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## **Municipal Lottery Licensing Eligibility Questionnaire**

Charitable gaming revenues are a source of funding for a large number of organizations. The Criminal Code of Canada allows provincial governments to set gaming regulations. The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for regulating licensed lottery events conducted by charitable organizations to raise funds for their charitable purposes. Order-in-Council 1413/08 and the *Gaming Control Act, 1992* provide that Municipal Councils may issue lottery licenses to charitable organizations on behalf of the Province of Ontario. Municipalities issue licenses for various lottery events such as Break-Open tickets, Raffles under \$50,000 and Bingo events. The AGCO sets Terms & Conditions for each type of lottery event, which can also be supplemented by the Municipality.

Municipal lottery licenses can only be obtained from your local Municipal Office. In order for an organization to be issued a Municipal lottery licence, they must first pre-qualify and be registered with the Township of North Frontenac.

Please complete the attached questionnaire should your organization wish to be considered for Municipal lottery licensing. This questionnaire will assist in determining your organization's eligibility.

### **Pre-requisites**

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

- Organizations must have been in existence for at least one (1) year before being considered eligible for lottery licenses.
- An applicant must qualify either as a charitable organization or as a non-profit organization with charitable purposes or objectives.
- The organization must have a place of business in Ontario; demonstrate that it is established to provide charitable services in Ontario; and use proceeds for objects or purposes which benefit Ontario residents.
- An organization must also demonstrate that for a minimum of one year it has carried out charitable activities that provide a direct benefit to Ontario residents, which are consistent with their mandate.

### **Required Supporting Documents**

When an organization first applies for a lottery licence, the following documents or information are required so that eligibility can be determined:

- Incorporation Papers (Letters Patent)
- Constitution and Bylaws
- 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
- Detailed outline of all programs/services currently provided and specific costs incurred in delivery

- The current operating budget
- Current Listing of the Board of Directors – Signed by each Member of the Board and should include their full name, title, and contact information, including address and phone numbers
- Copy of *Business Account Service Request* document from the bank demonstrating the names of at least two signing authorities for all lottery trust accounts
- Current Listing of the Bona Fide Members - Each Bona Fide Member should include their full name, and contact information, including address and phone numbers
- Any other information that will assist in determining the charitable nature of the objects and purposes. This could include an annual report, correspondence relating to its charitable number for income-tax purposes, and 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 set out in the bylaws and are of a charitable nature consistent with at least one of the four classifications of charitable purposes

### **Lottery Proceeds**

Only those costs that relate directly to the delivery of its eligible programs will be approved as eligible uses of lottery proceeds. An organization may also use lottery proceeds to pay some of the administrative expenses of those programs, i.e., Lottery Licence Fees. An organization cannot use lottery proceeds for any purpose that was not approved on the original licence application.

Use of Lottery Proceeds must meet the following criteria:

- be, in themselves, charitable and advance the charitable purposes or objects of the organization;
- be used for the direct delivery of the charitable purposes or objects of the organization; and
- be directed toward specific segments of the Ontario community or residents of Ontario with a common need.
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### **Charitable Classifications**

In order to determine which organizations are eligible for lottery licenses, the Alcohol and Gaming Commission of Ontario uses the four charitable classifications set out below. In order to qualify for a lottery licence, an organization must demonstrate that it exists to provide services in one of the following charitable classifications:

- Relief of Poverty
- Advancement of Education
- Advancement of Religion
- Other Charitable Purposes beneficial to the community



## Lottery Licence Application Questionnaire

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

\_\_\_\_\_

Operating Name (if different): \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email address: \_\_\_\_\_

2. Has the organization been in operation for a minimum of one year? Yes \_\_\_ No \_\_\_  
If Yes, what year was the organization founded? \_\_\_\_\_  
If No, a lottery licence cannot be issued.

3. In general, eligible organizations fall into one of two categories.

- a. Charitable organizations: the organization's purposes or objects are **all charitable**.
- b. Non-profit organizations with charitable objects: the organization has a **mixture** of charitable and non-charitable purposes.

Which category does your Organization fall under?

\_\_\_\_\_

4. Is the organization registered with Revenue Canada as a Charitable Organization?  
Yes \_\_\_ No \_\_\_

If yes, please enclose a copy of the registration.

5. Is the organization incorporated as a Non-Profit Charitable Organization by the Ministry of Consumer and Commercial Relations? Yes \_\_\_ No \_\_\_

If yes, please enclose a copy or the documentation.

6. Is the organization properly organized such that it is separate from any other organization, legally, financially, and organizationally? Yes \_\_\_ No \_\_\_

7. Please select the classification(s) that your organization best falls under:

- \_\_\_ Relief of Poverty
- \_\_\_ Advancement of Education
- \_\_\_ Advancement of Religion

\_\_\_\_ Other Charitable Purposes beneficial to the community, being:

- Culture and the Arts
- Health and Welfare
- Amateur Sports Organizations
- The Enhancement of Youth
- Public Safety Programs
- Community Service Organizations.

8. Is your organization a church or religious organization? Yes \_\_\_ No \_\_\_

If No, what services of public good or welfare are performed by your organization?

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Are these services performed without profit? Yes \_\_\_ No \_\_\_

9. Is the organization established to provide charitable services in Ontario and use proceeds for objects or purposes which benefit Ontario residents only?

Yes \_\_\_ No \_\_\_

10. Does a large portion or percentage of the community as a whole benefit by the fund raising of the organization? Yes \_\_\_ No \_\_\_

11. Is the charitable benefit to be achieved by the applicant denied to any segment of the community of North Frontenac? Yes \_\_\_ No \_\_\_

12. Is there a person(s) who will assume full responsibility for the operation and conduct of the lottery event(s)? Yes \_\_\_ No \_\_\_

If so, please name:

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13. Is the organization presently licensed for a lottery by any other municipality in Ontario? Yes \_\_\_ No \_\_\_

If so, please detail the municipality, licence number and type of lottery?

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14. Has the organization been licensed to conduct a lottery of any type in the past? Yes \_\_\_ No \_\_\_

If yes, please indicate the type of Lottery Event:

\_\_\_ Bingo \_\_\_ Raffle \_\_\_ Nevada

Other \_\_\_\_\_

When and where did the lottery take place? \_\_\_\_\_

Declaration

As per the Terms and Conditions set out by the Alcohol and Gaming Commission of Ontario, this questionnaire must be endorsed by two principal officers of the organization.

Name of Organization: \_\_\_\_\_

We, the undersigned, as two Principal Officers of the above organization, are the applicant herein and are aware that certain information must be obtained in order to process this application.

We acknowledge that the foregoing information may contain personal information as defined under the Municipal Freedom of Information and Protection Privacy Act, 1990, and that such information is required pursuant to the provisions of the Municipal Act and will be utilized by the Municipality for the administration of Municipal Lottery Licensing.

We certify the above information to be correct in all respects and we hereby agree to comply with all of the requirements relating to Municipal Lottery Licensing.

Principle Officer	
Title	
Other Position(s) held in Organization	
Home Address	
Phone Number(s)	
E-mail Address	
Date	
Signature	

Principle Officer	
Title	
Other Position(s) held in Organization	
Home Address	
Phone Number(s)	
E-mail Address	
Date	
Signature	

\*Personal Information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c. M56, as amended. Inquiries about the collection of personal information should be directed to the Municipal Clerk.

**For Office Use Only**

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Approved by: \_\_\_\_\_