

LIQUOR POLICY			
<b>Effective Date</b>	February 22, 2017	<b>Policy Type</b>	Administrative
<b>Responsibility</b>	Vice-President Administration	<b>Cross-Reference</b>	1. Alberta Gaming & Liquor Commission's Act; Regulation; Liquor Licensee Handbook ( <a href="http://www.aglc.ab.ca">www.aglc.ab.ca</a> ) 2. Facility User and Booking Policy 3. Residence Handbooks
<b>Approver</b>	Executive Council		
<b>Review Schedule</b>	Every 5 Years		
		<b>Appendices</b>	

## 1. Policy Statement

- 1.1. Grande Prairie Regional College ("GPRC" or the "College") strives to promote the safety and well-being of students, staff, faculty, and visitors while protecting itself against legal liability.

## 2. Background

- 2.1. The College discourages alcohol abuse and encourages responsibility to those who include alcohol service at their events and those who consume liquor. Alcohol abuse is a serious health problem and can lead to conduct that may endanger the safety of individuals, resulting in damage to property both on and off the College premises.
- 2.2. The following is a list of areas which are included in the current liquor licence held by the Board of Governors:
  - 2.2.1 Grande Prairie Campus (Class C Licenses except where noted below)
    - 2.2.1.1 Student Lounge (Howlers)
    - 2.2.1.2 Cafeteria
    - 2.2.1.3 Executive Board Room (E211)
    - 2.2.1.4 Alumni Lounge (C224)
    - 2.2.1.5 Lower Courtyard
    - 2.2.1.6 Upper Courtyard
    - 2.2.1.7 Theatre Concourse – Class B Theatre License
    - 2.2.1.8 Gymnasium (only during home games) – Class B Stadium License
  - 2.2.2 Fairview Campus (Class C Licenses)
    - 2.2.2.1 Boardroom (FAC114)
    - 2.2.2.2 Conference Room (FAC144)
    - 2.2.2.3 Dining Centre (FAC146)
    - 2.2.2.4 Atrium (FT1159)
    - 2.2.2.5 Gymnasium (FGY101)
    - 2.2.2.6 Notley Square and Patio
    - 2.2.2.7 3-Hole Golf Course at the Log Cabin

## 3. Policy Objective

- 3.1. The objective of this policy is to ensure a responsible approach to the service, and consumption of alcohol on College premises. This policy will help to promote the safety and well-being of students, faculty, staff and. This policy may also decrease the legal liability of the College, its staff, and student groups.

## 4. Scope

- 4.1. This policy governs the purchase, sale, service, and consumption of alcoholic beverages on College premises.

4.2. This policy applies to all College faculty, staff, students, and visitors.

## 5. Definitions

- 5.1. “Premises” means all College campus, grounds, and buildings that are owned, leased, or operated by the College excluding inside personal residences. Residence Handbooks list rules for consumption of alcohol in / around Residence buildings.
- 5.2. “Events” refer to College related social gatherings that require formal planning and organization (e.g. booking a venue, advertising or promotion, selling tickets, arranging entertainment, and hiring servers). For the purposes of this policy, “Events” and “Activities” will be used interchangeably. Events can be organized by faculty, staff, student groups, and individuals or organizations (who are not affiliated with GPRC) that use the College premises as a venue.
- 5.3. “ProServe” is Alberta’s liquor staff training program. It is designed to help regulate the serving and selling of liquor in Alberta to keep individuals safe from harm.
- 5.4. “ProTect” is Alberta’s security staff training program. The program focuses on reducing the risk and liability by preventing, diffusing, and managing disturbances.
- 5.5. “Supervisors” are individuals who are responsible and liable for the safety of all people in a licensed area. Supervisors could include event organizers, and event staff (both paid and volunteer staff). Supervisors are required to maintain a high level of supervision and control at every function. Supervisors serving liquor require ProServe certification. ProTect training for Supervisors is recommended.
- 5.6. “Campus Liquor Manager” is a GPRC employee that the Board of Governors or its designate has designated authority over the liquor licenses at the Grande Prairie and Fairview Campuses.
- 5.7. “Class C licence” as per the Liquor Licensee Handbook, is for the sale and consumption of liquor on a permanent licensed premises not open to the general public, but established primarily for the use of members and their guests, residents and their guests, or on some other basis acceptable to the Board of the Alberta Gaming and Liquor Commission.
- 5.8. “Class B licence” as per the Liquor Licensee Handbook, is for a recreational facility, tourist facility, race track, sports stadium, convention centre, theatre or public conveyance may be issued for the sale and consumption of liquor on premises open to persons who pay an entrance or user fee or buy a ticket, or on some other basis acceptable to the Board of the Alberta Gaming and Liquor Commission.
- 5.9. "Special Events Licence" is a legal document that allows the licence holder to host a function with liquor service. Special Event Licence holders can be individuals, not-for-profit organizations or companies. Special Events Licences can only be obtained from an AGLC approved Retail Liquor Store.
- 5.10. “Authorized Alcohol” is alcohol purchased legally in the Province of Alberta. Receipts for the original purchase must be readily available to the Campus Liquor Manager upon request.

