

A Comprehensive Guide to Lottery Licensing in Welland



welland.ca

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Introduction

Our staff are here to help your organization become eligible for lottery licensing, an instrumental means of fundraising for many charitable purposes benefitting the local community.

This guide should be used as a tool and resource but is by no means exhaustive. Any questions should be directed to the staff member(s) responsible for the lottery program.

The Alcohol and Gaming Commission of Ontario (AGCO) regulates lottery games for charities, religious groups and other qualified operators for the province of Ontario. This includes bingo, raffles and selling break open tickets. The AGCO has provided municipalities within Ontario authority to licence charitable and religious groups for lotteries in an effort to facilitate fundraising opportunities.

Municipal Responsibilities

Municipalities have the authority to issue lottery licences within their community for events such as:

- Raffles and 50/50 draws with prizes up to \$50,000;
- Bingo events with prize boards up to \$5,500;
- Bazaar gaming events;
- Break Open Ticket lotteries and more.

Through the AGCO's delegated authority, the City of Welland is responsible for:

- Approving applications when eligibility criteria is met;
- Reporting information required by the AGCO;
- Enforcing the policies and procedures that municipal and provincial officials must follow to issue and administer charitable gaming licences in Ontario;
- Ensuring licensees comply with eligibility requirements and terms and conditions of licences;
- Investigating breaches of licence terms and conditions;
- Auditing licensed organisations;
- Refusing, suspending or canceling licences for non-compliance.

Guiding Principles

To ensure that lottery licensing is administered fairly and consistently, decisions must be guided by the following fundamental principles:

1. Consider the needs of the community. All eligible organizations must have fair access to gaming opportunities.

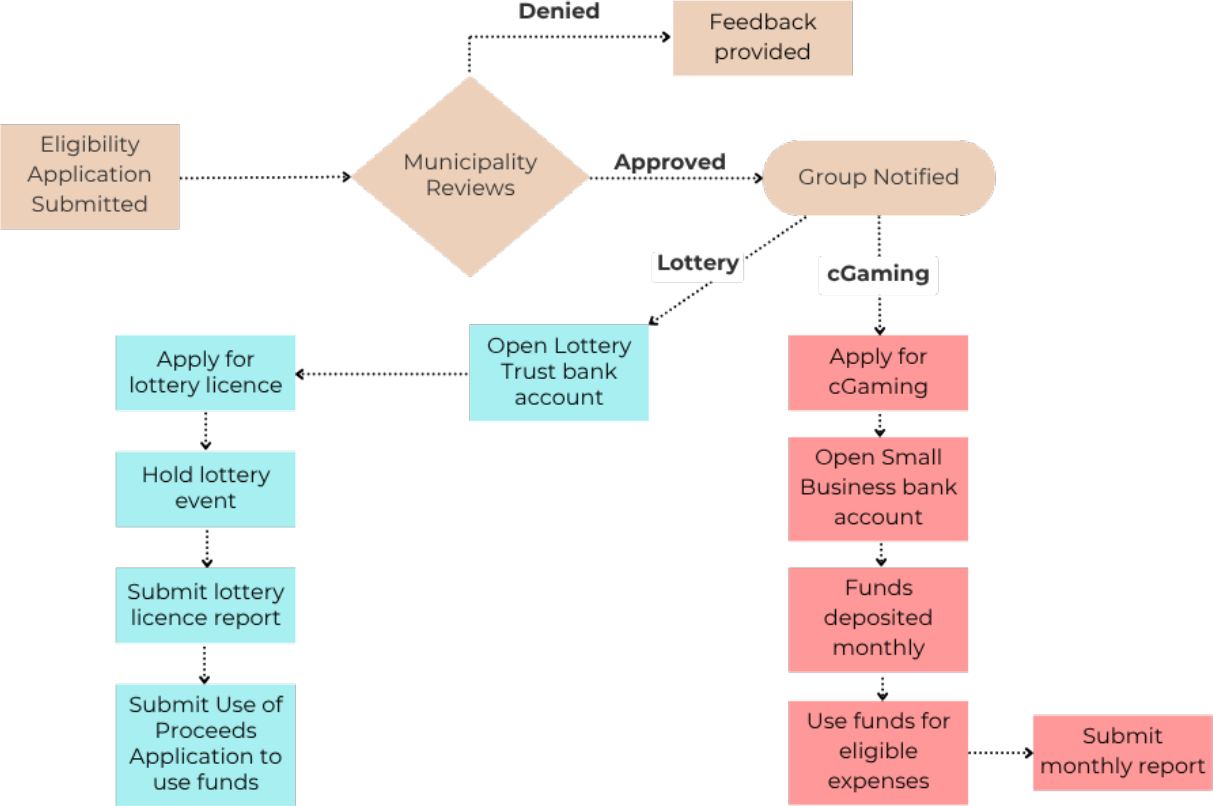
2. Consider both the viability of a proposed lottery scheme and the applicant's ability to execute the scheme.
3. Lottery proceeds must only be used for the direct delivery of eligible charitable programs and services, as stated on the licence application and approved by the licensing authority.

Getting Started

1. **Determine Eligibility**
Review the eligibility requirements in this guide to determine whether your organization may qualify.
2. **Gather Supporting Documents**
Collect the required governing documents, financial information, CRA documentation (if applicable), and organizational information.
3. **Submit an Eligibility Application**
Submit the completed eligibility package to the City of Welland.
4. **Municipal Review**
The City reviews the application and determines eligibility. Decisions are typically made within 30 days of receiving a complete application.
5. **Open Required Bank Account**
Eligible organizations must establish the required lottery trust account (and cGaming account where applicable).
6. **Apply for Lottery Licences or cGaming**
Once eligibility has been approved, organizations may apply for lottery licences or participate in the cGaming program.

For detailed licensing requirements, reporting obligations, and licence-specific procedures, refer to *A Comprehensive Guide to Lottery Licensing and Charitable Gaming in Welland*.

Lottery and cGaming Process Flowchart



Eligibility

An organization must exist for at least one year before applying for lottery licensing eligibility. To be eligible for lottery licensing, the applicant must qualify as a charitable, religious, or non-profit organization within one of the following classifications:

- relief of poverty
- advancement of education
- advancement of religion
- charitable purposes beneficial to the community, not falling under any of the three points above:
 - culture and the arts
 - health and welfare
 - amateur sports organizations
 - the enhancement of youth
 - public safety programs

The organization must also:

- have a place of business in Ontario;
- demonstrate that it is established to provide charitable services in Ontario;
- submit a use of proceeds proposal for charitable objectives or purposes that benefit Ontario and its residents;
- assume full responsibility for the conduct and management of its lottery events.

With its initial application, groups must submit the following supporting documentation:

1. letters patent (purpose/intent)
2. constitution/by-laws (purpose/intent)
3. budget for the current year (focus of expenditures from operating account)
4. financial statements for the previous year (primary sources of income)
5. latest report to the Public Guardian and Trustee (if applicable)
6. charitable number for income tax purposes (if applicable)
7. copy of the "Notification of Registration" letter from the Canada Revenue Agency with any supporting documentation indicating the organization's status and terms of registration
8. copies of its charitable returns to the Canada Revenue Agency for the previous calendar year
9. detailed description of its activities and programming
10. copy of its annual report and/or Annual General Meeting minutes
11. a list with names, business addresses, and telephone numbers of all bona fide members and the current executive including names of signing authorities within the organization

12. program registrant names and birthdates (amateur sports groups only)

Once the eligibility application has been received in full, the municipality will make a decision within thirty (30) days and advise City Council and the charitable group of the outcome.

If eligibility is approved, the group can then apply for lottery licences and the cGaming program.

Annual Eligibility Requirements

In addition to the initial application, groups are required to provide annual documentation to maintain their eligibility. These include, but are not limited to:

1. letters patent (if there has been a change since last submission)
2. constitution/by-laws (if there has been a change since last submission)
3. letter from Canada Revenue Agency recognizing the charitable status under the Income Tax Act (if there has been a change since last submission)
4. copies of its charitable returns to the Canada Revenue Agency for the previous calendar year
5. complete budget for the current year
6. financial statements for the previous year
7. detailed description of its activities (purpose/intent + scope of programming beneficiaries)
8. copy of its annual report and/or Annual General Meeting minutes
9. a list with names, business addresses, and telephone numbers of all bona fide members and the current executive including names of signing authorities within the organization
10. program registrant names and birthdates (amateur sports groups only)

Conflict of Interest Guidelines

These rules help make sure charitable lottery events are fair and trustworthy. Even the appearance of a conflict of interest can reduce public confidence, so organizations must follow the Lottery Licensing Policy Manual (LLPM).

Key Rules

1. Stay Out of Licensing Decisions

Anyone involved in the organization must not take part in approving or managing the lottery licence. This means they cannot:

- Approving the lottery licence, or
- Run or manage the lottery event

Example:

If a municipal councillor is part of the organization, they must:

- Not join discussions or voting about the licence
- Not sign the application
- Not be involved in decisions about the lottery

2. No Playing or Winning

People involved in running the lottery must not take part as players. They cannot:

- Buy tickets, cards, or bets
- Win prizes

This applies to everyone involved, including volunteers, event organizers, and prize donors.

3. No Personal Benefit

People managing or helping with the event must not benefit financially.

- They cannot receive any money from lottery proceeds.
- They must not gain from purchases made with lottery funds.

Common Examples of Conflicts of Interest

- A coach paid using lottery funds cannot run the lottery.
- A business owner cannot use lottery money to buy items from their own store.
- Prizes cannot be bought from businesses owned by event organizers.
- A bingo hall operator cannot help run events for their own organization in that hall.
- Paid bingo staff cannot play or volunteer in their workplace.
- People selling tickets cannot buy tickets themselves.

- Store owners/employees cannot buy tickets from their own location.
- Board members and volunteers must not profit or play in the lottery.

Why This Matters

Conflicts of interest can:

- Damage public trust
- Harm your organization's reputation
- Put future lottery licensing at risk

Even if not intentional, conflicts must always be avoided.

For full details, refer to the conflict of interest section in the Lottery Licensing Policy Manual (LLPM) for each type of lottery event.

Lottery Licensing

Alcohol and Gaming Commission of Ontario (AGCO)

The Alcohol and Gaming Commission of Ontario regulates lottery games for charities, religious groups and other qualified operators for the province of Ontario. This includes bingo, raffles and selling break open tickets. The AGCO has provided municipalities within Ontario authority to licence charitable and religious groups for lotteries in an effort to facilitate fundraising opportunities.

The AGCO is responsible for updating the [Lottery Licensing Policy Manual](#) (LLPM) which is the guide for all municipalities and charitable groups participating in the lottery program. Further, the AGCO provides all forms used by municipalities and charitable groups including lottery licences, application forms, and report forms.

Groups should familiarise themselves with the manual and various sections that apply to their eligibility as determined by the municipality.

Banking

Once groups have received lottery licensing eligibility within the City of Welland, they are required to open a lottery trust bank account as required by the AGCO. No lottery licences shall be reviewed or issued until such time as the lottery trust bank account has been opened.

Per section 3.6.1 in the LLPM, “A licensed organization must open and maintain a separate lottery trust account, designated as a trust account by the branch of a recognized financial institution, in the Province of Ontario. The designated lottery trust account must be in Canadian funds. If the licensee (except for a Hall Charities Association in a non-pooling bingo hall) conducts more than one type of lottery event, it may hold either one designated lottery trust account for all lottery proceeds or a separate designated lottery trust account for each type of lottery.”¹

The trust account(s) must:

1. be a chequing account;
2. require at least two (2) authorizing signatures;
3. be held in the name of the licensee, in trust;
4. have duplicate deposit slips, with one copy kept for the licensee’s records;
5. provide monthly statements; and

¹ Lottery Licensing Policy Manual, https://www.agco.ca/sites/default/files/2026-04/LLPM_EN_04-27-2026.pdf

6. include either the return of all cheques with the monthly statements or the return of electronically scanned images of the front and back of each cancelled cheque with the monthly statements.

The fact that it is a trust account must be stated on the face of the cheques. If a licensee's cheques do not currently state this, the licensee should ensure that the information is added when cheques are reordered.

Raffles

A raffle is a lottery scheme where tickets are sold for a chance to win a prize at a draw. Licensing authorities may issue concurrent raffle licences based on their evaluation of the licensee's capacity to successfully conduct and manage multiple events at one time.

Eligible raffles include stub draws, elimination draws, calendar draws, golf ball drops, rubber duck races, 50/50 draws, blanket raffle licences, meat spins/turkey rolls, "name the raffle" lotteries, bossy bingos and cow patty bingos, auction-style raffles, and Catch the Ace progressive raffle lotteries.

