

## STAFF REPORT

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**DATE:** March 21, 2024

**FILE:** 0550-04 Board

**TO:** Chair and Directors  
Regional Board

**FROM:** David Leitch  
Chief Administrative Officer

**RE:** QUADRA ISLAND – LIQUOR LICENSE AMENDMENT

### PURPOSE/PROBLEM

To consider an application pursuant to the Liquor and Cannabis Regulation from Quadra Links Ltd. which seeks approval for use of its new clubhouse located on Quadra Island in Electoral Area C as a licensed premise.

### EXECUTIVE SUMMARY

The attached application has been submitted by the Quadra Links golf club seeking approval for use of its new clubhouse as a licensed premise on Quadra Island. The application has been referred to the Regional District by the Liquor and Cannabis Licensing Branch (LCRB).

### ALTERNATIVES

According to the instructions contained in the application form, the Regional District may elect to respond in one of 2 ways:

Option A - by passing a resolution of support, conditional support or lack of support following community consultation as outlined in the application.

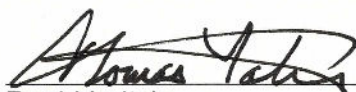
Option B - by advising that the Regional District will not be providing comments.

Although the LCRB requests that a response be provided by the Regional District within 90 days of the application (in this case June 19, 2024) an extension may be granted upon request. The Regional District does not currently have a policy to guide its response to such proposals and may therefore choose to undertake community consultation before providing a response or advise that it wishes to opt out of providing comments.

### RECOMMENDATION

THAT the report from the Chief Administrative Officer be received.

Respectfully:



David Leitch  
Chief Administrative Officer

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

Attachments: March 21, 2024 application to the LCRB



## Provide Comment on LP Structural (cap inc.) Application

Use this form to apply for a Structural Change if requesting an increase in person capacity of your Liquor Primary licensed establishment

The application fee is \$440.

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

### BEFORE STARTING THE APPLICATION

The term "local government" is a defined term in our Act and may also include: municipal government, city hall, regional district, local trust, etc. governing the geographic area where your proposed establishment is located. In certain areas, the approving authority may be Indigenous Nation. For the purpose of this guide we will use the short form "LG/IN".

A Structural Change is defined as a change to the existing approved service area(s), including but not limited to:

- a change in the position of a wall or partial height divider (pony wall) or fixed objects (e.g planters, fencing, etc.) used as separation between/within a service area
- new construction
- the removal or addition of permanent display cabinets, stages or dance floors
- a change to the food and liquor service bar location or size
- in the position of access and exit points leading to or from a licensed service area
- the removal of a service area from the liquor licence
- change to capacity (occupant load) of a licensed establishment with or without changes to the licensed service area(s)
- such other construction or changes the general manager considers may affect patron routing, capacity, or the line of sight between a staff control point and the licensed area of the establishment.

#### [Expand Guide](#)

**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

Quadra Island Golf Club (305103)

#### LIQUOR PRIMARY LOCATION ADDRESS

The establishment is currently located at the following address:

##### Address

950 Heriot Bay Road

##### City

QUADRA ISLAND

##### Province

British Columbia

##### Postal Code

V0P1N0

##### Country

Canada

### Parcel Identifier (PID)

### ESTABLISHMENT CONTACT DETAILS

The phone and email address used to contact your establishment:

#### Establishment Email

kkellyjensen@icloud.com

#### Establishment Phone

(250) 203-3229

### APPLICATION DETAILS

#### Describe in full detail, what the changes are that you want considered: \*

We have (nearly completed) a new clubhouse. We currently have a Food primary license application submitted in addition to a Family Service endorsement application to our liquor primary. Although I have spoken to the licensing dept many times and explained what we were doing and what we needed to have to operate in this new facility, it was never brought to my attention that we needed an amendment to the liquor primary for structural changes. Given our application for a family service endorsement was submitted months ago, I am hoping and requesting that this submission be joined with that to facilitate a quicker review. That course is set to open May 1, 2024. Building plans are on file with you - Application #091836.

**If you are applying to remove all interior service areas, creating a stand-alone patio, describe the location of the patio in relation to the unlicensed permanent structure. A stand-alone patio must adjoin a permanent structure (affixed to a foundation) which is plumbed and wired, and which the applicant owns or leases.**

### Floor Plan

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

The floor plan(s) must be stamped with an occupant load for each proposed service area. 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
- dance floor
- 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 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 LP establishment.

[Floor Plan\\_1.pdf \(api/file/288124a6-8ae7-ee11-b848-005056836bf0/download-file/application/Floor Plan\\_1.pdf?serverRelativeUrl=%2Fadoxio\\_application%2F099980\\_288124A68AE7EE11B848005056836BF0%2FFloor%20Plan\\_1.pdf&documentType=FloorkbPlan\)](#) 129

## SERVICE AREAS

Use the following table to list the service areas and provide their proposed person capacity (patrons and staff combined) for your establishment. Use names like **Patio** to refer to a patio service area.

**Note:** Proposed capacity cannot exceed occupant load issued by the local authority.

Area No.	Area/Floor Level	Indoor	Patio	Proposed Capacity
1	Enter Area Description	<input type="checkbox"/>	<input type="checkbox"/>	50
2	Enter Area Description	<input type="checkbox"/>	<input type="checkbox"/>	75
Total Requested Capacity:				125

## APPLICATION CONTACT DETAILS

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

### First Name \*

Katherine

### Last Name \*

Kelly Jensen

### Title/Position

### Phone Number (main) \*

2502033229

### 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.

kkellyjensen@icloud.com

## 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**

This serves as notice that an application for a structural change to a liquor primary (LP) licence is being made within your community. The Branch requests that you consider this application (application form and floor plan) and provide the Branch with resolution within 90 days of the above received date. Alternatively, LG/IN can delegate staff with the authority to provide comment.

