



Charitable Gaming Policies Handbook

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CHARITABLE GAMING POLICIES HANDBOOK

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SUBJECT: DEFINITIONS

POLICY

1.1.1 In these policies,

- a) "Active delivery of a program or service" means the volunteer membership of the applicant or a licensed group establish, maintain control of and deliver the group's regular/ongoing program(s) and services to the community.
- b) "AGLC" means Alberta Gaming, Liquor and Cannabis.
- c) "Applicant" means a group that has applied to AGLC for a gaming licence.
- d) "Board" means the Board of AGLC.
- e) "Broad-based membership" means:
 - i) membership is open to the public;
 - ii) membership does not depend on an individual's relationship with a particular individual or individuals;
 - iii) membership is representative of the larger community; and
 - iv) wherever possible, membership is not restricted by gender, ethnic, racial or cultural background, age, ability, religion, income, or sexual orientation.
- f) "Building account" means a separate bank account for administering gaming proceeds for facility expenses.
- g) "Bursary" means non-repayable financial support to students based on financial need.
- h) "Capital costs" means fixed, one-time expense(s) incurred in the purchase of land, building, construction, and equipment. Capital expenditures acquire or produce an asset whose value continues to be used (or consumed) over several years. A capital expense generally gives a lasting benefit or advantage. Capital costs include, but are not limited to:
 - i) purchase of land and/or building;
 - ii) construction of building;

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- iii) purchase or replacement of heating, ventilation, and air conditioning (HVAC) equipment;
- iv) financing costs (e.g., mortgage); or
- v) major renovations or leasehold improvements (costing more than \$50,000) that improve the property from its original state.
- i) “Charitable community benefit” means a benefit delivered to the community or a significant segment of the community in one of the areas AGLC recognizes as charitable.
- j) “Charitable gaming” means bingos, casino table games, raffles, and pull ticket sales that eligible groups conduct and that AGLC licences.
- k) “Charitable group” means a non-profit group determined by AGLC to meet licensing eligibility requirements. AGLC is not bound by the definition of “charity” used by other authorities or jurisdictions.
- l) “Charitable purpose” means a purpose that is recognized as charitable by AGLC and includes the following:
 - i) relief of poverty;
 - ii) advancement of education;
 - iii) advancement of religion; and
 - iv) other purposes beneficial to the community.
- m) “Commercial use” means the use of land, facility, equipment, or other assets with the intent to earn profit.
- n) “Community” for the purpose of conducting gaming events means the Municipality, County, Municipal District, Improvement District or special area in which the licensed charity is located.

“Community” for the purpose of determining an eligible “community benefit” means a community of persons within a geographic location or a community of persons who share a common interest, for example in the arts, culture, or sports.

SUBJECT: DEFINITIONS

- o) "Conflict of interest" means there is real or perceived influence over a decision.
- p) "Cost recovery" means the disbursement of proceeds to pay for eligible program costs that are not covered by program revenues/receipts.
- q) "External entity" means any individual, organization, or government body other than the applicant group.
- r) "Endowment fund" means a fund where the principal is not normally disbursed and only the investment income, or a portion thereof, is used.
- s) "Facility" means a physical structure or land a charitable group uses to deliver its charitable programs.
- t) "Facility cost" means all facility capital costs, operating costs, leasehold improvements, and renovations.
- u) "Leasehold improvements" means work completed specifically to improve a leased property to bring it to a standard to allow a group to deliver its charitable program(s).
- v) "Liaise" means communicating for the purpose of establishing and maintaining mutual understanding and cooperation.
- w) "Licence" means a licence AGLC issues to a charitable group or the board of a fair or exhibition authorizing the group or board to conduct one or more gaming events.
- x) "Licensee" means the charitable group or the board of a fair or exhibition holding a valid licence that AGLC issues.
- y) "Lobby" means conducting activities aimed at influencing or attempting to influence government in favour of a specific cause.
- z) "Operating costs" means expenses related to the operation of a facility and any expenditure on assets whose value is used up within the same year. Operating costs include, but are not limited to:
 - i) utilities;
 - ii) fixtures and furnishings;

SUBJECT: DEFINITIONS

- iii) insurance;
 - iv) property taxes;
 - v) janitorial services and supplies; and
 - vi) repairs and maintenance.
- aa) "Proceeds" means gross gaming revenue less prizes and expenses, and the commission paid to charities at whose licensed gaming events AGLC conducts provincial lotteries. It also includes all interest, dividends or other income earned on gaming proceeds deposited in interest accounts or held, with AGLC approval, in deposit certificates or investments made by a trustee.
- bb) "Regular/Ongoing" means a program or service that operates on a continual or constant basis throughout the year and that is scheduled at regularly occurring intervals.
- cc) "Related party" means individuals connected by birth relationship (i.e., parent, child, brother, and sister), marriage, common-law partnership, or adoption. Related person also includes one or more corporations and:
- i) a person who controls a corporation, if it is controlled by one person;
 - ii) a person who is a member of a related group that controls a corporation; or
 - iii) any person related to the person described above.
- dd) "Related party transaction" means the transfer of economic resources or obligations between related parties, or the provision of services by one party to a related party, regardless of whether any consideration is exchanged.
- ee) "Renovation" means work completed to improve a facility that a group owns to bring it to a standard that allows the group to deliver its charitable program.
- ff) "Scholarship" means a non-repayable financial support to students based on academic development.

