



## STAFF REPORT

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**DATE:** July 19, 2024 **FILE:** 0550-04 Board

**TO:** Chair and Directors,  
Regional Board

**FROM:** Dave Leitch  
Chief Administrative Officer

**RE:** SHELTER POINT LIQUOR LICENSE APPLICATIONS

### **PURPOSE/PROBLEM**

To consider whether to provide comment to the Liquor and Cannabis Licensing Branch regarding 3 pending applications submitted by Shelter Point Distillery in Electoral Area D.

### **EXECUTIVE SUMMARY**

The Regional District is in receipt of 3 applications submitted to the Liquor and Cannabis Licensing Branch by Shelter Point Distillery. The applications have been referred to the Regional District for comment and, in accordance with the Board's current policy, the Regional District will make recommendations on all applications following an appropriate level of community consultation. The determination of what constitutes an appropriate level of community consultation is at the Board's discretion. In this case, since there are 3 separate applications to consider (with potentially different implications), the method(s) of consulting with the community may be more difficult to determine.

### **ALTERNATIVES**

Option A – THAT the Regional District proceed with a community consultation process for the 3 liquor license applications submitted by Shelter Point Distillery that includes the following components: \_\_\_\_\_.

Option B – THAT the Regional District decline to comment on the 3 liquor license applications submitted by Shelter Point Distillery.

### **RECOMMENDATION**

THAT the report from the Chief Administrative Officer be received.

Respectfully:

  
\_\_\_\_\_  
Dave Leitch  
Chief Administrative Officer

**Prepared by:** T. Yates, Corporate Services Manager

Attachments: 3 liquor license applications from Shelter Point Distillery  
Policy CP-033 [Processing of Liquor License Applications]



## Provide Comment on Temporary Extension of Licensed Area (LP) Application

If you leave this page, the information you input will be saved. You can continue later from the dashboard.

### BEFORE STARTING THE APPLICATION

Your complete application, including any necessary supporting documents, **must be submitted at least three weeks in advance** of your event to allow sufficient processing time. Late applications will not be processed.

Licensees may apply for a temporary extension of their licensed areas for a limited period, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and /or original terms and conditions of licensing. Approval of this temporary change request permits the licensee to operate at the capacity on the face of their current licence plus the capacity of the extension area.

If in doubt, consult with licensing staff at LCRB, toll-free at: 1 866 209-2111.

**If an LG/IN is the applicant, the Branch will gather community input and consider the regulatory criteria; the LG/IN is not permitted to conduct public input or provide comments on their own application. This is to prevent conflicts of interest. The applicant must pay any costs incurred to obtain the views of residents.**

If you have any questions about this application, contact the Liquor and Cannabis Regulation Branch (LCRB) at [LCRBLiquor@gov.bc.ca](mailto:LCRBLiquor@gov.bc.ca) (<mailto:LCRBLiquor@gov.bc.ca>)

### ESTABLISHMENT DETAILS

#### Establishment Name

Shelter-Point Distillery (304152)

#### MANUFACTURER LOCATION ADDRESS

The establishment is currently located at the following address:

#### Address

4692 Regent Road

#### City

CAMPBELL RIVER

#### Province

British Columbia

#### Postal Code

V9H1E3

#### Country

Canada

#### Parcel Identifier (PID)

### LOCAL GOVERNMENT/INDIGENOUS NATION AND POLICE JURISDICTION

Enter the local government or Indigenous Nation (<https://www2.gov.bc.ca/gov/content?id=B5744089A70F428FA189E5FF5CAE4E4A>) and police jurisdiction where the establishment will be located. Suggestions will be provided after you type the first three characters of the name.

**Local Government/Indigenous Nation**

Strathcona Regional District

**Selected Local Government/Indigenous Nation**

**Name:** Strathcona Regional District

Please ensure you have made yourself familiar with the application requirements for this local government (or Indigenous Nation) prior to submitting your application. You may need to contact them prior to submitting to ensure your successful submission.

