

# BREAK OPEN TICKET

## LOTTERY LICENCING PACKAGE

**A break open ticket is a device made of cardboard and which has perforated cover window tabs behind which are symbols revealed by tearing open the cover tab. The winning combination of symbols is specified on the back of the ticket. Break open tickets are also known as "nevada tickets" or "pull tabs".**

The municipality can register events with prize boards of \$5,500 and under. Break open ticket events with prizes over \$5,500 must be registered directly through the Alcohol and Gaming Commission of Ontario.

### Step 1: Eligibility

**Are You Eligible for a Charitable Gaming Licence?**  
**Lottery Licence Eligibility Questionnaire**

### Step 2: Application

**Licence Application Instructions**  
**Application Changes**  
**Licence Application Checklist**  
**Ticket Terms and Conditions**  
**Ticket Licence Application**

### Step 3: Report

**Reporting Requirements**  
**Ticket Lottery Report**

**County of Brant**  
519-449-2451  
Fax: 519-449-2454  
1-888-250-2297  
[www.brant.ca](http://www.brant.ca)



**County Administrative Building**  
26 Park Ave  
P.O. Box 160  
Burford ON, N0E 1A0

# Step 1: Eligibility

## Step 2: Application

## Step 3: Report

### Are You Eligible for a Charitable Gaming Licence?

The eligibility of your organization will be determined by the licensing office you are applying to. Charitable registration with Revenue Canada or incorporation as a non-profit organization does NOT guarantee eligibility for licences.

#### Your organization may be eligible if it:

- has a purpose to provide charitable services to Ontario residents to:
  - relieve poverty
  - advance education
  - advance religion
  - benefit the community
- has carried out activities consistent with its charitable purpose for at least 1 year
- is located in Ontario
- is non-profit

#### Examples may include:

- hospitals
- service clubs
- youth activities or sports
- arts or culture

Organizations that only promote the private interests of their members do **NOT** qualify for gaming event licences. This may include (but is not limited to):

- adult recreation or sports
- individual sports teams
- unions or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups

Before applying for a lottery licence for the first time, fill out the Lottery Licence Eligibility Questionnaire and submit it to the County of Brant to determine your organization's eligibility.

**County of Brant**  
519-449-2451  
Fax: 519-449-2454  
1-888-250-2297  
www.brant.ca



**County Administrative Building**  
26 Park Ave  
P.O. Box 160  
Burford ON, N0E 1A0

**County of Brant**  
 519-449-2451  
 Fax: 519-449-2454  
 1-888-250-2297  
 www.brant.ca



**County Administrative Building**  
 26 Park Ave  
 P.O. Box 160  
 Burford ON, N0E 1A0

**LOTTERY LICENCE  
 ELIGIBILITY QUESTIONNAIRE**

**Completion Instructions**

*This questionnaire must be completed and forwarded to the licensing officer with the documents listed on the attached page. If you fill out this document electronically, please print out the questionnaire, sign it, and either send a scanned copy of the completed form through email, or deliver a hard copy of the signed form to the Burford office. If you require any further information please contact Julie Searles, 449-2451 ext 2219 or 1-888-250-2295.*

**ORGANIZATION**

<b>Legal Name:</b>	<b>Municipal Address:</b>	<b>City/Town, Postal Code:</b>
<b>Phone #:</b>	<b>Fax:</b>	<b>Web Site Address:</b>

**CONTACT**

<b>Name:</b>	<b>Business Phone #:</b>	<b>Fax:</b>
	<b>Home Phone #:</b>	<b>Email:</b>

1. Describe the activity of the organization

---



---



---

2. Indicate the specific purpose(s) or program(s) and associated costs to which lottery proceeds will assist the organization in providing a direct delivery of charitable service.

Please use separate sheet if required

---



---



---

3. Please describe how the proceeds from the lottery will benefit the residents of the County of Brant.

---



---



---

4. How long has the organization been in existence? \_\_\_\_\_

5. Is the Applicant registered with Canada Customs and Revenue Agency as a charitable organization?

yes       no      Registration #: \_\_\_\_\_

6. Is the Applicant incorporated as a Non-profit organization in the Province of Ontario?

yes       no      Corporation #: \_\_\_\_\_      Date Issued: \_\_\_\_\_

7. What category best describes the organization?

- the relief of poverty
- the advancement of education
- the advancement of religion
- other charitable purposes beneficial to the community