SUBJECT: DEFINITIONS

- gg) “Self-sustaining” means a program or facility with sufficient revenues (e.g., rental fees, grants, and donations) to pay all the operating and capital costs of the facility.
- hh) “Senior” means an individual 60 years of age or older.
- ii) “Significant segment of the community” means:
 - i) programs and services are reasonably available to all members of the public who qualify and wish to participate;
 - ii) the beneficiaries are numerically significant relative to the community to which the programs and services are provided; and
 - iii) membership or participation does not depend on a personal relationship to any particular individual or individuals.
- jj) “Total annual donation” means the total dollar value of donations to a single organization between the 12-month period beginning January 1st and ending December 31st.

SUBJECT: LEGISLATION AND BOARD POLICIES

POLICY

- 1.2.1 AGLC is the province's gaming authority, responsible for administering and regulating the gaming industry in Alberta, including the licensing and regulating of charitable gaming activities.
- 1.2.2 Once a gaming licence has been issued, the charitable gaming activity must comply with:
- a) the *Criminal Code* (Canada);
 - b) the *Gaming, Liquor and Cannabis Act* (Alberta);
 - c) the Gaming, Liquor and Cannabis Regulation (Alberta);
 - d) Board policies; and
 - e) the terms and conditions of the licence.
- 1.2.3 Noncompliance with federal, provincial, or municipal laws or Board policies may result in disciplinary action such as fines, suspension of gaming licences, revocation of gaming licences, and/or directives to donate all gaming proceeds to other eligible charitable organizations.



SECTION: GENERAL INFORMATION

NUMBER: 1.3

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SUBJECT: APPLICATION FOR LICENCE

POLICY

- 1.3.1 To qualify for a charitable gaming licence an organization must submit an application for licence on the prescribed form and required supporting documents to AGLC.
- 1.3.2 The eligibility of all applicants will be based on the eligibility criteria for organizational structure, program delivery, and use of gaming proceeds contained in the policies enclosed in this handbook.
- 1.3.3 If an applicant's eligibility cannot be determined by a review of the information contained in the submitted application, additional information may be requested.
- 1.3.4 Applicants that are not eligible for a charitable gaming licence will be advised by AGLC in writing of the reasons they are not eligible.
- 1.3.5 Applicants that are found eligible for licensing may be subject to a review of their eligibility by AGLC at any time to confirm the organization's continued eligibility for licence.
- 1.3.6 All information provided by applicants and licensees to AGLC must be truthful and accurate.

DATE ISSUED: May 2, 2022

AUTHORITY: Original signed by
Len Rhodes



SECTION: GENERAL INFORMATION

NUMBER: 1.4

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SUBJECT: TRAINING

POLICY

1.4.1 Gaming Information for Charitable Groups (GAIN) is available to applicants and licensed charities through AGLC. GAIN sessions include information on the following topics:

- a) the licensing application process;
- b) eligibility for gaming licensing;
- c) approved use of gaming proceeds;
- d) reporting requirements following a gaming event; and
- e) legislation, regulation, and policy that govern the conduct of gaming events.

1.4.2 Further information about GAIN sessions can be obtained at gain.aglc.ca.

DATE ISSUED: May 2, 2022

AUTHORITY: Original signed by
Len Rhodes



SECTION: GENERAL INFORMATION

NUMBER: 1.5

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SUBJECT: CONTACTING AGLC

POLICY

1.5.1 Written communication may be addressed to any of the following:

- a) Alberta Gaming, Liquor and Cannabis Commission
50 Corriveau Avenue
St. Albert, Alberta T8N 3T5
Fax Number: 780-447-8912
- b) Alberta Gaming, Liquor and Cannabis Commission
310, 6715 - 8 Street NE
Calgary, Alberta T2E 7H7
Fax Number: 403-292-7302
- c) Alberta Gaming, Liquor and Cannabis Commission
3, 7965 - 49 Avenue
Red Deer, Alberta T4P 2V5
Fax Number: 403-314-2660
- d) Alberta Gaming, Liquor and Cannabis Commission
100 - 11039 - 78 Avenue
Grande Prairie, Alberta T8W 2J7
Fax Number: 780-832-3006
- e) Alberta Gaming, Liquor and Cannabis Commission
655 WT Hill Blvd South
Lethbridge, Alberta T1J 1Y6
Fax Number: 403-331-6506

1.5.2 The following is a list of AGLC office telephone numbers. Telephones will be answered by machine when staff is not available or calls are outside of normal office hours. Normal office hours are 8:15 a.m. to 4:00 p.m. Monday to Friday, excluding holidays.