**Police Jurisdiction**

Campbell River RCMP

**Selected Police Jurisdiction**

**Name:** Campbell River RCMP

**ESTABLISHMENT CONTACT DETAILS**

The phone and email address used to contact your establishment:

**Establishment Email**

jacob@shelterpoint.ca

**Establishment Phone**

(778) 420-2200

**APPLICATION DETAILS**

**Describe event details including who is holding the event, the date and hours of the event, and its purpose:**

null

**Date From: \***

yyyy-mm-dd

**Date To: \***

yyyy-mm-dd

**Floor Plan**

Provide a floor plan of the extended area(s) showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas:

- Floor plan must have occupant load of the extended area marked/stamped on the plans by provincial fire or building authority (or designate) where the extension is indoors or within a permanent structure.
- Provide proposed person capacity of extended area(s) if extension is outside

Where the proposed area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

**SERVICE AREAS**

Please identify the additional temporary service areas:

Area No.	Area/Floor Level	Indoor	Patio	Proposed Capacity
1	Lounge and Patio	<input type="checkbox"/>	<input type="checkbox"/>	80
<b>Total Requested Capacity:</b>				<b>80</b>

**MANUFACTURER TIED HOUSE EXEMPTION**

The application will tied house exemption.

**APPLICATION CONTACT DETAILS**

Please provide contact information for the contact that the LCRB should communicate with regarding this application.

**First Name \***

Jacob

**Last Name \***

Wiebe

**Title/Position**

Manager

**Phone Number (main) \***

7784202200

**Email \***

By submitting the email address, you agree that the Liquor and Cannabis Regulation Branch can use it to communicate with you about this application.

jacob@shelterpoint.ca

**DECLARATIONS**

The application must only be submitted by an individual with the authority to bind the applicant. The branch relies on the applicant to ensure that the individual who submits this application is authorized to do so. Typically, an appropriate individual in a corporation will be a duly authorized signatory who will usually be an officer or, in some cases, a director

Note: A lawyer or consultant, may NOT submit this application on behalf of the applicant.

\* I understand and affirm that I am authorized to submit the application

Section 20 (1) of the Liquor Control and Licensing Act states: "The general manager may refuse to issue, renew, transfer or amend a licence if the applicant fails to disclose a material fact required by the application or makes a false or misleading statement in the application."

\* I understand and affirm that all of the information provided for this application is true and complete

**LOCAL GOVERNMENT/INDIGENOUS NATION COMMENTS**

**LG/IN**

Strathcona Regional District

**Name of Official**

**Title/Position**

**Phone**

(000) 000-0000

**Email**

Please upload a document that provides comment on the Temporary Extension application. If you do not object to it proceeding, please click the checkbox:

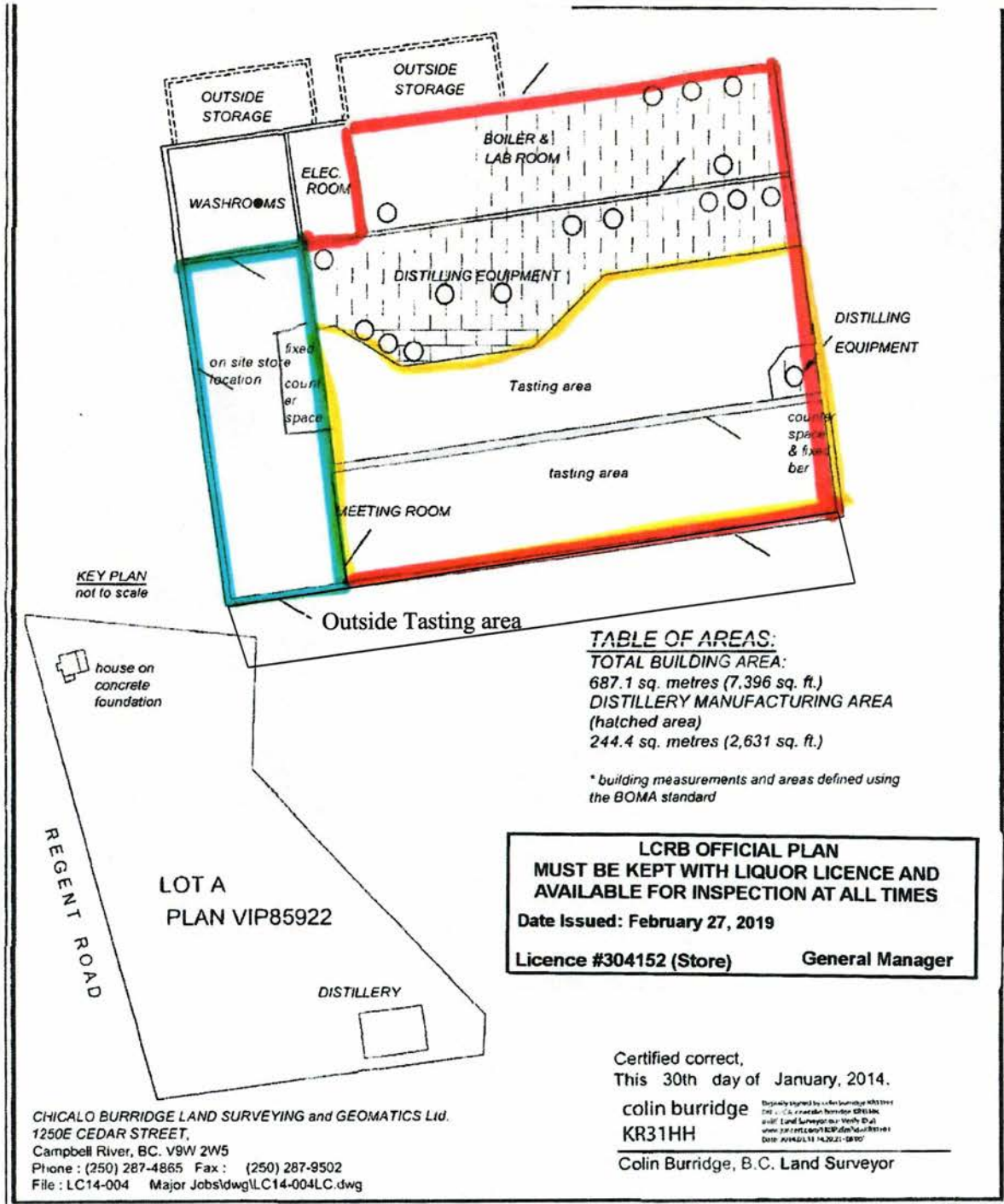
\* No objection to this application

Reject Application

Accept Application



Shelter Point Distillery  
 MFR Job #:005204788-16  
 Licence #:304152  
 4692 Regent Road





## Provide Comment on Picnic Area Endorsement Application

A manufacturer may apply for one or more outdoor picnic areas, on-site, where patrons may consume products obtained from the facility. This is a consumption area only; no sale or service is permitted.

A picnic area endorsement may comprise of:

- one sale area, and
- one or more consumption-only areas.

The sale area may not exceed 300 square meters. The total combined area of the sale area and any consumption area(s) must not exceed 1000 square metres. The sale area and any consumption area(s) must each have a clearly defined boundary.

A sale area located within the Agricultural Land Reserve must not have ground cover (e.g. paving, gravel pad, concrete, etc.) unless otherwise approved by the Agricultural Land Commission (ALC).

If you leave this page, the information you input will be saved. You can continue later from the dashboard.

### PICNIC AREA DECLARATION

A picnic area endorsement is an outdoor area where patrons may consume products that are purchased or obtained from the manufacturer. The picnic area must be approved by the Branch. Applicants must have zoning confirmation and approval of their proposed capacity by local government/Indigenous Nation.

The following applies to an endorsement for a picnic area:

- The picnic endorsement area may comprise of a single sale area and one or more consumption-only areas. The sale area may not exceed 300 square meters. The total combined area of the sale area and any consumption-only area(s) must not exceed 1000 square metres.
- Hours of a sale area are from 9 a.m. to 6 p.m. Hours of a consumption-only area are from 9 a.m. to no later than half an hour after sunset (i.e. dusk) unless otherwise restricted by the Branch.
- No more than 30 persons are permitted in the sale area. Person capacity for the consumption-only area must be approved by the Branch. Signage indicating the capacity of each area must be posted.
- The sale area and any consumption-only area(s) must each have a clearly defined boundary (e.g. using fencing, trees, planters, barrels, natural flora, etc.).
- A sale area located within the Agricultural Land Reserve must not have ground cover (e.g. paving, gravel pad, concrete, etc.) unless otherwise approved by the Agricultural Land Commission.

