

APPENDIX 4

APPROVAL PROCESS AND REVIEW

1. After the notice requirements outlined in Appendix 3 have been met and time periods elapsed, the municipal council may:
 - a. Approve the proposal.
 - b. Not approve the proposal.
 - c. Hold a public meeting to obtain further information upon which to base their decision and to allow the applicant and respondents to outline their position in a public forum.
 - d. Require additional information from the applicant to substantiate the proposal or address any concerns of the municipal council.
 - e. Require that the applicant fund an independent market study to be undertaken at the direction of and reporting to the council to determine the impact that a new commercial bingo hall would have on the existing bingo halls and charitable licensees. Costs of the study will be borne by the applicant.

The market study will include, but is not limited to, the following elements:

- ☐ population characteristics within 5 to 10 kilometres of the proposed site (e.g. size of population, population by age group, income levels, etc.)
- ☐ transportation/accessibility review (outline of transit service availability, road accessibility, etc.)
- ☐ an outline of the primary trading area (i.e. where will the customer base come from)
- ☐ an outline of the demonstrated demand for a new bingo hall by charitable organizations
- ☐ an analysis of the economic impact of the new hall on existing bingo halls and charitable licensees
- ☐ evidence that the public in the immediate area of the proposed bingo facility would support the opening of a bingo hall in their community.

2. The municipal council shall inform the applicant, in writing, of its decision with reasons regarding the proposal and forward same to the Registrar. The council may place reasonable conditions on its approval as long as such conditions do not contravene provincial regulations/terms and conditions/policies.

3. The municipal council shall notify any person who responded in writing to the proposal of the council's decision, and inform them that, except in the case of a relocation, the Registrar may review council's decision if a request for a review is made within 14 days of the date of notification of the municipal council's decision.
4. The Registrar shall endorse the municipal council's decision unless a request for a review of the municipal council's decision has been submitted in accordance with item 5 below.

In the case of a relocation within the same municipality, the Registrar shall endorse the municipal council's approval, and will not consider a request to review municipal approval of a relocation of a bingo hall within the same municipality, as the total number of bingo halls in a market area is not being increased.

5. The scope of the review by the Registrar is limited to the consideration of regional concerns associated with opening a bingo hall. For example, the review will only consider the impact, if any, of a new bingo hall opening in Municipality A on the charitable licensees operating bingo events in Municipality B.

The Registrar may consider a request for a review from any person in an adjacent municipality who had also submitted an objection to the municipal council during the municipal approval process, and who can demonstrate that the opening of a new bingo hall will adversely affect bingo events currently in operation in that municipality. The request for review must clearly outline the reasons for the request and be substantiated by factual information which is consistent with the principles outlined in this document.

The Registrar will not consider a request for a review from any person who is an inhabitant of the municipality where the proposed bingo hall is to be located since the municipal council will have already taken these views into consideration in making its decision in the best interests of *all* of its inhabitants.

NOTE: The Registrar may provide the applicant with copies of any requests for review, objections, or other material submitted by objectors.

The Registrar may request additional information from the applicant or any respondent before making a decision and may request that the applicant undertake a market study. The manner in which the review is undertaken is at the discretion of the Registrar.

6. The Registrar shall notify the applicant and the municipal council of the final decision in writing of whether or not the proposal is approved.
7. The municipal council and the Registrar's approval is valid for one year only, unless extended by the Registrar. If the bingo hall has not opened within one year of the date of the Registrar's approval letter, the applicant must submit a written request to the Registrar for an extension of this date outlining the reasons why the hall has not opened. It is in the discretion of the Registrar, whether or not to grant an extension.
8. After receiving approval, the applicant must submit the following additional information, before the registration certificate can be issued:
 - ☐ a copy of the final bingo game schedule, indicating prize amounts for each game, and paper/book prices for each session to be operated;
 - ☐ a signed copy of any lease/rental, purchase and sale or mortgage agreements for the bingo hall premises;
 - ☐ a list of gaming assistants who will be employed at the hall, description of their roles and responsibilities, category of registration and file number;
 - ☐ completed Part III Personal Disclosure Forms for all supervisory and key employees, as required in the Application for Registration as a Charitable Gaming Supplier;
 - ☐ date of proposed opening of the bingo hall and complete address including postal code and telephone number.

QUESTIONS ON THIS PROCESS SHOULD BE DIRECTED TO:

**Alcohol and Gaming Commission of Ontario
90 Sheppard Avenue East
Suite 200
Toronto, Ontario M2N 0A4
(416) 326-8700
1-800-522-2876 (toll-free in Ontario)**