- a) St. Albert (Head Office): 780-447-8600
- b) Calgary: 403-292-7300

DATE ISSUED: May 2, 2022

AUTHORITY: Original signed by
Len Rhodes



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NUMBER: 1.5

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SUBJECT: CONTACTING AGLC

- c) Red Deer: 403-314-2656
- d) Lethbridge: 403-331-6500
- e) Grande Prairie: 780-832-3000

1.5.3 The web site address of AGLC is aglc.ca.

1.5.4 The licensee must immediately report to AGLC any irregularities, theft, fraud, cheating at play, or violations of policy in the conduct of its licensed gaming event and in the use of gaming proceeds.

DATE ISSUED: May 2, 2022 AUTHORITY: Original signed by Len Rhodes

SUBJECT: GENERAL

POLICY

2.1.1 A group is eligible for gaming licensing if it is structured in accordance with these policies and can prove a record of active delivery of a charitable program to the community.

Note: The interpretation of the eligibility policies rests with AGLC.

2.1.2 To have its eligibility for gaming licensing determined, the applicant group must submit an Eligibility for Gaming Licence application (Form 5632) to AGLC.

2.1.3 The group's proposed use of gaming proceeds must comply with use of gaming proceeds policy.

2.1.4 A group whose application for licensing AGLC is reviewing or a group AGLC already licenses is expected to advise AGLC of any significant or material changes to its structure or operations.

2.1.5 Notwithstanding anything in these policies, AGLC's Board may find a group eligible for continued licensing if, in the opinion of the Board, the public benefit to the community derived from the group's program or services is of such importance that it warrants an exception to the policy.

2.1.6 If AGLC determines that an applicant is not eligible for gaming licensing, AGLC will advise the applicant in writing of the reason(s) for the decision and the process the applicant may use to appeal the decision:

- a) If the applicant disagrees with the decision of AGLC, the applicant may appeal the decision in writing to the Regulatory Services Division, providing additional information to support the eligibility review. The Regulatory Services Division will advise the applicant of the decision in writing.
- b) If the applicant disagrees with the decision of the Regulatory Services Division, the applicant may request a hearing before the Board, pursuant to section 95(1) of the *Gaming, Liquor and Cannabis Act*. The request must be made within 30 days of the written decision.

DATE ISSUED: May 2, 2022

AUTHORITY: Original signed by
Len Rhodes

SUBJECT: CHARITABLE COMMUNITY BENEFIT

POLICY

2.2.1 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:
 - i) relief to the poor;
 - ii) programs for the elderly so they can stay active in society; or
 - iii) social services and educational programs for the emotionally or physically distressed.
- b) Advancing education and learning by providing:
 - i) student scholarships;
 - ii) aid to schools;
 - iii) aid to libraries;
 - iv) aid to museums;
 - v) aid to the arts; or
 - vi) aid to the preservation of cultural heritage.
- 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.

SUBJECT: STRUCTURE OF ELIGIBLE GROUPS

POLICY

- 2.3.1 To be eligible for gaming licensing, the applicant group must have:
- a) a broad-based volunteer membership which represents the community at large. For groups located within the boundaries of a minor casino, a minimum of 15 voting members are required. For groups located within the boundaries of a major casino, a minimum of 25 voting members are required;
 - b) Alberta resident volunteer members and executive who establish, maintain control of, and deliver the group's programs;
 - c) 75 per cent or more of its executive democratically chosen from its volunteer base (a maximum 25 per cent of the group's executive may be appointed; no more than 25 per cent of executive members may reside outside Alberta);
 - d) a board of directors or executive (president, vice president, treasurer, and secretary or equivalent) that are not paid for their roles or paid to provide services to the group, including income, honorariums, dividends, shared, or transfers of property;
 - e) programs that benefit a significant segment of the community, not members' self-interest or individual/personal benefit;
 - f) a not-for-profit objective;
 - g) groups applying for a licence for which licence fees are charged must be incorporated under one of the following:
 - 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, such as:
 - Band Council Resolution for a First Nations charity operating an event on its reserve land. To operate gaming events off the reserve for which a licence fee applies, a First Nations charity must be incorporated;

SUBJECT: STRUCTURE OF ELIGIBLE GROUPS

- a group governed under the *School Act* (with the exception of school councils which are not eligible for licensing); or
- a group established under the *Regional Health Authorities Act* or the *Hospitals Act* to enhance hospital care for people in the community.

2.3.2 Groups incorporated under the *Societies Act* or the *Companies Act* must be confirmed through Corporate Registry as “active.”

- a) If the group is not listed with Corporate Registry or the group is listed as “start” or “struck,” AGLC will contact the applicant (“start” is an interim status assigned when the Registrar of Corporations has started the dissolution or cancellation process for an Alberta society).
- b) If the group is listed as “start” or “struck”, AGLC will advise the group that its gaming application will not be processed until the outstanding filing is made with Corporate Registry and the group is listed as “active” on the registry.

2.3.3 The group’s registered objects as stated in a Statement of Objects, in its registered by-laws or in its Memorandum of Association must primarily be:

- a) expressed in precise terms (e.g., clearly recognized as charitable in law);
- b) not for profit;
- c) not focused on self-interest;
- d) to provide a community benefit (see Section 2.2);
- e) consistent with the group’s actual program or service delivery to the community; and
- f) for provincial groups, the objects are provincial in scope.

