

CASINO GAMING COMMISSION
LICENSING COMMITTEE TERMS OF REFERENCE

1. Establishment and Purpose of Committee

1.1. The Licensing Committee is established by the Board of Commissioners of the Casino Gaming Commission for the purposes of:

- a) reviewing and approving the policies, processes and procedures for the issuance of licenses in accordance with the Casino Gaming Act; and
- b) ensuring that licensing functions are transparent and equitable and are conducted in conformity with approved policies and with the provisions of the Casino Gaming Act, regulations made under the Act and other relevant laws and guidelines.

The Committee shall assist the Board with the effective discharge of its governance and oversight responsibilities in respect of the licensing operations of the Commission by:

- a) reviewing and approving the assessment criteria and standards for the grant, suspension or revocation of licences and other approvals under the Act and Regulations, and
- b) reviewing the standards for imposition of sanctions or other enforcement action against a licensee;

2. Membership

The Membership of the Licensing Committee shall consist of at least three (3) persons, at least two (2) of whom shall be members of the Board of Commissioners. In addition to the foregoing, the Chief Executive Officer shall be an ex-officio member of the Committee and a voting member. Members may be co-opted by the Committee from time to time, subject to Board approval.

3. Meeting Invitees

Members of the Commission's senior management team shall be required to attend Committee meetings (in whole or in part) on a regular basis or as requested from time to time by the Committee. Meeting invitees are not considered members of the Committee and shall not have voting rights or be counted to establish quorum.

4. Meetings & Quorum

4.1. The Committee shall meet on the third Tuesday of the month following the end of each calendar quarter. The quorum of the meetings shall be three persons, and the Chief Executive Officer shall be counted in determining quorum. In the absence of the Committee Chairperson, the Committee may elect a member present to chair the meeting.

4.2. Notice of a meeting of the Committee should be communicated to all members at least three (3) days in

advance. In the case of emergency meetings where it is not possible to meet the three-day notice requirement, a record should be made indicating this.

4.3. The Committee may conduct meetings by teleconference, videoconference or in such other manner as may be agreed by a simple majority of the members thereof, provided that all Committee members present are able to participate. All Committee members are expected to attend each meeting, failing which absenteeism will be treated with in accordance with Regulation 17 from the PBMA (Nomination, Selection and Appointment to Boards) Regulations, 2021.

4.4. The Corporate Secretary or his or her delegate will be the Secretary of the Committee. He or she will be responsible for the preparation of the meeting agenda and accurate minuting of all decisions of the Committee in consultation with the Chair. The Secretary will also be responsible for the timely tabling of all correspondence, reports and other information relevant to the Committee's activities and operations.

4.5. Minutes and action items are to be prepared and circulated with the notice of a meeting at least three (3) days prior to the next scheduled meeting. At each Committee meeting the minutes of the previous meeting will be confirmed subject to any amendments. Confirmed minutes are to be endorsed by the Chair of the Committee.

5. Scope, Access and Authority

The Committee is authorized to opine on and make recommendations in respect of any matter within the scope of its responsibilities, and may require any officer or employee of the Commission to provide any information it requires to discharge its functions..

6. Reports by Management to the Licensing Committee

6.1 Management shall report to the Licensing Committee on the number of applications received in any given reporting period, and the status of applications, highlighting status or outcomes of due diligence or other investigations or elements of the licensing process, and significant findings therefrom which have impacted or are likely to impact the outcome of applications.

6.2 The report should provide such details as the Committee determines to be required in order to exercise effective governance

7. Reporting Relationship to Board of Commissioners

The Licensing Committee is accountable to the Board of Commissioners. A report of each Committee meeting is to be prepared by the Secretary and tabled before the Board at the next scheduled meeting of the Board.

8. Review of Committee Performance

An assessment of the effectiveness of the Committee will be completed on an annual basis as part of the annual Board Evaluation process, using the Government of Jamaica Corporate Governance Framework for Public Bodies.

9. Review of Terms of Reference

The Terms of Reference will be reviewed by the Committee at least on an annual basis to ensure that it remains consistent with and relevant to the Committee's authority, objectives and responsibilities. Any recommended changes to the Terms of Reference must be approved by the Board.

Version Control Page

Title:	Terms of Reference – Licensing Committee
Description:	Licensing Committee Terms of Reference
Reviewed by:	Licensing Committee, CGC
Approved by:	Board of Commissioners, CGC
Maintained by:	Corporate Secretary

Version Number	Committee Approval Date	Board Approval Date
0-1	January 16, 2024	January 18, 2024
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