

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 **social gaming event** features raffles, blackjack and/or wheel of fortune tables, as part of an occasion such as a dinner or dance sponsored by an applicant. The event is licensed by the Alcohol and Gaming Commission of Ontario (AGCO), but the City must approve the event.

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

- Approval letter: \$25.53, payable to the Treasurer, City of Toronto
- Blackjack tables: \$5 per table, payable to the Minister of Finance
- Wheel of fortune: \$5 per wheel, payable to the Minister of Finance
- Raffle: 3% of the value of prizes, payable to the Minister of Finance

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

Social gaming events are licensed by the Alcohol and Gaming Commission of Ontario (AGCO), but the City must approve the event. Submit all documentation to Gaming Services at the City of Toronto. Once approved, the City forwards the approval letter with your application, fees and other materials to the AGCO.

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, paid by cheque from the lottery trust account and signed by two officers (First-time applicants only). 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 Social Gaming Event*
- **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)

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

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

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