



**One University. One World. Yours.**

<b>Name:</b>	<b>Saint Mary's University Responsible Use of Alcohol Policy</b>
<b>Policy Number:</b>	5-1003
<b>Origin:</b>	Student Services
<b>Approved:</b>	March 1984
<b>Issuing Authority:</b>	Saint Mary's University Board of Governors
<b>Responsibility:</b>	Senior Director, Student Services
<b>Revision Date(s):</b>	1989, Sept. 2006, March 2016
<b>Effective Date:</b>	March 11, 2016

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### **Preamble**

- The overall aim of this policy is to promote the health and safety of all members of the Saint Mary's University community by creating and maintaining a University environment which values, promotes and reinforces responsible use of alcohol. The University strives to create an environment in which those of legal age (19 years and older) who choose to drink do so safely and responsibly and those who choose not to drink do so without pressure and prejudice.
- It is important to note that the policy recognizes that the appropriate use of alcohol is ultimately the responsibility of the individual. Intoxication in no way releases any individual from full responsibility for his or her behaviour and its consequences. This policy will also ensure Saint Mary's University's compliance with the Nova Scotia Liquor Control Act.
- The University endeavors to support the well-being of its community members through factual and experiential education, practical staff training, assistance for those whose quality of work and/or academic life is adversely affected by alcohol-related problems, and stimulating social programs that create a positive environment.

### **Jurisdiction**

The Saint Mary's University Alcohol Policy applies to all members of the Saint Mary's University community, including faculty, staff, students, visitors, and guests of Saint Mary's University and or members of the University community.

The policy is inclusive of all Saint Mary's University property and events hosted, sponsored by, controlled by or associated with Saint Mary's University, university travel including but not limited to travel by sports teams and study, teaching or research off campus. This policy also extends to private events off campus where the University may have an interest. Although Saint Mary's University cannot monitor the environment off campus, university organizations, teams, clubs or representative individuals will be held responsible for their actions off campus.

## Conditions for Alcohol Use

Anyone under the age of nineteen (19) may not use alcohol at any time. This is in compliance with the Nova Scotia Liquor Control Act.

All members of the Saint Mary's University community, nineteen years (19) of age and older who choose to consume alcohol are expected to:

- Consume in a responsible manner and take responsibility for their own behaviour
- Respect the rights of others not to drink and not to be subject to possible harms from the actions of any individuals who are drinking
- Act immediately to help intoxicated individuals requiring assistance

## Good Samaritan protocol

Saint Mary's University is committed to creating a safe campus environment where someone will call for medical assistance when an individual experiences severe intoxication or serious injury after consuming alcohol or other drugs (AOD). These types of emergencies are potentially life-threatening and the University will work to reduce barriers to seeking assistance. It is with this objective in mind that the Saint Mary's University Alcohol Amnesty / Good Samaritan Protocol will:

- a) Eliminate disciplinary consequences for:
  - Students affected by consumption of alcohol seeking or requiring assistance
  - An individual or individuals providing assistance to the affected student(s) assuming the assisting individual(s) is/are not complicit in the violations under (c)
- b) Apply when the allegations under the Non-Academic Discipline System and other Saint Mary's University policies, rules, procedures, and guidelines involve:
  - underage consumption of alcohol
  - use of drugs
  - disorderly conduct
- c) **does not** preclude disciplinary action regarding **other violations**, such as:
  - causing or threatening physical harm or violence
  - sexual violence
  - damage to university or community property
  - misuse of Saint Mary's University Student Identification or other forms of identification
  - unlawful sale or supply of alcohol or other drugs
  - harassment or hazing

This protocol is one component of Saint Mary's comprehensive approach to reducing the harmful consequences caused by the use of alcohol or other drugs. The Protocol supports Saint Mary's University's commitment to increase the likelihood that community members will call for medical assistance when faced with an alcohol or drug related emergency. This protocol also promotes education for individuals who receive emergency medical attention related to their own use of alcohol or other drugs in order to reduce the likelihood of future occurrences.

## **Residences**

While the University respects the rights of individuals to use its residences as a home, all individuals, including residents and their guests/visitors, whether directly affiliated with Saint Mary's or not, are expected to act responsibly with regard to the consumption of alcohol in University residences. All provincial laws under the Nova Scotia Liquor Control Act must be strictly observed. Individuals under nineteen (19) years of age may not consume alcohol at any time. All individuals are expected to respect and abide by the specifics of the Residence Alcohol Policy, which is detailed in the Residence Handbook.

All individuals are responsible and accountable for fostering and maintaining a safe, civilized, and respectful demeanor and environment while in residence. Individuals exhibiting disruptive behaviour associated with the use or misuse of alcohol are subject to outcomes detailed in the Student Discipline Code, the Residence Code of Conduct, and /or the Residence Agreement.

