

# The Corporation of the Municipality of Hastings Highlands



## Municipal Lottery Licensing ELIGIBILITY QUESTIONNAIRE

Charitable gaming revenues are a source of funding for a large number of organizations. The Criminal Code of Canada allows provincial governments to set gaming regulations. In Ontario, the Alcohol and Gaming Commission of Ontario (AGCO) is responsible for regulating licensed Lottery Events conducted by charitable organizations to raise funds for their charitable purposes. Order-in- Council 1413/08 and the Gaming Control Act, 1992 provide that Municipal Councils may issue Lottery Licences to charitable organizations on behalf of the Province of Ontario. Municipalities issue Licences for various Lottery Events such as Break-Open tickets, Raffles under \$50,000 and BINGO Events. The AGCO sets Terms & Conditions for each type of Lottery Event, which can also be supplemented by the Municipality..

Municipal Lottery Licences can only be obtained from your local Municipal Office. In order for an organization to be issued a Municipality of Hastings Highlands Municipal Lottery Licence, they must first pre-qualify and be registered with the Municipality of Hastings Highlands.

Please complete this questionnaire should your organization wish to be considered for Municipal Lottery Licensing. This questionnaire will assist in determining your organization's eligibility.

## PREREQUISITES

The following pre-requisites are mandatory to be considered eligible for a lottery licence:

- An applicant must qualify either as a charitable organization or as a non-profit organization with charitable purposes or objects.
- The organization must have a place of business in Ontario, demonstrate that it is established to provide charitable services in Ontario and use proceeds for objects or purposes which benefit Ontario residents.
- Organizations must have been in existence for at least one (1) year before being considered eligible for lottery licences.
- An organization must also demonstrate that for a minimum of one year it has carried out charitable activities that provide a direct benefit to Ontario residents, which are consistent with their mandate.

## REQUIRED APPENDIXES

When an organization first applies for a lottery licence, the following documents or information are required so that eligibility can be reviewed:

- Incorporation Papers (Letters Patent)
- Constitution and Bylaws
- Notification of Charitable Registration, Canada Customs and Revenue Agency (if applicable)
- The most recent Registered Charity Information Return & Public Information Return, as submitted to Canada Customs and Revenue Agency (if applicable)
- Financial Statement for Previous Fiscal Year (audited, where applicable)
- Detailed outline of all programs/services provided in the previous year and specific costs incurred in delivery
- Detailed outline of all programs/service currently provided and specific costs incurred in delivery
- The current operating budget
- Current Listing of the Board of Directors – Signed by each Member of the Board and should include their full name, title, and contact information, including address and phone numbers
- Copy of *Business Account Service Request* document from the bank demonstrating the names of at least two signing authorities for all lottery trust accounts
- Current Listing of the Bona Fide Members - Each Bona Fide Member should include their full name, and contact information, including address and phone numbers
- Any other information that will assist in determining the charitable nature of the objects and purposes. This could include an annual report, correspondence relating to its charitable number for income-tax purposes, and confirmation that it meets the reporting requirements of the Charities Accounting Act
- The proposed use of proceeds, which must be consistent with the primary objects and purposes of the organization set out in the bylaws and are of a charitable nature consistent with at least one of the four classifications of charitable purposes

## LOTTERY PROCEEDS

Only those costs that relate directly to the delivery of its eligible programs will be approved as eligible uses of lottery proceeds. An organization may also use lottery proceeds to pay some of the administrative expenses of those programs, i.e. Lottery Licence Fees. An organization cannot use lottery proceeds for any purpose that was not approved on the original licence application.

Use of Lottery Proceeds must meet the following criteria:

- be, in themselves, charitable and advance the charitable purposes or objects of the organization;
- be used for the direct delivery of the charitable purposes or objects of the organization; and
- be directed toward specific segments of the Ontario community or residents of Ontario with a common need.

**Please note, personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c. M56, as amended. Inquiries about the collection of personal information should be directed to the Municipal Clerk.***

Name of Organization: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Member completing this Questionnaire: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

How long has your organization been in operation? \_\_\_\_\_

How many Bona Fide Members does your organization have? \_\_\_\_\_

Describe the qualifications to become a Bona Fide Member of your organization?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In general, eligible organizations fall into one of two categories.

1. Charitable organizations: the organization's purposes or objects are all charitable.

2. Non-profit organizations with charitable objects: the organization has a mixture of charitable and not-charitable purposes.

Which category does your Organization fall under? \_\_\_\_\_

Is the organization registered with Revenue Canada as a Charitable Organization? Yes No

If yes, please enclose a copy of the registration.

Is the organization incorporated as a Non-Profit Charitable Organization by the Ministry of Consumer and Commercial Relations? Yes No

If yes, please enclose a copy or the documentation.

Is the organization properly organized such that it is separate from any other organization, legally, financially, and organizationally? Yes No

In order to determine which organizations are eligible for lottery licences, the Alcohol and Gaming Commission of Ontario uses the four charitable classifications set out below. In order to qualify for a lottery licence, an organization must demonstrate that it exists to provide services in one of these charitable classifications.

Please select the classification(s) that your organization best falls under:

- Relief of Poverty
- Advancement of Education
- Advancement of Religion
- Other Charitable Purposes (describe) \_\_\_\_\_

Is your organization a church or religious organization?      Yes      No

If No, what services of public good or welfare are performed by your organization? Be Specific.

\_\_\_\_\_

\_\_\_\_\_

Are these services performed without profit?      Yes      No

Is the organization established to provide charitable services in Ontario and use proceeds for objects or purposes which benefit Ontario residents only?      Yes      No

Does a large portion or percentage of the community as a whole benefit by the fund raising of the organization?      Yes      No

Is the charitable benefit to be achieved by the applicant denied to any segment of the community of Hastings Highlands?      Yes      No

Is there a person(s) who will assume full responsibility for the operation and conduct of the lottery event(s)?      Yes      No

If so, please name: \_\_\_\_\_

Is the organization presently licenced by any other municipality in Ontario?      Yes      No

If so, please detail the municipality, licence number and type of lottery?

\_\_\_\_\_

Has the organization been licenced to conduct a lottery of any type in the past?      Yes      No

If yes, please indicate the type of Lottery Event:

Bingo       Raffle       Nevada       Other \_\_\_\_\_

When did the lottery take place? \_\_\_\_\_

Where did the lottery take place? \_\_\_\_\_

# DECLARATION

As per the Terms and Conditions set out by the Alcohol and Gaming Commission of Ontario, this questionnaire must be endorsed by two principal officers of the organization.

Name of Organization: \_\_\_\_\_

We, the undersigned, as two Principal Officers of the above organization, are the applicant herein and are aware that certain information must be obtained in order to process this application.

We acknowledge that the foregoing information may contain personal information as defined under the *Municipal Freedom of Information and Protection Privacy Act, 1990*, and that such information is required pursuant to the provisions of the Municipal Act and will be utilized by the Municipality for the administration of Municipal Lottery Licensing.

We certify the above information to be correct in all respects and we hereby agree to comply with all of the requirements relating to Municipal Lottery Licensing.

Principal Officer		Principal Officer
	Signature	
	Name in full	
	Title	
	Business Phone	
	Date	

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## For Office Use Only

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Approval Date: \_\_\_\_\_