

Date: November 29, 2010

To: All LCLB staff
All Industry Associations
All Local Government, First Nations, and Police Agencies

Re: Additional fees for special occasion licences for liquor inspector services

The purpose of this policy directive is to set out the general framework for the assessment of additional fees charged on special occasion licences (SOLs) where the general manager determines liquor inspector attendance at an event is required.

Background

A number of special occasion licences require liquor inspectors' time in the planning phases and during the event itself. They are often not in the communities where the inspectors live and take place on the weekends. Requiring SOL holders to contribute to the costs of C&E inspection services related to their events reduces the extent to which permanent licensees, through their licensing fees, subsidize SOL licensees.

In November, 2009, Schedule 1 of the Liquor Control and Licensing Regulation (the fee schedule) was amended to allow for charging SOL holders for the cost of inspection services:

Special occasion licence additional fee where general manager determines liquor inspector attendance at the event is required	\$330 per inspector per day plus reasonable travel expenses
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Assessment of additional fees for special occasion licences

The general manager's determination whether liquor inspector services will be required at a special occasion will be made on a case by case basis. Some of the factors which will be taken into consideration are the expected number of participants and the adult to minor ratio, the dates and times of the event and the times for liquor service at the event, the nature of the event, whether minors would be particularly attracted to the event, the location of the event, compliance history of the SOL holder, presence of contracted police or private security for the event and other relevant factors.

The decision whether one or more inspectors will be required to attend a special occasion is made by the Regional Manager for the location where the event is to be held.

This policy does not affect the right of liquor inspectors to enter and inspect any premises licensed with a special occasion licence. There is no additional charge for these regular inspections of SOL licensed premises where the general manager has not made the determination that inspectors must attend the event.

When it is determined that liquor inspector attendance at a SOL event is required, special occasion licensees will be charged by the ½ day per inspector (\$165 per 3.5 hours on site) or full day (\$330 per 7 hours on site). This time period may be spread

throughout the day of the event, with the inspector leaving and returning to the site a number of times. (For example, an inspector may be present for the opening period and the closing period of an event.) Where the hours of attendance are between ½ and 1 full day, the licensee will be charged for only ½ day. These rates are the same whether inspectors or regional managers are assigned to the SOL event.

- Travel time to get to and from the event is not included in the number of hours of inspector attendance.
- Travel expenses, including per diem meals, mileage and accommodations if required, per inspector (or regional manager) assigned to the event will be based on Treasury Board travel expense rates for the inspector classification.
- When inspectors are involved in the planning of a special occasion, the branch will make an assessment of the need for inspector services and advise the SOL applicant as soon as possible in advance of the event. The fees for inspector services and the estimated travel expenses must be paid in advance of obtaining the licence using the form “Invoice for Extra Fees for Liquor Inspectors Attending a Special Occasion Licensed Event - LCLB Form 041.”
- When the need for inspection services is only known at the last minute, the branch will make every effort to advise the licensee that inspector services fees will be billed after the event. Failure to pay the bill may result in denial of SOLs in the future or collection measures taken by the province.
- There is no charge for inspector time spent in attending planning sessions and in telephone consultations with licence applicants.
- If, during the event, it is apparent that inspection services are not required or that less time is, or fewer inspectors are, required, a refund on the pre-paid inspector services costs will be given.
- Where the hours of inspection services are greater than the amount initially charged the additional costs will not be charged.

Further Information

Further information regarding liquor control and licensing in British Columbia is available on the Liquor Control and Licensing Branch website at www.pssg.gov.bc.ca/lclb. If you have any questions regarding these changes, please contact the Liquor Control and Licensing Branch toll free in Canada at 1-866-209-2111 or 250-387-1254 if calling from the Victoria area.

Karen Ayers



General Manager