2.3.4 The group’s registered by-laws or Articles of Association must ensure the following:

- a) The rules for membership allow for a broad base of volunteer members from the community (see Subsection 2.3.1 a)) and membership is not restricted by:

SUBJECT: STRUCTURE OF ELIGIBLE GROUPS

- i) gender, ethnic, racial or cultural background, age, ability, religion, income, or sexual orientation, wherever possible;
 - ii) membership fees so excessive as to prohibit participation from ordinary members of the public;
 - iii) arbitrary discretion of the group's executive or board; and
 - iv) the number of shares held by the prospective member in a non-profit company.
- b) The executive is democratically elected from the volunteer membership who reside in Alberta, that is:
- i) each member has one vote;
 - ii) no class of membership has the right to more than one vote;
 - iii) each member has the right to run for elected office; and
 - iv) executive positions have limited terms of no more than three years, followed by an election for the position.
 - v) a maximum of 25 per cent of the executive members may be appointed; no more than 25 per cent of executive members may reside outside Alberta.

2.3.5 The membership must be broadly based, and control of the group must not be held by a small group based on family relations. For example:

- a) one individual must not hold more than one executive position, unless permitted in the group's by-laws (e.g., secretary/treasurer); and
- b) executive positions must not be held by related persons.



SECTION: BASIC ELIGIBILITY
NUMBER: 2.4

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SUBJECT: RECORD OF ACTIVE DELIVERY

POLICY

- 2.4.1 An applicant group must be able to prove a record of active delivery of its charitable programs or services to the community for the previous 12 months.
- 2.4.2 The group’s financial statement must show income from all gaming and non-gaming sources to demonstrate eligible program delivery.

DATE ISSUED: May 2, 2022 **AUTHORITY:** Original signed by Len Rhodes

SUBJECT: INELIGIBLE GROUPS AND ACTIVITIES

POLICY

2.5.1 The following groups and activities are not eligible for gaming licensing:

- a) groups engaged in any commercial activity intended to generate income for the personal gain of the group's membership or others;
- b) groups that charge fees for their programs or services for the purpose of generating a profit rather than on a cost-recovery basis. All programs must be operated on a cost-recovery basis;
- c) groups whose activities primarily involve the social, recreational, hobby, commercial, or professional interests of its members or others; and
- d) groups whose structure, programs, or services are not specified in the eligibility policies.

SUBJECT: GEOGRAPHIC BOUNDARIES

POLICY

- 2.6.1 A group operating or delivering programs within the boundary of Edmonton must conduct casino events within that city. A group operating outside Edmonton may not access casino events within that city.
- 2.6.2 A group operating or delivering programs within the boundary of Calgary must conduct casino events within that city. A group operating or delivering programs near Calgary may conduct casino events at the casino facility designated for groups near Calgary. This area includes Banff to the west, Crossfield to the north, Strathmore to the east, and High River to the south.
- 2.6.3 Groups outside Edmonton and Calgary (except as provided for in Subsection 2.6.5) must normally conduct casino events at licensed casino facilities in accordance with AGLC-determined geographic boundaries.
- 2.6.4 A group may conduct bingo events at any bingo association hall in Alberta, with approval of the bingo association.
- 2.6.5 Provincial groups are eligible to conduct gaming events in any community in Alberta subject to compliance with Section 3.19. To establish provincial group status for a gaming licence, groups must establish with AGLC that:
- a) the registered charitable objectives of the group have a provincial focus;
 - b) the by-laws of the group provide for the establishment of offices in other Alberta communities;
 - c) the executive and membership lists of the group indicate that membership is drawn from communities throughout Alberta; and
 - d) the group has a record of program or service delivery and plans to continue to deliver its programs or services to communities throughout Alberta.

SUBJECT: AGRICULTURAL FAIR OR EXHIBITION

POLICY

3.1.1 Groups such as agricultural societies or exhibition boards that conduct annual fairs, exhibitions, or rodeo-style events (such as penning and sorting, barrel racing, or chuckwagon), may be eligible for licensing.

- a) an agricultural society must appear as “in good standing” on the list of Registered Agricultural Societies issued by Alberta Agriculture and the bylaws must have an Alberta Agriculture approved stamp.
- b) Exhibition boards that conduct annual fairs, exhibitions, or rodeo-style events must operate as a non-profit organization and have record of providing community benefit.
- c) Groups that organize and host amateur rodeo-style events must operate as a non-profit organization.

SUBJECT: AID OF THE DISTRESSED

POLICY

3.2.1 Groups that have identified specific issues of social concern and provide programs and services to improve the quality of life for individuals, groups, and communities affected by disadvantages such as poverty, mental or physical illness, or disability may be eligible for licensing, including:

- a) Groups that provide educational, counselling and/or information programs to the community; and
- b) Groups that provide the necessities of life to individuals experiencing poverty, domestic violence, disasters, etc. Necessities of life include:
 - i) shelters, temporary residential accommodations, or transitional housing;
 - ii) food banks or soup kitchens; and
 - iii) community gardens that grow vegetables or fruit to promote food sustainability or to aid the distressed.

