

Title	CAMPUS LIQUOR		
Classification	Administrative	Oversight Responsibility	Office of Vice-President, External Relations
Category	Health, Safety & Environment	Responsible Office	Events and Ceremonies
Approval	Executive Committee	Effective Date	2023-Feb-07
		Policy No.	1088

This policy is applied in a manner consistent with applicable statutory and legal obligations, including University collective agreements and terms of employment.

The most up-to-date versions of the University's policies are posted on the policy & procedure website. If you've printed this policy, check the website to ensure you have the current version.

NOTE: The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.

1.0 POLICY STATEMENT

Royal Roads University (the “University”) is committed to promoting the well-being of its community and of visitors to its premises. The purpose of this policy is to establish a process for the provision and consumption of **Liquor** in **Licensed Areas** on **Campus**, and to support the health and safety of University community members and visitors.

The University holds a Liquor Primary license (appendix A provides a list of licensed areas on Campus) with the Liquor and Cannabis Regulation Branch of the British Columbia Government. The University permits the moderate and responsible service and consumption of Liquor in designated locations only. The University promotes safe and responsible Liquor consumption, and mitigates the potential for inappropriate or unsafe behaviours, by requiring **Events** with Liquor to be food-focused.

This policy:

- sets out requirements regarding the service and consumption of Liquor on Campus in order to comply with the *Liquor Control and Licensing Act*, *Liquor Control and Licensing Regulation*, and the policies, directives, licences and permits issued by the Liquor and Cannabis Regulation Branch;
- promotes an environment in which Liquor is served and consumed safely and responsibly;
- maintains an environment that minimizes the risks associated with the service and consumption of Liquor on Campus; and
- defines responsibilities for the management of Liquor service on Campus.

The rules set out in this policy apply in addition to all applicable laws and regulations of federal, provincial and municipal governments.

2.0 SCOPE

This policy confirms the expectations for Liquor service and consumption in Licensed Areas on Campus, including all internal (academic, extra-curricular, administrative, and research) events as well as external or client events (weddings, galas, conferences, etc.) undertaken by the University, and applies to the University's board members, employees, students, contractors, volunteers and clients/visitors.

3.0 POLICY TERMS

- 3.1 Liquor may not be served or consumed in **Common Spaces** on Campus except for in a Licensed Area.

- 3.2 Licensed Areas shall be operated in compliance with the *Liquor Control and Licensing Act*, the *Liquor Control and Licensing Regulation*, the terms and conditions of the applicable Liquor licence, any other applicable laws, University policies, and any security or other requirements as may be established by the University for the respective Licensed Establishment.
- 3.3 All Events with Liquor must utilize an approved University third-party food service provider for bartender services at their Event. The food service provider must purchase and serve all Liquor. The bartender must carry a valid Serving It Right certification and must refuse service when deemed necessary, including to intoxicated persons, persons showing signs of intoxication, or to those who are under 19 years of age.
- 3.4 To promote responsible consumption, the University requires food compliment to be available when Liquor is being served. Food compliment will be confirmed by **Events and Ceremonies** through the University's event management system (EMS) or other University-approved catering-platform systems.
- 3.5 Drinking games or contests that focus on the consumption of Liquor are prohibited.
- 3.6 Any on Campus advertising regarding an Event with Liquor shall not promote or encourage Liquor consumption or irresponsible drinking, and shall comply with all applicable legislation.
- 3.7 Intoxicated persons, as required under the *Liquor Control and Licensing Act*, are not permitted to enter or remain at an Event or in a Licensed Area. The intoxicated person shall be removed and reasonable steps shall be taken by the **Designated Employee** to see that they depart safely. Individuals who are removed must not be allowed to return for at least 24 hours.
- 3.8 All Events with Liquor service must be held in an approved Licensed Area.
- 3.9 Liquor service is restricted to between the hours of 10:00 a.m. to 12:00 a.m. (midnight). **Last Call** is 30 minutes prior to the scheduled Event end time or closure of the Licensed Area.
- 3.10 **Designated Employee** must provide Event attendees general information about designated driver programs and local transit options from the Event venue.
- 3.11 All Events where Liquor is served must have a Designated Employee in attendance for the duration of the Event.
- 3.12 The Designated Employee must contact Campus Security in cases where, during the course of an Event, there is resistance to adherence with this policy.
- 3.13 All persons involved in the organizing, operating, and supervising of Events with Liquor are responsible for being aware of and complying with the terms of this policy.

