



## **CARIBOO REGIONAL DISTRICT**

### **BYLAW NO. 4429**

**A bylaw of the Cariboo Regional District, in the Province of British Columbia, to establish fees associated with the review of liquor license applications.**

**WHEREAS** pursuant to the provisions of Section 11.4 of the Liquor Control and Licensing Act, being Chapter 267 of the Revised Statutes of BC, 1996, the Board may, by bylaw, establish fees to recover costs associated with local government review of liquor licenses;

**AND WHEREAS** the Board has deemed it appropriate to impose fees for the consideration of liquor licenses;

**NOW THEREFORE** the Board of Directors of the Cariboo Regional District duly assembled in an open meeting hereby enacts as follows:

1. CITATION:

This bylaw may be cited for all purposes as the “Cariboo Regional District Liquor Licensing Fee Establishment Bylaw No. 4429, 2008”.

2. APPLICATION:

A) Schedule “A” attached to and forming part of this Bylaw establishes the “Liquor License Application” to be completed by all applicants.

3. FEES:

A) Schedule “B” attached to and forming part of this Bylaw defines the fees to be charged for consideration of Liquor License Applications.

4. REPEAL:

- A) Cariboo Regional District Liquor Licensing Fee Establishment Bylaw No. 3860, 2004 is hereby repealed.

READ a first time this 10th day of October, 2008.

READ a second time this 10th day of October, 2008.

READ a third time this 10th day of October, 2008.

ADOPTED this 10th day of October, 2008.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 4429 cited as the “Cariboo Regional District Liquor Licensing Fee Establishment Bylaw No. 4429, 2008”, as adopted by the Cariboo Regional District Board on the 10th day of October, 2008.

\_\_\_\_\_  
Corporate Officer

***Schedule "A"***  
**Cariboo Regional District**

**LIQUOR LICENSE APPLICATION**

**Company Name:** \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Registered Owners of property:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

e-mail address: \_\_\_\_\_

| <b>Type of Application</b>                                                | <b>Request</b>                                                                                                                                                     | <b>Request #</b> |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Liquor-primary license application                                        | 1. All types                                                                                                                                                       |                  |
| Food-primary license application                                          | 1. extended hours<br>2. patron participation                                                                                                                       |                  |
| Application for a winery license endorsement                              | 1. All types                                                                                                                                                       |                  |
| Application for permanent change to a liquor license                      | 1. hours of sale<br>2. extension of licensed area or winery special event endorsement,<br>3. patron participation entertainment endorsement<br>4. location change. |                  |
| Temporary change to a liquor license application                          | 1. hours of sale<br>2. extension of licensed area or winery special event endorsement,<br>3. patron participation entertainment endorsement<br>4. location change. |                  |
| Application for a transfer of Location – Liquor-primary license           | 1. All types                                                                                                                                                       |                  |
| Application for a structural change – Liquor-primary, liquor-primary club | 1. addition of a new patio<br>2. new smoking room, when the                                                                                                        |                  |

|                       |                                                                                                                                                                     |  |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| & winery endorsements | alteration/addition causes an increase in the current occupant load<br>3. any alteration/addition, when the change causes an increase in the current occupant load. |  |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

Legal Description in Full: \_\_\_\_\_

Location (street address of property or general description): \_\_\_\_\_

*\*To be filled in by staff at the Cariboo Regional District\**

Name of Zoning or Rural Land Use Bylaw: \_\_\_\_\_

Zoning: \_\_\_\_\_

Name of Official Community Plan (OCP) or Official Settlement Plan (OSP): \_\_\_\_\_

Designation: \_\_\_\_\_

Location and name of liquor licensed facilities in the area: \_\_\_\_\_

a) Does application conform to zoning and plan designation? \_\_\_\_ Yes \_\_\_\_ No

b) Are 5 or more properties with an existing residence or business located within 800 m of the subject property? \_\_\_\_ Yes \_\_\_\_ No

☐ If **a) is Yes and b) is Yes** then a **Public Meeting** is required at a cost of  
\$1,100 + \$77 GST = \$1,177.00

