



Gaming and
Liquor Commission

50 Corriveau Avenue
St. Albert, Alberta T8N 3T5

This form may be obtained from our website:
<http://www.aglc.gov.ab.ca>

ELIGIBILITY FOR CASINO LICENCE

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.
AN ACTIVE RECORD OF PROGRAM DELIVERY FOR THE PREVIOUS 24 MONTHS IS REQUIRED.**

PLEASE PRINT CLEARLY

Application Date Completed: <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>			AGLC ID # (if applicable): _____		
Formal/Legal Name of Applicant: <i>(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		
Group's Website: _____					
Incorporated Under: <input type="checkbox"/> Societies Act <input type="checkbox"/> Companies Act <input type="checkbox"/> Other <i>specify</i> _____					
Incorporation Number: _____		Incorporation Date: _____		How long has group existed? _____	# of Members: _____
_____		_____		_____	# of Executive: _____
_____		_____		_____	_____

CASINO CHAIRPERSON <i>(For Correspondence)</i>					
Print Full Name: _____				Date of Birth: <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>	
Mailing Address: _____					

Postal Code					
Residence Phone: _____		Business Phone: _____		Fax: _____	Email: _____
()		()		()	_____

SIGNING AUTHORITIES					
WE CERTIFY THAT: 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. Signing authorities and group contacts must be kept up to date. (This will prevent delays in the group receiving correspondence.)					
President Signature: _____					
Print Full Name: _____				Date of Birth: <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>	
Mailing Address: _____					

Postal Code					
Residence Phone: _____		Business Phone: _____		Fax: _____	Email: _____
()		()		()	_____
Treasurer Signature: _____					
Print Full Name: _____				Date of Birth: <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>	
Mailing Address: _____					

Postal Code					
Residence Phone: _____		Business Phone: _____		Fax: _____	Email: _____
()		()		()	_____

Describe the Group's activities and background. Please attach any brochures, pamphlets, etc. (use additional sheets if necessary)

How do you propose to spend your gaming proceeds?

CASINO LOCATION (Note: Must be closest casino facility for rural locations)

City/Town, etc. where casino is to be held:

Specify period that is **NOT** suitable:

- Jan/Feb/Mar Apr/May/Jun Jul/Aug/Sep Oct/Nov/Dec

Please complete the following checklist and include required supporting documentation, to eliminate processing delays:

- Copy of meeting motion authorizing the application.
- Copy of Incorporation Certificate.
- Copy of registered bylaws (**filed and stamped by Alberta Registries**) *Note: Must have a dissolution clause that indicates all remaining funds and assets will be donated to a charitable organization.*
- Current executive list, indicating addresses and telephone numbers.
- Current membership list, including addresses and telephone numbers.
- Budget for the current year or proposed budget for upcoming fiscal year.
- Balance sheet, income and expense statements for the last two (2) years that prove the program has been operational for the minimum requirement of 24 months.
- Land Title Certificate of Lease/Rental Agreement.

In order to determine your group's eligibility for a gaming licence, please provide the following information. Please ensure all questions are answered in detail. Your application will not be processed if the following information has not been completed and/or supporting documents are not attached (use back page if necessary).

1. Please provide a list of all programs provided by the group in the past two (2) years. For each program listed, provide a thoroughly detailed description of what the program entails, the program's benefit to the public and members, where and when the program was delivered, who conducted the program, who the program recipients were, how many people were involved in the program, as well as any documentation demonstrating actual delivery of the program.

2. How do your programs benefit the community at large?

3. Who determines what activities/programs the group delivers (i.e., Board of Directors, Governing Body, Government, etc.)?

4. a) Is the group affiliated with any other organization (parent group, governing body, government service, etc.)?
 Yes No If yes, what group? _____
b) If the group is a Provincial or regional governing body, please explain the structure of the group, how funds flow throughout the group and any common programs.

5. If you are an amateur athletic group, describe the programs specifically for adults; specifically for seniors and/or the disabled; describe any other programs.

6. What funding do you receive? (include grants, rent, product sales, user fees, etc.)

7. a) What portion of your program is funded by Government? _____
b) What portion of your program is dictated by Government? _____
8. a) Does the group own or rent a facility? Yes No
b) If yes to a), provide Land Title Certificate or Lease Agreement.
c) If yes to a), provide documentation on any sources of funding in regards to the facility.
9. If the group provides a facility, please provide the group's public access procedures and actual percentage of public usage of the facility, as well as the percentage of time the facility will be available for public use. Provide the records used to calculate the percentage use.

10. Please provide information on any other groups or organizations within the same facility, and provide information on any shared costs.

LICENSING INFORMATION

The Alberta Gaming and Liquor Commission (AGLC) is responsible for administering gaming activities in Alberta. 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, all areas of the application form must be completed and 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 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

LICENSING PROCESS

The AGLC Regulatory Division is responsible for reviewing applications, issuing gaming licences, and enforcing the Act, Regulations and policies and conditions under the legislation. The AGLC must approve any changes to the approved licence, Terms & Conditions and Operating Guidelines, or 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.

ELIGIBILITY GUIDELINES

Each application is reviewed on its own merit. The following guidelines are used to assist in the review.

1. **NATURE OF THE GROUP.** Only charities and religious groups are licensed. A "charity" provides a public service or community benefit. Its programs must provide one of the following:

- **Relief of the aged and disadvantaged.** This includes providing: relief to the poor; programs for the elderly so they stay active in society; or social service and educational programs for the emotionally or physically distressed.

