



Liquor and Cannabis Regulation Branch  
400-645 Tyeo Road, Victoria, BC V9A 6X5  
Mail PO Box 9282 Stn Provincial Govt, Victoria, BC V8W 9J8  
Phone 250-952-5787 Fax 250-952-7086

## LIQUOR PRIMARY AND LIQUOR PRIMARY CLUB STRUCTURAL CHANGE APPLICATION

Liquor and Cannabis Regulation Form LCRB012A

### What is a Structural Change?

It 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 planters 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
- addition of a new outdoor patio or the removal or expansion of an existing patio
- 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 service area of the establishment

If you are making changes to the current approved floor plan, other than cosmetic changes, a structural change application is required. If your liquor primary licence overlaps a food primary licence (aka dual licence), a structural change application is also required for the food primary. **Note:** This does not include cosmetic changes such as changes to existing flooring, wallpaper, reconfiguring tables and chairs, countertops, painting, or changing the type of material used in the perimeter bounding of an outdoor patio.

If you have any questions about this application, call the Liquor and Cannabis Regulation Branch toll-free at 1 866 209-2111

### Licence Information

Licence # affected **074732**

☐ Please check if licence is currently dormant

If yes, attach a letter signed by the licensee requesting the licence to be reactivated if this application is approved

Do you currently hold other licences at this location? ☒ Food Primary (Licence #) **072976**

☐ Liquor Primary (Licence #) \_\_\_\_\_ ☐ Licensee Retail Store (Licence #) \_\_\_\_\_ ☐ UBrew/UVin or Other (Licence #) \_\_\_\_\_

Licensee name (as shown on licence) **Compass Group Canada Ltd**

Establishment name (as shown on licence) **Spruce Goose**

Establishment

Location address

**4141 Airport Road**

(as shown on licence)

Street

**Prince George**

City

**BC**

Province

**V2N 4M6**

Postal Code

Business Tel with area code

**250-963-3375**

Business Fax with area code

**250-963-3882**

Business e-mail

**christina.antrobus@compass-canada.com**

Business

Mailing address

**1907 Oxford St E.**

(if different from above)

Street

**London**

City

**ON**

Province

**N5V 4L9**

Postal Code

Contact Name

**Antrobus, Christina "Chris"**

last / first / middle

Title/Position

**Unit Manager**

### Type of Change Requested

Please check ☒ appropriate box(es) below

Sub- Job Number  
Office use only

Part 1	<input type="checkbox"/> Addition of a New Outdoor Patio	Outdoor Patio (C3-LIC) _____
Part 2	<input type="checkbox"/> Alteration/Renovation	Structural - capacity change (C3-LIC) _____
	<input type="checkbox"/> Removal of an existing service area	Structural - no capacity change (C4-LIC) _____
	<input checked="" type="checkbox"/> Other adding Kiosk in pre boarding area of Airport	

Application Contact Person

This applicant authorizes the person below to be the primary contact for the duration of the application process only

Name DIANA BELL

Phone number 800-507-9394 x3397

Fax number

E-mail address DIANA.BELL@COMPASS-CANADA.COM

Part 1: Addition of New Outdoor Patio

Fee \$440

C3 - LIC

Provide the following information

1 Attach one 11" x 17" copy of the proposed patio floor plan (see Appendix I on page 6 for floor plan instructions)

The branch requires an occupant load (patrons plus staff) for the proposed patio area(s) which must be marked/stamped and dated on the plan you submit. Do not submit this application if you do not have the occupant load calculation stamped on your patio plans

2 What is the occupant load calculation for the new patio(s)?

Patio #1  Patio #2  Patio #3

3 If the patio(s) is already constructed, attach a photo

4 Describe the height and composition of the patio perimeter or bounding (i.e. railings, fencing, planters, hedging, etc.) A patio must be bounded by fixed and immovable physical separation in order to control patrons and liquor within the service area

5 Describe the location of the patio in relation to the licensed interior - the patio must be immediately adjacent to the interior area

6 Describe how staff will manage and control the patio from the interior service area

7 Specify if liquor service to the patio is from (a) fixed bar located on the patio, (b) portable bar for the patio, (c) licensed interior

8 Do servers have to carry liquor through any unlicensed areas to get to the patio? Explain

Note: Patios on grass, earth or gravel require a permit from the local Health Authority. Sidewalk patios require a permit from LG/FN.

A resolution from your Local Government/First Nation is required. Part 3 of this form must be completed by Local Government/First Nation.