As part of this application, you are required to confirm:

**I have read and understand the above terms and conditions**

Yes  No

**I confirm local zoning allows for the operation of a picnic area endorsement, including a sale area if applicable.**

Yes  No

**I confirm my local government/Indigenous Nation supports the proposed capacity for the picnic area endorsement.**

Yes  No

### ESTABLISHMENT DETAILS

#### Establishment Name

Shelter Point Distillery (304152)

#### MANUFACTURER LOCATION ADDRESS

The establishment is currently located at the following address:

#### Address

4692 Regent Road

#### City

CAMPBELL RIVER

**Province**

British Columbia

**Postal Code**

V9H1E3

**Country**

Canada

**Parcel Identifier (PID)**

**LOCAL GOVERNMENT/INDIGENOUS NATION AND POLICE JURISDICTION**

Enter the local government or Indigenous Nation (<https://www2.gov.bc.ca/gov/content?id=B5744089A70F428FA189E5FF5CAE4E4A>) and police jurisdiction where the establishment will be located. Suggestions will be provided after you type the first three characters of the name.

**Local Government/Indigenous Nation**

Strathcona Regional District

**Selected Local Government/Indigenous Nation**

**Name:** Strathcona Regional District

Please ensure you have made yourself familiar with the application requirements for this local government (or Indigenous Nation) prior to submitting your application. You may need to contact them prior to submitting to ensure your successful submission.

**Police Jurisdiction**

Campbell River RCMP

**Selected Police Jurisdiction**

**Name:** Campbell River RCMP

**ESTABLISHMENT CONTACT DETAILS**

The phone and email address used to contact your establishment:

**Establishment Email**

jacob@shelterpoint.ca

**Establishment Phone**

(778) 420-2200

**APPLICATION DETAILS**

Specify whether this is to move an approved picnic area or to add a new picnic area. Note: If a picnic area within a picnic area endorsement is located within the Agricultural Land Reserve, it must not have ground cover (e.g. paving, gravel pad, concrete, etc.) unless otherwise approved by the Agricultural Land Commission. \*



This is a new picnic area, in which we would drop off the customers in a secure area on our 400 acre farm allowing them to enjoy a nice picnic and consume alcohol while enjoying mother natures beauty.

#### CAPACITY AREA

Identify proposed total capacity for the consumption-only area(s) within the picnic area endorsement.

**Capacity \***

8

#### Site Plan

Provide a site plan (high resolution) of the proposed property that clearly identifies the following details:

- All proposed consumption-only areas under the picnic area endorsement
- The sale area, if one is proposed
- The location of any service bar that may be used in the sale area
- All licensed areas (other endorsements or licences approved by the Liquor and Cannabis Regulation Branch)
- All buildings and their uses (i.e., storage, manufacturing buildings, personal residences, garage, etc.)
- Any vineyards, orchards, agricultural crops, and beehives
- Other (non-liquor related) businesses operating on the site, and the entrances to those buildings
- Private and public roadways and parking areas

For Distillers Only: The Office of the Fire Commissioner (OFC) requires that a distillery be constructed and maintained in conformance with the BC Fire Code. The OFC will be provided a copy of the Approval in Principal for your application, if issued.

#### Exterior Photos

Attach a photo of the proposed picnic area(s), including the bounding (if in place).

