



STAFF REPORT

TO: CHIEF ADMINISTRATIVE OFFICER
FROM: BRIGID REYNOLDS, CONSULTING TOWN PLANNER
SUBJECT: RIVERSIDE INN & PUB– PROPOSED HOURS OF OPERATION CHANGE
MEETING DATE: FEBRUARY 24, 2025
SUBJECT PROPERTY: 56 NORTH SHORE RD – PARCEL B (DD33019I), SECTION 6, RENFREW DISTRICT

PURPOSE

The Riverside Inn & Pub would like to change its hours of operation to open two hours earlier.

BACKGROUND/DISCUSSION

The Riverside Inn & Pub has a liquor primary license. The pub's hours are currently 11 am to 8 pm on Sunday, 10 pm Monday to Wednesday and 12:00 am Thursday to Saturday. The owners would like to change the hours they can serve liquor 2 hours earlier, starting at 9:00 am instead of 11 am. See the attached letter.

This request is preliminary and should Council agree, in principle, to this request, the applicant must make a formal application to the BC Liquor and Cannabis Board (LCRB) for this change. Once the applicant completes the application via the Board's online portal, the application is automatically forwarded to the Town before the LCRB makes any changes to their license. If the local government decides to consider the application, the local government will "accept" the application via the online portal. Accepting the application initiates a 90-day period for the local government to gather input and provide comments to the Branch.

Should the proponent submit an application to the LCRB, Council can choose to seek comments from the community and provide recommendations on:

- the impact of noise on the community in the immediate vicinity of the establishment or event site (in the case of a temporary use area application) or service area (in the case of a manufacturer lounge or special event area); and
- the general impact on the community if the application is approved.

Should Council agree to this request and the applicant proceeds to apply for the change with the Branch the method for seeking public input should be confirmed. There is no bylaw or policy that provides guidance how these types of applications are processed, nor how public input is sought. Under the Development Approval Procedures Bylaw No. 1109 notice for development permit applications are sent to neighbours within 50 m of the subject property, Council could direct staff to seek public input relying on this process. Council may also direct staff to post a notice on the webpage, on the Town’s webpage, and any other method to seek public input.

IMPLICATIONS

a. Financial:

There is no application fee for this request. However, the newly adopted Fees and Charges Bylaw No. 1127 require a \$1,000.00 application fee. This is intended to cover the costs associated with processing the referral application.

b. Policy/Legislation:

N/A

c. Strategic Priority:

N/A.

d. Sustainability:

N/A

e. Communication:

Should the Town receive a referral for this application from the BC Liquor and Cannabis Branch, Council may seek public input from the community on the proposed change. This information would then be sent to the Branch so it may make its final determination on the increase in hours.

f. Staffing Implication:

Processing this application is part of the Planning Department’s regular duties.

Options

- 1) Agree to accept the proposed application so the applicant can submit a formal application to the BC Liquor and Cannabis Branch and provide direction to staff regarding public consultation for the referral application, once received.
- 2) Not agree to accept the proposed application.

Recommendation

The Contract Planner recommends Option 1, that Council agree to accept the preliminary request to change opening hours from 11 am to 9 am for the Riverside Inn & Pub, located at 56 North Shore Rd, legally described as Parcel B (DD33019i), Section 6, Renfrew District so a formal application to the LCRB can be made, AND

That Council provide direction to staff regarding public consultation for the referral application, once received.

Signed:

Brigid Reynolds

Brigid Reynolds RPP MCIP
Contract Planner

Concurrence:

John T

John Thomas
Chief Administrative Officer

ATTACHMENT 1

Letter of Request

February 3, 2026

Municipal Approval Request – Liquor Service Hours
Business: Riverside Inn, Serious Coffee & Pub
Location: Lake Cowichan, BC

I am writing to formally request municipal approval to amend the liquor service start time for the Riverside Inn & Pub to **9:00 AM**, with no change to our existing closing time.

The purpose of this request is to better align liquor service with our food service hours and to support responsible, regulated service during breakfast and brunch periods. This change would be fully compliant with provincial liquor requirements and would not alter the nature of our operation.

Operational assurances:

- Food service will be available at opening.
- No amplified entertainment or special events will occur during morning hours.
- All staff will remain properly trained and certified.
- We will continue to comply with all municipal bylaws, including noise, safety, and public order.
- No increase in occupancy or change to the licensed area is proposed.

Upon municipal approval, we will submit the required amendment to the Liquor and Cannabis Regulation Branch with your written confirmation attached.

Thank you for your consideration. Please advise if any additional information is required to facilitate this request.

Sincerely,

Angie Cousins

District Manager
Riverside Inn & Pub
Lake Cowichan, BC