

1.0 POLICY STATEMENT

- 1.1 Grant MacEwan University is committed to the protection, health and safety of its community and to the protection of its property. The University shall ensure compliance with the policies of the *Alberta Gaming and Liquor Commission* (AGLC) and the *Alberta Gaming and Liquor Act* and its associated regulations for social responsibility and integrity in the licensing, sale and service of Liquor on its premises or at events under its jurisdiction or sponsorship.

2.0 PURPOSE

- 2.1 The purpose of this policy is to ensure that MacEwan and its Licensees comply with the policies of the *Alberta Gaming and Liquor Commission* (AGLC) and the *Alberta Gaming and Liquor Act* and its associated regulations; further, to provide guidance on responsible service and consumption of Liquor and on what is Socially Acceptable Behaviour at situations where Liquor is consumed.

3.0 APPLICABILITY

- 3.1 3.1.1. This policy applies to any Member of the MacEwan Community who licenses, sells or serves Liquor, who is responsible for organizing or hosting an event, or who may enforce federal or provincial legislation or MacEwan policies.
- 3.1.2. MacEwan is committed to the protection, health and safety of its community.
- 3.1.3. Excessive Liquor Consumption creates risk for people and property.
- 3.1.4. MacEwan supports responsible service and consumption of Liquor and Socially Acceptable Behaviour at University Events where Liquor is consumed.
- 3.1.5. MacEwan will use Campus Security as the first responder for the safety and security of its community and for security and protection of University assets.

4.0 DEFINITIONS

Be(ing) Intoxicated

for this policy, means exhibiting diminished mental and physical abilities or socially unacceptable behavior while under the influence of Liquor. Signs of severe intoxication, according to the AGLC, include staggering, falling down, slurring of speech, watering of eyes, and loss of coordination.

Excessive Liquor Consumption

means the consumption of Liquor to the point where there is cause for a reasonable apprehension of intoxication.

Executive Officer

means the president, vice presidents and equivalent positions.

Licensee(s)

means the person responsible for hosting or organizing a University Event licensed under MacEwan's Liquor License from the AGLC.

Liquor

means any wine, beer, cider, spirits or other product that is intended for human consumption in which the percentage of alcohol by volume exceeds 1%, unless the product is excluded from the definition of Liquor by board regulations under section 130 of the *Gaming and Liquor Act*.

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.

Responsible Consumption

means the consumption of Liquor in a manner that does not diminish mental or physical abilities nor affect normal and Socially Acceptable Behaviour. The Alberta Alcohol and Drug Abuse Commission suggestions for responsible drinking include having no more than one (1) drink per hour.

Socially Acceptable Behavior

means behavior within the bounds of propriety expected at social occasions. Behavior that causes or is likely to cause harassment, alarm or distress is socially unacceptable. Examples of socially unacceptable behavior are abusive and intimidating language, excessive noise, and Being Intoxicated.

Unauthorized Liquor

is any Liquor served or consumed on MacEwan's premises that has not been purchased and served under the authority of one of MacEwan's Liquor licenses by a server with AGLC ProServe certification.

University Event(s)

means any event or activity that is organized, hosted, sponsored or co-sponsored by Grant MacEwan University, a faculty, staff or board member, whether on University-owned or leased facilities or at an off-campus location; where Grant MacEwan University funds are spent directly on organizing or operating the event or to reimburse costs associated with the event; or, that could reasonably be perceived as a University Event because of involvement of MacEwan faculty, staff or board members.

5.0 POLICY ELEMENTS

- 5.1. MacEwan shall comply with all policies and regulations of the *Alberta Gaming and Liquor Commission* (AGLC) in the licensing, sale and service of Liquor on its premises or at events under its jurisdiction or sponsorship. The policies of the AGLC shall prevail in any conflict with MacEwan policies.
- 5.2. Any person responsible for hosting or organizing a University Event licensed under MacEwan's Liquor license shall comply with the policies of the *Alberta Gaming and Liquor Commission* (AGLC) and the *Alberta Gaming and Liquor Act* and its associated regulations.
 - 5.2.1. Anyone hosting or organizing a University Event licensed under MacEwan's Liquor license who requests MacEwan facilities that are not pre-approved for the sale of Liquor by the AGLC must complete and submit a request to the manager responsible for University catering ten (10) business days prior to the event date.

