

Gaming Services
Toronto City Hall
100 Queen Street West, 1st Floor, North
Toronto, Ontario
M5H 2N2

Office hours: Monday to Friday (except holidays)
8:30 a.m. – 4:30 p.m.
Telephone: 416-392-7037
E-mail: lotterylicenses@toronto.ca
Web: www.toronto.ca/gaming

The City issues licences to charities holding bazaars that include one or a combination of the following events:

- raffles with prizes up to \$500 in value,
- bingo events with prize boards up to \$500, plus
- up to three 'wheels of fortune'

Eligibility

To be eligible for a gaming licence, charitable and/or religious organizations must fall under one of the following categories:

- Relief of poverty
- Advancement of religion
- Advancement of education
- Charitable purposes beneficial to the community

Each organization must:

- Have been in existence for at least one year
- Have provided charitable community services consistent with a primary objects and purposes of the organization for at least one year
- Demonstrate that it is established to provide charitable services in the City of Toronto
- Propose to use proceeds for charitable purposes or objects that benefit Toronto and its residents
- Assume full responsibility for the conduct and management of its event

Licence fees

- Raffle with prize board of \$300 and under: \$10.21
- Raffle with prize board of \$301 to \$500: 3% of total prize board
- Bingo with prize board of \$300 and under: \$10.21
- Bingo with prize board of \$301 to \$500: 3% of total prize board
- Wheel of fortune: \$10 per wheel, per day (maximum 3 wheels)

All licence fees must be paid by cheque from the lottery trust account and signed by two officers. Cash and personal cheques are not accepted. Cheques must be made payable to Treasurer, City of Toronto.

Application process and requirements

New applicants: The City will review the documents to determine if the organization is eligible and notify the organization of the decision. Approval for new applicants may take up to 30 business days.

Amendments or repeat events: Licences require a 15 day processing time.

All documentation and fees must be included with your application. Incomplete packages will be returned to your organization.

Submit the following to Gaming Services, City of Toronto:

- **Eligibility review fee:** \$25.53 (first-time applicants only) must be paid by cheque from the lottery trust account and signed by two officers. If the organization has had an eligibility review in the past year, the eligibility review fee is not required.
- **Licence fee:** as described above
- **AGCO form:** *Application to Manage and Conduct a Lottery Type Scheme at a Bazaar*
- **City of Toronto form:** *Gaming Services Questionnaire*
 - Organization's constitution and/or by-laws (signed and dated)
 - Letters Patent (where applicable)
 - Current Board of Directors, including names, positions, addresses and phone numbers
 - Membership list, if applicable
 - List of programs/services and their specific costs intended for lottery proceeds
 - Proposed lottery budget and event description
 - Current signing officers and their original signatures next to their names
 - Fiscal year-end information
 - Operating budgets (preceding and current year), including revenue sources and expenses
 - Most recent annual financial statement
 - Revenue Canada notification of registration letter, where applicable
 - Current copy of documents filed with Revenue Canada under the Charities Accounting Act or Income Tax Act (form T3010)
- Additional documents:
 - List of prizes and value of prizes
 - Confirmation of prize donations or purchases
 - Sample tickets and sample bingo programs (if applicable)

You cannot print or sell tickets until you are licensed. All tickets must indicate the licence number.

Links to related information may be found on the City website at www.toronto.ca/gaming:

- City of Toronto Lottery Licensing Bylaw
- All forms noted above
- AGCO – applications, regulations, information bulletins and terms and conditions

Contact information

Telephone: 416-392-7037

E-mail: lotterylicenses@toronto.ca

You may also contact one of the following Gaming Services staff:

Gloria Gil	416-338-5867
Mary Kapogiannis	416-395-7380
Jennie Mendoza	416-338-5869
John Chua	416-395-7358
Ida Sbrizzi	416-338-5867
Sylvia Alfano	416-392-4373

Sandy LeBlanc, Supervisor
sleblan@toronto.ca
416-397-7760