

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)

A **raffle** is a lottery scheme where tickets are sold for a chance to win a prize at a draw. Examples: 50/50 draws, elimination draws, calendar draws, sports raffles and rubber duck races.

### 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

- Total prizes of up to \$300: \$10.21
- Total prizes from \$301 to \$50,000: 3% of total retail prize value
- Total prizes more than \$50,000 require a provincial licence and fee of 3% of total prize. For information on provincial licences, see the AGCO site: [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) . The approval timeframe may be up to 40 days.

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 business 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 Raffle Lottery or Blanket Raffle 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 documentation:**
  - Prizes valued at \$500.00 and over must be accompanied with a confirmation letter or a receipt
  - Prizes such as jewellery, antiques and art pieces require appraisals
  - Sports memorabilia require appraisals
  - Trips: All trips awarded as prizes require a letter from the applicable travel agency which must be registered with the Travel Industry Council of Ontario (TICO). The letter must provide a description of the trip, confirmation of the value, itinerary and blackout dates, if applicable. For all trips offered outside the Province of Ontario, accommodations must be included as part of the prize or a minimum of \$500.00 must be awarded for out of pocket expenses. Points of departure and entry must be from Toronto
  - Medium of advertisement (TV, radio, flyers, etc.) and samples of promotional materials
  - Sample ticket and the sequence of ticket draws (lowest to highest prize or highest to lowest prize)
  - Indication of whether winning ticket will be placed back in the drum/container
  - Letter of credit with an expiry date 45 days after the event: where total prizes are \$10,000 to \$50,000, payable to the Treasurer, City of Toronto. Where total prizes are over \$50,000, payable to the Minister of Finance.

**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](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