

RE: Lottery Licensing - Eligibility Documents of Organizations

Hello,

The Alcohol & Gaming Commission of Ontario (AGCO) sets out the regulations for all lottery events within the Province of Ontario. Municipalities have licensing authority for some of these lottery events. It is the licensing municipality's responsibility to ensure that all organizations issued lottery licenses are eligible.

There are several documents required from organizations to ensure their eligibility for lottery licenses, which are detailed in Chapter Two of the AGCO's Lottery Licensing Policy Manual.

Documentation that proves your organization has at least one of the following charitable purposes:

- The relief of poverty;
- The advancement of education;
- The advancement of religion; or
- Other charitable purposes beneficial to the community, that do not fall under the above categories.

In order to be eligible, you must meet the following:

- The organization must have been in existence for at least one year.
- How does the organization provide charitable community services consistent with the purposes of the organization?
- The organization take full responsibility for the conduct and management of its lottery events.
- To ensure that your organization meets the eligibility requirements as outlined by the AGCO in its Lottery Licensing Policy Manual, please provide the Township with the following information if you will be applying for a lottery licence this year:
- Copy of your Organization's letters patent;

- Copy of your Organization's constitution and bylaws;
- Copy of your Organization's budget for the current year;
- Copy of your Organization's financial statements for the preceding year;
- A list of your Organization's Board of Directors;
- Your Organization's latest report to the Public Guardian and Trustee;
- Your Organization's charitable number for income tax purposes;
- Copy of your Organization's Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation, indicating the applicant's status and terms of registration;
- Copies of your Organization's charitable returns to the Canada Revenue Agency for the previous calendar year;
- Detailed description of your Organization's activities; and
- Copy of your Organization's annual report.

Please be advised that some of the above information and documents may not apply to your organization. This is an exhaustive list that is meant to capture all organizational structures. **Therefore, please only provide the above documentation that does apply to your organization and that you can provide copies of.**

You may send your documentation to the Township as soon as possible, or you may wait to submit it when you apply for your next lottery license. The intent of this letter is to provide advance notice to organizations of the updated information that we are looking for.

If you have any questions or concerns regarding the required information, please do not hesitate to contact me.