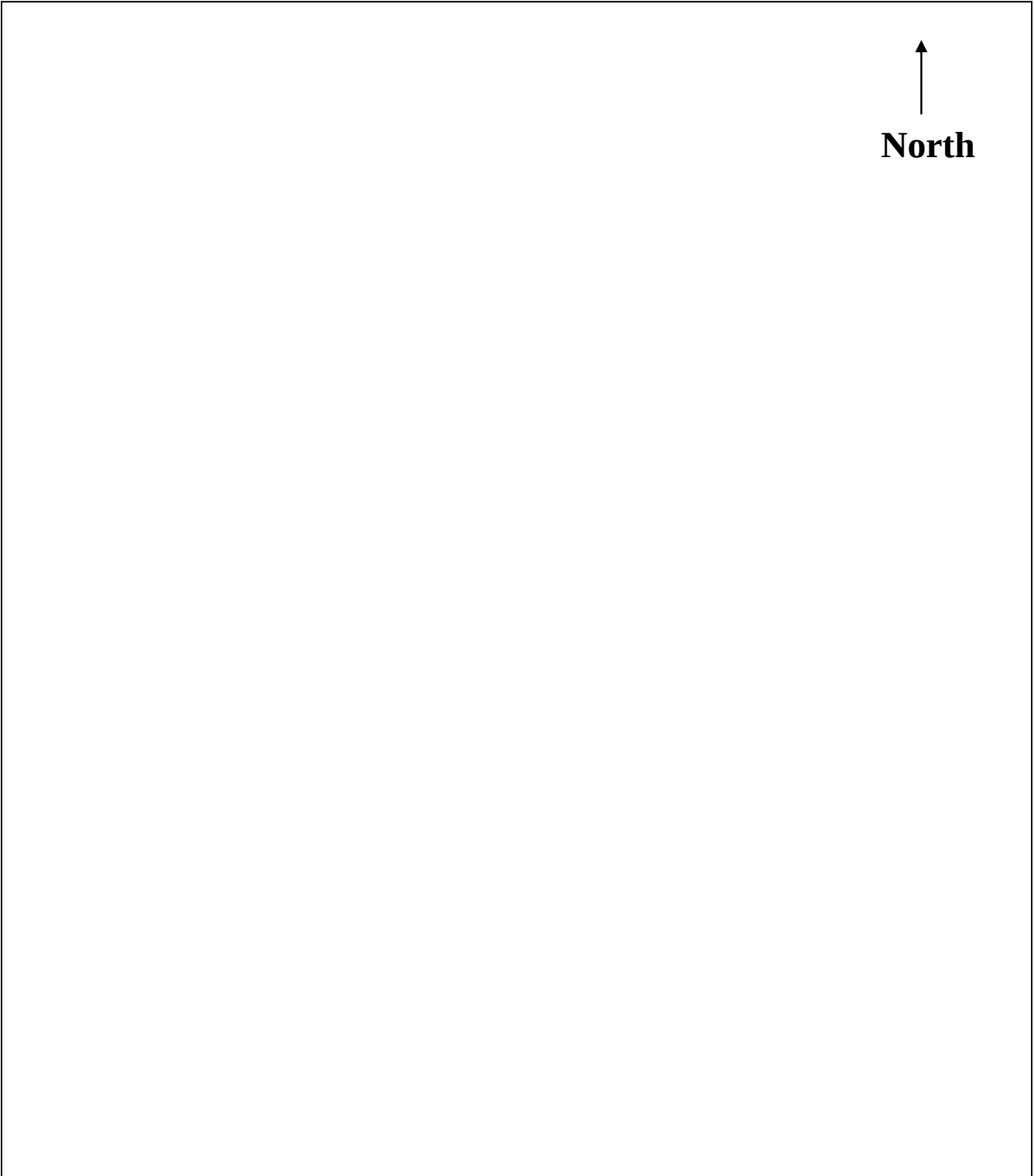
☐ If **a) is Yes and b) is No** then **Public Notice** is required at a cost of  
\$575 + \$40.25 GST = \$615.25

☐ If **a) is No** then the application must be accompanied by a rezoning / OCP application  
and a **Public Hearing** must be held with an additional processing cost of  
\$375 + \$26.25 GST = \$401.25

Provide a description of the proposal with reasons in support, along with any other details relevant to the application (use separate sheet if necessary).

[illegible]

Site plan of proposal (include dimensions of all buildings and onsite parking spaces)



A complete copy of the application submitted to the Liquor Control and Licensing Branch is required (include all attachments).

### ***APPLICATION PROCEDURE***

1. A complete application is submitted to the Cariboo Regional District with the required fee.
2. The applicant will receive a letter informing them of the sign specifications that must be posted on the property.
3. The applicant will verify that the sign has been posted on the property by supplying the Cariboo Regional District with two photographs, one showing the location of the sign and the second close enough to read the sign.
4. The Cariboo Regional District will either notify the neighbouring property owners of the application by mail or will schedule a public meeting or hearing as required.
5. The Cariboo Regional District will notify the applicant, advertise and seek comment from the public for the application and if required will advertise for the public meeting or hearing in two consecutive issues of a local newspaper.
6. The public meeting or hearing may be held and the comments of the public gathered.
7. Staff at the Cariboo Regional District will prepare and provide a summary report of the application to the Directors of the Regional Board.
8. The applicant will be advised as to when the application will be considered by the Cariboo Regional District Board.
9. The Cariboo Regional District Board will pass a resolution regarding the application. A copy of the resolution will be provided to the applicant and the LCLB.

### **Cost Schedule**

|                                |       |                                                                                |
|--------------------------------|-------|--------------------------------------------------------------------------------|
| Administration fee             | \$25  |                                                                                |
| Preparation of Planning Report | \$150 |                                                                                |
| Advertising and mail out       |       | \$400 ( <i>with an associated rezoning application it is 50% of the cost</i> ) |
| Public meeting                 | \$525 |                                                                                |

Refunds will be granted from the total less the cost used to process the application. The cost of the Public meeting cannot be refunded after the first advertisement has been published.

## **Schedule “B”**

### **1. Public Meeting                      Cost \$1,100 + \$77 GST = \$1,177.00**

Where no rezoning is involved and there are 5 or more properties with a residence or business located within 800 m of the subject property, the Regional District may hold a Public Meeting to gather the views of the community. The meeting will be advertised in two consecutive issues of a local newspaper.

### **2. Public Notice                      Cost \$575 + \$40.25 GST = \$615.25**

Where an application is located within an unsettled or remote area sufficiently removed from residents and businesses and where there is less than 5 properties with a residence or business within 800 m of the subject property, the Regional District will notify those residents or businesses by mail and post a notice in two consecutive issues of a local newspaper advising the public of the application and requesting written comments.

### **3. Public Hearing                      Cost \$375 + \$26.25 GST = \$401.25**

Where an application for a resolution is associated with a rezoning, the public hearing for the rezoning will be used to obtain public input on the liquor license. The advertisement in the local newspaper required for the public hearing will include the liquor license application information.

Refunds will be granted from the total less the cost used to process the application. The cost of the public meeting cannot be refunded after the first advertisement has been published.