

Liquor License Endorsement Policy



Section	Date	By-Law Number	Page	Of
Administration & Finance	August 13, 2013	80-2013	1	2
Subsection	Repeals By-Law Number		Policy Number	
Liquor License Endorsement			AF-11-4	

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 City of Kenora.

Background

The Alcohol and Gaming Commission of Ontario consults with local government 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.

Policy Process – New, Amended or Temporary Liquor Licenses

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:

- Department
- Fire Department
- Planning Department
- Building Department

Note: While the applicant is responsible to contact and obtain "letters of compliance" from certain agencies under AGCO's approval process, and in particular Health Unit approval, the Clerk's office is to provide a copy of the application to the Northwestern Health Unit as a courtesy only, as such approval is *not* required by the City in the final analysis of the municipal endorsement.)

Liquor License Endorsement Policy

Policy Number	Page	of
AF-11-4	2	2

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

Should no objections be received from any of the above-noted City 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.

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

Following a decision by Council, the Clerk shall communicate same to AGCO, to the applicant, as well as to the above-mentioned City Departments.

Regardless of an application being approved or rejected, a copy of the application and decision is to be forwarded to the Licensing Department for their records and information.

Council reserves the right to impose certain conditions to the municipal endorsement of the application as they deem necessary to the AGCO.

Timing of Approval Process

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 City 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.

Effective Date

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