



## **LCBO NOTICE OF INTENDED PROCUREMENT AND TENDER NOTICE**

Request for Proposal (RFP): 2019-061  
 RFP Title: **Request for Proposal for Authorization to Sell Beverage Alcohol as Part of a Retail Business**  
 Issue Date: Tuesday, September 10, 2019  
 Questions Deadline: Tuesday, September 24 2019 via email to [lcbosubmissions@lcbo.com](mailto:lcbosubmissions@lcbo.com)  
 Submission Deadline: Tuesday, October 8, 2019 at 2:00 pm Eastern Standard Time (EST) via email to [lcbosubmissions@lcbo.com](mailto:lcbosubmissions@lcbo.com)

### **Brief Description of the Procurement**

The Liquor Control Board of Ontario (LCBO) is currently accepting applications from Respondents who currently operate an existing retail business in select communities across the Province of Ontario for Authorization to Sell Beverage Alcohol as part of its retail business.

As part of the Ontario Government’s plans to increase access, choice and convenience to beverage alcohol, the LCBO will be increasing the number of authorizations issued under the Program.

Respondents must ensure that they follow the instructions including the deadline for submitting applications.

Term of Contract: Five (5) years with a five (5) year option to extend.

### **Time Table and Summary of Submission Instructions**

<b>Deadline for Questions</b> Due to the potential high volume of applicants we are unable to respond to inquiries by phone. All questions must be submitted in writing	Tuesday, September 24, 2019 <b>All inquiries must be sent to: <a href="mailto:lcbosubmission@lcbo.com">lcbosubmission@lcbo.com</a></b>
<b>Deadline for Submission of Responses</b>	Tuesday, October 8, 2019 at 2:00:59 p.m. Eastern Standard Time (EST) Submissions must be sent to: <a href="mailto:lcbosubmissions@lcbo.com">lcbosubmissions@lcbo.com</a>
<b>Site Visits</b>	Month of November 2019
<b>Anticipated Issuance of Authorizations</b>	Starting December 2019

Proposals must be submitted on or before the Submission Deadline via email at [lcbosubmissions@lcbo.com](mailto:lcbosubmissions@lcbo.com) . Late submissions will not be considered. Proposals must be in English.

The LCBO expects all suppliers to adhere to the LCBO’s Supplier Code of Business Conduct, which is available on the LCBO’s website under “Doing Business with the LCBO”. The Supplier Code sets out principles applicable to all suppliers (including both suppliers of beverage alcohol products and suppliers of non-alcohol goods or services) that wish to establish and maintain a business relationship with the LCBO.

# LCBO

REQUEST FOR PROPOSAL  
FOR AUTHORIZATION TO SELL BEVERAGE ALCOHOL  
AS PART OF A RETAIL BUSINESS

RFP 2019 - 061

Issue Date: September 10, 2019

Deadline for Submission of Responses:

Tuesday, October 8, 2019 at 2:00:00 pm Eastern Standard Time

## PART I - GENERAL INFORMATION

### 1.1 Introduction

The Liquor Control Board of Ontario (the "LCBO") invites prospective respondents to this RFP (referred to as "Respondents") who currently operate an existing retail business in one of the various communities across the Province of Ontario listed in Appendix "A" to this RFP (each a "Community") to submit proposals ("Responses") to establish and operate a government store (an "LCBO Convenience Outlet") for the retail sale of beverage alcohol within their existing retail business premises ("Business Premises"). Also included in Appendix "A" are the identified street intersections for which operators' proposed businesses must be within five (5) kilometres. In this RFP, "beverage alcohol" means spirits, wine and beer.

### 1.2 Summary of LCBO Convenience Outlet Program

The LCBO agency store program has been in operation since 1962 and has now been rebranded as the LCBO Convenience Outlets program (the "Program"). The Program provides access to beverage alcohol to communities that lack convenient access to an LCBO store location. Historically, operators were selected through a competitive process and the successful Respondent for each location was awarded a five (5) year authorization.

As part of the Ontario Government's plans to increase access, choice and convenience to the beverage alcohol market, the LCBO will be increasing the number of authorizations issued under the Program. The LCBO anticipates issuing Program location awards under this RFP commencing in November 2019.

The Program delivers economic benefits to the Community, through revenue generation, employment and an overall broadening of the Community's business base. Under the Program, the LCBO authorizes local retailers to sell beverage alcohol in conjunction with other retail goods. LCBO Convenience Outlets sell beverage alcohol to the public at the same prices charged at regular LCBO retail stores, The Beer Store ("TBS") and other retail outlets. However, purchases of beverage alcohol by a Convenience Outlet operator (the "Operator") from the LCBO will be at a discounted price. Operators issued an Authorization under this RFP will be able to begin to sell beverage alcohol once they receive their first order of product.

### 1.3 Executive Summary of Criteria for an Existing Retail Business

The following is a summary of the qualifying criteria that an existing retail business must meet in order to be considered for award of an Authorization. Respondents should note that this executive summary is included for convenience and a full list of the requirements for submitting a Response and for the evaluation of same are set out in Part III – Submission and Selection Process.

In order to qualify for an Authorization, a retail business must:

- a) Be an existing retail business that is currently in operation. An "existing retail business" means a business that is currently in operation and sells a variety of goods to consumers, but does not include retailers that primarily identify to the public as a pharmacy or a restaurant;

- b) Be within five (5) kilometres of the identified intersection as set out in Appendix "A";
- c) Not be within five (5) kilometres of an existing LCBO or TBS retail outlet;
- d) Have a proposed area for the sale of beverage alcohol that is not greater than 50% of the total selling area of the operational retail business; and
- e) Have sufficient space to meet the following minimum storage and shelving requirements if selected:
  - (i) 16 foot shelves or any combination of shelving that totals to 80 linear feet of high quality industry standard shelving sufficient to hold the weight of beverage alcohol products;
  - (ii) A 4 x4 square foot space for seasonal product display; and
  - (iii) A 100 square foot separate storage area for empty beverage alcohol containers.

## PART II – PROGRAM DESCRIPTION

### 2.1 Purchasing Beverage Alcohol

- a) **LCBO Products** - Spirits, wine, and beer produced outside of Ontario must be purchased from a designated LCBO Wholesale Depot. The LCBO will sell these products to the Operator at a percentage discount calculated on the retail price at which beverage alcohol is sold in LCBO stores, excluding container deposit and Harmonized Sales Tax (“HST”). Currently, the discount on products purchased from the LCBO is ten (10) percent. The LCBO reserves the right to change the discount at any time during the term of the LCBO Convenience Outlet authorization (the “**Authorization**”) granted by the LCBO to the Operator. Respondents should take note that each successful Respondent can expect an outlay of \$30,000 to \$80,000 for start-up inventory of products purchased from the LCBO. The first inventory order must be paid by way of a certified cheque or bank draft. The LCBO will deliver purchases of spirits, wine and import beer to the Convenience Outlet with a delivery fee by region.
- b) **Domestic Beer** - As defined in the location list (Appendix A), Operators located in Northern Ontario will purchase Ontario-produced beer (“**Domestic Beer**”) from the LCBO, while Operators located in Southern Ontario will purchase Domestic Beer from TBS. For domestic beer not available through TBS, operators will be permitted to purchase directly from licensed manufacturers, subject to the satisfaction of certain conditions established by the LCBO.
- c) **HST** - The Operator must pay applicable HST on all purchases of beverage alcohol.

### 2.2 Sale Price and Taxes

The Operator must sell all beverage alcohol products at the same price charged at LCBO stores, outlets of TBS or a Domestic Beer manufacturer's on-site retail store. The Operator must collect, record, and remit HST. The Operator may only accept cash, credit cards or debit cards as payment for beverage alcohol.

### 2.3 Training and Age of Employees

Preventing sales to minors and customers who appear to be intoxicated are key elements of social responsibility. The Operator’s employees who work in the LCBO Convenience Outlet must meet the requirements of the *Liquor Licence Act*. All employees who sell beverage alcohol in the Operator's LCBO Convenience Outlet must be at least eighteen (18) years old. The LCBO will provide the Operator with its mandatory social responsibility video-training program, “Challenge & Refusal: It’s Not Personal. It’s The Law”. All of the Operator’s employees who work in the LCBO Convenience Outlet must complete the Challenge & Refusal training program prior to selling beverage alcohol to the public. All challenges and refusals of service for reasons of age or intoxication must be documented by the Operator as prescribed by the LCBO. The Operator will also be required to comply with applicable requirements, specifications and standards for accessibility (including, without limitation, training of staff) established under the *Accessibility for Ontarians with Disabilities Act, 2005* and its regulations.

