



Procedure

Procedure Name	<i>Liquor Sale, Service and Consumption</i>		
Procedure #	FO 10.1	Parent Policy	FO 10.0 Liquor Sale, Service and Consumption
Policy Owner	VP Administration and Chief Financial Officer	Effective Date	November 3, 2021
Procedure Owner	Associate Vice President Campus Services	Next Review Date	November 3, 2026
Approved by	Associate Vice President Campus Services	Approved	November 3, 2021

1. Purpose/ Background

When liquor is served on NAIT premises or at events under NAIT's jurisdiction or sponsorship, compliance is required with:

- Alberta Gaming and Liquor Cannabis (AGLC) rules and regulations.
- Specific regulations pertaining to NAIT liquor licenses held by the Board of Governors.

2. Definitions

Term	Definition
Alberta Gaming Liquor and Cannabis (AGLC)	Alberta government agency responsible for administering the Gaming, Liquor and Cannabis Act. The AGLC establishes rules and regulations in Alberta for liquor sales, distribution and consumption and grants applicable licenses to establishments for liquor sale and /service
AGLC Account Manager	The NAIT Board of Governors' designate (Manager Talent development and Safety- Retail and Ancillary Services) to act as the coordinator for NAIT's licensing and regulation by the AGLC
Class A AGLC License, <i>minors allowed</i>	Liquor license administered by the AGLC governing the provision of alcohol in private venues. The Nest and Ernest's Dining Room have a Class A minors allowed license.
Class B AGLC License	Liquor license governing the provision of alcohol in sport stadiums. The Arena and the Gym have a Class B license.
Class C AGLC License	Liquor license governing the provision of alcohol in member-based clubs and facilities that are not open to the general public. Many NAIT areas have a Class C license.
Licensed Premise	Pre-authorized location indicated on a current NAIT 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 exceed 1% unless the product is excluded by the AGLC section 130 of the Alberta Gaming and Liquor Act
ProServe	Specialized training and certification provided by the AGLC. Anyone that sells or serves liquor, or that provides security in licensed premises, must be certified with ProServe. Managers, supervisors and security staff in licensed premises must also have ProServe certification.
Regular Service	<p>Ernest's – as operated by the Department of Culinary Arts and Professional Food Studies under NAIT's Class A license. Regular service of alcohol (within Ernest's dining room) from an in-house bar as ordered by guests, through cash/host bars for special events, product sampling, or other special events requiring the purchase of a ticket at any event hosted by Conference and Event Services and Mercante – as operated by <i>eat AT NAIT</i> Contractor under NAIT's Class C license. Includes cash/host bar service for catered events or product sale and sampling as listed on NAIT's Class C license</p> <p>The Nest – as operated by NAITSA under NAIT's Class A minors allowed license. Regular service of alcohol (within The Nest Lounge) from an in-house bar as ordered by guests, through cash/host bars for special events, product sampling, or other events requiring a ticket purchase</p> <p>Gym/Arena Concessions – as operated by <i>eat AT NAIT</i> Contractor under NAIT's Class B license. For service to events two hours prior to the start of the event until the end of the event</p>
Special Event	<p>All events involving the sale, service or consumption of liquor that are not included in Regular Service. Form completion and approvals by the AGLC Account Manager are required for special events. Examples include:</p> <ul style="list-style-type: none"> • Events providing liquor without purchase (i.e., PD Day wine tasting) • Service in venues outside of facilities listed on a current NAIT liquor license (i.e., NAIT-wide gala fundraisers) • Student beer gardens as organized through NAITSA

4. Procedures

4.1 The AGLC Licensee Handbook outlines requirements for operating a licensed premise within the province of Alberta and must be reviewed periodically by the NAIT Regular Service providers.

4.2 Minimum Service Standards

To strengthen the management of risks associated with liquor service, NAIT has established these additional minimum service standards:

- 4.2.1 Liquor is only to be sold and consumed within licensed premises.
- 4.2.2 A selection of food items suitable for a light meal must be available.
- 4.2.3 Liquor sale, service or consumption is permitted after 10:00am until closing.
- 4.2.4 An abstaining coordinator from the host group must be present at all times and use responsible discretion in maintaining safety and control of the event and patrons.

