
Liquor Consumption on Campus

Policy No.:	7504
Category:	Administration
Approving Body:	Board of Governors
Executive Division:	Finance and Administration
Department Responsible:	Director, Corporate Services and Director, Safety, Security and Emergency Management
Current Approved Date:	2017 Dec 05

Policy Statement

BCIT is committed to promoting the well-being of the BCIT Community and visitors to BCIT premises. BCIT permits the moderate and responsible consumption of Liquor on its premises in designated locations only. BCIT strongly discourages the abuse of Liquor and does not condone any event that involves the over-consumption of Liquor. Access to Liquor on BCIT premises is a privilege and is subject to this policy, and compliance with all applicable laws and BCIT policies.

Every individual has a personal responsibility to recognize the risks associated with the consumption of Liquor. BCIT expects all students, faculty, staff and visitors to BCIT premises to make responsible decisions concerning their consumption of Liquor, having due regard for all applicable laws and for the health, safety and security of others.

Event Organizers of With-Liquor Events should be aware that where the Event Organizer fails to take reasonable steps to prevent over-consumption of Liquor and to prevent foreseeable harm, a court may find the Event Organizer legally and financially liable for the subsequent actions of an attendee who becomes impaired at the event. Event Organizers must ensure that all reasonable steps are taken to minimize the risks of over-consumption of Liquor.

Some members of the BCIT Community are not of legal age to consume Liquor or may choose not to consume Liquor, and the opportunities for these members to participate fully in campus activities should not be limited.

Purpose of Policy

The purposes of this policy are to:

- set out requirements regarding the serving and consumption of Liquor on BCIT premises, including requiring compliance with the British Columbia *Liquor Control and Licensing Act*, *Liquor Control and Licensing Regulation*, and the policies, directives and licences and permits issued by the Liquor Control and Licensing Branch;
- promote an environment in which Liquor is served and consumed responsibly, and in which risk associated with the serving and consumption of Liquor is minimized; and
- define the roles and responsibilities of the providers, servers, and consumers of Liquor on BCIT premises.

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Application of this Policy

This policy applies to all BCIT students, faculty members, employees, contractors, volunteers, and visitors to BCIT premises.

Related Documents and Legislation

Liquor Control and Licensing Act, S.B.C. 2015, c. 19 (as may be amended from time to time)
Liquor Control and Licensing Regulation, BC Reg. 241/2016 (as may be amended from time to time)
Criminal Code of Canada, R.S.C. 1985, c. C-46 (as may be amended from time to time)
 Policy 1500, Code of Conduct
 Policy 5102, Student Code of Conduct (Non-Academic)
 Policy 7100, Safety and Security
 Policy 7523, Use and Advertising of BCIT Student Association's Campus Pub Policy

Any reference in this policy to the *Liquor Control and Licensing Act* includes the *Liquor Control and Licensing Regulation* as may be applicable in the circumstances.

Definitions

Campus Food Service Provider: BCIT's designated food service provider for each campus.

Catering Authorization: an authorization issued to a caterer pursuant to the *Liquor Control and Licensing Act* that allows for the sale, serving, and consumption of Liquor at a catered event. Such an authorization is issued by the Liquor Control and Licensing Branch.

Event Organizer: an individual who organizes an event where Liquor will be served or sold.

Event Supervisor: a BCIT faculty or staff member endorsed or designated by the Director, Corporate Services (or his or her designate) to be responsible for supervising a With-Liquor Event that is subject to a Special Event Permit issued pursuant to the *Liquor Control and Licensing Act* or for any With-Liquor Event at the Downtown Vancouver Campus.

Licensed Establishment: an establishment within the meaning of the *Liquor Control and Licensing Act*, being a place, premises or vehicle that is the subject of a Liquor licence issued under that Act.

Licence-Exempt Event: a With-Liquor Event that meets all the requirements as set out in the Procedure associated with this policy.

Liquor: the meaning as defined in the *Liquor Control and Licensing Act*.

Minor: a person under the age of majority established by the *Age of Majority Act*, being 19 years.

Residence Advisor: a person employed by the BCIT Housing Office as a Residence Advisor who lives and provide supports to persons living in Student Residences.

Special Event Permit: a permit issued pursuant to the *Liquor Control and Licensing Act* that allows for the sale, serving, and consumption of Liquor at a With-Liquor Event. Such a permit is issued by the Liquor Control and Licensing Branch.

Student Residence or Residences: a residence operated by the BCIT Housing Office.

With-Liquor Event: an event at which Liquor is served or sold.

Any reference in this policy to the President of BCIT, the Director, Corporate Services and the Director, Safety, Security and Emergency Management, and this policy's associated procedure, includes those persons' designate where one has been appointed.