8. Is your organization currently licenced by any other municipality in Ontario?       yes       no

If yes, which municipality? \_\_\_\_\_

If yes, what type of lottery? \_\_\_\_\_

9. Has the Applicant ever had a licence revoked or refused?       yes       no

If yes, which municipality? \_\_\_\_\_

10. How many persons comprise your bona fide membership? \_\_\_\_\_

11. Describe the requirements that a person must meet in order to become a bona fide member of your organization.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. For what type of lottery will the group apply?      Bingo       BOT       Raffle       Bazaar

*The Questionnaire must be signed by two (2) principal officers of the Organization*

**Principal Officer**

**Principal Officer**

<b>Name:</b>		
<b>Title:</b>		
<b>Home Address:</b>		
<b>City and Province:</b>		
<b>Postal Code:</b>		
<b>Phone #:</b>		
<b>Signature</b>		

***The collection, use, disclosure and disposal of Lottery Licencing information, including financial statement, applications, licences issued, etc. shall be treated in accordance with the guidelines contained within the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56***

**County of Brant**  
519-449-2451  
Fax: 519-449-2454  
1-888-250-2297  
www.brant.ca



**County Administrative Building**  
26 Park Ave  
P.O. Box 160  
Burford ON, N0E 1A0

**The following documents are required to be submitted with the Lottery Licence Eligibility Questionnaire**

1. A copy of the following:
  - a. Letters patent (incorporation papers) + any supplementary letters patent
  - b. Revenue Canada registration approval letter
2. A copy of your current Constitution and/or By-laws, letters patent, charter, trust deed, memorandum of association, bearing the date adopted and signatures of three directing officers.
3. A complete list of your Board/Executive indicating the title, name, address, telephone number and email address of each. Indicate the expiry date of each person's term of office (please include Executive Director or CEO if applicable).
4. Full financial statements (audited if applicable) for the previous year including all sources of income and all expenses.
5. Current year's budget.
6. Proposed use of lottery proceeds (lottery revenues must be spent in a manner which provides a direct benefit to the community).
7. Latest report to the Public Guardian and Trustee, if applicable.
8. Membership list, if applicable.
9. Organization's annual report, if applicable.

## Step 1: Eligibility

## Step 2: Application

## Step 3: Report

### **Application for Lottery Licence**

Ensure that you read and understand your event Licence Terms and Conditions before proceeding with the application package.

This application is used to apply to the municipal office of the County of Brant for charitable gaming event licences.

Keep a copy of all licence application documents for your records.

Activities are regulated by Criminal Code of Canada, Order-In-Council 1413/08, as amended, and the Gaming Control Act, 1992 and its regulations.

You can obtain copies of the Gaming Control Act and Regulations, Provincial Information Bulletins, and forms from the Alcohol and Gaming Commission of Ontario's website ([www.acgo.on.ca](http://www.acgo.on.ca)).

### **Licence Application Instructions**

- Your licence application is a legal document and will be returned or delayed if the instructions are not followed or if Checklist items (on application) are missing. This could result in the delay/cancellation of your charitable gaming event.
- County of Brant requires a minimum of 5 days processing time and 7 days for first time licensee.
- Type or legibly print all information.
- Answer every question completely.
- Only original forms and signatures will be accepted.
- Persons signing any Licence Application must have a good knowledge of the applicable Licence Terms and Conditions.
- It is illegal to print tickets, promote or conduct a charitable gaming event without a licence.
- Please note that all information including appropriate documentation and fees must be included with your application. Incomplete packages will be returned to your organization. Your organization cannot print or sell tickets until you are licenced and all tickets must indicate the licence number. It is your responsibility to notify the Lottery Licence Office of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etc.

### **Application Changes**

If you make changes to your Licence Application package before you submit it to your licencing office, each change must be initialed on each document by the Licence Application signors and other signors of that document.

Changes to your submitted Licence Application package must be made in writing on your organization's letterhead, be signed by the Licence Application's signors and include supporting documents that are affected. The County of Brant requires at least one week written notice. Application changes are NOT automatically approved and may NOT be permitted.

Once your lottery licence is issued, requests for changes will NOT be considered. Expired licences may NOT be amended or cancelled.

