



REGIONAL DISTRICT OF BULKLEY-NECHAKO

LIQUOR LICENSING POLICY

Resolution No. 2003-7-5
Adopted: April 10, 2003

1. Purpose and Intent

The purpose and intent of the Regional District of Bulkley – Nechako Liquor Policy is to provide a coordinated approach, with member municipalities and local RCMP detachments, with respect to liquor licensing applications.

2. Applicability

The Regional District of Bulkley-Nechako Liquor Policy will apply to:

- a. Requests received for local government input regarding Rural Agency Stores.
- b. Requests received for local government resolution and comment as determined by the Liquor Licensing and Control Branch for the following liquor license applications:
 - i. Liquor Primary – applications and amendments
 - ii. Food Primary – applications and amendments
 - iii. Winery License Endorsements – applications and amendments
 - iv. Special Occasion Licenses

3. Application Forms and Fees

The applicant shall complete the appropriate application form as provided by the Regional District of Bulkley-Nechako.

An application fee will be submitted to the Regional District as stated on Schedule “A” and in accordance with Regional District of Bulkley-Nechako Liquor Licensing Application Fee Bylaw No. 1253, 2003. These fees will be used by the Regional District to off-set administrative and advertisement costs incurred by processing the application.

An application fee will not be required for Rural Agency Store Referrals or Special Occasion Licenses.



4. Rural Agency Store Referrals

Upon receipt of referral notice from the LCLB the Regional District will:

1. Refer the application to the Advisory Planning Commission
2. Arrange a public meeting, chaired by the respective Electoral Area Representative or designate of the Board of Directors, to be held in the appropriate Electoral Area by:
 - a. Placing notices in two consecutive issues of the local newspaper no less than three weeks and no more than 10 days before the public meeting date advertising the purpose, date, time and place of the public meeting and soliciting letters of support or opposition to the application; and,
 - b. Notifying the applicant of the date, time and place of the public meeting.
3. Prepare a report to the Planning Committee for its consideration including the following:
 - a. Zoning and Official Community Plan designations (if applicable);
 - b. Summarizing public input regarding the proposal as gathered from written submissions and the public meeting; and,
 - c. Planning Department Recommendation.

The Planning Committee will consider the referral and provide a recommendation regarding the proposed Rural Agency Store.

4. Submission to the LCLB

The Regional District will submit to the LCLB a resolution from the Planning Committee regarding the respective application within 60 days of the Regional District receiving the information package from the LCLB.

5. Liquor License Applications

5.1 Types of Applications

The following liquor license applications will be subject to the policy outlined in this section (Section 5):

- New Liquor Primary Applications
- Amendments to Existing Liquor Primary Licenses
- New Food Primary Applications
- Amendments to Existing Food Primary Licenses
- Winery License Endorsements
- Amendments to Existing Winery License Endorsements



5.2 Application Forms and Fees

Upon submission of a Summary Report from the LCLB the Regional District will inform the applicant, by written notification, that an application form and application fee must be submitted to the Regional District. A completed application form and application fee must be submitted to the Regional District within 30 days of the date of the correspondence from the Regional District. Once the application form and application fee have been received the Regional District will begin the following process:

5.3 Referrals

In order to provide a coordinated approach to liquor licensing the Regional District will refer the application to the following agencies:

- a. Local RCMP Detachment
- b. Nearest Municipality (or Municipalities)
- c. Advisory Planning Commission
- d. Others as deemed necessary

5.4 Public Hearing and Public Notification

A public hearing will be held to obtain comments from the public regarding the liquor license application or amendment. The meeting will be held in the applicable Electoral Area and will be chaired by the respective Electoral Area Representative or designate of the Board of Directors.

The Regional District will notify the applicant of the date, place and time of the meeting. Further, notification will be given to the public based on the attached Schedule "A".

Notices will state the following:

- a. the purpose of the meeting
- b. the type of application
- c. the proposed person capacity
- d. proposed hours of liquor service
- e. the date, time, and place of the public meeting

The notice will also solicit written comments to the application to accommodate members of the public that will not be able to attend the public meeting.

Where an application for local government resolution is associated with an application for rezoning, the Public Hearing for the rezoning shall be used to obtain public input.



5.5 Report Preparation

After the public meeting is held staff will prepare a report containing relevant information, in accordance with Schedule "A", regarding the application.

5.6 Local Government Resolution

The report will be submitted to the Planning Committee for its consideration. The resolution will then be presented to the Board of Directors for ratification. The Planning Committee and Board of Directors resolution will only consider and comment on the items identified in Schedule "A".

5.7 Submission to the LCLB

The Regional District will submit to the LCLB a resolution from the Board of Directors regarding the respective application within 90 days of the Regional District receiving the Summary Report from the LCLB.

6. Special Occasion Licenses

The Planning Committee will review public special occasion license applications. A public special event is defined, by the LCLB, as a community or public celebration held in a place open to, or in view of, the public such as a park, an open room in a community center, a business open to the public or an outdoor locations such as a causeway, and, anyone may attend.