#### APPLICATION CONTACT DETAILS

*Please provide contact information for the contact that the LCRB should communicate with regarding this application.*

**First Name \***

Jacob

**Last Name \***

Wiebe

**Title/Position**

Manager

**Phone Number (main) \***

7784202200

**Email \***

*By submitting the email address, you agree that the Liquor and Cannabis Regulation Branch can use it to communicate with you about this application.*

jacob@shelterpoint.ca

#### DECLARATIONS

The application must only be submitted by an individual with the authority to bind the applicant. The branch relies on the applicant to ensure that the individual who submits this application is authorized to do so. Typically, an appropriate individual in a corporation will be a duly authorized signatory who will usually be an officer or, in some cases, a director

Note: A lawyer or consultant, may NOT submit this application on behalf of the applicant.

\* I understand and affirm that I am authorized to submit the application

Section 20 (1) of the Liquor Control and Licensing Act states: "The general manager may refuse to issue, renew, transfer or amend a licence if the applicant fails to disclose a material fact required by the application or makes a false or misleading statement in the application."

\* I understand and affirm that all of the information provided for this application is true and complete

LOCAL GOVERNMENT/INDIGENOUS NATION CONFIRMATION OF RECEIPT OF APPLICATION

**LG/IN**

Strathcona Regional District

**Name of Official**

**Title/Position**

**Phone**

(000) 000-0000

**Email**

test test test

Opt Out of Comment

Reject Application

Accept Application



iMapBC Mapping

**Legend**



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Datum: NAD83  
Projection: WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

**Key Map of British Columbia**





## Provide Comment on Lounge Area Endorsement Application

A lounge area endorsement permits the sale and service of liquor for on-site consumption.

The lounge can be an indoor area, with or without a patio attached to the interior lounge, or it may be a stand-alone patio located at the manufacturing site. A lounge may overlap in whole, or in part, a sampling area and/or on-site store.

If you leave this page, the information you input will be saved. You can continue later from the dashboard.

### BEFORE STARTING THE APPLICATION

The application fee of \$330 must be submitted with your application.

Please note: If your endorsement(s) application is approved, a first year licensing fee of \$330 (pro-rated to March 31) will be required for each endorsement before the LCRB will issue your endorsement.

**If an LG/IN is the applicant, the Branch will gather community input and consider the regulatory criteria; the LG/IN is not permitted to conduct public input or provide comments on their own application. This is to prevent conflicts of interest. The applicant must pay any costs incurred to obtain the views of residents.**

If you have any questions about this application, contact the Liquor and Cannabis Regulation Branch (LCRB) at [LCRBLiquor@gov.bc.ca](mailto:LCRBLiquor@gov.bc.ca) (mailto:LCRBLiquor@gov.bc.ca)

### REQUIREMENTS FOR OPERATING A LOUNGE AREA ENDORSEMENT

The lounge endorsement permits the sale and service of liquor for on-site consumption in a designated lounge area on the manufacturing site.

The following applies to the endorsement of a Lounge Area:

- A lounge may include an indoor lounge area, a stand-alone patio area, or both. A lounge may be located, in whole or in part, in an area designated as a sampling area, an on-site store, and a Special Event Area.
- Manufacturers must provide, at a minimum, a variety of hot or cold snacks and non-alcoholic beverages during all hours of operation for the lounge endorsement area.
- Live or recorded music, radio, television and dancing are permitted in your lounge area endorsement, unless it is otherwise restricted by the Branch or unsuitable for minors.
- Manufacturers are responsible for determining the potential for noise and other types of disturbances to nearby residents. It is the responsibility of the manufacturer to have measures in place to ensure nearby residents are not disturbed by the establishment or patrons of the establishment.
- Manufacturers may sell any kind of liquor for on-site consumption in your approved lounge area endorsement, provided the cost to purchase liquor from other manufacturers does not exceed 20% of the total value of liquor purchased for the lounge area endorsement in any given quarter.

Licensees are expected to review and understand all relevant regulatory requirements established in the Liquor Control and Licensing Act, Liquor Control and Licensing Regulation, and the relevant Terms and Conditions Handbook.

As part of this application, you are required to confirm:

I have read and understand the above terms and conditions.

