

HS11**Alcohol on Campus**

Classification:	Health, Safety and Security
Responsible Authority:	Director, Campus Services
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved :	2005.01.04
Date Last Reviewed:	2022.11.10
Mandatory Review Date:	2026.10.14

PURPOSE

To maintain campus protocols and procedures to ensure the responsible service of alcohol at all College licenced locations and at College sponsored events.

SCOPE

All members of the College community, including students, employees, clients, visitors and the Algonquin Students' Association.

DEFINITIONS

Word/Term	Definition
Alcohol	Spirits, beer and wine
APRC	Alcohol Policy Review Committee
LCBO	Liquor Control Board of Ontario

POLICY

1. The College collaborates with the Algonquin Students' Association to provide a framework to address alcohol-related activities, including education, promotion, safety, enforcement and legal liabilities.
2. The College maintains the Alcohol Policy Review Committee (APRC) to review and monitor the implementation of the Alcohol on Campus Policy. The APRC is chaired by the Vice President, Finance and Administration. The terms of reference of the APRC are found in Appendix 1.

General

3. The serving of alcohol is permitted only in the following College locations:
 - 3.1 Officially licenced locations listed in the liquor licence permits owned by the College and the Algonquin Students' Association;
 - 3.2 Location(s) identified on a special occasion permit;

- 3.3 Location(s) within the scope of a private function.
4. Each liquor licence permit holder will be accountable for using responsible serving practices in compliance with the law. At each location where alcohol is to be served, the following protocols will be followed:
 - 4.1 Alcohol is to be served in a safe and responsible manner.
 - 4.2 A monitoring plan is in place to ensure alcohol will not be served or consumed by:
 - persons less than nineteen (19) years of age
 - persons who appear to be intoxicated.
 - 4.3 A transportation plan is in place to ensure any person who is or appears to be intoxicated will not be permitted to leave until reasonable steps have been taken to ensure that the person can safely leave.
 - 4.4 Servers of alcohol are to be certified with the Smart Serve Ontario Certificate Training Program. The identified Manager and/or direct Supervisor of servers of alcohol are required to attend Day 1 and Day 2 of the Umbrella Project training.
 - 4.5 Alternative beverages and food will be promoted and encouraged.
 - 4.6 Promotion of drink specials, happy hours, or discounts are not permitted.
5. Each year prior to the beginning of the Fall Term, the APRC will review and approve the procedures of the liquor licence permit holders for responsible serving practices and compliance with the law. The APRC will review the alcohol related educational and awareness efforts by the College to help ensure the safe use of alcohol on campus.
6. The College will not permit the delivery of alcohol from the LCBO (or other commercial venues) via online mail-orders (or other mail delivery means) onto any campus property, unless approval is granted from the Vice President, Finance and Administration.

Off-Campus Events

7. The use of the College name for a special occasion permit for an off-campus event in a location other than a private residence, a licenced establishment, or under the authority of a caterer's endorsement is subject to the approval of the Vice President, Finance and Administration.

Underage Students in Licenced Facilities or Attending Licenced Events

8. The Liquor Licence Act allows persons under the age of 19 to be present in licenced facilities. The licence holder has the option to restrict entry to only those of legal drinking age. With the permission of the licence holder, underage attendance may be permitted in licenced facilities as long as the licence holder satisfies the APRC it has mechanisms in place to prevent underage patrons from receiving alcohol.

Advertising

9. All advertising of alcohol-related events must conform to the regulations of the Liquor Licence Act and the Alcohol and Gaming Commission of Ontario Advertising Guidelines. Sponsorship of alcohol-related events by breweries, distilleries, or manufacturers of alcohol beverages must first receive APRC Approval.

Policy Violations

10. Any violation of the on Campus Policy shall be reported to APRC for review.
11. Failure to comply with this Policy, or any applicable laws may, at the sole determination of the College, lead to progressive sanctions which could include suspension for the non-compliant individual(s) or group(s) of the privilege of holding events where alcohol is served, or in the case of licenced premises, closure of those premises.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Review and approve the procedures of the liquor licence permit holders for responsible serving practices and compliance with the law prior to the beginning of the Fall Term.	APRC
2. Contact Security Services immediately when an incident involving a troublesome/intoxicated person that places a person at risk of harm.	Liquor Licence Holder
3. Present a summary by term of all alcohol related incidents related to the service of alcohol by licenced establishments to the APRC.	Security Services
4. Submit request to APRC for sponsorship of alcohol-related events at least thirty (30) working days prior to the event.	Event Organizer
5. Review and approve request for sponsorship of alcohol-related events by breweries, distilleries, or manufacturers of alcohol beverages.	APRC

