

## ALCOHOL USE & SERVICE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	E. Health & Safety
<b>Parent Policy:</b>	E01
<b>Approval Date:</b>	March 16, 2023
<b>Effective Date:</b>	March 16, 2023
<b>Procedure Owner:</b>	Director, Residence & Ancillary Services

<b>Overview:</b>	The procedure outlines the procedures for alcohol service and consumption at Olds College of Agriculture & Technology (the "College").
<b>Procedures:</b>	<p><b>Alcohol &amp; Consumption Procedures</b></p> <ol style="list-style-type: none"> <li>1. Alcohol service and consumption may occur only at a pre-authorized location indicated on the College's current liquor license or at a location approved through the liquor license extension process, and only during the times specified on the permit for that location.</li> <li>2. The Manager, Conference Services is the agent on behalf of the Board of Governors for the Olds College Liquor Licenses. This includes Class A, Class B (Sports Stadium and Theatre), Class C (Post-Secondary Institution), Class D (Manufacturer's Off Sales), Class E (Manufacturer's - Brewery).</li> <li>3. Alcohol service may be sanctioned for service between the hours of 10:00 am – 1:00 am, consumption to 2:00 am, Sundays through Thursdays, and between the hours of 10:00 am - 2:00 am consumption to 3:00 am, Fridays and Saturdays.</li> <li>4. Hours of operation with alcohol services shall respect the multiple users of the campus including but not limited to students, guests, clients, on-campus partners, and presence of minors in use of the campus.</li> <li>5. Hours of operation with alcohol service are subject to the approval of the Manager, Conference Services in consultation with applicable stakeholders.</li> <li>6. All bar service must be operated by a College approved vendor/group/individual(s) and is subject to the approval of Manager Conference Services.</li> <li>7. Alcohol functions in locations not outlined in the College Liquor License(s)</li> </ol>

must be approved by the Alberta Gaming and Liquor Commission (AGLC). Such requests must be made through the Manager, Conference Services who will apply for a special permit.

8. A copy of the current liquor license must be prominently displayed at the licensed premises.
9. A Conference Services department representative or designate must supervise all licensed functions; alcoholic beverages cannot be served in the absence of such supervision.
10. Admission to a licensed function is restricted to members and the guests of the sponsoring organization, group or individual.
11. Only a person who is at least 18 years old, has ProServe certification from AGLC, and who has been designated as a server, may have direct access to the alcoholic beverages being served at a licensed function. A server may not serve an unopened container to a patron.
12. Alcohol consumption is permitted in Residence according to guidelines set out in the Residence Community Handbook.

#### **Minors**

1. A minor may not sell, serve or handle alcoholic beverages in any manner.
2. A minor may not receive liquor service in any licensed premises under any circumstances.
3. A minor may not attend a licensed function unless the AGLC has approved that minor's attendance in advance.
4. The College representative supervising the function or who is in charge of the licensed premises has the right to refuse service where a patron cannot provide appropriate proof of age.

#### **Education & Training**

1. All servers or bartenders must be 18 years old or older and have their ProServe certification. The Manager of Conference Services, Student Association Olds College (SAOC) General Manager, SAOC Vice President of Activities, Faculty Center Bartenders, the College Food Services, Olds College Brewery Staff, and instructors who teach programs with alcohol components are required to be ProServe certified by AGLC.
2. Student Health & Wellness and the SAOC r will coordinate responsible consumption educational materials and programs to be made available for students.
3. The ability to advertise the availability of alcohol service is subject to the regulations of the specific liquor license classification and AGLC regulations.

#### **Liquor License**

1. The College's license covers the locations listed on Schedule A, an Associated Document to this procedure.
2. A liquor license extension is required if a licensed function is to be held in a room or area not listed on College's license. To obtain the extension, contact the Conference Services.

### Olds College-Sponsored Functions

1. If a College-sponsored function is to include the consumption of alcoholic beverages:
  - a. Contact Conference Services for consultation, approval, planning and liability information;
  - b. Receive written approval from Conference Services to hold the function and for alcoholic beverages to be consumed at the function; and
  - c. Obtain a liquor license if the function is to be held in a room or area not listed on College's license.
2. Alcoholic beverages must be obtained through Conference Services food service provider.