Municipalities may only issue licences permitting eligible organizations to conduct non-electronic raffle lotteries where the total value of the prizes to be awarded, including any taxes is \$50,000 or less

Raffle Prizes

Prize values for these raffles cannot exceed \$50,000. If the prize value exceeds this amount, charitable groups must apply for licences directly to the AGCO. Retail market value of prizes must not be less than 20% of the total sale value of the tickets (whether they are all sold or not).

For instance, if your total printed ticket sales value is \$2,500, then the total prize value cannot be less than 20% or \$500.

Fixed prizes must be awarded in all raffle draws except for 50/50 draws. A list of prizes, with their market value, must be provided with the lottery licence application. Only new and unused merchandise may be offered as prizes. Livestock must not be awarded as prizes.

For any prizes worth more than \$500, the licensee must obtain legible copies of a firm price quotation and a letter of intent, invoice or agreement to purchase for each prize.

If the applicant is proposing to offer fixed prizes totalling \$10,000 or more, including taxes, the applicant must present an irrevocable standby letter of credit to the licensing authority. The licensing authority may also require a financial guarantee for a prize of a lesser value.

Raffle Tickets

A licensee must not allow any person under the age of 18 to participate as a player in any game of chance, or the age of 19 if alcohol is included in the prizes.

Tickets cannot be sold electronically. Electronic raffles must be licensed through the AGCO directly.

Raffle lottery tickets sold under a licence issued in Ontario must not be advertised, offered for sale, sold or ordered from outside of Ontario. That said, while they are in Ontario, residents of other countries or provinces may purchase raffle tickets sold under a licence issued in Ontario.

If a licensee wishes to sell tickets in more than one municipality, it must obtain permission from each municipality in which it proposes to sell tickets.

Tickets are printed in two parts. The purchaser's portion must contain the following information:

1. the license number
2. the name of the licensee
3. the location(s), date(s) and time(s) of the draw(s)
4. a description including the nature, number and value of the prize(s) to be awarded
5. the price of each ticket
6. the number of the ticket
7. the total number of tickets printed

The part retained by the organization (for draw or record purposes) must include:

1. the number of the ticket
2. the license number
3. the name of the licensee
4. adequate space for the name, address and telephone number of the ticket purchaser

The exception to this type of ticket applies only to certain 50/50 draws and penny raffles.

50/50 Raffles

A paper-based 50/50 draw is a raffle lottery in which the total prize is one half the value (50%) of all tickets sold (gross proceeds) during the event or a defined period of the licence. You cannot deduct half of the administrative fees such as ticket printing or licence fee from the prize to be issued.

The purchaser receives a ticket containing a number. A ticket stub with the same number is placed in a drum or other container for a draw. If roll-type tickets are used, the purchaser must be present at the draw in order to collect his or her prize. If the holder(s) of the winning ticket number(s) is/are not present when the number(s) is/are drawn, the licensee must draw another ticket.

This information must be included in the rules and any advertising for the event. Since the actual prize for each draw cannot be determined before the draw date, the organization must indicate the maximum possible prize on the licence application. The maximum prize must not exceed half the revenue available if all the tickets authorized by the licence were sold at the scheduled time.

Whenever a licence is issued for a series of 50/50 draws (blanket raffle licence), the licensee must use different tickets for each draw throughout the course of the licence (two-part roll tickets can be used). If tickets from one draw are unsold, those tickets cannot be used in a future draw.



Alcohol and Gaming
Commission of Ontario

Gaming Registration and
Lotteries

90 Sheppard Ave. E., Suite 200
Toronto ON M2N 0A4

Commission des alcools
et des jeux de l'Ontario

Inscription pour les jeux
et loteries

90, ave. Sheppard Est, Bureau 200
Toronto (Ontario) M2N 0A4

416-326-8700 1-800-522-2876 toll free in Ontario / sans frais en Ontario

Group Identification Number (GIN)

Numéro d'identification d'organisme (NIO)



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**Application to Manage and
Conduct a Raffle Lottery**
**Demande de permis pour administrer
et conduire une tombola (tirage)**

We, the undersigned, as two principal officers of record (organization)
Organization Name

Address

Organization Address

apply for a licence to manage and conduct a Raffle Lottery from the
premises municipally known as

Where is draw taking place

and situated in the Municipality of

Welland

between the dates specified, and for the charitable or religious objects
and purposes, and in the manner described herein.

1. The Charitable or religious objects or purposes to which proceeds
are to be donated are described as
Programs which funds are being raised for

2. The total value of all prizes to be awarded in the Raffle Lottery for
which this application is made will be \$ **Total Prize Value** cash
value, or merchandise or articles at equivalent market retail value.
Merchandise prizes are described as

List of prizes; use separate sheet if needed

3. Closing date for the sale of the tickets will be **End Sale Date**
and the draw for a winner or winners will be made at (address)
Where is the draw taking place?

on (date) **Draw date** at (time) **Draw time**

If a series of draws, beginning date
ending date Number of draws

4. A winner or winners will be determined by (describe)
i.e. draw of ticket
and the winner or winners will be published (describe)

i.e. local newspaper, Facebook

5. The total number of tickets to be printed will be **i.e. 500**
and all tickets will be numbered consecutively from **001**
to **500** Price per ticket \$ **2 each or 3 for \$5**

Les soussignés, qui sont deux principaux dirigeants de
(organisme)

Adresse

font une demande de permis pour administrer et conduire une
tombola (tirage) dans les locaux connus dans la municipalité sous
le nom de

et situés dans la municipalité de

**Note: Retail market value of prizes must not
be less than 20% of value of total number of
tickets.**

2. La valeur totale de tous les prix qui seront attribués dans le cadre
de la tombola (tirage) pour laquelle cette demande est faite sera
de \$ en espèces, ou une valeur équivalente
au détail.
Les prix de valeur au détail consisteront en

3. La date finale pour la vente de billets sera le
et le tirage du ou des gagnant(s) sera fait au (adresse)

le (date) à (heure)
S'il y a plusieurs tirages, première date
dernière date Nombre de tirages

4. Le ou les gagnants seront déterminés (préciser)
et le ou les gagnant(s) seront connus par (préciser)

5. Le nombre total des billets qui seront imprimés sera de
et tous les billets porteront des numéros consécutifs allant de
..... à Prix du billet \$.

Certificate / Attestation

We (name)/Nous soussignés(nom) **Print names of signing officers**

of (organization)/de (organisme) **Print organization name**

of (municipality)/de (municipalité) **Welland** of the county of/ du comté de **Niagara Region**

jointly and severally, hereby certify that/attestons collectivement et individuellement que:

- 1) We have read, and have in our possession, and agree to comply
with, the provisions of Schedule A-Terms and Conditions under
which the Lottery Licence is issued.
2) We have read over this application.
3) All facts stated and information furnished herein are true and
correct.
4) We are the holders of the offices with descriptive title as set out
and appearing under our respective signatures below.
5) If a licence is granted, we undertake to comply with all the terms
and conditions of such licence.

- 1) Nous avons lu les dispositions de l'annexe A- modalités inhérentes
à la délivrance d'un permis de tombola (tirage), que nous les avons
en notre possession et que nous acceptons de nous y conformer,
2) Nous avons lu la présente formule,
3) Tous les faits indiqués et les renseignements fournis dans les
présentes sont véridiques et exacts,
4) Nous assumons les fonctions correspondant aux titres spécifiés
sous nos signatures respectives ci-dessous
5) Si une licence est accordée, nous nous engageons à respecter tous les
termes et conditions de telle licence.

Electronic signatures are not permitted.

Signed/Signature		
Print Name/Nom en lettres moulées	Print Name of Signing Officer	Print Name of Signing Officer
Title/Titre	Title (i.e. President)	Title (i.e. Treasurer)
Bus. Telephone No. N°. de tél. d'aff.	905-123-4567	905-123-4567
Date/Date	Signing Date	Signing Date
Witness (sign) Témoignage (signature)		



**Alcohol and Gaming
Commission of Ontario**
Gaming Registration and Lotteries
90 Sheppard Avenue East
Suite 200
Toronto ON M2N 0A4
(416) 326-8700 1 800 522-2876 toll free in Ontario/sans frais en Ontario

**Commission des alcools
et des jeux de l'Ontario**
Inscription pour les jeux et loteries
90, avenue Sheppard Est
Bureau 200
Toronto ON M2N 0A4

Lottery Report/Rapport de loterie

Group Identification Number (GIN)
Numéro d'identification d'organisme (N.I.O.)



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Note: This report must be filed with the Lottery Licensing Officer within 30 days of the holding of the lottery in accordance with the terms and conditions under which the lottery licence was issued.

Remarque : Il faut soumettre ce rapport à l'agent(e) de délivrance des licences de loterie dans les trente jours qui suivent la loterie conformément aux modalités en vertu desquelles la licence de loterie a été délivrée.

1. Organization Name - Address/Nom et adresse de l'organisme Organization name	Lottery Licence No./N° de licence de loterie M000000
Full mailing address	Type of Lottery/Genre de loterie ☒ Raffle/Tombola ☐ Bazaar/Vente de charité (tirage)
	Lottery Date/Date de la loterie
	Date of draw

2. Total number of tickets or cards / Nombre total de billets ou de cartes			Price per Ticket/Prix du billet
Printed/Imprimés	Sold/Vendus	Unsold/Non vendus	
500	320	180	\$2 each or 3 for \$5

Note: In the case of a Raffle, a list of all prize winners must accompany the return of this report.

Remarque : S'il s'agit d'une tombola (tirage), la liste des gagnants des prix doit accompagner le présent rapport.

3. Total Gross Receipts derived from lottery/Total des recettes brutes tirées de la loterie	\$ 640.00
Application of Funds/Affectation des fonds	
(a) Total value of prizes awarded/Valeur totale des prix attribués	-\$ 200.00
(b) Total administrative costs incurred/Total des frais d'administration engagés (attach itemized list/joindre une liste détaillée)	-\$ 75.00
Net proceeds derived/Recettes nettes obtenues	\$ 365.00

4. Details of Donations/Renseignements sur les dons (For proceeds actually donated/Recettes réellement données)		
Name of Payee/Nom du bénéficiaire	Address of Payee/Adresse du bénéficiaire	Amount Donated/Montant donné
Approved donations only - This information should coincide with application information		
Winner information DOES NOT go here. Attach on separate sheet.		
Total value of proceeds actually donated for charitable or religious purposes/ Valeur totale des profits réellement donnés à des oeuvres religieuses ou de bienfaisance		
		\$ 0.00

5. Chartered Bank, Loan or trust company or Province of Ontario Savings Office in which the Lottery Trust Account is kept/Banque à charte, compagnie de prêt ou de fiducie ou caisse d'épargne de la province de l'Ontario où se trouve le compte de loterie en fiducie.

Name of Bank/Nom de la banque	Branch Address/Adresse de la succursale	Account Number/Numéro de compte
Name of Financial Institution	Mailing Address	Lottery Trust Account Number
Balance of proceeds retained in Lottery Trust Account/Solde des profits conservé dans le compte de loterie en fiducie		\$ Account balance

We, the undersigned, as two Principal Officers of the above organization, certify that the above report is a correct statement of the lottery funds herein.

Je soussigné(e), en tant que l'un des deux principaux responsables de l'organisme mentionné ci-dessus, attestons que le rapport qui précède est un état correct des fonds de la loterie.

Electronic signatures are not permitted.

Full account balance, not just deposit amount.

Principal Officer/Directeur principal	Signature	Principal Officer
Print Name of Signing Officer	Name in full/Nom au complet	
Title (i.e. President)	Title/Titre	Title (i.e. Treasurer)
905-123-4567	Bus. Telephone/Téléphone d'aff.	905-123-4567
Signing Date	Date	Signing Date

Bazaar Licences

A bazaar is a sale of goods held to raise money for a charity. Municipalities may issue licences to allow eligible organizations to conduct and manage lottery events in conjunction with a bazaar, provided the lottery events are ancillary to the bazaar itself.

Four types of lottery events are permitted at bazaars:

- **Wheels of Fortune:**

A game where players wager chips, tokens, or cash on the spin of a wheel in order to win a prize. Players set their wagers, then the wheel is spun. The wheel must complete at least three (3) full revolutions and come to a complete stop before prizes may be awarded. The prizes are based on the amount wagered and the rules for winning on that particular wheel of fortune.

Licensees may use only wheels of fortune approved by the Registrar. The Registrar has approved the following Wheels of Fortune for use in the conduct of a special occasion gaming licence:

- Crown and Anchor wheel
- Over and Under 7 wheel
- Number wheel
- Pony wheel
- Money wheel
- Colour wheel
- Chuck-a-Luck wheel
- Six Arrow wheel (must have 13 spaces and six [6] arrows)
- Horse Race wheel
- Fruit wheel
- Crazy Colour ball

A Wheel of Fortune event at a bazaar can have no more than three (3) wheels, where individual bets do not exceed two (2) dollars.

