

SECTION 13.0 OF COUNCIL POLICY G-17 – MUNICIPAL REVIEW PROCESS BY APPLICATION TYPE

Schedule E – Special Event Permit (SEP) and Catering Licensed Events

Application Type and Fee	Application Submission	Municipal Review	Public Input	LLAC Review	Council Review	Recommendation to LCRB
<p>SEP or catering licensed event with hours of liquor service past 2 a.m. (\$540)</p>	<ul style="list-style-type: none"> • Submit on-line application to LCRB • Submit municipal application (including required documents) and fee • Include a description of the benefits to the resort community and plans for mitigation of potential negative impacts • Submit plan drawing with proposed occupant load unless venue has permanent licence 	<ul style="list-style-type: none"> • Review application for compliance with municipal policy and impacts on the community • Fire Department to stamp plan drawing for occupant load • Return plan to applicant • RCMP may impose conditions on licence 		<ul style="list-style-type: none"> • E-mail referral to LLAC members for comment (1 week) 	<ul style="list-style-type: none"> • Staff considers LLAC member comments and prepares report with resolution for Council consideration • Council votes on staff recommendation <div data-bbox="1528 574 1864 704" style="border: 1px solid black; padding: 5px;"> <p>Municipal Processing Time</p> <ul style="list-style-type: none"> • For liquor sale past 2 a.m. – 90 days from receipt of application • For other applications – 40 days from receipt of application </div>	<ul style="list-style-type: none"> • Staff provides written comments to applicant and to LCRB • LCRB will approve (or reject) the licensing for the event
<p>Outdoor SEP or catering licensed event for 500 or more people (\$540)</p> <p>Indoor SEP or catering licensed event for 500 or more people in normally unlicensed venue (\$540)</p>	<ul style="list-style-type: none"> • Submit on-line application to LCRB • Submit municipal application (including required documents) and fee • Include a description of the benefits to the resort community and plans for mitigation of potential negative impacts • Submit plan drawing with proposed occupant load unless venue has permanent licence 	<ul style="list-style-type: none"> • Review application for compliance with municipal policy and impacts on the community • Fire Department to stamp plan drawing for occupant load • Return plan to applicant • RCMP may impose conditions on licence. 		<ul style="list-style-type: none"> • E-mail referral to LLAC members for comment (1 week) 	<div data-bbox="1528 1045 1864 1122" style="border: 1px solid black; padding: 5px;"> <p>Municipal Processing Time</p> <ul style="list-style-type: none"> • 30 days from receipt of application </div>	<ul style="list-style-type: none"> • The General Manager of Resort Experience (or designate) considers LLAC comments and returns to applicant. • LCRB will approve (or reject) the licensing for the event.

Application Type and Fee	Application Submission	Municipal Review	Public Input	LLAC Review	Council Review	Recommendation to LCRB
Outdoor SEP or catering licensed event past 10 p.m. (no fee)	<ul style="list-style-type: none"> • Submit on-line application to LCRB • Applicant to notify RCMP and RMOW a minimum of 21 days in advance • Include a description of plans for mitigation of potential negative impacts • Submit plan drawing with proposed occupant load 	<ul style="list-style-type: none"> • Review application for impacts on community. The General Manager of Resort Experience (or designate) will accept or reject outdoor hours past 10 p.m. • Fire Department to stamp plan drawing for occupant load • Return plan to applicant • RCMP may impose conditions on licence 			<div data-bbox="1535 423 1871 496" style="border: 1px solid black; padding: 5px;"> <p>Municipal Processing Time</p> <ul style="list-style-type: none"> • 14 days from receipt of application </div>	
SEP or catering licensed event for fewer than 500 people in normally unlicensed venue (no fee)	<ul style="list-style-type: none"> • Submit on-line application to LCRB • Submit plan drawing with proposed occupant load 	<ul style="list-style-type: none"> • Fire Department to stamp plan drawing for occupant load • Return plan to applicant • RCMP may impose conditions on licence 			<div data-bbox="1535 618 1871 691" style="border: 1px solid black; padding: 5px;"> <p>Municipal Processing Time</p> <ul style="list-style-type: none"> • 14 days from receipt of application </div>	
SEP or catering licensed event with hours of sale up to 2 a.m. in normally licensed venue that has de-licensed (no fee)	<ul style="list-style-type: none"> • Submit on-line application to LCRB 	<ul style="list-style-type: none"> • RCMP may impose conditions on licence 			<div data-bbox="1535 756 1871 829" style="border: 1px solid black; padding: 5px;"> <p>Municipal Processing Time</p> <ul style="list-style-type: none"> • 14 days from receipt of application </div>	

Note: If the application is for an event at a RMOW facility or property, the applicant must have an approved municipal Rental Contract.