SUBJECT: ARTS GROUPS

POLICY

3.3.1 Groups that deliver a program or activity to the Alberta public in visual, literary, media, or performing arts may be eligible for licensing if the group:

- a) encourages public participation in the program or activity;
- b) gives the public opportunities to participate in the program or activity;
- c) promotes the program or activity to the community; and
- d) provides public performance(s) of the program/activities or provides training to the Alberta public in the program(s)/activities at reasonable or no cost.

3.3.2 Groups that provide and/or operate public facilities in which visual arts activities are primarily undertaken by amateurs, and are not-for-profit, may be eligible for licensing.

3.3.3 The group's programs or services may not be used exclusively for the professional development of the group's members or other.

3.3.4 The following are not eligible for licensing:

- a) groups that do not provide benefit to the public via a community arts program;
- b) the process of creating original works of art;
- c) groups that engage in art events or activities intended to generate income for individuals; and
- d) groups that primarily fundraise to offset member and/or individual expenses related to participating in other organizations' programs or services.



SECTION: ELIGIBILITY FOR SPECIFIC GROUPS
NUMBER: 3.4

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SUBJECT: ASSOCIATIONS OF EMPLOYEES, OCCUPATIONS, OR PROFESSIONS

POLICY

- 3.4.1 Groups formed by employees or those founded upon a common occupation or profession with membership open to the public for the primary purpose of providing a charitable program or service which benefits the community may be eligible for licensing.
- 3.4.2 Groups formed by employees or those founded upon a common occupation or profession that are structured principally for professional development, self-help, personal benefit, or the welfare of its membership are not eligible for licensing.

DATE ISSUED: May 2, 2022 **AUTHORITY:** Original signed by Len Rhodes

SUBJECT: CHAMBER OF COMMERCE/BOARD OF TRADE

POLICY

3.5.1 Chamber of Commerce/Board of Trade groups in communities where a service club or community league/association does not exist, and the chamber or board serves the purpose of operating community programs or services, may be eligible for licensing.

3.5.2 The following are not eligible for licensing:

- a) Groups formed for the improvement and advancement of trade, commerce and the economic and civic welfare of an area; and
- b) groups formed to promote and/or provide social activities (e.g., public breakfasts, beautification, etc.).



SECTION: ELIGIBILITY FOR SPECIFIC GROUPS
NUMBER: 3.6

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SUBJECT: CHILDREN’S GROUPS

POLICY

3.6.1 Groups that provide children’s services such as childcare, social service, and/or educational programs, and that are non-profit and not a commercial enterprise, may be eligible for licensing under the following conditions:

- a) daycares and before and after school groups that hold a government-approved licence to deliver childcare programs, and the childcare application process is open to parents or guardians in the community at large; and
- b) there is delivery of a variety of social services and educational programs for children.

DATE ISSUED: May 2, 2022 **AUTHORITY:** Original signed by Len Rhodes



SECTION: ELIGIBILITY FOR SPECIFIC GROUPS
NUMBER: 3.7

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SUBJECT: COMMUNITY LEAGUES/ASSOCIATIONS

POLICY

- 3.7.1 Groups that are incorporated as community leagues/associations or groups that provide the same types of functions as community leagues/associations may be eligible for licensing, including those that act as coordinating bodies for community leagues/ associations (e.g., federation of community leagues/associations and area councils).
- 3.7.2 Groups such as summer villages, condominiums boards, home-owner associations, and gated communities that are not open to the public are not eligible for licensing.

DATE ISSUED: May 2, 2022 **AUTHORITY:** Original signed by Len Rhodes

SUBJECT: EDUCATION GROUPS

POLICY

- 3.8.1 Groups affiliated with schools or institutions that enhance the educational opportunities of students may be eligible for licensing under the following conditions:
- a) The school or educational institution affiliated with the group must be recognized by the educational authority in Alberta.
 - b) In order to raise funds for a school or educational institution, the group must obtain the written approval of the school's governing body. The proper authorities are:
 - i) Board of governors or president of a post-secondary institution such as a university, college, community college, etc.
 - ii) Principal for elementary, junior high, or high schools.
 - c) The group must offer programs that are reasonably available to all students who qualify and wish to participate.
- 3.8.2 Groups that provide post-secondary educational bursaries or scholarships to a broad-based number of students may be eligible for gaming licensing.
- 3.8.3 Only one casino licence will be issued per school or educational institution; and only one bingo licence will be issued per school or educational institution.
- 3.8.4 Public schools or educational institutions established by statute are not considered charities for the purpose of gaming licensing.

SUBJECT: ETHNO-CULTURAL GROUPS

POLICY

3.9.1 Groups that identify with specific cultural characteristics that may include traditions, ancestry, language, religion, national identity, or a specific country or region(s) may be eligible for licensing.

