



Policy Name: Special Event Liquor Licensing Policy

Policy Number: L12A - 2016

1.0 REASON FOR POLICY

Purpose

The purpose of this Policy Statement is to regulate the sale of alcoholic beverages at special events in the City of North Vancouver. In addition to the specific applications listed below, this Policy also applies to events that use caterers with a Catering Liquor Licence.

1. All Private or Public special events (see Section 3.1 for general requirements);
2. Private or Public special events held on/in private property (see section 3.2 for requirements); and
3. Private or Public special events held on public property – outdoor events (see Section 3.3 for requirements).

N.B. There is a separate approval process required for the event itself.

2.0 AUTHORITY TO ACT

2.1 Primary Jurisdiction (Provincial Government)

The Provincial Government is the sole jurisdiction that presides over the issuance of liquor licenses, liquor service or liquor distribution/sales through the Liquor Control and Licensing Branch (LCLB) or the Liquor Distribution Branch (LDB). Local Governments participate in the liquor licensing process at the discretion of the Provincial Government as provided through the LCLB regulations or policy. A Special Event Permit (SEP) is a temporary liquor license issued by the LCLB for specific events that may range in duration from an hour to defined hours of service over multiple days (private family events, charity fundraising events, business events and community festivals). Events that serve alcohol may also use caterers that have a Catering Liquor Licence.

The LCLB only seeks Local Government Approval when an SEP is to be issued for an event on Local Government public land. The local Police authority has the ability to add conditions to SEP's and, if desired, is notified of all SEP's issued in its jurisdiction. Local Governments may request that the LCLB or Police place conditions on an SEP. For details on provincial SEP regulations visit the Provincial website at www.pssg.gov.bc.ca/lclb/apply/special/.

2.2 Secondary Jurisdiction (Local Government)

Special Events on public (City-owned) property that wish to serve alcoholic beverages are required to have a Special Event Permit (SEP) issued by LCLB (or use a caterer with a Catering Liquor Licence) and approval from the City for the event as per this Policy. The Liquor Control and Licensing Branch provides the City the option to participate in the Provincial approval process for events serving alcohol. The City has full land-owner rights regarding events on City owned land.

In addition to the above authorities, the City has various sections in the following Bylaws that may or may not apply to an event on public or private land depending on the specifics of the event:

- Zoning Bylaw(permitted uses);
- Construction Regulation Bylaw (& BC Building Code);
- Fire Bylaw;
- Fire Code;
- Noise Control Bylaw; and
- Business License Bylaw.

The Fire Bylaw will apply to all venues (indoor or outdoor) serving alcoholic beverages as Occupant Load Certificates are required to determine the maximum occupant capacity for the specific venue. Permanent Occupant Load certificates are issued for approved, traditional Assembly Uses (e.g. pubs, restaurants, conference rooms, public halls); and Temporary Occupant Load certificates are required and issued for 'one-off' events held in non-assembly type uses (retail spaces, offices, gyms, etc.) and outdoor venues. The Construction Regulation Bylaw and BC Building Code are referenced and applied as required.

3.0 PROCEDURE

3.1 General Requirements for all Events Serving Alcoholic Beverages

- 3.1.1 All events, not operating under a permanent Liquor License (e.g. Food or Liquor Primary Liquor License) that intend to serve alcoholic beverages require a Special Event Permit issued by LCLB or use a caterer with a Catering Liquor Licence and must adhere to the provincial regulations (including "Licensee", sponsorship, and maximum # of allowable event(s) requirements).
- 3.1.2 RCMP Detachment approval may be required for large events (the LCLB will advise accordingly).
- 3.1.3 The City Fire Department reviews and determines the maximum occupant load for events that wish to serve alcoholic beverages (for events in buildings as well as outdoors). Generally, the applicant submits an application with information providing their calculations and the Fire Department reviews for accuracy and

approves as required. The occupant load indicates the maximum number of people that can safely occupy a space. Fire Department approval of the occupant load is required before City approval for the event.