SUPPORTING DOCUMENTATION

Appendix 1 Alcohol Policy Review Committee

Appendix 2 House Policies: Food & Conference Services, Algonquin Student' Association, School of Hospitality and Tourism

RELATED POLICIES

SA07 Student Conduct

RELATED MATERIALS

[The Ontario Liquor Licence Act](#)

[The Alcohol and Gaming Commission of Ontario Liquor Advertising Guides](#)

[The Alcohol and Gaming Commission of Ontario, House Policies](#)

HS 11: APPENDIX 1

ALCOHOL SERVICE ON CAMPUS POLICY REVIEW COMMITTEE

1. Mandate

The Alcohol Policy Review Committee (APRC) is to review and monitor the implementation of the Alcohol on Campus Policy. Specifically, the APRC is to:

- 1.1 Ensure that the policy conforms to the regulations of the Liquor Licence Act and the Alcohol and Gaming Commission of Ontario Guidelines.
- 1.2 Ensure that educational and awareness programs for the safe and responsible use of alcohol are available to the College Community

2. Tasks

The tasks of the Committee include:

- 2.1 Review reports submitted by the liquor licence holders on campus to ensure that their alcohol service policies and practices are compliant with criteria established by the Alcohol and Gaming Commission of Ontario.
- 2.2 Review incidents reports related to the service of alcohol on campus.
- 2.3 Review the educational and awareness programs being delivered on campus that promote the safe and responsible use of alcohol.
- 2.4 Recommend amendments of this policy to the Algonquin College Executive Committee.

3. Membership

- Vice President, Finance and Administration - Chair
- Director of Campus Services - Vice-Chair
- Director of Student Support Services - Secretary
- General Manager of Food Services
- Dean, School of Hospitality and Tourism (or designate)
- Manager, Safety and Security Services
- President, Algonquin Students' Association (or designate)
- General Manager, Algonquin Students' Association (or designate)
- Manager, Counselling Services (or designate)

4. Meetings

- 4.1 Meetings are held in late June to review and approve the procedures of the liquor licence permit holders for responsible serving practices and compliance with the law for the coming academic year.
- 4.2 As required at the call of the Chair.

HS 11: APPENDIX 2

ALCOHOL SERVICE ON CAMPUS HOUSE POLICIES

1. Algonquin College Food & Conference Services (ACFCS) – Service of Alcohol Policy

ACFCS reserves the right to:

- Hold individuals and groups accountable for adhering to the below policy and/or provincial law. All groups hosting an alcohol event must be in full compliance of this policy;
 - Refuse permission to hold an event or cancel an approved event, and empower the College administration to terminate or cancel an event if the conditions of this policy are violated;
 - Require that every event involving the use of alcohol have a designated person responsible for the provision of this policy;
 - Not approve events whose principle purpose is the consumption of alcohol;
 - Limit the sale and consumption of alcohol licenced by the AGCO;
 - Prohibit high-risk alcohol-related practices, including but not limited to drinking games or any other activity which encourages excessive or quick consumption of alcohol;
 - Monitor entrances and exits;
 - Monitor and screen guests entering and leaving licenced premises;
 - Enforce capacity of licenced premises;
 - Provide appropriate staff and or security to control the event;
 - Restrict access to intoxicated persons; and
 - Restrict access to disorderly persons
- a. Legal Drinking Age - To ensure that only guests of legal drinking age are served alcoholic beverages, AC Food & Conference Service Staff will check valid government identification for any guest appearing to be 30 years of age or younger.
- b. Designated Areas - Alcohol consumption is only permitted in clearly identified licenced areas. Signs will be posted prior to events that inform guests where alcohol is and is not permitted.
- c. Training of All Staff - All serving staff of alcohol are Smart Serve Certified in the legal and safe service of alcohol. They recognize the signs of intoxication and know how to intervene to keep guests safe. Staff is prohibited from drinking alcohol during their shift.
- d. Monitoring Alcohol Consumption - Staff will promote safe and responsible drinking by recognizing the signs of intoxication and in keeping with the law, not serve patrons past the point of intoxication. Guests who are already intoxicated will be denied alcohol service. AC Food & Conference Services does not encourage over consumption and will not serve more than two drinks to guests at a time and does not serve doubles and/or shooters. Alcohol consumed at the event must be purchased from the licenced venue.
- e. Monitoring The Premises - Staff will check identification for proof-of-age (only Ontario Driver's Licence, BYID card, Canadian Armed Forces ID card, Canadian passport or Canadian Citizenship card will be accepted); we will deny access to rowdy or intoxicated persons and prevent overcrowding. Guests are not permitted behind the bar. No unauthorized alcohol is allowed on

the premises. ACFCS reserves the right to check any bags at entrances to the event facility or within the event facility. Bags may be checked at entrances to the event facility if necessary.