## 2.4 Business Hours

The Operator's LCBO Convenience Outlet should be open to the public for a minimum of eight (8) hours per day for six (6) days per week, one of which should be Saturday. Hours of operation for the sale of beverage alcohol must comply with the acceptable hours of operation as outlined by the Alcohol and Gaming Commission of Ontario ("AGCO").

Where a Respondent operates a seasonal business, the LCBO may authorize reduced hours of operation where the LCBO determines that it is warranted given local demand. For the purposes of this RFP, "**Seasonal Business**" means a business that shuts down operations for a period of time as a result of business demand changing in relation to the seasons (e.g. shutting down during the winter months). Respondents should note that LCBO has a preference for businesses that do not operate as Seasonal Businesses. Please see Part III – Submission and Selection Process for further details.

## 2.5 Separate Area of Store for Beverage Alcohol Display

Beverage alcohol must be displayed in an area of the Business Premises that is physically segregated from other goods. At no time can beverage alcohol be the main focus of the business. The LCBO Convenience Outlet is considered an adjunct service to the Operator's main business operations. During those hours when the Operator's Business Premises is open, but beverage alcohol may not be sold, the beverage alcohol should be inaccessible.

Respondents should note that optimal inventory levels need a proposed selling area within the Business Premises for Domestic Beer of a minimum of 150 square feet retail. However, Respondents should note that there are minimum requirements for space allocation and fixturing that must be met in order to be awarded an Authorization. Please see Section Part III – 3.3.

## 2.6 Insurance

The Operator must maintain insurance satisfactory to LCBO throughout the term of the Authorization including, without limitation, Commercial General Liability Insurance in the amount of at least \$10,000,000 per occurrence protecting the Operator and its employees and agents from all claims, demands, actions and causes of action that may be made against the Operator for bodily injury (including death), personal injury, and property damage.

This policy must also include contractual liability, employers' liability, liquor liability, non-owned automobile liability, products and completed operations coverage, as well as severability of interests and cross liability clauses. The policy must be endorsed to add the LCBO as an additional insured with respect to the operations of the Operator.

This policy will undertake to provide the LCBO with 30 days' notice of cancellation and shall act as primary and not excess to any other insurance available to the LCBO. Certificate(s) of Insurance evidencing the insurance coverage required and signed by the insuring company or authorized broker or agent must be submitted within ten (10) days of the effective date and annually on or before the coverage expiry date. The insurance policy must be maintained in full force and effect at

all times throughout the term of the Authorization or such longer period as may otherwise be specified in the Authorization.

## **2.7 Books and Records**

The Operator must segregate sales of beverage alcohol from sales of other goods in its books and records. The Operator must set up and maintain books and records governing the operation of the LCBO Convenience Outlet as required by the LCBO. The LCBO will be entitled to inspect the records and books of the Operator's LCBO Convenience Outlet business during normal business hours, without prior notice.

## **2.8 Signs**

Exterior signage identifying the sale of beverage alcohol in the Operator's Business Premises will be provided by the LCBO and must be prominently displayed.

## **2.9 Empty Beverage Alcohol Containers**

The Operator must accept and redeem empty beverage alcohol containers within the Community where the Operator's LCBO Convenience Outlet is located in accordance with the Ontario Deposit Return Program established by the Government of Ontario.

## **2.10 Store Alterations**

The Operator, not the LCBO, will pay for any required alterations to the Business Premises for the purposes of accommodating or improving the LCBO Convenience Outlet section, as approved by the LCBO. The LCBO Convenience Outlet section of the Business Premises should be able to accommodate the core listing of brands and related minimum shelving requirement, as described in Part III – Section 3.3(a)(ii).

## **2.11 Advertising**

All advertising for beverage alcohol must comply with all of the regulations enacted pursuant to the *Liquor Licence Act*. It shall be the responsibility of the Operator to ensure that all advertisements fall within the parameters set out in the regulations and in the AGCO Liquor Advertising Guidelines, as may be amended from time to time.

## **2.12 Liquor Licence**

The Operator shall not, during the term of the Authorization, hold a liquor licence issued by the AGCO or its predecessor, the Liquor Licence Board of Ontario ("LLBO"). If the Operator holds such a licence, the Operator will be required to relinquish it prior to the award of an LCBO Convenience Outlet Authorization by the LCBO. Further, the Respondent must not work in or have any direct or indirect financial interest in any business holding a liquor licence, as described above.

### 2.13 Authorization

The Authorization awarded by the LCBO to the successful Respondent will be for a period of five (5) years with a five (5) year option to extend, subject to earlier termination in accordance with the terms and conditions of the Authorization, including, without limitation, for the breach of any of its provisions. The Authorization will reflect the requirements of this RFP, together with any other requirements determined by the LCBO.

At the end of the initial term of the Authorization or any extension thereof, if applicable, if the LCBO wishes to continue the operation of the Program in the Community, a new competitive process will be initiated in the Community, so that all existing retail businesses in the Community have an opportunity to compete for an LCBO Convenience Outlet on a periodic basis.

### 2.14 No Transfer of Business

The Authorization may not be transferred or assigned by the Operator, either directly or indirectly.

### 2.15 Contact Information

In order for the LCBO to communicate effectively with its LCBO Convenience Outlet Operators, Operators must have a working telephone and email (*preferred*) at the Business Premises. It is the Operator's responsibility to ensure their contact information is always current and to contact the LCBO should any of this information change.

### 2.16 French Language Services

Where a Community has been identified as a designated community under the *French Language Services Act* (Ontario), the Operator will be required to adhere to all applicable legislative requirements regarding the provision of service to customers in both French and English languages.

### 2.17 Compliance with Applicable Laws

The successful Respondent will be required to comply with all applicable laws, by-laws, orders, ordinances, permits and regulations ("**Applicable Laws**") in its operations, and in particular, the *Liquor Licence Act* and all amendments thereto. It is the Respondent's responsibility to ensure that the Respondent's business, Business Premises and property (including its existing use as a retail business and its proposed use as a retailer of beverage alcohol) comply with Applicable Laws.

### 2.18 Disclaimer

The LCBO makes no guarantee of the value or volume of sales to Operators under the Program and does not guarantee the renewal of Authorizations. During the term of the Authorization, the LCBO reserves the right to terminate an Authorization and may also, in its sole discretion, elect to discontinue the Program in a Community altogether or open an LCBO retail store in the Community. Furthermore, at the end of an Authorization's term, the LCBO may conduct another lottery selection process.



## PART III – SUBMISSION AND SELECTION PROCESS

Responses will be processed and, subject to the selection process detailed below, an Operator may be selected for each Community. Respondents should note that, given the number of Responses that LCBO anticipates receiving in response to this RFP, LCBO may not process and evaluate all Responses at the same time. For further clarity, LCBO reserves the right to process Responses in batches. Accordingly, Respondents may not receive an update in connection with their Response immediately and should not assume that they are either successful or unsuccessful until they have been notified in writing by the LCBO.

### 3.1 STAGE I – GEOGRAPHICAL QUALIFICATIONS

Retail Business Premises located further than five (5) kilometres from the intersection as identified for each Community in Appendix “A” are not eligible.

Further, any retail Business Premises located (a) within five (5) kilometres of an LCBO; or (b) within five (5) kilometres of a TBS outlet are also not eligible.

Stage I will consist of a review of each proposed Business Premises location using the address provided in the Response to confirm that the proposed location is eligible based on the criteria set out above. Using Google Maps, LCBO will validate the distance in accordance with the following criteria:

- a) For the first substage of Stage I, LCBO will measure the distance from:
  - (i.) the applicable intersection;
  - (ii.) the closest LCBO retail location; and
  - (iii.) the closest TBS retail location.

to the proposed business location using a radius calculation. If the proposed Business Premises location is greater than five (5) kilometres from the applicable intersection, that Response will be disqualified. If it is within five (5) kilometres of the applicable intersection, that Response will proceed to Stage II.

