

Liquor Policy

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional category	Operations
Approval date	September 6, 2023
Effective date	September 6, 2023
Policy owner	Vice President, Administration & Chief Financial Officer
Policy administrator	Director, Campus Services

Objective

This policy is to guide how the provision and consumption of liquor on NorQuest College premises is managed.

Management of liquor sales, service and consumption is essential to protect the health, safety and well-being of students, employees, and guests, ensure compliance with legislative requirements, and to limit liability.

Authority to establish this policy is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Policy

Scope

This policy includes the sale, service, and consumption of liquor on college premises, whether owned or leased, at pre-approved events, and organized circumstances where liquor is governed by a Class C Alberta Gaming, Liquor &

Cannabis (AGLC) license or an extension thereof. The Class C license provides licensing for post-secondary institutions in pre-determined and approved spaces for specified members of the college.

General

Liquor served at college-related events both on-campus and off-campus is permitted. The serving of alcohol is also permitted at events hosted by outside groups at on-campus locations. Any events involving the service of alcohol at on-campus locations must comply with relevant provincial legislation and regulations, related college policy and procedures, and with the terms and conditions of the college's institutional Class C AGLC liquor license.

The college liquor license shall be administered in accordance with the Alberta [Gaming, Liquor and Cannabis Act](#), this policy, attendant procedures, and specific regulations held by the NorQuest Board of Governors.

In addition to the provincial legislation and regulation governing the service of liquor, the college may also further regulate and monitor events at which liquor is served as it sees fit to promote safe and enjoyable college related events and/or events on campus.

Authority on and off Campus

The administration and management of the sale, service and consumption of liquor on college premises is delegated to Campus Services, Emergency and Business Services - specifically the approved AGLC License Administrator.

The AGLC License Administrator works with approved service providers to develop and apply AGLC compliant procedures and has authority to:

- Arrange for inspections of any licensed premise;
- Conduct informal visits to any licensed premise;
- Enforce AGLC guidelines at any licensed premises;
- Immediately revoke approval for liquor service for non-compliance;
- Manage AGLC license and any applications for change to licenses with approval from the college Executive Team; and
- Escalate any unresolved concerns to college Executive Team.

College-related business and sanctioned events held off campus that involve the sale, service or consumption of liquor must be held in licensed facilities and operated in compliance with NorQuest College policies and procedures.

Definitions

AGLC License Administrator: The NorQuest Board of Governors designate (Manager Emergency and Business Services) who acts as the coordinator for college liquor licensing and regulation by the AGLC. The AGLC License Administrator designate is the Business Service Specialist reporting under the Manager of Emergency and Business Services.

Alberta Gaming and Cannabis (AGLC): Alberta government agency responsible for administering the Gaming, Liquor and Cannabis Act, Regulation, and policy. The AGLC establishes rules and regulations in Alberta for liquor sales, distribution, and consumption, and grants applicable licenses to establishments for the sale and service of liquor.

Campus: Locations owned or leased by NorQuest where the college provides education. The college is responsible for all educational and administrative activities at campuses. Current officially designated campuses are Downtown and Wetaskiwin. All other locations are designated as Learning Sites.

Class C AGLC Institutional Liquor License: Liquor license governing the provision of liquor within a post-secondary institute for one or more areas established primarily for the use of its students or its staff. Listed areas within the college in which the Class C license is valid is listed above.

College Premises: Any buildings, grounds, or equipment, including, but not limited to, academic and administrative technologies owned, leased, operated, controlled, or supervised by the college in support of its activities.

Event: A planned occasion or activity where hospitality is extended to a group of employees, community members or external individuals.

Licensed Premises: Pre-authorized location indicated on a current NorQuest College liquor license or a location approved through the liquor license special event process.

Liquor: Any wine, beer, cider, spirits or other product that is intended for human consumption in which the percentage of alcohol by volume exceeds 1% unless the product is excluded by the AGLC section 130 of the Alberta Gaming, Liquor, and Cannabis Act.

Related information

NorQuest College

- Liquor Sale Service and Consumption Procedure

External

- [AGLC Liquor Licensee Handbook](#)
- [Gaming, Liquor and Cannabis Act](#)
- [Gaming, Liquor and Cannabis Regulation](#)

Next review date

August 2027

Revision history

Date	Version Number	Action
August 2023	V1	New.