If the event is in a premise that already has an approved Occupant Load, you will not require a new Occupant Load Certificate provided your event conforms to the approved plan and number of people including guests, servers and staff (i.e. you are using the identical seating plan, including the table and chair layout); any variation would require a new Occupant Load Certificate. The Fire Department will verify the occupant loads for all liquor service applications.

Occupant Load Application form can be obtained at www.cnv.org/city-services/health-and-public-safety/fire-department/frequently-asked-questions#24

For more information contact the City of North Vancouver Fire Department at 604-980-5021 or email fire@cnv.org.

The LCLB assumes that you have met all requirements set out by the City.

3.2 Events on Private Property (Residential or non-Assembly Use Businesses)

This section only applies to events on Private Property (residential or non-assembly use businesses) where alcohol will be served. The most typical are a business hosting a charitable fundraising event or hosting an event for clients or staff.

The general intent of this policy is to allow Private or Public events to occur on private property with as little involvement of the City of North Vancouver as possible. The City expects these events to operate with consideration of their neighbours as such events are not typical to the use of the premises.

3.2.1 The City of North Vancouver expects that events on private property will be respectful of the potential impact of their event on their neighbours. For large events of 150 people or more the City of North Vancouver require event organizers to:

- Provide advanced notification of the event to immediate neighbours;
- Manage the sound levels emanating from the event;
- Not operate past midnight;
- Ensure participants vacate the area after the event in a quiet and timely manner;
- Minimize outside activity; and
- Arrange parking and drop off to minimize impact on the neighbourhood.

3.2.2 For events on commercial properties (not traditional Assembly Uses such as pubs, restaurants, conference rooms, public halls etc) the City of North Vancouver may choose to canvass the neighbourhood as part of our neighbourhood impact monitoring. The number of events serving alcohol will be limited to 2 per month for a total of 24 per year per non-assembly use venue.

Any problems resulting from events at non-assembly use commercial properties will be communicated to the LCLB for consideration for future SEP applications and may be dealt with through the City's business licensing process.

3.3 Events on Public Property (outdoor venue)

Alcohol service may be approved for events on public property such as public festivals or sports events (parks, sports fields and The Shipyards) which involve a beverage garden or whole site licensing. **Approval for the use of the venue must be obtained prior to applying for approval to serve alcohol.**

- 3.3.1 The City reserves the right to deny the serving of alcohol at a public event. The application attached as Schedule B should be used for all events on public property that intend to serve alcohol.
- 3.3.2 Events in City Parks and on sports fields must be approved through application to the Community Events Office at the North Vancouver Recreation and Culture Commission. Refer to www.cnv.org/Parks-Recreation-and-Culture/Recreation. Use the Schedule B application form attached for the alcohol service.
- 3.3.3 Events in The Shipyards and on Cates Deck must be approved through an application to the Film and Wharf Liaison staff member at City Hall. Refer to <http://www.cnv.org/Parks-Recreation-and-Culture/City-Waterfront/The-Shipyards>. Please refer to The Shipyards and Foot of Lonsdale Events Policy for details. Use the Schedule B application form for the alcohol service.
- 3.3.4 For the purpose of approving alcohol service on public property, the City of North Vancouver is divided into areas as shown on Schedule A.
- 3.3.6 Six events with alcohol service may be allowed each year per area in areas C - H outlined on Schedule A.
- 3.3.7 No more than two events with alcohol service will be allowed to any individual, group or organization in any one area per year.
- 3.3.8 The number of events allowed in areas A and B are at the discretion of the Director or Community Services.
- 3.3.9 Multiple day events are permitted in areas A and B under one special event liquor licensing application.
- 3.3.10 The Director of Community Services (or his/her designate) has been appointed to review all applications up to a maximum alcohol service capacity of 500 patrons, and to grant or deny municipal approval of such applications. Appeal of any decisions shall be to the Council of the City of North Vancouver.
- 3.3.11 Applications for alcohol service at an event with a licensed capacity above 500 patrons must be approved by City Council. **Applications for large events (500**

or greater) must be received a minimum of three (3) months prior to the event date. Staff have the authority to approve applications for alcohol service for events with a licenced capacity of 500 or more in The Shipyards.

