

## COUNCIL POLICY

<b>SUBJECT:</b> LIQUOR LICENSING PUBLIC CONSULTATION PROCESS FOR LIQUOR-PRIMARY AND FOOD-PRIMARY LICENSES
---

<b>DATE:</b> MARCH 22, 2004
-----------------------------

<b>REFERENCE:</b> 04/105
--------------------------

### **POLICY**

The Municipality of Saanich has adopted a public consultation process further to its role in the Provincial liquor licensing program. The public consultation process is designed to ensure the community receives early and adequate notification with respect to liquor license referrals and is afforded opportunities to gather information and have input on the applications. The community includes residents, community associations, schools, businesses and social facilities. The public consultation process recognizes the Municipality's ongoing commitment to engage the community.

### **BACKGROUND**

The Provincial Liquor Control and Licensing Branch (LCLB) consults with local governments on applications for new liquor-primary licenses and on certain amendments to existing liquor-primary and food-primary licenses. This consultation takes the form of application referrals, the intent of which is to obtain a resolution from the local government recommending whether the license should be issued. The final decision on any liquor license application rests with the LCLB.

### **PROCESS**

#### **New Liquor-Primary Licenses**

- Upon receipt of a license referral, early notice of the application shall be given to the area community association and any schools, businesses and social facilities within a 180 metre radius of the subject property.
- The applicant will be advised to engage the community by holding a public information meeting or open house inviting residents, the community association, and representatives of schools, businesses and social facilities.
- The application will be considered by Council at a Public Hearing using the same procedures as those used for rezoning applications. Notice of the Public Hearing will be mailed to all owners, residents, the community association, and any schools, businesses and social facilities within a 180 metre radius. The Notice of Public Hearing will be advertised in accordance with the statutory requirements used for rezoning applications.
- Where a rezoning is necessary, the rezoning and liquor license applications will be considered at the same Public Hearing.

**Amendments to Existing Liquor-Primary and Food-Primary Licenses**

- Upon receipt of a license referral, early notice of the application shall be given to the area community association and any schools, businesses and social facilities within a minimum 90 metre radius of the subject property.
- The application will be considered by Council at a Committee of the Whole meeting. Notice of the meeting will be mailed to all owners, residents, the community association, and any schools, businesses and social facilities within a minimum 90 metre radius. The meeting will be advertised in the weekly notice of meetings in accordance with regular practice.

**Temporary Amendments to Existing Liquor-Primary and Food-Primary Licenses**

- Referrals of applications for temporary license amendments shall be reviewed by the Police Department and/or Fire Department, depending on the nature of the application.
- If the Police Department and/or Fire Department have no objections to the application, the application shall be returned to the LCLB without reference to Council.
- If either department recommends rejection of the application, it shall be referred to Council for a decision.