



qathet REGIONAL DISTRICT

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| SECTION 2 | ADMINISTRATION POLICIES |
| POLICY | 2.10 |
| SUBJECT | LIQUOR CONTROL AND LICENSING BRANCH-SPECIAL EVENT PERMIT ENDORSEMENT |
| ADOPTED | APRIL 27, 2017 |

POLICY STATEMENT

The qathet Regional District recognizes the time constraints on the general public when they are required to get local government permission before being issued a Special Event Permit through the Liquor Control and Licensing Branch (LCLB). The legislation requires this permission while holding a private or public event on Regional District property. While each individual request must still be reviewed for safety and compliance the Board chooses to delegate this authority through the Local Government Act s. 229(1) (b) and the Liquor Control and Licensing Act s. 40 (5) & (6) to the Chief Administrative Officer or designate to ensure the process for the public is unencumbered.

PURPOSE

The purpose of this policy is to delegate authority for approving the LCLB Special Event Permit Endorsement requests for members of the public who wish to serve alcohol at their events held on regional district property.

SCOPE

This policy will apply to the public who hold a private or public event on qRD property and whom also require a Special Event Permit through the Liquor Control and Licensing Branch.

POLICY/GUIDELINES

It shall be the policy of the qRD Board to delegate the authority to approve Special Event Permit Endorsement applications to applicants who wish to serve alcohol at special events held on qRD property to the Chief Administrative Officer or designate.

RESPONSIBILITY/AUTHORITY TO ACT

The Chief Administrative Officer or designate is authorized to act on this policy.

PROCEDURES

1. The application must be received within 10 business days of the planned event. Should the applicant be late in submission, staff will make every effort to ensure that their application is reviewed in time for the planned event.
2. The application will be reviewed by the Chief Administrative Officer or designate. The history of the organization events on qRD property will be taken into account.
3. The Chief Administrative Officer or designate will provide the applicant in writing whether the application is to be endorsed, declined or moved to Board level for consideration.