



Medicine Hat College Policy ALCOHOL MANAGEMENT

Policy #:	HS-03
Policy Authority:	Manager, Occupational Health and Safety
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President and CEO
Effective Date:	June 9, 2021
Next Mandatory Review Date:	June 9, 2026
Frequency of Review:	Every 5 years

1. OBJECTIVE

This policy ensures a responsible approach to the service of alcohol, and the college's compliance to relevant legislation.

2. SCOPE

This policy applies to all members of the Medicine Hat College Community who purchase, sell, serve, or consume alcoholic beverages at any event held on college premises.

3. DEFINITIONS

- **Event:** activity where alcohol is being served.
- **Event Organizer:** the individual(s) assigned as the main contact and organizer of the event.
- **Liquor:** beverages intended for human consumption containing over 1% alcohol by volume (e.g. spirits, wine, liqueur, coolers, cider or beer.)
- **Medicine Hat College Community:** members under this policy include but is not limited to the following:
 - (a) employee: any person who is employed by MHC or who provides services to MHC under an employment contract.
 - (b) student: any person enrolled in study at MHC.
 - (c) volunteer: any person performing work for MHC in an unpaid capacity.
 - (d) contractor: an individual or company (and their employees) who provides services to MHC (with or without a service contract i.e. a non-employee-employer relationship.)
 - (e) community member: any person working in collaboration with MHC for a business or academic purpose, or a visitor to campus.
- **ProServe:** a program designed to educate servers, bartenders, managers, security, and other staff members as to what their responsibilities and obligations are under the law.

4. PRINCIPLES

- 4.1 MHC recognizes the importance of responsible liquor service and consumption.
- 4.2 The college has an obligation to ensure that all legal requirements are followed and that best practice procedures are in place to safeguard the well-being of those present at events where alcohol is served.

5. DIRECTIVES

- 5.1 All event bookings requiring alcohol service must be approved and coordinated by the Manager, Hospitality and Conference Services.
- 5.2 All personnel associated with the service of alcohol at MHC must be ProServe trained.
- 5.3 The college prohibits high-risk alcohol practices, including but not limited to drinking games, two-for-one alcohol specials, etc. Any activity that encourages excessive or quick consumption of alcohol is prohibited.
- 5.4 External alcohol is not permitted on campus.
- 5.5 The college has the right to
 - (a) deny an intoxicated person entry to any facility,
 - (b) deny alcohol service to an intoxicated person,
 - (c) have an individual removed from the premises if a situation has the potential to lead to an injury or damage to college property, and
 - (d) have an individual removed from the premises for inappropriate behaviour or an illegal act.
- 5.6 All events where alcohol is served must have an approved Alcohol Risk Assessment Form (Attachment A.)
- 5.7 The use of alcohol on college property must comply with all applicable laws and regulations. In particular, the college must adhere to the licensing guidelines issued by the Alberta Gaming and Liquor Commission (AGLC.)
- 5.8 All alcohol storage and events where alcohol is served on campus are subject to the conditions of the college's liquor license.
- 5.9 Non-alcoholic beverages, such as water, punch, soft drinks or other similar beverages, must be available and provided free-of charge.
- 5.10 High-risk events must have a documented Emergency Response Action Plan in place (Attachment B.)

6. RESPONSIBILITIES

6.1 **Manager, Occupational Health and Safety** is responsible for

- (a) maintaining the information on all college liquor licenses and the processes for application and extensions of those licenses; and
- (b) ensuring that AGLC liquor licenses held at the college are accurate and in force.

6.2 **Manager, Hospitality and Conference Services** is responsible for

- (a) managing the coordination of hospitality bookings and events;
- (b) ensuring event organizers are provided a copy of Attachment A - Alcohol Risk Assessment Form, and the Alcohol Service on Campus document;
- (c) ensuring the Alcohol Risk Assessment Form has been completed and approved prior to confirming bookings of this nature;
- (d) ensuring high risk events have a documented Emergency Response Action Plan;
- (e) abiding by applicable legislation and policy requirements;
- (f) placing a high priority on maintaining a safe location, given patrons are consuming an intoxicating substance; and
- (g) taking steps to reduce the risk of assault among patrons and damage to college property.

7. RELATED POLICIES

FL-01: Facility Bookings

FL-02: Catering Services

HR-01: Respectful Work and Learning Environment

HR-10: Code of Conduct

SD-04: Student Non-Academic Misconduct

4.13: Hosting Expenses

8. RELATED PROCEDURES

PR-HR-01-01: Respectful Work and Learning Environment Complaint Resolution

PR-SD-01-01: Student Non-Academic Misconduct

9. RELATED INFORMATION

Attachment A – Alcohol Risk Assessment Form

Attachment B - Emergency Response Action Plan

Alcohol Service on Campus Guidelines

Alberta Gaming and Liquor Commission Guidelines

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Date: June 9, 2021

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and
Finance

Date: June 9, 2021

DOCUMENT HISTORY

June 9, 2021 Revised policy reviewed