

City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2013-JAN-14

AUTHORED BY: DAVE STEWART, PLANNER, PLANNING AND DESIGN SECTION

RE: LA000085 - APPLICATION FOR A STRUCTURAL CHANGE TO AN EXISTING LIQUOR PRIMARY LICENSE - VANCOUVER ISLAND UNIVERSITY – BUILDING 300, 900 FIFTH ST.

STAFF RECOMMENDATION:

That Council receives the report for information

PURPOSE:

The City has received a copy of an application as received by the Provincial Liquor Control and Licensing Branch (LCLB) from Melissa Townsend, Food Services Manager representing Vancouver Island University (VIU). VIU is requesting a permanent change to the existing liquor primary license for the VIU cafeteria, located at 900 Fifth Street, Building 300 (Attachment 'A'). VIU is applying to include areas 320 and 316 (Attachments 'B' and 'C' – Floor Plan) within the existing cafeteria licensed area to allow liquor service for special events.

The purpose of this report is to advise Council of the application in advance of Staff requesting comments from adjacent property owners and tenants. A municipal resolution will be required before the province will consider the application further.

BACKGROUND:

The City has received correspondence from Ms. Melissa Townsend, Food Services Manager of VIU (Attachment 'D') regarding the proposal to expand the liquor service area within the VIU's cafeteria to include areas 320 and 316. Capacity for the current license area is 100 persons. The proposed capacity for the expanded area is 300 persons.

While the primary purpose of the cafeteria building is to serve meals to students, Monday to Friday from 7:30 a.m. to 6:00 p.m., VIU also uses Building 300 to host special events and many require liquor service which is the sole reason for the liquor license amendment application. Events to be held within the facility include staff functions, fundraising dinners and gala events. VIU's liquor license permits liquor service from 10:00 a.m. to midnight (Monday to Sunday). Currently, event organizers are required to obtain special occasion liquor licenses to host events within areas 320 and 316. VIU wishes to include these rooms within their liquor primary license area in order to maintain control over liquor service within their facility.

DISCUSSION:

A public notice and comment sheet will be mailed and delivered to the owners and tenants of buildings and properties surrounding the subject location at 900 Fifth Street. All referral

responses, including comments from the RCMP and the Building Inspection Department, will be summarized and attached to a future report. As per Council policy, this report has been placed on this evening's agenda for information only.

Opt Out of Application Process

With respect to all food and liquor primary license applications, it is worth noting that Council has the option to provide no comment. If Council chooses to opt out of the application process, Staff will inform the LCLB of Council's decision and no further action will be taken by Staff regarding the application. If a local government chooses to opt out, the LCLB will start their own review process, which could considerably delay the application process. As such, Staff does not recommend Council opt out of the decision making process regarding this application.

Respectfully submitted,

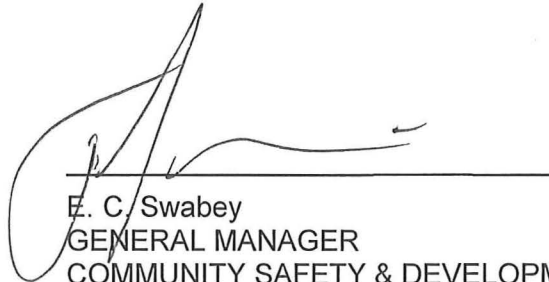


B. Anderson, MCIP
MANAGER
PLANNING & DESIGN SECTION

Concurrence by:



