

ADMINISTRATIVE OPERATING PROCEDURE

Alcohol Management	
Procedure ID:	#4-425 OP
Approved by Executive Leaders Team:	June 16, 2015
Effective Date:	August 1, 2015
Next Review Date:	June 2018
Monitoring Responsibility:	Director, College Facilities
Linked to a College Policy:	<input checked="" type="checkbox"/> Yes #4-425 <i>Alcohol Management</i> <input type="checkbox"/> No

Policy Statement

Fleming College recognizes the importance of students' social needs and strives to meet these needs. The College prioritizes creating and maintaining a safe and secure environment. The consumption of alcohol on campus must be undertaken without harm or disrupt the teaching, learning, living or working environment of other members of the College community.

Definitions/Acronyms

Alcohol: for the purposes of this procedure the term alcohol shall be the same as the definition in the Liquor License Act of Ontario.

Low Risk Event: an event where the risk of the overconsumption of alcohol is low and has been proven so through a history of previous events.

Moderate Risk Event: an event where the risk of the overconsumption of alcohol is increased and there is limited or no history of the event on campus.

Elevated Risk Event: an event where the risk of the overconsumption of alcohol or alcohol-related violence is significantly increased requiring additional mitigation strategies to be implemented.

High Risk Event: an event where the risk of the overconsumption of alcohol or alcohol-related violence is significantly increased beyond a reasonable level acceptable for the event to occur on campus.

Non-Reportable Incident: an occurrence that requires documentation by the event organizer or establishment for liability reasons such as refusing service to a patron, non-physical removal of a patron or minor property damage.

Reportable Incident: an occurrence involving violence, threats of violence, first aid/EMS, significant property damage, the violation of the College Student Rights & Responsibilities Policy or the College Violence Prevention Policy. All reportable incidents will requiring reporting to the Manager of Public Safety and Parking.

Alcohol Event Assessment Team (AEAT): an internal committee whose mandate is to assess and determine risk and to approve/deny all "special events" as defined in this Operating Procedure.

Licensed premise or facilities: for purposes of this policy, all locations on College property licensed by the Alcohol and Gaming Commission of Ontario including locations where a license is held.

Operating Procedure

1. Alcohol Event Assessment Team

In order to ensure a consistent approach to event planning and safety and in recognizing that there are multiple stakeholders involved in the responsible service of alcohol at on campus events the AEAT shall include membership from College Management, Student Associations and Food Service Vendors.

In order to provide ongoing advice, guidance and regular enforcement of this policy an Alcohol Event Assessment Team (AEAT) will be established by the Vice-President Finance and Administration. The Director, Housing and Conference Services shall chair the Team. The Terms of Reference for this team have been established in consultation with the appropriate stakeholders See Appendix A.

Decisions regarding event safety and service standards made by the AEAT are binding on all departments, schools, groups, clubs and individuals that are planning events where alcohol is to be served.

The AEAT shall maintain the included in Appendix B.

2. Education and Training

Fleming College is committed to providing all members of our community with access to appropriate education related to the responsible serving and consumption of alcohol. Training shall be approved by the AEAT and shall comply with all legal and policy requirements.

Student Awareness

Educational materials that address the consequences of the over-consumption and/or use of alcohol and strategies for harm reduction in addressing addiction are offered throughout the academic year by Health Services and Counseling Services.

Staff Awareness

Mandatory training will be provided by the College to:

- Frost Campus Student Association
- Student Administrative Council
- Contract Food Service staff
- Fulford's Restaurant staff

3. Security Services

Any time an event is organized on campus at which alcohol will be served, the organizers of the event will be responsible to submit an Event Assessment Form to the AEAT Chair at least ten (10) business days in advance for review.

The organizer of an event, where alcohol is being served, shall notify the Manager Public Safety and Parking. The Manager Public Safety and Parking shall assess the requirements for uniformed or non-uniformed security staff and make recommendations to the AEAT. The individual or organization sponsoring the event will be responsible for the cost of the additional security and safety-related staff.

The College employee, supervisor or manager responsible for supervising any event where alcohol is served shall ensure that all reportable incidents are documented and copies of incident reports are forwarded to the Manager Public Safety and Parking the next business day.

The Manager Public Safety and Parking has the authority to terminate any function where the possession, consumption or sale of alcoholic beverages is being conducted in violation of this

policy and procedure or in violation of the laws and regulations of Ontario (e.g. Trespass to Property Act, Liquor License Act, etc.). Prior to termination of the event, the person responsible for supervising/managing the event shall be provided the opportunity to remedy the situation that caused the violation.

