POLICY ON THE SALE AND SERVICE OF ALCOHOL ON UNIVERSITY PREMISES

Effective Date: February 7, 2017

Originating Office: Office of the Vice-President, Services and Sustainability

Supersedes /Amends: March 15, 2011

Policy Number: VPSS-3

SCOPE

This Policy applies to:

- All students and University personnel
- All academic and administrative units
- All student groups including all student unions, associations and clubs recognized by the University in accordance with the *Policy on the Recognition of Student Organizations and the Use of University Space* (PRVPAA-10)
- All external individual or group wishing to hold an alcohol-related event on University premises
- All University premises whether owned or leased
- All individuals on University premises, whether for an event or an informal social gathering
- All temporary and permanent permit holders and/or establishments on University premises, as applicable

PREAMBLE

The University recognizes the importance of creating and maintaining an environment conducive to both academic success and quality extra-curricular activities. The responsible sale, service and consumption of alcohol at the University are priorities which the present Policy addresses.

PURPOSE

The present Policy sets out the framework for the sale and service of alcohol on University premises and also seeks to promote and ensure responsible, safe and respectful use of alcohol on University premises. More particularly, this Policy's purpose is to:

- Provide tools and a framework to manage alcohol use at the University
- State the requirements and practices concerning the sale, service and consumption of alcohol at the University
- Help prevent alcohol-related incidents
- Promote a responsible attitude, culture and environment concerning the use of alcohol by members of the University community
- Limit the University's liability with respect to alcohol-related incidents

DEFINITIONS

"Alcohol Coordinator" is the person designated by the University to manage all aspects of the ordering and provisioning of alcohol purchased pursuant to a permanent bar permit held by Concordia University ("Tagged Alcohol") on campus for Faculty and Staff functions. The coordinator oversees events with alcohol on campus including but not limited to: ordering and managing the delivery of alcohol, issuing the Notice of a Reception, and may provide support regarding Reunion Permit requests for External members.

"Alcohol-Licensed Approved Caterer**"** are University Approved Caterers which have permanent bar permits and can provide tagged alcohol to be served and/or sold at Faculty and Staff events.

"Alcohol Waiver and the Responsibilities Regarding the Sale and Service of Alcohol on Campus" is applicable for all events where alcohol is served and/or sold, regardless of whether it is affiliated with a Notice of a Reception or a Reunion Permit. The event organizer must read and abide by the Responsibilities of the Sale and Service of Alcohol on Campus.

"Bar Permit" is a type of permanent permit issued by the Régie. Only tagged alcohol may be served and/or sold at University Faculty/Staff events and if untagged alcohol is found on the premises, it is an infraction to applicable laws/regulations and will carry sanctions.

"Dean of Students Office" The Office of the Dean of Students is responsible for the Safe Server Program (SSP) and provides support regarding Reunion Permit requests for Student-related events.

"Designated Space Administrator (DSA)" means individuals who are authorized to reserve certain University space. They are responsible for ensuring compliance with Authorized Reservation Process, this Policy and all University policies, procedures and guidelines regarding temporary use of space, food at events and the sale and service of alcohol on University space.

"Faculty/Staff Events" is an event/social gathering organized by Faculty and staff whereby:

- an invitation/guest list exists (*often referred to by* the Régie *as a "closed" event*)
- only tagged alcohol is permitted

"Notice of a Reception" is an extension of a permanent bar permit which can be issued for an internal event organized by Faculty and staff (an event where all guests are invited and an invitation list exists) and where only tagged alcohol obtained pursuant to the permanent bar permit may be served.

"Régie des alcools, des courses et des jeux (the "Régie")" is the governmental agency in charge of administering the alcohol laws and regulations including the issuing of permits for alcohol related events.

"Reunion Permit" is a temporary permit issued by the Régie to outside groups (applicable to students and external groups) to sell and/or serve alcohol at an event on Concordia premises.

"Safe Server Program (SSP)" certifies community members to serve alcohol on campus. The purpose of this program is to educate servers on how to reduce alcohol-related harms through safer serving. The program is mandatory for any community member who intends to sell/serve

alcohol on campus. The name of a trained server and their SSP certification number is required to book an event.

"Student Events" are alcohol-related events organized by Students and where a Reunion Permit is obtained by the "Régie" and alcohol is purchased by the Event Organizer in accordance with the rules that apply to that permit.

"Tagged Alcohol" is alcohol purchased pursuant to a permanent bar permit that bears the stamp or number related to that particular permanent permit. Tagged alcohol can be obtained through:

- the University operated bar inventory with a Notice of a Reception provided to **serve** alcohol or
- an Alcohol Licensed University Approved Caterer and a Reunion Permit is obtained by said Caterer to **serve and/or sell** alcohol.

