

Gaming Services  
Toronto City Hall  
100 Queen Street West, 1<sup>st</sup> 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](mailto:lotterylicenses@toronto.ca)  
Web: [www.toronto.ca/gaming](http://www.toronto.ca/gaming)

The City may license charities to hold bingo events in non-commercial sites such as a church, school, community centre, legion, etc., with prize boards up to and including \$5,500.

Prize board of more than \$5,500: Bingo events in non-commercial locations with prize boards of more than \$5,500 require a provincial licence. For information on provincial licences, fees and types of bingos, see the AGCO website at [www.agco.on.ca/en/ft.features/ft3.gaming.app.form.html#1](http://www.agco.on.ca/en/ft.features/ft3.gaming.app.form.html#1).

### 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

Licences are for a one-time bingo event at one location:

- Prize board up to \$300: \$10.21
- Prize board from \$301 to \$5,500: 3% of the prize board
- Media bingo: 3% of the prize board (up to \$5,500)

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.

**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 Bingo Lottery*
- **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)

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

Links to related information may be found on the City website at [www.toronto.ca/gaming](http://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](mailto: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  
Ida Sbrizzi, 416-338-5876  
Sylvia Alfano, 416-392-4373  
John Chua, 416-395-7358

Sandy LeBlanc, Supervisor  
[sleblan@toronto.ca](mailto:sleblan@toronto.ca)  
416-397-7760