

1.0 POLICY STATEMENT

- 1.1 Grant MacEwan University, in commitment to a sustainable food services environment that focuses on students' needs, fosters community and enhances student life on campus, shall comply with the provisions of the Food Handling Permit from Alberta Health Services and all relevant Acts and Regulations to ensure the safety and quality of Food and Beverage Services to the MacEwan community.

2.0 PURPOSE

- 2.1 The purpose of this policy is to communicate the mandatory requirements in the provision of Food and Beverage Services to maintain the highest standards of safety and quality; and, to ensure adherence to contracts and licenses.

3.0 APPLICABILITY

- 3.1 This policy applies to those responsible for all University food, beverage and vending services, including self-operated, leased or contracted operations. Exempt from this policy are:
- 3.1.1. Private suites in Residence;
 - 3.1.2. Residence Life Community Events;
 - 3.1.3. Students' Association, Fundraising Bake Sales except as stated in the regulations; and
 - 3.1.4. Pot luck events except as stated in the regulations.
- 3.2 MacEwan recognizes that its investment in food and beverage facilities and services enhances and complements life on campus while realizing a financial return to the University.
- 3.3 While maintaining accessibility, affordability and quality, the environmental impact of food services and dining operations should be minimized consistent with policy D6000 Sustainability.
- 3.4 By meeting the needs of the MacEwan community for Food and Beverage Services, MacEwan ensures patronage and financial stability of its Food Establishments.
- 3.5 Campus Services will work closely with food service, beverage and vending suppliers and the University community for efficient delivery of food, vending, and cold-beverage services across all campuses.

4.0 DEFINITIONS

Executive Officer

means the president, vice presidents and equivalent positions.

Food Establishment(s)

means premises where food that is intended for consumption by the University community is served, offered for sale, displayed, processed, packaged, stored or handled.

Food and Beverage Services

includes retail, concession, catering, vending services and sales.

Fundraising Bake Sale

means the preparation of baked goods at home for sale and consumption on campus in support of a cause.

Independent Lessee(s)

means a lessee who is not the Primary Food Services Contractor.

Members of the MacEwan Community

are those persons involved in conducting University affairs or using University property (all students, employees, contractors, and all visitors while they are on University property or are using University property).

Officer

means the president, vice presidents and equivalent positions, deans, directors and equivalent positions.

Potluck

means the preparation of food at home for shared consumption on campus, regardless of whether there is a cost or not.

Primary Food Services Contractor

is that contractor with exclusive right to provide all food, beverage, catering and liquor services on all MacEwan owned or leased property.

Residence Life Community Event

means an event, such as a Potluck, organized as a social activity and held on a floor in MacEwan Residence.

5.0 POLICY ELEMENTS

- 5.1 MacEwan shall comply with the relevant health and safety Acts and Regulations, licensing, taxes and insurance requirements for all food services operations.
- 5.2 A person shall not operate a Food Establishment unless that person holds a current, valid permit for that Food Establishment from Alberta Health Services.
- 5.3 A person who carries on any activity under the authority of a permit shall comply with the terms and conditions of the permit.
- 5.4 Only University-approved food service operations that are self-operated, contracted or leased are permitted to sell or serve food or beverages on the owned or leased premises of Grant MacEwan University.
- 5.5 The Primary Food Services Contractor has the exclusive right to provide all food, beverage, catering and liquor services on all MacEwan owned or leased property.
- 5.6 All self-operating, contracted or leased food service operations are responsible for compliance with all health and food safety regulations, licensing, taxes, workers compensation and insurance coverage required by law for all University food service operations.
- 5.7 Health and safety regulations require any food provided by catering services to remain on campus after the event is complete to ensure the safety of the food and its proper disposal.

- 5.8 Private Potluck events (i.e. staff gatherings, private gatherings of club members/co-workers and invited guests etc.) do not require a license or permit. However, pot luck events that are open to the general public fall under the Alberta Food Regulations. While these temporary events do not require a food permit they are subject to the policies of Alberta Health Services and the University's guidelines regarding Potluck activities as referenced below.
- 5.9 No off-campus (or non-University) food or catering services are permitted in any University owned or leased space; this applies regardless of whether there is remuneration or no monies are exchanged.
- 5.10 Independent Lessees on campus may provide small catered services in their own designated spaces as determined jointly by the University, the contractor and Primary Food Services Contractor.
- 5.11 Student clubs, which shall be officially recognized by the MacEwan Students' Association, that use baked goods for fundraising shall adhere to the guidelines, "Guidelines for Bake Sales", issued by the department responsible for University Campus Services.
- 5.12 Potluck activities held on campus shall adhere to the guidelines, "Holding a Potluck Activity", issued by the department responsible for University Campus Services.
- 5.13 Failure to comply with the stated requirements may result in penalties, revocation of licenses and/or permits and the possible closure of food services.
- 5.14 The Executive Officer responsible for Campus Services is accountable for executive oversight of this policy.
- 5.15 The manager responsible for University conference and food services is responsible for ensuring licensees and all Food and Beverage Services are compliant with the Food Handling Permit from Alberta Health Services, all relevant Acts and Regulations, this policy and MacEwan's sustainability objectives for food services.
- 5.16 The Officer or designate responsible for University Campus Services is responsible for administration and implementation of this policy and associated procedures, and for the communication, and implementation of processes and procedures regarding this policy as it relates to employees.
- 5.17 Responsibility for compliance with MacEwan policies and procedures extends to all Members of the MacEwan Community. Non-compliance may create risk for MacEwan and will be addressed accordingly.

6.0 ASSOCIATED PROCEDURES

- Forms: Potluck Activity Guidelines

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Liquor Service and Permits
- Facilities Rental Associated Guidelines/Manuals
- Sustainability

8.0 ACCOUNTABILITY

Policy Sponsor

Vice President, Finance and Administration, and Chief Financial Officer

Responsible Office

Campus Services

9.0 HISTORY

Relevant Dates

Approved: **21.06.16**

Effective: **21.06.16**

Next Review: **26.06**

Modification History

81.04.16:	Approved by Board Motion. Updated Food Services Policy 4.4, approved by Board Motion 2-4-79/80.
85.05:	Reissued 85.05 with amended review date.
88.12.20:	Revised policy approved by Executive Officer Committee 88.12.20.
03.02.01:	Format updated.
2010.09.09	Revised and updated by Board Motion 01-9-9-2010/11. Replaces and retires E5001 Food Services.
2021.06.16	Policy comprehensively reviewed resulting in minor revisions, including transferring the policy into the current template. Approved by Policy Sponsor on June 16, 2021.