

**HS11****Alcohol on Campus**

Classification:	Health, Safety and Security
Responsible Authority:	Executive Assistant to the Vice President, Finance and Administration
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2005-01-04
Date Last Reviewed:	2026-01-06
Date to Complete Mandatory Review:	2031-01-26

**-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**

<b>Word/Term</b>	<b>Definition</b>
Alcohol	Spirits, beer and wine
Alcohol Policy Review Committee	The Alcohol Policy Review Committee (APRC) is to review and monitor the implementation of the Alcohol on Campus Policy. Specifically, the APRC is to: <ul style="list-style-type: none"><li>• Ensure that the policy conforms to the regulations of the Liquor Licence Act and the Alcohol and Gaming Commission of Ontario Guidelines.</li><li>• Ensure that educational and awareness programs for the safe and responsible use of alcohol are available to the College Community</li></ul>
Alcohol and Gaming Commission of Ontario	The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for regulating Ontario's alcohol, gaming and horse racing sectors in accordance with the principles of honesty, integrity, and in the public interest.
Liquor Control Board of Ontario	The LCBO is the source of local and global beverage alcohol products in Ontario

**POLICY**

1. The College collaborates with the 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. All alcohol- related activities under this Policy shall comply with the Ontario Liquor License Act and its regulations, the Registrar's Interim Standards and Requirements for Liquor, the Registrar's Liquor Advertising Guidelines- Ferment on Premises, Liquor Delivery License and Special Occasion Permits and the AGCO "House Policies" information sheet, as amended from time to time.

**General**

3. The serving of alcohol is permitted only in the following College locations:
  1. Officially licenced locations listed in the liquor licence permits owned by the College and the Students' Association;
  2. Location(s) identified on a special occasion permit;
  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:
  1. Alcohol is to be served in a safe and responsible manner.
  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.
  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. Servers of alcohol are to be certified with the Smart Serve Ontario Certificate Training Program.
  5. All managers, license security personnel and employees handling liquor in licensed premises or at College-sponsored events must maintain current AGCO-approved server training certification.

6. Alternative beverages and food will be available, promoted and encouraged.
7. 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 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 and promotion of alcohol-related events, products and sponsors (including print, digital, social media, websites, signage and merchandise) must comply with the Ontario Liquor License Act, the Registrar's Interim Standards and Requirements for Liquor, and the Registrar's Liquor Advertising Guidelines – Ferment on Premises, Liquor Delivery License and Special Occasion Permits. advertising must:

1. Depict only the safe and responsible use of alcohol and must not promote excessive or risky consumption, or occasions likely to involve risk to those present.
2. Promote a general brand or type of liquor, and not the consumption of liquor in general, and must not make direct or implied claims of healthful, nutritive, curative, dietetic, stimulative or sedative benefits.

3. Not imply that alcohol is required to obtain or enhance social, professional or personal success, athletic prowess, sexual appeal or opportunity, enjoyment of activities, achievement of goals, or resolution of problems.
4. Not target, appeal to, or be placed in media primarily directed at persons under the legal drinking age, and must avoid youth-oriented songs, characters or personalities.
5. Not associate alcohol consumption with driving a motorized vehicle or with any activity that requires care and skill or has elements of physical danger, except where individuals are clearly depicted as spectators or as having completed the activity for the day.

10. For private-event Special Occasion Permits, the College and event organizers shall ensure that liquor and its availability are not advertised or promoted, consistent with the Registrar's Liquor Advertising Guidelines.

11. Sponsorship of alcohol-related events by breweries, distilleries or manufacturers of alcoholic beverages must first receive APRC approval.

### **Policy Violations**

12. Any violation of the on-Campus Policy shall be reported to Responsible Authority of this policy for APRC to review.

13. 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**

	<b>Action</b>	<b>Responsibility</b>
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.	Immediately contact Security Services if an individual appears impaired and is behaving in a way that could put themselves or others at risk.	Liquor Licence Holder
3.	Present a summary for each term of all incidents connected to the service of alcohol by licensed 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
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## **SUPPORTING DOCUMENTATION**

Appendix 1: Alcohol Policy Review Committee

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

Appendix 3: Information Sheet: Legal Drinking Age and Photo ID

## **RELATED POLICIES**

HR18: Employee Code of Conduct

SA07: Student Conduct

## **RELATED MATERIALS**

[Liquor Licence Act, R.S.O. 1990, c. L.19](#)

[AGCO Advertising and Promotion](#)

[AGCO House Policies](#)

Algonquin College Umbrella Project

## **Appendix 1: Alcohol Policy Review Committee**

### **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. Ensure that the policy conforms to the regulations of the Liquor Licence Act and the Alcohol and Gaming Commission of Ontario Guidelines.
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:

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. Review incidents reports related to the service of alcohol on campus.
3. Review the educational and awareness programs being delivered on campus that promote the safe and responsible use of alcohol.
4. Recommend amendments of this policy to the Algonquin College Executive Committee.
5. Review, at the least annually, the advertising, promotion and sponsorship practices related to alcohol on campus (including social media and digital communications) to ensure alignment with the Registrar's Liquor Advertising Guidelines and AGCO requirements.
6. Confirm, at least annually, that the house alcohol policies for Algonquin College Food & Conference Services, Algonquin College School of Business and Hospitality and Algonquin Students' Association licensed venues remain aligned with AGCO "House Policies" guidance and any updates to the Liquor License Act, Registrar's standards, or AGCO policies.

#### **3. Membership**

1. Vice President, Finance and Administration - Chair

2. Director of Campus Services - Vice-Chair
3. Director of Student Support Services - Secretary
4. General Manager of Food Services
5. Dean, School of Business and Hospitality (or designate)
6. Manager, Safety and Security Services
7. President, Algonquin Students' Association (or designate)
8. General Manager, Algonquin Students' Association (or designate)
9. Manager, Counselling Services (or designate)

#### **4. Meetings**

1. Meetings are held annually 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.
2. As required at the call of the Chair.

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

### **ALCOHOL SERVICE ON CAMPUS HOUSE POLICIES**

Each liquor-licensed operation (Algonquin College Food & Conference Services, Algonquin College Restaurant International and Algonquin Students' Association venues) shall maintain written house alcohol policies that are communicated to and understood by all staff, supported by management, and reviewed at least annually. House policies shall meet or exceed the "House Policies" guidance published by the Alcohol and Gaming Commission of Ontario (AGCO) and shall include, at a minimum: ID and door control procedures, management of intoxicated patrons, safe transportation plans, non-alcoholic beverage and food availability, and incident documentation and review.

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

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

ACFCS reserves the right to:

1. Hold individuals and groups accountable for adhering to the above policy and/or provincial law. All groups hosting an alcohol event must be in full compliance of this policy.
2. 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.
3. Require that every event involving the use of alcohol have a designated person responsible for the provision of this policy.
4. Not approve events whose principal purpose is the consumption of alcohol.
5. Limit the sale and consumption of alcohol licensed by the AGCO.
6. 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.
7. Monitor and screen guests entering and leaving licensed premises.
8. Enforce capacity of licensed premises.

9. Provide appropriate staff and or security to control the event.
10. Restrict access to intoxicated persons.
11. Restrict access to disorderly persons.
12. Maintain an incident log of problem situations related to alcohol service (for example. Refusals of service intoxication, underage attempts, removal of guests, and transportation interventions) and regularly review this log with staff as part of ongoing training and continuous improvement.
  1. 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.
  2. 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.
  3. 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.
  4. 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. At no time will consumption be encouraged, and no more than two drinks will be served to guests at a time. The venue does not serve doubles and/or shooters.
  5. All alcohol consumed at the event must be purchased from the licenced venue.
  6. Monitoring The Premises - Staff will check identification for proof-of-age (as noted on the AGCO Information Sheet pertaining to legal drinking age and photo ID available in Appendix 3); access will be denied to rowdy or intoxicated persons.
  7. Guests are not permitted behind the bar.
  8. No unauthorized alcohol is allowed on the premises.

9. Venues reserve the right to check any bags at entrances to the event facility or within the event facility to ensure unauthorized alcohol is not brought into the venue.
10. Food Service - A range of foods and non-alcoholic beverages will be available during all functions. ACFCS does not accept "beverage only" functions.
11. Underage Guests - Guests who are under the legal age may attend events, unless otherwise advertised, but are not allowed to consume alcohol. Any guest found supplying underage guests alcohol will be removed from the event.
12. 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 assist guests who need a safe ride home with arranging this alternative transportation. If a guest insists on driving impaired, police will be called.
13. Managing Intoxicated guests - 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.
14. 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 will share this policy in its entirety with our guests. Please speak to a manager if you have any questions or concerns.
15. 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.

## 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:

1. Ensure all guests that are served, or consuming alcohol are of legal drinking age with valid government issued photo ID (ID).
2. Require that 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.
3. Determine and provide appropriate staffing levels and positions.
4. Ensure venue capacity is never exceeded.
5. Maintain safe operations, orderly conduct of guests, and prevent situations that may lead to bodily harm or physical damage.
6. Offer non-alcoholic beverages at competitive prices.
7. Require all alcohol consumed on premises is purchased from the licensed venue, unless otherwise exempt by a Special Occasion Permit.
8. Limit or stop alcohol service to any guest to ensure responsible service. No guest will be served more than 2 drinks at a time.
9. Prevent immoderate consumption of alcohol by any guest.
10. Reserve the right to perform guest and bag checks at any time.
11. Deny service or entry to intoxicated guests.
12. Stop service to any guest who shows signs of intoxication.
13. 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.
14. Assist guests who inform staff that they need a safe way home. Guests are encouraged to ask a staff member for assistance.