4. Service of Alcohol

a) General Requirements

- The service practices prescribed for licensed premises as set out in the Liquor License Act of Ontario.
- All licensed facilities on campus will serve alcohol in compliance with this legislation. Except in designated licensed areas, alcohol may not be consumed in public areas of the campus.
- The College does not permit liquor delivery services on campus, except to licensed establishments.
- Rules (house policies) for licensed establishments must be posted at the entrance to and inside each establishment so that the rules for admission and service are readily and highly visible, even in dim light.

b) All Ages Events

All Ages events may be permitted for designated special events or regular pub night activities. The Event Assessment Team shall determine the criteria and process for approval of All Ages Events included in Appendix D.

c) Transportation

The management of an on campus licensed facility shall have procedures in place to ensure any person who appears to be intoxicated will not be permitted to leave the premises until reasonable steps have been taken to arrange safe accompaniment or transport.

These steps include:

- The server shall stop the service of alcohol to the intoxicated person immediately and inform the on duty supervisor or manager.
- The on duty supervisor, manager or security will assess the intoxicated person to determine if they require medical attention.
- The on duty supervisor or manager will also determine if the intoxicated person has a safe means of transportation to the hospital or their home
- Where no safe transportation home is available to a patron removed from an event for intoxication, a taxi will be called to ensure safe transport home.

5. Use of Force

Before using force to remove an unwanted or disruptive patron, every reasonable effort shall be made to convince the patron to leave voluntarily. Where possible and practical, the police shall be contacted for assistance prior to the use of force.

In the event a person refuses to take an alternate safe method to get home, the police shall be contacted if there is reason to believe the driver is impaired. Security and bar staff should not attempt to physically restrain a suspected impaired driver.

6. Residence

Students living in Residence and their guests who have reached the legal drinking age are permitted to consume alcohol in Residence suites only in accordance with the rules set out in the Fleming College Residence Agreement and Res Code of Conduct. Alcohol is not permitted to be consumed in lounges, hallways, stairwells, laundry rooms or on the external grounds of the residence or campus.

7. Advertising and Sponsorship

All advertising of alcohol or events involving alcohol shall conform to the regulations set out by the Alcohol and Gaming Commission of Ontario, the Liquor License Act of Ontario. In addition, all advertising must be in accordance with this procedure, its related policy, and other applicable College policies.

Advertising for licensed establishments or licensed events taking place off College property are not permitted to be posted on College property. Exceptions may be approved by the AEAT.

8. Off-Campus Events

The following provisions are in force for off-campus events where alcohol is consumed and the events are held in a location other than a private place, residence, a licensed establishment or under the authority of a caterer's endorsement.

- The College will not obtain a special occasion or equivalent license for such events.
- No individual or organization shall use the name of the College for such application for a special occasion permit or equivalent license.
- When off-campus events are advertised contrary to the requirements of this procedure and its related policy, the College will not permit advertising of the event on campus, the selling of tickets on-campus, accessing buses or other conveyances for the event to come on campus.

9. Variances and Waivers

Event organizers may apply for variances of, or waivers to, the specific rules in this procedure. Requests shall be submitted in writing to AEAT Chair, who will consult by way of meeting with the AEAT.

The request must be made in writing at least twenty (20) business days in advance of the event for which the variance or waiver is required. The application must include:

1. the name of the individual applicant (event organizer or on behalf of event organizers), including address, phone number and email;
2. the full name of the event, including the name(s) by which it is being advertised;
3. the rule or standard from which the variance or waiver is requested;
4. the type of action requested, i.e., variance or waiver, and the period during which it will be in force;
5. the substantial hardship which justifies a variance or waiver;
6. an assessment of the risks and opportunities in the variance or waiver;
7. the alternative standards which the applicant agrees to meet; and

8. a description how the proposed standards will meet the general standards sought in this procedure and its related policy.

The AEAT will notify the event organizer in writing with reasons of the decision to allow or refuse the variance or waiver within five (5) days of receipt of the request.

Related Documents

- College Policy #4-425, *Alcohol Management*
- College Policy #4-420, *Violence Prevention*
- Administrative Operating Procedure #4-420 OP, *Violence Prevention*
- College Policy #5-506, *Student Rights and Responsibilities*
- Liquor License Act of Ontario
- Smart Serve Training

Appendices

- Appendix A – Alcohol Event Assessment Team Terms of Reference
- Appendix B – Alcohol Event Planning Form and Procedure
- Appendix C – Alcohol Service Practices for High Risk Events
- Appendix D – High Risk Event, Pre-Opening Checklist
- Appendix E – Advertising Regulations

History of Amendments/Reviews:

Section(s)	Date	Comments
New procedure	Created 2015	• ELT review of operating procedure (June 16, 2015)
Definition added (elevated risk)	October 2015	Requested by Board, endorsed by ELT (October 20, 2015)

Appendix A to Operating Procedure 4-425 OP: *Alcohol Event Assessment Team*

Purpose: The purpose of this Team is to assess and determine risk and approve or deny all “special events” as these activities or functions are defined in the operating procedure.

