol. It shall be submitted through the CoC to Fmn//G1 or 4 Cdn Div//G1. Any fields omitted or discrepancies found may result in the request being returned to the originator for correction.

2. To standardize and for ease of reference to messages, the following email format will be used:

EXAMPLE:

Subject: Alcohol Consumption Request – [Requesting Unit]

Reference: 4 CDD/JTFC G1-012 Alcohol Policy 1 Nov 23

1. Request approval to serve/consume alcohol:

Requested by: Unit Coy Soldiers

Description of event: Unit Coy summer BBQ

Date(s) of event: DTG

Location of event: Unit Lines

Intent of the event: IOT bring the Coy together prior to summer leave and the APS

2. Location and license. The BBQ will be held in the Coy lines at Unit Lines. Coy would like to provide two alcoholic or non-alcoholic beverages to each soldier along with a BBQ lunch. The requisite permits have been requested through the alcohol and gaming commission of Ontario.

3. Location Justification. The Coy lines are the most appropriate location for this event as only said Coy will be in attendance.

4. Safety Plan/OPI. Presence of Duty Staff, servers, storage. The unit OPI will be WO Bloggins, Coy CQ. They will ensure that all regulations regarding consumption of alcohol are strictly enforced. There will be no tolerance for drunkenness or drinking and driving. Further, a designated driver program will be employed.

5. CO's Attestation. CO will attest that all Smart Serve and applicable licence/safety requirements have been met and verified. Whether service of non-alcoholic beverages/food will be served. Any limitations.

Annex B

to 4 CDSG AI 2.056

LIQUOR SALES LICENCE LOCATIONS

No.	Bldg No.	Bldg Name
1	I – 103	Normandy Officers' Mess
2	J – 106	Reichwald WOs' & Sgts' Mess
3	L – 105	Kyrenia Club, Junior Ranks' Mess
4	C – 102	Coriano Club, Junior Ranks' Mess
5	CC – 58	Jubilee Lodge Marina
6	G – 104	Normandy Court Kitchen
7	P – 105	MP Lounge
8	O – 9	Drill Hall
9	P – 117	Silver Dart Arena
10	BB – 129	2 CER Canteen
11	BB – 101	2 CER Classroom
12	N – 109	2 Fd Amb Canteen
13	BB – 130	2 Fd Amb Drill Hall
14	BB – 130	2 Fd Amb Canteen
15	H – 104	2 Svc Bn Canteen
16	H – 112	2 Svc Bn Canteen
17	L – 57	2 Svc Bn Canteen
18	H – 110	2 Svc Bn Canteen
19	CC – 102	427 SOAS Canteen
20	CC – 102	427 SOAS Small Hangar
21	CC – 120	427 SOAS Big Hangar
22	Y – 101	Main Floor, Drill Hall
23	Y – 101	1 RCR Room 278

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24	Y – 101	1 RCR Room 252
25	Y – 101	1 RCR Rooms 136/137/137A
26	S – 118	3 RCR Room 105/Drill Hall
27	S – 118	3 RCR Room 141F
28	Z – 120	2 RCHA Canteen
29	F – 104	RCD Centurion Room
30	C – 40	RCD Holland Room
31	C – 57	RCD Canteen
32	M – 105	2 CMBG HQ & Sigs Maint Bays
33	P – 51	Base Museum
34	Tents	Mattawa Plains x 3 Messes