

## Process for Obtaining Ontario Charitable Gaming Licence

Federal departments, agencies and crown corporations must apply for in-person charitable gaming through AGCO. The municipal licence option does not apply to you. Applications must be sent at least 30 days before the start date of your event (45 days for new applications).

1. Obtain a written permission from the City of Ottawa

Please send an email to **Amberine Graham**, with your event details.

Amberine Graham  
By-Law Service Assistant  
City of Ottawa  
By-law & Regulatory Services  
735 Industrial Avenue, 2nd Floor  
Ottawa Ontario K1G 5J1  
tel.: 613-580-2424 ext. 24767  
fax: 613-580-2818  
email: [Amberine.Graham@ottawa.ca](mailto:Amberine.Graham@ottawa.ca)  
[www.city.ottawa.ca](http://www.city.ottawa.ca)

She will promptly send you a written permission (City of Ottawa approval letter) and you can then proceed.

2. Apply for licence:

Complete the charitable gaming online application via [iAGCO](http://www.agco.ca) . For assistance in completing the forms please contact AGCO, 1-800-522-2876

iAGCO information: <https://www.agco.ca/iagco-information>

NOTE: You will be required to include in the application upload the Letter of Approval from the City as well as the letter of agreement from United Way East Ontario (UWEO). Save your draft, submit the application only after you have completed step 4.

3. Signatories

Two members of your organization must sign the application (United Way East Ontario - GCWCC does not sign). It is highly recommended that 1 of the 2 signatories be your organization's GCWCC Treasurer

4. Letter of Agreement:

Email the following documents to your GCWCC Portfolio Manager

- The information contained in the application form
- the City of Ottawa approval letter

Your GCWCC Portfolio Manager will prepare a letter of agreement and will send it back to you by email (PDF document). Once countersigned please email a copy back.

5. Payment: When using online services, all payments under \$30,000 must be made by Visa, MasterCard, Interac Online, Visa Debit or MasterCard Debit.

## AGCO Reporting

A report must be filed within 30 days of the end of the event. They are submitted through your iAGCO account – Additional Options – Regulatory Submissions and Notifications – Raffle Lottery Report

For assistance in completing them, please contact AGCO, 1-800-522-2876.

The same members of the organization/agency who are the signatories for the application must be the signatories for the report submission.

Email a copy of the report to your GCWCC Portfolio Manager