A. Tucker, MCIP
DIRECTOR
PLANNING

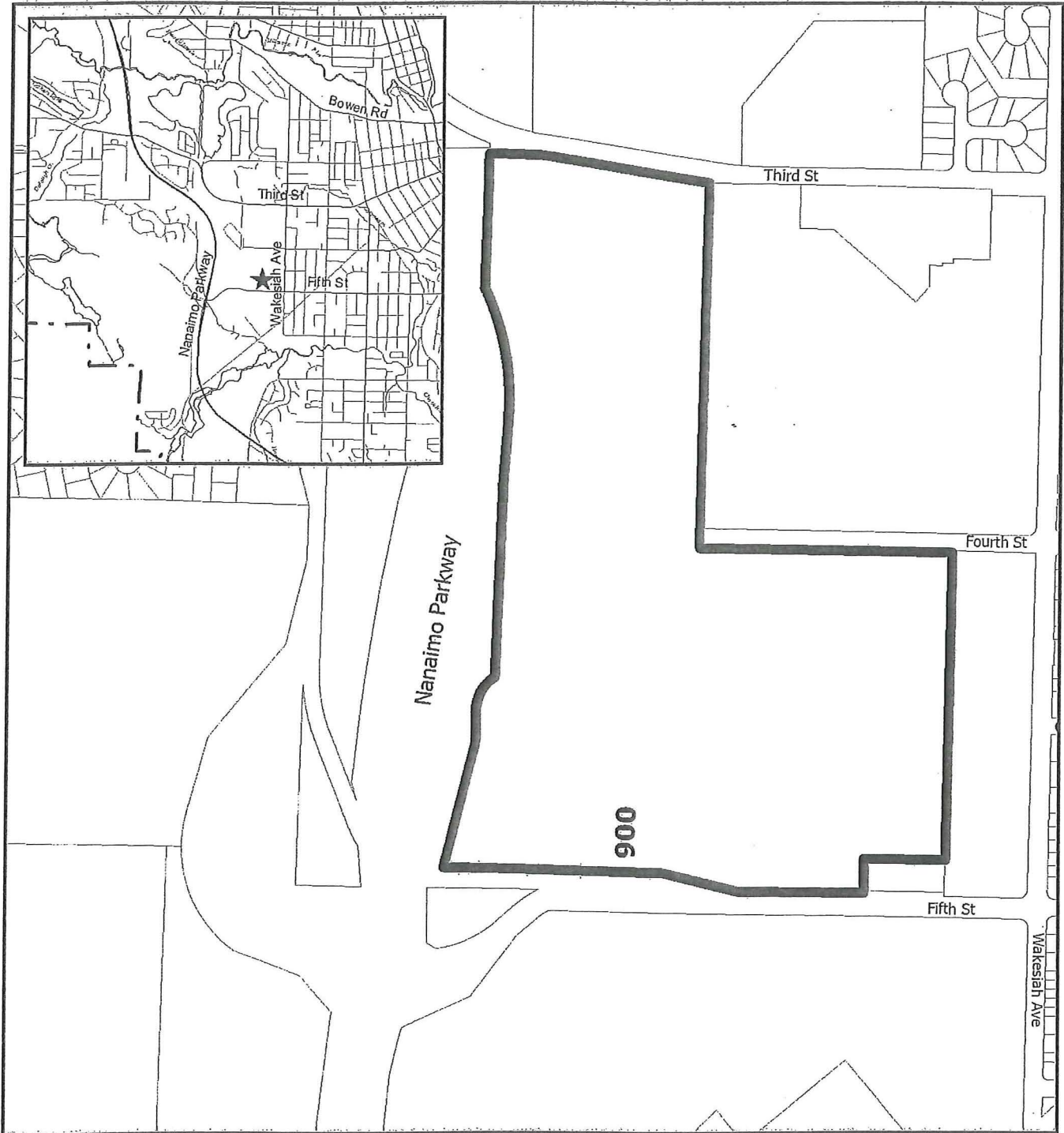


E. C. Swabey
GENERAL MANAGER
COMMUNITY SAFETY & DEVELOPMENT

CITY MANAGER COMMENT:

I concur with the staff recommendation.