You must also complete Parts 4 and 5



**Part 2: Structural Changes**

Fee \$440

C3 - Cap Ch

C4 - No Cap Ch

(Excluding construction of new patios)

Provide the following information

1 Describe in full detail the reason for this application and what the changes are that you want considered

New Kiosk being built in pre-board area at Prince George Airport.  
Existing license numbers are 074732 & 072976

2 If you are applying to remove the interior area and create 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

3 Attach one 11" x 17" copy of the proposed floor plan or patio plan (if creating a stand-alone patio) See Appendix I on page 6 for floor plan instructions

4 Current total of all service areas (as shown on the liquor licence) 38

5 By making these alterations, the total occupant load will

☐ Decrease to (patrons plus staff)

☐ Stay the same (patrons plus staff)

☐ Increase to 68 (patrons plus staff)

If there is an increase to occupant load, a resolution from your Local Government/First Nation (LG/FN) is required. Take your application and floor plan to LG/FN. Part 3 of this form must be completed by LG/FN.

**Part 3: Local Government/First Nation Resolutions: Confirmation Receipt of Application**

If you are applying for a new patio (Part 1) or a proposed change that increases the occupant load (Part 2) then public interest factors may be affected by the structural change(s). This section is to be filled out by the LG/FN prior to submitting this application to the Branch.

Local Government/First Nation (name) City of Prince George

Name of Official Kali Holahan

Title/Position Planner

Phone 250 561 7791

E-mail kali.holahan@princegeorge.ca

Date 30/08/19  
(Day/Month/Year)

Signature of Official

Check here if the LG/FN will not be providing comment ☐ Yes, opting out of comment

Note: The LG/FN cannot provide comment for their own application

Is this establishment located on Treaty First Nation land? ☒ No ☐ Yes

**Instructions for Local Government/First Nation (LG/FN)**

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/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed Structural Change application form and floor plan to LG/FN.
- If there are any major issues LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign Part 3 of the application form and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) 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/FN 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/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN 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

#### Part 4: Declaration of Signing Authority Including Valid Interest

Section 57(1)(c) of the *Liquor Control and Licensing Act* states "A person commits an offence if the person (c) provides false or misleading information in the following circumstances (i) when making an application referred to in section 12, (ii) when making a report or when required and as specified by the general manager under section 59"

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete

Signature \_\_\_\_\_

Authorized signatory of the licensee

Name

Antoniou / Ann Marie

(last / first / middle)

Position

Vice President Finance

(if not an individual)

Date

23/05/19

(Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCLB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature

**Part 5: Application Fees - Payment Options**

Total Fee Submitted \$

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email

Payment is by (check ☒ one)

☐ Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)

☐ Money order, payable to Minister of Finance

☐ Credit card ☐ VISA ☐ MasterCard ☐ AMEX

☐ I am submitting my application by email and I will call with my credit card information I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full

☐ I am submitting my application by mail and have given my credit information in the space provided at the bottom of the page

Note: To ensure legibility, do not submit by fax

**Part 6: Submit Application Package**

Once signed by local government/First Nation (if applicable), submit your complete application package to

Liquor and Cannabis Regulation Branch  
Counser 400-645 Tyee Road, Victoria BC V9A 6X5  
Mail PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8  
E-mail [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca)

If you have any questions, contact us toll-free at 866-209-2111 or email us at [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca) Visit our website for more information [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing)

The information requested on this form is collected by the Liquor and Cannabis Regulation Branch under Section 28 (a) and (c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the Liquor Control and Licensing Act. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111

LCRB012A

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LP/LPC Application for Structural Change

**Credit Card Information (To be submitted by fax or mail only)**

Name of cardholder (as it appears on card)

Credit card number  Expiry date  /   
(Month) (Year)

Signature \_\_\_\_\_





**TROIKA CONSULTING INC.**  
1829 Sommerville Rd.  
Prince George, BC V2N 6T5  
250.961.6445

BC Liquor Distribution Branch  
3383 Gilmore Way  
Burnaby, BC V5G 4S1

May 17, 2019

To Whom it May Concern,

Troika Consulting was retained by Northern Capital Wood Products Ltd. (NCWP) to confirm occupant load for a liquor license application in connection with a proposed commercial development at the Prince George International Airport.

#### **Development Information**

The development consists of tenant improvements to the existing 'air side' terminals. The improvements will provide a new café with seating area and a refreshment serving area.

I carried out a review of the plans prepared by NCWP and reviewed the applicable sections of the BC Building Code (2018). The applicable section of the Code is 3.1.17. - *Occupant Load*, specifically, Table 3.1.17.1. - *Occupant Load*. Based on the proposed use of the area - café, the corresponding 'area per person' is 1.2 m<sup>2</sup> per person. The total area of the proposed development is 63.44 m<sup>2</sup>, therefore,  $63.44/1.2=53$  person.

With that the maximum allowable occupant load for the proposed development is 53 persons.