Membership: The Alcohol Event Assessment Team (AEAT) shall consist of the following members:

- Director, Housing and Conference Services (Chair)
- Manager, Student Life
- Manager, Public Safety and Parking
- President, Student Administrative Council
- General Manager, Student Administrative Council
- Steele Centre Manager, Student Administrative Council
- President, Frost Student Association
- Operations Manager, Frost Student Association
- Contract Food Service Representative
- Culinary Operations Liaison

Quorum: Quorum for a meeting of the AEAT will consist of 4 members, including at least 2 College representatives and 2 Student Government representatives.

Authority: This Team operates under the authority of the Vice-President Finance and Administration.

Principles

1. Fleming College recognizes the rights of its community members to gather, communicate, discuss and explore ideas and strives to promote a sense of community through the organization or sponsorship of a wide range of special events or activities for lawful purposes.
2. In the preparation, organization, and planning of special events, Fleming College and its community members place equal importance and priority to the matter of student and public safety.
3. Fleming College officials, staff, student associations, students and individuals that are undertaking to organize a special event must be fully aware of their obligations under the following policies or procedures: the Alcohol Management Policy, the Student Rights and Responsibilities Policy, and Fleming’s Event Assessment process.

Alcohol Event Assessment Process

1. The individual or organization that is planning to organize or host an event on campus where alcohol is to be served will complete the Event Assessment Form (Appendix B of this Operating Procedure) and submit it to the Alcohol Event Assessment Team Chair at least ten (10) business days prior to the event. If the event involves sale of tickets, the Event Assessment Form must be submitted ten (10) business days prior to advertising for or the sale of the tickets.
2. The Team Chair will distribute the submitted Event Assessment Form to the AEAT electronically and each of the members will be required to review the Form and submit their comments to the Team Chair within 5 business days.
3. The Manager, Public Safety and Parking will make recommendations to the event organizers regarding appropriate security staffing for the event. The costs associated with security staffing for the event are the responsibility of the event organizers.

4. Beyond public safety considerations, should a proposed event require more in depth consideration related to the value of the event relative to the risks involved, the Team Chair shall call a meeting and the Team shall consider the proposed event.
5. In the event the Team has questions or modifications regarding the special event, these issues will be communicated by the Team Chair to the event organizers.
6. In circumstances where there is an unacceptable risk to student or public safety, the Team may withhold approval of an event until acceptable risk management strategies are put in place.
7. The Manager, Public Safety and Parking is responsible for investigating and reporting to the Team on actions or reportable incidents at special events that are contrary to an event's approved proposal, or that violate one of the College's policies.

Appeals Process

In the event approval of an event is denied by the Team, the event organizers may appeal in writing to the Vice-President Finance and Administration within five (5) business days of notification of the denial of the event.

The Vice-President Finance and Administration shall respond to the appeal within five (5) business days of receiving the appeal. The decision of the Vice-President Finance and Administration is final.

Appendix B to Operating Procedure 4-425 OP: *Alcohol Event Planning Form*

Definitions

Alcohol: for the purposes of this policy the term alcohol shall be the same as the definition in the Liquor License Act of Ontario.

Low Risk Event: an event where the risk of the overconsumption of alcohol is low and has been proven so through a history of previous events.

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High Risk Event: an event where the risk of the overconsumption of alcohol or alcohol-related violence is beyond a reasonable level of acceptable for the event to occur on campus.

Non-Reportable Incident: an occurrence that requires documentation by the event organizer or establishment for liability reasons such as refusing service to a patron, non-physical removal of a patron or minor property damage.

Reportable Incident: an occurrence involving violence, threats of violence, first aid/EMS, significant property damage, the violation of the College Student Rights and Responsibilities Policy or the College Violence Prevention Policy. All reportable incidents require reporting to the Manager of Public Safety and Parking.

Alcohol Event Planning Form Instructions

Students, employees, clubs, groups or individuals that are considering holding an event on campus where alcohol will be served are required to abide by the conditions set out in the Alcohol Event Assessment Policy.