- **Bingo:**

Under a bazaar licence, a licensee may conduct a bingo lottery with a maximum of \$5,500 in prizes. The licensee may sell bingo cards for cash only. The bingo cards may be sold only on the day of the event. The caller must announce the arrangement of winning numbers immediately before the game begins. All prizes must be awarded as outlined and approved on the licence application.

- **Raffles:**

Under a bazaar licence, a licensee may conduct a raffle lottery with a maximum

of \$50,000 in prizes. The licensee must sell tickets by cash transactions only. The tickets must be consecutively numbered. All prizes must be awarded as outlined and approved on the licence application.

For raffles where tickets are sold at a single premise and tickets are drawn on the same day as they are sold, the licensee is exempt from general raffle policies requiring a licensee to print complete raffle information on the ticket and retain unsold tickets for one year.

- **Penny Auction Raffles:**

For a set price, participants purchase a certain number of tickets that are usually detachable from the stub portion (retained by the purchaser). Participants may enter as many tickets as they possess on any item (prize) they are interested in by depositing the tickets into a container assigned to that item (prize). The item (prize) is awarded to the person whose ticket is drawn, at random, from the container.

The raffle is limited to a maximum prize board of \$50,000 and individuals must be present to win. A prize list is not required with the application.

Please refer to the *Bazaar Licence Terms and Conditions* in the LLPM for further information on the conduct of each type of event. Licences must not be issued for events to be conducted on any conveyance that moves or is capable of moving, including boats, trains and airplanes.

A bazaar application must include:

1. a fully completed application on a form issued by the Registrar;
2. the applicable licence fee;
3. except for penny raffles, a complete list of the prizes to be awarded for each game;
4. a detailed description of the manner in which the winner will be determined for each game; and

any additional documentation required by the licensing authority (for example, a copy of the ticket or advertising material).



Alcohol and Gaming
Commission of Ontario
Gaming Registration and Lotteries
90 Sheppard Ave. East, Suite 200
Toronto ON M2N 0A4

(416) 326-8700 1-800-522-2876 toll free in Ontario

Application to Manage and Conduct a Lottery Type Scheme at a Bazaar

1. Organization information (Please print or type)

Name of Organization



Organization Name

Address of Organization

Mailing Address

City / Town

Welland

Province

ON

Phone No.

(905) 123-4567

Postal Code

L 3 B 3 X 4

GIN #

?

Fax No.

(905) 123-4567

For Office Use Only

2. Type of lottery scheme(s) you will be operating

Type of Wheel of Fortune	Number	Type of Raffle	Number & Times of Draws	Total Prize Value
		Penny Sale	10 draws	\$500.00
		Type of Bingo	Number & Times of Games	Total Prizes / Game

3. For what purposes will the money raised from this event be used? (attach a separate sheet if necessary)

a) Details of spending plan, programming details	c)
b)	d)

4. Where will your lottery be conducted?

Name of Premises

Name of location where bazaar will occur

City / Town of Premises

Welland

Address of Premises

Address of location where bazaar will occur

Municipality of Premises

Welland

From

Year Month Day
2026 11 10

To

Year Month Day
2026 11 10

Starting Time

09:00 a.m.

Ending Time

03:00 p.m.

5. Certificate

Name of Signing Authority

We,

(Name of Committee Chairperson)

Name of Signing Authority

and

(Name of Committee Secretary Treasurer)

, of

Organization Name

(Name of organization)

of Welland

(Name of municipality)

jointly and severally, hereby certify that:

- 1) We have read, have in our possession, and agree to comply with the provisions of the Bazaar Licence Terms and Conditions under which the Lottery Licence is issued,
- 2) We have read over this application,
- 3) All facts stated, and information furnished herein, are true and correct,
- 4) We are the holders of the offices with descriptive title as set out appearing under our respective signatures below,
- 5) If a licence is granted, we undertake to comply with all the Terms and Conditions of such licence,
- 6) We, the undersigned, as two principal officers of the above-named organization, apply for a licence to manage and conduct a Lottery Type Scheme at a Bazaar to be conducted and managed by us on behalf of the organization.

Committee Chairperson

Name in Full (please print)
Print Signing Authority Name
Title
Title (i.e. Chairperson)
Phone Numbers:
Business (905) 123-4567
Fax (905) 123-45677
Date
Date of signing
Signature

Committee Secretary Treasurer

Name in Full (please print)
Print Signing Authority Name
Title
Title (i.e. Treasurer)
Phone Numbers:
Business (905-) 123-4567
Fax (905) 123-4567
Date
Date of signing
Signature



**Alcohol and Gaming
Commission of Ontario**
Gaming Registration and Lotteries
90 Sheppard Avenue East
Suite 200
Toronto ON M2N 0A4
(416) 326-8700 1 800 522-2876 toll free in Ontario/sans frais en Ontario

**Commission des alcools
et des jeux de l'Ontario**
Inscription pour les jeux et loteries
90, avenue Sheppard Est
Bureau 200
Toronto ON M2N 0A4

Lottery Report/Rapport de loterie

Group Identification Number (GIN)
Numéro d'identification d'organisme (N.I.O.)

➔

?

Note: This report must be filed with the Lottery Licensing Officer within 30 days of the holding of the lottery in accordance with the terms and conditions under which the lottery licence was issued.
Remarque : Il faut soumettre ce rapport à l'agent(e) de délivrance des licences de loterie dans les trente jours qui suivent la loterie conformément aux modalités en vertu desquelles la licence de loterie a été délivrée.

1. Organization Name - Address/Nom et adresse de l'organisme Organization name Full mailing address	Lottery Licence No./N° de licence de loterie M000000 Type of Lottery/Genre de loterie ☒ Raffle/Tombola ☐ Bazaar/Vente de charité (tirage) Lottery Date/Date de la loterie Date of draw
---	---

2. Total number of tickets or cards / Nombre total de billets ou de cartes			Price per Ticket/Prix du billet \$5
Printed/Imprimés 500	Sold/Vendus 320	Unsold/Non vendus 180	

Note: In the case of a Raffle, a list of all prize winners must accompany the return of this report.
Remarque : S'il s'agit d'une tombola (tirage), la liste des gagnants des prix doit accompagner le présent rapport.

3. Total Gross Receipts derived from lottery/Total des recettes brutes tirées de la loterie \$ 1600.00	
Application of Funds/Affectation des fonds	
(a) Total value of prizes awarded/Valeur totale des prix attribués \$ 500.00	
(b) Total administrative costs incurred/Total des frais d'administration engagés (attach itemized list/jointure une liste détaillée) \$ 53.00	
Net proceeds derived/Recettes nettes obtenues \$	\$1047.00

4. Details of Donations/Renseignements sur les dons (For proceeds actually donated/Recettes réellement données)		
Name of Payee/Nom du bénéficiaire	Address of Payee/Adresse du bénéficiaire	Amount Donated/Montant donné
Approved donations only - This information should coincide with application information		
Winner information DOES NOT go here. Attach on separate sheet.		
Total value of proceeds actually donated for charitable or religious purposes/ Valeur totale des profits réellement donnés à des oeuvres religieuses ou de bienfaisance		\$ 0.00

5. Chartered Bank, Loan or trust company or Province of Ontario Savings Office in which the Lottery Trust Account is kept/Banque à charte, compagnie de prêt ou de fiducie ou caisse d'épargne de la province de l'Ontario où se trouve le compte de loterie en fiducie.

Name of Bank/Nom de la banque	Branch Address/Adresse de la succursale	Account Number/Numéro de compte
Name of Financial Institution	Mailing Address	Lottery Trust Account Number
Balance of proceeds retained in Lottery Trust Account/Solde des profits conservé dans le compte de loterie en fiducie		\$ Account balance

We, _____
Nous, _____
fond

Electronic signatures are not permitted.

Full account balance, not just deposit amount.

Principal Officer/Dirigeant principal	Signature	Principal Officer
Print Name of Signing Officer	Name in full/Nom au complet	
Title (i.e. President)	Title/Titre	Title (i.e. Treasurer)
905-123-4567	Bus. Telephone/Téléphone d'aff.	905-123-4567
Signing Date	Date	Signing Date

Bingo Licences

Bingo is a game of chance where players are awarded prizes for being the first to complete a specified arrangement of numbers on bingo paper. The numbers are selected at random. A municipality may issue a licence with maximum prize boards of up to \$5,500.

The Registrar issues certain types of bingo licences, while municipalities issue others. Currently, the following types of bingo events may be licensed by a municipality:

- Regular Bingo
- Merchandise Bingo
- Loonie Pot Bingo
- Decision Bingo
- Table Board Bingo
- Media Bingo.²

If a municipal official receives an application for a bingo game they are not familiar with, the official must ensure that the bingo game in question is one which is currently approved for licensing by the Registrar before issuing a licence.

Licensees must sell bingo paper only on the day of the event. The paper must be used for the event for which it is sold. Bingo paper must be identified by event, to ensure that unused paper is not used at a later event. The licensee must set up audit procedures to account for all sales and unsold bingo paper per event.

A minimum of three (3) designated bona fide members must be present and in charge of the conduct and management of the event.

Licensees may not permit their bona fide members or persons acting as runners, cashiers or in other capacities for the licensed organization to play bingo while they are conducting the game, or play any other games held in conjunction with their event.

Please refer to *Bingo – In Non-Pooling Bingo Halls* in the LLPM for further information on the conduct of each type of event. Licences must not be issued for events to be conducted on any conveyance that moves or is capable of moving, including boats, trains and airplanes.

A bingo application must include:

1. a completed application on a form issued by the Registrar;

² The above list is subject to change.

2. the licence fee (a municipality may set its own lottery licensing fee structure, provided the total fees charged do not exceed the amount prescribed by the Registrar);
3. a game schedule outlining:
 - bingo games to be played;
 - the winning arrangement of numbers for each game;
 - the value of the prize for each game;
 - the minimum and maximum payouts for variable prize games, also known as “share the wealth” games, including any Table Board Bingo games;
 - the set percentage used to calculate the variable prizes for the individual Table Board Bingo games;
 - the price of the bingo paper, if applicable;
 - the total value of all prizes offered for the bingo event;
 - the name and address of the premises where the bingo event is to be held (see also “9.1.2. Bingo hall registration”);
 - any special purchase provisions for used bingo paper exchanged for new paper (for example, \$0.25 instead of \$0.50); and
 - the starting and ending time for the time slot for the licensed Regular Bingo event, and any bingo games played in conjunction with it, including the fixed time slot for any Table Board Bingo games.

Bingo licences are separate from the cGaming program. If interested in the cGaming program, please refer to the appropriate section of this guide.



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Website/site Web : www.agco.on.ca

**Commission des alcools
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et loteries**

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Bureau 200
Toronto ON M2N 0A4

Application to Manage and Conduct a Bingo Lottery Demande de licence pour mettre sur pied et administrer un bingo



Group Identification Number (GIN)
Numéro d'identification d'organisme (NIO)

--	--	--	--	--	--	--	--	--	--



We, the undersigned, as two principal officers of record of (organization) Organization Name
Nous soussignés, qui sommes deux principaux dirigeants de (organisme) _____

(address) Organization mailing address
(adresse) _____

apply for a licence to manage and conduct a Bingo lottery on the dates and times, and for the charitable or religious object or purpose,
and in the manner described herein.

présentons une demande de licence pour mettre sur pied et administrer un bingo aux dates et aux heures indiquées, aux fins religieuses
ou de bienfaisance spécifiées et de la manière décrite dans les présentes.

1. Check one/Cocher une case



A single Bingo lottery to be held on (date) June 30, 2026

Un seul bingo qui aura lieu le (date)

starting at (time) _____

de heures à

finishing at (time) _____

heures



A series of Bingo lotteries to be held in the period from (date) _____

Une série de Bingos qui auront lieu pendant le période allant du (date)

to (date) _____

au (date)

, each lottery starting at (time) _____

, chaque Bingo commencera à heures

finishing at (time) _____

et finira à

and at the rate of once every week or once every (specify)

heures à la fréquence d'une fois par semaine ou d'une fois tous les (spécifier)

Total number of events

Nombre total de bingos

To be held on

Le bingo aura lieu le



Monday
lundi



Tuesday
mardi



Wednesday
mercredi



Thursday
jeudi



Friday
vendredi



Saturday
samedi



Sunday
dimanche

2. The charitable or religious objects or purposes to which proceeds are to be devoted are described as

Les oeuvres de bienfaisance ou religieuses auxquelles le produit sera accordé consistent en

provide a detailed description of programming to which proceeds will be distributed.