Locations and Events where Liquor Is Permitted on BCIT Premises

A. Generally

Liquor may only be served and consumed on BCIT premises:

- a. in a Licensed Establishment;
- b. in an area covered by a Special Event Permit or Catering Authorization for a With-Liquor Event, and which event has received the prior authorization of the Director, Corporate Services in accordance with this policy;
- c. in Student Residences in accordance with this policy; or
- d. at a With-Liquor Event that satisfies all conditions as set out in the procedure associated with this policy as a "Licence-Exempt Event".

B. Licensed Establishments

Licensed Establishments under the *Liquor Control and Licensing Act* located on BCIT premises and the types of Liquor that may be served and consumed in each are set out in Appendix "A".

Licensed Establishments 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, BCIT policies, and any security or other requirements as may be established by BCIT for the respective Licensed Establishment.

The President of BCIT shall monitor the operation of the BCIT Student Association's Campus Pub, and may suspend service of Liquor at that establishment in accordance with the provisions of the lease dated December 15, 2012, between the BCIT Student's Association and BCIT, pursuant to which the BCIT Student Association operates the Campus Pub.

C. With-Liquor Events Held at Licensed Establishments

BCIT departments wishing to host a With-Liquor Event are encouraged to use a Licensed Establishment and, in particular, the BCIT Student Association's Campus Pub.

The Event Organizer shall be present for the duration of the With-Liquor Event and is responsible for the conduct of persons in attendance and for compliance with this policy.

Unless otherwise authorized by the Director, Corporate Services, With-Liquor Events held in Licensed Establishments shall be catered by the Campus Food Service Provider, who shall also be responsible for serving any Liquor. Except as otherwise authorized by the Director, Corporate Services, where the services of an outside caterer are to be used, the Event Organizer shall obtain a Special Event Permit or ensure that the caterer obtains a Catering Authorization for the With-Liquor Event and displays such permit or authorization throughout the event.

The Event Organizer is responsible for making all necessary arrangements and obtaining all approvals for the With-Liquor Event. The Director, Corporate Services, and the Director, Safety, Security and Emergency Management may require certain security and other measures.

Any With-Liquor Event at the Downtown Vancouver Campus must have an Event Sponsor, who is required to be present for the duration of the event.

BCIT Security may attend the With-Liquor Event and, if it finds any violations of this policy, any applicable law, threat to the safety of persons or property, or excessive disturbance, may immediately close down the event, and will report the same to the Director, Corporate Services.

D. With-Liquor Events Held at Non-Licensed Establishments on BCIT Premises

With-Liquor Events on BCIT premises to be held at a location other than at a Licensed Establishment require:

- a. a Special Event Permit or Catering Authorization, that shall be displayed throughout the event;
- b. the prior written authorization of the Director, Corporate Services;
- c. a security plan approved by the Director, Safety, Security and Emergency Management;
- d. liability insurance coverage deemed appropriate by the Director, Corporate Services;
and
- e. an Event Supervisor.

Approval for such With-Liquor Events will normally only be granted where the proposed event:

- a. is sponsored by a recognized BCIT department, administrative unit, employee association, alumni association or the BCIT Student Association;
- b. has as its principal purpose the enhancement of collegial interactions of faculty, staff or students, professional interactions related to BCIT, or advancing BCIT's community relations goals;
- c. is a non-recurring, special occasion of short duration (less than five hours);
- d. is at an appropriate venue on BCIT premises; and
- e. will not disrupt or conflict with any BCIT program or activity.

BCIT Security may attend any With-Liquor Event and, if it finds any violations of this policy or any applicable law, threat to the safety of persons or property, or excessive disturbance, may immediately close down the event, and will report the same to the Director, Corporate Services.

With regard to using an outside caterer for a With-Liquor Event, the Campus Food Service Provider for the particular campus may be entitled to be first offered and decline the opportunity to cater the proposed event before an outside caterer is permitted to cater the event. The Event Organizer has the responsibility to discuss this with the Director, Corporate Services as part of

seeking approval for the With-Liquor Event, as is further detailed in the procedure associated with this policy.

E. Student Residences

The responsible consumption of Liquor by residents of Student Residences and their invited guests is permitted only:

- a. in the resident's private living space (suite and bedroom); and
- b. in accordance with all applicable laws, BCIT policies, rules or processes of the Residence, and requests made by a Residence Advisor or BCIT Security in enforcing such rules or processes.

The consumption of Liquor is prohibited in any other areas of the Student Residences, including in all outdoor areas.

Kegs are not permitted in Student Residences.

