



Lottery Licensing Guidelines

Who is Eligible

Eligible religious, charitable and non-profit organizations may be licensed to conduct lotteries in Whitby. An individual is not eligible to receive a lottery licence.

An organization may be eligible if it:

- Has been in existence for at least one year
- Has provided charitable community services with goals and activities that are consistent with the mandate of the organization for at least one year in Whitby
- Proposes to use the proceeds for charitable programs and services that directly benefit Whitby and its residents
- Assumes full responsibility for the conduct and management of its event

To ensure the timely submission of all applications please ensure that the individual submitting the application has good knowledge of the applicable licence terms and conditions that may apply in the case that additional information is required at the time of submission.

Instructions

Applying for a lottery licence is a **TWO STEP** process if your organization has not been licensed by the Town of Whitby in the past two years.

Step 1 – Applying for an Eligibility Review

To apply for eligibility please email clerk@whitby.ca to schedule an appointment. Appointments will be approximately 30 minutes in length and must be booked 1-2 business days in advance in order to ensure availability. To prepare for this appointment all applicants shall ensure they compile the following items to be reviewed by the Office of the Town Clerk:

- Lottery Licensing Eligibility Review Application
- Organization's constitution and/or by-laws, signed and dated
- Letters Patent, if applicable
- List of current Board of Directors showing name, position in the organization, address, phone number and email address
- Membership list, if applicable
- Brochures, pamphlets and any other background information describing programs and services delivered by the organization
- Revenue Canada Notification of Charitable Designation, if applicable
- Most recent documents filed with Revenue Canada (T3010), if the organization is registered as a charity under the *Charities Accounting Act or Income Tax Act*
- Operating budget for the current year and past year, including all sources of revenue and expenses
- Most recent annual signed financial statement

Applications will not be processed until such time as they are deemed complete.

If all of the above documentation is in order, the Office of the Town Clerk will notify you in writing of your organization's eligibility to conduct a lottery.



Instructions

Step 2 – Applying for a Lottery Licence

To apply for a lottery licence, please email clerk@whitby.ca indicating which organization you represent, your personal contact information, and your intent to apply. For all organizations applying to receive a lottery licence, a 15 minute appointment may be required with the Office of the Town Clerk to review the following items required for submission:

- [AGCO Application](#) to manage and conduct the lottery
- Supporting documentation as requested in application
- Lottery licensing fee

As needed, the above documentation may be adjusted during your appointment with the Office of the Town Clerk to ensure it is complete and accurate and able to be accepted at the time of submission.

Contact Us – Appointments and Questions

If you have any questions or would like to book an appointment for an eligibility review or lottery licence application submission please contact the Office of the Town Clerk:

Address: 575 Rossland Road East, Whitby, ON L1N 2M8

Telephone: 905.430.4315

Email: clerk@whitby.ca

Business Hours: Monday to Friday (except holidays) – 8:30 a.m. to 4:30 p.m.