3. Is Applicant incorporated as a non-profit Organization in the Province of Ontario?



Yes/Oui



No/Non

L'auteur de la demande est-il constitué en Ontario en tant qu'organisme sans but lucratif?

4. Is the Organization registered with Revenue Canada as a charitable organization?

L'organisme est-il enregistré auprès de Revenu Canada en tant qu'organisme de bienfaisance?

If yes, give Registration Number GIN number - if you have one

Dans l'affirmative, donner son numéro d'enregistrement

5. How long has the Organization been in existence? _____
Depuis combien de temps l'organisme existe-t-il? _____
6. How many members does the Organization have? _____
Combien de membres l'organisme compte-t-il? _____
7. The total value of all prizes to be awarded within the operation of each Bingo lottery for which this application is made is not to exceed _____
La valeur totale de tous les prix qui seront décernés à l'occasion de chaque bingo pour lequel la présente demande est soumise ne dépassera pas _____
\$ _____ cash value or merchandise or articles at equivalent market retail value
\$ _____ en espèces, ou une valeur au détail équivalente en nature
8. Indicate Premises where Bingo games will be conducted
Indiquer dans quels locaux le bingo aura lieu
- Name Name of location of bingo event
Nom _____
- Location Address of bingo event Welland
Lieu _____ Street/Rue _____ Municipality/Municipalité _____
- Capacity of Premises for Public Assembly Purposes maximum number of persons on property
Capacité des locaux pour les réunions publiques _____
9. Other games being conducted in conjunction with special bingo: _____
Autres parties mises sur pied conjointement avec un bingo de circonstance.
- Note: If provincial bingo games licensed by the Registrar are being conducted in conjunction with a **special (monster) bingo**, the Bingo Sponsors' Association **MUST** obtain signed consent below.
- Note: Si des parties de bingo provinciales pour lesquelles le registrateur a délivré des licences sont mises sur pied conjointement avec un **bingo de circonstance (monstre)**, l'association de commanditaires **DOIT** obtenir le consentement signé ci-dessous.

Print name (Authorized Signing Official for Special (Monster) Bingo Licensee) Nom en lettres moulées (agent signataire autorisé du titulaire de licence pour un bingo de circonstance (monstre)).			
Signature	Date		
	YY/AA	MM	DD/JJ

10. Designated Member in Charge/Membre désigné responsable

I, as an active, bona fide member of Organization name
Je soussigné, membre véritable de Organization/Organisme
hereby certify that as the designated member in charge of the Bingo lottery for which this application is made, I will be responsible for the management and conduct of the Bingo lottery in accordance with the terms and conditions under which the Bingo lottery licence is issued.
atteste qu'en tant que membre désigné responsable du bingo pour lequel la présente demande est soumise, je veillerai à ce que la mise sur pied et l'administration du bingo soient conformes aux modalités en vertu desquelles la licence de bingo est délivrée.

(To be completed by second designated member where applicable)/(Si un deuxième membre est désigné, il doit remplir cette partie)

	Signature	
Print name of signing authority	Print name in full Nom complet en lettres moulées	Print name of signing authority
Title (i.e. President)	Title Titre	Title (i.e. Treasurer)
(905) 123-4567	Business telephone number N° de téléphone au bureau	(905) -123-4567
	Date of signing Date de signature	

11. Proposed Administrative expenses for each event (on an amortized basis if necessary)
Frais d'administration proposés pour chaque bingo (compte tenu de l'amortissement au besoin)

Item/Poste	Name and Address of Payee/Nom et adresse du bénéficiaire	Cost/Coût \$
Hall Rent Loyer de la salle		
Supplies Fournitures	did you purchasing bingo cards?	
Advertising Publicité		
Honorariums Honoraires		
Equipment Équipement		
Security Sécurité		
Licence Fee Droits de licence	Breakdown of licence fee per event	
Other (List) Autres (spécifier)		
TOTAL		\$

12. Which equipment and services are included in the rent? (check where applicable)

Quels services et quel équipement sont inclus dans le loyer? (cocher les cases appropriées)

- | | | |
|--|---|--|
| ☐ Security/Sécurité | ☐ Tables/Tables | ☐ Blower (or cage)/Soufflerie (ou cage) |
| ☐ Clean-up/Nettoyage | ☐ Chairs/Sièges | ☐ Bingo Cards/Cartes de bingo |
| ☐ Parking/Stationnement | ☐ Air Conditioning/Climatisation | ☐ Lighted Board/Affichage lumineux |
| ☐ P.A. System/Système de sonorisation | ☐ Closed Circuit TV/ Télévision en circuit fermé | |

13. Games to be played at the Bingo/Parties de bingo jouées

(Enclose on a separate sheet, a listing of all games to be played, the value of the prize to be awarded for each game, the particular arrangement of numbers required to win the game, the prices of cards to be sold for each game.)

(Sur une feuille séparée, dresser la liste de toutes les parties qui seront jouées, la valeur du prix accordé pour chaque partie, la combinaison particulière de numéros voulue pour gagner une partie et le prix des cartes vendues pour chaque partie.)

14. Designated Member in Charge/Membre désigné responsable

We have read, and have in our possession, and agree to comply with, a statement of the Terms and Conditions under which the Bingo lottery licence is issued.

Nous avons lu les modalités régissant à la délivrance d'une licence de bingo, nous avons ces modalités entre les mains et nous acceptons de nous y conformer.

Signed _____
Signature

Signed _____
Signature

CERTIFICATE ATTESTATION

We (name) Print signing authority name and (name) Print signing authority name
 Nous, soussignés (nom) et (nom)

of (organization) Organization name
 de (organisme)

of (municipality) Welland of the County of Niagara
 de (municipalité) du comté de

jointly and severally hereby certify that
 attestons conjointement et individuellement que

- (1) We have knowledge of the matters herein set out.
Nous avons pris connaissance des points spécifiés dans les présentes.
- (2) We have read over this application,
Nous avons relu attentivement cette demande de licence
- (3) All facts stated and information furnished herein are true and correct.
Tous les faits indiqués et les renseignements fournis dans les présentes sont véridiques et exacts.
- (4) We are the holders of the offices with descriptive title as set out and appearing under our respective signatures below.
Nous assumons les fonctions correspondant aux titres spécifiés sous nos signatures respectives ci-dessous.
- (5) If a licence is granted, we undertake to comply with all the terms and conditions of such licence.
Si une licence est délivrée, nous nous engageons à en observer les modalités.

	Signature	
Print name of signing authority	Print name in full Nom complet en lettres moulées	Print name of signing authority
Title (i.e. President)	Title Titre	Title (i.e. Secretary)
(905) 123-4567	Business telephone number N° de téléphone au bureau	(905) 123-4567
	Date	

REMARQUE : Tous les masculins et féminins se rapportent également aux hommes et aux femmes

Sample listing of bingo games to attach to application (see section 13 of the application).

Note: Prizes should be included when submitting the application.

GAME	Winning Pattern	Prize	Winners Name	Address	Phone Number
1	4 Corners				
2	Full Card				
3	Diagonal				
4	Box				
5	Letter X				
6	Full Card				
7	Letter H				
8	Letter Z				
9	4 Corners				
10	Full Card				



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Toronto ON M2N 0A4

BINGO LOTTERY REPORT

RAPPORT DE BINGO

Group Identification Number (GIN)

Numéro d'identification d'organisme (NIO)

This report must be filed with the Lottery Licensing Officer not later than 15 days after the holding of each licensed bingo in accordance with the Terms and Conditions under which the Bingo lottery licence is issued.
Ce rapport doit être soumis à l'agent de délivrance des permis de loterie dans les 15 jours qui suivent chacun des bingos autorisés, conformément aux modalités de délivrance de la licence de bingo.

Name of organization/Nom de l'organisme

Organization Name

Address/Adresse

Organization Mailing Address

Premises utilized

Locaux utilisés

Hall Address/Adresse des locaux

Bingo event location

City/Town

Ville

Welland

Postal Code

Code postal

L3B 3X4

Lottery Licence No

N° de licence de loterie

M555555

Total Prizes Licenced

Total des prix autorisés

\$1000.00

Licence Period/Période autorisée

From/de: To/à: Date du bingo

Date of Bingo

yy/aa mm dd/jj

26 06 30

Time Event Licensed/Durée du bingo

From/de To/à

am/pm

No. of players attending

Nombre de joueurs présents

30

Designated member in charge

Membre responsable désigné

Event Chairperson

Home Phone Number

Tél. à dom.

(905) 123-4567

Bus. Phone

Tél. d'aff.

(905) 123-4567

1. Details of Gross Receipts and Prizes Awarded/Détails des recettes brutes et des prix attribués

	Canadian Funds/Dollars canadiens				U.S. Funds/Dollars américains			
	No. of cards sold N° de cartes vendues	Price per card Prix de la carte	Receipts Recettes	Prizes Prix attribués	No. of cards sold N° de cartes vendues	Price per card Prix de la carte	Receipts Recettes	Prizes Prix attribués
1	234	\$10.00	\$2,340.00	\$1,000.00				
2								
3								
4								
5								
6								
Regular Games & Extra Parties régulières et supplémentaires								
(1) Early Birds (Total) Inscriptions hâtives (total)								
(2) Special No. 1 Partie spéciale n° 1								
(3) Special No. 2 Partie spéciale n° 2								
(4) Special No. 3 Partie spéciale n° 3								
(5) Special No. 4 Partie spéciale n° 4								
(6) Special No. 5 Partie spéciale n° 5								
(7) Special No. 6 Partie spéciale n° 6								
(8) Night Owls (Total) Parties pour oiseaux de nuit (total)								
(9) Other Autres								
(10) Other Autres								
Total	234		2,340.00	1,000.00				

Details of Gross Receipts Détails des recettes et des prix attribués	A Total Receipts in Canadian Dollars Total des recettes en dollars canadiens	\$ 2,340.00	D Total Prizes in Canadian Dollars Total des prix en dollars canadiens	\$ 1,000.00
	B Total Receipts in U.S. Dollars Total des recettes en dollars américains	\$	E Total Prizes in U.S. Dollars Total des prix en dollars américains	\$
	C + State Premium on U.S. Dollar(s) % + Indiquer le taux de change	\$	F + State Premium on U.S. Dollar(s) % + Indiquer le taux de change	\$
	Total Gross Receipts (A + B + C) Total des recettes brutes (A + B + C)	\$ 2,340.00	Total Prizes Awarded (D + E + F) Total des prix attribués (D + E + F)	\$ 1,000.00

2. Details of Administrative Expenses/Détails des frais d'administration engagés

Item/Poste	Name of Payee/Nom du bénéficiaire	Cost \$/Coût en \$
Hall Rent Location de la salle		
Supplies Fournitures	bingo paper	50.00
Advertising Publicité		
Paid Staff Rémunération des employés		
Personal Bingo Verifiers Vérificatrices personnelles		
Security Sécurité		
Licence Fee Droits de licence	breakdown of licence fee per event	30.00
Bona Fide Member Expenses Les honoraires des membres véritables		
Other (List) Autres (préciser)		\$

Total Administrative Expenses to be paid in Canadian Funds only / Total des frais d'administration à acquitter en dollars canadiens seulement

3. Total Net Proceeds derived from this event \$ 1,260.00

Produit net de ce bingo

(Total Net Proceeds = Total Gross Proceeds - Total Prizes - Total Administrative Expenses) / (Produit net = total des recettes brutes - total des prix - total des frais d'administration)

4. Details of Lottery Trust Account/Renseignements sur le compte de loterie en fiducie

Name of Financial Institution in which the Trust Funds are deposited/
Nom de l'établissement financier où les fonds en fiducie sont déposés :

Name / Nom

Banking information

Branch Address: /Adresse de la succursale :

Branch Address

5. Charitable Donations/Dons de bienfaisance

(a) Total Donations to Date
Total des dons effectués à ce jour \$ 10,000.00

(b) Amount donated since last report
Montant donné depuis le dernier rapport \$ 500.00

Enter Amounts in appropriate boxes
Indiquer les montants dans la case appropriée

Canadian Funds Monnaie canadienne	American Funds Monnaie américaine
ACCOUNT NO. N° DE COMPTE	ACCOUNT NO. N° DE COMPTE
As of this Report À la date de ce rapport	As of this Report À la date de ce rapport
\$	\$
As of Last Report À la date du rapport précédent	As of Last Report À la date du rapport précédent
\$	\$
SPECIAL SUPER JACKPOT (WHERE APPLICABLE) PRODUIT DU SUPER GROS LOT (S'IL Y A LIEU)	
Proceeds Date Period: From yy/aa mm dd/jj To yy/aa mm dd/jj Période du yy/aa mm dd/jj au yy/aa mm dd/jj	
Group Share Proceeds Part du produit revenant à l'organisme	\$
Proceeds to Date Produit des super gros lots à ce jour	\$

6. Details of Charitable Donations/Renseignements sur les dons de bienfaisance

Name of Payee/Nom du bénéficiaire	Address of Payee/Adresse	Amount Donated/Montant des dons
Approved donation recipient	Mailing Address	500.00
Winner information DOES NOT go here. Attach on separate sheet with game breakdown.		
Total Charitable Donations since last Report / Total des dons de bienfaisance depuis le dernier rapport		\$ 500.00

I, as the designated member of the Bingo Lottery, certify that the above is full and correct statement of the Bingo Lottery Funds referred to herein.

