



The Corporation of
The Village of Burns Lake
It's Only Natural!

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Department: General Government

Title: Liquor Licence Policy

Purpose: To provide guidelines in regards to Liquor Licence Applications requiring a Resolution from Council by the Province of British Columbia Liquor Control and Licensing Branch.

1. Applications

- a. Every individual, organization or corporation seeking a liquor licence must complete the attached Liquor Licence Application, in addition to all necessary applications required by the BC Liquor Control and Licensing Branch. At the time of application, each applicant shall pay the appropriate application fee, as outlined by Bylaw.

2. Consideration of Applications

- a. The Chief Administrative Officer shall present every application for a Liquor Licence or Amendment to a Liquor Licence to Council at a regular meeting of Council.
- b. In the case of Liquor-Primary Licence Applications, the report prepared by the Liquor Control and Licensing Branch may serve as the Report to Council.
- c. The Report to Council must contain the following information:
 - i. The location of the establishment
 - ii. The proximity of the establishment to other social or recreational facilities and public buildings
 - iii. The person capacity and hours of liquor service of the establishment
 - iv. The number and market focus or clientele of liquor primary establishments within a reasonable distance
 - v. Traffic, noise, parking and zoning
 - vi. Population, population density and population trends
 - vii. Relevant, socio-economic information
 - viii. The impact on the community if the application is approved

d. In addition to the above criteria; the following section details additional criteria:

i. Hours of Service

Council may increase or decrease the suggested hours of operation on a case specific basis in consideration of the evaluation criteria in Section 2 (b):

Liquor Primary Licences: May be permitted to have hours of liquor service between
11:00 am and 2:00 am

Food Primary Licences: May be permitted to have hours of liquor service between
11:00 am and 12:00 am

ii. Occupant Load

Council may increase or decrease the following suggested occupant loads on a case specific basis in consideration of the evaluation criteria outlined in Section 2(b)

Liquor Primary Licenses: No greater than 300

For new liquor licence applications and amendments to existing liquor licences the occupant load shall be taken as the lesser number of persons allowed in a licenced establishment under the following provisions:

- British Columbia Building Code
- Fire Services Act and British Columbia Fire Code
- Guidelines for calculating occupant load for licensed liquor establishments published by the Building Policy Branch of the provincial government

Occupant load for existing Liquor Primary establishments will not change without an application to LCLB and in some cases a referral to the Village of Burns Lake for a resolution from Council pursuant to the Liquor Control and Licensing Act and Regulation.

iii. Patron Participation Entertainment

Suggested types of patron participation entertainment, which are acceptable, and not acceptable, for food primary licenced establishments; Council may add or subtract from the following lists on a case specific basis in consideration of the aforementioned evaluation criteria. Furthermore, patron participation entertainment may not alter the primary focus on the service of food.

Unacceptable:

- exotic dancing
- electronic interactive gaming
- games rooms

Acceptable:

- karaoke
- comedy club
- music club
- dinner theatre

- e. Council must provide the Liquor Control and Licensing Branch a copy of Council's resolution and comments in regards to all Liquor-Primary Licence applications no more than 90 days after the application is received. A sample resolution is provided in Appendix 1.

3. Obtaining Community Opinion

- a. The Village of Burns Lake will collect the views of residents that may be impacted by the application.
 - i. *Public Hearing:*

Council shall hold a public hearing, which shall be advertised in accordance with Section 4(a) and in the local newspaper. On the date identified in the public notice Council will hear the applicant and members of the public.
 - ii. *Liquor Licence Application with a Zoning Bylaw Amendment:*

Where an application for a Liquor Licence is associated with an application for rezoning the public hearing for the rezoning shall be used to obtain public input on the liquor licence application, provided the requirements of Section 4 (a) are met.
 - iii. *Liquor Licence Application with an Official Community Plan (OCP) Amendment:*

Where an application for a Liquor Licence is associated with an application for OCP amendment the public hearing for the OCP amendment shall be used to obtain public input on the liquor licence application, provided the requirements of Section 4(a) are met.

4. Public Notice

- a. Each applicant shall post notice on the site that is subject to the application in accordance with the following:
 - i. Shall be erected facing a major road, that is not a lane, and in a conspicuous location within 3 metres of the property line
 - ii. Shall not interfere with pedestrians or vehicle traffic or obstruct visibility from streets, lanes, walkways, or driveways
 - iii. Shall be installed in a sound manner and be capable of withstanding wind and weather
 - iv. Shall not be installed on a utility pole
 - v. Shall be no smaller than 36" x 36"
 - vi. Must contain:
 - The type of Liquor Licence applied for
 - The proposed occupant load, proposed hours of service, and any other information where applicable
 - The applicant's name
 - Date and location of the public hearing
 - The statement: "For more information, contact the Village of Burns Lake 692-7587"
 - vii. The notice must be installed by the applicant at least ten days prior to the public hearing date
 - viii. Must remain in place continuously until the public hearing is complete and must be removed within seven days of the conclusion of the public hearing.

5. Public Special Occasion Licences

- a. A complete Liquor Control and Licensing Branch Special Occasion application must be presented to the Chief Administrative Officer for approval.

- b. A public special occasion event is a community or public celebration where anyone may attend. Events are public if they are held in a place open to the public, such as a park, open room in a community centre, business open to the public or outdoor location, such as a parking lot.

6. Temporary Change to a Liquor Licence Application

- a. The Chief Administrative Officer has the authority to provide approval for temporary changes to a liquor licence. The following must be considered:
 - i. Not more than 5 temporary changes for each individual liquor licence can be approved per calendar year
 - ii. The temporary change is in accordance with all Village Bylaws
 - iii. The temporary change application is referred to the RCMP for comment
 - iv. The potential social and land use impacts are considered

The rules and regulations stipulated by the Province of BC Liquor Control and Licensing Branch will always take precedence over the Village of Burns Lake policy.

Appendix I: Liquor Licence Application

Approved: | March 23, 2004 |

Amended: |