



Alcohol Policy

Category: General;

Jurisdiction: Vice President, Administration and Finance;

Approval Authority: Executive Team;

Established on: June 1, 1986;

Amendments: February 1998, November 17, 2025;

Most Recent Review: November 17 2025.

1. Purpose and Scope

Lakehead University is committed to supporting the health, safety, wellbeing and success of the Lakehead Community while recognizing the value of an engaged social environment within the Lakehead Community. Accordingly, this Policy is intended to:

- Outline legal requirements and the University's responsibilities regarding the provision and sale of Alcohol;
- Outline restrictions related to Alcohol advertising, promotions and sponsorships;
- Encourage education, training and awareness around responsible Alcohol Use, sales, and harm reduction strategies;
- Promote best practices related to Alcohol harms and use on Lakehead Property;
- Address high-risk Alcohol related behaviors and practices;
- Provide harm reduction mitigation strategies for Alcohol sales, service and management for High-Risk Alcohol Events; and
- Identify related University policies and procedures.

In providing for the consumption of Alcohol on Lakehead Property, the University is committed to the promotion of an environment that:

- Contributes to the effective management of all licensed events;

- Promotes self-responsibility, self-accountability and informed decisions related to Alcohol Use; and
- Minimizes the occurrence of Alcohol related incidents.

This Policy is not intended to cover behavior resulting from Alcohol Use. The Province of Ontario allows the use of Alcohol by persons who are 19 years of age or older. Accordingly, the University extends the same privilege to individuals of the Lakehead Community who are of legal drinking age. The University emphasizes that inappropriate behavior is not excused by the consumption of Alcohol and, to the extent permitted by law and other University policies, will hold individuals accountable for actions performed under the influence of Alcohol. Behavior following Alcohol consumption which violates University policies and/or municipal, provincial or federal laws may be considered an offence subject to review under the Student Code of Conduct and/or Employee Code of Conduct.

This Policy applies to the Alcohol Use of all members of the Lakehead Community both on Lakehead Property and with respect to Off-Campus Sanctioned Events.

The University reserves the right, in its sole discretion, to remove any non-members of the Lakehead Community who consume Alcohol on Lakehead Property and violate this Policy, including but not limited to, serving non-members with a trespass notice, or calling authorities, as required.

2. Definitions

“Alcohol” means all spirits, wine, liquor, cider, cooler, or beer or any combination thereof.

“Alcohol Use” means Alcohol that is served, sold or consumed.

“Alcohol and Gaming Commission of Ontario (AGCO)” is the Government of Ontario’s regulatory agency for Alcohol.

“Authorized Bodies” means University administrators who have the authority to sanction events affiliated with Lakehead University in approved designated locations and includes, but is not limited, to Food and Conference Services, Risk Management and Security Services.

“Event Worker” means a paid or volunteer person(s) appointed by the Liquor Licence Holder, to work at On-Campus Sanctioned Events, Off-Campus Sanctioned Events, or any other event held on Lakehead Property that has Alcohol Use.

“High Risk Alcohol Related Event” means an event that the University considers to be higher risk for Alcohol Use and requires additional security.

“Lakehead Community” means Lakehead University students, employees, union and non-union staff, faculty, administration, Senators, members of the Board of Governors, volunteers, contractors, suppliers, post-doctoral fellows, and visitors to the University and others who are attending an On-Campus Sanctioned Event, an Off-Campus Sanctioned Event, or any event held on Lakehead Property.

“Lakehead Property” means all property owned, rented or otherwise used by the University for On-Campus or Off-Campus Sanctioned Events.

“Liquor Licence Holder” means an individual or organization who holds a valid liquor licence or special occasion permit issued by the AGCO and assumes responsibility and liability for the operation of Alcohol Use at an event.

“Liquor Licence Manager” means an individual who is designated by the University or Authorized Bodies operating on Lakehead Property and acts on behalf of the Liquor Licence Holder for the purposes of accountability and compliance with the LLCA, the sale and service of Alcohol on Lakehead Property and expectations under this Policy.

“LLCA” means the *Liquor Licence and Control Act*, 2019, S.O. 2019.