3.3.12 With respect whole site licensing, the Director of Community Services or his/her designate will consider the following criteria in the approval process:

- character of event
- size
- duration
- patron demographic
- site lighting
- site visibility
- crowd density
- security plan

3.3.13 Areas where alcohol will be served must be contained with defined boundaries and with appropriate entrances and exits. All entrances and exits must be adequately controlled by responsible adults, specifically designated to maintain security. The applicant must indicate by way of a sketch the location and description of any enclosure to be constructed and the occupant load.

3.3.14 Minors:

- i. Youth events and all sport events for players under 19 years of age are not eligible to apply for alcohol service at their event;
- ii. Minors may not serve, handle or consume alcohol during events where alcohol service is available.

3.3.15 Hours of operations for alcohol service shall be as follows:

- i. Summer – 11:00am to 10pm daily (April 1st to Labour Day weekend).
- ii. All other times – 12pm to one hour before dusk.
- iii. Later closing times must be approved by Council.

3.3.16 Beer, cider wine or spirits shall be served in paper, plastic or waxed cups which hold a maximum of one (1) full bottle of beer only. The sponsoring organization shall dispense the beer, wine or spirits into the cup and the cup only given to the patrons. Beer and cider may also be served in the can.

3.3.17 In addition to a LCLB and City approval for the alcohol service, a Health Permit, issued by the Vancouver Coastal Health Authority, will be required if food is going to be served. Information may be obtained by contacting the Public Health Inspector at 5th Floor, 132 W Esplanade, North Vancouver, V7M 1A2, 604-983-6780.

3.3.18 All food trucks used at an event require a business license from the City. Refer to www.cnv.org/property-and-development/business-licences/who-needs-a-

[business-licence.](#)

4.0 Delegation of Authority for Events of Municipal Significance

The Provincial government allows Special Occasion Permit holders to apply for an exemption from donating event profits to charity for events of provincial or municipal significance.