## **Compliance**

Compliance with the Saint Mary's University Alcohol Policy will be subject to the laws and statutes of the Province of Nova Scotia, any applicable Municipal By-laws, all Collective Agreements, other employment terms and conditions, the Saint Mary's University Student Discipline Code as well as specific Saint Mary's University policies and procedures, any future best practices that may apply.

### Violation of Policy

Non-compliance with these regulations by any winery/bars will result in:

- The University suspending the purchase and sale of the firm's products for a period of time.

Non-compliance with these regulations by any student group, individual or organization on campus will result in:

- Their privileges to use University facilities being suspended for a period of time.

## **Authority**

The Nova Scotia Alcohol and Gaming Authority have granted Saint Mary's University a Special Premise License. All functions involving the sale or distribution of alcohol on campus shall be governed by the provisions of the Liquor Control Act and be subject to any restrictions contained in a Special Premise License.

The Senior Director of Student Services has been designated by the President as the official of the University responsible for:

- 1) Liaison with the Nova Scotia Alcohol Gaming Authority (AGA); Authorizing campus functions
- 2) Ensuring procedures are in place for compliance with provisions of the Liquor Control Act, the Special Premises License and University policies.

The University has designated the Student's Association as the primary distributor of alcohol on campus, subject to the compliance of the regulations set forth in this policy. The University has designated its caterer as secondary distributor of alcohol on campus subject to compliance with regulations set forth in this policy.

## **Saint Mary's University Alcohol Operations Committee**

- 1) An Alcohol Operations Committee has been established under the authority of the University Board of Governors. The Chairperson of the Committee reports to the President of the University, who in turn reports to the University Board of Governors.

- 2) The Committee is responsible for recommending University policy related to the provision of alcohol services on campus.
- 3) The Committee advises the President of the University on implementation of policy related to the provision of alcohol services on campus.
- 4) The Committee shall, subject to the ultimate fiscal control of the Saint Mary's University Students Association (SMUSA) over Students' Association resources, advise management of the Alcohol Services Department on campus. This shall include advice on:
  - a) Rules and regulations necessary to facilitate observance of University alcohol policy;
  - b) Capital expenditures, operating expenses, and revenues;
  - c) Rights and privileges of members from each sector of the University community in regard to Alcohol Services;
  - d) Maintenance within the University's Alcohol Operations of an image commensurate with the University's primary role in the community as an institution of higher learning.
- 5) The Committee periodically reviews its own functions and advises the President of the University of any changes that appear to be necessary in order to fulfill its mandate.
- 6) The Committee shall be composed of the following:
  - The Senior Director of Student Services as Chairperson
  - a representative of the Alumni Association
  - a representative of the Faculty
  - Manager, Conference Services
  - University Caterer
  - General Manager, SMUSA
  - Operations Manager, SMUSA
  - Manager, University Security
  - President ,SMUSA
- 7) Committee's deliberations and meetings shall be conducted in accordance with Robert's Rule of Order.

## **Appendix A**

### **Sponsorship of Events**

#### Permits

This policy applies to all campus functions held in public areas and at which alcohol is consumed and to all campus functions at which alcohol is sold. All such functions must be sponsored by an organization, club, society, or individual recognized by the University and/or Students' Association. The sponsor or sponsors of each function must apply for a permit through Conference Services.

The issuing of permits for functions at which alcohol is served and/or consumed is governed by the University Special Premises License, issued by the AGA under the Liquor Control Act and Regulations. The license states the times and campus locations at which alcohol functions can be held, and specifies other terms and conditions for the holding of alcohol functions. Functions can be held at other times and/or a location, if a Special Occasions License is obtained from the AGA. Permission to apply to the AGA for a Special Occasions License must be obtained from the Senior Director of Student Services in advance.

#### Provision of Service

Saint Mary's University groups or individuals sponsoring functions on campus shall request service through the Liquor Service Department.

Groups or individuals sponsoring functions involving the dispensing of alcohol shall request service by:

1. Completing a functions form available from Conference Services, at least one week in advance of the function.
2. Student organizations sponsoring an event must obtain the approval of the Student Association and be subject to a Risk Assessment approved by the General Manager of SMUSA or designate.
3. Arrangements for the provision of alcohol service must be arranged through the Liquor Service Department on campus. Bartenders must be in attendance at all functions at which alcohol is sold.

#### Security

Sponsors of events shall be responsible for compliance with the provisions of the Nova Scotia Liquor Control Act and Saint Mary's University policies. Sponsors of events shall have in attendance Security members on the basis of one Student Watch per 50 persons in attendance. The exact number of Student Watch required is at the discretion of the Senior Director of Student Services or his/her designate. Campus Security are to be on duty from one half hour before opening until all participants of the function have departed.