“On-Campus Sanctioned Event” means either a public or private event, where there is Alcohol Use, that is held on Lakehead Property and has been sanctioned by the University and/or the Authorized Bodies.

“Off-Campus Sanctioned Event” means either a public event or private event, where there is Alcohol Use, that is held off Lakehead Property and has been sanctioned by the University and/or Authorized Bodies.

“Policy” means this policy, the Lakehead University Alcohol Policy.

“University” means Lakehead University.

3. Sanctioned Events

a) On-Campus Sanctioned Events

1. The provision of Alcohol for all On-Campus Sanctioned Events may only be provided by the University's Authorized Bodies. Licensed events on Lakehead Property are permitted only if the event space meets the standards and requirements set out in the LLCA, and with the approval of Authorized Bodies.
2. On-Campus Sanctioned Events are typically held under the University's Liquor Licence Holder and not through special occasion permits. No person or organization may apply for or use a special occasion permit without the express written approval of Authorized Bodies and the Liquor Licence Manager. Requests for approval shall be made a minimum of thirty (30) days prior to the event. The Liquor Licence Manager and Authorized Bodies will determine whether an on-campus event will be approved for a special occasion permit depending on the nature of the event and with regard for recommendations from the AGCO.
3. Under no circumstance will special occasion permits for 'Tailgate Events' be permitted on Lakehead Property. For the purposes of this Policy, and corresponding Procedures, "Tailgate Events" are considered public events that are held in connection with, and in proximity to, a live sporting event and where attendees may bring their own liquor ("BYOB") for consumption at the event.
4. Alcohol is available on Lakehead Property as denoted in the University's Catering Endorsement document controlled through Food and Conference Services. Initial Alcohol requests must be emailed to Food and Conference Services a minimum of thirty (30) days in advance of an event and details must include venue request, type of service, beverage and food to be offered, number of attendees, and any other information requested at the discretion of Food and Conference Services.
5. The submission of the Risk Assessment Event Form and Risk Mitigation Event Planning Form must be sent to Authorized Bodies for every event request and must be completed no less than thirty (30) days prior to the event date. Event requests are not confirmed until Food and Conference Services, Risk

Management and Security Services have reviewed the event request, risk mitigation and security procedures.

6. An On-Campus Sanctioned Event may be assessed as a High-Risk Alcohol Related Event, as further described under section 3.d. of this Policy, and require further consideration by Authorized Bodies.
7. All Event Workers at an On-Campus Sanctioned Event must be over the age of eighteen (18) and shall not consume or be under the influence of any Alcohol or recreational drugs.

b) Off-Campus Sanctioned Events

1. All Off-Campus Sanctioned Events involving Alcohol must adhere to all applicable policies and procedures of the University. In the sanctioning process, event organizers must consider options for the events and venues that would be fully inclusive of those who choose not to consume Alcohol. Organizers are required to take all reasonable steps to comply with risk and harm reduction strategies.
2. Authorized Bodies who sanction events affiliated with the University, or which could reasonably be perceived as affiliated with the University, will not sanction any events where the primary focus of the event is the consumption of Alcohol. Events such as pub crawls or nightclub trips where the primary purpose of the event is Alcohol consumption will not be sanctioned by the Authorized Bodies.
3. Off campus events that are not sanctioned by the University are considered unsanctioned. Accordingly, organizers may not advertise, promote or sell tickets on Lakehead Property or use University resources when organizing or running such events. Buses or similar types of vehicles will not be permitted on Lakehead Property for the purpose of transporting individuals to an unsanctioned event where Alcohol will be served.
4. In instances where Alcohol is being served at an Off-Campus Sanctioned Event, a minimum of two (2) student organization executive/council members who shall not consume any Alcohol or recreational drugs, and shall be identifiable to students in the event that an attendee requires care and support.