### ESTABLISHMENT DETAILS

#### Establishment Name

Shelter Point Distillery (304152)

#### MANUFACTURER LOCATION ADDRESS

The establishment is currently located at the following address:

#### Address

4692 Regent Road

#### City

CAMPBELL RIVER

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Fail

**Province**

British Columbia

**Postal Code**

V9H1E3

**Country**

Canada

**Parcel Identifier (PID)**

**LOCAL GOVERNMENT/INDIGENOUS NATION AND POLICE JURISDICTION**

Enter the local government or Indigenous Nation (<https://www2.gov.bc.ca/gov/content?id=B5744089A70F428FA189E5FF5CAE4E4A>) and police jurisdiction where the establishment will be located. Suggestions will be provided after you type the first three characters of the name.

**Local Government/Indigenous Nation**

Strathcona Regional District

**Selected Local Government/Indigenous Nation**

**Name:** Strathcona-Regional District

Please ensure you have made yourself familiar with the application requirements for this local government (or Indigenous Nation) prior to submitting your application. You may need to contact them prior to submitting to ensure your successful submission.

**Police Jurisdiction**

Campbell River RCMP

**Selected Police Jurisdiction**

**Name:** Campbell River RCMP

**Zoning**

By checking this box, I confirm that current zoning at the proposed location permits a Lounge Area Endorsement.

**Is your establishment located on the Agricultural Land Reserve (ALR)?**

Yes  No

**ESTABLISHMENT CONTACT DETAILS**

The phone and email address used to contact your establishment:

**Establishment Email**

Jacob@shelterpoint.ca

**Establishment Phone**

(778) 420-2200

APPLICATION DETAILS

You confirm that the patio service area(s) Bounding Is sufficient:

- \* For you to monitor and control patron entry and exit, and
- \* To visually and physically define the service area.

In opening this patio area you confirm that:

- \* You will take appropriate measures to maintain care and control over the service area and conduct.

Describe the location of the patio in relationship to the interior service area. \*

adjacent to our inside lounge is a concrete patio under a pergola surrounded by hops.

What is the status of the patio area construction? \*

Ready to Operate     In Progress     Not Started

If construction has not yet started or is in progress, when do you expect it to be complete?

yyyy-mm-dd

- The patio is currently the subject of a Temporary Expanded Service Area (TESA) Authorization

Indicate the months you expect to operate the patio (note: If approved, your patio will be licensed for the full year, within the limits of LG/IN bylaws and permits):

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

Describe how patrons will access the patio (ie. from interior). \*

Through 2 doors inside our lounge area

Will servers have to carry liquor through any unlicensed areas to get to the patio?

Liquor will be carried through any unlicensed area to get to the patio.

If yes, please explain. Only servers are permitted to carry liquor through unlicensed areas.

Liquor will primarily be served from: \*

Fixed service bar(s) on patio

Portable service bar(s) on patio

The interior service bar(s)

### Floor Plan

Attach a high-quality copy of the proposed lounge endorsement floor plan(s).

The floor plan(s) must be stamped with an occupant load for each proposed service area (including patios). The occupant load stamp must be signed and dated by the issuing authority within 1 year prior to the date of submission of this application.

Occupant load is the maximum number of persons (patrons plus staff) permitted in the service area and is generally determined by the Local Government (LG) / Indigenous nation (IN) fire and/or building authorities. If the LG/IN authority will not provide the occupant load, you must request they provide a letter confirming they do not issue occupant load and submit it with this application. The Branch will then accept your floor plan(s) with the occupant load calculation determined, and stamped/dated/signed, by a registered professional architect or engineer.

To avoid unnecessary delays in processing, do not submit this application without a current (within the last 12 months) occupant load stamp.

Plans must show all service areas and the following details:

- labels for each room
- patio(s)
- liquor service bars
- stage
- sound or DJ booth
- stairs, entrances and exits
- kitchen
- washrooms

Plans must also show the physical separation (e.g. pony wall or full height wall) separating the proposed endorsement service area(s) from other liquor licences or unlicensed areas. If there is another liquor licence, or another business (such as a retail store) at the same site, provide floor plans showing the other business in relation to the proposed lounge endorsement area.

### SERVICE AREAS

Area No.	Area/Floor Level	Indoor	Patio	Proposed Capacity
1	public area	<input type="checkbox"/>	<input type="checkbox"/>	20

Total Requested Capacity: 20

Do you currently hold another manufacturer licence at the same site that is already endorsed for the same area?

