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## LCRB License Referral

### Liquor and Cannabis Regulation Branch Referrals

The Province of BC is the authority responsible for the issuance of Liquor and Cannabis Retail Branch (LCRB) License applications. However, the LCRB may require applicants to consult with local governments or First Nations in conjunction with their license review process. In the case of Cannabis Retail license applications, the proposal must have the support of the applicable local government or First Nation in order for a license to be issued by the Province.

## Application Process

### Pre-Application

- Review the **Islands Trust Policy Statement** and **Official Community Plan (OCP)** to determine if your proposal aligns with policy
- Determine whether your proposed development is located within a Development Permit Area; if so, an application for a Development Permit may also be required; contact Islands Trust to confirm
- Review and confirm compliance with the **Land Use Bylaw (LUB)**. The LUB identifies permitted and prohibited uses within each zone and sets regulations for the siting, size and dimensions of uses, buildings, and structures. The LUB may also contain regulations for parking, signage, landscaping, and run-off control
- Applicants are urged to contact Islands Trust staff prior to making an application for a new Liquor License or Cannabis Retail License. Issuance of these licenses will be firstly contingent on permissive zoning regulations. In the case of Cannabis Retail applications, despite zoning, the proposal must have support from the local government or First Nation

### Application Submission & Review

- Submit a complete application electronically to the LCRB [Liquor & Cannabis Licence and Permit Portal](#)
- The LCRB will refer the application to the Islands Trust
- Once the Islands Trust has received the referral from the LCRB, the applicant will be asked to submit an Islands Trust LCRB Licence application along with required information and fees to the [Islands Trust Portal](#)
- Islands Trust staff may contact you to request any additional application materials
- An Islands Trust planner will review the application and request any additional information needed
- If the application does not comply with applicable Local Trust Committee bylaws, you may be asked to revise your proposal or apply for an additional variance or bylaw amendment

### Application Decision

- Islands Trust staff will prepare a report for the Local Trust Committee, evaluating the proposal in relation to the Islands Trust Policy Statement, OCP, Land Use Bylaw, and applicable LCRB policies; the report may include comments received from the public, supporting documentation, and make a recommendation to the Local Trust Committee
- The Local Trust Committee will consider the staff report at a regular business meeting and may:
  - Refer the application to the Advisory Planning Commission (APC) for review and comment; in this case, the applicant has the right to present their proposal and be heard by the APC
  - Pass a resolution to recommend that the LCRB issue the license, with or without conditions
  - Pass a resolution to recommend that the LCRB not issue the license, or
  - Decide not to provide a recommendation to the LCRB (this will result in the LCRB no longer considering the application)

## Standing Resolution on Cannabis Retail License Applications

The majority of Local Trust Committees have adopted the following standing resolution to guide the review of non-medical cannabis retail license applications. This resolution is as follows:

- Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee
- The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical
- The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal
- However, as a minimum, the local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information:
  - Name of the applicant and a description of the proposal in general terms
  - The location of the proposed establishment and the subject site
  - The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered
  - The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application
  - How public comments may be submitted to the Local Trust Committee

## Application Requirements

Submit the following materials online via the [Islands Trust Portal](#):

- A completed [Planning Application Authorization Form](#)
- Current title search** (issued within the last 30 days)
- Copies of all relevant **title charges** (restrictive covenants, easements, rights-of-ways, etc.)
- A **Project Narrative** describing the existing and proposed uses, buildings and structures on the subject property including a description of any home occupation (if applicable)
- A **Site Survey** by a registered BC Land Surveyor (BCLS), unless staff confirm it is not needed
- An **11”x17” Site Plan**, drawn to scale, showing the following:
  - a. The location, dimensions, and floor area of all existing and proposed buildings and structures
  - b. The location of existing and proposed water infrastructure (e.g. septic tanks, disposal fields, wells, water lines, cisterns, retention ponds, etc.) on both the subject property and neighbouring properties (if applicable)
  - c. The location of existing and proposed driveways, off-street parking, loading, outdoor storage, stream crossings, pathways, decks, and patios
  - d. The location of all watercourses (including streams, ditches, lakes, and wetlands)
  - e. The location, dimensions and area of existing and proposed covenant areas, easements, and utility corridors
  - f. Setbacks to lot lines, the natural boundaries of watercourses and the sea, and the edge of any cliff on the subject property where applicable
  - g. The total lot area of the subject property
  - h. The height of existing and proposed buildings and structures
- An **application fee** (you will be provided with an invoice after staff have reviewed and determined that your submission is complete)

### Additional Requirements

- If the property is in a Development Permit Area, a Development Permit may also be required
- If your proposal cannot meet all bylaw requirements, you may need to revise your proposal or apply for a bylaw amendment
- Applicants are also responsible for meeting all other regulatory requirements applicable to land use and development in BC, such as: [BC Building Code](#), [Transportation Act](#), [Water Sustainability Act](#), [Environmental Management Act](#), [Public Health Act](#), and [Agricultural Land Commission Act](#)

For further information and local bylaws, please visit [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca).

**NOTE:** This information is intended to provide guidance and should not be interpreted as a right to a development approval if the steps indicated are followed. Please consult the [Local Government Act](#) and its regulations, as well as the other Islands Trust applicable bylaws for the definitive requirements and procedures. For any further information, please contact Islands Trust.