

APPENDIX 3

PUBLIC NOTICE REQUIREMENTS

The purpose of the public notice is to ensure the public is given reasonable notice of the applicant's proposal and to ensure that the broader community (i.e. neighbouring municipalities) is also aware of the proposal. The following minimum criteria therefore apply to all Public Notices:

1. The applicant must place the following notice in the community newspaper where the bingo hall is to be located. Where the newspaper to be used is a weekly community newspaper, the notice shall appear in two editions of the newspaper, at least one week apart, on days that will reach the largest readership.

← 13 cm →

**PUBLIC NOTICE
PROPOSAL TO OPEN A NEW BINGO HALL**

A proposal has been submitted to the Municipality of _____, to open a new bingo hall at:

{street address/location}

This proposal has been submitted by _____.
Copies of the proposal are available at the municipal office.

↑

8 cm

Written comments on the proposal may be submitted not later than
and forwarded to the municipal office and to the Commission:

↓

Municipality of _____
address
address
address

Alcohol and Gaming Commission of Ontario
90 Sheppard Avenue East, Suite 200
Toronto, Ontario
M2N 0A4

Written comments submitted on the proposal may be provided to the applicant.

2. The advertisement must be in the format outlined above and be no smaller than the dimensions outlined (13 cm wide by 8 cm high). To accommodate newspapers that do not sell space in metric size, the Public Notice may be no smaller than four (4) inches wide by three (3) inches high.
3. In addition, the applicant must place the Public Notice in a newspaper(s) of wider circulation which will reach all adjoining municipalities. The applicant is required

at the very minimum to place the Public Notice in two editions of the newspaper, at least one week apart, on days that will reach the largest regional readership.

4. The applicant must send a copy of the Public Notice to bingo sector associations. Contact the AGCO for a current list of associations and mailing addresses.
5. The applicant must post a copy of the Public Notice at the proposed site where the bingo hall will be located for 30 days. The Public Notice must be clearly visible and legible and posted in a location which is accessible to the public.
6. A copy of the Public Notice must also be sent by registered mail or by courier to the Clerk/Administrator of all adjacent municipalities at the same time.
7. Respondents must be given a minimum of 30 days from the last day on which the advertisement appears to respond to the proposal.
8. **FOR PROPOSALS DEALING WITH RELOCATIONS:**

Follow the steps required for a new bingo hall, ensuring the appropriate amendments have been made to the advertisement to indicate that the proposal is a "relocation".

The applicant must contact the Clerk of the Municipality or the Alcohol & Gaming Commission of Ontario if unable to comply with the above requirements.