- 5.2.2. Users affiliated with MacEwan, that is, the Students' Association, the Faculty Association and MacEwan Staff Association, who request pre- approved facilities (see Appendix I) for a University Event that includes Liquor must complete and submit a *Permission to Use Liquor License* (see appendix II) ten (10) business days before the event.
- 5.2.3. Any MacEwan faculty, staff or board members hosting or organizing a University Event at their residences where alcohol is consumed accept the principle of Responsible Consumption.
- 5.3. Users of MacEwan's Liquor license shall appropriately comply with the *Beverage Container Recycling Regulation of the Environmental Protection and Enhancement Act*.
- 5.4. No Unauthorized Liquor shall be consumed on MacEwan's premises except in MacEwan residences as stated in regulation 5.2.3. Liquor for personal use may be received and transported unopened from MacEwan's premises.
- 5.5. The minimum requirements of the AGLC for staff with *Alberta Server Intervention Program* qualifications shall be met for MacEwan's licensed premises or at licensed events sponsored by MacEwan.
- 5.6. Persons who, in the opinion of the Licensee or staff serving Liquor, appear to Be Intoxicated shall not be served Liquor.
 - 5.6.1. It is the responsibility of the event organizer, bartender, server or Campus Security to ensure no persons who appear to Be Intoxicated are permitted to leave University owned or leased space until reasonable steps have been taken to ensure their safe transport or accompaniment from University premises. Food Services and Campus Security will review annually the procedures for dealing with the reasonable assurance of safety of intoxicated persons.
- 5.7. Liquor shall not be consumed at licensed events by the serving staff, volunteers responsible for safety and security or MacEwan employees on duty for the event.
- 5.8. Outdoor licensed areas must be suitably enclosed with a single, control point for entry and exit. The enclosure and control point must comply with fire safety and evacuation requirements.
- 5.9. All licensed events shall be covered by adequate liability insurance as determined by the Executive Officer responsible for University Services or designate under advisement of policy D5030 Insurance and Risk Transfer.
- 5.10. *MacEwan Residence Agreement and Residence Handbook and Community Standards* governs the possession and consumption of Liquor in MacEwan residences.
 - 5.10.1. Liquor consumption is only permitted if the resident is 18 years of age or older and must be consumed in the resident's assigned room or suite, or in the assigned room or suite of another resident, with that resident's permission.
 - 5.10.2. Consumption of Liquor is not permitted in the floor lounges of the residence unless at a special event that is licensed by MacEwan Food Services.

- 5.11. MacEwan reserves the right to refuse permission for the service and sale of Liquor by University departments or external user groups.
- 5.12. The Executive Officer responsible for University Services is accountable for executive oversight of this policy and associated matters.
- 5.13. The Officer or designate responsible for University food services is responsible for the implementation of this policy and for developing operational policies and procedures to support this policy.
- 5.14. Campus Security is responsible for safeguarding the MacEwan community and for security and protection of MacEwan facilities. In response to requests for assistance at University locations where alcohol is being served, Campus Security will exercise judgement in restoring order and enforcing federal or provincial laws or MacEwan policies.
- 5.15. Grant MacEwan University's designated food services contractor is responsible for procuring and providing all Liquor service and Liquor sales on University premises.
- 5.16. The manager responsible for University conference and food services is responsible for ensuring Licensees and all Liquor services are compliant with the AGLC, the regulations of the *Gaming and Liquor Act* and this policy.
- 5.17. The manager responsible for University conference and food services has oversight for approval of *Request for Permission to Use MacEwan's Liquor License* (Appendix II) and any conditions associated with approval.
- 5.18. The manager responsible for University conference and food services has oversight for approval of requests for a Liquor license at MacEwan facilities, which are not pre-approved for the sale of Liquor, and for any conditions associated with such approval.
- 5.19. 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

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Campus Security
- Violence in the Workplace Related Policies
- Impairment

8.0 ACCOUNTABILITY

Policy Sponsor

Vice President, Finance and Administration, and Chief Financial Officer

Administrative Responsible Office

Campus Services

9.0 HISTORY

Relevant Dates

Approved: **21.06.16**

Effective: **21.06.16**

Next Review: **26.06**

Modification History

2010.05.20: New policy approved by Board Motion 01-05-20- 2009/10 (Replaces E5010 Liquor Permits).

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.

APPENDIX I – License Information

Grant MacEwan University, Board of Governors holds multiple Alberta Gaming and Licensing Liquor licenses for the sale and service of alcohol on university premises.

Class C: Educational institution – established primarily for the use of its students and requires food services in compliance with the Liquor license regulations (all campuses)

Class B: Theatre, Recreation facility or sports stadium with food concession.

APPENDIX II - Request for Permission to Use MacEwan's Liquor License

Date of Event: _____ Department, Club or Society: _____

Nature of Event: _____ Anticipated Attendance: _____

Campus and Room(s) where alcohol will be consumed: _____

Alcohol must be served by: **MacEwan Food Services**

Event will be: Host bar ____ No Host Bar ____

Hours during which alcohol will be consumed: _____ to _____

Type of food service available: _____

Name of applicant: _____ Phone Number: _____

Position of applicant responsible for function: _____

(Staff, Executive, Member of Club or Society)

Alternate person responsible for function: _____

Position title and phone number of alternate: _____

Floor monitors (if applicable): 1. _____ 2. _____ 3. _____

Staff members responsible and on-site for duration of event

1. _____ 2. _____ 3. _____

Security Guards (if applicable): _____ **Reviewed by:** _____

Security Services (Date)

Requested by:

Approval for use of liquor license:

Individual Responsible for Event (Date)

Manager, Conference and Food Services

Retail and Campus Services (Date)

1. *The event and liquor service is only confirmed when completed Retail and Campus Services and the Coordinator – Security Services (if applicable)*

2. *After authorization, copies of the completed form will be distributed to:*

- Food Services
- Facilities

Other _____