



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 208/2024 and the *Gaming Control Act*, 1992 provide that Municipal Councils may issue lottery licences to charitable organizations on behalf of the Province of Ontario. Municipalities can issue licences for various lottery events such as Bingo and Media Bingo Events with a prize value that does not exceed \$5,500.00, Raffle lotteries where the prize value does not exceed \$50,000.00 and break-open tickets and bazaars. The AGCO sets Terms and Conditions for each type of lottery event, there are also federal and provincial regulations as set out by the *Criminal Code of Canada* and the Township of South Frontenac has adopted By-law 2024-57 setting out requirements as well.

A Municipal Lottery Licence can only be obtained from your local Municipal Office, the lottery licence must be issued in the municipality in which the lottery is conducted, the charitable or religious organization must have a business address in Ontario and the funds must be used for the benefit of the residents of the municipality. In order for an organization to be issued a Municipal lottery licence, they must first pre-qualify and be registered with the Township of South Frontenac.

Please complete the attached questionnaire should your organization wish to be considered for Municipal lottery licensing.

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 licences.
- 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.



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- An organization must also demonstrate that for a minimum of one (1) 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 By-laws.
- Notification of Charitable Registration, Canada Customs and Revenue Agency (if applicable).
- The most recent registered Charity Information return and 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 and services provided in the previous year and specific costs incurred in delivery.
- Detailed outline of all programs and services currently provided and specific costs incurred in delivery.
- The current operating budget.
- 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, and confirmation that it meets the reporting requirements of the *Charities Accounting Act*.
- The proposed use of the proceeds, which must be consistent with the primary objects and purposes of the organization set out in the By-laws and are of a charitable nature consistent with at least one of the four clarifications 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, such as Lottery Licence Fees. An organization cannot use lottery licence proceeds for any purpose that was not approved on the original licence application.



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Clerk's Department
4432 George St, Box 100
Sydenham ON, K0H 2T0
613-376-3027

Use of Lottery Proceeds must meet the following criteria:

- Be, in themselves, charitable and advance the charitable purposes of 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.

Charitable Classifications

In order to determine which organizations are eligible for lottery licences, the Alcohol and Gaming Commission of Ontario (AGCO) uses 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 Applicant Qualifying Questionnaire for Organizations

1. Registered name of charitable, not for profit or religious organization (as shown on governing document):

Operating name (if different): _____

Business Address: _____

Telephone number: _____

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 of 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;
 - 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?

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 South Frontenac? Yes No

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



If yes, please provide their name _____

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

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

14. Has the organization been licenced to conduct a lottery of any type in the past?

Yes No

If yes, please indicate the type of event(s): Bingo Raffle Break Open Other _____

When and where did the lottery take place: _____

Declaration of Designated Organization Members

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, and any subsequent application(s).

We acknowledge that the foregoing information may contain personal information as defined under the *Municipal Freedom of Information and Protection of 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 and any requests made by the Deputy Clerk with respect to the Lottery Licence or applications for such.



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

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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.



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For Office Use Only

Received By: _____

Date Received: _____

Approved: _____ Denied: _____

If denied, reason for denial: _____

Approved/Denied by: _____