## 6. Guiding Principles

- 6.1. All events must maintain compliance with relevant provincial legislation and regulations including the Liquor Licensee Handbook as issued by the Alberta Gaming and Liquor Commission (“AGLC”) as well as GPRC policies.
- 6.2. Alcohol must be served and consumed responsibly with due regard to the safety of all persons, laws and regulations. Disorderly conduct is not permitted under any circumstances.

- 6.3. The location and time of scheduled events must not interfere with or disturb normal academic and business schedules. Please refer to the College's policies on Facility Booking for further details.
- 6.4. Approval must be obtained from the Campus Liquor Manager for all alcohol-related functions being held on the premises.
- 6.5. Organizers intending to hold major and / or high risk and / or outdoor activities are required to make special provisions for the event and must obtain appropriate approval from the Campus Liquor Manager at least one month prior to the date of the event. Some outdoor activities in non-licensed areas may require additional licensing and agreements which may require additional time.
- 6.6. It is the responsibility of the members of the College community to report unauthorized alcohol consumption to Campus Security, the Campus Liquor Manager, Facilities – Maintenance & Operations, or the Manager – Community Stewardship, as appropriate.

### **7. Premises Management**

- 7.1. Alcohol may be provided, and consumed only during the hours and locations indicated on the AGLC Liquor Licence permits.
- 7.2. Patrons must be given a one-hour consumption period after liquor service ends.
- 7.3. Alcohol consumption is only allowed on premises as per this policy and the Residence Handbooks.
- 7.4. Only authorized alcohol may be served and consumed at an event at any time.
- 7.5. Smoking and consuming alcohol are not allowed to take place in the same area. Designated liquor consumption areas and designated smoking areas must be separated by a distance of at least 5 metres.
- 7.6. Excluding Licence B events, Supervisors are to make available a variety of foods and non-alcoholic beverages in sufficient quantities in relation to the number of guests in attendance.
- 7.7. When not being on display or being sold, alcohol must be securely (locked) stored away from public access.
- 7.8. Processes for original liquor purchasing (prior to service), storage, and distribution of liquor on campus will be monitored by the Campus Liquor Manager.
- 7.9. Liquor licence extensions, and use of Special Events licences on GPRC premises, shall only be authorized by the Campus Liquor Manager.

### **8. Event Size and Risk**

- 8.1. Events that will be serving alcohol must be assessed by the Board Approved Campus Liquor Manager for approval.
- 8.2. Organizers intending to hold major functions (>100 patrons consuming alcohol), outdoor functions, or functions that may pose a higher risk, are required to make special provisions for

the function and must contact the Board Approved Campus Liquor Manager at least one month prior to the date of the function.

- 8.3. The number of guards present during the event will be assessed and assigned by Facilities – Maintenance and Operations. GPRC’s Contracted Security must be contacted by Facilities – Maintenance and Operations to provide site security for the event. The cost for the Contracted Security will be the responsibility of the event organizers.
- 8.4. Organizers of any event with liquor service may be tasked with special provisions to reduce risk and to ensure safety of patrons: i.e. utilizing of a patron identification scanner system, mandatory coat / bag check, etc. These provisions must be approved by the Board Approved Campus Liquor Manager.

