

Quick Guide to Lottery Licence Applications

Are You Eligible for Charitable Gaming Licences?

The eligibility of your organization will be determined by the licensing office you are applying to. Charitable registration with Revenue Canada or incorporation as a non-profit organization does **NOT** guarantee eligibility for licences.

Your organization may be eligible if it:

- has a purpose to provide charitable services to Ontario residents to:
 - relieve poverty
 - advance religion
 - advance education
 - benefit the community
- has carried out activities consistent with its charitable purpose for at least 1 year
- is located in Ontario
- is non-profit

Organizations that only promote the private interests of their members do **not** qualify for gaming event licences. This may include, but is **not** limited to:

- adult recreation or sports
- individual sport teams
- unions or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups.

Note to Applicants

- Ensure that you read and understand your event Licence Terms and Conditions before proceeding with the application package.
- This package is used to apply to the municipal office of the Township of East Zorra-Tavistock for charitable gaming event licences.
- Keep a copy of all licence application documents for your records.

Application Changes

- If you make changes to your **Licence Application** package before you submit it to your licensing office, each change must be initialed on each document by the **Licence Application** signors and other signors of that document.
- Changes to your submitted **Licence Application** package must be made in writing on your organization's letterhead, signed by the **Licence Application** signors and include supporting documents that are affected. The Township of East Zorra-Tavistock requires at least 10 business days written notice.

- Application changes are **not** automatically approved and may **not** be permitted.
- Once your lottery licence is issued, requests for changes are **not** automatically approved and may **not** be permitted.
- Expired **Licences** may **not** be amended or cancelled.
- Activities are regulated by Criminal Code of Canada, Section 206 & 207, Ontario Order in Council 1413/08, Gaming Control Act, 1992 and Regulations.
- You can obtain copies of the Gaming Control Act and Regulations, Provincial Information Bulletins, and forms from the Alcohol and Gaming Commission of Ontario's website at www.agco.on.ca

Licence Application Instructions

- Your licence application is a legal document and will be returned or delayed if the Instructions (below) are not followed or if Checklist items (on Application) are missing. This may result in the cancellation of your charitable gaming event.
- The Township of East Zorra-Tavistock requires a minimum of 10 business days processing time and 20 business days for first time licensees.
- Type or legibly print all information.
- Answer every question completely.
- Only **original** forms and signatures will be accepted.
- Persons signing any **Licence Application** must have a good knowledge of the applicable **Licence Terms and Conditions**.
- It is illegal to print tickets, promote or conduct a charitable gaming event without a licence.

Incomplete Applications

- Please note that all information including appropriate documentation and fees must be included in your application. Incomplete packages will be returned to your organization.
- Your organization cannot print or sell tickets until you are licensed and all tickets must indicate the licence number.
- It is your responsibility to notify the Lottery Licence Office of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etc.

Renewal Applications

Organizations must submit their renewal applications to the Township of East Zorra-Tavistock **30 calendar days** prior to the expiry of the lottery licence. This will allow applications to be given full and proper consideration by Township Staff.

If you require clarification on any of the above please feel free to contact: Township of East Zorra-Tavistock ezt@ezt.ca

AGCO Customer Service
416-326-8700
Toll free at 1-800-522-2876

Questionnaire Respecting Applicants for Lottery Licence

Determination of Eligibility

The Licensing authority will review all relevant documentation submitted to determine eligibility for lottery licences. These decisions are based on what is considered charitable in law, including the Criminal Code of Canada, previous court decisions, Order-in-Council 208/2024 as amended, and the policies issued by the Registrar of Alcohol and Gaming.

1. Registered Name of Organization (as shown on Governing Documents):

Operating Name, if different: _____

Business Address: _____

Telephone Number: _____

Fax No. _____

Email: _____

Website: _____

2. Which of the classifications of charitable objects do the primary purposes of the organization relate to?

- Advancement of Education
- Health and Welfare
- Relief of Poverty
- Advancement of Religion
- Other Charitable Purposes Beneficial to the community. Please specify sub-category:
 - Culture and Arts
 - Enhancement of Youth
 - Health and Welfare
 - Public Safety Programs
 - Amateur Sports Organizations
 - Community Service Organizations

3. The following pre-requisites are **mandatory** to be considered eligible for a lottery licence:

Has your organization been in existence for at least one (1) year?