Je soussigné(e), en qualité de membre désigné du bingo, atteste que les renseignements donnés ci-dessus constituent une déclaration complète et exacte de l'état des fonds provenant du bingo susmentionné.

To be completed by Designated Members / Cette partie doit être remplie par les membres désignés.

Name in full Nom au complet	Print designated member name		Print designated member name	
Title(s) Titre(s)	Title (i.e. Chairperson)		Title (i.e. Director-at-large)	
Address(es) Adresse(s)	Number and Street/N° et rue Full mailing address		Number and Street/N° et rue Full mailing address	
	City & Province/Ville et province	Postal Code/Code postal	City & Province/Ville et province	Postal Code/Code postal
Phone Number(s) N° de téléphone	Home/Domicile (905) 123-4567	Business/Affaires (905) 123-4567	Home/Domicile (905) 123-4567	Business/Affaires (905) 123-4567
Date(s)				
Signature(s)				

CERTIFICATE/ATTESTATION

We the undersigned, as two Principal Officers of the above organization, certify that the above report is a correct statement of the Lottery Funds referred to herein.

Nous soussigné(e)s, en notre qualité de dirigeants principaux de l'organisme susmentionné, attestons que le présent rapport constitue une déclaration exacte de l'état des fonds provenant du bingo susmentionné.

To be completed by Principal Officers / Cette partie doit être remplie par les dirigeants principaux.

Name in full Nom au complet	Print signing authority name		Print signing authority name	
Title(s) Titre(s)	Title (i.e. Executive Director)		Title (i.e. Treasurer)	
Address(es) Adresse(s)	Number and Street/N° et rue Full mailing address		Number and Street/N° et rue Full mailing address	
	City & Province/Ville et province	Postal Code/Code postal	City & Province/Ville et province	Postal Code/Code postal
Phone Number(s) N° de téléphone	Home/Domicile (905) 123-4567	Business/Affaires (905) 123-4567	Home/Domicile (905) 123-4567	Business/Affaires (905) 123-4567
Date(s)				
Signature(s)				

Break Open Tickets

“Break open tickets” (BOTs) are instant-win lottery tickets, commonly known as “pull tab” or “Nevada” tickets and the brand name “Pocket Slots.” Break open tickets:

- are made of cardboard;
- have one or more perforated cover window tabs that conceal winning and losing numbers or symbols;
- are played by tearing off the cover tabs; and
- also include seal cards and bingo event tickets.

A list of approved manufacturers of break open tickets for the Ontario market is available from the Registrar.

In addition to the general conflict of interest guidelines outlined in Section 3.5.3 of the LLPM, licensees must comply with the following guidelines for break open ticket lottery events:

1. No one involved in the sale of break open tickets may purchase tickets or participate in gaming events held in conjunction with the licensed break open ticket gaming event.
2. The owner and employees of a registered break open ticket Seller location may not purchase break open tickets sold at that location.
3. Executive members of Hall Charities Associations may not purchase break open tickets in their hall.
4. Incentives to registered third-party locations that sell break open tickets (break open ticket Sellers and OLG Lottery Retailers) in order to obtain or secure the use of their services are not permitted.

Important notes:

- ➔ The period for a BOT licence cannot exceed five years including any amendments.
- ➔ A ticket dispenser or container must not contain tickets sold under more than one licence.
- ➔ A deal of tickets must not be split between dispensers or containers.
- ➔ If all tickets are sold before the licence expiry date, the licence will be deemed to have expired.
- ➔ The licensing authority may grant an amendment extending the licence period provided that:
 - All tickets authorized by the licence have been imprinted with the licence number and name of licensee but not sold;

- The licensee makes the request for an extension in writing before the current licence expires; and
 - The total licence period does not exceed twelve (12) months.
- ➔ A licensee must ensure that the break open ticket Seller's registration for the proposed location is valid.



**Alcohol and Gaming
Commission of Ontario**

Gaming Registration & Lotteries
90 Sheppard Ave. East, Suite 200
Toronto ON M2N 0A4
(416) 326-8700 or/ou 1-800-522-2876 toll free in Ontario/sans frais en Ontario

**Commission des alcools
et des jeux de l'Ontario**

Inscription pour les jeux et loteries
90, avenue Sheppard Est, bureau 200
Toronto ON M2N 0A4
(416) 326-8700 or/ou 1-800-522-2876 toll free in Ontario/sans frais en Ontario

**Break Open Ticket
Licence Application
Demande de licence
de billets à fenêtres**

Please print or type / Dactylographier ou écrire l'information en lettres moulées

1. Previous Lottery Licence /Licence antérieure d'activité de jeu à des fins de bienfaisance Has your organization ever applied for a charitable lottery licence? / Votre organisme a-t-il déjà fait une demande de licence de loterie à des fins de bienfaisance? ☐ No / Non ☐ If Yes / Si oui : What is the most recent licence number issued by: / Quel est le numéro de licence le plus récent qui a été émis en votre nom, et par qui : AGCO / CAJO : M000000 Municipality / Municipalité :				FOR OFFICE USE ONLY / RÉSERVÉ À L'USAGE INTERNE :	
Have you had lottery licences cancelled or suspended in any jurisdiction in the last 2 years? / Est-ce que des licences de loterie émises en votre nom ont été annulées ou suspendues au cours des deux dernières années et ce, dans n'importe quel territoire de compétence? ☒ No / Non ☐ Yes / Oui If Yes, provide details on a separate sheet. / Dans l'affirmative, donnez les détails sur une feuille jointe.					
2. Information on organization/ Renseignements sur l'organisme a) Incorporated or legal name / Dénomination sociale Organization Name				Group Identification Number (if applicable) / Numéro d'identification de l'organisme (le cas échéant).	
Street Number / Numéro	Street Name / Rue	Street Type / Type de rue	Street direction / Direction de la rue		
Suite, Floor / Bureau, étage	Lot, Concession, Rural Route / Lot, concession, route rurale		City / Ville		
Province, state / Province, État		Country / Pays		Postal Code, Zip Code / Code postal	
Telephone No. / N° de téléphone ()	Extension / Poste	Fax no. / Télécopieur ()	Email / Courriel		
Mailing Address (if different) / Adresse postale (si différente)					
Street Number / Numéro	Street Name / Rue	Street Type / Type de rue	Street direction / Direction de la rue		
Suite, Floor / Bureau, étage	Lot, Concession, Rural Route / Lot, concession, route rurale		City / Ville		
Province, state / Province, État		Country / Pays		Postal Code, Zip Code / Code postal	
b) Is your organization incorporated? / Votre organisme est-il constitué en société? ☐ No / Non ☐ If Yes / Si oui : Incorporation number / Numéro de corporation : Jurisdiction of incorporation / Compétence de constitution :					
c) Is your organization registered as a Charitable Organization with the Canada Revenue Agency? / Votre organisme est-il inscrit en tant qu'organisme de bienfaisance auprès de l'Agence du revenu du Canada? ☐ No / Non ☐ If Yes / Si oui : Canada Revenue Agency Number / Numéro d'inscription de l'Agence du revenu du Canada					
d) How long has your organization existed? / Depuis combien de temps votre organisme existe-t-il? Years / Années What is the financial year end of your organization? / Quelle est la date de clôture de votre exercice financier? MM/MM DD/JJ					

3. Affiliates/Affiliations	
a) Is your organization a Hall Charities Association conducting lottery events in a bingo centre not operating under the bingo revenue model? / Votre organisme est-il une association d'organismes de bienfaisance organisant des loteries dans un centre de bingo n' exerçant pas ses activités selon le modèle de recettes de bingo?	☐ Yes / Oui ☐ No / Non
b) Is your organization affiliated with any corporations or organizations that hold lottery licences? / Votre organisme est-il affilié à d'autres sociétés ou organismes qui détiennent des licences de loterie? If Yes: List the legal names: / Si oui : Donnez-en la dénomination sociale :	
i)	ii)

4. Use of net proceeds/ Utilisation des produits nets (Attach separate sheet if necessary / Utilisez au besoin une feuille distincte.)	
What will the money raised from this event be used for? (List specific programs or services for which funds will be used.) À quoi serviront les fonds générés par cette activité de loterie? (Nommez des programmes ou services précis pour lesquels les fonds seront utilisés)	
a) Specific programs, specific purchases	d)
b)	e)
c)	f)

5. Ticket Sales / Vente de billets	
For what period of time are you requesting a licence / Pour quelle période de temps demandez-vous une licence? (please note that the maximum length of a licence period cannot exceed 5 years) (Veuillez noter que la durée maximum d'une licence est de cinq ans)	
From: / De:	To: / Au:
YY/AA MM/MM DD/JJ	YY/AA MM/MM DD/JJ

6. Location of Ticket Sales — Answer one of the following Sections / Endroit où les billets seront vendus — Veuillez remplir l'une des sections suivantes :			
a) Will Break Open Tickets be sold at a third party retail location? / Les billets à fenêtres seront-ils vendus à un emplacement de vente au détail?			
☐ If Yes / Si Oui	☐ No/Non	Name of Retail Location / Location/ Nom de l'empl. :	Street Address / Adresse municipale :
Must be a pre-approve facility			
City / Ville	Province	Postal Code / Code postal	Telephone number / Numéro de téléphone
Gaming Control Act Registration number / Numéro d'inscription en vertu de la Loi sur la réglementation des jeux :		Expiry Date / Date d'expiration YY/AA MM/MM DD/JJ	Provide reason if location is not registered / Indiquer la raison pour laquelle l'endroit n'est pas inscrit
b) Will Break Open Tickets be sold at a bingo hall? / Les billets à fenêtres seront-ils vendus dans une salle de bingo?			
☐ If Yes / Si Oui	☐ No/Non	Name of Bingo Hall / Nom de la salle :	Street Address/ Adresse municipale :
City / Ville		Province	Postal Code / Code postal
Telephone number / Numéro de téléphone			
Gaming Control Act Registration number / Numéro d'inscription en vertu de la Loi sur la réglementation des jeux :		Expiry Date / Date d'expiration:	YY/AA MM/MM DD/JJ
Provide reason if location is not registered / Indiquer la raison pour laquelle l'endroit n'est pas inscrit			

c) Will Break Open Tickets be sold at a location exempt from registration under the Gaming Control Act 1992? / Les billets à fenêtres seront-ils vendus au locale dispenser de l'inscription aux termes de la Loi 1992 sur la réglementation des jeux?			
☐ If Yes / Si Oui ☐ No/Non	Name of location / Nom de l'endroit :		Street Address / Adresse municipale :
City / Ville	Province	Postal Code / Code postal	Telephone number / Numéro de téléphone
Provide reason why location is not registered / Indiquer la raison pour laquelle l'endroit n'est pas inscrit			
d) Will Break Open Tickets be sold at a Fair or Exhibition? / Les billets à fenêtres seront-ils vendus lors d'une foire ou d'une exposition?			
☐ If Yes / Si Oui ☐ No/Non	Name of Fair or Exhibition / Foire ou expos. :		Street Address / Adresse municipale :
City / Ville	Province	Postal Code / Code postal	Telephone number / Numéro de téléphone
Start date: / Date du début : →		End date: / Date de la fin : →	
YY/AA MM/MM DD/JJ		YY/AA MM/MM DD/JJ	
e) Will Break Open Tickets be sold at another Gaming Event (e.g. Social Gaming Event)? / Les billets à fenêtres seront-ils vendus lors d'une autre activité de jeu (p. ex., activité de jeu sociale)?			
☐ If Yes / Si Oui ☐ No/Non	Name of Gaming Event / Nom de l'activité :		Street Address / Adresse municipale :
City / Ville	Province	Postal Code / Code postal	Telephone number / Numéro de téléphone
Start date: / Date du début : →		End date: / Date de la fin : →	
YY/AA MM/MM DD/JJ		YY/AA MM/MM DD/JJ	

7. Details of Event & Licence Fee / Détails sur l'activité et les droits de licence			Do not complete sections f & g if licence fee is determined at time that report is submitted and based on # of tickets sold. / Ne remplissez pas les sections f et g si les droits de licence sont calculés au moment de la soumission du rapport et en fonction du nombre de billets vendus.			
(a) Ticket Type/ Genre de billets	(b) Total Ticket Sale Value/Deal (gross wager) Valeur totale de la vente de billets/tranche (mises brutes)	(c) Sales Currency / Devise de la vente	(d) Total Prizes/ Deal \$ / Prix totaux/tranche \$	(e) Total Number of Deals / Nombre total de tranches	(f) Licence Fee % (if applicable) Droits de licence % (if applicable/s'il y a lieu)	(g) Licence Fee \$ / Droits de licence \$ *
		☐ Can ☐ US				
		☐ Can ☐ US				
		☐ Can ☐ US				
		☐ Can ☐ US				
		☐ Can ☐ US				
Total Amount Due / Montant total exigible :						
* Licence Fee Calculation: Multiply total prizes/deal by total number of deals. Multiply that number by the percentage licence fee. If licence fee is a set dollar amount provide the dollar amount of the licence fee, but do not perform the calculation.						
* Calcul des droits de licence : Multiplier les prix totaux/tranche par le nombre total de tranches. Multiplier ce nombre par le pourcentage des droits de licence. Si les droits de licence sont un montant fixe en dollars, indiquer le montant en dollars des droits de licence, mais ne faites pas le calcul.						

