

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **PLANNING AND DEVELOPMENT COMMITTEE** Meeting  
Monday, May 31, 2004 at 9:18 p.m.  
Central Saanich Municipal Council Chamber

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**PRESENT:** Councillor Robert Thompson, Chair  
Mayor Allison Habkirk  
Councillors: Graham, Haddon, King, Korol and Mason  
Gary C. Nason, Administrator  
Trish Flanders, Municipal Clerk  
Hope V. Burns, Director of Planning & Building Services  
Nirmal Bhattacharya, Municipal Engineer

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**APPROVAL OF THE AGENDA:**

717.04 MOVED BY COUNCILLOR GRAHAM  
NO SECONDER  
*That the Agenda for the Planning & Development Committee Meeting held on May 31, 2004 be approved as circulated.*  
CARRIED UNANIMOUSLY

**1. Liquor Control and Licensing Regulations & Procedures – Request for Additional Information**

- a) Information on the “Committee to Approve Public Events (CAPE)” Program from the most recent edition of the Province’s Special Occasion License Policy Manual.

The Administrator referred to the May 17<sup>th</sup>, 2004 Council motion which requested that Staff provide additional information to Council in regards to the “Committee to Approve Public Events (CAPE)” Program for the approval of Public Event Special Occasion Licences, and gave an overview of the various Special Occasion Licences and checklists.

During a discussion around the table, it was confirmed that local governments are involved in the approval process for Public Event Special Occasion Licences unless, however, Private and Family Events are held on public lands. It was further confirmed that local Police Departments are the issuing authority for Private Event Special Occasion Licences.

Concerns were expressed by the Committee that the Police Department, as the issuing authority for Private Event Special Occasion Licences, should be closely adhering to the various Provincially-approved checklist and criteria for approval of Private Event Special Occasion Licences.

718.04 MOVED BY COUNCILLOR GRAHAM  
NO SECONDER  
*That It Be Recommended To Council:*

*That the information provided by the Administrator in regards to the Committee to Approval Public Events (CAPE) be received for information, and a copy of the Province’s criteria and “checklist” for the approval of Private Event Special Occasion Licences be forwarded to the Central Saanich Police Service for its information and action as deemed appropriate and required.*

CARRIED UNANIMOUSLY

**ADJOURNMENT:**

*On motion, the Planning & Development Committee Meeting held on May 31, 2004 adjourned at 9:26 pm.*

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Councillor Robert Thompson, Chair

Recorded By: Trish Flanders  
Municipal Clerk