- No
- Yes

Does your organization have a place of business in Ontario and can demonstrate that it is established to provide charitable services in Ontario and use proceeds for objects or purposes which benefit Ontario residents?

- No
- Yes

In order to determine eligible uses of proceeds, your organization must set out in detail its proposed uses of proceeds and for which programs the proceeds will be applied.

The organization's proposed use of proceeds must be for charitable programs and the programs must be consistent with the charitable purposes and objects of the organization. These purposes and objects must be of a charitable nature and fall within at least one of the classifications listed above.

4. Is the organization incorporated as a non-profit organization with the Ministry of Consumer and Business Services (Ontario)?

- No
- Yes

Registration date: _____

Registration number: _____

5. Is the organization registered with Revenue Canada as a charity?

- No
- Yes

Registration date: _____

Registration number: _____

6. How long has the organization been providing services? _____

7. What is the charitable purpose/mandate of the organization?

8. Approximate total number of members in the organization: _____

9. Date of fiscal year-end: _____

Please indicate last day of filing: _____

10. Does the Organization currently manage and conduct any gaming event (lotteries) in other municipalities?

No

Yes

Please indicate type of gaming event and municipality:

Bingo

Municipality: _____

Raffle

Municipality: _____

Break Open Ticket

Municipality: _____

Bazaars

Municipality: _____

Please include name and address of Supplier registered under Gaming Control Act, 1992: _____

11. For the purpose of lottery licensing, all organizations must have a lottery trust account. Please complete the following information:

Name of Financial Institution: _____

Address of Financial Institution: _____

Trust Account Number: _____

Date Opened: _____

Please attach the following information:

- Incorporation Papers (Letters Patent)
- Constitution and By-laws
- Notification of Charitable Registration (Canada Customs and Revenue Agency) (if applicable)
- The most recent Registered Charity Information Return & Public Information Return, as submitted to Canada Customs and Revenue Agency (if applicable)
- Financial Statement for Previous Fiscal Year (audited, where applicable)
- Detailed outline of all programs/services provided in the previous year and specific costs incurred in delivery
- The current operating budget
- The current listing of the Board of Directors
- Any other information that will assist in determining the charitable nature of the objects and purposes. (This could include the annual report, correspondence relating to its charitable number for income-tax purposes, confirmation that it meets the reporting requirements of the Charities Accounting Act)
- The proposed use of proceeds, which must be consistent with the primary objects and purposes of the organization and of a charitable nature consistent with at least one of the classifications of charitable purposes.

Minimum Constitution Requirements:

- Organization's Name
- Objects and Purposes
- Clause stating that the organization shall be carried on without purpose of gain for its members and any profits or other accretions to the organization shall be used solely to promote its purposes
- Organization's Structure
- A provision that explains how the organization will replace its officers and directors
- The signatures of at least three of the organization's current officers
- A clause that provides for the distribution of the property of the organization at windup to charitable organizations which carry on their work for the benefit of residents of Ontario that would also be eligible for charitable gaming licences

Designated Members in Charge

All Designated Members in Charge must be bona fide members of the organization and are required to complete this form.

We, as active, bona fide members of _____ hereby certify that as the designated members in charge of the lottery for which this application is made, will be responsible for the management and conduct of the lottery in accordance with the terms and conditions under which the lottery licence is issued. We, as bona fide members, have signing authority, hold a senior position with the organization and will be present at the bingo event. (In addition to the three bona fide members listed below, please include a list of two to three names, including positions within the organization and telephone numbers (during the day) in order to deal with scheduling and unscheduled absences.)

Print Name:	
Title:	
Other Position(s) held in Organization:	
Home Address:	
Phone Number:	
Date:	
Signature:	

Print Name:	
Title:	
Other Position(s) held in Organization:	
Home Address:	
Phone Number:	
Date:	
Signature:	

Print Name:	
Title:	
Other Position(s) held in Organization:	
Home Address:	
Phone Number:	
Date:	
Signature:	

Other Contacts:

	Name	Position	Phone Number
1.			
2.			
3.			