

# CITY OF COQUITLAM

## Policy

### **Name of Policy**

Liquor Licensing Application Referral/Review Policy

**Council Adoption Date:** November 18, 2013

**Revision Date: December 3, 2018 (Resolution 594)**

### **Reason for the Policy**

This policy provides a framework of the factors Coquitlam City Council will consider when deliberating on a liquor licensing application referred to the City for review and comment by the BC Liquor Licensing and Control Branch (LCLB). Also contained in this policy are the procedures the City will follow when consulting publically and evaluating LCLB referral applications. The policy is also intended to provide information upfront to prospective LCLB applicants as to the City's procedures in processing these applications for reasons of clarity and consistency. This policy applies to Liquor-Primary License holders, Food-Primary License holders and Liquor Manufacturing License holders with Lounge Endorsements and applicants.

### **Policy**

Sections 1-4 below set out the policy directions for Council's consideration when dealing with LCLB referral applications, the public consultation and staff evaluation procedures that will be followed and the criteria and information that will be analyzed and commented on in the City staff reports to Council regarding these types of applications.

#### **1. Closing Times**

The City of Coquitlam's closing times for establishments serving liquor are as follows:

- The closing time for all Liquor-Primary License establishments is no later than 1:00 am from Sunday through Thursday and no later than 2:00 am on Friday and Saturday, but Council may reduce those times on an application specific basis if it believes it is appropriate in the circumstances.
- The closing time for liquor service at Liquor Manufacturing License establishments with a Liquor-Primary (Lounge Endorsement) License is no later than 1:00 am from Sunday through Thursday and no later than 2:00 am on Friday and Saturday, but Council may reduce those times on an application specific basis if it believes it is appropriate in the circumstances.
- The closing time for liquor service at all Food-Primary License establishments is no later than midnight from Sunday through Thursday and no later than 1:00 am on Friday and Saturday even if the closing time of the establishment is later, but Council

may reduce those times on an application specific basis if it believes it is appropriate in the circumstances.

- The closing time for outdoor patios at Liquor-Primary, Liquor Manufacturing License establishments with a Liquor-Primary (Lounge Endorsement) License and Food-Primary License establishments is no later than 9:00 pm from Sunday through Thursday and no later than 11:00 pm on Friday and Saturday, but Council may increase these times on an application specific basis if it believes it appropriate in the circumstances. This includes an applicant demonstrating to the satisfaction of Council that later patio closing hours would not create a noise disturbance for any nearby residents.
- The closing time for outdoor picnic areas at Liquor Manufacturing License establishments with a Liquor-Primary (Lounge Endorsement) License is the earlier of dusk or 9:00 pm, seven days a week, but Council may reduce those times on an application specific basis if it believes it is appropriate in the circumstances.

These closing times apply to all new applicants, but existing Liquor-Primary and Food-Primary License establishments that have later closing or serving times will be exempt.

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

**2. Opening Times**

Council will evaluate the appropriate opening time for each Liquor-Primary License establishment application on a case-by-case basis.

**3. Public Consultation**

Upon receipt of an application, staff in the City Clerk’s Department will proceed directly with public consultation.

The public consultation process is as follows:

- Notification is to be made to residents and property owners located within 120 metres of the applicant’s premises (existing or proposed) inviting input by a specified date with respect to potential noise, traffic and other community impacts of the change to the existing liquor license or issuance of a new license.
- Three consecutive advertisements are to be placed in the local newspaper advising of the application and inviting written input by a specified date with respect to potential noise, traffic and other community impacts of the change to the existing liquor license or issuance of a new license.
- The applicant must first submit their application in a form satisfactory to the City Clerk and remit a fee as set out in the most recent Fees and Charges Bylaw for the public notification mail-out.
- After the public consultation process is completed, a report will be prepared by staff and presented to Council summarizing the community feedback and providing a community impact assessment from the Planning and Development Department

which involves an analysis by staff of the topics identified below, as relevant in the circumstances.

#### 4. Analysis of Applications

For **new Liquor-Primary License applications**, including for Liquor Manufacturing License establishments seeking a Lounge Endorsement, the information that staff will cover in its report to Council includes:

- The distance from the proposed location to the closest schools and any other uses that staff believe that it is relevant to comment upon for a specific application.
- The use or uses in immediate proximity to the proposed location.
- The locations of the closest existing Liquor-Primary License establishments.
- The location of the closet public transit, the frequency of service and the hours of service.
- Traffic and parking impacts.
- Ease of access for pedestrians and cyclists.
- The potential for noise disturbance for residents or businesses in close proximity.
- Consultation with the RCMP and Bylaw Enforcement to determine if there are any public safety or security concerns.
- The characteristics of the neighbourhood in which the establishment is proposed, including population growth, demographic profile, whether or not densification is occurring, mix of land uses and any other factors that staff that it is relevant to comment upon for a specific application to help determine community need and impact.

For **applications for amendments to existing Liquor-Primary Licenses and Food-Primary Licenses**, including increasing the hours of operation during which liquor is served, adding or expanding an outside patio, adding a lounge, increasing patron capacity or allowing patron participation entertainment, the information that staff will include in its report to Council, as relevant to the nature of the proposed amendment, includes:

- The use or uses in immediate proximity to the proposed location.
- The location of the closet public transit, the frequency of service and the hours of service.
- Traffic and parking impacts.
- Ease of access for pedestrians and cyclists.
- The potential for noise disturbance for residents or businesses in close proximity.
- Consultation with the RCMP and Bylaw Enforcement to determine compliance history and if there are any public safety or security concerns.
- The characteristics of the neighbourhood in which the establishment is proposed, including population growth, demographic profile, whether or not densification is occurring, mix of land uses and any other factors that staff that it is relevant to

comment upon for a specific application to help determine community need and impact.

**5. Good Neighbour Protocol for Liquor-Primary and Food-Primary Licensed Establishments, including Liquor Manufacturing Licensed Establishments with Lounge Endorsements**

All applicants for a new liquor license or for an amendment to an existing liquor license that have been referred to the City of Coquitlam will receive a copy of the attached Good Neighbour Protocol (Schedule 1) along with this Liquor Licensing Application Referral/Review Policy. The Good Neighbour Protocol is intended as information for applicants and as a guide for liquor license holders to the expected conduct and operation of liquor licensed establishments.

**Attachment:**

Schedule 1 – Good Neighbour Protocol for Liquor-Primary and Food-Primary Licensed Establishments