If the proposed Business Premises location is greater than five (5) kilometres from the closest LCBO retail location and the closest TBS retail location using a radius calculation, then that Response will proceed to Stage II. If the proposed Business Premises location is less than five (5) kilometres from the closest LCBO retail location or TBS retail location using a radius calculation, then LCBO will proceed to the second substage as set out below for that Response.

- b) For a Response that moves to the second substage of Stage I, LCBO will measure the shortest driving distance from the proposed Business Premises location to the (i) closest LCBO retail location; and/or (ii) the closest TBS retail location. If the proposed Business Premises location is within five kilometres of either an LCBO retail location or a TBS retail location

using the shortest driving distance, then that Response will be disqualified. If the proposed Business Premises location is farther than five (5) kilometres from any LCBO retail location and TBS retail location using the shortest driving distance, then that Response will be moved to Stage II.

LCBO will use Google Maps to calculate the distances as set out above, but will use its discretion with respect to making the most reasonable determination as to the calculation of the applicable distances.

### 3.2 STAGE II – SUBMISSION REQUIREMENTS

A Response must include certain documentation in order to be considered (the “**Mandatory Information**”). For those Respondents that pass Stage I, Stage II of the selection process will consist of a review of each Response to determine if all Mandatory Information has been submitted. If a Response is submitted at the Deadline for Submission of Responses and is missing any of the Mandatory Information, a Respondent may be provided with the opportunity to rectify any deficiencies; however, the LCBO is under no obligation to notify a Respondent of any deficiencies. The rectification period, which will be set out in the rectification notice, will begin to run on the date that the LCBO issues its rectification notice to the Respondent and expires at *4:00 p.m.* on the last day of the rectification period (the “**Rectification Period**”). A rectification notice sent to the Respondent is deemed to be issued on the day that it is sent, provide that it is sent prior to *4:00 p.m.* If the rectification notice is sent after the end of a Business Day or on a day that is not a Business Day, then the rectification notice is deemed to be issued on the next following Business Day. For purposes of this RFP process, a “**Business Day**” means any day between *8:00 a.m. and 4:00 p.m., Monday to Friday inclusive, but excluding weekends, statutory holidays and other holidays days on which the LCBO has elected to be closed for business.*

Responses satisfying the Mandatory Information requirements during the Rectification Period will proceed to Stage III of the evaluation process. Responses failing to satisfy the Mandatory Information requirements by either the Deadline for Submission of Responses or the end of the Rectification Period (as may be applicable) will be excluded from further consideration and such Responses will be disqualified.

**A Response must include the Mandatory Information set out below:**

1. Application for LCBO Convenience Outlet Authorization – LCB2456 (the “**Application Form**”) attached hereto as Appendix “B” signed as follows:
  - (i) **If the Respondent is a Corporation:** An authorized signing officer of the corporation must sign the Application Form.
  - (ii) **If the Respondent is a Partnership:** Each partner must sign the Application Form.
  - (iii) **If the Respondent is a Sole Proprietorship:** The individual owner must sign the Application Form.
2. Personal History Form – LCB2461 (the “**Personal History Form**”) attached hereto as Appendix “C” signed as follows:

- (i) **If the Respondent is a Corporation:** The LCBO requires a Personal History Form for each of the following individuals: the officers and directors of the corporation and the proposed manager of the LCBO Convenience Outlet.
  - (ii) **If the Respondent is a Partnership:** The LCBO requires a Personal History Form for each of the following individuals: each partner and the proposed manager of the LCBO Convenience Outlet.
  - (iii) **If the Respondent is a Sole Proprietorship:** The LCBO requires a Personal History Form for each of the following individuals: the sole proprietor and the proposed manager of the LCBO Convenience Outlet.
3. Detailed copy of floor plan for the Business Premises, including details of proposed layout of the proposed LCBO Convenience Outlet.

Respondents should ensure that floor plan shows measurements of total floor area of Business Premises and of proposed beverage alcohol shelving, beverage alcohol floor area and refrigeration (if applicable). Only one (1) floor plan will be accepted with each Response. Additional floor plans will not be considered.

**The floor plan must include the following, ensuring that all aspects of section 3.3(a)(ii) are incorporated in the plan:**

- (i) the measurements, number of, and location of shelves and refrigeration, if applicable, for the display of beverage alcohol in the LCBO Convenience Outlet;
  - (ii) the identification of space on the floor that would be allocated to beer;
  - (iii) the location and measurements of the Additional Space Requirement, as described below (Section 3.3), for seasonal brands of beverage alcohol; and
  - (iv) the measurements for the proposed storage areas for inventory and empty beverage alcohol containers.
4. Criminal Background Check

a.) Respondents must submit a criminal background check for all individuals identified in subsection (b) below. Criminal background checks must be obtained using one of two methods:

- (i) Online by using Sterling Talent Solutions

Sterling Talent Solutions (“**Sterling**”) is a third-party supplier of criminal background checks. The Sterling website can be reached through the following link:

<https://www.mybackcheck.com/Secure/Invitation/SelfInvite.aspx?selfInvited=7WxdSG%40kk%40P1tboGfQpqWw%3d%3d&lang=1>

Criminal background checks completed online will see results returned usually within one business day; however, Respondents are strongly encouraged to obtain the necessary criminal background checks early in the process to ensure that there is no delay on obtaining the necessary documentation.

Sterling Solutions will submit an electronic response to LCBO. **However, Respondents must also send a copy of the criminal background check results with their Response.** Criminal background checks must be dated within 90 days of the Deadline for Submission of Responses.

**Please note** that LCBO is not responsible for Respondents' use of the Sterling Talent Solution service. Further, Respondents should note that there is a cost to use this service, which is the responsibility of the Respondent. Respondents are responsible for obtaining all necessary consents in relation to obtaining the required criminal background checks and making the same available to the LCBO.

(ii) Criminal Background Check through Local Police Service

Alternatively, Respondents can obtain a criminal background check through their local police service. Respondents should note that the timelines for criminal background checks can vary between local police detachments and can be quite long. The possible delays in obtaining a criminal background check through this method should be taken into consideration along with the Deadline for Submission of Responses. Respondents are responsible for obtaining a criminal background check and including it with their Response without exception. Criminal background checks must be dated within 90 days of the Deadline for Submission of Responses.

b.) Individuals Requiring Criminal Background Checks

- (i) **If the Respondent is a Corporation:** The LCBO requires a criminal background check for each of the following individuals: the officers and directors of the corporation and the proposed manager of the LCBO Convenience Outlet.
- (ii) **If the Respondent is a Partnership:** The LCBO requires a criminal background check for each of the following individuals: each partner and the proposed manager of the LCBO Convenience Outlet.
- (iii) **If the Respondent is a Sole Proprietorship:** The LCBO requires a criminal background check for each of the following individuals: the sole proprietor and the proposed manager of the LCBO Convenience Outlet.

c.) Review of Criminal Background Check

LCBO will review each applicable criminal background check in accordance with LCBO policy. Any Response that presents a significant concern to the LCBO, will be disqualified.

5. Master Business Licence, Partnership Agreement and Articles of Incorporation

- a.) Where applicable, respondents should submit a copy of their Master Business Licence;
- b.) If the Respondent is a partnership, Respondents should provide a copy of the partnership agreement; and
- c.) If the Respondent is a corporation, Respondents should provide a copy of the Articles of Incorporation.

### 3.3 STAGE III – EVALUATION

For those Respondents that pass Stage II, Stage III of the selection process will be conducted on a pass/fail basis for each requirement below, based on the information submitted by Respondents in Stage I. Stages III – V of the Evaluation will be done separately for each Community.

In order to pass Stage III, Respondents must pass each requirement below.

#### 1. **Assessment of Business Premises**

The LCBO will evaluate the overall size of the Respondent's Business Premises and the size and location of the space within the Business Premises that is proposed for the sale of beverage alcohol, including storage areas. Respondents should note that, while LCBO encourages use of a cooler or refrigerated area for storage of certain beverage alcohol products in order to ensure an optimal customer experience, Respondents are not required to have a cooler or refrigerated area.