### Enforcement of Procedure

1. The College's AGLC designate has the authority to:
  - a. a) Arrange for inspections of any licensed premises by mystery shoppers;
  - b. b) Conduct informal visits to any licensed premises; and
  - c. c) Enforce the AGLC guidelines at any licensed premises.
2. The Executive Leadership Team (ELT) has the overall responsibility for ensuring that the College complies with liquor licensing requirements.
3. Upon review of recommendations from Conference Services, ELT can decide on additional remedies and discipline for non-compliance with this procedure, in addition to those set out by the AGLC

### Responsibilities

The Manager, Conference Services is responsible to:

1. Ensure that College policies and AGLC policies are adhered to.
2. Liaise with the AGLC on any issues or concerns and make arrangements for ProServe certification.
3. Ensure the College insurance coverage includes Host Liquor Liability Insurance with a minimum \$5 Million coverage for College events.
4. Ensure that SAOC provides annual Host Liquor Liability Insurance with a minimum \$5 Million coverage for any SAOC event or activity on College property.
5. Liaise with SAOC OCFA Faculty Center Manager, and College Food Services on issues or new regulations.
6. Administer all liquor licenses and new applications for the College.
7. Refer disciplinary issues appropriately.
8. Annual review of liquor related operations with SAOC OCFA Faculty Center Manager, Dean/Associate Dean responsible for Brewmaster and Brewery Operations Management and Hospitality and Tourism Management programs, and College Food Services.

Conference Services, SAOC, OCFA Faculty Center Manager, and College Food Services are responsible to do the following as they pertain to liquor functions and bar service in their area:

1. Ensure that College policies and the AGLC policies are adhered to.
2. The SAOC is responsible to provide annual proof of Host Liquor Liability Insurance with a minimum \$5 Million coverage for any SAOC event or activity on College property.
3. The SAOC is responsible to provide intermittent Certificates of Insurance as required for special events not insured on their regular annual policy to the College Insurance Administrator via email as well as to Conference Services at [conferenceservices@oldscollege.ca](mailto:conferenceservices@oldscollege.ca).
4. Ensure advertising is compliant with AGLC licensing and College policies.

5. Ensure that a properly trained representative is present for the duration of each liquor function, and is responsible to:
  - a. ensure that College policies and AGLC policies are adhered to
  - b. ensure that persons are checked for proof of age at the entrance to the event
  - c. liaise with the bartenders and inform them of any individual that is not to be served liquor.
6. Ensure an event coordinator is responsible for each event with alcohol service. The event coordinator must:
  - a. Notify emergency services such as the RCMP, Ambulance and Campus Security in case of an emergency.
  - b. Contact Campus Security if an individual has been removed from a liquor function.
  - c. Ensure a proper cleanup of the facility is completed.
7. Ensure that a sufficient number of properly trained ProServe bartenders, security, and ticket sellers are available.
8. Ensure that liquor functions adhere to the hours indicated in this policy.
9. Ensure that a proper selection of food is available at the liquor function.
10. Ensure that a drive home or designated driver program is available at liquor functions, examples include available taxi vouchers.
11. Appropriately store all liquor used for sanctioned liquor functions.
12. Report any concerns or incidents to Manager, Conference Services
13. Report any damages to Conference Services who will notify Campus Facilities and make arrangements for payment of such damages.

ProServe Bartenders for sanctioned liquor functions are responsible to:

1. Ensure that College policies and the AGLC policies are adhered to.
2. Inform the designated event coordinator of any security, safety or behavioral issues.
3. Check persons for proof of age at the entrance to the event.
4. Liaise with the bartenders and inform them of any individual that is not to be served liquor.

Deans are responsible to:

1. Ensure that Appendix A - Best Practices for Academic Courses Where Alcohol May Be Consumed is signed off as appropriate. (Attached).

#### Definitions:

**ProServe:** Is Alberta's responsible liquor service and sales program. It's designed to help ensure that liquor is sold and served according to law and AGLC policies, and in a way that keeps customers, guests and others safe from alcohol-related harms.

**AGLC:** The Alberta Gaming and Liquor Commission (AGLC) oversees the province of Alberta's liquor industry, offering Albertans unparalleled selection, convenience, and responsible customer service.

#### Related Information:

B01 Code of Conduct  
 I07 Student Code of Conduct  
 F12 Hospitality and Alcohol  
 G15 Occupational Health and Safety  
 G10 Impairment and the Use of Alcohol, Cannabis, Other Drugs and Substances

#### Review Period:

3 years

**Revision History:**

Revised: February 13, 2017  
Revised: March 10, 2023



## Best Practices for Academic Courses Where Alcohol May Be Consumed

1. Students in some courses at Olds College may consume alcohol as part of their academic course work. Students agree to conduct themselves in a professional and responsible manner in keeping with the standards of ethical conduct as per Olds College policies.
2. Students must possess current ProServe Certification (or equivalent as determined by AGLC) and follow AGLC guidelines for responsible liquor service and consumption in classes where students choose to consume alcohol.
3. Students are encouraged to eat a healthy meal prior to class or any alcoholic beverage tasting. Proper hydration is encouraged. Water and crackers will be provided with each tasting if possible and appropriate. Over consumption is to be avoided at all times.
4. Faculty and students shall respect the decision of those who choose not to consume alcohol.

I, \_\_\_\_\_, have read this document in its entirety and agree to uphold the policies, procedures and practices outlined and/or associated with it.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date