- **Advancing education and learning.** This includes providing: student scholarships; aid to schools, libraries, museums and the arts; or preservation of cultural heritage. **Note:** Student groups must submit written approval from:

- Board of Governors of a university;
- President of post-secondary schools;
- School Board for high schools; or
- Principal for junior high or elementary schools.

- **Other programs to help the community.** This includes: making improvements to the quality of health; supporting medical research; aiding medical treatment programs; providing a facility for the community's use; supporting competitive amateur athletics; or providing places for public worship and other religious programs.

2. MEMBERSHIP, PROGRAMS & STRUCTURE.

- Membership in the group must be voluntary. The executive must be democratically chosen from its volunteer base.
- Members, directors, and officers must not be paid for their services.
- Programs must benefit the community, not the members' self-interest.
- The group must be not-for-profit, and have a broad based volunteer membership that establishes, maintains and delivers the group's programs.
- Groups applying for a licence for which licence fees are charged must be incorporated. (This includes raffle, bingo, casino and pull-ticket licences). Acceptable forms include:
 - Societies Act
 - Part 9, Companies Act
 - Part II, Canada Corporations Act
 - other Alberta Statutes, or
 - charter from a recognized international governing body, e.g., service club charter

USE OF PROCEEDS

Gaming revenue can be used to pay prizes and expenses needed to operate the event. The proceeds remaining must be used for approved charitable or religious purposes.

Applicants specify the intended use of gaming proceeds on the application. The following examples are eligible uses of gaming proceeds.

- **Purchase or rental of equipment, furnishings and supplies to deliver programs.** Ownership must remain with the group. Items for personal or promotional use cannot be bought with gaming proceeds.

- **Providing equipment, supplies or programs to educate students.** Not included are social or recreational activities.
- **Providing relief for people in distress, or victims of a physical disaster.**
- **Travel to deliver a group's services in Alberta.** Approved costs include direct transportation, meals and lodging during the activity. Expenses for participants and support personnel may be paid. The trip must be approved by a governing body, and be either:
 - a normal part of the group's activities; or
 - an earned opportunity to go to a higher level of activity.

Eligible travel in Alberta does not require prior approval. To travel out of Alberta, a travel itinerary must be submitted for approval before any proceeds are spent. The travel must be required for the group to deliver its programs in Alberta. For travel out of Canada to be approved, a similar activity must not exist in Canada.

Travel that is social, recreational or administrative in nature is not eligible.

- **Providing a public facility.** Eligible uses include capital, rental and operating costs. Proceeds cannot be used for equipment and furniture for income-producing food and drink operations.

The costs of club rooms used by members for social activities are not eligible. When a facility has both club rooms and public use areas, up to 50% of gaming proceeds may be used for it. The balance must be applied to other approved uses.

These costs are usually identified as "building funds". If a building fund is listed as a use of proceeds, its purpose and status must be provided.

- **Wages or salaries, if the:**
 - services provided are essential to a group's work in the community;
 - duties require technical skills;
 - any individual being paid has specialized qualifications;
 - duties cannot be reasonably performed by volunteers; and
 - duties are not administrative.
- **Programs for seniors.** The majority of participants must be at least 60 years old. Programs cannot be limited to members of the licensed group; they must include other seniors in the community. Proceeds cannot be used to purchase alcohol, or for travel outside Alberta.
- **Donations to other approved charities, both in and out of Alberta.**

GENERAL INFORMATION

- Only Edmonton and Calgary groups can hold casino in those cities. In other areas approval may be given for groups to hold casino in other communities. *Note: Silver Dollar Casino in Calgary facilitates rural groups.*
- Only approved games will be licensed
- Normally, a casino licence is for a two-day event.
- Where a waiting list is maintained groups are given casino dates by random draw.
- Pooling net casino proceeds is mandatory. The pool period is the same as the casino draw period, quarterly.
- Facility and service agreements with casino facility licensee must identify the fixed fees or charges for the facility and services provided to the licensed charity.
- **Charity Expenses:** concession and independent advisor. The AGLC has placed restricted maximums on these expenses. Contact your advisor or the AGLC Financial Review department for more information.
- A group is eligible for only one casino licence at a time. Groups affiliated with a charity are considered related to the charity, and only one of either the principal group or an affiliate may be licensed for a casino at a time. However, all charities applying for a licence are subject to an independent review.
- Only members of the licensed group, as defined by their bylaws, shall work the positions of General Manager, Banker, Cashier, Count Room Supervisor or Advisor (when performed by a volunteer). As an option, the licensed group may use outside help (non-members) on a volunteer basis to fill other positions as required. Groups whose members are disabled may accept outside volunteer help for all positions. **CASINO VOLUNTEERS MAY NOT BE PAID FOR THEIR SERVICES.**
- **VOLUNTEER WORKERS ARE SUBJECT TO A CRIMINAL RECORDS CHECK.**
- A minimum of 25 volunteers are required for a 15-50 game casino. A minimum of 15 volunteers are required for a 14 games or less casino.
- A group's paid staff can work any position other than General Manager, Banker or Count Room Supervisor, but cannot volunteer during their regular business hours.
- Only registered gaming workers and advisors can be paid.
- Private casinos are normally of one day's duration, and are limited to members and guests. The date is scheduled by the applicant.
- Licence fees are required.