#### **The floorplan must show the following:**

- a) The proposed area for the LCBO Convenience Outlet cannot be the main focus of the business; therefore, any Response where the LCBO Convenience Outlet is proposed to allocate more than 50% of the total operational selling area will not be accepted. For further clarity, the total operational selling area must be predominantly used for retail purposes in order to qualify.
- b) Sufficient space and the actual or proposed locations for beverage alcohol, empty beverage alcohol containers and fixturing requirements as set out below:
  - (i) **Shelving Requirement**
    - A. 16 foot shelves or any combination of shelving that totals to 80 linear feet

B. Industry standard metal shelving that is designed to carry the weight of beverage alcohol products.

(ii) **Additional Space Requirement**

A. 4 foot X 4 foot floor area to be allocated for seasonal LCBO displays.

(iii) **Empty Beverage Alcohol Containers** - As noted in Part II Section 2.9, the Operator must accept and redeem empty beverage alcohol containers within the Community where the Operator's LCBO Convenience Outlet is located in accordance with the Ontario Deposit Return Program established by the Government of Ontario. The LCBO will confirm the Operator's proposed area for the storage of empty beverage alcohol containers on the same premises as the retail business. The proposed area must be segregated from the retail area and have a minimum size of 100 square feet. This storage area can be in a different building than the Business Premises (e.g. an outdoor shed).

**2. Existing Retail Business**

The Respondent must, at the time of submitting a Response to this RFP, own and operate an existing retail business within the Community.

**3. Past Performance**

Where a Respondent has previously held an authorization, which was terminated by the LCBO for non-compliance with the terms of the authorization, such Respondent is not eligible for consideration under this RFP.

**4. Conflict of Interest Check**

Review of any potential, perceived or actual Conflicts of Interest arising in connection with the Respondent. For the purposes of this section, the term "Conflict of Interest" means any situation or circumstance where, in relation to the RFP, the RFP process, and/or Authorizations, the Respondent or any advisor, officer, director, shareholder or employee of the Respondent has:

a) other commitments, relationships or financial interests that:

- (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of independent judgment by any personnel of the LCBO or the LCBO's advisors; or
- (ii) could, or could be seen to compromise, impair or be incompatible with the effective performance of a Respondent's obligations under the Authorization if that Respondent was successful under this RFP process;

b) contractual or other obligations to the LCBO, Government of Ontario or the AGCO that could, or could be seen to have been compromised or impaired as a result of its

participation in the RFP process or under an Authorization, including where such individuals; or

- c) knowledge of confidential information of strategic and/or material relevance to the RFP process that is not available to other Respondents and that could or could be seen to give the Respondent an unfair competitive advantage.

For further clarity, Respondents should disclose whether the Respondent or any advisor, officer, director, shareholder or employee of the Respondent is:

- (i) an employee or official of the Government of Ontario;
- (ii) a member of the LCBO Board of Directors or an employee of the LCBO or the AGCO; or
- (iii) a manufacturer, importer, distributor or bottler of beverage alcohol or has any direct or indirect interest in same.

Respondents must disclose any of the potential conflicts of interest referred to in this section in the Application Form (Appendix "B") and the LCBO will determine whether, in its sole discretion, a Conflict of Interest exists. The LCBO reserves the right to ask for further information if necessary in order to make this determination. The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the LCBO in its sole discretion and if the LCBO finds that a perceived, potential or actual Conflict of Interest exists that cannot be mitigated, the Respondent will be disqualified. The LCBO may (i) disqualify a respondent for any conduct, situation or circumstance that constitutes a Conflict of Interest in respect of this RFP process, as solely determined by the LCBO; or (ii) in its sole discretion, waive a potential or actual Conflict of Interest, which waiver may be upon such terms and conditions as the LCBO, in its discretion, may require to satisfy itself that the Conflict of Interest has been appropriately managed, mitigated and minimized.

### 3.4 STAGE IV – LOTTERY

For those Respondents that pass Stage III, Stage IV of the selection process will be conducted as a lottery. All qualified Respondents that have passed Stage III will be considered for the lottery process, which will be conducted by a third party retained by the LCBO to conduct the lottery. The lottery process will randomly select qualified Respondents for the Community that such Respondents applied in respect of in a ranking until there are no further qualified Respondents to select. If there is only one qualified Respondent for a particular Community following Stage III, then that Respondent will automatically pass to Stage V of the selection process.

The LCBO prefers Respondents who operate businesses year-round. A Seasonal Business will **only** be considered for award in a Community if there are no Responses from other Respondents who operate year-round businesses. For further clarity, if LCBO receives more than one response for a particular Community (e.g. one from a Seasonal Business and one from a business that is not a Seasonal business), LCBO will only consider the Response from the Respondent who operates a non-Seasonal Business.

### 3.5 STAGE V – SITE VISITS

The award of an Authorization to a Respondent that has been selected pursuant to Stage IV or to the sole qualified Respondent following Stage III is conditional upon satisfactory completion of a site visit and verification that the proposed Business Premises meets all of the requirements evaluated in Stage II and the additional criteria set out in the table below. Respondents must be present throughout the site visit which will be conducted by a representative of the LCBO and will last for approximately 1.5 hours. Respondents should note that in the event that they do not have the required fixturing installed at the time of the site visit, an Authorization will not be issued until LCBO receives satisfactory confirmation that these requirements have been met. Results of the site visit will be provided to LCBO for validation.

Stage V – Site Visit Criteria		
1. Is there an existing retail business?	Yes	No
2. Is the proposed area for the LCO NOT the main focus of the business?	Yes	No
3. Is the allotted space for the LCO with measurements less than 50% of overall business space?	Yes	No
4. Is there a 16 foot shelving section or equivalent providing for 80 linear feet? Are the metal shelves industry standard metal shelving that is designed to carry the weight of beverage alcohol products?	Yes	No
If no, when will the shelving be installed?		
5. Is there a 4 foot X 4 foot floor area to be allocated for seasonal LCBO displays?	Yes	No
6. Is there is a designated area for empty beverage alcohol containers that is segregated from the retail area and a minimum size of 100 square feet?	Yes	No
7. Store Appearance		
a) Store exterior clean and free of debris (lawns cut)	Yes	No
b) Parking lot (if applicable) is in good repair	Yes	No
c) Store interior clean, organized and in good repair	Yes	No
d) Store is well lit, appropriate climate control	Yes	No
e) Aisles are free of obstructions and appropriate width (3ft)	Yes	No
8. Is the Business Premises secure? (e.g. doors lock, surveillance system)	Yes	No



Upon satisfactory completion of the site visit, the subject Respondent will be selected for award of an Authorization. If a Respondent does not pass Stage V of the process, then LCBO will move to the next Respondent selected in the lottery process and will conduct a site visit with the next Respondent.

Similarly, if the LCBO does not receive confirmation by **January 10, 2020** that the selected Respondent has installed the required fixturing, then the LCBO reserves the right to disqualify that Respondent and move to the next Respondent identified in the lottery.

## PART IV - PROCEDURES FOR SUBMISSION

### 4.1 Timing and Schedules

The following dates are tentative and subject to change without penalty to the LCBO. All Respondents will be given written notice of any changes via Addendum to this RFP (see below). Addenda will be posted on the LCBO website where Respondents downloaded the RFP. Therefore Respondents should periodically check the website for any additional information, including addenda that the LCBO may issue.

<b>Deadline for Submission of Responses</b>	<b>Tuesday, October 8, 2019 at 2:00:00 p.m.</b> Eastern Standard Time (EST) <b>Submissions must be sent to: <a href="mailto:lcbosubmissions@lcbo.com">lcbosubmissions@lcbo.com</a></b>
<b>Site Visits</b>	Expected during the Month of November 2019
<b>Anticipated Issuance of Authorizations</b>	Starting December 2019
<b>Question Submission Email</b>	<a href="mailto:lcbosubmissions@lcbo.com">lcbosubmissions@lcbo.com</a>

### 4.2 Questions

Any Respondent who has questions about any element of this RFP or the Program or who believes the RFP contains any error, inconsistency or omission should make a written inquiry by email prior to the Deadline for Questions listed in Section 4.1 above, requesting clarification, interpretation or explanation. The LCBO may not respond to inquiries received after this deadline. The inquiry should be addressed to [lcbosubmissions@lcbo.com](mailto:lcbosubmissions@lcbo.com). Respondents should clearly identify "Questions – LCO RFP" in the subject line. The LCBO reserves the right to distribute any or all questions submitted and answers thereto to all other Respondents. Responses must be submitted by email to the email address set out in Section 4.1. No Respondent may claim any advantage from any error, inconsistency or omission in this RFP.