- f. Food Service - A range of foods and non-alcoholic beverages will be available during all functions. ACFCS does not accept “beverage only” functions.
- g. Underage Guests - Guests who are under legal age are welcome but are not allowed to consume alcohol. Minors must be accompanied by responsible adults or guardian. Any guest found supplying underage guests alcohol will be removed from the event.
- h. Transportation - ACFCS promotes a strict no drinking and driving policy. This policy is announced at the start of every function where the serving of alcohol takes place. Alternatives are also announced and staff will gladly assist guests who need a safe ride home with arranging this alternative transportation (with expenses the responsibility of guests). If a guest insists on driving impaired, police will be called.
- i. Managing Intoxicated - If a guest is intoxicated they will be denied access to the event. Where there are incidences involving intoxication during the event, the manager on duty will be notified immediately. If required, an incident report will be filled out and/or security called to assist with the intoxicated individual. The event organizer will also be notified of the incident.
- j. Informing our Guests of the Policy - A summary of this policy is posted within any space that alcohol service takes place during the event. ACFCS is pleased to share this policy in its entirety with our guests. Please speak to a manager if you have any questions or concerns.
- k. Special Occasion Permits - Special occasion permits (SOP) are permitted for events only for the purpose of serving wine during dinner service. ACFCS must receive a copy of the SOP 7 days prior to the event. On the event date, event organizers must present the actual permit to the ACFCS Manager. The ACFCS Bar will close while the SOP is active and all alcoholic beverages purchased under the AC licence will be cleared from the event. Once the SOP is no longer in effect, wine brought in under this permit will be cleared from the space and the AC Bar will reopen.

ACFCS is pleased to share their House Alcohol Policy in its entirety. Please speak with the manager on duty. Thank you for your cooperation.

2. Algonquin College Students' Association – House Alcohol Policy

The Algonquin Students' Association (SA) abides by the Liquor Licence Act of Ontario and Alcohol and Gaming Commission of Ontario (AGCO) regulations. The SA employs fully trained, Smart Serve certified professional staff to ensure the safe and responsible service of alcohol at all times within our licensed venues. At any SA venue where alcohol is served the staff of the Algonquin Students' Association will:

- Ensure all guests that are served, or consuming alcohol are of legal drinking age with valid government issued photo ID (ID) to be serviced or to consume alcohol.
- Require all guests who wish to purchase or consume alcohol must carry AGCO approved government-issued photo Identification (ID) when in an SA licensed venue. All guests who appear

to be under the age of 30 will have their ID checked. The SA reserves the right to ID any guest at any time.

- Determine and provide appropriate staffing levels and positions.
- Ensure venue capacity is never exceeded.
- Maintain safe operations, orderly conduct of guests, and prevent situations that may lead to bodily harm or physical damage.
- Offer non-alcoholic beverages at competitive prices.
- Require all alcohol consumed on premises is purchased from the licensed venue, unless otherwise exempt by a Special Occasion Permit.
- Limit, or stop alcohol service to any guest to ensure appropriate service. No guest will be served more than 2 drinks at a time.
- Prevent immoderate consumption of alcohol by any guest.
- Reserve the right to perform guest & bag checks at any time.
- Deny service or entry to intoxicated guests.
- Stop service to any guest who shows signs of intoxication.
- Document when alcohol service to a guest is stopped because they are, or could become intoxicated. Staff will offer non-alcoholic beverages or food, and document the guests' transportation plan.
- Assist guests who inform staff that they need a safe way home. Guests are encouraged to ask a staff member for assistance.
- Permit under-aged guests to attend SA venues and events, unless those events, or activities are advertised as 19+, or otherwise restricted.
- Document, and restrict access to any guest under the legal drinking age who actively or attempts to; consume, purchase, or possess alcohol. Guest may face other disciplinary action.
- Document and restrict access to any guest who is of legal drinking age but supplies alcohol to an underage guest. These guests may face other disciplinary action.
- Post this SA House Alcohol Policy when alcohol is served.
- Contact campus security when necessary

We are pleased to share these rules and information with our valued customers. If you have any questions or concerns, please speak to the manager on duty.