



# POLICY

Subject Area: Planning			Policy #	5.04.01
Policy Title: Liquor Establishment Policy				
Authority:	Legislative	X	Effective Date:	2018-12-04
	Administrative		Review Date:	2023-12-04
Issued By:	Laura Lee Richard, Director of Development Services		Issue Date:	2018-12-04
			Manner Issued:	Passed by Council

## Purpose

To provide a framework for the factors Port Coquitlam will consider when reviewing a liquor establishment application as referred to the City for review and comment by the BC Liquor and Cannabis Regulation Branch (LCRB) and applications to amend the Zoning Bylaw to permit new establishments that will be subject to liquor licences. The policy will be used to evaluate merits of an application in conjunction with application of the City's Development Procedures Bylaw, Parking and Development Management Bylaw and any other relevant bylaws or policies. This policy is intended to provide information upfront to prospective applicants about the City's procedures in processing their applications for reasons of clarity and consistency. It applies to those who are applying for, or hold, licences for liquor primary establishments, food primary establishments, liquor retailers, and liquor manufacturers with endorsements.

## Policy

### 1. Analysis of Applications

- 1.1 **New liquor primary licence applications** including applications for neighbourhood pubs and licensed manufacturing establishments seeking a lounge endorsement area; and amendments to liquor primary licences, food primary licences, and manufacturing licences with endorsements – included but not limited to, increasing or changing hours of operation during which liquor is served, increasing patron capacity, expanding an outside patio, adding a lounge or allowing patron participation entertainment.

The following factors will be considered in evaluation of an application:

- a. The location(s) of other establishments with liquor licences

- b. The distance to schools and any other uses that may be relevant to a specific application
- c. Traffic and parking impacts, including options to vary parking requirements for liquor manufacturing applications with a lounge endorsement area when written consent is provided to utilize neighbouring parking stalls or the business has access to additional parking in on-street or other locations during periods of peak demand.
- d. Access for pedestrians and cyclists and to public transit
- e. Impacts to residents or businesses
- f. Comments by the RCMP and City staff with respect to any public safety, security, building or business licence concerns.

**1.2 New and relocation of liquor retail stores** – includes private liquor stores, BC liquor stores, private wine stores (VQA), stores within grocery stores, and wine on shelves in grocery stores.

In addition to the factors identified in Section 1.1, the following factors will be considered in evaluating an application:

- a. Confirmation that the proposed location is a minimum of 1 km from other liquor retail establishments, including liquor stores in a grocery store, wine on shelves in a grocery store, wine stores, and liquor retail stores. For clarification, this provision does not apply to a farmers market.

**2. Opening Times**

The City will evaluate the appropriate opening time for a liquor primary licence establishment application on a case-by-case basis.

**3. Closing Times**

The City's closing times for liquor manufacturing establishments with a lounge endorsement area will be no later than 9 pm Monday to Thursday, no later than 10 pm Friday to Saturday, and no later than 8 pm on Sunday.

All operating and liquor service hours are subject to LCRB licensing regulations and approval, as appropriate.

**4. Public Consultation**

- Application for new and relocated liquor retail stores and endorsements to manufacturing licences should include documented input gathered from neighbouring residents and businesses.
- For a liquor establishment application that does not require a rezoning process, Committee or Council may determine that a Public Hearing be held in accordance with the procedures identified in the Development Procedures Bylaw where concerns about a proposed location are identified during the review and early consultation process.

## **Responsibility**

Director of Development Services

## **END OF POLICY**

## **Record of Amendments**

<b>Policy</b>	<b>Issue date</b>	<b>Reviewed</b>	<b>Replaced</b>	<b>Re-issue Date</b>
05.04	2016-10-24	2018-12-04	Yes	2018-12-04
05.04.01	2018-12-04			

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