Respondents are requested not to make any verbal inquiries of LCBO staff, including staff within the Agency Store/LCBO Convenience Outlet department. No information given orally by the LCBO or by means of telephone or email will be binding nor will it be construed as to change the requirements of this RFP in any way. All questions in relation this RFP or the Program must be submitted in writing by email in accordance with this section.

### 4.3 Deadline for Submission of Responses

#### 4.3.1 When and where to Submit a Response

Respondents must submit a Response, signed by an authorized representative, and including all required Mandatory Information, as set out in Part III by way of email to the following email address: [lcbosubmissions@lcbo.com](mailto:lcbosubmissions@lcbo.com). Responses must be received by email no later than **2:00:00 p.m.** Eastern Standard Time on **Tuesday, October 8, 2019** (the “**Deadline for Submission of Responses**”). For the purpose of calculating time, the LCBO systems shall govern.

#### 4.3.2 Format of Response

Respondents should note the following when preparing their email submissions:

- a) Email submission of Responses must not exceed 50MB in total;
- b) Format of Submissions:
  - (i) Respondents should ensure that the subject line of the email includes the appropriate Community name and location number as set out in Appendix “A”. **Do not include any other email subject line;** and
  - (ii) Where possible, a Response should consist of one single document (e.g one PDF file that contains all required materials). Where a single document is not possible, Respondents should clearly label each file with its contents, including the title of the document and the name of the Respondent (e.g. “Application Form – Smith’s Convenience Store”).
- c) LCBO will confirm receipt of a submission once the Respondent email is received in the LCBO system; however, Respondents are wholly responsible for ensuring that their Response is received in the LCBO email inbox by the Deadline for Submission of Responses. **LCBO is not responsible for any delays in receipt of submissions.**

#### 4.4 Late Responses

**Late Responses shall be disqualified and will NOT be considered.**

#### 4.5 Changes to Response

Other than as may be requested by the LCBO in accordance with the rectification process, no alteration of a Response will be accepted after the Deadline for Submission of Responses. However, a Respondent may alter or withdraw its Response at any time before the Deadline for Submission of Responses.

#### 4.6 Nature of Procurement Process

- a) No Contract A and No Claims

This RFP process is not intended to create and shall not create a formal legally binding bidding process. For greater certainty and without limitation: (i) the RFP shall not give rise to any Contract A-based tendering law duties or any other legal

obligations arising out of any process contract or collateral contract; and (ii) neither the Respondent nor the LCBO shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of an Authorization, this RFP process, failure to award an Authorization or failure to honour a Response to the RFP. For further clarity, LCBO shall not be liable to any Respondent or potential Respondent for any cost or damage incurred as a result of participating or choosing not to participate in this RFP process, including, but not limited to, lost profits.

In its absolute discretion, LCBO reserves the right not to award an Authorization for a Community for any reason, including, but not limited to a lack of qualified Respondents pursuant to Stage II of the selection process.

**b) No Contract until Execution of Written Agreement**

The RFP process is intended to identify prospective Respondents for the purposes of awarding an Authorization. No legal relationship or obligation regarding any opportunity shall be created between the Respondent and the LCBO by this RFP process until the successful execution of a written Authorization agreement.

**4.7 Responses**

If a Respondent wishes to submit for more than one Community, it must submit a separate Response for each Community. If a Respondent operates more than one retail business in a Community for which they wish to be considered for an Authorization within that Community, that Respondent must submit a separate Response for each proposed retail business.

**4.8 Respondent to Ensure It Understands Requirements**

It is the Respondent's responsibility to ensure that it has all the necessary information concerning the intent and requirements of this RFP and the Program.

**4.9 Changes to RFP and Additional Information**

Any changes or revisions to the RFP or additional information that LCBO wishes to share with potential Respondents will be issued as a formal addendum to all Respondents. If the LCBO, for any reason, determines that it is necessary to provide additional information relating to the RFP, such information will be communicated by addenda. Each addendum shall form an integral part of this RFP. Such addenda may contain important information, including significant changes to the RFP. Respondents are responsible for obtaining all addenda issued by the LCBO. If any addendum is issued, the LCBO may, at its discretion, extend the Deadline for Submissions of Responses for a reasonable period of time.

Addenda will be posted on the LCBO website where Respondents downloaded the RFP. Therefore Respondents should periodically check the website for any additional information, including addenda that the LCBO may issue.

#### 4.10 Information

All requirements, designs, documentation, plans and information obtained from the LCBO by the Respondent in connection with this RFP are the property of the LCBO and must be treated as confidential and not used for any other purpose than replying to this RFP and the fulfilment of any subsequent Authorization. Upon request of the LCBO, all such designs, documents, plans and information shall be returned to the LCBO.

#### 4.11 Contact Person

Each Respondent is requested to designate, as early as possible, one (1) individual to whom any additional information deemed relevant to the RFP may be communicated.

#### 4.12 Confidentiality

##### a) Confidential Information of LCBO

All information provided by or obtained from the LCBO in any form in connection with the RFP either before or after the issuance of the RFP:

- (i) is the sole property of the LCBO and must be treated as confidential;
- (ii) must not be used for any purpose other than replying to the RFP and the performance of any subsequent Authorization;
- (iii) must not be disclosed without prior written authorization from the LCBO; and
- (iv) shall be returned by the Respondent to the LCBO immediately upon the request of the LCBO.

##### Confidential Information of Respondent

A Respondent should identify any information in its Response or any accompanying documentation supplied in confidence for which the Respondent would expect confidentiality to be maintained by the LCBO. The confidentiality of such information will be maintained by the LCBO, except (i) as otherwise required by law (including, without limitation the public access provisions of the *Freedom of Information and Protection of Privacy Act*, as amended from time to time) or by order of a court or tribunal; or (ii) where LCBO exercises its right to disclose information as set out below in Subsection (c) below – “Province of Ontario’s Open Data Directive”. Respondents are advised that their Responses will, as necessary, be disclosed on a confidential basis, to the LCBO’s advisers retained for the purpose of evaluating or participating in the evaluation of their Responses. If a Respondent has any questions about the collection and use of confidential information or personal information pursuant to the RFP, questions should be submitted to the LCBO Contact.

##### Province of Ontario’s Open Data Directive

In accordance with the Province of Ontario's Open Data Directive and as part of Ontario's commitment to open data, the LCBO may:

- (v) publish the name of the successful Respondent under this RFP; and,

- (vi) publish original data created or collected as an output of the Authorization.

#### **4.13 Verification**

When evaluating Responses, the LCBO may request further information from the Respondent in order to verify, clarify and supplement the information provided in the Respondent's proposal. Respondents should respond promptly to any request for such additional information. If a Respondent does not respond in a timely way to a request for LCBO in connection with the RFP evaluation process, LCBO reserves the right to disqualify such Respondent.

#### **4.14 Misleading Information**

If there is any evidence of misleading or false information having been given by the Respondent, the LCBO may, in its sole discretion, reject the Response.

#### **4.15 No Liability for Expenses**

The LCBO will not be liable for: (i) any costs incurred by any Respondent in the preparation and submission of a Response including, if applicable, costs incurred for interviews or presentations; or (ii) any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Respondent as a result of participating in, or otherwise in connection with, this RFP.

#### **4.16 Award of RFP**

The acceptance of a Response and the award of an Authorization will be made in writing and only in writing. The successful Respondent will be required to enter into and duly execute a written Authorization with the LCBO. In the event that a successful Respondent fails or refuses to enter into and duly execute a written Authorization acceptable to the LCBO within a reasonable time, the LCBO reserves the right, at its sole discretion, to award the Authorization to another Respondent, not to accept any Response, or to call for new Responses through another RFP process.

#### **4.17 Right to Cancel or Not Proceed with this RFP**

The LCBO reserves the right, in its sole discretion, and for any reason whatsoever, to accept or reject any or all Responses in whole or in part. The LCBO reserves the right not to proceed with this RFP in its entirety or to proceed with only part of it, for any reason whatsoever, without any obligation or liability to any Respondent.

#### **4.18 Governing Law**

The RFP process shall be governed by the laws of the Province of Ontario and the federal laws of Canada applicable therein.