The following steps shall be followed in order to have the event approved by the Alcohol Event Assessment Team:

1. Event organizers shall review the College Alcohol Event Assessment Policy and related Operating Procedure prior to submitting the Alcohol Event Planning Form to ensure the AEAT is aware of policy requirements and planning timelines for events where alcohol is served.
2. Prior to submitting the Alcohol Event Planning Form, event organizers shall contact the On Campus Venue Management to discuss availability of the space as well as the general details of the event.
3. This form must be submitted to the Alcohol Event Assessment Team a minimum of ten (10) business days prior to an event where alcohol is to be served.
4. The Alcohol Event Assessment Team shall review the information submitted and shall reply within five (5) business days of receiving this form.
5. The Alcohol Event Assessment Team has the authority to approve or deny an event based on the information provided by the event organizer. Reasonable effort will be made to work with the event organizers to put risk management strategies in place before denying an event.

Alcohol Event Planning Form

Event Organizer

Contact Name:		Dept/Club/Group:	
Email Address:		Phone #:	

Event Details

Date:		Start/End Times:	
Location:		Event Name:	
Description of the purpose of the event and activities that will take place:			

Facility Requirements

Describe and Facility requirements that you have (set up of tables, chairs, displays, heating/cooling etc).

Event Assessment Information

In order for the Alcohol Event Assessment Team to assess the level of risk and ensure appropriate risk management is in place for an event, the following information is required.

1. Is the event 19+ only or All Ages?	
2. What is the anticipated attendance?	
3. Is the event for Fleming Students only or the General Public?	
4. Can Fleming students sign in a guest for the event?	
5. Is the event being advertised on or off campus or both?	
6. Are advanced tickets being sold for the event?	
7. Has this event been held on campus in the past? When?	
8. Please provide names/details of any outside companies or vendors being used?	
9. Please provide names/details of any speakers or entertainers that will be presenting or performing at the event.	
10. Have you met with the management of the venue to discuss your event? Has venue availability been confirmed?	
11. How is alcohol being served?	
12. Are all legal/licensing requirements fulfilled?	
13. Is there provision in place for rides home?	

Other Information

Please provide any other information that you feel is relevant for the Event Assessment Team to consider.

**FOR USE BY
ALCOHOL EVENT ASSESSMENT TEAM**

General Event Assessment Considerations

When reviewing the information submitted by the event organizers the Alcohol Event Assessment Team shall consider the following Event Assessment factors for an event:

- How is alcohol being served?

- Bar staffing requirements (all Smart Serve trained bartenders, volunteers, other bar staff) for the event.

- Bar security requirements (in-house guards, contract guards, police) for the event.

- Access control requirements (tickets, wrist bands, sign in).

- Insurance requirements (event, contractors, vendors).

- Are all legal/licensing requirements fulfilled?

- Provision in place for rides home

Specific Event Assessment Considerations

The Alcohol Event Assessment Team will also consider and document any event specific risk factors including but not limited to the following:

- All ages event.

- Previous history of event.

Risk Determination

After consideration of the information provided by the event organizer, the Alcohol Event Assessment Team has determined that this event is (circle one): *Low Moderate Elevated High*

- Rationale for risk rating:

- Recommendations:

Appendix C to Operating Procedure 4-425 OP: *Alcohol Service Practices for Elevated Risk Events*

To ensure safety and to encourage responsible practices for the consumption of alcohol, Fleming College stipulates these service practices for on-campus licensed events that are deemed by the Alcohol Event Assessment Team to be elevated risk. These stipulations may go beyond the limits imposed by the Alcohol and Gaming Commission of Ontario (AGCO) and the Liquor License Act of Ontario.

Tracking Client Volume/ Attendance

During designated high risk events, door staff will use “in and out” counters. A record of non-student guests must also be maintained by the licensed facility’s staff and provided to Campus Security if an incident investigation is required. See “Guests” section below for additional details.

Approved legal capacity for licensed facilities will be determined by and must comply with the capacity requirements described by the AGCO.

Admission Requirements

Entry to high risk events will be restricted to patrons that are 19 years of age or older unless the event has been approved by the AEAT as an All Ages Event.

Patrons must prove their age by presenting an AGCO-approved piece of identification.

Children (persons under 16 years of age) shall not be permitted in Licensed Establishments during high risk events even where the event has been approved for all ages. Patrons will also be required to present a valid Fleming College Student Card.

Guests

Guests who are not Fleming College students must be signed in by a Fleming College student. There will be a maximum of one guest per host. In circumstances where there are reportable incidents involving guests, the names of the guest and host must be documented for future reference and submitted to Campus Security after the event.