4.0 AUTHORITIES, ROLES, AND RESPONSIBILITIES

4.1 Executive

- 4.1.1 The President, as delegated by the Board of Governors, has accountability for the management and implementation of strategies to manage the safe and responsible service of Liquor on Campus.
- 4.1.2 The President and Vice-Presidents are accountable for promoting a culture of high standards of safe and responsible service of Liquor on Campus.
- 4.1.3 The Vice-President, External Relations, as delegated by the President, leads the coordination of activities aimed at mitigating risk associated with the service and consumption of Liquor on Campus.

4.2 Vice-President

The Vice-President, External Relations, may prevent an individual or group who does not abide by this policy from organizing or attending an Event with Liquor for a specified or indefinite period of time.

Administration of the Campus Liquor policy and processes are delegated to the Vice-President, External Relations whose responsibility is to:

- 4.2.1 coordinate Campus Liquor service and consumption activities and procedures;
 - 4.2.2 monitor and report on Campus Liquor service and consumption incidents through periodic review of program activities and trends to determine necessary prevention and mitigation plans; and
 - 4.2.3 regularly report to the Executive Committee on Campus Liquor service and consumption regarding irregular activity.
- 4.3 **Responsible Office**
Coordination, investigation and tracking of all reports of Campus Liquor service and consumption irregularity will be managed by the Associate Director, Events and Ceremonies.
- 4.4 **Managers**
Academic and administrative managers are responsible for implementing Campus Liquor service and consumption management activities and maintaining appropriate internal controls that support effective practices.
- 4.5 **Employees**
All employees are responsible for reporting, in good faith, any suspected Campus Liquor service and consumption irregularity.
- 4.6 **Designated Employee**
The Designated Employee must be in attendance for the duration of the Event and act as the primary point of contact for supervising the Event.
- 4.7 **Event Planner**
The Event Planner acts as the primary point of contact for information leading up to the Event and confirms that all appropriate requirements are in place to meet compliance with this policy and all federal, provincial and municipal regulations.

5.0 DEFINITIONS

For the purposes of this policy:

Campus means all campuses operated under Royal Roads University.

Events and Ceremonies refers to the department responsible for managing the University's signature (internal) events, as well as client/external events.

Common Spaces refers to all areas of Campus except for private residences.

Designated Employee means an employee of the University who is required to be in attendance for the duration of an Event with Liquor.

Event refers to gatherings on Campus that are organized by the University's employees or registered student groups acting on behalf of the University or their registered student group, as applicable.

Liquor as defined in the *Liquor Control and Licensing Act* means, subject to the regulations, beer, cider, wine or spirits, or any other product intended for human consumption, that contains more than 1% alcohol by volume.

Last Call refers to the time Event attendees are advised liquor service will be closing; Last Call is 30 minutes prior to the Event end time or closure of the Licensed Area.

Licensed Area is an establishment within the meaning in the *Liquor Control and Licensing Act*, being a place, premises or vehicle that is the subject of a liquor license issued under the *Act*.

6.0 INTERPRETATION

Questions of interpretation or application of this Policy or its procedures will be referred to the Vice-President, External Relations, whose decision is final.

7.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

- Student Rights and Responsibilities - <http://policies.royalroads.ca/policies/student-rights-and-responsibilities-policy>
- Student Event Guidelines and Application Forms – <http://www.royalroads.ca/current-students/event-planning>
- [Safety Policy](#)
- [Code of Conduct for Employees and Contractors](#)

Legislation and Information

- *Liquor Control and Licensing Act*, SBC 2015, c.19 - <http://www.bclaws.ca/civix/document/id/lc/statreg/15019>
- *Liquor Control and Licensing Regulation*, Reg. 155/2019 - http://www.bclaws.ca/civix/document/id/complete/statreg/241_2016
- *Liquor Distribution Act*, RSBC 1996, c.268 http://www.bclaws.ca/civix/document/id/complete/statreg/96268_01
- *Criminal Code of Canada* - <http://www.criminal-code.ca/>
- *Royal Roads University Act* – https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96409_01
- *University Act* - https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96468_01

WorkSafe BC

- 4.19 Physical or Mental Impairment - <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionNumber:4.19>
- 4.20 Impairment by alcohol, drug or other substance - <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionNumber:4.20>

Review, Revision and Approval History

<u>Date</u>	<u>Activity</u>
2023-Feb-07	Approved by Executive Committee (first implementation)
2026-Jul-14	Revision; Approved by Executive Committee
2029-Jul-14	Next Review