5. If attendance of an Off-Campus Sanctioned Event exceeds 100 attendees, there must be a ratio of one (1) designate who shall not consume any Alcohol or recreational drugs for every additional 50 attendees.
6. All Event Workers at an Off-Campus Sanctioned Event must be over the age of eighteen (18) and shall not consume or be under the influence of any Alcohol or recreational drugs.
7. Off-Campus Sanctioned Events must take place in a venue with their own liquor licence, or the event organizer must arrange liquor service through Food and Conference Services with the University's catering endorsement. The University does not allow special occasion permits.

c) High-Risk Alcohol Related Events

1. Authorized Bodies will review all events to determine if they are high risk. Event organizers can ask for a review of an event which is not in a high-risk venue but may present some concerns. The following criteria are used to assess the level of risk of an event:
 - i. Venue - what is the location of the event?
 - ii. Beverage – is it self-serve or will there be a bartender?
 - iii. Attendance – how many people? The larger the number, the greater the risk.
 - iv. Previous History – actions of previous groups may be a prediction of future risk.
 - v. Participants – events including non-Lakehead Community members may be deemed higher risk.
2. All High-Risk Alcohol Related Events will require additional security. Security requirements will be determined by Security Services.
3. While one event may not be considered high-risk, should a number of events occur on Lakehead Property the same night, there may be concerns for Security Services. It is therefore mandatory for every event organizer planning a High-Risk Alcohol Related Event on Lakehead Property to submit their planning forms to Security Services well in advance of the event date.

4. Management of Licensed Sanctioned Events

a) General Management

The following guidelines serve to support and encourage responsible management of Alcohol Use on Lakehead Property:

1. The University requires that food be available throughout any event where Alcohol is served. "Food" in the context of this Policy may constitute snack items such as potato chips, nuts, pretzels, etc.; however, it must be available for the duration of the On-Campus Sanctioned Event. All On-Campus Sanctioned Events must have a selection of non-Alcohol related beverages at a reasonable cost. If the food selection is not deemed substantial enough for the number of attendees, either Lakehead's food service provider or Food and Conference Services will require supplemental food to be provided at the sole cost of the event organizer.
2. Bar services are mandated to operate on a complete cash recovery basis. Specifically, charges to the event organizer will include labour (minimum two (2) Event Workers for four (4) hours), spirits, wine, beer, mix and incidental supplies. Workers require one (1) hour to set up and one (1) hour to clean up on either side of bar services. Event organizers may hire University security, if available, or hire approved private security at the discretion of Security Services, and at the cost of the event organizer. Any losses encountered will be charged back to the event organizer. Bar service is defined as the certified Event Workers providing food and beverage services to the event organizer.
3. The University prohibits events in University-controlled spaces later than 11:00 pm. Bar service clean up time must not exceed the 11:00pm cut-off time for University room rentals. Therefore, bar services must close by 10:00 pm in order for the 1 hour clean-up requirement for closure. Any exceptions to this rule must be submitted and approved by Food and Conference Services in advance of the event date.

b) Advertising, Promotion and Sponsorship

1. All advertising on Lakehead Property, and particularly in licensed venues, must conform to the regulations set out in the LLCA, guidelines issued by the AGCO, and all applicable University policies and guidelines, and must not conflict with appropriate standards of expected conduct as outlined in the University's Student Code of Conduct, Employee Code of Conduct, Residence Community Standards, and Athletics & Recreation Policies.
2. The University's name, logo(s), or other trademarks shall not be used in association with any manufacturer or representative of Alcohol beverages without direct and explicit permission of Lakehead University.
3. Advertising (in any medium) of any licensed event or location shall not promote drink specials or promotions that explicitly encourage Alcohol consumption. Advertising in licensed venues on Lakehead Property requires submission of an annual promotion plan for approval by the Liquor Licence Holder.
4. Signage reflecting manufacturers, providers, or representatives of Alcohol beverages is not permitted on Lakehead Property, except in designated on-campus licensed establishments, licensed areas, or as part of a University sponsored event (including Sanctioned Events) where the signage is related to legitimate service provisions (e.g. job fairs).
5. Promotion of Alcohol as the main focus for an event or promotion which encourages mass, excessive or rapid consumption of Alcohol is prohibited. The University will remove any promotional material that contravenes this Policy and any other University policies, or negatively impacts the learning, living, or working environment on Lakehead Property.
6. Any references to transportation that is sponsored or arranged by representatives of alcoholic beverages or by off-campus establishments to events where Alcohol consumption is the focus of the event are not permitted in advertisements or promotions on Lakehead Property. Additionally, any transportation associated with such events is not permitted on Lakehead Property.