"University Approved Caterer" are the approved food service caterers who form part of the University's approved caterers list and are authorized to provide bartending/wait service at events.

POLICY

General

1. It is the policy of the University to:
    - Promote individual responsibility in the consumption of alcoholic beverages;
    - Respect the needs of those who are non-drinkers or under age;
    - Respect the relevant legislation with respect to the purchase, sale, service and consumption of alcoholic beverages;

- Encourage University groups to minimize their financial dependence on alcohol-related sales or sponsorship and discourage the consumption of alcohol especially as portrayed in advertising as the sole purpose or focus of a University event.
- Not tolerate behaviour that endangers others or constitutes a violation of the relevant legislation, this policy or other University rules and regulations;
- Take any and all appropriate measures, both internal to the University as well as through external legal means, to ensure conformity with this Policy;
- Provide support and assistance through existing University services, such as Health Services, Counselling and Development and Employee Assistance, to those who request help for a substance abuse problem for themselves or a family member. As well, the University provides support to employees seeking assistance or advice on how to deal with co-workers experiencing problems related to substance abuse

Overall Responsibility for the present Policy

2. The Vice-President, Services shall have the overall responsibility for the oversight, implementation and administration of the present Policy and shall be advised in this regard by the Concordia University Alcohol Committee ("CUAC") and its two (2) sub-committees

3. The CUAC, comprised of the individuals listed at Appendix A, shall:

- Monitor and analyze the application of the present Policy and its associated procedures in order to identify problems and make suggestions, recommendations and propose, to the Vice-President, Services and Sustainability, strategies aimed at resolving issues in a manner that is compatible with the present Policy
- Periodically review the present Policy and its related procedures and practices
- Identify specific problem areas and recommend remedial actions
- Recommend methods for enforcement of the present Policy

- Recommend revisions to the present Policy to the Vice-President, Services and Sustainability
- Communicate research information to the University community
- Evaluate the need for, and make recommendations concerning the implementation of programs and relevant research that may educate the University community about the responsible use of alcohol
- Review applicable legislation and regulations, monitor changes in the law and make recommendations and suggestions to the Vice-President, Services and Sustainability
- Ensure wide dissemination of this Policy through a variety of means including the University web site
- Develop an abbreviated version of the present Policy which shall be disseminated and posted at all licensed establishments, events and residences and shall be published regularly in University newspapers, publications and calendars.
- Prepare an annual report to the Vice-President, Services and Sustainability, who shall ensure the wide dissemination to the University community, as required

4. The CUAC shall have two (2) sub-committees as follows:

- The Education Sub-Committee who mandate is to provide an educational program to inform and educate members of the University community about medical and social implications of alcohol consumption and shall be composed of the persons listed in Appendix A;
- The Procedures Sub-Committee who mandate is to create and review all required procedures in connection with the application of the present Policy and shall be composed of the persons listed in Appendix A;

5. This Policy applies in conjunction with all other applicable University policies including the *Policy on the Temporary Use of University Space* (VPSS-24) and the *Policy on Food or Beverage Service on University Premises* (VPSS-7).

6. Applicants are responsible for ensuring that, when required, all delays and other formalities set out in the present and any other applicable Policy and/or related procedures are respected.

7. This Policy applies, with the necessary adaptations, to temporary and permanent permit events and/or requests.

Conditions Relating to the Purchase, Sale, Service and Consumption of Alcoholic Beverages and the Holding of Alcohol-Related Events on University Premises

8. The service of alcohol on University premises is permitted only in a designated area for which the University, student group or external group has obtained the necessary authorizations and holds the appropriate license (ex: temporary or permanent).

9. All persons applying for the required permission, (ex: Notice of a Reception and/or Reunion permit) must ensure that the persons who will serve the alcohol have successfully completed the SSP, as provided by Dean of Students, or hire Concordia University Approved Caterers to provide bartending service. Groups failing to comply with this requirement will be denied their request and may be temporarily or permanently barred from further bookings.

10. All requests to hold an alcohol-related event on University premises shall be accepted at the sole discretion of the University and shall be subject to such conditions and procedures as the University may impose as well as all applicable laws and regulations.

Procedures Relating to the Purchase, Sale, Service and Consumption of Alcoholic Beverages and the Holding of Alcohol-Related Events on University Premises

11. Any individual or group wishing to serve and/or sell alcohol on University premises must follow the procedures established by the University including the CUAC Procedures Committee (Hospitality Concordia) and must also ensure that the purchase, sale, service and consumption of alcohol on campus conforms with all applicable policies, procedures and legislation, including the current provisions of the *Act respecting offences relating to alcoholic beverages, R.S.Q., c. I-8.1*, and the *Act respecting liquor permits,*

R.S.Q., c. P-9 and any rules and/or guidelines required by *La Régie des alcools, des courses et des jeux* (the "Régie").