#### **4.19 Litigation**

The LCBO may, in its absolute discretion, reject a Respondent's Response if the Respondent, or any officer or director of the Respondent, is or has been involved, within five (5) years of the date of this RFP, either directly or indirectly through another corporation, (i) in a legal action taken by the LCBO, RFP 2019-061

any of its Board members, officers or employees in connection with any matter related to the LCBO, or (ii) in a legal action against the LCBO, any of its Board members, officers or employees, in connection with any matter related to the LCBO, including without limitation, arising from the LCBO's exercise of its powers, duties, or functions.

#### **4.20 Debriefing**

Respondents may request a written debriefing after receipt of a notification of that they are not the successful Respondent. All requests must be in writing and sent to the [lcbosubmissions@lcbo.com](mailto:lcbosubmissions@lcbo.com) email address and must be made within thirty (30) days of notification of award. Debriefings will be provided in the form of a written letter outlining why a Respondent was unsuccessful in this RFP process. The intent of the debriefing is to provide feedback of the Respondent's Response. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process and is available only to those eligible Respondents that reach Stage II of the evaluation process.

#### **4.21 Respondents Shall Bear Their Own Costs**

Respondents shall bear all costs associated with or incurred in the preparation of their proposals. The LCBO will not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by a respondent as a result of participating in or otherwise in connection with, the RFP.

APPENDIX "A" – COMMUNITY LOCATIONS

APPENDIX "B" – APPLICATION FORM

APPENDIX "C" – PERSONAL HISTORY FORM





APPENDIX “A” – COMMUNITY LOCATIONS

<b>Location #</b>	<b>Community</b>	<b>Intersection</b>	<b>Cross Intersection</b>	<b>Region</b>
12005	Acton Corners	Hwy 658	English River Rd	Southern
12015	Ahmic Harbour	Ahmic St	Ahmic Lake Road	Northern
12025	Algonquin	ON-Hwy 15	Algonquin Rd	Southern
12035	Alma	Elora St N	Graham St W	Southern
12045	Alton	Queen St	Main St	Southern
12055	Apple Hill	Hughie Munro St	Old Orchard St	Southern
12065	Appleton	River Rd	Hill St	Southern
12075	Argyle	Glenarm Rd	County Rd 46	Southern
12085	Ashburn	Ashburn Rd	Myrtle Rd W	Southern
12095	Ashton	Flewellyn Rd.	Worley St.	Southern
12105	Attercliffe	Canborough Rd	Caistor Gainsboro Townline Rd	Southern
12115	Aubrey Falls	Peshu Lake Rd	Hwy 129	Northern
12125	Bailieboro	Carmel Line	Kalman Dr	Southern
12135	Bainsville	3rd Line Rd	Park Dr	Southern
12145	Balmy Beach	Balmy Beach Rd	Grey Rd 1	Southern
12155	Baltimore	Dale Rd	Hwy 45	Southern
12165	Barwick	Highway 11	Barwick Rd	Northern
12175	Baskin's Beach	Baskins Beach Rd	Wren St	Southern
12185	Battersea	Battersea Rd	Wellington St.	Southern
12195	Belle Vallee	Belle Vallee Rd	St Joseph Blvd	Northern
12205	Bellrock	Bellrock Rd.	Mills St.	Southern
12215	Belwood	N Broadway St	County Rd 19	Southern
12225	Bergland	Pioneer Rd	County Rd 621	Northern
12235	Berkeley	Hwy 10	Side Rd. 60	Southern
12245	Big Bay	Grey Rd 1	Private Rd	Southern
12255	Blessington	Blessington Rd	Shannonville Rd	Southern
12265	Bloomfield	Stanley St	Bloomfield Main St	Southern
12275	Bloomingdale	Sawmill Rd	St Charles St W	Southern
12285	Bluevale	Queen St	Clyde St	Southern
12295	Bolsover	Portage Rd	Bolsover Rd	Southern
12305	Bond Head	Line 7	Hwy 27	Southern
12315	Boninville	Montee Rouleau	Seguin St.	Northern
12325	Borden	Falaise Rd.	Cambrai Rd.	Southern
12335	Bradley	Concession Rd 16	Side Rd 5	Southern
12345	Braeside	Usborne St.	River Rd.	Southern
12355	Brewers Mills	Brewers Mills Rd	Hwy 15	Southern
12365	Brinston	Brinston Rd	Henderson Rd	Southern
12375	Brougham	ON-7	Brougham Rd	Southern
12385	Brownsville	Culloden Line	Brownsville Rd	Southern
12395	Brucefield	London Rd	Mill Rd	Southern
12405	Burgoyne	Hwy 17	Bruce Rd. 3	Southern



APPENDIX “A” – COMMUNITY LOCATIONS

<b>Location #</b>	<b>Community</b>	<b>Intersection</b>	<b>Cross Intersection</b>	<b>Region</b>
12415	Burketon Station	Old Scugog Rd.	Roy Carter St	Southern
12425	Burritts Rapids	Grenville St.	South St.	Southern
12435	Byng Inlet	Tramway Ave	Station Rd	Northern
12445	Caesarea	Cedar Grove Dr	Regional 57 Rd	Southern
12455	Caledon Village	Hurontario St	Charleston Sideroad	Southern
12465	Calstock	County Rd 663	Neely Rd	Northern
12475	Cambridge Forest Estates	Beaver Ln	Otter St.	Southern
12485	Cameron	Cameron Rd	Hwy 35	Southern
12495	Canfield	Talbot Rd	Dairy Side Rd	Southern
12505	Carrying Place	Loyalist Pkwy	Old Portage Rd	Southern
12515	Cedar Springs	Talbot Trail	Charing Cross Rd	Southern
12525	Cedarhurst Park	Heritage Rd	McCain Side Rd	Southern
12535	Chalk River	Main St.	Hwy 17	Northern
12545	Charleston	King St.	County Park Rd.	Southern
12555	Charlton	Bay St	Agnes St	Northern
12565	Cherry Valley	County Rd 10	County Rd 18	Southern
12575	Chute-à-Blondeau	Front Rd	Des Cedres St	Southern
12585	Clarence	Old Hwy 17	Lorraine St	Southern
12595	Clifford	Elora St	Allan St E	Southern
12605	Cloud Bay	Jarvis Bay Rd E	Cloud Bay Rd	Northern
12615	Cloyne	Hwy 41	Little Pond Rd.	Southern
12625	Cochenour	William St	Cochenour Cres	Northern
12635	Colchester	County 50 Rd W	Erie Rd S	Southern
12645	Combermere	Combermere Rd	Dafoe Rd	Southern
12655	Comet	County 50 Rd. W	Santa Monica Blvd.	Southern
12665	Cottam	Belle River Rd	County Rd 34	Southern
12675	Crescent Beach	Crescent Rd	Dominion Rd	Southern
12685	Crow Lake	Cross Rd.	Crow Lake Rd.	Southern
12695	De Grassi Point	Degrassi Pl.	3 Line	Southern
12705	Dealtown	4 Rod Rd.	Talbot Trail	Southern
12715	Delaware	York St	Wellington St	Southern
12725	Douglas	Queen St.	Mary St.	Southern
12735	Douro	Douro 4th Line	County Rd 8	Southern
12745	Eagle River	Cascade Rd	Hwy 594	Northern
12755	Eden Mills	York St.	Barden St.	Southern
12765	Edgewater Beach	Canal St	Frint Rd N	Southern
12775	Edmore Beach	Tiny Beaches Rd S	Monica Rd	Southern
12785	Elmwood	Main St	Queen St	Southern
12795	Empire Corners	York Rd	County Rd 56	Southern
12805	Enniskillen	Old Scugog Rd.	Hwy 3	Southern
12815	Ennismore	McAuley Rd	Ennis Rd	Southern



