
Renewal of Racetrack Licence 2017 Process and Required Documents

October 18, 2016

A complete renewal application for a Licence to Operate a Racetrack includes the following documents, which must be submitted or on file with the Alcohol and Gaming Commission of Ontario (AGCO) before 5:00 p.m. on the dates indicated below:

Documents required by October 17, 2016

Race Date Application – Part 1

As per new processes between the AGCO, Ontario Racing and OLG, the application will be submitted to all bodies as a single submission.

The first part of the race date application will include:

- Draft race date calendar for 2017
- Business rationale for the draft calendar

Documents required by October 31, 2016

Application for Licence to Operate a Racetrack

A complete application includes:

- Completed Application for Licence to Operate a Racetrack
- Outstanding Personal History Reports
- Outstanding Corporate Shareholder Disclosure
- Lease (if not on file)
- Articles of Incorporation or Letter of Good Standing (if not on file)
- Ownership schematics (if not on file) (Schedule A)
- List of Officers and Directors (Schedule B)
- List of Key Persons and Key Employees* (Schedule C)

Please submit Schedules A-C as separate documents.

**Definition of a key person and key employee can be found in [Policy Directive No. 1-2010](#)*

October 31, 2016 continued

Application Licence Fee

The [applicable licensing fee](#) must accompany the application for licence.

Fire Safety and Protection Plan for the Backstretch

Must be submitted, if current plan is not on file with AGCO.

Applicants are advised that a Fire Safety and Protection Plan will not be considered a confidential document and will be made available to the public upon request.

Racetrack Security Plan

Must be submitted, if current plan is not on file with AGCO.

Racetrack Maintenance Plan

Must be submitted, if current plan is not on file with AGCO.

Applicants are advised that a Racetrack Maintenance Plan will not be considered a confidential document and will be made available to the public upon request.

Track Rules to be approved by the AGCO for the 2017 Calendar Year

Confirmation that Racetrack will be using the Rules of Racing, indication if racetrack will be using previously approved track rules on file and submission of any track rules for approval. Track Rules that comply with Policy Directive 2-2012 and are approved by the AGCO must be on file with the AGCO.

Survey of Racetrack

Current certification by an engineer or land surveyor of the racetrack measurement is required. “Current” is defined as within 2 years of any physical change to the racetrack or rail/pylons must be on file with the AGCO.

Race Date Application – Part 2

As per new processes between AGCO, Ontario Racing and OLG, the application will be submitted to all bodies as a single submission.

The second part of the race date application will include:

- Business Plans for 2017

Documents required by November 18, 2016

Audited Financial Statements and 2016 YTD Unaudited Financial Statements
Audited Statements should match the most recent financial year end. Most currently available statements are required to be on file.
AGCO Standardized Financial Report
Please complete and return electronically in Excel format.
Capital Improvement Plan
Must be submitted if current plan is not on file with AGCO.

Documents submitted to the AGCO are confidential and private unless otherwise specified. All documents submitted to the AGCO are subject to the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c F.31*.

Forms and information are available on the AGCO Horse Racing website at: racing.agco.on.ca

Filing Format

The preferred submission format for material is electronic.

All material must be submitted to the attention of:

Brent Stone
Director of Racing
brent.stone@agco.ca

And copied to the Licensing contacts:

Jessica Harvie
Licensing Coordinator
(416) 326-0863
jessica.harvie@agco.ca

Russell Fernandes
Manager of Racing
(416) 326-0865
russell.fernandes@agco.ca

Please direct any questions regarding this material to Jessica Harvie or Russell Fernandes.