

# Charity Request for Placement/Transfer at a cGaming Centre Policy

## Background

On July 16, 2013, City Council adopted the City Clerk's report, *Update on Discussions with OLG on the Charitable Bingo and Gaming Revitalization Initiative (eBingo)*, item GM23.5, authorizing, in part, the City to enter into an agreement with the OLG relating to the Charitable Bingo and Gaming Revitalization and authorizing the City Clerk, Deputy City Manager and Chief Financial Officer to execute the agreement on behalf of the City of Toronto. Delta St. Clair Bingo opened as an eBingo Centre on July 1, 2014 followed by Dolphin Bingo on April 17, 2015. Rama Toronto East (formerly Kennedy Bingo) and Downsview Bingo Centre transitioned to cGaming October 2019 and March 2020, respectively.

See link below for relevant reports and documents relating to above:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2013.GM23.5>

The Municipality's role as the *Permitting Authority* under the OLG agreement pertaining to the Charitable Bingo and Gaming Revitalization, includes in part:

- Determining the eligibility of non-profit charitable organizations and the use of cGaming proceeds.
- When considering the issuance of new permits the Municipality shall consider factors such as the number of bingo authorizations already issued (number of organizations at bingo centre), the eligible charity's financial need and community benefit, remaining consistent with the participation requirements.

## Purpose of Policy

To consider placement of eligible charitable organizations on the *City of Toronto cGaming Centre Placement/Transfer Waiting List*, hereinafter referred to as the list, through a fair and equitable process, and subject to the terms & conditions of the Municipality's role as stipulated in the OLG agreement.

## Placement Considerations

- Eligible organizations new to cGaming will be placed on the list based on eligibility approval date
- Eligible organizations presently placed at a cGaming Centre requesting a transfer to an alternate cGaming Centre will be placed based on transfer approval date
- Priority placement for both new and transfer requests are considered on an equal basis

## Placement at a cGaming Centre

An organization that has received eligibility approval from the City of Toronto, Gaming Services, will be considered for placement on the list. Priority placement is based on the eligibility approval date. Preference of cGaming Centre placement is not taken into consideration when the placement offer is made. When an opening becomes available at any

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of the four (4) cGaming Centres, the organization at the top of the list will be offered placement at the available centre. If the organization refuses placement, the opening will be made available to the next organization on the list.

When an organization accepts the placement, they will be provided with next steps identified in section **(A) Preparation for Placement at a cGaming Centre** section of this policy.

If the organization refuses the offer the organization will maintain their placement on the list. An organization can pass on an offer to be placed twice without penalty. After the second refusal the organization will be placed at the bottom of the list, considered the penalty for 2 refusals. A third refusal will be considered as an abandonment of the request for placement and the organization will be removed from the list. A written notice advising the organization that they will be removed from the list, based on the 2 refusals, will be sent to the Principal Officers of the organization. An organization removed from the list must reapply to be considered for placement and will be added to the bottom of the list.

### **(A) Preparation for Placement at a cGaming Centre**

#### **Organizations must:**

**Attend a cGaming orientation hosted by City of Toronto, Gaming Services**, with a minimum of two senior members that have signing authority on behalf of the organization, preferably two (2) of the organization's principal officers. A Gaming Services Lottery Licensing & Compliance Officer will contact the organization with the details of the orientation. The purpose of the meeting is to provide background on the cGaming initiative structure, including roles & responsibilities of all stakeholders, policies and by-laws, bona-fide member (volunteer) training requirements, as well as an opportunity for questions.

**After the meeting** the organization will be required to:

1. **Submit a Letter of Intent** - confirming the organizations commitment to participate and comply with all the cGaming permit participation requirements.
  - a. The letter must be on letterhead, dated and signed by two senior board members (Principal Officers) that have signing authority on behalf of the organization.
2. **Submit a cGaming Bona Fide Member/Volunteer List**
  - a. Names and contact information of six to eight (6-8) bona fide members/volunteers responsible to attend and participate, on behalf of the organization (licensee), at the cGaming Centre during scheduled assignments.
  - b. Select and confirm a bona fide member who will be the volunteer co-ordinator acting on behalf of the organization responsible for scheduling the bona fide members/volunteers required to attend scheduled assignments.

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- c. Select and confirm (2) bona fide members, one of which must be a Principal Officer of the organization, with signing authority, responsible for the completion of the cGaming permits and monthly reports on behalf of the organization.
3. **Contact the Charitable Gaming Centre Association Co-ordinator** to schedule the bona fide member/volunteer participation roles and responsibility training. The cGaming Centre Charity Co-ordinator contact information will be provided to the organization by the Lottery Licence & Compliance Officer assigned to the file.
4. **Open a separate business bank account** with cheque writing capability, a minimum of two (2) Principal Officers with signing authority on behalf the organization, monthly banking statements including copies of cleared cheques. This account is to be used specifically for cGaming proceeds only – proceeds raised through other lottery types are to be deposited into a separate bank account (see OLG *Policies and Standards for Charities* for further banking requirements).
5. **Complete, sign and submit the cGaming Permit application** to the Lottery Licence & Compliance Officer assigned to the file.

### (B) Placement Confirmation

Gaming Services will review the organization's cGaming selection and all other placement requirement documents listed above and will consult with the cGaming Centre Co-ordinator to determine the number of assignments allocated to the organization on a monthly basis.

#### Allocation of Participation Assignment(s) Criteria

Gaming Services will use the following criteria to determine the number of participation assignments allocated to each organization:

- Yearly operating budget (used to determine the financial need of the organization)
- Approved use of proceeds expenses
- Volunteer structure and availability
- Number of organization's already placed at the cGaming Centre
- Yearly cGaming Centre charity revenue distribution

Each assignment represents one (1) share of the net gaming proceeds generated monthly at the cGaming Centre.

A placement letter confirming the number of assignments, assignment participation start date and a copy of the permit will be provided to the organization with instructions to contact the cGaming Centre Charity Co-ordinator who will facilitate the rest of the placement process.

Once placed at a cGaming centre, an organization must commit to participating at the Gaming centre for a minimum of 1 year (2 consecutive permit periods), before it can submit a request

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to Gaming Services for a transfer to another cGaming Centre in the City of Toronto (see *cGaming Centre Transfer Request Process*).

### **(C) cGaming Centre Transfer Request Process**

An organization that holds a permit at a cGaming Centre in Toronto must fulfill the permit obligations for a minimum of 1 year (2 consecutive permit periods) prior to being eligible to apply for a transfer to another cGaming Centre in Toronto.

To request a transfer an organization must submit a written request to Gaming Services indicating the reason(s) for the request. The request must be submitted by at least 2 Principal Officers with signing authority for the organization, see definition below:

For cGaming purposes a Principal Officer is:

*A person who has ultimate responsibility for implementing the decisions of the organizations governing body, or for supervising the management, administration or operation of the organization, as outlined in the Constitution and By-laws for the organization.*

#### **Transfer Request Conditions/Criteria**

- a) Proximity of volunteers to Centre
- b) More assignment(s) availability (dependent on budget needs)
- c) Other

The above are possible legitimate reasons for an organization to put in a transfer request, however a transfer is not guaranteed as each situation is variable.

Supporting documentation must be provided to substantiate the transfer request.

Gaming Services will review the transfer request and provide a decision within 45 business days.

Transfer requests are to be restricted to a maximum of two (2) within a 5 year period per organization.