Yes No



Alert

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If this applicant has answered YES to this question please contact LCRB (via email: [LCRB.SLA@gov.bc.ca](mailto:LCRB.SLA@gov.bc.ca) (mailto:LCRB.SLA@gov.bc.ca)) prior to starting your related processes (i.e. for conducting public input and providing comment) to confirm whether these steps are required for this application. When an applicant proposes to have overlapping service areas it is often not necessary to conduct further public input or provide comment

### Site Plan

Provide a scaled site plan of your property.

The site plan must identify the location of the proposed patio and show the following:

- All buildings and their uses (i.e., storage, manufacturing buildings, personal residences, garage, etc.)
- Other businesses operating on the site, including other licenses approved by the LCRB and the entrances to those buildings
- All licensed areas (other endorsements or licences approved by the Liquor and Cannabis Regulation Branch)
- Any Vineyards, orchards, agricultural crops, and beehives
- Private and public roadways and parking areas

For Distillers Only: The Office of the Fire Commissioner (OFC) requires that a distillery be constructed and maintained in conformance with the BC Fire Code. The OFC will be provided a copy of the Approval in Principal for your application, if issued.

### HOURS OF SALE

Indicate the proposed hours of sales below.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	11:00	11:00	11:00	11:00	11:00	11:00	11:00
Close	18:00	18:00	18:00	18:00	18:00	18:00	18:00

### MANUFACTURER TIED HOUSE EXEMPTION

The application will tied house exemption.

### APPLICATION CONTACT DETAILS

Please provide contact information for the contact that the LCRB should communicate with regarding this application.

#### First Name \*

Jacob

#### Last Name \*

Wiebe

#### Title/Position

#### Phone Number (main) \*

7784202200

#### Email \*

By submitting the email address, you agree that the Liquor and Cannabis Regulation Branch can use it to communicate with you about this application.

jacob@shelterpoint.ca

### DECLARATIONS

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\* I understand and affirm that all of the information provided for this application is true and complete

LOCAL GOVERNMENT/INDIGENOUS NATION CONFIRMATION OF RECEIPT OF APPLICATION

**LG/IN**

Strathcona Regional District

**Name of Official**

**Title/Position**

**Phone**

(000) 000-0000

**Email**

This serves as notice that an application for a lounge and/or special event area endorsement is being made within your community. The Liquor and Cannabis Regulation Branch requests that you consider this application (application form, letter of intent, and floor plan) and provide the Branch with resolution within 90 days of the above received date. Alternatively, local governments/First Nations (LG/IN) can delegate staff with the authority to provide comment.

- If there are any major issues (e.g., zoning), LG/FN may hold off approving the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will approve the application. LG/IN will keep a copy of the approved application and all supporting documents.
- Branch staff will contact LG/FN to confirm receipt of the application and identify the Branch staff responsible for processing the application.
- Branch staff and LG/FN staff will advise each other if there are any concerns with the proposed application.