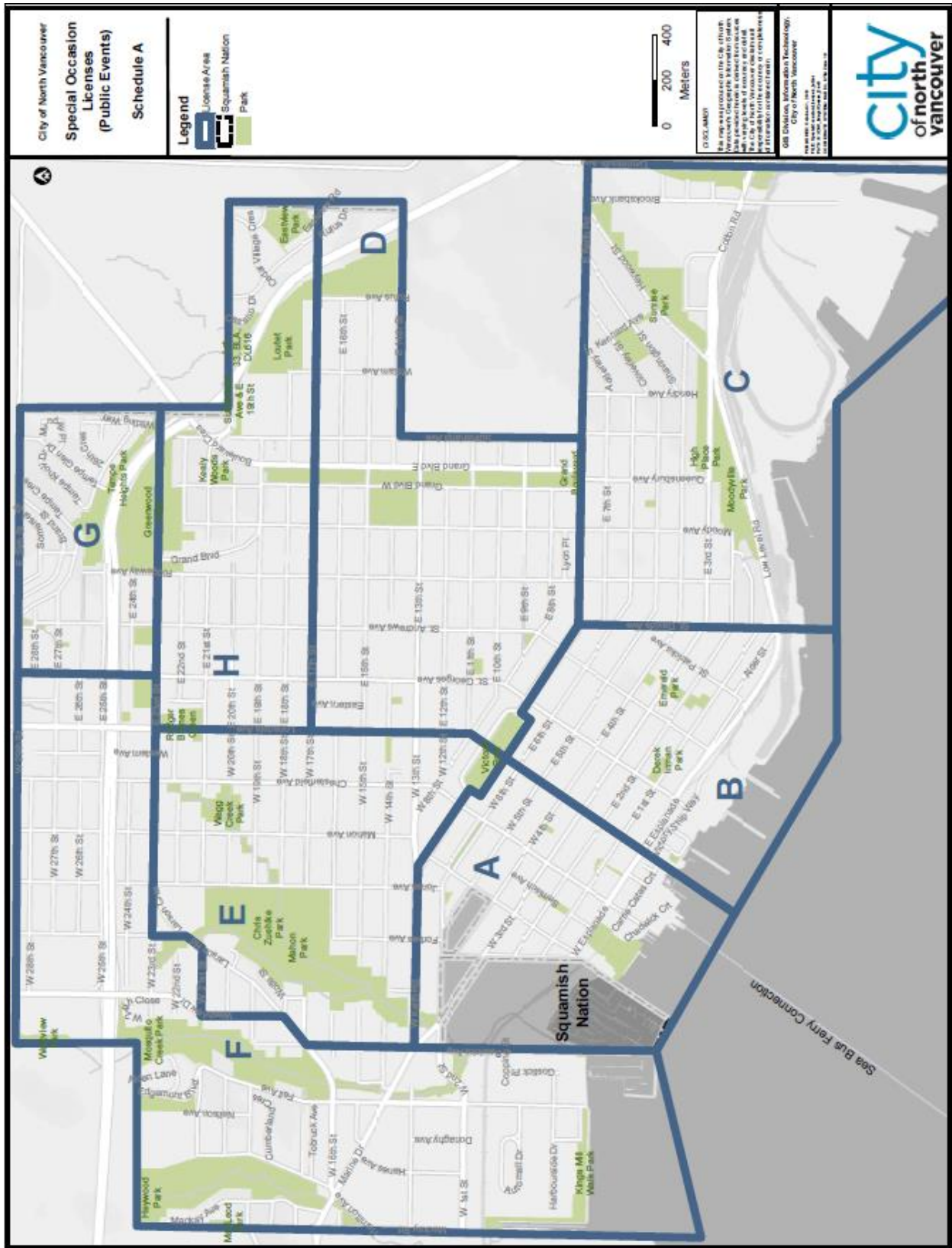
By way of this Policy, Council delegates to the Director of Community Services the authority to designate an event as municipally significant based on the following criteria:

- The event will take place on outdoor public property,
- The event will attract more than 1000 people;
- The event is open to the general public;
- The event will attract a broad spectrum of the community; and
- The event attracts non-resident participants and as such contributes generally to community economic development.

5.0 Compliance and Enforcement

The Director of Community Development or his/her appointee, in conjunction with the Manager, Bylaw Services, will monitor compliance with this policy. A violation of the Policy may result in alcohol services and/or event termination.

Approval date:	March 7, 2016	Approved by:	Council
Amended	July 10, 2017		Council
Amended	May 28, 2018		Council





Schedule B
Application for Alcohol Service
at an Event on Outdoor Public Property

Name of Host Organization _____

Applicant's Name (Licensee) _____

Address _____

Postal Code _____ Contact Number _____

E-mail _____

Date(s) of Event _____ Hours of operation _____

Location of Event _____

Description of Event _____

___ Charity Event ___ Private Event ___ Community event open to the public

Number of People Expected to Attend Event _____

☐ Beverage Garden Capacity _____ ☐ Whole Site Licensing Capacity _____

Is a Fire Department Occupant Load Required? ___ Yes ___ No Refer to:

<http://www.cnv.org/City-Services/Health-and-Public-Safety/Fire-Department/FAQ>

How will proceeds from the event be used: _____

NB: Provide confirmation that event location has been approved.

I/We undertake to abide by the existing City and Provincial statutes, bylaws and policies pertaining to Special Event Licensing and the consumption of alcoholic beverages.

Signature

Date