15. Permit under-aged guests to attend SA venues and events, unless those events, or activities are advertised as 19+, or otherwise restricted.
16. 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.
17. 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.
18. Maintain an incident log of problem situations related to alcohol service (including refusals of service, intoxication, underage attempts, removal of guests, and transportation interventions) and regularly review this log with staff as part of ongoing training and continuous improvement.
19. Post this SA House Alcohol Policy when alcohol is served.
20. 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.**

### **3. Alcohol in Restaurant International Policy Process**

1. Restaurant International shall serve alcohol only within its licensed areas and in accordance with its AGCO liquor licence. Alcohol must be served safely, responsibly, and in accordance with all provincial regulations.
2. Smart Serve Requirements
  1. All students and employees overseeing service, handling, or serving alcohol must hold a valid Smart Serve certification.
  2. Students participating in learning labs must complete Smart Serve training prior to serving alcohol in Restaurant International.
3. Monitoring & Prevention Measures
  1. Restaurant International will maintain processes to ensure that alcohol is not served to:
    - Persons under 19 years of age
    - Persons who appear intoxicated

4. Transportation Safety

1. Restaurant International staff will take reasonable measures to ensure guests who appear intoxicated can leave safely, including:
  - Supporting the arrangement of alternate transportation
  - Contacting Security Services if required

5. Beverage & food Availability

1. Non-alcoholic beverages and food must always be available.
2. Happy hour, drink specials, or discounted alcohol promotions are not permitted.

6. Outside Alcohol

1. Outside Alcohol is prohibited.

7. Minors in the Venue

1. Underage guests may be present at Restaurant International; however:
  - They must not be served alcohol.
  - Mechanisms must be in place to prevent alcohol from being provided to minors.

8. Advertising & Promotion

1. All alcohol-related advertising must comply with:
  - The Ontario Liquor License Act
  - AGCO Advertising Guidelines
2. Restaurant International will not promote alcohol in ways that:
  - Encourage risky consumption
  - Appeal to minors
  - Associate with performance, success, or unsafe activities.

9. Incident Reporting

1. Restaurant International will:

- Maintain an incident log documenting refusals, intoxication issues, underage attempts, or interventions
- Review of these logs regularly with staff for continuous improvement

#### 10. Oversight

1. Restaurant International will participate in the annual review by the Alcohol Policy Review Committee (APRC).
2. All procedures will be reviewed annually prior to the Fall term.

### RESPONSIBILITIES

	Action	Responsibility
1.	Ensure safe and compliant alcohol service practices are followed at all times.	Restaurant International Technician / Faculty Supervisor
2.	Verify ID where required and deny services as appropriate.	Servers / Students / Supervisors
3.	Contact Security Services immediately if a guest is impaired or presents a risk.	Restaurant International Manager
4.	Maintain and review the RI alcohol service incident log.	Restaurant International Manager
5.	Provide annual updates to the APRC on compliance and safe service procedures.	Academic Chair

### Appendix 3: Information Sheet: Legal Drinking Age and Photo ID

[Link to the alcohol and gaming commission of Ontario](#)

Information sheet: legal drinking age and photo ID

The legal drinking age in a liquor sales licensed establishment in the province of Ontario is 19 years of age.

- Serving people who are under 19 years of age is an offence under the liquor licence and control act, 2019.
- Alcohol cannot be passed from a person of legal drinking age to a person who is under the legal drinking age.

The minimum age to work in a liquor sales licensed establishment, authorized grocery store, or winery, distillery, or brewery retail store depends on whether or not the employee handles alcohol. If the employee will handle alcohol (including providing samples of alcohol), the minimum age to work in any of these establishments is 18 years of age.

If there is any doubt as to a person's age, staff should ask for an acceptable form of identification. Valid identification must be current, government-issued and include a photo of the person and the birth date.

Acceptable forms of photo identification include:

- Ontario driver's licence with a photo of the person to whom the licence is issued
- A Canadian passport
- Canadian citizenship card with a photo of the person to whom the card is issued
- Canadian armed forces identification card
- A photo card issued by the liquor control board of Ontario (LCBO), entitled bring your id (BYID)
- A secure Indian status card issued by the government of Canada
- A permanent resident card issued by the government of Canada
- A photo card issued under the photo card act, 2008

By law, no one can be required to produce the Ontario health card, nor can the health number be collected. You should not ask for the Ontario health card as identification, but if offered voluntarily you may accept it at your discretion.