

<b>SUBJECT:</b> Alcohol and Liquor Licensing	<b>POLICY NO:</b> SL-8	<b>LAST REVIEWED:</b> 05 March 2018
<b>APPROVED BY:</b> Council	<b>MANAGED BY:</b> Controller	<b>NEXT REVIEW:</b> 12 Months Post Approval

## **SUMMARY**

### **Policy Statement**

BCITSA recognizes that the misuse of alcohol can create risks, threaten individual health, compromise the educational environment and undermine our community. This Policy reflects a commitment to prevention, intervention, and enforcement that minimizes potential harm and disruption, supports a healthy environment, and promotes healthy decisions related to alcohol use.

BCITSA is also aware of its responsibility to ensure that events put on by Clubs, a branch of BCITSA, are safe and have proper checks and balances to ensure the safety and wellbeing of students at said events.

All events on BCIT campuses are subject to BCIT Policy 7504 - Liquor Consumption On Campus, and as such this Policy shall closely align with the same.

### **Purpose of This Policy**

The purpose of this Policy is to:

- Comply with all related liquor consumption laws
- Provide students and the BCIT community with a safe, inclusive environment
- Define the expectations of alcohol as it relates to the Campus Pub, Club Events both on and off campus, and other BCITSA events
- Inform BCIT staff, students, and other community members about procedures and safety precautions for licensed events; and
- Protect BCITSA from potential liability

### **Application of This Policy**

The Policy applies to all employees, students, and Club Executives that are participating in, attending, or otherwise involved with events and functions that involve the sale and consumption of alcohol and liquor.

### **Related Documents and Legislation**

Legislation

- *BC Liquor Control and Licensing Act*
- *Canada Criminal Code*
- *BC Occupiers Liability Act*

**BCIT**

- Liquor Consumption On Campus - Policy 7504
- Sexual Violence and Misconduct – Policy 7103
- Student Code of Conduct (Non-Academic) – Policy 5102

**BCITSA**

- INT-23 – Events
- SL-1 - Clubs
- SL-2 - Campus Pub

**Forms Associated With This Policy**

N/A

**Amendment History**

- Created 05 March 2018

**DEFINITIONS**

**BCITSA Event**

A BCITSA Event is any event hosted either by BCITSA, or any third party affiliated vendor that is intending to use a BCITSA space. For further clarity this also includes any event that is held off BCIT campuses.

**Campus Pub**

The Campus Pub is the establishment of the BCITSA licensed to sell alcoholic drinks.

**Club Event**

A Club Event is an event that is hosted or co-hosted by a Club, as outlined in SL-1 - Clubs.

**Duty of Care**

In the context of this Policy, having a Duty of Care mean that servers must protect patrons and others from harm that can result from the consumption of alcohol, whether or not that harm occurs at the location alcohol is being served.

**Risk Management**

Risk Management is the application of policies, procedures, and practice to maintain the safety of all individuals. This includes reducing the risk of injury or damage to any individual and to BCITSA property.

**Special Event Permit**

A Special Event Permit shall be defined as a permit allowing alcohol and/or liquor to be supplied and served at a specified event and location, as outlined in the BC Liquor Control and Licensing Act and Regulations.

**DUTIES AND RESPONSIBILITIES**

**Controller**

The Controller is responsible for the interpretation and enforcement of this Policy.

**Club Program Coordinator**

The Club Program Coordinator is responsible for liaising with Club Executives that wish to obtain a Special Event Permit for a Club Event, and forwarding such requests on to the Event Manager.

**Event Manager**

The Event Manager is responsible for approving the requests of, and obtaining Special Event Permits for all BCITSA Events and Club Events.

**POLICY**

**1. Liquor Licenses**

**1.1. Campus Pub**

- a. BCITSA shall maintain and operate a liquor license at the Campus Pub.

- b. BCITSA receives its authority to maintain a liquor license through BCIT, and its usage is subject to BCIT Liquor Consumption On Campus - Policy 7504.
- c. Whenever there is a discrepancy between this Policy and Policy SL-2 – Pub Policy, the more restrictive Policy shall apply.
  - i. All decisions as to which Policy is the most restrictive shall be at the discretion of the Pub Manager.