## 9. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
<b>Executive Council</b>	<ul style="list-style-type: none"> <li>• Approve and formally support this policy</li> </ul>
<b>Board of Governors or Designate</b>	<ul style="list-style-type: none"> <li>• Appoint a Campus Liquor Manager as required by AGLC</li> </ul>
<b>Campus Liquor Manager</b>	<ul style="list-style-type: none"> <li>• Oversee the implementation of this policy</li> <li>• Acts as the official liaison to the AGLC</li> <li>• Assess all alcohol-related activity requests</li> <li>• Provides approval of activities depending on result of assessment</li> <li>• Act as the highest authority on liquor licensed areas on Campus</li> </ul>
<b>Director Facilities – Maintenance &amp; Operations / Manager, Enterprise Risk / Security Manager</b>	<ul style="list-style-type: none"> <li>• Facilities – Maintenance and Operations has authority over Contracted Security Provider, and Event Supervisors on:                             <ul style="list-style-type: none"> <li>○ the status of the event if there is an unsafe condition in the licensed area</li> <li>○ the status of the event if there is noncompliance with the regulations set out by AGLC</li> </ul> </li> <li>• Oversees the Security Guard Service contract</li> <li>• Collaborate with the Event Supervisors and the Contracted Security Provider to mitigate risks during an event</li> <li>• When at an event, all the responsibilities of an Event Supervisor</li> </ul>
<b>Contracted Security Provider</b>	<ul style="list-style-type: none"> <li>• GPRC’s Contracted Security have all the responsibilities of an Event Supervisor, and in addition, have authority over Event Supervisors on:                             <ul style="list-style-type: none"> <li>○ the status of a patron participating at an event if the patron is posing a safety risk (i.e. if the patron remains in the event, if the patron is cut off from alcohol, etc.)</li> </ul> </li> <li>• Only Contracted Security could use physical force to deal with unruly patrons. Under the <i>Criminal Code</i>, anyone can be charged for use of excessive force</li> </ul>
<b>Event Supervisors (this includes Organizers and Event Staff [paid and volunteer])</b>	<ul style="list-style-type: none"> <li>• Refrain from consuming alcohol prior to and at any time during an event</li> <li>• Comply with the regulations set out by AGLC</li> <li>• Staff serving alcohol must have ProServe</li> <li>• Responsible and liable for the safety of all those in attendance at the function</li> <li>• Establish procedures for dealing with intoxicated persons</li> <li>• Prevent service of alcohol to intoxicated persons</li> <li>• Abide by GPRC’s Liquor Policy</li> <li>• Supervisors should be recognizable / easy to differentiate from patrons</li> <li>• Maintain a high level of supervision and control at every function</li> <li>• Ensure that the number of people attending the function does not exceed the capacity of the room</li> </ul>

STAKEHOLDER	RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Ensure that under age guests do not consume alcohol. Patrons who appear to be less than 25 years of age must provide proof of age via AGLC approved identification</li> <li>• Monitor and prevent over consumption of alcohol</li> <li>• Monitor the entrances and exits</li> <li>• Ensure that alcohol is not taken beyond the licensed area</li> <li>• Ensure that unauthorized alcohol is not brought into the function</li> <li>• Ensure patrons banned from entering or remaining on the premises do not enter or remain</li> <li>• Monitor patrons and verbally intervene early to prevent fights and other aggressive acts</li> <li>• Be knowledgeable about illegal drug activities and constantly on the lookout for problems</li> <li>• With respect to the event's operating hierarchy (like the Students' Association), Supervisors have the authority to:                         <ul style="list-style-type: none"> <li>○ Restrict a person from accessing / remaining at an event</li> <li>○ Restrict a person from being allowed to purchase / consume liquor</li> <li>○ Notify appropriate authorities in the event of a problem</li> <li>○ Close down an event if there is an unsafe condition in the licensed area</li> <li>○ Close down an event if there is noncompliance with the regulations set out by AGLC.</li> </ul> </li> </ul>
<p><b>Employees, Contractors, Students, and Patrons</b></p>	<ul style="list-style-type: none"> <li>• Report unauthorized alcohol consumption to Campus Security, the Campus Liquor Manager, Facilities – Maintenance &amp; Operations, or the Manager – Community Stewardship, as appropriate.</li> <li>• Comply with the regulations set out by AGLC.</li> <li>• Abide by the GPRC Liquor Policy</li> </ul>

**10. Exceptions to the Policy**

10.1. There are no exceptions to this policy.

**11. Inquiries**

11.1. Inquiries regarding this policy can be directed to the Campus Liquor Manager or the Manager – Community Stewardship as appropriate.

**12. Amendments (Revision History)**

12.1. Amendments to this policy will be published from time to time and circulated to the College community.