



This form may be obtained from our website: www.aglc.gov.ab.ca

# CASINO LICENCE APPLICATION

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

Phone: (780) 447-8600 Toll-Free: 1-800-272-8876  
Fax: (780) 447-8912 or 447-8911 Website: www.aglc.gov.ab.ca

**BEFORE FILLING OUT THIS APPLICATION, READ ATTACHED INFORMATION.  
APPLICATION MUST BE SUBMITTED AT LEAST TWO (2) MONTHS BEFORE THE CASINO DATE.**

PLEASE PRINT CLEARLY

<b>Application Date Completed:</b> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u>			<b>AGLC ID #:</b> _____		
<b>Name of Organization:</b> <i>(Legal name, as it appears on the Certificate of Incorporation)</i>					
Group's Legal Address:			Mailing Address: <i>(if different than legal)</i>		
_____			_____		
Postal Code			Postal Code		
Incorporated Under:		<input type="checkbox"/> Societies Act	<input type="checkbox"/> Companies Act	<input type="checkbox"/> Other <i>specify</i> _____	
Incorporation Number:			# of Executive:	# of Members:	
_____			_____	_____	

<b>CASINO CHAIRPERSON</b> <i>(For Correspondence)</i>					
Print Full Name: _____				Date of Birth: <u>   </u> <u>   </u> <u>   </u> <u>   </u>	
Mailing Address: _____					
_____					
Residence Phone:		Business Phone:		Fax:	
(    )		(    )		(    )	
				Postal Code	
				Email: _____	

<b>AUTHORIZATION FOR APPLICATION</b>					
<b>WE CERTIFY THAT:</b> all information and documents supplied are correct, and the group has authorized us to make this application. Any AGLC Inspector may examine and make copies of all records relating to this application and/or licence. This includes the approved casino bank account(s) at any financial institution(s).					
<b>President Signature:</b> _____					
Print Full Name: _____				Date of Birth: <u>   </u> <u>   </u> <u>   </u> <u>   </u>	
Mailing Address: _____					
_____					
Residence Phone:		Business Phone:		Fax:	
(    )		(    )		(    )	
				Postal Code	
				Email: _____	
<b>Treasurer Signature:</b> _____					
Print Full Name: _____				Date of Birth: <u>   </u> <u>   </u> <u>   </u> <u>   </u>	
Mailing Address: _____					
_____					
Residence Phone:		Business Phone:		Fax:	
(    )		(    )		(    )	
				Postal Code	
				Email: _____	

<b>CASINO LOCATION:</b> Facility Name, City/Town where casino is to be held _____
Dates of Event _____



**DECLARATION OF COMMUNITY BENEFIT**

To determine the group's continued eligibility for a gaming licence, the following information must be completed. All questions must be answered in detail.

- Type of programs or services delivered by the group:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Date(s) and approximate time(s) of program or service delivery:  
\_\_\_\_\_  
\_\_\_\_\_
  
- Premises from which the program or service delivery is made:  
\_\_\_\_\_  
\_\_\_\_\_
  
- Number of persons participating in the programs or receiving services, and the fee structure charged:  
\_\_\_\_\_  
\_\_\_\_\_
  
- Number of persons who may potentially benefit from the programs or services offered by the group:  
\_\_\_\_\_
  
- List programs or services that are restricted to members and those which are open to the general public:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Percentage of participants or recipients of the group's programs or services who are group members and percentage who are members of the public:  
\_\_\_\_\_  
\_\_\_\_\_
  
- Explain why the group's programs or services is important to the community:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Describe how the group's programs or services are distinct or unique from any other similar programs or services already provided in the community:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STAFFING - VOLUNTEER KEY POSITIONS**

Volunteers in key positions must be a member of the organization. **Casino Volunteer Worker Application forms for each volunteer in a key position must be submitted.**

General Manager:

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

Alternate General Manager:

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

Banker:

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

Count Room Supervisor:

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

Cashier:

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

**REGISTERED ADVISORS**

Only individuals currently registered with the AGLC may work as Games Managers, Advisors, Pit Staff and Dealers. Licensed charities hire independent registered Advisors to ensure compliance with AGLC, Gaming & Liquor Act, Gaming and Liquor Regulation and Board policies.

