

FOOD AND LIQUOR SERVICES POLICY			
Effective Date	October 22, 2024	Policy Type	Administrative
Responsibility	Director, Facilities – Maintenance & Operations	Related Policies	Facility Utilization Policy Campus Security Policy Violence Prevention Policy Sexual Violence Policy Applicable AHS Environmental Public Health, or AGLC legislation Facilities Procedure – Liquor Licence and Premises Management Guide
Approval Authority	Executive Council	Review Schedule	Every 5 years.

1. Policy Statement

- 1.1. Northwestern Polytechnic (NWP) is committed to a food and beverage, and liquor service environment that complies with the provisions of all relevant legislation for ensuring the safety and quality of food and beverage, and liquor services to the NWP community.

2. Scope

- 2.1. This policy applies to those responsible for food and beverage, and liquor services on NWP premises. Private suites in Residence are exempt from this policy.

3. Reason for Policy

- 3.1. To communicate the mandatory requirements in the provision of food and beverage, and liquor services, to maintain the highest standards of safety and quality, to ensure adherence to contracts and licences, and to promote a responsible approach to the consumption of liquor on premises.
- 3.2. NWP recognizes that its investment in food and beverage facilities and services enhances and complements life on campus while realizing a possible financial return to the institution. Facilities – Maintenance and Operations will work closely with food service, beverage, and vending suppliers and the NWP community for efficient delivery of food, vending, and cold-beverage services across each campus.

- 3.3. Designated areas at each campus are included in the AGLC Liquor Licence held by the Board of Governors.

4. Definitions

- 4.1. "Campus Liquor Manager" is an NWP employee that the Board of Governors has designated authority over the liquor licences at the Grande Prairie and Fairview Campuses.
- 4.2. "Food and Beverage Services" include retail, concession, catering, vending, and sales.
- 4.3. "Liquor" means beverages that are intended for human consumption containing over 1% alcohol by volume (e.g., spirits, wine, liqueur, coolers, cider, or beer).
- 4.4. "Premises" means NWP campus, grounds, and buildings that are owned, leased, or operated by NWP.
- 4.5. "ProServe" is Alberta's responsible liquor serve and sales program. It is designed to help ensure that liquor is sold and served according to law and AGLC policies, and in a way that keeps customers, guests, and others safe from alcohol-related harms.

5. The Policy

- 5.1. Only NWP approved food and beverage services are permitted on premises.
- 5.2. Food and beverage services are responsible for compliance with health and food safety legislation and licencing. Any activity under the authority of a food handling permit shall comply with the terms and conditions of the permit.
- 5.3. Unless stored per food safety regulations, food and beverages must be properly disposed of after the food and beverage service is complete.
- 5.4. The following is a list of examples when an NWP-approved food and beverage service must contact Alberta Health Services Environmental Public Health for a food handling permit. The food and beverage service cannot commence unless proof of a valid food handling permit from AHS has been presented to NWP:
 - 5.4.1. Special events that are open to the general public and include food vendors who are not volunteers (e.g. fairs, festivals, carnivals, food trucks).
 - 5.4.2. Community organization functions organized by a not-for-profit for fundraising or social purposes, and that only use volunteers to obtain, prepare, and serve food (no other food vendors) (e.g. community sports event or day).
- 5.5. Below is a list of examples when notification is not required to Alberta Health Services Environmental Public Health for an NWP-approved food and beverage service:

- 5.5.1. Private or restricted functions that are not open to the general public, are organized by a community organization or individual, and requires a personal invitation to attend (e.g. department or employee potluck, birthday party).
- 5.5.2. Bake sales that sell low-risk foods, are not part of a Special Event (5.4.1), and must comply with Alberta Health Services Environmental Public Health Bake Sale Guidelines.
- 5.5.3. Handing out donated low-risk foods from a permitted external facility (e.g. grocery store).
- 5.6. Food and non-alcoholic beverages are to be made available during liquor service as per the conditions of the liquor licence.
- 5.7. Liquor consumption is only allowed on premises as per this policy, and the Residence Handbooks. When not being on display or being sold, liquor must be locked and stored away from public access.
- 5.8. Authorization must be obtained from the Campus Liquor Manager for all liquor-related functions being held on premises, including the use of Special Event Licences, and liquor licence extensions. Depending on the nature of the function, risk mitigating provisions may be imposed on the liquor service as part of the approval.
- 5.9. Anybody selling and / or serving liquor under an NWP liquor licence must have non-expired ProServe certification. For approved Special Event Liquor Licences taking place on campus, a provision by the Campus Liquor Manager may require that individuals selling and / or serving liquor have ProServe even if the Special Event Liquor Licence says that ProServe is not required.
- 5.10. Staff of NWP liquor licenced areas must be familiar with the Facilities Procedure – Liquor Licence and Premises Management Guide. A risk assessment will be conducted by the Campus Liquor Manager for all Special Event Licence requests to determine if provisions from the Guide may be imposed.
- 5.11. Liquor must be served and consumed responsibly with due regard to the safety of all persons. The location and time of liquor consumption must not interfere with or disturb normal academic or business schedules. Unauthorized liquor consumption must be reported to Campus Security, or the Campus Liquor Manager.
- 5.12. Liquor may be provided and consumed only during the hours and locations indicated on the liquor licence. Liquor consumption may not exceed one hour after liquor service ends.
- 5.13. Receipts for the original purchases of alcohol for NWP liquor licenced areas and for Special Event Liquor Licences must be readily available to the Campus Liquor Manager upon request. Processes for original liquor purchasing (prior to service), storage, and service of liquor may be audited by the Campus Liquor Manager.

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6. Revision history

6.1. Reviewed: October 22, 2024