Duties and Responsibilities

Community Responsibilities

The following requirements apply in all circumstances with regard to Liquor on BCIT premises:

- All managers of Licensed Establishments are required to have the requisite Serving It Right certification, and all servers of Liquor shall also have the requisite Serving It Right or Special Event Server certification, where appropriate, or such other certification as may be required to serve Liquor as established by the Liquor Control and Licensing Branch from time-to-time.
- Minors may not consume Liquor.
- No person may serve or provide Liquor to a Minor.
- No person may provide Liquor to any person who appears intoxicated.
- Intoxicated persons, as required under the *Liquor Control and Licensing Act*, are not permitted to enter or remain in a Licensed Establishment or at a With-Liquor Event held pursuant to a Special Event Permit or catering authorization issued under that Act. The intoxicated person shall be removed and reasonable steps taken to see that he or she departs safely.
- Everyone has the duty to take reasonable steps to prevent an intoxicated person or apparently intoxicated person from operating a motor vehicle, or any other machinery or equipment.
- Drinking games or contests that focus on the consumption of Liquor are prohibited.
- Any on-campus advertising of a With-Liquor Event shall not promote or encourage Liquor consumption or irresponsible drinking, and shall comply with all applicable legislation. Any advertising related to Liquor must be approved by the Director of Marketing.

BCIT President and Vice President

The President of BCIT shall monitor the operation of the BCIT Student Association's Campus Pub, and may suspend service of Liquor at that establishment in accordance with the provisions of the lease dated December 15, 2012, between the BCIT Student's Association and BCIT, pursuant to which the BCIT Student Association operates the Campus Pub.

The President or Vice President may:

- prevent any individual or group not abiding by this policy or any applicable law with regard to Liquor from participating in organizing or attending any With-Liquor Event, for a specified or indefinite period of time.
- suspend or deny the use of any Liquor licence on BCIT premises.

Director, Corporate Services

The Director, Corporate Services:

- authorizes any With-Liquor Event.
- ensures that for any proposed With-Liquor Event, any rights and/or other contractual obligations associated with a Campus Food Service Provider catering that event are met prior to granting approval for an outside caterer.
- may require further information or assessments to be provided or undertaken prior to granting authorization (e.g., a security assessment).
- may for any reason, refuse any request for authorization of a With-Liquor Event.
- may impose any terms or conditions on any authorization which he or she considers appropriate.
- notifies the Director, Safety, Security and Emergency Management of all With-Liquor Events subject to a Special Event Permit or Catering Authorization.
- endorses or designates an Event Supervisor to be responsible for supervising each With-Liquor Event subject to a Special Event Permit, including all With-Liquor Events held at the Downtown Vancouver Campus.
- may arrange for a With-Liquor Event to be visited by BCIT Security.

Director, Safety, Security and Emergency Management

The Director, Safety, Security and Emergency Management:

- assesses the need for security plans for With-Liquor Events within Licensed Establishments.
- reviews and approves security plans, where required, for a With-Liquor Event .
- grants or refuses approval of any company proposed to provide security at a With-Liquor Event.
- may arrange for a With-Liquor Event to be visited by BCIT Security.

Residents of Student Residences

Residents in Student Residences:

- shall restrict consumption of Liquor in the Residence to those locations and circumstances as specified in this policy.
- are responsible for their invited guests and those person's consumption of Liquor.
- shall take all reasonable steps to ensure that their guests comply with all applicable laws, this policy, BCIT policies, rules or processes of the Residence, and requests made by a Residence Advisor or BCIT Security in enforcing such rules or processes, and that their guest depart safely.

Campus Food Service Provider

The Campus Food Service Provider:

- serves Liquor in Licensed Establishments and any With-Liquor Event subject to a Special Event Permit, in accordance with the terms and conditions of the applicable license or Special Event Permit issued under the *Liquor Control and Licensing Act*, including ensuring that each of its servers have the requisite Serving It Right certification.
- notifies the Director, Corporate Services and the Director, Safety, Security and Emergency Management of all scheduled With-Liquor Events.

Event Organizer

An Event Organizer:

- contacts the Campus Food Service Provider or outside caterer to make all necessary arrangements for the With-Liquor Event, including ensuring managers and servers have the requisite certification to serve Liquor (such as the Serving It Right or Special Event

Server certification) and that the appropriate permit, authorization or licence under the *Liquor Control and Licensing Act* is in place.

- familiarizes themselves with all legal requirements, BCIT policies, and procedures relevant to hosting a With-Liquor Event.
- is present for the duration of the With-Liquor Event.
- during the With-Liquor Event, provides full and immediate access to the premises to, and follows the directions of, the Event Supervisor, BCIT Security, police or Liquor inspectors.
- is responsible for the conduct of attendees.
- ensures that:
 - Minors are not served, supplied with or permitted to consume Liquor;
 - over-consumption of Liquor is not encouraged and Liquor is not served to any person who is or appears intoxicated;
 - food and non-alcoholic beverages are available for the duration of the With-Liquor Event at reasonable prices or free of charge;
 - attendance at the With-Liquor Event does not exceed the occupancy capacity for the venue and patron capacity as may be specified in the applicable Liquor licence;
- with respect to any intoxicated person or person who appears intoxicated, ensures that reasonable steps are taken so that the person:
 - departs safely from the With-Liquor Event;
 - is not vulnerable to harm through alcohol poisoning, medical distress, or physical or sexual assault;
 - does not operate a motor vehicle, or any other machinery or equipment.