Student Watch has the responsibility to enforce the Regulations issued pursuant to the Nova Scotia Liquor Control Act and Saint Mary's University policies. Security has the authority to:

1. Remove someone from a function who is intoxicated, unruly or is a nuisance.
2. Close a function down, if, in their judgment, it is in the best interest of the safety of persons in attendance, or the University, to do so. This decision will only be made after consultation with the on-duty University Security Supervisor, and the Functions Co-ordinator.

#### Regulations

**The following regulations apply to all groups or individuals holding functions on campus involving the dispensing of alcohol.**

1. Facility bookings, bar, food and security arrangements must be made at least one week in advance of the function with the Conference Office.
2. Admission to events will be limited to the authorized number of persons as established by the occupancy load of the facility (see attached list). Alcohol functions can be held only in authorized rooms (see attached list).
3. Bartenders normally are not to serve more than two drinks per customer at a time. Bartenders have the authority to refuse service to any person who is intoxicated, unruly or a nuisance. Ticket sales may limit the number of tickets sold depending on the time and function.
4. It is expected that all persons will have vacated the facility within one half hour after the close of the bar.
5.
  - a. All alcohol served and /or consumed at licensed events must be purchased through the Nova Scotia Liquor Commission and recognized retailers (i.e. Bishops Cellar, etc.) under the authority of the University's Special Premises license or under the authority of a Special Occasions License, where such a license has been granted. No other alcohol may be brought into or consumed at any function covered by this policy. Therefore, alcohol purchased by non-authorized individuals or groups at local liquor stores or donated by a manufacturer's representative cannot be sold or consumed at any function on campus.
  - b. Functions involving the dispensing of alcohol on Sunday are not normally permitted. Exceptions may be granted by the AGA. Requests for such permission must be made to the Senior Director of Student Services two weeks in advance of the function.
6. All food service must be arranged with the University caterer.
7. Persons under the age of nineteen (19) shall generally not be permitted to attend any function involving the dispensing of alcohol. Exceptions to this are as follows:
  - a. The function is operating a wet/dry policy (where any Saint Mary's University student under nineteen (19) years of age is not permitted to buy or consume alcohol).
  - b. Persons under the age of nineteen (19) are permitted to attend a function which is deemed a non-drinking event such as banquets, dinners and receptions. They are not permitted to buy or drink alcohol at these functions.
  - c. Underage Saint Mary's University students only or the child of a Saint Mary's University student or employee will have access to the Pub on Monday, Tuesday, Wednesday, Thursday and Friday. Access hours are from 11:30 am – 7pm, Monday, Tuesday, Wednesday and Friday; and 11:30 am – 9pm on Thursday. All underage students must leave the Pub 1/2 hour after the kitchen closes. Underage access is permitted to accommodate food service hours.
8. The sponsors of functions will be responsible to ensure that Nova Liquor License regulations and Saint Mary's University policies are adhered to. The group will be responsible for any damage to University property incurred as a result of the function.
9. Sponsors of all events shall serve alcohol to only those persons legally entitled to consume alcohol.

10. Sponsoring groups or individuals who do not adhere to these regulations will have their alcohol privileges suspended.
11. The University reserves the right to prohibit any entertainment on campus if it is deemed in conflict with University community standards or which violates understanding with the Musicians Union.
12. Should a group or individual have an outstanding account resulting from charges levied for damages, alcohol or food service or security service, future use of University facilities will be denied until the account is settled.

**In addition to the above regulations, the following regulations apply to Student's Association or student functions.**

1. The period Sunday at 1:00 am, through Friday at 3:00 pm, is designated as the academic period and students are expected to concentrate on academic pursuits during this time. Accordingly, functions involving the dispensing of alcohol held within this period will be controlled. Requests to hold events during the academic period shall be authorized by the Senior Director of Student Services or his/her designate. Examples of functions which have historically been authorized to be held during the academic period are:
  - Welcome Week
  - Winter Carnival Events
  - Wine and Cheese Receptions
  - Banquets and Dinners
  - Gorsebrook Lounge
2. Normally, no function involving the dispensing of alcohol may be held on a weekend proceeding end of term examinations.
3. Student groups and Student's Association are responsible for setting up and cleaning of rooms used for alcohol functions.
4. University students or guests who do not attend Saint Mary's University may be admitted if:
  - a. They show their Nova Scotia Liquor License I.D. or government issued I.D.
  - b. They are 19 years of age or over.
  - c. They must be signed in by a Saint Mary's University student.All three of these conditions must apply before being admitted.
5. The Senior Director of Student Services (or his/her designate) has the discretion to determine the duration (time) of an event. The dispensing of alcohol will only take place between the hours of 11:00 am and 1:00 am.
6. Functions providing live entertainment will normally only take place between the hours of 8:00 pm to 1:00 am.