- The applicant will bring their completed Structural Change application form and floor plan to LG/IN.
- If there are any major issues LG/IN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/IN is comfortable with the application proceeding, LG/IN staff will Accept the application using the button below. LG/IN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the application to the Branch.

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 view of residents and a description of the method used to gather views.
  - The LG/IN recommendations (including whether or not the application 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/IN opts out, or is the applicant, the Branch will gather public input and contact LG/IN 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 UPLOAD DOCUMENTS, DRAG FILES HERE OR [BROWSE](#).

FILES MUST BE IN PDF, JPEG, OR PNG FORMAT.

MAX FILE SIZE: 25MB.

Opt Out of Comment

Reject Application

Accept Application

SEAL

This drawing is the exclusive property of the architect and can only be reproduced with her permission.

The contractor/ builder/ owner shall verify all dimensions, datum, and levels prior to commencement of work. They shall be responsible for all levels, dimensions, footings and structural adequacy.

All work to comply with BCBC

[illegible]

ISSUED FOR  
REVIEW 4

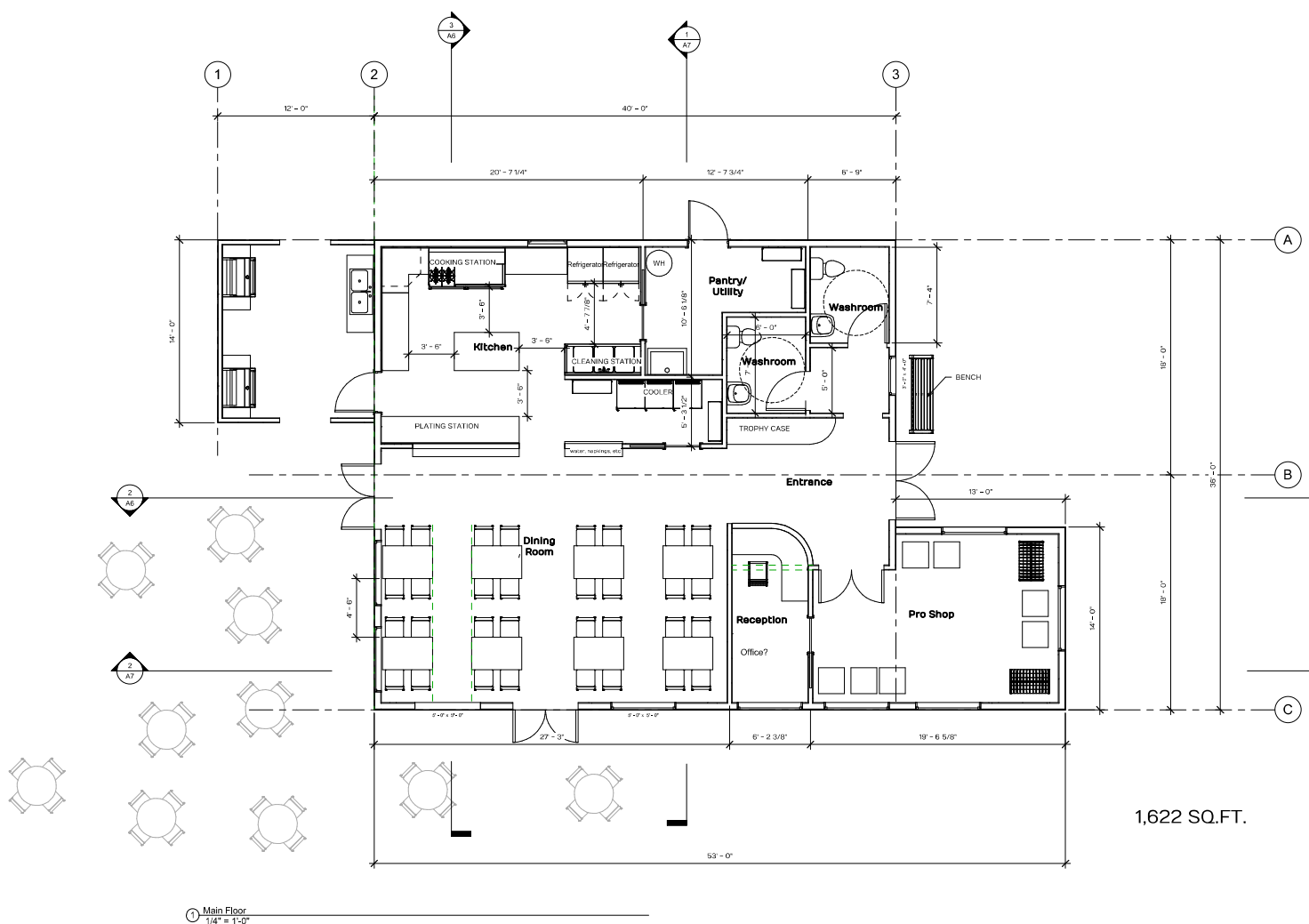
Quadra Links Clubhouse

HERIOT BAY RD.  
QUADRA ISLAND, BC

Main Floor

Date	April 2023
Drawn by	PG
Scale	1/4" = 1'-0"

A2



APRIL 17, 2023