

LIQUOR POLICY

University Policy No.: AD2400

Classification: Administration

Approving Authorities: Vice-President Finance and Operations, Vice-President Academic and Provost

Effective Date: June, 2012

Supersedes: January, 1997

Last Editorial Change:

Mandated Review: June, 2019

Associated Procedures and Appendices:

[Procedures Associated with the University Liquor Policy](#)

[Appendix 'A' - Licensed Establishments on University Property](#)

PURPOSE

1.00 The purpose of this policy is to:

- set out requirements regarding the service and consumption of Liquor on university property in order to comply with the *Liquor Control and Licensing Act*;
- promote an environment in which Liquor is served and consumed responsibly;
- maintain an environment that minimizes the risks associated with the service and consumption of Liquor; and
- define responsibilities for the management of Liquor service on university property.

DEFINITIONS

For the purposes of this policy:

2.00 **Liquor** is as defined in the *Liquor Control and Licensing Act*. The terms 'beverage alcohol', 'alcohol' and 'liquor' are used interchangeably in this policy and its associated procedures.

3.00 **Unit** includes the university's faculties, departments, divisions, schools, programs, institutes, offices, libraries and research centres.

SCOPE

4.00 This policy applies to the service and consumption of Liquor and to the advertising of events involving Liquor on the university's Gordon Head campus.

POLICY

General Provisions

5.00 The service and consumption of Liquor on university property is a privilege subject to compliance with:

- (a) the *Criminal Code of Canada*;
- (b) the *Liquor Control and Licensing Act* (hereinafter referred to as "the Act");
- (c) the Liquor Control and Licensing Regulation (hereinafter referred to as "the Regulation"); and
- (d) this policy and its associated procedures.

- 6.00 Liquor shall be served and consumed responsibly on university property. University community members are strongly encouraged to recognize the risks of Liquor consumption.
- 7.00 The university recognizes that numerous members of the university community are not of legal age to consume alcohol or choose not to consume alcohol and that these members should have their rights and privileges of participation in university activities protected.
- 8.00 Liquor may only be served or consumed on university property:
(a) in a licensed establishment as defined in the *Act*;
(b) in a location deemed to be appropriate by the university pursuant to a Special Occasion License; or
(c) in accordance with applicable university policies and procedures.
- 8.01 Permissible Liquor consumption within the residence complex and family housing shall be in accordance with the *Act*, this policy and residence contracts and family housing agreements.
- 9.00 Drinking games or contests that focus on the consumption of alcoholic beverages on university property are prohibited.
- 10.00 Other than advertising permitted by the *Act*, no on-campus advertising of an event shall promote or encourage Liquor consumption. Liquor shall not be promoted as the focus of an event.
- Liquor Licenses
- 11.00 Licensed establishments on university property are set out in Appendix 'A'. In addition to the individuals or bodies specified on the liquor license, the Administrative Officers as set out in Appendix 'A' are responsible for meeting all regulations and requirements relating to the service of Liquor in licensed establishments.
- 12.00 Liquor license renewals shall be coordinated by the Office of the Associate Vice-President Student Affairs.
- 13.00 Requests for a temporary change to an existing Liquor license shall be reviewed and endorsed by the Director of Campus Security (or designate) and the Office of the Associate Vice-President Student Affairs prior to the submission of the application to the Liquor Control and Licensing Branch for approval.
- 14.00 The Vice-President Finance and Operations and the Vice-President Academic and Provost, upon recommendation by the Associate Vice-President Student Affairs, shall review and endorse any application for a new Liquor license on university property prior to the submission to the Liquor Control and Licensing Branch for approval.
- Special Occasion Licenses
- 15.00 A Special Occasion License is required for all events involving Liquor on university property outside of a licensed establishment.