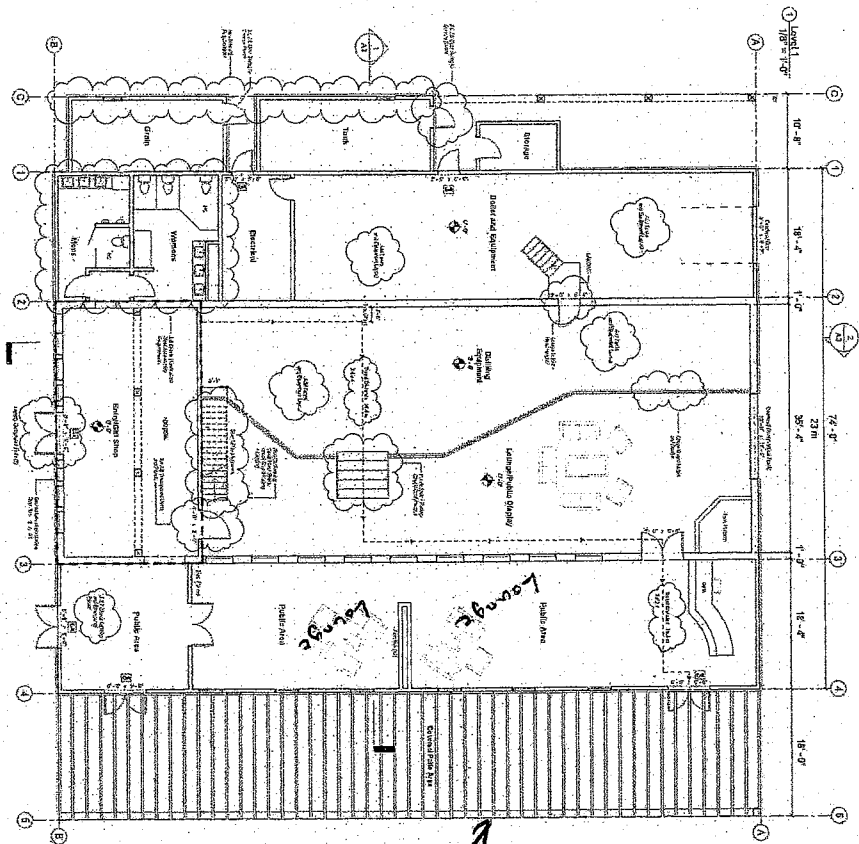
To provide a resolution or comment:

- Gather public input for the community within the immediate vicinity of the establishment.
- Consider these factors which must be taken into account when providing resolution/comment:
  - The location of the establishment.
  - The person capacity and hours of liquor service of the establishment.
- Provide a resolution/comment with comments on:
  - The impact of noise on nearby residents.
  - The impact on the community if the application is approved.
  - The views of residents and a description of the method used to gather views.
  - The LG/FN recommendations (including whether or not the application should be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.
- If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111 to speak to a Senior Licensing Analyst.

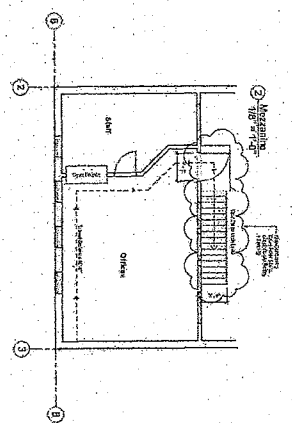
Opt Out of Comment

Reject Application

Accept Application



← Patio



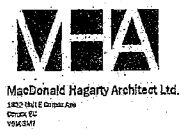
Drawn by  
**A1**

Checked by

ANSI D  
Plans

Shelter-Point Distillery  
4650 Regent Rd, Campbell River BC  
Record Drawings

REV | Y | M | D | DATE





## CORPORATE POLICY

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**No.: CP-033**

**Date Approved: June 26, 2024**

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**Name: Processing of Liquor License Applications**

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<b>Purpose:</b>	To establish guidelines for responding to liquor license applications referred by the Liquor and Cannabis Licensing Branch.
<b>Authority:</b>	Section 185 of the <i>Local Government Act</i>
<b>Scope:</b>	This policy applies to liquor license applications submitted by entities located within the boundaries of an electoral area.

**Definitions:** “application” means an application to grant a liquor license or to amend an existing liquor license.

**Policy:** The Regional District will undertake an appropriate community consultation process for all liquor license applications referred to it by the Liquor and Cannabis Licensing Branch.

- General:**
- 1) Community consultation may be restricted to a specific geographical area and may take the form of surveys, public meetings, opinion referenda or other methods of consultation at the Board’s discretion.
  - 2) The results of the community consultation process will be presented to the Board as soon as possible. The Board will decide whether it wishes to recommend that the application be approved or denied, or that no recommendation be provided.
  - 3) Following a decision by the Board, the Liquor and Cannabis Licensing Branch will be notified of the Board’s recommendations and provided with copies of all documents reviewed by the Board in making its recommendation.
  - 4) In accordance with s.229 of the *Local Government Act*, the Board cannot delegate its authority to make a recommendation with respect to the award of a liquor license.

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**Review Date:**

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