Notification for local government comment or resolution must be received by the Regional District no less than thirty (30) days prior to the event. The request will then be forwarded, along with a brief report prepared by staff, to the Planning Committee for review and comment at the next available Planning Committee meeting. A copy of the resolution will then be forwarded to the applicant and the LCLB.



Schedule "A"						
	Liquor Primary		Food Primary		Winery License Endorsements	
	New Application	Amendment to an Existing License	New Application	Amendment to an Existing License	New Endorsement	Amendment to an Existing Endorsement
Application Fee	\$525	\$335	\$335	\$335	\$335	\$335
Application Form	Schedule "B"	Schedule "C"	Schedule "D"	Schedule "E"	Schedule "F"	Schedule "G"
Definition (i.e. the RDBN will provide comments if the application or amendment concerns:)	A license given to an establishment that is primarily in the hospitality, entertainment or beverage service business.	An amendment to an existing liquor primary license wherein the amendment concerns: <ul style="list-style-type: none"> • an extension of liquor service; • an increase in person capacity; and/or, • the addition of a patio. 	Primary licenses that request: <ul style="list-style-type: none"> • liquor service beyond midnight; and / or, • patron participation. 	An amendment to an existing food primary license that requests: <ul style="list-style-type: none"> • liquor service beyond midnight; and / or, • patron participation. 	New Winery License Endorsements for the following: <ul style="list-style-type: none"> • picnicking endorsement (allowing the consumption of wine at a designated outdoor area on the winery site); and, • winery lounge endorsement (allowing the consumption of wine in an indoor area and / or patio on the winery site). 	An amendment to an existing winery endorsement (picnicking or winery lounge endorsements) wherein the amendment concerns: <ul style="list-style-type: none"> • an extension of the hours of liquor service; and / or, • the addition of a patio.
Public Hearing Notification	Place notices in two consecutive issues of a local newspaper no more than three weeks nor less than 10 days before the date of the public meeting Provide written notification to property	Place notice in one issue of a local newspaper no more than two weeks or less than 10 days before the date of the public meeting. Provide written notification to property	Place notice in one issue of a local newspaper no more than two weeks or less than 10 days before the date of the public meeting. Provide written notification to property	Place notice in one issue of a local newspaper no more than two weeks or less than 10 days before the date of the public meeting. Provide written notification to property	Place notice in one issue of a local newspaper no more than two weeks or less than 10 days before the date of the public meeting. Provide written notification to property	Place notice in one issue of a local newspaper no more than two weeks or less than 10 days before the date of the public meeting. Provide written notification to property



	owners within 200 meters from the subject property at least fourteen (14) days prior to the public meeting date	owners within 200 meters from the subject property at least fourteen (14) days prior to the public meeting date	owners within 200 meters from the subject property at least fourteen (14) days prior to the public meeting date	owners within 200 meters from the subject property at least fourteen (14) days prior to the public meeting date	owners within 200 meters from the subject property at least fourteen (14) days prior to the public meeting date	owners within 200 meters from the subject property at least fourteen (14) days prior to the public meeting date
<p>Application Considerations</p> <p>(the RDBN report and Board Resolution will comment on the following:)</p>	<p>the location of the establishment</p> <p>the proximity of the establishment to other social or recreational facilities and public buildings</p> <p>the person capacity and hours of liquor service</p> <p>the number and market focus or clientele of liquor-primary license establishments within a reasonable distance of the proposed location</p> <p>traffic, noise, parking and zoning;</p> <p>population, population density and population trends;</p> <p>relevant socio-economic information; and,</p> <p>the impact on the community.</p>	<p>the potential for noise; and,</p> <p>the impact on the community</p>	<p>the potential for noise;</p> <p>the impact on the community; and,</p> <p>whether the application will result in the establishment operating in a manner contrary to the purpose of the establishment, i.e. the service of food.</p>	<p>the potential for noise;</p> <p>the impact on the community; and,</p> <p>whether the application will result in the establishment operating in a manner contrary to the purpose of the establishment, i.e. the service of food.</p>	<p>the location of the winery lounge or picnicking area;</p> <p>how close the winery lounge or picnicking area is to other social or recreational facilities and public buildings;</p> <p>the person capacity of the proposed winery lounge;</p> <p>hours of liquor service;</p> <p>traffic, noise, parking and zoning; and,</p> <p>the impact of the winery lounge or picnicking area on the community.</p>	<p>the potential for noise; and,</p> <p>the impact on the community.</p>



**Regional District of Bulkley – Nechako
Application for Local Government Resolution**

Schedule “B” – New Liquor Primary License

Date of Application: _____

Application Fee: \$525

Applicant or Agent

Owner

Name:

Name:

Mailing Address:

Mailing Address:

Phone:

Phone:

Fax:

Fax:

Description of Subject Property

Civic Address:

Legal Description:

Description of Proposal

Proposed Seating Capacity:

Outdoor Patio Seating Capacity:

Proposed Hours of Liquor Service:

*please indicate whether or not the hours of service will be used for only specific days of the year (i.e. new years)

Other Information

If possible please enclose the following information:

- Letter explaining market focus and clientele of proposed establishment
- Site Plan
- Documentation from the LCLB that an application has been made to, and accepted by, the LCLB

Authorization

Signature of registered property owner: _____

Signature of the applicant: _____



**Regional District of Bulkley – Nechako
Application for Local Government Resolution**

Schedule “C” – Amendment to an Existing Liquor Primary License

Date of Application: _____

Application Fee: \$335

Applicant or Agent

Owner

Name:

Name:

Mailing Address:

Mailing Address:

Phone:

Phone:

Fax:

Fax:

Description of Subject Property

Civic Address:

Legal Description:

Description of Proposal

Proposed Seating Capacity:

Outdoor Patio Seating Capacity:

Proposed Hours of Liquor Service:

*please indicate whether or not the hours of service will be used for only specific days of the year (i.e. new years)

Other Information

If possible please enclose the following information:

- Letter explaining market focus and clientele of proposed establishment
- Site Plan
- Documentation from the LCLB that an application has been made to, and accepted by, the LCLB

Authorization

Signature of registered property owner: _____

Signature of the applicant: _____



**Regional District of Bulkley – Nechako
Application for Local Government Resolution**

Schedule “D” – New Food Primary License
(liquor service beyond midnight and / or patron participation)

Date of Application: _____

Application Fee: \$335

Applicant or Agent

Owner

Name:

Name:

Mailing Address:

Mailing Address:

Phone:

Phone:

Fax:

Fax:

Description of Subject Property

Civic Address:

Legal Description:

Description of Proposal

Proposed Seating Capacity:

Outdoor Patio Seating Capacity:

Proposed Hours of Liquor Service:

*please indicate whether or not the hours of service will be used for only specific days of the year (i.e. new years)

Other Information

If possible please enclose the following information:

- Letter explaining market focus and clientele of proposed establishment
- Site Plan
- Documentation from the LCLB that an application has been made to, and accepted by, the LCLB

Authorization

Signature of registered property owner: _____

Signature of the applicant: _____



**Regional District of Bulkley – Nechako
Application for Local Government Resolution**

**Schedule “E” – Amendment to New Food Primary License
(liquor service beyond midnight and / or patron participation)**

Date of Application: _____

Application Fee: \$335

Applicant or Agent

Owner

Name:

Name:

Mailing Address:

Mailing Address:

Phone:

Phone:

Fax:

Fax:

Description of Subject Property

Civic Address:

Legal Description:

Description of Proposal

Proposed Seating Capacity:

Outdoor Patio Seating Capacity:

Proposed Hours of Liquor Service:

*please indicate whether or not the hours of service will be used for only specific days of the year (i.e. new years)

Other Information

If possible please enclose the following information:

- Letter explaining market focus and clientele of proposed establishment
- Site Plan
- Documentation from the LCLB that an application has been made to, and accepted by, the LCLB

Authorization

Signature of registered property owner: _____

Signature of the applicant: _____



**Regional District of Bulkley – Nechako
Application for Local Government Resolution**

**Schedule “F” – New Winery License Endorsement
(Picnicking and winery lounge endorsements)**

Date of Application: _____

Application Fee: \$335

Applicant or Agent

Owner

Name:

Name:

Mailing Address:

Mailing Address:

Phone:

Phone:

Fax:

Fax:

Description of Subject Property

Civic Address:

Legal Description:

Description of Proposal

Proposed Seating Capacity:

Outdoor Patio Seating Capacity:

Proposed Hours of Liquor Service:

*please indicate whether or not the hours of service will be used for only specific days of the year (i.e. new years)

Other Information

If possible please enclose the following information:

- Letter explaining market focus and clientele of proposed establishment
- Site Plan
- Documentation from the LCLB that an application has been made to, and accepted by, the LCLB

Authorization

Signature of registered property owner: _____

Signature of the applicant: _____



**Regional District of Bulkley – Nechako
Application for Local Government Resolution**

**Schedule “G” – Amendment to an Existing Winery License Endorsement
(Extended hours of liquor service and / or the addition of a patio)**

Date of Application: _____

Application Fee: \$335

Applicant or Agent

Owner

Name:

Name:

Mailing Address:

Mailing Address:

Phone:

Phone:

Fax:

Fax:

Description of Subject Property

Civic Address:

Legal Description:

Description of Proposal

Proposed Seating Capacity:

Outdoor Patio Seating Capacity:

Proposed Hours of Liquor Service:

*please indicate whether or not the hours of service will be used for only specific days of the year (i.e. new years)

Other Information

If possible please enclose the following information:

- Letter explaining market focus and clientele of proposed establishment
- Site Plan
- Documentation from the LCLB that an application has been made to, and accepted by, the LCLB

Authorization

Signature of registered property owner: _____

Signature of the applicant: _____