- 15.01 Applications for Special Occasion Licenses shall be submitted in accordance with the [procedures](#) associated with this policy.
- 16.00 The safe and responsible execution of a Special Occasion License event managed by University Food Services, including compliance with the *Act*, the Regulation, university policies, and any other conditions associated with the Special Occasion License, is a shared responsibility between University Food Services, the applicant(s), event organizer(s) and Campus Security.
- 16.01 Where the Special Occasion License applies to an event hosted in the property administered by the University Club of Victoria, Graduate Students' Society, or University of Victoria Students' Society, the Administrative Officer (as set out in Appendix 'A') will assume responsibility for the safe and responsible execution of the event including compliance with the *Act*, the Regulation, university policies, and any other conditions associated with the Special Occasion License.
- 17.00 All university-related events for which a Special Occasion License is requested shall be under the sponsorship of at least one of the following:
- (a) a recognized university Unit;
 - (b) a recognized university employee association;
 - (c) the University Club of Victoria;
 - (d) the University of Victoria Students' Society; or
 - (e) the Graduate Students' Society.
- 18.00 Special Occasion Licenses will normally be restricted to general areas not covered under an existing Liquor license such as lounges, defined foyers, meeting rooms and appropriate outdoor spaces.
- 19.00 A Special Occasion License on university property will normally only be authorized when the proposed event:
- (a) is university related;
 - (b) is a non-recurring special occasion of short duration (normally less than four hours);
 - (c) involves a modest amount of Liquor consumption;
 - (d) is at a location deemed to be appropriate by the designated Administrative Officer;
 - (e) does not conflict with other university programs or activities; and
 - (f) will:
 - enhance collegial interactions of faculty and students or professional interactions related to the university; or
 - advance the university's community relations goals.
- 20.00 All events held under a Special Occasion License must be covered by a liability insurance policy deemed appropriate by the university.

- 21.00 No advertising of an event in any form where a Special Occasion License applies shall indicate that Liquor will be sold or served at the event. Advertisements may promote the event by including:
- (a) the name, description and location of the event;
 - (b) a description of any entertainment provided; and
 - (c) the hours for which food or refreshments will be available.
- 22.00 A variety of non-alcoholic beverages and food shall be made available for all events where a Special Occasion License is in effect.
- 23.00 Where a Special Occasion License is requested for a non-university event, the pertinent Vice-President, in consultation with the Associate Vice-President Student Affairs may act as the university's sponsor, if the event so warrants.
- 24.00 Requests from a third-party to operate a Special Occasion License on university property shall be submitted to the Associate Vice-President Student Affairs (or designate) for review. The Associate Vice-President Student Affairs shall consult with the pertinent Vice-President(s) and others as appropriate and endorse the application prior to the submission of the application to the Liquor Control and Licensing Branch for approval.

AUTHORITIES AND OFFICERS

- I. Approving Authority: Vice-President Finance and Operations; Vice-President Academic and Provost
- II. Designated Executive Officers: Vice-President Finance and Operations; Vice-President Academic and Provost
- III. Procedural Authorities: Vice-President Finance and Operations; Vice-President Academic and Provost
- IV. Procedural Officer: Associate Vice-President Student Affairs

RELEVANT LEGISLATION

Criminal Code of Canada

Liquor Control and Licensing Act

Liquor Control and Licensing Regulations

RELATED POLICIES AND DOCUMENTS

[Procedures Associated with the University Liquor Policy](#)

[Appendix 'A' - Licensed Establishments on University Property](#)

[Hospitality Expenditures Policy \(FM5600\)](#)

[University Building Usage Policy \(BP3105\)](#)

[Policy and Procedures for Conferences Supported by the University \(AD2320\)](#)

[Resolution of Non-Academic Misconduct Allegations Policy \(AC1300\)](#)

University Special Occasion License Application Form (contact University Food Services)

OTHER RESOURCES

British Columbia Special Occasion License Policy Manual

- http://www.eia.gov.bc.ca/lclb/docs-forms/LCLB208_PM-Special.pdf

PROCEDURES ASSOCIATED WITH THE UNIVERSITY LIQUOR POLICY

Procedural Authority: Vice-President Finance and Operations **Effective Date:** June, 2012
Vice-President Academic and Provost
Procedural Officer: Associate Vice-President Student Affairs **Supersedes:** January, 1997
Parent Policy: [Liquor Policy \(AD2400\)](#) **Last Editorial Change:**

PURPOSE

- 1.00 The purpose of this procedure is to set out the processes and responsibilities for the:
- administration of Special Occasion Licenses on university property; and
 - management of events where a Special Occasion License is in effect.

DEFINITIONS

- 2.00 The definitions contained in the University [Liquor Policy \(AD2400\)](#) apply to these procedures.