12. An individual or group wishing to serve and/or sell alcohol on University premises shall submit a request for the use of temporary space for this purpose to the relevant Designated Space Administrator (the "DSA") at least twenty (20) days prior to the event date.

13. Anyone organizing an alcohol-related event (including an informal social gathering where alcohol consumption is planned) on University premises must read and agree to abide by the duties and responsibilities set out in the relevant document:
Alcohol Waiver – Faculty and Staff events and Responsibilities Regarding the Sale/Service of Alcohol on Campus
Alcohol Waiver – Student and External Community events and Responsibilities Regarding the Sale/Service of Alcohol on campus

14. Any individual or group wishing to serve and/or sell alcohol on University premises must obtain the alcohol in accordance with the Reunion Permit and/or Notice of a Reception requested.

15. Delays in submitting applications, documentation or errors in the application process may, where applicable, result in the Régie declining the requested alcohol permit or failure in receiving the tagged alcohol required for Faculty/Staff event.

16. A copy of the present Policy and applicable procedures shall be provided by Hospitality Concordia or the Dean of Students, as applicable, to all individuals and/or groups holding an alcohol-related event and/or obtaining a temporary liquor permit.

Responsibility for Alcohol Related Events

17. All groups wishing to obtain a permit and/or hold an alcohol-related event on University premises must, prior to the event, obtain adequate insurance coverage, when applicable, and must be able to provide, on request and at the time of application, proof of such coverage.

18. Hospitality Concordia, Dean of Students and Designated Space Administrators(DSA) shall:

- Be responsible for the implementation of the present Policy with respect to the events and/or social gatherings held in venues they manage.
- Inform individuals and/or groups who wish to serve, sell and/or consume alcohol on University premises of the present Policy as well as of the applicable procedures.
- Review requests and prepare documentation required by the Régie which authorizes those groups under their responsibility to apply for a reunion permit, or receive a Notice of a Reception for the alcohol-related event, where applicable.

Security

19. Concordia University reserves the right to impose additional restrictions, related to security, on an alcohol-related event or to deny the use of University premises, any such cost shall be at the Event Organizer's expenses.

20. Security personnel may refuse access or require individuals or groups to leave an area or event if no authorization has been given or if the University has reasonable grounds to consider that the use of the space and/or the event, even if previously authorized:

- is contravening any law, ordinance, rule and/or regulation of Canada, Quebec and the City of Montreal or;
- is posing an unacceptable risk to people or property or;
- is creating a climate of intimidation toward an individual or identifiable group or;
- is contravening any University policy, procedure, rule or regulation communicated to the individual or group as well as all policies posted on the University's Official Policies website;

21. The University's Security Department, the Environmental Health and Safety Office, Dean of Students Office, Designated Space Administrator and the Régie have the

authority to inspect any alcohol-related events on University premises, and to cancel the event without notice for non-compliance with any provision of this Policy.

Policy Violations and Sanctions

22. The University will not tolerate conduct which endangers others or is in violation of applicable legislation, University policies, procedures, rules and/or regulations.

23. If organizers of an event and/or their employees/representatives/guests or individuals attending the event violate the terms of the present Policy or any other applicable rule, policy, law, procedure, regulation or engage in unsafe or irresponsible behaviour, the University may take one or more of the following actions, as appropriate:

- Cancellation or immediate shut down of the event without notice
- Temporary or permanent suspension of future alcohol-related event privileges
- Charging the individual(s) in question with an offense under the *Code of Rights and Responsibilities* (BD-3), if applicable
- Take any and all appropriate measures, both internal to the University as well as through external legal means, to ensure conformity with the present Policy

APPENDIX A

The Concordia University Alcohol Committee (the "CUAC") shall be comprised of representatives from the following departments:

- Hospitality Concordia (Chair)
- Dean of Students Office
- Security
- Campus Wellness and Support Services
- Human Resources
- Corporate Risk Manager
- Student Success Centre
- University Secretariat
- Residence Life
- Environmental Health and Safety
- One (1) Faculty member

A representative of the following, to be appointed at the outset of the academic year for a one-year term:

- One student nominated by the CSU
- One student nominated by the GSA

The CUAC Educational Sub-Committee shall be composed of:

- Dean of Students (Chair)
- Student Success Centre
- Hospitality Concordia
- Campus and Wellness Support Services
- Human Resources and Employee relations
- Faculty member
- One student

The CUAC Procedures Sub-Committee shall be composed of:

- Hospitality Concordia (Chair)
- Dean of Students Office
- Security
- Corporate Risk Manager
- University Secretariat
- Environmental Health and Safety