- 4.2.5 Liquor sale, service or consumption on NAIT property must be provided by or coordinated through one of the named Regular Service providers.

4.3 Liquor Handling Procedures

Both Regular Service and Special Event Service providers must have documented procedures for liquor service specific to the area. Regular Service providers must have area procedures reviewed and approved by the respective Associate Dean/Director on an annual basis and a copy to be reviewed by and filed with the AGLC Account Manager. Liquor sale, service and consumption procedures must include details of:

- licensed Facilities including occupant load
- hours of operation; hours of liquor service
- pricing structure (menu copy)
- security ratios (if required)
- liquor procurement and service details
- details of food provision
- summary of positions expected to have ProServe training and training methodology

4.4 ProServe Certification

All individuals serving and selling liquor for both Regular Service and Special Event Services must be ProServe certified. A centralized log of all employees/students who are ProServe trained will be maintained by the three respective Area Managers. On request, Area Managers shall provide the ProServe logs to the AGLC Account Manager.

4.5 On-Campus Special Event Service

- 4.5.1 All events involving the sale, service or consumption of liquor that are outside of the Regular Services listed above, even within licensed facilities, are considered Special Events. For these events, a [Special Event Liquor Service Request Form](#) must be completed by the Event Coordinator and received by NAIT's AGLC Account Manager a minimum of 4 weeks in advance of the function. Additional details and event diagrams may be required. Failure to submit in an accurate or timely manner may result in the event being denied.
- 4.5.2 Per the NAIT/NAITSA Agreement, NAITSA is to provide a schedule of all student events involving the sale, service or consumption of liquor for approval by the Vice President Finance and Corporate Services and CFO at the start of each academic year.

4.6 Off-Campus Events

NAIT-related functions provided off-campus that involve the sale, service or consumption of liquor must be licensed or held in licensed facilities.

- 4.6.1 NAIT AGLC Account manager is available for consultation.
- 4.6.2 Private events (open to invited guests or members only) may find details and apply for a Special Events license online at www.aglc.ca/eventlicense.
- 4.6.3 Public events (open to anyone) must apply for a Special Events license in consultation with the NAIT AGLC Account Manager.

- 4.6.4 The Licensees must ensure compliance with all governing legislation, policies and requirements.
- 4.6.5 These events are subject to NAIT's Signing Authority Matrix.

4.7 Liquor and Hospitality, Celebrations and Working Sessions

- 4.7.1 Liquor is generally not permissible during working sessions of NAIT employees.
- 4.7.2 Liquor is generally permissible in support of significant NAIT celebrations or hospitality, subject to approvals defined in NAIT's Signing Authority Matrix.
- 4.7.3 Liquor sampling is also generally permissible for work-related menu development in licensed facilities and following AGLC sampling regulations.

- 4.8 A valid liquor license must be visibly posted in all licensed facilities and at special events.

5. Exceptions to the Procedure

Exceptions to this procedure must be documented and formally approved by the Policy Lead.

Procedure exceptions must include:

- the nature of the exception
- a reasonable explanation for why the procedure exception is required
- confirmation that the exception aligns with the general principles
- any risks created by the procedure exception and how they will be managed

6. Related Documentation

- Liquor Sale, Service and Consumption Policy
- GAMING AND LIQUOR ACT (RSA 2000 cG-1)
- GAMING AND LIQUOR REGULATIONS (Alberta Regulation 143/1996)
- AGLC Liquor Licensee Handbook
- Agreement Between NAIT and NAITSA
- Employee Expense Reimbursement Procedure
- NAIT Signing Authority Matrix
- Special Event Liquor Service Request – seek approval for Special Events liquor service

Document History

<i>Date</i>	<i>Action/ Change</i>
November 28, 2024	Minor revision to reflect the change in policy owner from VP Students and Campus Life to VP Administration and CFO and procedure owner and approver from AVP FCS to AVP Campus Services.