Alcohol Service

1. Service is restricted to a maximum of two (2) drinks per patron per order.
2. After 12:00 a.m., service is restricted to one (1) drink per patron per order.
3. There will be no service of pitchers to less than one patron at any time.
4. There will be no announced last call prior to regular closing hours.
5. No admittance to licensed areas will occur after 1:00 a.m.
6. All facilities will refuse admission to anyone who is or appears to be intoxicated by alcohol or under the influence of a controlled substance, and will refuse service of alcohol to any guest or patron who appears to be intoxicated.
7. A list of individuals banned from on-campus venues is to be shared and enforced by all on-campus venues and by the Campus Security and Student Services.

Note: Individuals who have been banned from licensed establishments by the College or the establishment management for more than 24 hours will be notified of the ban in writing. Students will

have the opportunity to appeal the ban to the Vice-President Finance and Administration. Employees of the College, including contractors, may appeal through usual employment channels.

8. During designated elevated risk events after 8:00 p.m.:
 - a) all alcohol will be served in plastic containers;
 - b) a mandatory coat and bag check will be in effect; and
 - c) patrons may be required to submit to a search prior to entry.

9. During elevated risk events, bar staff are required to complete and pass a Check List (see Appendix D of this Operating Procedure) prior to opening and submit the Checklist to the on duty Campus Security Staff if there are any reportable incidents.

Appendix D to Operating Procedure 4-425 OP: *Elevated Risk Event, Pre-Opening Checklist*

Prior to opening the doors for an event that has been deemed elevated risk by the Alcohol Event Assessment Team, the staff, supervisor or manager responsible for alcohol service at the event will complete the following checklist.

Checklist Completed By

Name:		Title:	
Date:		Time:	

Event Organizer

Contact Name:		Dept./Club/Group:	
Email Address:		Phone #:	

Event Details

Date:		Start/End Times:	
Location:		Event Name:	

Staffing/Volunteers

Item	Names
Supervisor or Manager on duty	
Bartenders on duty	
In-house Security Staff on duty	
Contract Security Staff on duty	
Other bar staff on duty	
Volunteers (describe role)	

Access Requirements

Item	Initial
In/Out Counters for door staff	
Wrist bands for door staff	
Ban list for door staff	
Guest sign in log for door staff	
Coat/bag check in place	
Security staff briefed on search protocol	
No access after 1:00 a.m. (doors close)	

Service Requirements

Item	Initial
All drinks to be served in plastic cups	
Max. 2 drinks per person before 12:00 a.m.	
Max. 1 drink per person after 12:00 a.m.	
No pitcher service after 12:00 a.m.	

Reminder: Copies of all reportable incidents must be forwarded to the Manager Public Safety and Parking the next business day.

Appendix E to Operating Procedure 4-425 OP: Advertising Regulations

1. All advertising of alcohol or events involving alcohol must conform to the regulations set out by the Alcohol and Gaming Commission of Ontario, the Liquor License Act of Ontario, this procedure and related policy, and other applicable College policies.
2. Advertising includes posters, flyers, electronic notices, web sites including social utilities (e.g., Facebook), advertisements in campus publications, and other media outlets.
3. Advertising of events must be responsible, in good taste and shall not promote alcohol as the focus of the event implicitly or explicitly.
4. Promoting alcohol use in advertising, e.g. such as reference to an event as a “bash” or “drunk”, is prohibited. Advertising promoting drinking games, key parties, special prices on alcoholic beverages, free drink offers, or any promotion or inducement of binge drinking are also prohibited.
5. Sponsorship by the manufacturers or representatives of alcoholic beverages for any event involving the use of alcohol is not permitted.
6. Brewery/distillery sponsorship of activities such as “most valuable player of the game” will not be allowed.
7. Brewery/distillery sponsorship with respect to the announcement of events via posters, t- shirts, balloons, and other accessories related to the event will not be permitted.
8. The College retains editorial control of any alcohol awareness and/or education sponsored by brewers and distillers.
9. Postings from off-campus licensed establishments are prohibited on College property. With regard to on campus advertising or sponsorship, actions for infractions are as follows:
 - a) written requests to cease inappropriate material can be issued on behalf of the College.;
 - b) advertising can be denied for publications and/or clients can be requested to change their advertising and/or advertising can be altered to follow college policy and procedure.;
 - c) complaints may be filed through the AGCO.;
 - d) non-student offenders may be charged with trespass through the authority of Campus Security.;
 - e) student offenders, including accredited student groups, clubs or societies can be referred to the College Student Rights and Responsibilities Policy for appropriate remedies.