

Liquor Sale, Service and Consumption Procedure

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

Functional category	Operations
Parent policy	Liquor Policy
Approval date	October 6, 2023
Effective date	October 6, 2023
Procedure owner	Vice President, Administration and Chief Financial Officer
Procedure administrator	Director, Campus Services

Overview

NorQuest College (college) is committed to providing an environment that promotes the responsible use of liquor on college premises or at events under the college's jurisdiction or sponsorship. The purpose of this procedure is to provide a framework within to manage liquor sale, service and consumption requiring strict compliance with:

- Alberta Gaming, Liquor and Cannabis (AGLC) rules and regulations.
- Specific regulations pertaining to the college liquor license held by the Board of Governors.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

1. General

Liquor is generally permissible for occasional significant college celebrations or hospitality, subject to pre-approval (refer to Obtaining Approval section) and the conditions of the [Hosting Procedure](#), where appropriate.

Liquor sampling is also generally permissible for occasional work-related events in licensed areas (refer to Post Approval Requirements section), subject to the requirements of this procedure and Alberta Gaming, Liquor and Cannabis (AGLC) sampling regulations including:

- Tasting records are kept and provided to an AGLC inspector upon request.
- Maximum tasting sizes are in accordance with AGLC regulations.

College related functions that are off-campus and involve the sale, service, or consumption of liquor are subject to this procedure as well as governing legislation and regulations, and must be held within a licensed facility.

Facility rentals of college space where liquor will be present are also subject to the parameters of this procedure, the [Facility Rental Procedure](#), and a Rental Agreement.

The college AGLC License Administrator or the procedure administrator has the discretion to not permit the sale, service and/or consumption of liquor at an event where the event does not meet the requirements of this procedure or the risk posed by liquor sale, service and/or consumption is deemed to be high (e.g. pub crawls).

2. Obtaining Approval

Events involving the sale, service and/or consumption of liquor require pre-approval in writing prior to incurring expenses related to liquor by the:

- Host groups Dean or Director;
- AGLC License Administrator (via the [Liquor Event Request Form](#)); and
- The President and CEO.

1. The host group obtains written support/pre-approval to have liquor at a specific event from their Dean or Director.
2. The host group completes the [Liquor Event Request Form](#), and emails the Form along with the support/pre-approval from their Dean or Director to the AGLC License Administrator ([Manager, Emergency and Business Services](#)) a minimum of eight (8) weeks in advance of the event.
 - Forms received less than eight weeks in advance may result in the application for the sale, service, and/or consumption of liquor at the event being denied.
3. The AGLC License Administrator reviews the form, ensures the event is able to comply with all requirements and evaluates the risk.
 - If the Administrator is supportive of the liquor component of the event, they will request approval from the President and CEO.
 - If the Administrator is not supportive of the liquor component of the event, they will advise the host group and provide rationale so they can consider amending their request and re-submitting the form or having the event without liquor.
4. The AGLC License Administrator will advise the host group of the President and CEO's decision.

3. Post Approval Requirements

Under the College's institutional liquor licence (Class C), liquor may be sold, served, and/or consumed in the following areas:

- SCFL Cafeteria
- SCFL Atrium
- Multi-purpose room 1-096A
- SFCL Study Commons 2C-001
- SCFL 100 seat classrooms 2-013 and 2-027
- SFCL Study Commons 3C-001
- Boardroom 3-019
- SFCL Study Commons 4C-001
- CELT Student Activity Centre 1-206
- CELT 100 seat classroom 2-205/207/209
- Innovation Studio 5-204/5-204D
- CELT Meeting Room 8-204
- Centre 106 E115

A Special Event Liquor License from AGLC may be required in some circumstances as determined by the AGLC License Administrator. In these cases, event hosts are responsible to secure this license and submit a copy to the AGLC License Administrator prior to the event.

The purchase and storage of liquor for a college-related event must occur through the AGLC License Administrator.

- Liquor not pertaining to a specific pre-approved event is to remain sealed and is to be removed from campus in a prompt manner.
- Open liquor that is not being served is strictly prohibited unless under a Special Event Liquor License.
- At the end of an event unopened liquor is to be returned to the AGLC License Administrator for storage.
- At the end of an event unopened liquor under a Special Event Liquor License may not be stored on campus and is to be removed from campus.

