

Category: Corporate Services Policy No.: G.G. 1.21 Revisions: N/A		Pages: xx Effective Date: March 10, 2021 Report No.: CLK-08-2021
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# PROCEDURE FOR REVIEW OF ON-FARM WEDDING VENUES

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## Part A – Definitions

1. For the purposes of this policy, the following words mean:

**“AGCO”** means the Alcohol and Gaming Commission of Ontario;

**“Applicable Law”** means any and all requirements under or prescribed by the common law, and any and all applicable international laws, federal, provincial, regional, local or municipal laws, trade agreements, statutes, codes, acts, permits, licences, orders, by-laws, rules, policies, regulations and, that may now, or at any time hereafter be applicable, including without limitation, *the Freedom of Information and Protection of Privacy Act, Municipal Freedom of Information and Protection of Privacy Act, Environmental Protection Act, Municipal Act, Ontario Building Code and the Accessibility for Ontarians with Disabilities Act*;

**“Chief Administrative Officer”** or **“CAO”** means the Chief Administrative Officer for the Municipality or his/her designate;

**“Clerk”** means the Municipal Clerk of the Municipality or his/her designate;

**“Compliance Letter”** means municipal agency letters of approval;

**“Council”** means the Council of the Municipality;

**“Department”** means any department or division of the Municipality;

**“Director”** means the director of a department or his/her designate;

**“Employee”** means an employee of the Municipality;

**“Immediate family member”** means a parent or child of direct relation to the individual.

**“Municipality”** means the Corporation of the Municipality of Middlesex Centre;

**“Municipal Information Form”** means the approved application form as established by the Alcohol and Gaming Commission of Ontario

**“On-farm wedding venue”** means a building or land, on a property zoned for any type of Agricultural use in the Municipality of Middlesex Centre Zoning By-law, in which wedding ceremonies and/or receptions are proposed to be held,

## Part B – Purpose

2. The purposes of this procedure are:

- a. To establish an internal process for the review of proposed on-farm wedding venues by Municipal staff.
- b. To set-out the municipal requirements for applicants wishing to apply for a liquor licence through the AGCO, as it relates to the request for Compliance Letters.
- c. To establish how the interests of the Municipality, the public and persons participating in this procedure will be protected.

## Part C – Procedure

Upon receipt of a Municipal Information Form, the Municipal Clerk shall circulate the following departments/agencies to advise of the request:

- Building Department (*Building Code Act, 1992*)
- Fire Protection Officer or Fire Marshal (*Fire Protection and Prevention Act, 1997*)
- Public Health Department (*Health Protection and Promotion Act*)
- The Mayor, Deputy Mayor and the Councilor of the Ward in which the establishment is located; and
- The local police.

In addition, the Municipality will supply the applicant with a Checklist for Municipal Information Form Submission as attached as Appendix “A” and request that the requirements therein be met prior to circulation of the application.

### Process for Licence Application

In order to proceed with a liquor licence for an on-farm wedding venue, a statement of approval or no objection from the Municipality’s fire chief, local health unit, planning administrator and chief building official shall be submitted to the Clerk to forward onto Alcohol and Gaming Commission of Ontario, as set out by their processes.

The statement of approval or no objection will be made in the form of a compliance letter, using the template provided by the AGCO.

Compliance letters will be prepared and issued within (30) days of receipt of the Municipal Information Form by the Applicant. These Compliance Letters, and any associated objections, will be provided to the AGCO within this prescribed time frame. Finalized compliance letters will be compiled by the Municipal Clerk and submitted to the AGCO.

#### Only Family Weddings Permitted

Where an on-farm wedding venue is proposed, the applicant or joint applicant must be either the property owner or an immediate family member of the property owner.

#### On-farm Wedding Venue - Non-Immediate Family Members

Where a wedding and/or reception is proposed for a non-immediate family member, the municipality's planning administrator must provide confirmation that the property is appropriately zoned to allow this to occur and the property owner must provide written consent.

### **Part D – Administration**

This procedure may be cited as the "On-Farm Wedding Venue Procedure"

If any section or sections of this policy or parts thereof are found by any court to be invalid or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this policy shall be deemed to be separate and independent therefrom and shall continue in full force and effect unless and until similarly found invalid or beyond the power of Council to enact.

## APPENDIX A – Checklist for Municipal Information Form Submission

1. Provide the [Municipal Information Form](#) with the top portion completed.
2. Provide drawings of your establishment. The drawings must show the following:
  - a. Where your business is located – cross streets
  - b. Where alcohol will be served or consumed – include dimensions of the serving area (floor plan)
  - c. If you are serving liquor on a patio – include dimensions and location of the patio
3. We will circulate the application to:
  - Building Department (Building Code Act, 1992)
  - Fire Protection Officer or Fire Marshal (Fire Protection and Prevention Act, 1997)
  - Public Health Department (Health Protection and Promotion Act)
  - The Mayor, Deputy Mayor and the Councilor of the Ward in which the establishment is located; and
  - The local police
4. Completed form and letter(s) will be submitted directly to AGCO and a copy will be emailed to you.
5. Pay the appropriate fee in accordance with the Municipality's Fees and Charges By-law.

Note: This checklist is provided as an informational guide to applicants who are in the process of applying for Liquor Licence through the AGCO. Applicants must comply with all requirements set out by the AGCO. For more information, please see:

<https://www.agco.ca/alcohol/liquor-sales-licences-new-applications>

## **APPENDIX B – Checklist for Review of Municipal Information Form by Municipal Staff**

1. Upon receipt of a [Municipal Information Form](#) the Municipal Clerk shall review the form for completion
2. Upon confirmation of a complete form submission, the Municipal Clerk will circulate the form to the following:
  - Building Department (Building Code Act, 1992)
  - Fire Protection Officer or Fire Marshal (Fire Protection and Prevention Act, 1997)
  - Public Health Department (Health Protection and Promotion Act)
  - The Mayor, Deputy Mayor and the Councilor of the Ward in which the establishment is located; and
  - The local police
6. As part of this circulation, the Municipal Clerk shall establish a deadline for review of the request in accordance with the (30) day timeline set out by the AGCO.
7. The Municipal Clerk will compile the completed compliance letters and submit these, along with the Municipal Information Form, directly to the AGCO. A copy of the submission will be emailed to commenting staff and the applicant.