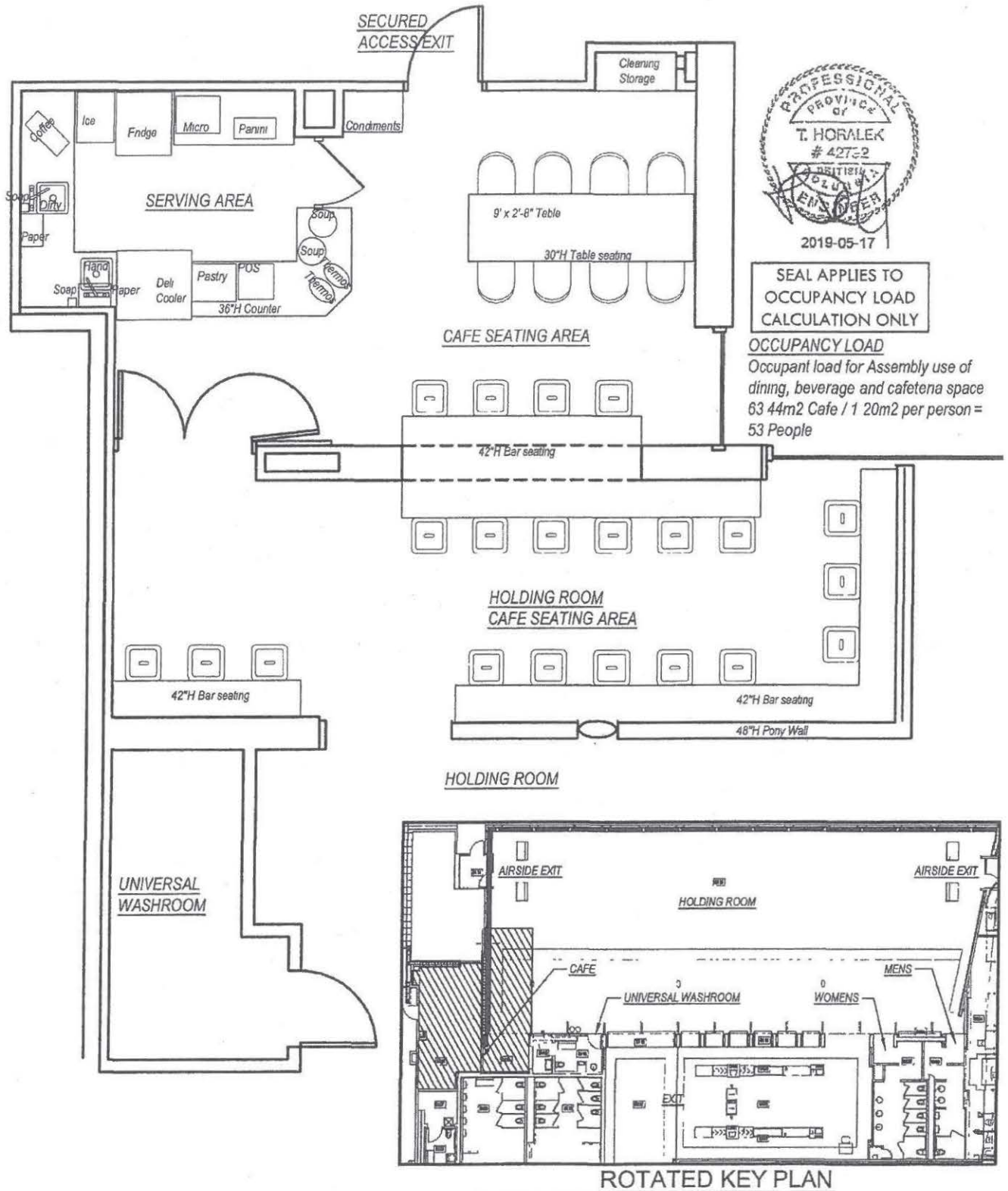
#### **Closure Statement**

I trust the above evaluation provides you with enough information on this file. Please do not hesitate to inquire for further details or clarification of any kind.

Prepared by,

Tomas Horalek, P.Eng





# BG URBAN CAFE

PG Airport, 4141 Airport Road, Prince George, BC V2N 4M6

**NORTHERN CAPITAL**  
 EST 1997  
 DESIGN & RENOVATION CENTRE

C381 McAloney Rd  
 Prince George, BC  
 V2K 4L2  
 (250) 564-6171  
 www.ncwp.ca

**LIQUOR LICENSE PLAN**  
 3/16" = 1'-0"



**SK-01**  
 2019-05-13

Note: All design material, including drawings, models, and related documents, etc remain property of Northern Capital Wood Products Ltd and are not to be reproduced in any manner without prior approval