PROCEDURES

- 3.00 An individual or group wishing to host an event within a licensed establishment shall contact the designated Administrative Officer of the area (as set out in Appendix 'A').

Applications for Special Occasion Licenses

- 4.00 An individual or group wishing to host an event that involves the serving of Liquor in a non-licensed area on university property shall complete the application form for a Special Occasion License available from University Food Services.
- 5.00 The applicant for a Special Occasion License is responsible for paying any administrative fees and applicable taxes associated with a Special Occasion License.
- 6.00 When completing the Special Occasion License Application Form, the applicant(s) will require evidence of:
- (a) an approved sponsor in accordance with the university [Liquor Policy \(AD2400\)](#);
 - (b) written permission to use the area for the proposed event from the appropriate authority; and
 - (c) arrangements that are satisfactory to the Administrative Officer so that the *Liquor Control and Licensing Act* and Regulations and the university [Liquor Policy \(AD2400\)](#) requirements will be met.
- 7.00 Completed Special Occasion License Applications shall be submitted to the appropriate Administrative Officer for initial review (See Appendix A).
- 7.01 The Administrative Officer shall ensure the application is reviewed and endorsed by Campus Security and shall consult with pertinent Units as required.
- 7.02 Campus Security, in consultation with other pertinent Units, may establish additional conditions for a Special Occasion License in order to help ensure the safety of members of the university Community and of university property.

7.03 After appropriate consultations, the Administrative Officer may submit the application for the Special Occasion License on the applicant's behalf providing that the application meets the requirements set out in the university [Liquor Policy \(AD2400\)](#).

Management of Events where a Special Occasion License is in Effect

8.00 Upon receiving approval of the Special Occasion License, the appropriate designated Administrative Officer (as set out in Appendix 'A') shall provide a copy of the license to the Director of Campus Security (or designate) and advise him or her of the terms and conditions of the Special Occasion License, the hours of operation and the expected number of event guests.

9.00 The appropriate designated Administrative Officer is responsible for:

- (a) the service of Liquor covered by a Special Occasion License for events in their areas;
- (b) monitoring compliance with the *Act*, the Regulations, this policy, and any conditions associated with the Special Occasion License; and
- (c) ensuring that the Special Occasion License is appropriately displayed during the event.

10.00 The university may monitor or inspect any function on university property where a Special Occasion License is in effect. The Vice-President Finance and Operations and/or the Vice-President Academic and Provost may designate officials to monitor compliance with the *Liquor Control and Licensing Act* and *Regulations* and university policies.

10.01 The Director of Campus Security Services (or designate) shall arrange for Special Occasion Licensed events to be inspected and shall report any violations of this policy to the Vice-President Finance and Operations (or designate) and the Associate Vice-President Student Affairs for action and follow-up.

Reporting

11.00 The Director of University Food Services shall provide an annual report of activities occurring under the university [Liquor Policy \(AD2400\)](#) to the Vice-President Finance and Operations and the Associate Vice-President Student Affairs.

11.01 The report shall detail:

- (a) the number of attendees at each event held under a Special Occasion License;
- (b) a summary of any incidents that occurred at events held under a Special Occasion License; and
- (c) any violations of the *Liquor Control and Licensing Act*, *Regulations* and university policies.

APPENDIX A – LICENSED ESTABLISHMENTS ON UNIVERSITY PROPERTY

Licensed Establishments	Licensee	Administrative Officer
1. Cadboro Commons Building Services including: <ul style="list-style-type: none"> • Cap's Bistro. • Village Greens and Patio • Campus View Room • Haro Room. • McKenzie/Sinclair Room • Henderson Room • Arbutus/Queenswood Room • Upper Cadboro Commons Dining Room 	UVic	Director, University Food Services
2. University Centre including: <ul style="list-style-type: none"> • The foyer • The Welcome Centre • Mystic Market at UVic • Green Room • Warm-up Room • Patio 	UVic	Director, University Food Services
3. Graduate Student Society Centre: Lounge Multipurpose Room Patios one and two	Graduate Students' Society	Graduate Students' Society Executive Director
4. Student Union Building Felicita's Multipurpose Room	UVic	UVSS General Manager
5. University Club of Victoria	UVic	General Manager, University Club of Victoria
6. Non-Licensed Establishments	via Special Occasion Licenses only - Director, University Food Services	