3.9.2 Eligible programs that are open and advertised to the community may include:

- a) preserving or enhancing heritage, language, traditions, and cultures by offering regular and ongoing educational programs or cultural activities;
- b) providing education, counselling, and other support services for immigrants and refugees in need, including:
 - i) training new immigrants or refugees to settle in Canada;
 - ii) literacy and language instruction;
 - iii) employment training;
 - iv) job-search or job-readiness activities;
 - v) life skills;
 - vi) cultural sensitivity/cross-cultural awareness;
 - vii) translation services; and
 - viii) information programs about Canadian culture and life.
- c) helping refugees or providing support to immigrants who experience poverty;
- d) providing educational opportunities related to literacy, job readiness, life-skills, cultural festivals aimed at educating the public, English or French language courses, citizenship courses, training new immigrants or refugees to settle in Canada, cultural sensitivity training, or cross-cultural awareness;
- e) providing religious or spiritual teachings and observances or operating a religious school;
- f) providing programs for seniors that comply with Sections 3.21 and 5.20; and
- g) providing programs for youth that comply with Section 3.25.



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NUMBER: 3.9

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SUBJECT: ETHNO-CULTURAL GROUPS

3.9.3 Where a group maintains permanent facilities for its charitable program delivery and also provides a means of reasonable public access to these facilities, the group may use gaming proceeds for equipment and facilities (see Sections 5.13 and 5.15).

DATE ISSUED: May 2, 2022

AUTHORITY: Original signed by Len Rhodes

SUBJECT: FUNDRAISING GROUPS

POLICY

3.10.1 The following groups may be eligible for gaming licensing:

- a) foundations and “friends of” groups that are incorporated for the purpose of aiding and supporting the charitable work of hospitals, schools, and libraries, which are not eligible for licensing due to statutory or policy restraints;
- b) Alberta-based groups at the provincial or regional level that are recognized in the community for giving financial support to a range of unrelated arms-length organizations which provide charitable community programs, services or projects; and
- c) Alberta-based fundraising volunteer committees, chapters, and branches of national bodies that deliver charitable programs in Alberta may be eligible for licensing for raffles with a total ticket value \$20,000 and less only. Proceeds must be placed in an Alberta bank account that is controlled by a committee, chapter, or branch. Once ticket revenue has been deposited and prizes and raffle expenses have been paid, the group may donate proceeds to the national body for use for Alberta programs in accordance with AGLC policies.

3.10.2 The group must:

- a) have objectives that are provincial or regional in scope; and
- b) provide written testimonials from at least two unrelated arms-length organizations acknowledging they have received funds from the applicant group in support of their charitable programs or services.

3.10.3 Group formed to support a hospital, school, or library must obtain written approval of the respective governing body. The proper authorities are:

- a) hospital: the applicable health authority;
- b) school: refer to Section 3.8; and
- c) library: local public library board.



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NUMBER: 3.10

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SUBJECT: FUNDRAISING GROUPS

- 3.10.4 A group whose primary purpose is to fundraise, other than in accordance with Subsection 3.10.1, as opposed to delivering a community service program, is not eligible for gaming licensing.
- 3.10.5 It is not sufficient that a group donates a percentage of gaming proceeds to a charitable organization; rather, the group must be organized and structured for the purpose of delivering programs for community service or public benefit.

DATE ISSUED: May 2, 2022 **AUTHORITY:** Original signed by Len Rhodes

SUBJECT: GOVERNMENT

POLICY

- 3.11.1 Groups that deliver programs for community service or public benefit and demonstrate a clear separation in funding and governance from publicly funded programs may be eligible for licensing.
- 3.11.2 Groups funded from tax revenue are publicly funded if the funds are granted on terms or conditions that specify the funds be used to provide programs or services that government has a statutory duty to provide. If the group provides other charitable programs or services that provide a significant community benefit, it may be eligible for licensing.
- 3.11.3 The following are not eligible for licensing:
- a) groups created by public statute or other legislative instrument (e.g., a motion passed at a municipal council meeting) which are considered a publicly governed body; and
 - b) groups in which any level of government exerts internal control or influence over a group by appointing a majority of the group's members and/or appointing a majority of the group's executive and/or board of directors.
- 3.11.4 Notwithstanding the above, a group may not be eligible for licensing if:
- a) it receives or has received public funds directly or indirectly;
 - b) it is not sufficiently separated from a group that is not eligible for licensing or that receives or has received public funds;
 - c) it is too closely connected with any level of government; or
 - d) for any other reason AGLC deems the group ineligible for licensing.

SUBJECT: HISTORICAL RESOURCE GROUPS

POLICY

- 3.12.1 Groups that develop programs or are engaged in activities that provide public access to historical resources may be eligible for gaming licensing.
- 3.12.2 Groups that develop and operate public facilities for the purpose of providing access to historical resources may be eligible for gaming licensing.

SUBJECT: HOBBY/SOCIAL GROUPS

POLICY

- 3.13.1 Groups involved in hobby/social programs, and as part of those programs also provide education and information to the community, may be eligible to conduct raffles with a total ticket value \$20,000 and less. These groups are ineligible for any other type of gaming licence.
- 3.13.2 Programs must:
- a) be promoted and open to the public;
 - b) be regularly scheduled at a public facility;
 - c) require that participants register to attend; and
 - d) operate on a cost-recovery basis (see Subsection 4.4.12).
- 3.13.3 Groups that provide leisure time, hobby, recreational, or social programs, or activities only for members and/or invited guests are not eligible for gaming licensing.

