

CITY OF POWELL RIVER  
**COUNCIL POLICY 196**

PLANNING SERVICES

**LIQUOR PRIMARY LICENSE AND CANNABIS RETAIL  
APPLICATION PUBLIC CONSULTATION REQUIREMENTS**

**1. Scope**

This policy applies to local government resolutions required by the British Columbia Liquor and Cannabis Regulation Branch (LCRB) for new and amended liquor-primary licenses, manufacturer licence endorsements, and cannabis retail licenses.

**2. Processing Procedure**

- a) Upon receipt of an application accompanied by all required fees and attachment, Planning Services staff will open a file and issue a receipt to the applicant. Incomplete applications shall not be accepted.
- b) If additional information is required by staff to review the application, the applicant must provide the required information within a timeframe identified at the discretion of staff. If the deadline is not met, the application and fee will be returned to the applicant.

**3. Obtaining Public Input**

Prior to the adoption of a Council resolution, the City of Powell River will collect the opinions of stakeholders that may be impacted by the application via the procedure described herein.

**2.1 Public Hearing**

- a) Council shall hold a public hearing for the purpose of public representation respecting the application.
- b) At the public hearing, all persons who believe that they or their interest in property is affected by the issuance or amendment of a license shall be afforded a reasonable opportunity to be heard or to present written submissions respecting the application.
- c) Minutes of the public hearing, containing a summary of the nature of the representations respecting the application that were made at the hearing, shall be prepared and maintained as a public record.

**2.2 Public Notice**

- a) The City shall give 'Notice of the Public Hearing' including the purpose of the license application and all required information pursuant to s.94 of the *Community Charter*.
- b) The Notice shall be mailed or otherwise delivered at least 14 days before the public hearing to the owners and occupiers of all real property within the area that is the subject of the application and within a distance of 300 metres (985 ft) of the perimeter of the land subject of the application.

Adopted: 27 May 2003  
Amended/Reaffirmed: 30 September 2008  
Amended: 18 October 2018

- c) One or more signs sized 2.4m wide by 1.2m high shall be posted by the applicant upon the subject land for not less than 30 consecutive days prior to the Public Hearing, in a location(s) determined by the City and in a form prescribed by the City but more or less conforming to Schedule C of *Zoning Bylaw 2100, 2006*.

### **2.3 Staff Report**

- a) Following the public hearing, a written report and recommendation shall be prepared by City staff for Council consideration.
- b) Council will review the application, comments, and staff report. A recommendation will be made to the Province by passing a resolution to either approve or deny the application. The Council resolution will include the following information:
  - (1) The reason for the recommendation;
  - (2) Comments on any conditions that Council feels should apply; and
  - (3) Summary description of the public comments received.
- c) Applications for minor changes to cannabis licences not requiring Council resolution will be reviewed and recommended to approve, approve with conditions or deny by the Director of Planning Services. Posting of a sign is not required for minor changes to a cannabis licence. Should the applicant wish to appeal the recommendation of the Director of Planning Services, the application will be placed on Council's agenda for its consideration.
- d) In the event that a licence is cancelled or revoked, the City will announce on its website, within a reasonable timeframe, that the licence has been cancelled.