## **Appendix B**

### **Educational Programming**

Programming efforts will be designed to promote and maintain the health and safety of Saint Mary's community members and to offer alternatives to alcohol use/abuse. The aim of all programs will be to promote responsible alcohol use and attempt to minimize some of the risk behaviors of use and overuse of alcohol. Some of the behaviors include: drinking to intoxication, drinking and driving and drinking which interferes with academic performance and drinking that leads to sexual assault.

#### **Students**

##### Practices to be initiated and/or continued

- Alcohol-free orientation week events
- Factual alcohol and drug information materials in Frosh Packs
- Alcohol Awareness Week
- Mandatory Server Intervention Programs
- Anti-drinking and driving campaign (wrecked car)
- Residence life newsletter to new students highlighting moderation and alternatives to alcohol use
- Liaison with SMUSA for creative alcohol-free programs throughout the academic year, e.g., monthly skating parties
- Promote alternative beverages more visibly in student lounge
- Intensive "blitz's" during September to encourage first-year students to combat peer pressure to drink
- More brother/sister alcohol-free events (e.g., bingo, bowling, casino nights, etc.)
- Peer education programs which include an alcohol component that educates students about the impact of alcohol abuse on relationships, sexuality, academic performance, etc.

#### **Faculty/Staff**

- Supported collaboration between Health Services, Wellness Committee, Occupational Health and Safety Committee and Human Resource Department and cooperative program which includes an alcohol component re: safety, work performance, etc.
- Employee Assistance Program

### **Appendix B (continued)**

Secondary Prevention – education/intervention strategies for those already using alcohol.

- Intervention training for Residence Assistants
- Server Intervention Program for bar services and security staff
- Buddy/escort system for intoxicated patrons
- Include Peer Education Program for future intervention training
- More visible anti-drinking and driving campaigns in student lounge, e.g. key drop off program designated driver program
- Review potential for a student assistance program which accepts mandatory referrals through the discipline system

- Bystander Intervention Training

### **Faculty/Staff**

#### Practices to be initiated

- Educate campus community about EAP and ensure it includes support for dealing with problem drinking.

#### Tertiary Prevention

- The University is committed to providing support for education and intervention strategies for individuals, students, faculty and staff who have an alcohol problem.
- The University will be supportive of any individual who undergoes treatment and rehabilitation through available community services.

## **Appendix C**

### **Brewery and Distillery Promotion on Saint Mary's University Campus**

#### The Alcohol and Gaming Authority Policy on Donated Product

The policy of the AGA states that under no circumstances can alcohol products (beer, spirits, wine) be donated to licensees for any use on their premises. All alcohol brought upon licensed premises (including premises licensed under Special Occasions Licenses) must be purchased from the Nova Scotia Liquor Commission and recognized retailers (i.e. Bishops Cellar, etc.) under the authority of a liquor license. There are no exceptions to this rule under the regulations of the AGA.

#### Donated Product

Free, donated alcohol product is not to be provided to students, student organizations, or other individuals or to organizations on campus. The University does not condone such promotion of alcohol off campus. With the exception of the Welcome Week, other forms of product promotions, i.e., trophies, mugs, T-shirts, cups, advertising, financial contributions and/or general program assistance toward the organization may be permitted. No such promotional activity may take place during Welcome Week.

#### Manufacturers Support

No group or individual may enter into an agreement with a brewery or distillery regarding promotional activities, financial contributions or program assistance without the expressed approval of the University. Such approval must be granted by the Senior Director of Student Services.

#### Welcome Week

Special regulations will apply during the University's annual Welcome Week period (Saturday prior to Labour Day)

1. Direct brewery/distillery/winery/bars promotion or advertising of any kind during the Welcome Week period is not permitted.
2. Brewery/distillery/winery/bars vehicles are not permitted on campus during Welcome Week.
3. No brewery/distillery/winery/bars promotion or advertising is to be used in Welcome Week kits or mail outs.

#### Contests

The University does not permit or promote any contests which encourage the consumption of alcohol.

### **Brewery and Distillery Promotion on Saint Mary's University Campus continued**

#### Pub Crawls

Neither the University nor SMUSA permit the organization and/or promotion of Pub Crawls on by Saint Mary's University faculty, staff, or student groups.

#### Advertising

The University, through the office of the Senior Director of Student Services or designates, will approve what advertising will be permitted. Manufacturers' promotions should be restricted to established licensed areas such as the Gorsebrook Lounge, Courtside Lounge and Faculty Lounge.

#### Product Exclusivity

As a rule, consumer demand will determine the specific brands of alcohol available for consumption. Groups who contract alcohol service can request specific brands of alcohol (limited to inventory space). From time to time, the University will review this policy to ensure it is being applied fairly.