Name

\*Registered Cash Cage Advisor:

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

\*Registered Count Room Advisor:

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

**CASINO LICENCE SUBMISSION INSTRUCTIONS**

- Include a Casino Volunteer Worker Application form for each volunteer listed on the application.
- A minimum of one volunteer in each of the key positions listed is required.
- Include Use of Proceeds form(s), if applicable.
- Submit completed application by mail **or** fax. Only one copy is required.

Retain copies of all documents for your group's records.

**Complete the section below only if casino event is in an unlicensed casino facility.**

**LICENCE FEE.** Cheque/money order payable to **Alberta Gaming and Liquor Commission** must be attached.

$$\$ \frac{\text{Number of Games (Except Poker)}}{\text{Number of Games (Except Poker)}} \times \frac{\text{Number of Days}}{\text{Number of Days}} \times \$15.00 = \$ \frac{\text{Total Fee Payable}}{\text{Total Fee Payable}}$$

**FACILITY/EQUIPMENT.** Ownership of gaming equipment must be identified.

Casino Facility Name and Address

Registered Casino Equipment Supplier (if different from Casino Facility Licensee)

\_\_\_\_\_

Location/Dates/Hours of Operations

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

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

**LICENSING INFORMATION**

The Alberta Gaming and Liquor Commission (AGLC) is responsible for administering and regulating the gaming industry in Alberta, including the licensing of charitable gaming activities. Only charities or religious groups are licensed. All proceeds from the licensed activity must be used for charitable or religious activities.

To apply for a licence, the application form must be complete, and all required supporting documents must be submitted for review. The information must be correct and up-to-date. This will minimize delays in processing requests.

- *Conducting a gaming event without a licence is a Criminal Code offence.*
- *All required Financial Reports must be up-to-date before new applications are processed.*

The information you are providing on this application form is collected under the authority of the *Gaming and Liquor Act*, *Gaming and Liquor Regulation*, and the *Freedom of Information and Protection of Privacy (FOIP) Act*, section 33(c). The information is strictly for the use of the Alberta Gaming and Liquor Commission in assessing your eligibility.

Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request. If you have any questions about the collection or use of the information, please contact:

Alberta Gaming and Liquor Commission  
50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5  
Telephone: 780-447-8600  
Toll-free: 1-800-272-8876

**LICENSING PROCESS**

The AGLC Regulatory Division is responsible for reviewing applications, issuing gaming licences, and enforcing the Act, Regulation, policies, and terms and conditions. The AGLC must approve any changes to the approved licence or approved use of proceeds. Inspectors may visit gaming events to provide advice and information and to ensure that all requirements are being met, and/or conduct investigations of any alleged irregularities.

**BASIC ELIGIBILITY - POLICY**

A charitable or religious group is eligible for gaming licensing if the group is structured in a manner acceptable to the Board and can prove a record of active delivery of a charitable or religious program to the community.

1. To be eligible for gaming licensing, the applicant group must have:
  - a) a broad based volunteer membership which represents the community at large;
  - b) Alberta resident volunteer members who establish, maintain control of and deliver the group's programs;
  - c) 75% or more of its executive democratically chosen from its volunteer base (a maximum 25% of the group's executive may be appointed by an external entity);
  - d) no paid members, directors or officers;
  - e) programs that benefit a significant segment of the community, not member's self-interest;
  - f) a not-for profit objective;
  - g) groups applying for a licence for which licence fees are charged must be incorporated. Acceptable forms of incorporation are:
    - i) Societies Act (Alberta);
    - ii) Part 9 of the Companies Act;
    - iii) Part II of the Canada Corporations Act;
    - iv) Religious Societies Land Act;
    - v) Other Alberta statutes, approved by the Board;
    - vi) charter from a recognized international governing body (e.g., service club charter).
2. The applicant group must be able to prove a record of active delivery of its charitable or religious programs or services to the community.
3. The applicant group must provide a written declaration or statement of the charitable community benefit provided by the programs or services the group delivers.
4. A charitable community benefit is provided when a service or program is delivered to a significant segment of the community in one of the following areas:
  - a) Relief of the aged or disadvantaged;
  - b) Advancing education and learning; or
  - c) Provide help to the community which:
    - i) make improvements to the quality of health;
    - ii) support medical research;
    - iii) aid medical treatment programs;
    - iv) supply a facility for the community's use;
    - v) support eligible amateur sports; or
    - vi) contribute places for worship and other religious programs.
5. The group's proposed use of gaming proceeds must be in accordance with the Board's use of gaming proceeds policy.
6. Groups engaged in any commercial activity which generates income for the personal gain of the group's membership or others are ineligible for gaming licensing.
7. Groups that charge fees for their programs or services for the purpose of generating a profit rather than on a cost-recovery basis are ineligible for gaming licensing.
8. Groups whose application for licensing is under review by the Commission or groups already licensed by the Commission shall immediately advise the Commission in writing of any changes to:
  - a) The group's organizational structure;
  - b) The group's objectives or purpose;
  - c) The type of programs or services delivered by the group including changes to:
    - i) the intended recipients, participants or beneficiaries of its programs or services;
    - ii) the date and time of program and/or service delivery;
    - iii) the premises from which the program and/or service delivery is made; and
    - iv) for groups who operate a public facility, changes to the access policy or procedures to the facility for group members or for members of the public.