## APPENDIX “A” – COMMUNITY LOCATIONS

<b>Location #</b>	<b>Community</b>	<b>Intersection</b>	<b>Cross Intersection</b>	<b>Region</b>
12825	Enterprise	County Rd 14	Lake Rd.	Southern
12835	Epsom	Reach St	Marsh Hill Rd.	Southern
12845	Everton	Oliphant St.	Evert St.	Southern
12855	Fee Landing	Peace Rd	Marina St	Southern
12865	Ferguson Falls	Ferguson Falls Rd	Jerome St	Southern
12875	Ferndale	Shamrock Rd	Ferndale Rd	Southern
12885	Flamborough	Westover Rd	Concession Rd 6 W	Southern
12895	Flesherton	Hwy 10	Hwy 4	Southern
12905	Florence	Fansher Rd.	Mary St.	Southern
12915	Forest Park	Manitou St	Rte. 500 W	Southern
12925	Foresters Falls	Foresters Fall Rd	Howard St	Southern
12935	Formosa	Concession Rd. 12	Bruce Rd. 12	Southern
12945	Franktown	Richmond Rd	Hwy 15	Southern
12955	Frankville	Kitley Line 8 Rd.	Hwy 29	Southern
12965	Freelton	Regional Rd 97	Brock Rd.	Southern
12975	Gamebridge	Talbot Rd	County Rd 50	Southern
12985	Garden Hill	Mill St	Ganaraska Rd	Southern
12995	Georgina	Baseline Rd	Civic Centre Rd	Southern
13005	Glasgow Station	Laventure Rd	Milton Stewart Ave	Southern
13015	Glen Huron	Station St	Concession 8 Nottawasaga Rd	Southern
13025	Glen Morris	East River Rd	Glen Morris Rd W	Southern
13035	Glen Orchard	Butterfly Rd.	Hwy 169	Southern
13045	Glen Robertson	Glen Robertson Rd	Dalhousie St	Southern
13055	Glen Walter	Rae Rd	Hwy 2	Southern
13065	Glencairn	Webster Rd.	Concession Rd 2	Southern
13075	Golden Lake	Lake Dore Rd	Hwy 60	Southern
13085	Golden Valley	Boundary Rd.	Hwy 522	Northern
13095	Goodwood	County Rd 47	Old Mill Ln.	Southern
13105	Gormley	Stouffville Rd	Woodbine Ave	Southern
13115	Gorrie	Edward St.	Victoria St.	Southern
13125	Green Valley	Park Crescent	Main St	Southern
13135	Greenbush	Jellyby Rd	Addison-Greenbush Rd	Southern
13145	Greenfield	Greenfield Ln	Warburton Rd.	Southern
13155	Greenhurst-Thurstonia	Thurstonia Rd.	Kenhill Beach Rd.	Southern
13165	Hallville	Kerrs Ridge Rd	Reids Mills Rd	Southern
13175	Harrowsmith	County Rd 38	Colebrook Rd	Southern
13185	Harwood	Lakeshore Dr	Rice Lake Scenic Dr	Southern
13195	Hawk Junction	Montgomery Ave	County Rd 547	Northern
13205	Hawkesville	Martha St	Township Rd 11 A	Southern
13215	Hay Bay	Abrams Rd	County Rd 9	Southern
13225	Haydon	King St	Concession Rd 8	Southern



## APPENDIX “A” – COMMUNITY LOCATIONS

<b>Location #</b>	<b>Community</b>	<b>Intersection</b>	<b>Cross Intersection</b>	<b>Region</b>
13235	Heidelberg	Lobsinger Line	Kressler Rd	Southern
13245	Hepworth	Hwy 6	Queen St.	Southern
13255	Hillsport	2nd St	3rd St	Northern
13265	Holland Centre	Side Rd 30	Hwy 10	Southern
13275	Holtyre	Gleason Ave.	County Rd 572	Northern
13285	Howe Island	Howe Island Dr	Base Line Rd	Southern
13295	Huron Park	Airport Line	Algonquin Dr.	Southern
13305	Inglewood	McLaughlin Rd	Village Dr	Southern
13315	Jasper	Joseph St	County Rd 16	Southern
13325	Johnstown	County Rd 2	County Rd 16	Southern
13335	Joyland Beach	McRae Park Rd	Joyce Ave	Southern
13345	Kashabowie	Kashabowie Rd	Hwy 11	Northern
13355	Kemble	Concession 20	Kemble Rock Rd	Southern
13365	Kendal	Newtonville Rd	Old Mill St	Southern
13375	Kennedy Bay	Elder St	Alex	Southern
13385	Kerwood	Kerwood Rd	Grace St.	Southern
13395	Kilsyth	Concession Rd.7	County Rd 5	Southern
13405	Kimberley	Beaver Valley Rd	Centre St	Southern
13415	Kiowana Beach	Cedar Ave.	Kiowana Beach Rd.	Southern
13425	La Passe	Ferry Rd	Lacroix Bay Rd	Southern
13435	Lac des Milles Lacs	Hwy 17	Little Savanne River	Northern
13445	Lakeside Beach	Stephenson Point Rd	Pettet Dr	Southern
13455	Lang	Lang Rd	Keene St	Southern
13465	Lavant Station	S Lavant Rd	Iron City Rd.	Southern
13475	Lefavre	Cholette St	Lajoie St	Southern
13485	Lincolnville	Tenth line	Lincolnville Ln	Southern
13495	Linwood	Township Rd 11	Manser Rd	Southern
13505	Lombardy	Anglican Church Rd	Hwy 15	Southern
13515	Long Beach	Lakeshore Rd	Brawn Rd	Southern
13525	Longford Mills	Rama Rd.	Longford Mills Rd.	Southern
13535	Lyn	Perth St	E Main St	Southern
13545	Lynden	Lynden Rd	Jerseyville Rd W	Southern
13555	Lyndhurst	Lyndhurst Rd	Jonas St.	Southern
13565	Mackey	Hwy 17	Ashport Rd	Northern
13575	MacLennan	Government Rd	MacLennan Rd	Northern
13585	Maitland	Church St.	County Rd 2	Southern
13595	Manilla	Hwy 7	Christopher St.	Southern
13605	Marathon Village	John Shaw Rd	Thomas A. Dolan Pkwy	Southern
13615	Markstay	Main St N	Pioneer St S	Northern
13625	Marlbank	Marlbank Rd	Napanee Rd	Southern
13635	Maryhill	St Charles St E	Maryhill Rd	Southern



APPENDIX “A” – COMMUNITY LOCATIONS

<b>Location #</b>	<b>Community</b>	<b>Intersection</b>	<b>Cross Intersection</b>	<b>Region</b>
13645	Matachewan	Roche St S	Moyneur Ave	Northern
13655	Maxwell	County Rd 4	Rd. 45	Southern
13665	McDonalds Corners	McDonalds Corners Rd	Watsons Corners Rd	Southern
13675	Michipicoten River	Michipicoten River Village Rd	Hwy 17	Northern
13685	Middleville	Galbraith Rd	Wolfe Grove Rd	Southern
13695	Milford Bay	Butter	Egg Rd	Southern
13705	Millars Corners	Millar Rd.	Leeds	Southern
13715	Millbank	Waterloo St	Millbank Main St	Southern
13725	Miller Lake West	Barneys Blvd	Miller Lake Rd	Southern
13735	Mine Centre	Ruff Rd	Hwy 17	Northern
13745	Minett	Juddhaven Rd.	Peninsula Rd.	Southern
13755	Mississagua Landing	County 507 Rd	Fire Rte 162	Southern
13765	Monkland	Amelia St	Hwy 43	Southern
13775	Monteith	Rese Rd	Critchley Ave	Northern
13785	Montreal River	Hwy 17	Twilight Rd	Northern
13795	Moorefield	Booth St W	McGivern St	Southern
13805	Moose Creek	McLean Rd	Valley St	Southern
13815	Morewood	Moffat St	Main St	Southern
13825	Morpeth	Hill Rd	Talbot Trail	Southern
13835	Morrison	Queen St.	Badenoch St.	Southern
13845	Morson	Lakewood Dr	County Rd 621	Northern
13855	Morton	Queen St.	Hwy 15	Southern
13865	Mount Carmel	Mt Carmel Dr	Bronson Line	Southern
13875	Mount Hope	Side Rd 10 S	Concession Rd 2	Southern
13885	Mount Pleasant	Rd 164	Line 16	Southern
13895	Mountain Grove	Mountain Grove Rd	Brock Rd.	Southern
13905	Mt. Elgin	Plank Line	Mt. Elgin Rd.	Southern
13915	Myrtle Station	Townline Rd	Baldwin St N	Southern
13925	Nairn Centre	Hwy 17	Smith St	Northern
13935	Nephton	Cordova Lake- Isl	12 Rd	Southern
13945	Netherby	Netherby Rd	Schihi Rd	Southern
13955	Neustadt	Grey Rd 10	Queen St	Southern
13965	New Lowell	County Rd 9	Switzer St	Southern
13975	Newbliss	Line Rd 4	County Rd 29	Southern
13985	Newboro'	Main St	Drummond St	Southern
13995	Newington	Main St	Ash St	Southern
14005	Nobel	Nobel Rd	Hammel Ave	Northern
14015	North Lancaster	Concession Rd 5	2nd Line Rd	Southern
14025	Nottawa	County Rd 124	McKean Blvd	Southern
14035	Oliphant	Oliphant Way	Bryant St	Southern
14045	Ompah	Lake Rd	County Rd 509	Southern