Must be a pre-approved supplier

Name of Break Open Ticket Manufacturer / Nom du fabricant des billets à fenêtres

Name of Gaming Services Supplier / Nom du fournisseur: | GCA Registration Number / Numéro d'inscription en vertu de la Loi

0 0 0 0 0 0 0 0

Welland

11. Declaration / Déclaration

We, the undersigned, declare that:

- We are Bona Fide Members of this organization;
- We have no conflict of interest with the gaming event and are **NOT** receiving remuneration directly or indirectly from the event;
- We have been authorized to make this licence application on behalf of the organization;
- We have read, understand and agree to comply with all **Break Open Ticket Licence Terms and Conditions**;
- We agree to be responsible for the conduct and management of the Break Open Ticket Lottery including services provided by Gaming Suppliers;
- All answers provided in this **Licence Application**, as well as all the information contained in the documents and materials submitted with it, are true and complete;
- We agree to be responsible for ensuring that there are no contraventions of the law, including the **Criminal Code of Canada**, the **Gaming Control Act, 1992** and **Regulations** and **Ontario Order In Council 1413/2008**;
- We understand that failure to fulfill these responsibilities is cause for denial of applications, cancellation or suspension of licences and may result in civil liability for and criminal prosecution of the Principal Officer, Designated Member In Charge and organization.

Nous soussignés, déclarons ce qui suit :

- Nous sommes des membres véritables de cet organisme.
- Nous ne sommes pas en situation de conflit d'intérêt en rapport à cette activité et nous **NE SOMMES PAS** rémunérés de façon directe ou indirecte pour cette activité.
- Nous avons obtenu l'autorisation de présenter cette demande de licence au nom de l'organisme.
- Nous avons lu et comprenons bien les **Modalités régissant la licence de billets à fenêtres** et nous acceptons de les respecter.
- Nous convenons d'assumer la responsabilité de la mise en œuvre et de l'administration de la loterie de billets à fenêtres, y compris les services dispensés par les fournisseurs.
- Toutes les réponses données dans cette demande de licence, ainsi que les renseignements indiqués dans les documents et le matériel ci-joints sont exacts et complets.
- Nous convenons de veiller à ce qu'il n'y ait pas d'infraction à la loi, y compris le **Code criminel du Canada**, la **Loi de 1992 sur la réglementation des jeux** et ses règlements ainsi que le **décret de l'Ontario 1413/2008**.
- Nous comprenons qu'un manquement à ces responsabilités risque d'entraîner le refus des demandes, l'annulation ou la suspension des licences et peut donner lieu à des poursuites en responsabilité civile et des poursuites criminelles envers la dirigeante ou le dirigeant principal, le membre désigné responsable et l'organisme.

We have read and understand the entire Declaration above /
Nous avons lu et comprenons bien toute cette déclaration.

Principal Officer / Dirigeant(e) principal		Designated Member In Charge / Membre désigné responsable
	Signature	
Print name of signing authority	Print name in full Nom au complet en caractères d'imprimerie	Print name of signing authority
Title (i.e. President)	Title /Titre	Title (i.e. Treasurer)
(905) 1 2 3 4 5 6 7	Individual's telephone number N° de téléphone	(905) 1234567
	Date of signing Date de signature	

Break Open Ticket Lottery Report Rapport de loterie de billets à fenêtres

This report must be filed with the Licensing Authority in accordance with the Terms and Conditions under which the Break Open Ticket licence is issued.

Ce rapport doit être déposé auprès de l'autorité chargée de la délivrance des licences conformément aux modalités régissant la licence de billets à fenêtres.

				1. Information on organization/ Renseignements sur l'organisme				Group Identification Number (if applicable) / Numéro d'identification de l'organisme (le cas échéant).			
a) Incorporated or legal name / Dénomination sociale											
Organization Name											
Licence Number / Numéro de Licence M 0 0 0 0 0 0				Street Number / Numéro		Street Name / Rue				Street Type / Type de rue	
Street direction / Direction de la rue		Suite, Floor / Bureau, étage		Lot, Concession, Rural Route / Lot, concession, route rurale				City/ Ville			
Province, State / Province, État						Country / Pays				Postal Code, Zip Code / Code postal	
Telephone No. / N° de téléphone ()		Extension / Poste		Fax number / Télécopieur ()		Email / Courriel					
Mailing Address (if different) / Adresse postale (si différente)											
Street Number / Numéro				Street Name / Rue				Street Type / Type de rue		Street direction / Direction de la rue	
Suite, Floor / Bureau, étage		Lot, Concession, Rural Route / Lot, concession, route rurale				City/ Ville					
Province, state / Province, État						Country / Pays				Postal Code, Zip Code / Code postal	
Telephone No. / N° de téléphone ()		Extension / Poste		Fax number / Télécopieur ()		Email / Courriel					
Print the name, position and telephone number of the designated member in charge to be contacted in reference to this report. Veuillez écrire en caractères d'imprimerie le nom, le titre et le numéro de téléphone du membre désigné responsable à contacter pour le présent rapport.											
Last Name / Nom de famille				First Name / Prénom				Middle name (s) / Second prénom			
Name of Designated Member Completing This Report											
Position / Titre											
Title (i.e. Secretary)											
Telephone Number (s) / Numéro(s) de téléphone Residence / Domicile (905) 000-0000				Business / Travail (905) 000-0000				Fax number / Télécopieur (905) 000-0000			

2. Period (check one) for which this report is made (for tickets purchased and sold) / Période couverte par ce rapport (pour l'achat et la vente de billets) (Cochez une case)

☐ Interim Report / Rapport intérimaire <i>(as prescribed by licensing authority) / (tel que prescrit par l'autorité chargée de la délivrance des licences)</i> (Discrepancy report; if applicable as per the Terms and Conditions must be included) / (Rapport d'anomalie : doit être inclus s'il y a lieu, conformément aux modalités)	From / Du	YY/AA	MM/MM	DD/JJ	To / Au	YY/AA	MM/MM	DD/JJ
☒ Final Report / Rapport final <i>(to end of licence period) / (jusqu'à la fin de la période de licence)</i> (Discrepancy report: if applicable as per the Terms and Conditions must be included) / (Rapport d'anomalie : doit être inclus s'il y a lieu, conformément aux modalités)	From / Du	YY/AA	MM/MM	DD/JJ	To / Au	YY/AA	MM/MM	DD/JJ
		2	6	0	6	0	6	2
						6	1	2
							0	6

3. Ticket Inventory (For Report Period) – attach a separate sheet if necessary / Billets en stock (pour la période couverte par le rapport) – joindre une feuille distincte au besoin

Ticket Type / Genre de billet Print Here / En caractères d'imprimerie ici	▶	AG91					Totals / Totaux ▼
a) Product on Hand / Produit en main							
1. Total number of unopened deals at start of this report period (not applicable for first report period of a new licence) / Nombre total de tranches complètes au début de la présente période de rapport (ne s'applique pas à la première période de rapport d'une nouvelle licence)	0						
2. Total number of individual tickets carried over for sale from the preceding licence period (applicable only for first report period of a new licence) / Nombre total de billets individuels aux fins de vente reportés de la période de licence précédente (s'applique seulement à la première période de rapport d'une nouvelle licence)	0						
3. Total number of deals purchased for sale for this report period / Nombre total de tranches achetées aux fins de vente durant la période couverte par le présent rapport	12						12
b) Product Sold / Produit vendu							
4. Total number of complete deals sold during this report period / Nombre total de tranches complètes vendues durant la période couverte par le présent rapport	12						12
5. Total number of individual tickets sold from partially sold deals of tickets for this report period / Nombre total de billets individuels vendus à partir des tranches de billets partiellement vendues durant la présente période de rapport	0						
c) Product Remaining / Produit encore en main							
6. Total number of unopened deals remaining at the end of this report period / Nombre total de tranches complètes en main à la fin de la période couverte par le présent rapport	0						
7. Total number of individual tickets being carried over for sale to the next licence period / Nombre total de billets individuels reportés à la période de licence suivante aux fins de vente	0						

4a) Ticket Sales in Canadian Currency (For Report Period) – attach a separate sheet if necessary / Vente de billets en monnaie canadienne (pour la présente période de rapport) – joindre une feuille distincte au besoin						
Ticket Type / Genre de billet Print Here / En caractères d'imprimerie ici	AG91					Totals / Totaux
1. Total number of complete deals sold during this report period in Canadian currency / Nombre total de tranches complètes vendues durant la présente période de rapport en monnaie canadienne	12					12
2. Total number of individual tickets sold during this report period in Canadian currency / Nombre total de billets individuels vendus durant la présente période de rapport en monnaie canadienne	45,600					45,600
3. Price per ticket / Prix par billet	.5					N/A / S.O.
4. Gross receipts derived from ticket sales for this report period / Recettes brutes générées par la vente de billets durant la présente période de rapport	22,800					\$ 22,800.00
5. Total value of prizes awarded for this report period / Valeur totale des prix attribués durant la présente période de rapport	15,504					\$ 15,504.00
6. Net Receipts for ticket sales in American Currency (gross receipts – value of prizes) / Recettes nettes générées par la vente de billets en monnaie américaine (recettes brutes – valeur des prix)						\$ 7,296.00

4b) Ticket Sales in American Currency (For Report Period) – attach a separate sheet if necessary / Vente de billets en monnaie américaine (pour la présente période de rapport) – joindre une feuille distincte au besoin						
Ticket Type / Genre de billet Print Here/ En caractères d'imprimerie ici						Totals / Totaux
1. Total number of complete deals sold during this report period / Nombre total de tranches complètes vendues durant la présente période de rapport						
2. Total number of individual tickets sold during this report period / Nombre total de billets individuels vendus durant la présente période de rapport						
3. Price per ticket / Prix par billet						N/A / S.O.
4. Gross receipts derived from ticket sales for this report period / Recettes brutes générées par la vente de billets durant la présente période de rapport						\$
5. Total value of prizes awarded for this report period / Valeur totale des prix attribués durant la présente période de rapport						\$
6. Net Receipts for ticket sales in American Currency (gross receipts – value of prizes) / Recettes nettes générées par la vente de billets en monnaie américaine (recettes brutes – valeur des prix)						\$

4c) Currency Conversion / Conversion monétaire This section to be completed for ticket types sold in American currency only / Cette section doit être remplie pour tous les types de billets vendus en monnaie américaine seulement	
Net Receipts In American Currency (total from 4b #6) / Recettes nettes en monnaie américaine (total de la section 4b no 6)	\$
Bank exchange rate (provide range of bank exchange rates for report period) / Taux de change de la banque (donner une fourchette de taux de change bancaires pour la période du rapport)	%
Net Receipts for ticket sales in Canadian Currency (converted) / Recettes nettes générées par la vente de billets, en monnaie canadienne (convertie)	\$

4d) Total Net Receipts / Recettes nettes totales	
Net receipts for ticket sales in Canadian currency (total from 4a #6) / Recettes nettes générées par la vente de billets en monnaie canadienne (total provenant de la section 4a no 6)	\$ 7,296.00
Net receipts for ticket sales in Canadian currency – converted (total from #4c) / Recettes nettes générées par la vente de billets en monnaie canadienne – convertie (total provenant de la section 4c)	\$ 0.00
Total Net Receipts / Recettes nettes totales	\$ 7,296.00

