



## LIQUOR LICENSES

*Authority - City Council  
Effective August 1, 1989  
Amended June 8, 1993*

On August 1, 1989, City Council approved a recommendation of the Liquor Commission to adopt new policies and procedures relevant to liquor license applications.

A significant change in the process is that applicants will **not** submit a development application until a series of "pre-site" clearances are obtained from the provincial government, the City License Inspector and City Council, including the conduct of a public referendum where required.

In accordance with the new procedures, any applicant that proposes a new liquor licensed outlet, or wishes an amendment to an existing liquor license, (i.e., beer and wine store, cabaret, neighbourhood pub, restaurant Class 2, etc.) must first file a "pre-site" application with the Permits and Licenses Department and pay a processing fee. Restaurant-Class 1 (including 'Karioke' entertainment) are not required to file this application. Permits and Licenses are responsible to do a site survey and report the proposal to the City Council Liquor Commission. Prior to going to the Liquor Commission, the City Clerk notifies the surrounding residents within a 2,000 feet radius. The notice will invite written comments and attendance at the Liquor Commission meeting. The Liquor Commission would then make a recommendation to City Council and if Council is considering approval, a public referendum will be required as the next step. All of this must take place prior to any development application being submitted for the proposed development.