



August 2010

Required Documents

Application for 2011 Licence to Operate a Racetrack

A complete application for a Licence to Operate a Racetrack includes the following documents, which must be on file with the Ontario Racing Commission by September 17, 2010.

Included? Yes/No	On file? Yes/No	Document
	N/A	<p>2011 Licence Application Form <i>(Forms available at Licensing Application Forms)</i></p> <p>As listed on the application form, to include:</p> <ul style="list-style-type: none"> • Outstanding Personal History Reports • Corporate Shareholder Disclosures • Lease (if not on file) • Ownership schematics (Schedule A) • Listing of Officers and Directors (Schedule B) • Key Employees (Schedule C)
		<p>Fire Safety and Protection Plan for the Backstretch Must be submitted, if current plan is not on file with ORC. <i>Applicants are advised that the Fire Safety and Protection Plan will not be considered a confidential document and will be made available upon request.</i></p>
		<p>Racetrack Security Plan Must be submitted, if current plan is not on file with ORC.</p>
		<p>Racetrack Maintenance Plan Must be submitted, if current plan is not on file with ORC. All Standardbred Plans to be resubmitted, to include incorporation of Standardbred Racetrack Surfaces Minimum Standards, as required by Policy Directive 2 - 2007. <i>Applicants are advised that the Racetrack Maintenance Plan will not be considered a confidential document and will be made available upon request.</i></p>
		<p>Proposed Track Rules for 2011 Calendar Year Must be signed, dated and submitted for approval.</p>
	N/A	<p>Audited Financial Statements and YTD Unaudited Financial Statements Most currently available statements are required to be on file. Minimum fiscal year end 2009 is required.</p>
	N/A	<p>Standardized Financial Report Available to be completed electronically. Any questions can be directed to Steve Lehman, CAO.</p>
		<p>Survey of Racetrack Current certification by engineer or land surveyor of racetrack measurement is required. "Current" is defined as within 2 years of any physical change to the racetrack or rail/pylons.</p>

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	N/A	Backstretch Improvement Plan Include a list of planned expenditures for improvements to the backstretch area of the racetrack (including paddock). Any expenditure for racetrack maintenance and capital improvements should be listed separately in the business plan. <i>Applicants are advised that the Backstretch Improvement Plan will not be considered a confidential document and will be made available upon request.</i>
	N/A	Business Plan for 2011 Typical components to include but not limited to: <ul style="list-style-type: none">– Organizational Chart or discussion of corporate structure and governance– Environmental scan– Strategic Plan or Direction– Overview of past performance– Financials – 1 to 2 years historical, 3 years forecast/budgeted– List of proposed capital expenditures– Performance measures and targets– Risk Management– Marketing/Communications Plan– Summary of staff numbers <i>Applicants are advised that the Business Plan will not be considered a confidential document and will be made available upon request. Where material is being required that the racetrack management considers commercially confidential, two separate documents should be submitted and labelled accordingly.</i>
	N/A	Proposed 2011 Race Dates <i>(Dates are to be submitted in calendar format. If required, ORC form is available at Licensing Application Forms)</i> All licensees are hereby given notice that the ORC may require submission of a further 2011 Race Dates Proposal as a result of the consultations conducted and Board decisions in accordance with Policy Directive 6-2009 – Moratorium on Race Date Reductions. For any change from the approved race dates schedule (including number of dates and days of the week), the application for change must be accompanied by a business case to substantiate the change. Please see Policy Directive 3 - 2007 .
	N/A	Application License Fee The applicable licensing fee must accompany the application for licence. Refer to General Directive 5 - 2003 - Racetrack Fee Schedule

Forms and information are also available on the Ontario Racing Commission website at:

www.ontarioracingcommission.ca

under Licensing, under Racetracks

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