

	Abbotsford Police Department Policy and Procedure	
	Operations	Administration
	II.N.020	Liquor – Special Event Permits

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SCOPE

- (1) The following applies to events requiring a Liquor and Cannabis Regulation Branch Special Event Permit. The following does not apply to entities and activities requiring an alternate liquor licence, such as a Liquor Primary licence (e.g., bars and restaurants).

POLICY

- (2) The consumption of alcohol during a public function, or a private function held at a public facility, requires a Special Event Permit (SEP) issued by the Liquor and Cannabis Regulation Board.
- (3) The Abbotsford Police Department (“AbbyPD”) will review SEP applications where the event:
 - (a) anticipates 500 or more attendees; or
 - (b) will serve liquor outside of standard liquor service hours (as determined by the LCRB).
- (4) If AbbyPD determines that granting an SEP for an application reviewed under paragraph (3) will not pose a risk to public safety, AbbyPD may issue the SEB.

- (5) If the AbbyPD determines that granting an SEP may pose a risk to public safety, AbbyPD will consider:
- (a) denying the SEP application; or
 - (b) recommending that the LCRB issue the permit subject to additional terms and conditions.

AbbyPD may also review SEPs automatically approved by the LCRB and recommend that the LCRB revoke the permit if public safety is determined to be at risk.

Paragraphs (2) through (5) constitute Policy approved by the Police Board on January 26, 2022.

PROCEDURE

APPLICATION REVIEW AND APPROVAL

- (6) Event organizers will apply for an SEP electronically through the LCRB electronic portal ("Portal").
- (a) Applications meeting SEP requirements for events of less than 500 attendees will be automatically approved by the LCRB.
 - (b) Applications for events of 500 or more attendees, or for liquor service outside standard liquor service hours (as determined by the LCRB), require AbbyPD review prior to approval.
- (7) The LCRB will advise the AbbyPD Public Service Counter (PSC) by email when an SEP application meeting the criteria in paragraph (6)(b) has been submitted. The PSC will:
- (a) conduct police database checks of the applicant, looking for liquor-related incidents or any other area of concern;
 - (b) review the application for compliance with LCRB SEP regulations and requirements (e.g., confirming the applicant will not be consuming liquor at the event).

The PSC may contact the applicant to clarify information received in the application.

- (8) If, after a review under paragraph (7), the PSC:
- (a) has no concerns, the PSC will:
 - (i) approve the application via the Portal;

- (ii) advise the SSB NCO of the approval using the Special Event Permit Application template;
 - (iii) create a General Occurrence (GO) file and attach a copy of the completed template; and
 - (iv) create a notify to advise the affected Patrol SOS of the event;
 - (b) has identified that the applicant intends to consume liquor during the event, the PSC will deny the application; or
 - (c) has concerns other than that noted in paragraph (8)(b), will request review and approval of the application by the SSB NCO via the Special Event Permit Application email template.
- (9) Upon receipt of an email under paragraph (8)(c), the SSB NCO or their delegate will, in consultation with the SSB OIC as necessary:
- (a) risk-assess the application; and
 - (b) advise PSC by return email whether the application is to be approved, denied, or may be issued subject to additional terms and conditions.
- (10) Based on the SSB NCO's response under (9)(b), the PSC will approve, conditionally approve, or deny the application in the portal. If the event is approved, the PSC will follow the steps in paragraph (8)(a) (iii) and (iv)
- (11) The PSC must ensure that the risk assessment and response to the LCRB is completed within 5 business days of the LCRB's notification email.

PORTAL ADMINISTRATION

- (12) The PSC Supervisor will maintain the AbbyPD contact, login and account information in the LCRB portal.
- (13) A report of approved SEPs may be generated from the Portal. To generate a report:
- (a) login with the AbbyPD LCRB system login credentials;
 - (b) on the dashboard under the "Reports" section, select the event month;
 - (c) choose the report download format; and
 - (d) click "Generate Report".