SUBJECT: LOBBY GROUPS

POLICY

3.14.1 Groups that provide public education or counselling programs and liaise with government to present research outcomes and/or a balanced range of views on issues of public concern may be eligible for licensing.

3.14.2 In regard to this policy:

- a) “lobby” means conducting activities aimed at influencing or attempting to influence government in favour of a specific cause; and
- b) “liaise” means communicating for the purpose of establishing and maintaining mutual understanding and cooperation.

3.14.3 The following are not eligible for licensing:

- a) groups formed to effect changes in public policy; and
- b) groups whose primary purpose is to lobby government.

SUBJECT: MEDICAL/HEALTH AID & RELIEF GROUPS

POLICY

3.15.1 Groups whose primary purpose is to assist individuals afflicted with a specific physical or mental health issue may be eligible for licensing, including:

- a) groups structured as a “foundation” under the *Regional Health Authorities Act* or the *Hospitals Act*;
- b) groups that support medical research, health care facilities, or persons with disabilities.

3.15.2 The following are not eligible for licensing:

- a) hospitals, health centres, and for-profit medical facilities;
- b) groups whose purpose is to further the professional skills of a specific type of medical occupation serve the self-interest of their members and others associated with them.

SUBJECT: NATURE CONSERVATION

POLICY

- 3.16.1 Groups at the community or regional level that promote nature conservation, provide educational programs, or operate public facilities by volunteers may be eligible for gaming licensing, including:
- a) conservation groups that preserve, restore, and improve natural areas, plants, wildlife and its habitat; and
 - b) groups that rescue and/or provide treatment to injured, domesticated, or wild animals and birds.
- 3.16.2 The following are not eligible for licensing:
- a) the treatment, support, breeding or promotion of animals, birds, insects or plants for commercial purposes;
 - b) conservation groups that lobby government or advocate change to public policy; and
 - c) groups affiliated with commercial activity such as the trapping or camping industry.

SUBJECT: NON-PROFIT GROUPS

POLICY

- 3.17.1 A non-profit group that does not qualify for a gaming licence may be eligible for a licence to conduct a small raffle with a total ticket value of \$5,000 or less.
- 3.17.2 The authority for this type of licence is derived from the *Criminal Code* (Canada) Section 207(1)(d). Groups licensed under this section are not eligible for any other type of gaming licence.
- 3.17.3 The group is not required to be incorporated, but it must be non-profit and have an elected executive.
- 3.17.4 All proceeds must be spent in accordance with AGLC policies (see Sections 4 and 5).
- 3.17.5 The raffle must be structured as follows:
- a) The total ticket value must be \$5,000 or less.
 - b) The ticket price must not exceed \$2.
 - c) The retail value of the prize(s) must not exceed \$500.
 - d) Ticket sales and the draw(s) must occur at a public place of amusement (e.g., a building, hall, pavilion, place, premises, room, tent, or structure where amusement takes place).
 - e) The raffle must meet all other requirements of Raffle Terms & Conditions, and the group must submit a financial summary to AGLC.



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SUBJECT: PUBLIC EDUCATION AND AWARENESS

POLICY

- 3.18.1 Groups that provide public education and awareness, such as safety or prevention programs, may be eligible for licensing.
- 3.18.2 The programs must provide a charitable community benefit and a balanced range of views.

DATE ISSUED: May 2, 2022 **AUTHORITY:** Original signed by Len Rhodes

SUBJECT: RELATED GROUPS

POLICY

- 3.19.1 Related groups may be eligible for a maximum of one casino and one bingo licence.
- 3.19.2 Groups are considered related if one or more of the following conditions apply:
- a) The group has branches, subsidiaries, auxiliaries, or is similarly affiliated with another group(s).
 - b) Membership in the affiliate group(s) is limited to members of the principal group.
 - c) The principal group appoints more than 25 per cent of the affiliate group(s) directors or the affiliate group(s) appoints more than 25 per cent of the principal group(s) directors.
 - d) Decisions of the affiliate group(s) are subject to the approval of the principal group.
 - e) The majority of funds of either the principal or affiliate group(s) is given to the other group.
 - f) The principal and affiliated group(s) donate to or use most funds to support a common purpose.
- 3.19.3 Groups that are not related in a manner identified in Subsection 3.19.2, but share all of the following characteristics, are considered related for the purposes of casino and bingo licensing:
- a) The principal group and affiliate group(s) share a common or overlapping executive.
 - b) The affiliated group(s) was created pursuant to the bylaws of the principal group.
 - c) The participants or beneficiaries of the principal and affiliated group(s) programs consist largely of the same persons.
- 3.19.4 Groups that have structures with provincial, regional, district, and/or zone components are not considered related if all the following circumstances are present:
- a) Each group is structured in accordance with Section 2.3.



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SUBJECT: RELATED GROUPS

- b) Each group delivers a charitable program in the community and uses proceeds to support its programs.
- c) Written approval from the provincial governing body is included with each application for a gaming licence from the regional, district, and/or zone groups.