## Licence Application Checklist

These items must be enclosed with each Licence Application Form (Do not send separately):

- Licence fee (Set by municipality. 1.5% of total prizes to be awarded. Cheque payable to the County of Brant).
- Completed application form
- Type and style or styles of tickets to be sold (ticket samples are not required).
- Number of deals of tickets to be sold.
- An agreement to lease/rent/maintain or purchase a Break Open Ticket dispenser, if applicable.
- A copy of the Break Open Ticket Seller registration, where applicable.
- The organization's system for keeping track of sales and inventory.
- A list of bona fide members assisting with the Break Open Ticket administration and sales.

*If you require clarification on any of the above please feel free to contact the Lottery Licencing Officer at:*

519-449-2451 ext. 2219  
1-888-250-2295  
*julie.searles@brant.ca*

**County of Brant**  
519-449-2451  
Fax: 519-449-2454  
1-888-250-2297  
www.brant.ca



**County Administrative Building**  
26 Park Ave  
P.O. Box 160  
Burford ON, N0E 1A0

**Alcohol and Gaming Commission of Ontario – Break Open Ticket Licence Terms and Conditions**

[http://agco.on.ca/pdfs/en/terms\\_cond/4016\\_g.pdf](http://agco.on.ca/pdfs/en/terms_cond/4016_g.pdf)

<p><b>Alcohol and Gaming Commission of Ontario</b> 90 Sheppard Ave. East, Suite 200 Toronto ON M2N 0A4 Tel.: 416 326-8700 Fax: 416 326-5555 1 800 522-2876 toll free in Ontario Website: www.agco.on.ca</p>	<p><b>Commission des alcools et des jeux de l'Ontario</b> 90, avenue Sheppard Est, bureau 200 Toronto (Ontario) M2N 0A4 Téléphone : 416 326-8700 Télec. : 416 326-5555 1 800 522-2876 sans frais en Ontario Site Web : www.agco.on.ca</p>	 <p>Ontario</p>
<hr/>		
<p><b>TERMS AND CONDITIONS</b> <b>BREAK OPEN TICKET LICENCE</b></p>	<p><b>MODALITÉS</b> <b>LICENCE DE BILLETS À FENÊTRES</b></p>	
<p><b>DEFINITIONS</b></p>	<p><b>DEFINITIONS</b></p>	
<p>Event Ticket</p>	<p>on ticket game</p>	<p>à fenêtrés</p>

**Alcohol and Gaming Commission of Ontario – Application to Manage and Conduct a Break Open Ticket Lottery**

[http://www.agco.on.ca/forms/bi/6140\\_g.pdf](http://www.agco.on.ca/forms/bi/6140_g.pdf)



Step 1: Eligibility

Step 2: Application

Step 3: Report

### Reporting Requirements

The Licencee shall provide the Licensing Officer with a financial report within 30 days of the date of the last draw outlining the results of the lottery event on the prescribed form. Your report will include:

- The attached report form.
- Copy of bank statements for the entire reporting period (since opening of account or since date of last lottery report submitted).
- Copy of bank deposit slips.
- Copy of cancelled expense cheques and applicable invoices/receipts.
- Itemized list of expenses.
- Copy of cancelled donation cheques (if a balance is retained in your Lottery Trust Account for future charitable donations please provide cancelled cheques and bank statements as money is disbursed).
- List of winners.

**County of Brant**  
519-449-2451  
Fax: 519-449-2454  
1-888-250-2297  
[www.brant.ca](http://www.brant.ca)



**County Administrative Building**  
26 Park Ave  
P.O. Box 160  
Burford ON, N0E 1A0

## Alcohol and Gaming Commission of Ontario – Break Open Ticket Lottery Report

[http://agco.on.ca/forms/bi/4218\\_g.pdf](http://agco.on.ca/forms/bi/4218_g.pdf)

<p><b>Alcohol and Gaming Commission of Ontario</b>                  Gaming Registration &amp; 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</p>		<p><b>Commission des alcools et des jeux de l'Ontario</b>                  Inscription pour les jeux et loteries                  90, avenue Sheppard Est, bureau 200                  Toronto ON M2N 0A4</p>		<p><b>Break Open Ticket Lottery Report</b>  <b>Rapport de loterie de billets à fenêtres</b></p>	
<p>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.</p>			<p>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.</p>		
<p><b>1. Information on organization/ Renseignements sur l'organisme</b></p>					
<p>a) Incorporated or legal name / Dénomination sociale</p>				<p>Group Identification Number (if applicable) / Numéro d'identification de l'organisme (le cas échéant).</p>	
<p>License Number / Numéro de Licence</p>		<p>Street Name / Rue</p>		<p>Street Type / Type de rue</p>	