## USE OF PROCEEDS

Gaming proceeds shall only be spent on charitable and religious purposes provided by the Commission.

Applicants specify the intended use of gaming proceeds on the application.

Note: The following use of proceeds must be requested using one of the following Commission forms:

- Travel Itinerary (LIC/GAM 5443)
- Request to use Gaming Proceeds to Pay Wages/ Salaries (LIC/GAM 5442)
- Request to Donate Proceeds Outside of Canada (LIC/GAM 5484)
- Request to Donate Proceeds Outside of Alberta but Within Canada (LIC/GAM 5502)

- Gaming proceeds shall only be used for Commission approved objects which are essential to the delivery of the group's charitable or religious programs.
- Gaming proceeds shall be used to support the group's overall objectives, programs and services as approved; and not solely to provide benefits to specific or select members of the group.
- Changes to the approved use of proceeds after the gaming licence is issued must be approved by the Regulatory Division prior to the disbursement of proceeds. Two executive members of the licensed group must sign the letter of request for the change in the use of proceeds.
- Disbursements of gaming proceeds shall be made within 24 months of receipt of the funds. Any extension of this period must have prior written approval of the Commission. All requests for an extension of this time period must include a supporting business plan. The business plan shall include the following:
  - a written explanation why the proceeds have to be accumulated beyond 24 months;
  - any other sources of revenues associated with the planned project or event;
  - a list of expenditures associated with the planned project or event; and
  - timelines for the anticipated disbursement of the accumulated proceeds.
- A use of proceeds not specifically accommodated in the Use of Proceeds policies is considered an ineligible use of proceeds.

## FINANCIAL REPORTING

- Financial reports are required for each gaming licence (bingo, casino, pull-ticket, raffle) issued.
- Financial reports are mailed to the licensed group every 12 months or at the expiration of the licence.
- Completed reports with supporting documents shall be returned to the Commission within sixty (60) days. Failure to submit these reports or to comply with the terms and conditions of the licence may affect future licences.

- If a group has more than one active licence, they are encouraged to open a "Consolidated Gaming Account" for the expenditure of their gaming proceeds. The group will transfer these proceeds from their individual gaming accounts into this account. The benefits of this account are:
  - cheques for approved use of proceeds are issued from one account; and
  - easier tracking of proceeds available for distribution.

Contact the AGLC Financial Review Section at 1-800-272-8876 for more information.

## PREPARING FOR THE CASINO

**This application must be submitted approximately 60 days before the casino date.** To ensure the licence is processed efficiently, please ensure:

- The Casino Licence Application and volunteer forms are completed in full. Incomplete forms will be returned.

## LICENCE FEES

- For casino events to be held in licensed casino facility and subject to mandatory pooling, do not submit licence fees with the application.
- Casino events that are to be held in an unlicensed casino facility (e.g., banquet room, community hall) and not subject to mandatory pooling, must submit fees with application.

## CANCELLATION OF CASINO EVENT

- Cancellation or withdrawal of a casino event must be submitted in writing to the AGLC, signed by two authorized executive members. This should be done as soon as possible so that a replacement group can be found.
- The group must also advise the appropriate casino facility of the cancellation of the event.

The information you are providing on this application form is collected under the authority of the *Gaming and Liquor Act*, Gaming and Liquor Regulation, and the *Freedom of Information and Protection of Privacy (FOIP) Act*, section 33(c). The information is strictly for the use of the Alberta Gaming and Liquor Commission in assessing your eligibility and the administration of the program.

Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request. If you have any questions about the collection or use of the information, please contact:

Alberta Gaming and Liquor Commission  
50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5  
Telephone : 780-447-8600  
Toll-free : 1-800-272-8876