

	<b>Liquor Licencing Policy</b>
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<b>SUBJECT:</b>	Liquor Licencing Policy
<b>PREPARED BY:</b>	Sustainable Planning and Community Development
<b>AUTHORIZED BY:</b>	City Council
<b>EFFECTIVE DATE:</b>	October 12, 2017
<b>REVIEW FREQUENCY:</b>	Every three years
<b>REVISION DATE:</b>	

**A. PURPOSE**

The purpose of the City of Victoria's Liquor Licensing Policy is to provide direction to the following parties:

1. Liquor licence applicants on the process and fees associated with City of Victoria review of applications;
2. Liquor Control and Licencing Board (LCBC) on the types of applications that the City will opt-out of providing comment on; and
3. City staff on application review and public notification criteria for those types of liquor licence applications that require review by Council and opportunity for the public to comment.

**B. POLICY STATEMENTS**

1. This policy applies to liquor license applications in the City of Victoria.:
2. The city will opt out of the review and comment requirements for the following types of applications;
  - a. Liquor Primary with licensed service up to 10:00 pm and having an occupant load less than 31 persons.
  - b. Manufacturer with Lounge Endorsement, Special Event Area, or Picnic Area with licensed service up to 10:00 pm and having an occupant load less than 31 persons.
  - c. A temporary extension to hours of licensed service for all licence types up to 3:00 am on New Year's Eve.
  - d. The addition of an Entertainment Endorsement to any Food Primary with licensed service up to 12:00 am.
3. The City of Victoria generally does not approve the extension of liquor service past 2:00 am, with the exception of New Year's Eve, which allows for service up to 3:00 am. In extraordinary cases, the City may consider short term or one time provisions for allowing liquor service between 2:00 am and 9:00 am to accommodate international sporting or significant cultural events.

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to establish fees to recover the City's costs associated with the assessment of liquor licence applications.

Under its statutory powers, including section 15.1 of the *Liquor Control and Licensing Act*, the Municipal Council of the City of Victoria enacts the following provisions:

1 This Bylaw may be cited as the "LIQUOR LICENSING FEE BYLAW".

2 In this Bylaw,

"Act"

means the *Liquor Control and Licensing Act* and its regulations;

"assessment"

means a Council assessment or a staff assessment;

"Council assessment"

means a method used to conduct an assessment of a licence application involving Council's taking into account related matters, commenting on, making recommendations in connection with, and otherwise considering;

"Council"

means

- (a) the City's Council,
- (b) the City's Committee of the Whole Council, or
- (c) both Council and the City's Committee of the Whole Council, acting jointly in the same matter;

"licence"

has the same meaning as under the Act;

"licence application"

means an application under the Act for

- (a) the issue, amendment, or renewal of a licence, including but not limited to the following matters:

similar method required under the Act or, if permitted but not required under the Act, determined by the Council;

- (b) undertaking the procedures connected with the matters referred to in paragraph (a), including the providing of notices and making related information publicly available.
- (2) For the purpose of carrying out any of the matters under subsection (1), the Council must apply the following rules and procedures applicable to each matter, including hearings and decision-making:
- (a) the common law rules of procedural fairness;
  - (b) the procedures for notice and other procedural matters required under the Act.

READ A FIRST TIME the	22 <sup>ND</sup>	day of	FEBRUARY	, 2001.
READ A SECOND TIME the	22 <sup>ND</sup>	day of	FEBRUARY	, 2001.
READ A THIRD TIME the	22 <sup>ND</sup>	day of	FEBRUARY	, 2001.
ADOPTED on the	8 <sup>TH</sup>	day of	MARCH	, 2001.

**"MIKE MCCLIGGOTT"**  
ACTING DIRECTOR OF  
CORPORATE SERVICES

**"ALAN LOWE"**  
MAYOR