

Municipality of Grey Highlands Policy

Policy Name: Liquor License Endorsement

Policy Number: A09-C-05

Department: Council & Legislative Services

Authority: Council

Effective Date: 2017-08-23

Supersedes: N/A

Last Modified: [Click here to enter a date.](#)

1 Purpose

To define Council's involvement in providing endorsement/non-endorsement recommendations to the Alcohol and Gaming Commission of Ontario (AGCO) with respect to applications for a new liquor license, amendments to an existing license or for a temporary liquor license in the Municipality of Grey Highlands.

2 Scope

This Policy applies to all new liquor license requests or amendments to existing licenses within Grey Highlands.

3 Policy

The Alcohol and Gaming Commission of Ontario consults with local governments on applications for liquor licenses to be issued within the municipality. This application process includes the involvement of the Municipal Clerk's office on behalf of Council, to confirm the "wet/damp/dry" status for the proposed establishment. By virtue of the Clerk confirming the status, the application goes forward to the next round of required provincial approvals, and ultimately the final decision for any liquor license application rests with AGCO.

3.1 General Provisions

- 3.1.1 Upon receipt of a license application for municipal information, the Clerk shall date stamp the application and circulate it, forthwith, to the Departments noted below in order that written approvals be received on the application, or alternatively, comments/concerns pertaining to

any contravention to zoning or building matters, or non-compliance with certain by-laws:

- Fire Department
- Planning Department
- Building Department

3.1.2 All liquor license applications received for municipal endorsement are required to comply with applicable Grey Highlands by-laws, including but not limited to, Building and Fire Codes, Zoning By-laws, Official Plans, Parking and Noise By-laws.

3.1.3 Should no objections be received from any of the above-noted departments, the Clerk is authorized under this policy to approve the municipal information portion of the application by signing as a municipal official for the City, and returning same to the applicant.

3.1.4 In the event one or more of the above-noted departments raises a concern and/or objects to the license, the Clerk shall refer the application to Council for consideration.

3.1.5 Following a decision by Council, the Clerk shall communicate same to the applicant. Regardless of an application being approved or rejected, a copy of the application and decision is to be placed in the property file. Council reserves the right to impose certain conditions to the municipal endorsement of the application as they deem necessary to the AGCO.

3.2 Timing of Approval Process

3.2.1 The Alcohol and Gaming Commission of Ontario requires that municipal disposition be given in writing within thirty (30) days of receipt of the application. Any specific concerns or objections cited by any municipal departments shall be clearly outlined in a separate submission or letter to the Commission within the thirty (30) day period of the applicant providing notification for municipal endorsement.

3.3 Effective Date

3.3.1 This policy shall take effect and come into force upon adoption of Council resolution.