7. Advertising, promotion or sponsorships related to Alcohol shall not:
 - i. Coerce any individuals into consuming Alcohol;
 - ii. Depict individuals consuming Alcohol
 - iii. Depict a person who is intoxicated;
 - iv. Refer to the price of Alcohol (when posted outside of a licensed area); and
 - v. Directly target underage individuals or be displayed in areas that are mostly visited by minors.
8. Publishers of Lakehead University's associated media platforms (eg newspapers, books, magazines, newsletters, brochures, leaflets, posters, stickers, media broadcasts, social media animation, outdoor displays, digital advertising) must adhere to this Policy and reject, discontinue, or cancel any advertisement that violates this Policy.
9. Advertising on Lakehead Property or through the University's associated media platforms of an off campus licensed establishment must adhere to this Policy and to other applicable University policies and advertising guidelines.
10. Sponsorship by manufacturers or representatives of Alcohol (either through goods or monetary sponsorship) must be in accordance with University sponsorship guidelines and policies. Sponsored goods or products that explicitly promote the consumption of Alcohol through the branding, imagery/text, or nature of the good (e.g. flasks) is strictly prohibited.

Alcohol products are not permitted to be donated for consumption at events or activities affiliated with Lakehead. This does not prevent event organizers from purchasing Alcohol from Food and Conference Services and providing it to event guests free of charge in accordance with established service guidelines and restrictions, or Alcohol samples in accordance with the LLCA.

c) Awareness and Education

1. Student Health and Wellness uses campaigns, events and various resources to foster a harm reduction approach for Alcohol Use among the University's student population. Harm reduction refers to practices, programs, and policies that aim to reduce the negative health consequences associated with engaging in high-risk

- behaviours, such as Alcohol Use, and to impart the knowledge to minimize harm through non-judgmental strategies.
2. The University strongly encourages all members of the Lakehead Community to take part in awareness initiatives that promote responsible attitudes and choices regarding Alcohol Use and education around harm reduction strategies. Further information regarding University educational program(s) can be found at Student Health and Wellness.
 3. A comprehensive education & training program, Smart Serve, is offered to all employees working at events that serve Alcohol on Lakehead Property, pursuant to the requirements of the AGCO. A training and professional development program will be made available to University employees who may deal with Alcohol-related matters.
 4. Sponsors of sanctioned events must adhere to the AGCO guidelines and are expected to engage in training and/or professional development programs to ensure compliance.
 5. Guidelines for the operation of all On-Campus Sanctioned Events may be distributed to the event organizer, at the discretion of Authorized Bodies, and are intended to reflect health orientation and set out measures to reduce the legal liability associated with Alcohol.
 6. The Authorized Bodies shall implement measures to facilitate the prevention of Alcohol-related problems by:
 - i. Promoting and supporting Alcohol-free institutional programming;
 - ii. Informing the Lakehead Community of Alcohol policies;
 - iii. Training and encouraging student groups (i.e. residence response teams, student unions, etc.) to provide emergency assistance, as required;
 - iv. Providing Smart Serve training as required, at no cost to the Event Workers;
 - v. Promoting an atmosphere that discourages problematic Alcohol use and helps prevent Alcohol-related problems;
 - vi. Building awareness of the magnitude of Alcohol-related problems and University policies regarding the use of Alcohol through various measures

- including, but not limited to, residence handbooks, programming, floor meetings, University website, registration materials, orientation programs and Alcohol awareness;
- vii. Supporting and encouraging student organizations or clubs to incorporate Alcohol education into programs and events, as appropriate;
 - viii. Working towards early identification of factors or behaviours on Lakehead Property that may place the Lakehead Community at high-risk for Alcohol-related problems;
 - ix. Encouraging early intervention and assistance for those individuals with concerns of Alcohol related issues;
 - x. Encouraging the Lakehead Community to access the many resources on Lakehead Property and in the community for confidential support in relation to responsible Alcohol consumption; and
 - xi. Collecting and using Alcohol statistics from available surveys and reports to guide program development.

Review Period: 5 years;

Next Review Period: 2030-2031;

Related Policies and Procedures: [Non-Academic Student Code of Conduct](#); [Employee Code of Conduct](#)

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format.

Office of the University Secretariat

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