Event Supervisor

The Event Supervisor:

- ensures the Event Organizer or its agent has the requisite certification to serve Liquor (such as the Serving It Right or Special Event Server certification) and that the appropriate permit, authorization or licence under the *Liquor Control and Licensing Act* is in place (see the BC Liquor Control and Licensing Branch website for more information).
- is present for the duration of the With-Liquor Event.
- ensures that only BCIT faculty, students, staff, and their invited guests attend the With-Liquor Event.
- ensures compliance with all applicable laws, the terms of this policy, BCIT policies, any terms and conditions of the Special Event Permit and any requirements for the With-Liquor Event imposed by the Director, Corporate Services.

The Event Supervisor also assumes shared responsibility with the Event Organizer for the conduct of all persons in attendance, including Minors and intoxicated persons, that being to ensure that:

- minors are not served or supplied with, and do not consume Liquor;
- over-consumption of Liquor is not encouraged and Liquor is not served to any person who is or appears intoxicated;
- food and non-alcoholic beverages are available for the duration of the With-Liquor Event at reasonable prices or free of charge;
- attendance at the With-Liquor Event does not exceed the occupancy capacity for the venue and patron capacity as may be specified in the applicable Liquor licence;
- with respect to intoxicated persons, that reasonable steps are taken so that the person:
 - departs safely from the With-Liquor Event,
 - is not vulnerable to harm through alcohol poisoning, medical distress, or physical or sexual assault, and
 - does not operate a motor vehicle, or any other machinery or equipment.

The Event Supervisor may, without first consulting the Event Organizer, act to address any situation that the Event Supervisor deems requires immediate intervention to reduce or eliminate a risk to the safety of persons or property. This may include, but is not limited to, requesting BCIT Security or police attend the event, requiring the immediate suspension of the serving of Liquor, or such other steps deemed necessary. Where such intervention is taken, the Event Supervisor shall report the same to the Director, Corporate Services.

BCIT Student Association

The BCIT Student Association:

- operates, with the permission of and under a lease from BCIT, the BCIT Student Association Campus Pub (“Campus Pub”) within a designated space in the BCIT Student Association Campus Centre Building (SE2).
- obtains and maintains the requisite Liquor licence under the *Liquor Control and Licensing Act* for the Campus Pub to be operated as a licensed lounge.
- ensures that the Campus Pub is operated and managed according to the provisions of the lease dated December 15, 2012, between the BCIT Student Association and BCIT, as well as all applicable laws and BCIT policies, including this policy, and the terms and conditions of the applicable Liquor license.

Procedures Associated With This Policy

7504-PR1, Liquor Consumption on Campus

Forms Associated With This Policy

None

Amendment History

1.	Created	1988 Dec 13
2.	Revision 1	1996 Jun 25
3.	Revision 2	2002 Jan 29
4.	Revision 3	2003 Jul 03
5.	Revision 4	2003 Nov 03
6.	Revision 5	2004 Sep 13
7.	Revision 6	2017 Dec 05

Scheduled Review Date

2020 Dec 05

Appendix "A"

LICENSED ESTABLISHMENTS ON BCIT PREMISES

(Maintained and updated by the Manager of Corporate Services)

Area / Location	Licence under the Act *	Occupation Capacity	Types of Liquor Permitted
The Rix (SE2 Building)	Food Primary licence	110	All types of Liquor with meals
Town Square A (SE2 Building)	Food Primary licence	57	All types of Liquor with meals
Town Square B (SE2 Building)	Food Primary licence	359	All types of Liquor with meals
Town Square C (SE2 Building)	Food Primary licence	50	All types of Liquor with meals
Town Square D (SE2 Building)	Food Primary licence	111	All types of Liquor with meals
BCIT Student Association Campus Pub (Burnaby Campus)	Liquor Primary Licence (held by the BCIT Student Association)	300	Liquor Primary
Downtown Campus – Atrium	Liquor Primary Licence	200	All types of Liquor
Downtown Campus - Rooms 280, 282, 284	Liquor Primary licence	200	All types of Liquor

* The *Liquor Control and Licensing Act*, S.B.C. 2015, c. 19 and its associated *Liquor Control and Licensing Regulation*.

Regular hours of operation for all Licensed Establishments are Monday – Saturday: 11 A.M. – 1 A.M., and Sunday: 11 A.M. – midnight.