



# City of Port Moody

## Report/Recommendation to Council

Date: April 16, 2021  
Submitted by: Community Development Department – Building, Bylaw, and Licensing Division  
Subject: Corporate Policy – Review of Liquor Licence Applications

---

### Purpose

To present Council with an amended Corporate Policy for City review of liquor licence applications referred from the Liquor and Cannabis Regulation Branch.

---

### Recommended Resolution(s)

**THAT revised Corporate Policy – 09-4300-2016-01 – City Review of Liquor Licence Applications be adopted as recommended in the report dated April 16, 2021 from the Community Development Department – Building, Bylaw, and Licensing Division regarding Corporate Policy – Review of Liquor Licence Applications.**

---

### Background

At the Regular Council meeting on March 9, 2021 Council passed the following resolution:

**RC21/118**

THAT staff be directed to draft an amendment to Corporate Policy – 09-4300-2016-01 – City Review of Liquor Licence Applications to establish criteria within the Policy for opting out of a City-led consultation process.

### Discussion

The City does not review liquor licence applications. The authority for reviewing liquor licence applications and issuing permits is Liquor and Cannabis Regulations Branch (LCRB). The LCRB refers applications to the City as part of their review process.

Corporate Policy – 09-4300-2016-01 – City Review of Liquor Licence Applications (**Attachment 1**) grants authority to staff to respond to liquor licence applications referred to the City from the LCRB. The Policy includes an option for the City to conduct our own public consultation process. If the City chooses to initiate our own consultation process, information obtained by the City can be provided to the LCRB for consideration with their review of the application. Staff have reviewed City records available and our records indicate that the City has not initiated a City led public consultation process in the past 20 years.

The LCRB, as part of the permit review process, conducts a public consultation process that applicants must follow to ensure that the neighbourhood will not be negatively impacted by new or changes to liquor licences.

In Port Moody, the Bylaws require new liquor primary applications to apply for site-specific zoning. Each new liquor primary licence application for a pub or bar is therefore subject to a Public Hearing. The Public Hearing process is completed prior to the liquor licence application going to the LCRB, and public feedback is received through this process.

The process outlined in the current Corporate Policy (**Attachment 1**) requires a motion of council to have the City opt out of conducting a public consultation process. An unforeseen consequence of this process is a delay to businesses, as it generally takes two to three months for the City to respond to the LCRB referral. The updated Corporate Policy (**Attachment 2**) removes the City-led consultation process option, and allows staff to send the response to the LCRB without requiring a Council resolution to have the City opt out of conducting a public consultation process.

### Other Option(s)

THAT the report dated April 16, 2021 from the Community Development Department – Building, Bylaw, and Licensing Division regarding Corporate Policy – Review of Liquor Licence Applications be received for information.

### Financial Implications

There are no financial implications associated with the recommendations in report.

### Communications and Civic Engagement Initiatives

There are no communications and civic engagement initiatives associated with the recommendations in report.

### Council Strategic Plan Objectives

This report aligns with Councils Strategic Objectives by supporting local business.

### Attachment(s)

1. Corporate Policy – 09-4300-2016-01 – City Review of Liquor Licence Applications.
2. Draft Revised Corporate Policy – 09-4300-2016-01 – City Review of Liquor Licence Applications.

### Report Author

Robyn MacLeod, RBO, CRBO  
Manager of Building, Bylaw, and Licensing

## Report Approval Details

|                      |  |
|----------------------|--|
| Document Title:      | Corporate Policy - Review of Liquor Licence Applications.docx  |
| Attachments:         | - Attachment 1 - Corporate Policy - 09-4300-2016-01 - City Review of Liquor Licence Applications.pdf<br>- Attachment 2 - Draft Revised Corporate Policy - 09-4300-2016-01 - City Review of Liquor Licence Applications.pdf |
| Final Approval Date: | May 4, 2021  |

This report and all of its attachments were approved and signed as outlined below:

Kate Zanon, General Manager of Community Development - Apr 30, 2021 - 11:32 AM

Dorothy Shermer, Corporate Officer - Apr 30, 2021 - 5:36 PM

Natasha Vander Wal for Rosemary Lodge, Manager of Communications and Engagement - May 2, 2021 - 11:21 AM

Paul Rockwood, General Manager of Finance and Technology - May 2, 2021 - 7:34 PM

Tim Savoie, City Manager - May 4, 2021 - 11:58 AM