

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

A **break open ticket** is made of cardboard and has perforated cover window tabs behind which are symbols revealed by tearing open the cover tab. The winning combination of symbols is specified on the back of the ticket. Break open tickets are also known as "nevada tickets" or "pull tabs." The City issues licences for break open ticket events that are not conducted in conjunction with another licensed event, and where the tickets are sold within the municipality. Tickets may be sold at third-party locations such as variety stores.

A break open ticket lottery licence may be issue for a one-year period, which is coordinated with the Gaming Control Act registration (the licence expires at the same time as the CGA registration).

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 fee

The fee is 3% of the total prize value of each box of tickets. 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: Renewal applications must be submitted to the City 15 business days before the existing licence expires, so that applications can be given full and proper consideration.

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 Break Open Ticket 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)
- Additional documents:
 - Contract between the organization and the third party location
 - Copy of valid Gaming Control Act (GCA) registration certificate

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:

- 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
Ida Sbrizzi, 416-338-5876
Sylvia Alfano, 416-392-4373
John Chua, 416-395-7358

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416-397-7760