## APPENDIX "A" – COMMUNITY LOCATIONS

<b>Location #</b>	<b>Community</b>	<b>Intersection</b>	<b>Cross Intersection</b>	<b>Region</b>
14055	Onondaga	Old Onondaga Rd E	County Hwy 54	Southern
14065	Opasatika	Hyundai Rd	Hwy 11	Northern
14075	Orland	County Rd 30	Elm St	Southern
14085	Osnabruck Centre	County Rd 14	County Rd 18	Southern
14095	Oswego Park	Oswego Park Rd	Diltz Rd	Southern
14105	Otterville	William St	Main St	Southern
14115	Oxford Mills	Wellington St	Main St	Southern
14125	Oxley	Ridge Rd	County 50 Rd	Southern
14135	Parham	Wagarville Rd.	Road 38	Southern
14145	Park Head	Park Head Rd	Bruce Rd 10	Southern
14155	Perkinsfield	County Rd 6	Balm Beach Rd	Southern
14165	Perth Road	Perth Rd	Wilmer Rd	Southern
14175	Piccadilly	Piccadilly Rd	Road 38	Southern
14185	Pleasant Point	Leslie Frost Ln.	Pleasant Point Rd	Southern
14195	Point Pleasant	Nichols Cove Rd	Fire Rte 95	Southern
14205	Poland	S Lavant Road	Umphersons Mill Rd	Southern
14215	Porquis Junction	Edward St	Connaught St	Northern
14225	Port Bruce	Imperial Rd	Colin St	Southern
14235	Port Franks	Superior St	Riverside Dr	Southern
14245	Port Robinson	River St	Bridge St	Southern
14255	Port Stanton	Torpitt Rd	Port Stanton Pkwy	Southern
14265	Precious Corners	Dale Rd	Cornish Hollow Rd	Southern
14275	Priceville	County Rd 4 4	Queen St.	Southern
14285	Providence Bay	Hwy 551	Concession Rd 10	Northern
14295	Queenston	Niagara Pkwy	Queenston St.	Southern
14305	Redbridge	Trout Lake Rd	Songis Rd	Northern
14315	Redditt	Hwy 658	English River Rd	Northern
14325	Rednersville	County Rd 3	Ryerson St	Southern
14335	Roches Point	Metro Rd N	Bouchier St.	Southern
14345	Rosedale Terrace	Marydale Ave	Cheryl St.	Southern
14355	Rosemont	Hwy 89	Mulmur Tosorontio Townline	Southern
14365	Roseville	Fischer-Hallman Rd	Roseville Rd	Southern
14375	Sandy Point	Sandy Point Rd.	Hickory Beach Rd.	Southern
14385	Sarsfield	Sarsfield Rd	Colonial Rd	Southern
14395	Sawlog Bay	Champlain Rd	Oneida Cres.	Southern
14405	Seagrave	River St	Keene St	Southern
14415	Selby	County Rd 41	County Rd 11	Southern
14425	Shallow Lake	Hwy 6	Cruickshank St	Southern
14435	Shrewsbury	Victoria St	New Scotl	Southern
14445	Smithfield	Smith St	Drummond St	Southern
14455	Sombra	Middle St	St Clair Pkwy	Southern



## APPENDIX “A” – COMMUNITY LOCATIONS

<b>Location #</b>	<b>Community</b>	<b>Intersection</b>	<b>Cross Intersection</b>	<b>Region</b>
14465	Sonya	Simcoe St	Concession Rd 2	Southern
14475	South Baymouth	Given Rd	Church St	Northern
14485	South Woodslee	King St	Belle River Rd	Southern
14495	Sowerby	Hwy 17	Basswood Lake Rd	Northern
14505	St. Agatha	Erbs Rd	Notre Dame Dr	Southern
14515	St. Albert	Principale St.	St.Paul St.	Southern
14525	St. Andrews	St Andrews Rd	County Rd 18	Southern
14535	St. Eugene	St. Eugene	Chemin Comte 10	Southern
14545	Ste. Rose de Prescott	St Rose Rd	County Rd 3	Southern
14555	Stella	Front Rd	Stella 40 Foot Rd	Southern
14565	Stokes Bay	Stokes Bay Rd	Stokes River Rd	Southern
14575	Stratton	Hwy 11	Boucherville Rd	Northern
14585	Sturgeon Point	Forest Rd	Irene Ave	Southern
14595	Sultan	Church St	Cunningham	Northern
14605	Sweaburg	Sweaburg Rd	Dodge Ln	Southern
14615	Thorne	Birch St	Cedar Ave	Northern
14625	Thornloe	Main St	Church St	Northern
14635	Tichborne	Road 38	Fream St	Southern
14645	Tincap	Kilkenny Rd	County Rd 29	Southern
14655	Tory Hill	Hwy 118	Country Rd 503	Southern
14665	Townsend	Townsend Pkwy	Nanticoke Creek Pkwy	Southern
14675	Trout Mills	Margaret St	Trout Lake Rd	Northern
14685	Udora	York St	Victoria Rd	Southern
14695	Union	Fruit Ridge Line	Sunset Dr	Southern
14705	Utterson	Old Muskoka Rd	Hwy 141	Southern
14715	Val Rita	Deslauriers St	De L'Eglise Ave	Northern
14725	Valentia	Valentia Rd	Elm Tree Rd	Southern
14735	Vars	Rockdale Rd	Buckland Rd	Southern
14745	Vaughan Survey	New Lake Shore Rd	Vaughan Dr	Southern
14755	Ventnor	Ventor Rd	Connell Rd	Southern
14765	Vernon	Lawrence St	Bank St	Southern
14775	Virginia Beach	Black River Rd	Virginia Blvd	Southern
14785	Virginiatown	Munroe St	Connel Ave	Northern
14795	Vittoria	Vittoria Rd	Francis St	Southern
14805	Walford	Hwy 17	Sugar Lake Rd	Northern
14815	Wallbridge	Wallbridge Rd	Mackenzie Rd.	Southern
14825	Walters Falls	Victoria St	Alma St	Southern
14835	Wardsville	Longwoods Rd	Hagerty Rd	Southern
14845	Watsons Corners	Watsons Corners Rd	3rd Consession Dalhousie	Southern
14855	Wellandport	Canborough Rd	Wellandport Rd	Southern
14865	West Montrose	Hill St	Covered Bridge Dr	Southern



APPENDIX “A” – COMMUNITY LOCATIONS

<b>Location #</b>	<b>Community</b>	<b>Intersection</b>	<b>Cross Intersection</b>	<b>Region</b>
14875	Westree	Black Bear Alley	Hwy 560A	Northern
14885	Wharncliffe	Wharncliffe Rd	Hwy 129	Northern
14895	Whitefish	Old Hwy 17	Bay St	Northern
14905	Wikwemikong	Wikwemikong Way	Fisher Rd	Northern
14915	Williams Point	Jack Rabbit Run	Heritage Ln	Southern
14925	Williamsburg	Dundela Rd	Hwy 31	Southern
14935	Willowood	McLeod Ave	Concession Rd 3 S	Southern
14945	Wilsonville	Consession 3 Townsend	Pleasant Ridge Rd	Southern
14955	Windham Centre	Windham Centre Rd	Teeterville Rd	Southern
14965	Winterbourne	Katherine St N	Peel St	Southern
14975	Wolseley Bay	Highway 528	Highway 528A	Northern
14985	Woodland Beach	Tiny Beaches Rd S	Concession Rd 2 W	Southern
14995	Wroxeter	Queen St	Centre St	Southern
15005	York	Front St S	King Ave	Southern
15015	Zephyr	Zephyr Rd	Concession 3 Rd	Southern