The host group must have documented procedures in place for all events (created in partnership with the AGLC License Administrator) that include the sale, service, and/or consumption of liquor. The procedures are to include details of:

- Liquor procurement and storage.
- Licensed space where the event will be held including their occupancy loads.
- Hours of operation for both the event and liquor service, sale, and/or consumption.
- Pricing lists for both liquor, non-liquor, and food items.
- Details of security ratios (if deemed necessary by the AGLC License Administrator).
- Summary of positions expected to have ProServe and/or ProTect training from AGLC and verified copies of those certifications.

The AGLC License Administrator will be responsible for ensuring these measures and procedure requirements are met during any event on campus involving the sale, service, and consumption of liquor.

All individuals serving and selling liquor for any event on campus must be [ProServe](#) certified through AGLC. A log of all individuals who are ProServe

trained and will be serving and/or working the event is to be maintained, verified and signed by the host group with a copy provided to the AGLC License Administrator prior to the event.

The College has established additional minimum service standards to mitigate risks associated with liquor service:

- The valid liquor license (college license or Special Event Liquor License) must be visibly posted.
 - A copy of the college license will be provided by the AGLC License Administrator.
- Liquor is only to be sold, served and consumed within the licensed areas.
- Liquor will not be used to promote or market an event.
- Homemade liquor products (i.e., wine or beer) is strictly prohibited.
- Alternatives to liquor must be offered and provided.
- A selection of food items suitable for a light meal must be available.
- Minors are prohibited within licensed spaces while liquor is being sold, served and/or consumed, unless otherwise stated in a Special Event Liquor License.
- Attending guests who appear to be under the age of 25 must have valid government issued photo ID to validate proof of age. Guests that fail to provide sufficient proof of age will be declined entry or removed from the event.
- Liquor sale, service, and/or consumption is permitted after 10:00am until regular building closing hours as posted publicly or within AGLC's service hours, whichever ends first.
- Guests who appear past the point of intoxication will not be served and/or may be removed or denied entry from the event.
- An abstaining NorQuest College employee from the host group must always be present and use responsible discretion in maintaining safety and control of the event and its patrons from the start of liquor service up to and including liquor service end and cleanup.

Definitions

AGLC License Administrator: The NorQuest Board of Governors designate (Manager Emergency and Business Services) who acts as the coordinator for

college liquor licensing and regulation by the AGLC. The AGLC License Administrator designate is the Business Service Specialist reporting under the Manager of Emergency and Business Services.

Alberta Gaming and Cannabis (AGLC): Alberta government agency responsible for administering the Gaming, Liquor and Cannabis Act, Regulation and Policy. The AGLC establishes rules and regulations in Alberta for Liquor sales, distribution, and consumption, and grants applicable licenses to establishments for the sale and service of liquor.

Class C AGLC Institutional Liquor License: Liquor license governing the provision of liquor within a post-secondary institute for one or more areas established primarily for the use of its students or its staff. Listed areas within the college in which the Class C licence is valid is listed above.

Event: A planned occasion or activity where hospitality is extended to a group of employees, community members or external individuals.

Host Group: A group of individuals within the NorQuest College organization that is responsible for the planned event and its logistics.

Licensed Premises: Pre-authorized location indicated on a current NorQuest College liquor license or a location approved through the liquor license special event process.

Liquor: 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 by the AGLC section 130 of the Alberta Gaming, Liquor, and Cannabis Act.

ProServe: Specialized training and certification provided by the AGLC. Anyone that sells or serves liquor, or that provided security in a licensed premises, must be certified with ProServe. Managers, supervisors, and security staff in a licensed premises must also have ProTect certification.

Special Event License: A liquor license that is required when an event is outside of parameters of the college Class C liquor license.

Related information

NorQuest College

- [Code Of Conduct Policy](#)
- [Facilities Operations Policy](#)
- [Facility Rental Procedure](#)
- [Fit for Duty Policy](#)
- [Hosting Procedure](#)
- [Liquor Policy](#)

External

- [AGLC Liquor Licensee Handbook](#)
- [Gaming, Liquor and Cannabis Act](#)
- [Gaming, Liquor and Cannabis Regulation](#)

Next review date

September 2027

Revision history

Date	Version Number	Action
September 2023	V1	New.
October 2023	V2	Change made to approving authority (Board Chair changed to President and CEO).