*Drafted: 2013-Jan-2
Prospero: LA85
DS/lb*



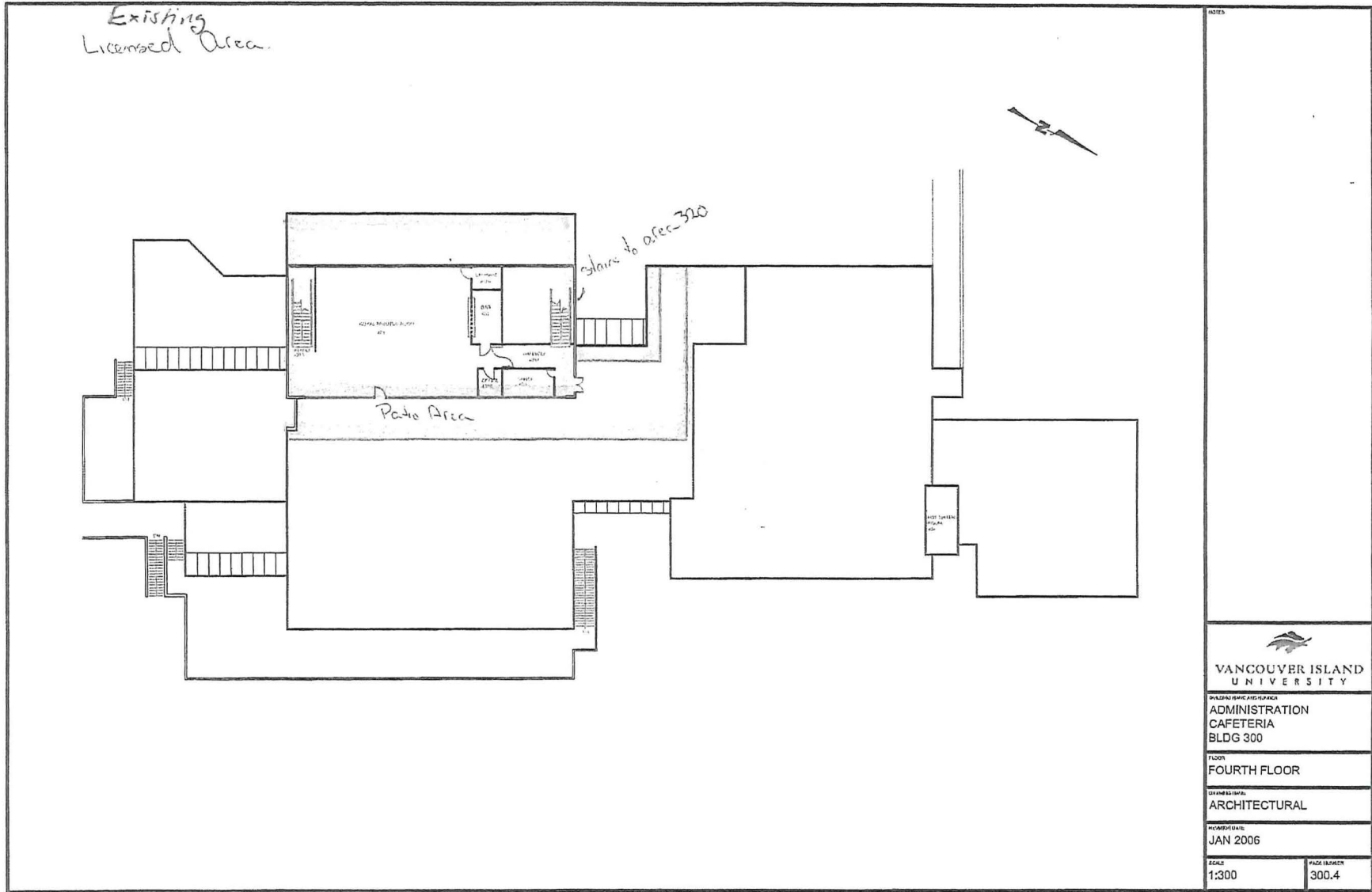
LIQUOR LICENSE APPLICATION NO. LA85

LOCATION PLAN

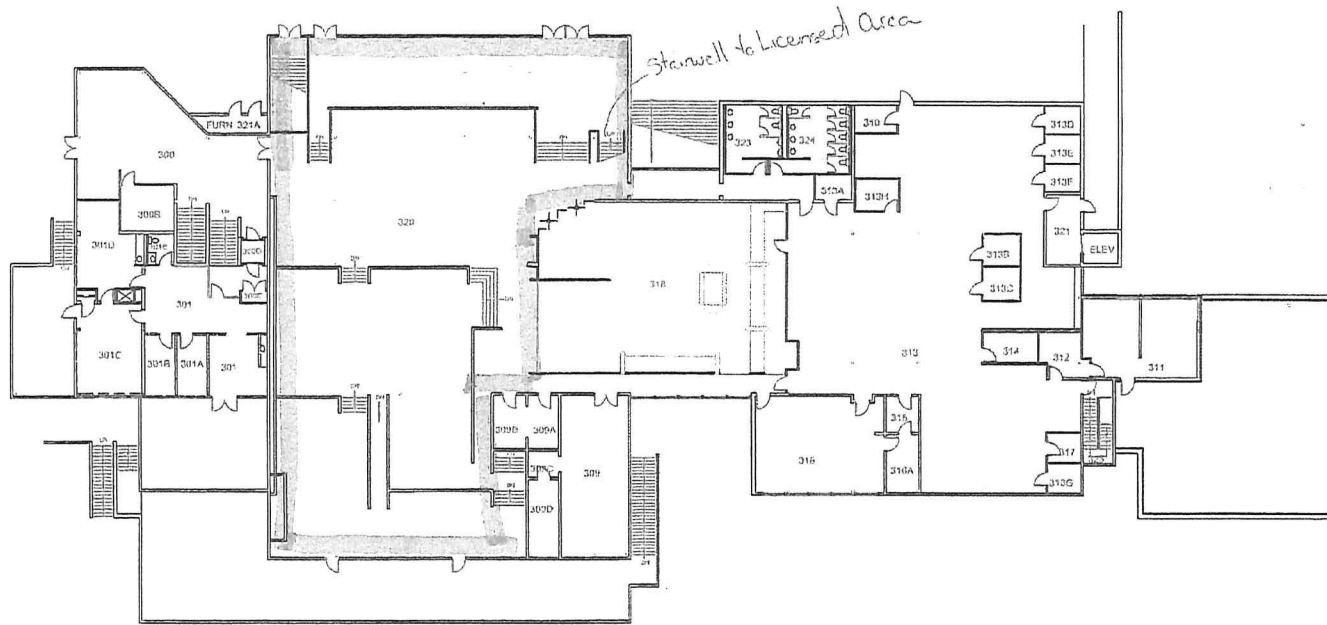
Civic: 900 Fifth Street

 Subject Property





Application for Liquor License



NOTES

VANCOUVER ISLAND UNIVERSITY

BUILDING NAME AND NUMBER
ADMINISTRATION
CAFETERIA
BLDG 300

FLOOR
THIRD FLOOR

DATE OF ISSUE
ARCHITECTURAL

PROJECT DATE
JAN 2006

SCALE
1:300

PAGE NUMBER
300.3



Vancouver Island University
900 Fifth Street Nanaimo

May 8th, 2012

City of Nanaimo
455 Wallace Street
Nanaimo, BC V9R 5J1

To Whom It May Concern,

This letter is in reference to the Liquor License #034527 at Vancouver Island University (VIU).

We wish to inform you that VIU has applied for an increase to person capacity and to include areas 320 and 316 to our existing Liquor Primary License in Building 300. Attached is a copy of the application and floor plans for your review.

Vancouver Island University is an educational facility and building 300 is the main cafeteria. The primary use of this space is to serve meals to students and staff, Monday- Friday from 7:30am- 6pm. In addition, we host events such as staff functions, fundraising dinners and gala events that require alcohol service. The majority of these events are booked through the Vancouver Island University Foundation Office as fundraisers for VIU. A handful of outside events are hosted at VIU, pending approval. These type of events are the sole purpose for our application of extension. We currently host these types of events using special event license for each separate event. A special event license must be applied for by the individual hosting the event and the alcohol must be purchased and controlled by them. As a service provider, VIU would like to offer this service to maintain firmer controls over the space and alcohol consumption. This would also eliminate the numerous amount of special event licenses applied for each year further eliminating the cost of providing this service to VIU.

The use of special event licenses also limits our ability to provide training for our students on proper alcohol controls and handling during larger events. Taking part in a large function, witnessing and learning from our staff are important parts of student's education. As an educational facility, we pride ourselves on providing the best education for our students. Hospitality Management and Culinary Arts students work in our community and the experience of being part of a large function, such as a Gala Dinner, is invaluable.

LA85

If we were able to provide full service and not require groups to apply for their own special event license, it would provide the opportunity to attract larger meeting and events and more dollars spent by these patrons within the City of Nanaimo. VIU would also have the ability to employ additional staff from the community for these larger events.

The Cafeteria is located in the heart of the VIU Campus surrounding by campus buildings on all sides. Noise from special events has never had a negative impact on the surrounding areas and we do not anticipate this to change. If an issue did arise from noise or related incident, staff is properly trained on our policies and procedures and security is on site 24hours a day. VIU has strict guidelines and policies to limit the type of events that can be hosted on campus. We provide contracts to all clients outlining the requirements and ensure that the measures outlined are enforced.

Thank you for your consideration. If you have any questions or concerns, please do not hesitate to contact me directly.

Sincerely,



Melissa Townsend
Manager, Food Services
melissa.townsend@viu.ca
(250) 740 6156