## **2. Special Event Permits**

### **2.1. All Events**

- a. All events intending to serve and supply alcohol that are not located in a licensed establishment, such as the Campus Pub, shall be required to have an approved Special Event Permit for the entire duration of the event.
- b. The Event Manager shall apply for all Special Event Permits for all BCITSA and Club Events.
  - i. All Special Event Permit requests must be approved by the Controller prior to the Event Manager applying for the Special Event Permit.
- c. The Executive Director, at their sole discretion, may deny any request for a Special Event Permit for a BCITSA or Club Event.
- d. Any event requiring a Special Event Permit may also be required to acquire additional insurance, at the sole discretion of the Controller.

### **2.2. BCITSA Event Specific**

- a. Any employee or department seeking to host an event with alcohol or liquor shall submit a request for a Special Event Permit to the Event Manager through the procedure outlined in this Policy.

### **2.3. Club Event Specific**

- a. Any Club seeking to host an event with alcohol or liquor shall submit a request for a Special Event Permit to the Club Program

Coordinator, who shall act as a liaison between Clubs and the Event Manager.

- i.** For further clarity, Club Executives shall not have the authority to obtain Special Event Permits.
- b.** In addition to this Policy, all Club Events shall be required to comply with the relevant sections regarding Club Events in Policy SL-1 – Clubs.
- c.** Clubs shall be responsible for any costs associated with any Special Event Permits related to their Club Events.
  - i.** In the case that a Club Event is hosted by multiple Clubs, it shall be the responsibility of the Clubs to determine how the costs will be shared.

**2.4. Failure to Abide**

- a.** Hosts of events that do not abide by the stipulations outlined in a Special Event Permit during their event shall be subject to discipline by BCITSA. Such discipline is separate from and in addition to any discipline imposed by BCIT and any civil or criminal liability.
- b.** Hosts of events that are found to have served alcohol without a Special Event Permit, or with a Special Event Permit acquired without the authorization of the Controller, shall be subject to discipline by BCITSA., Such discipline is separate from and in addition to any discipline imposed by BCIT and any civil or criminal liability.

**3. Compliance with BCIT Policy**

**3.1. Liquor Consumption on Campus**

- a.** All events involving liquor that occur on a BCIT campus shall comply with BCIT Policy 7504 – Liquor Consumption on Campus.

**4. Serving Alcohol**

**4.1. Employees or Individuals Serving Alcohol**

- a.** All employees or individuals that serve alcohol or liquor as permitted through a Special Event Permit or liquor license held by BCITSA,

including the Campus Pub, must adhere to all applicable legislation, as well as this Policy.

- b.** Any employee or individual that is serving alcohol or liquor must have a "Serving it Right" certification or equivalent.
  - i.** As per applicable legislation, proof of certification must be kept on the premises where the alcohol or liquor is being served.
- c.** All employees or individuals that serve alcohol or liquor through a Special Event Permit or liquor license held by BCITSA, including the Campus Pub, shall uphold a Duty of Care for all individuals in attendance, both on and off the premises.

## **PROCEDURE**

### **1. Special Event Permits**

#### **1.1. Applying for a Special Event Permit**

- a.** All Special Event Permits for BCITSA events, Club Events, or other events on BCITSA premises shall be authorized by the Controller, and applied for and obtained by the Event Manager.
- b.** Employees shall make a note on their SA Event Request Form, and Club Executives shall make a note on their Club Event Booking Form for any required Special Event Permits.
- c.** The Event Manager shall receive all requests for Special Event Permits, and shall forward them to the Controller along with a recommendation to approve or deny the requests based on the suitability of the event, and availability of employees/individuals to serve alcohol.
- d.** The Controller shall review all Special Event Permit requests submitted by the Event Manager, and shall seek out additional authorization by BCIT personnel as required.
- e.** The Controller shall review all insurance and liability requirements for any events and, if required, require the applicant to provide proof of purchase for additional insurance prior to authorizing a Special Event Permit request.

- f.** Once the Controller has authorized a Special Event Permit request, the Event Manager shall apply with the BC Liquor Control and Licensing Branch for the Special Event Permit through the process outlined by the same.
- g.** The Event Manager is advised to provide the BC Liquor Control and Licensing Branch with a minimum of 14 days notice for the Special Event Permit to ensure adequate processing time.