4e) Total Deposits / Dépôts totaux	
Total Net Receipts for this report period / Total des recettes nettes pour la période couverte par le présent rapport	\$ 7,296.00
Total Deposits for this report period / Dépôts totaux pour la période couverte par le présent rapport	\$ 7,296.00
Total Net Receipts minus Total Deposits =	\$ 0
If this number does not equal 0, attach an explanation detailing the cash shortage between Total Net Receipts and Total Deposits / Si ce nombre n'est pas égal à 0, veuillez fournir sur une feuille distincte une explication du déficit de caisse entre les recettes nettes totales et les dépôts totaux	

5) Administrative Costs / Frais d'administration						
Ticket Type / Genre de billet Print Here/ En caractères d'imprimerie ici	AG91					Totals / Totaux
ADMINISTRATIVE COSTS (Including All Taxes) / FRAIS ADMINISTRATIFS (y compris toutes les taxes) :	237.24					237.24
Tickets (cost for # Deals sold during this Report period) – if purchased directly from the manufacturer / Billets (coût des tranches vendues au cours de la période du rapport) – si achetées directement du fabricant	1824.92					1824.92
Gaming Equipment Supplier Commission (including cost of tickets) – if applicable / Commission versée aux fournisseurs de matériel de jeu (incluant le coût des billets) – s'il y a lieu						
Gaming Services Supplier Commission / Commission versée aux fournisseurs de services relatifs au jeu						
Break Open Ticket Seller Commission / Commission versée aux vendeurs de billets à fenêtres	2461.80					2461.80
Bingo Hall Rental (Commission) – if applicable / Location de salle de bingo (commission) – le cas échéant						
Container(s)/Dispenser(s) / Contenant(s)/Distributeur(s)						
Bank Service Charges / Frais de services bancaires	44.00					44.00
Out-of-pocket Expenses / Menues dépenses						
Adjustments (attach written explanation) / Redressements (veuillez fournir des explications sur une feuille distincte)						
Other (please list) / Autres (veuillez énumérer)						
Total Administrative Costs Per Ticket Type / Total des frais administratifs par genre de billet	4567.96					4567.96

FEES / DROITS :						Totals / Totaux ▼
Licence Fee: State the licence fee paid for this report period as prescribed by the licensing authority / Droits de licence : Déclarer les droits de licence acquittés pour la présente période de rapport tel qu'il est prescrit par l'autorité chargée de la délivrance des licences		465.12				465.12
Note: Please only fill out this section for Break Open Ticket purchases invoiced prior to June 1, 2019. Remarque : Veuillez remplir cette section seulement pour les achats de billets à fenêtres facturés avant le 1 juin 2019.						
Provincial Fee: 4.46% of Gross Selling Price X # Deals purchased during this Report Period / Droits provinciaux : 4,46 % du prix de vente X Nombre de tranches achetées durant la période du rapport						
Total Fees Per Ticket Type / Total des droits par genre de billet		465.12				465.12
Total Administrative Costs and Fees Per Ticket Type / Total des frais administratifs et des droits par genre de billet		5033.08				5033.08
Total Administrative Costs and Fees / Total des frais administratifs et des droits						5033.08
Net Proceeds Derived / Produit net obtenu (Net Receipts <i>minus</i> Total Administrative Costs & Fees / Recettes nettes <i>moins</i> total des frais d'administration et des droits)						2262.92

6. Payments made from Designated Lottery Trust Account during report period. Provide (where applicable) details of all program and service expenses and list of charitable disbursements (attach a separate sheet if necessary) / Paielements effectués à partir d'un compte de loterie en fiducie désigné durant la période couverte par le rapport. Veuillez fournir (le cas échéant) des détails sur toutes les dépenses liées au programme et aux services ainsi que la liste des montants versés à des fins de bienfaisance (joindre une feuille distincte au besoin)					
Payment Date / Date du paiement	Payment Type / Genre de paiement	Cheque/EFT / Chèque/ N° de TEF	Payee / Bénéficiaire	Purpose of Payment / Nature du paiement	Amount / Montant
Pre-Approved	Payment	Details	Only	You can also attach a list	
Total Payments / Total des paiements					\$

7. Details of Designated Lottery Trust Account (attach copies of bank statements for report period)/ Détails sur le compte de loterie en fiducie désigné (veuillez joindre une copie des relevés bancaires pour la période du rapport)	
Name of Bank, Loan/Trust Company or Province of Ontario Savings Office / Nom de la banque, de la société de prêt ou de fiducie, ou de la succursale de la Caisse d'épargne de l'Ontario Financial Institution Name	Designated Lottery Trust Account Number / Compte de loterie en fiducie désigné Account Number
Address / Adresse Financial Institution Address	Bank Statement Date / Date du relevé bancaire YY/AA MM/MM DD/JJ 261206
Balance as per Bank Statement / Solde selon le relevé bancaire \$ Balance	

8. Declaration / Déclaration

We, the undersigned, declare that:

- We are Bona Fide Members of this organization;
- We have no conflict of interest with the gaming event and are **NOT** receiving remuneration directly or indirectly from the event;
- We have been authorized to make this licence application on behalf of the organization;
- We have read, understand and agree to comply with all **Break Open Ticket Licence Terms and Conditions**;
- We agree to be responsible for the conduct and management of the Break Open Ticket Lottery including services provided by Gaming Suppliers;
- All answers provided in this **Licence Application**, as well as all the information contained in the documents and materials submitted with it, are true and complete;
- We agree to be responsible for ensuring that there are no contraventions of the law, including the **Criminal Code of Canada**, the **Gaming Control Act, 1992** and **Regulations** and **Ontario Order In Council 1413/2008**;
- We understand that failure to fulfill these responsibilities is cause for denial of applications, cancellation or suspension of licences and may result in civil liability for and criminal prosecution of the Principal Officer, Designated Member In Charge and organization.

Nous soussignés, déclarons ce qui suit :

- Nous sommes des membres véritables de cet organisme.
- Nous ne sommes pas en situation de conflit d'intérêt en rapport à cette activité et nous **NE SOMMES PAS** rémunérés de façon directe ou indirecte pour cette activité.
- Nous avons obtenu l'autorisation de présenter cette demande de licence au nom de l'organisme.
- Nous avons lu et comprenons bien les **Modalités régissant la licence de billets à fenêtres** et nous acceptons de les respecter.
- Nous convenons d'assumer la responsabilité de la mise en œuvre et de l'administration de la loterie de billets à fenêtres, y compris les services dispensés par les fournisseurs.
- Toutes les réponses données dans cette demande de licence, ainsi que les renseignements indiqués dans les documents et le matériel ci-joints sont exacts et complets.
- Nous convenons de veiller à ce qu'il n'y ait pas d'infraction à la loi, y compris le **Code criminel du Canada**, la **Loi de 1992 sur la réglementation des jeux** et ses règlements ainsi que le **décret de l'Ontario 1413/2008**.
- Nous comprenons qu'un manquement à ces responsabilités risque d'entraîner le refus des demandes, l'annulation ou la suspension des licences et peut donner lieu à des poursuites en responsabilité civile et des poursuites criminelles envers la dirigeante ou le dirigeant principal, le membre désigné responsable et l'organisme.

We have read and understand the entire Declaration above /
Nous avons lu et comprenons bien toute cette déclaration.

Principal Officer / Dirigeant(e) principal		Designated Member In Charge / Membre désigné responsable
	Signature	
Print name of signing authority	Print name in full Nom au complet en caractères d'imprimerie	Print name of signing authority
Title (i.e. President)	Title / Titre	Title (i.e. Treasurer)
(905) 1 2 3 4 5 6 7	Individual's telephone number N° de téléphone	(905) 1 2 3 4 5 6 7
	Date of signing Date de signature	

Blanket Licences

A blanket raffle licence allows eligible organizations to obtain a single lottery licence to conduct and manage more than one type of raffle event within a fixed period and from one location within a capped prize amount of \$50,000 for total prizes.

The types of raffle events that a licensee may conduct under a blanket raffle licence include:

- stub draws • elimination draws
- paper-based 50/50 draws
- meat spins/turkey rolls
- “name the raffle” lottery.

See “5.2.1(H) Meat spins/turkey rolls” and “5.2.1(I) “Name the raffle” lottery” in the LLPM for further information.

A licensee may apply to the licensing authority for a blanket licence to conduct any number of these raffle events or combination of these raffle events for up to a maximum of a year and for a total prize board not to exceed \$50,000.

In addition to the basic application requirements for all raffle lottery events, each application for a blanket raffle licence submitted to the licensing authority must include the following information:

- types of raffle lottery events to be conducted during the period;
- the number of raffle events to be conducted;
- the total number of tickets to be printed for each individual raffle event and the total value of all tickets printed for each of the events;
- the cost per ticket for each event and the price per set of cards for “name the raffle” lotteries;
- the cost per ticket for each event;
- the location where the events will take place;
- the scheduled dates for each type of raffle event to be held;
- a detailed explanation of the rules for each type of raffle event;
- a description of all prizes to be awarded and the total retail value of all prizes to be awarded for each raffle event;
- total value of all prizes to be awarded for the period; and
- the licence fee.

Below is an example of a raffle lottery events schedule that might be used by the applicant to provide details to the licensing authority about each of the events to be conducted under a blanket raffle licence.

Details of Event(s):						
Type of Event(s):						
Month						
Draw Dates						
Total Tickets						
Cost per ticket / Set of Cards						
Prize Board						
Licence Fee						

For Official Use only	
Total Prize Board:	
Licence Fee:	
Period of Licence Fee:	

For tracking purposes and to facilitate the completion of the standard report form for blanket raffle licences, licensees must keep a separate ledger for each raffle event outlining the financial details including: proceeds derived, expenses paid, and a list of how proceeds have been disbursed. Licensees must identify on each deposit slip the date of the raffle event for each deposit made into the designated lottery trust account and specify the total proceeds deposited for each individual event.

Blanket Raffle Lottery application form: <https://www.agco.ca/sites/default/files/3155.pdf>

Blanket Raffle Lottery report form: https://www.agco.ca/sites/default/files/2024-04/3156_g.pdf

Use of Proceeds

Once an applicant is deemed eligible, the licensing official will review the proposed use of lottery proceeds to ensure it aligns with the organization's charitable purpose.

Eligible uses must:

- Support the organization's approved charitable objects and programs
- Be used for the direct delivery of services
- Benefit residents of Ontario

Use of proceeds requests are assessed case by case, considering the organization's classification, mandate, structure, and program delivery.

Administrative costs may be permitted only if they are essential to program delivery and pre-approved.

Please note:

- All funds held in the Lottery Trust Account require an approved Use of Proceeds request *before* being spent.
- All donations made from lottery proceeds must receive prior approval from the licensing authority.

What kind of licence do I need?

Event Type	Prize Limits	Description	Fee	Application Type
Raffle Lottery	Total prize value \$50,000 or less Retail market value of prizes must not be less than 20% of total value of tickets	Only one raffle event at a time except calendar draw or blanket licence. Events include: stub/elimination/calendar draws, raffles, meat spins/turkey rolls, cow patty bingo, 50/50. Special provisions for vehicles. Prize values over \$10,000 require financial guarantees. Sale of goods held to raise money for a charitable group.	3% of total prizes to be awarded 50/50: 3% of maximum prize board	Raffle
Bazaar	Must be ancillary to Bazaar, any combination of: -Wheels of Fortune (min bet \$0.50, max bet \$2.00) -Raffles under \$50,000 -Penny Sale under \$50,000 -Bingo \$5,500 or less	Eligible organizations may conduct lottery events ancillary to bazaar .	\$10 max per wheel 3% of total prize value for raffle, penny sale, or bingo	Bazaar
Blanket Licence	Multiple raffles over six (6) months with a capped prize amount of \$5,000.	Once licence for more than one type of raffle event within a fixed time period from one location; capped prize amount not to exceed \$5,000; maximum duration of six (6) months. Events include: stub draws, elimination draws, 50/50, meat spins/turkey rolls, Name-the-Raffle.	3% of total prizes to be awarded	Blanket
Break Open Ticket		Sale period cannot exceed five (5) years including amendments (extensions). One organization per sale location. If all tickets are sold before licence expiry date, licence is deemed to have expired. If term is less than one year and tickets remain unsold, group may apply for amendment (extension) but cannot exceed five (5) years total. Must have agreement to lease the dispenser and valid registration for sales location.	Maximum 3% of total prizes to be awarded. 2.25% for organizations using home base only to sell tickets (i.e. Legion).	Break Open Ticket
Bingo	Total prize value \$5,500 or less.	Bingo events including table board bingo	3% of total prize value	Bingo

Charitable Gaming (cGaming)

The City of Welland not only holds delegated lottery licensing authority from the AGCO, but also participates in Charitable Gaming (cGaming) in partnership with OLG and OCGA. Local organizations volunteer at a charitable gaming centre and receive a share of proceeds based on their role and participation; this is also called bingo-pooling.

To take part, organizations must first complete an eligibility assessment with the municipality, which also monitors how funds are used in line with established policies and agreements with OLG and OCGA. To qualify, an organization must have charitable purposes and activities that fall within one of four categories: relief of poverty, advancement of education, advancement of religion, or other community-benefit purposes.

Organizations must also show that they have carried out charitable activities for at least one year, providing a direct benefit to Ontario residents in a way that aligns with their mandate.

Determining permit eligibility requires reviewing an organization's purposes and activities together, not in isolation. Municipal officials must assess how these fit within the four charitable classifications and decide eligible uses of cGaming proceeds accordingly, sometimes across multiple categories.

Decisions are made case by case, and unclear situations should be discussed by the municipality with OCGA and OLG. Organizations must also be reviewed regularly to ensure they remain eligible, and officials are responsible for staying current with evolving guidelines.

Along with the application form, groups are required to provide supporting documentation if they have not recently been approved for lottery licencing eligibility through the City of Welland. These required documents are the same as the lottery licencing eligibility application.

Banking Requirements

Organizations licensed to conduct cGaming events are required to open and maintain a designated business bank account for the receipt and administration of cGaming proceeds. Funds derived from cGaming events must be kept separate from all other organizational funds, including general operating funds and proceeds from other licensed lottery events, and may only be used for approved uses of proceeds in accordance with municipal permit requirements.

The designated business account must:

1. be maintained in the name of the permittee;

2. be a chequing account in Canadian funds;
3. have a minimum of two (2) signing officers who are bona fide members of the permittee organization and are authorized to administer the account and make payments or withdrawals on behalf of the organization;
4. be capable of receiving Electronic Funds Transfer (EFT) payments;
5. provide payment and withdrawal privileges and monthly account statements;
6. provide monthly bank statements. Printed online banking statements are acceptable for reporting purposes provided they are official account statements. Transaction history printouts are not acceptable;
7. prohibit cash withdrawals from the designated business account;
8. provide returned cheques with monthly statements or make cheque images available electronically for printing; and
9. require two (2) signatures on all cheques.

No cGaming proceeds shall be deposited into any account other than the designated business account. The permittee is responsible for ensuring that all cGaming funds remain separate and are administered in accordance with municipal permit requirements and the terms and conditions of the licence.



PERMIT APPLICATION FORM

Application to Municipality for permit to participate in Ontario
Lottery and Gaming Corporation ("OLG") Charitable Games

Charitable Organization: Organization Name		
Address: Full mailing address		Municipality: Welland
Charitable Gaming Centre Supported: Delta Bingo & Gaming Welland		Postal Code: L3B 3X4
		Charitable Gaming Centre Address: 29 East Main Street Welland, ON L3B 3W4
Period: 2026-04-01		To: 2027-03-31

We, the undersigned, as principal officer(s) of the above charitable organization apply to the above "Municipality" for a permit to participate in charitable games conducted and managed by OLG at the above "Charitable Gaming Centre" for the above permit period:

1. The charitable or religious objects or purposes to which proceeds are to be devoted are described as:

List eligibility categories, explain organization charitable programming in detail. Can include additional sheets.

2. Is the Permit Applicant incorporated as a non-profit organization in the Province of Ontario?
3. Is the Permit Applicant registered with the Canada Revenue Agency as a charitable organization?

(Circle One)

☐ YES ☐ NO

☐ YES ☐ NO

If YES, give Registration Number: _____

4. How long has the Organization been in existence in the Municipality? _____
5. How many members does the Organization have in the Municipality? _____
6. Is the charity a member of the OLG-recognized member Charitable Gaming Centre Association?

☐ YES ☐ NO

Membership in a Charitable Gaming Centre Association recognized by OLG is a condition of receiving and maintaining the Permit.

UPON SUBMISSION OF THIS FORM, YOU MUST APPEND, WHERE REQUIRED BY THE MUNICIPALITY, THE FOLLOWING DOCUMENTS OR INFORMATION WHERE ANY CHANGES HAVE BEEN MADE SINCE THE LAST SUBMISSION TO THE MUNICIPALITY:

- governing documents (including articles of incorporation, constitution and by-laws;
- financial statements for your most recently-completed fiscal year (audited where applicable);
- current year's operating budget;
- your most recent registered charity information return and public information return
- a list of your current Board of Directors;
- detailed outline of charitable programs/services provided and specific costs incurred in delivery
- 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 your charitable number for income-tax purposes
- the proposed use of proceeds, which must be consistent with your answer to question no.1 above

7. Designated Bona Fide Member or Signing Officer:

I, hereby certify that as the designated bona fide member or signing officer in charge of the organization's participation in OLG's charitable games, I will be responsible for such participation in accordance with the Permit Requirements under which this Permit is supplied. I further certify that I have read, and have in my possession, and agree to comply with, a statement of the Permit Requirements under which this Permit is supplied.

	First Designated Bona Fide Member or Signing Officer:	Second Designated Bona Fide Member or Signing Officer (<i>where required by municipality</i>):
Signature(s):	_____	_____
Print Name in Full:	Print name of signing authority	Print name of signing authority
Position:	Title (i.e. President)	Title (i.e. Treasurer)
Business Telephone	905-123-4567	905-123-4567
Number(s): Email Address:	name@email.com	name@email.com
Date(s) of signing:	Date	Date



PERMIT REQUIREMENTS

(Permit Application Form Page 2)

1. The Permittee shall obtain receipts for each expense incurred.
2. The Permittee shall maintain detailed records of the disbursement of all proceeds derived from the Charitable Games conducted and managed by Ontario Lottery and Gaming Corporation ("OLG") at the Charitable Gaming Centre (herein referred to as "OLG's charitable games").
3. The Permittee shall maintain books, records and other documents in support of all financial reports or statements. These records shall be kept up to date and be retained for no less than four (4) years from the date of the Permit.
4. The Permittee shall:
 - a) provide unencumbered access to the Permittee's books, records and other documents including, but not limited to, the use of proceeds derived from OLG's charitable games, to persons appointed by the Municipality and to all peace officers; and
 - b) deliver to the Municipality within the time period specified by the Municipality the Permittee's books, records and other documents including, but not limited to, those related to the use of proceeds from OLG's charitable games, and such other materials as required by the Municipality for audit and investigation purposes.
5. Each designated business account shall be maintained in the name of the Permittee, and shall have the following features:
 - a) payment/withdrawal privileges and monthly statements issued;
 - b) all cheques returned with monthly statement or available for printing online.
6. In administering the designated business account, the Permittee shall:
 - a) appoint a minimum of two (2) signing officers, who must be bona fide members of the Permittee, to administer the account and make payments/withdrawals on behalf of the Permittee;
 - b) deposit into the account all monies derived from OLG's charitable games;
 - c) ensure payments/withdrawals are made only for the payment of the expenses incurred and the donation of net proceeds for the charitable purposes approved on the Permit.
7. The Permittee shall not:
 - a) deposit monies received from any source other than OLG's charitable gaming centres - into the designated business account, or;
 - b) close the designated business account until all monies have been donated to approved charitable purposes and a report has been submitted to the Municipality.
8. The Permittee shall provide the Municipality with a financial report outlining the receipt and use of proceeds from OLG's charitable games on the form prescribed by OLG including bank statements and receipts.
9. The financial report shall be filed by March 31 or more frequently as may be stipulated in the conditions of the permit
10. The Permittee shall provide, within 180 days of its fiscal year end, the Municipality with:
 - a) financial statements, which shall, at a minimum, include a summary of the financial information with respect to the receipt and use of proceeds from OLG's charitable games and all expenses, disbursements, net proceeds and use of net proceeds; and
 - b) a report on the Permittee's compliance with these Permit Requirements.
11. The Permittee shall be a member of the OLG recognized Charitable Gaming Centre Association as a condition of receiving and maintaining a Permit.

cGaming Monthly Reporting

Charitable organizations must provide regular reporting to the municipality, OCGA, and OLG to ensure transparency and accountability in cGaming activities. In the City of Welland, this includes submitting monthly use-of-proceeds reports within thirty (30) days of the end of each month, prepared on a cash basis and signed by authorized signing authorities. Each report must include bank statements and all receipts or supporting documentation for every expense.

The City of Welland accepts scanned reports by email; however, organizations must keep original signed copies and provide them upon request. The municipality can require reports in either format at any time and may request additional information, including financial statements, to verify eligibility and proper use of funds.

Failure to submit accurate and timely reports, or to comply with approved use-of-proceeds rules, may result in suspension or revocation of a permit. Reporting is required even if there is no account activity and must continue until all funds are spent and the account is closed. All records must be retained for at least four years, or longer if required by other legislation.



MONTHLY REPORT TO MUNICIPALITY
Charity Utilization of OLG Charitable Gaming Proceeds

PERMIT #:	
Month Reported: June	Year: 2026
Number of Assignments : 2	

Charitable Organization: Organization name		
Address: Full mailing address	Municipality: Welland	Postal Code: L3B 3X4
Charitable Gaming Centre Supported: Delta Bingo & Gaming Welland	Charitable Gaming Centre Address: 29 East Main Street Welland, ON L3B 3W4	

(A) Previous Period Closing Balance (Item "E" from last report):				\$ 5,304.25
Revenue Received from CGC Participation	Date: 2026-07-15	\$	2,416.00	
Interest	Date:	\$		
(B) Total Revenue Received:				\$ 2,416.00
Administration Expenses (e.g. Bank Fees)	Description: Monthly Fees	\$	2.55	
	Description:	\$		
	Description:	\$		
	Description:	\$		
(C) Total Administrative Expenses:				\$ 2.55
Use of Proceeds Paid To	Chq#	Purpose	Amount	
Office Supply Company	321	Program printing	\$ 123.45	
Loblaws	322	Food for soup kitchen	\$ 1,721.23	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
(D) Total Use of Proceeds Expenses:				\$ 1,844.68
(E) Closing Balance as of this Report (A+B-C-D) (closing bank balance) :				\$ 5,873.02

Receipt Included - Check Box

Other Comments: Please see attached bank statement, cheques, and receipts
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☒ Required Attachments	☒ Photocopies of Bank Statements, invoices/receipts (as appropriate) & cancelled cheques (front and back) for the month covered by this report. ☒ Changes to any information that is required to be on file with the Municipality.
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We, as the signing officers of the above organization, certify that the above information is full and correct and that our organization has fulfilled its bona fide member obligations to the Charitable Gaming Centre Association operating at the premises listed above.

First Designated Bona Fide Member or Signing Officer:		Second Designated Bona Fide Member or Signing Officer:	
Signature(s):	_____	Signature(s):	_____
Print Name in Full:	Print name of signing authority _____	Print Name in Full:	Print name of signing authority _____
Position:	Title (i.e. President) _____	Position:	Title (i.e. Secretary) _____
Business Telephone Number(s):	905-123-4567 _____	Business Telephone Number(s):	905-123-4567 _____
Email Address:	name@email.com _____	Email Address:	name@email.com _____
Date(s) of signing:	_____	Date(s) of signing:	_____

Need Assistance?

City of Welland – Legislative Services

For questions regarding:

- Eligibility applications
- Lottery licences
- cGaming permits
- Use of proceeds approvals
- Reporting requirements

Contact:

Legislative Services Division

City of Welland

60 East Main Street, Welland, ON L3B 3X4

Phone: 905-735-1700 x2227

Email: lottery@welland.ca

Website: <https://www.welland.ca/Clerks/Lottery.asp>

Additional Resources

Alcohol and Gaming Commission of Ontario (AGCO)

<https://www.agco.ca>

Ontario Charitable Gaming Association (OCGA)

<https://www.charitablegaming.com>

Guide Maintenance and Updates

This guide is reviewed annually by the City of Welland Legislative Services Division and updated as required to reflect changes to:

- Alcohol and Gaming Commission of Ontario (AGCO) policies;
- Lottery Licensing Policy Manual (LLPM) requirements;
- Municipal lottery licensing procedures; and
- Charitable Gaming (cGaming) program requirements.

Organizations should always consult the most current AGCO and OLG policies and application forms, as provincial requirements may change between reviews of this guide.

References

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<https://www.agco.ca/en>

Alcohol and Gaming Commission of Ontario (AGCO). (2026). *Lottery licensing policy manual*.

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Town of Pelham. (n.d.). *A user's guide to charitable gaming and lottery licensing*.

<https://www.pelham.ca/media/rxparh5r/a-users-guide-to-charitable-gaming-and-lottery-licencing.pdf>