DATE ISSUED: May 2, 2022 **AUTHORITY:** Original signed by Len Rhodes



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NUMBER: 3.20

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SUBJECT: RELIGIOUS GROUPS

POLICY

- 3.20.1 Groups, such as churches, parishes, congregations, and lay groups, that further religious principles or objectives may be eligible for licensing.
- 3.20.2 Groups that offer programs, regular religious services, instruction, and places of worship to the public may be eligible for licensing.

DATE ISSUED: May 2, 2022 **AUTHORITY:** Original signed by Len Rhodes

SUBJECT: SENIORS' GROUPS

POLICY

- 3.21.1 Groups that provide programs and services to assist seniors to remain physically, mentally, and socially active in the community may be eligible for licensing.
- 3.21.2 A seniors' group is one in which at least 75 per cent of the membership is 60 years of age or older.
- 3.21.3 Programs must be:
- a) regularly scheduled; and
 - b) open and advertised to all seniors in the community who wish to participate.

SUBJECT: SPORTS GROUPS

POLICY

- 3.22.1 Groups at the community or regional level that promote a charitable objective through the delivery of a structured and developmental amateur sports program to the public, that primarily benefits youth, seniors, and/or persons with disabilities, may be eligible for gaming licensing.
- 3.22.2 Consistently the courts have held that sports by themselves are not charitable. The courts have found some sports activity to be charitable due to the object sought to be advanced and the character of the intended beneficiary. For example, sports have been recognized as part of the education of the young, and as therapy and relief of suffering for persons with disabilities, which are themselves recognized as charitable activities. The provision of sports facilities for public use has also been recognized as charitable.
- 3.22.3 In regard to this policy:
- a) Adult sports groups refer to groups where membership or participants are 22 to 59 years of age.
 - b) Sports groups for persons with disabilities refer to groups where membership or participants are persons with disabilities and participate only in leagues for persons with disabilities.
 - c) Seniors' sports groups refer to groups where membership or participants are 60 years of age or older and participate only in seniors' leagues.
 - d) Youth sports groups refer to groups where membership or participants are 21 years of age or younger and participate only in youth leagues.
- 3.22.4 Groups for youth, seniors, and/or persons with disabilities may be eligible for licensing if they deliver a structured and developmental amateur sports program which contains the following characteristics:
- a) The program is delivered by a group that operates with the approval and support of a governing body.
 - b) There is a published set of rules and regulations established by the sport's governing body.

SUBJECT: SPORTS GROUPS

- c) There is an official schedule that shows the dates of sanctioned games or events for a specific season or year.
- d) The program uses accredited coaches recognized by the sport's governing body.
- e) The games or competitions are refereed or judged by officials approved by the sport's governing body.
- f) There are different age or skill-level classifications for the participants.
- g) Participants can be promoted to a higher classification category according to age or skill level.
- h) Participants are not paid, directly or indirectly, for participation.

3.22.5 All groups must demonstrate their programs are open, advertised, and promoted to the public, and include a structured and developmental program for youth, seniors, and/or persons with disabilities.

3.22.6 An adult sports group with a youth component may be eligible for licensing if:

- a) the group delivers a structured and developmental youth program in the same sport activity as its adult component. A youth program is defined as a program comprised of youth competing against or participating with other youth; and
- b) the group uses at least 50 per cent of its gaming proceeds on its youth programs (the remainder of the proceeds may be used on the adult programs).

3.22.7 An adult sports group with a component for seniors or persons with disabilities may be eligible for licensing if:

- a) the group delivers a structured and developmental program for seniors or persons with disabilities in the same sport activity as its adult component;
- i) A program for persons with disabilities is comprised of participants with disabilities competing against or participating with other participants with disabilities.

SUBJECT: SPORTS GROUPS

- ii) A seniors program is comprised of seniors competing against or participating with other seniors.
 - b) the group uses all its gaming proceeds on its programs for persons with disabilities and/or seniors.
- 3.22.8 Groups affiliated with a post-secondary institution may be eligible for licensing if the group's members or participants are registered students at the institution and the group's athletic program is administered under the auspices of the institution's athletic department.
 - a) The group must submit the following in writing from the institution's board of governors or president or designate:
 - i) confirmation that the group's athletic program is administered with the approval and support of the institution's athletic department;
 - ii) approval of the application for licensing; and
 - iii) confirmation that the group's members or participants are registered students at the post-secondary institution.
- 3.22.9 A group may be recognized as a sport governing body if it has the following mandatory characteristics and a majority of the non-mandatory characteristics for the sport in the province:
 - a) Mandatory Characteristics:
 - i) it facilitates the establishment and participation of clubs for its sport;
 - ii) it establishes and maintains rules of play and operational regulations, such as disciplinary, arbitration and appeal process guidelines for disputes; and
 - iii) it provides programs and services for the sport's participation, such as group insurance, safety programs, equipment, and uniforms.
 - b) Non-Mandatory Characteristics:
 - i) it provides training of coaches and officials;
 - ii) it provides a unified representative voice; and

SUBJECT: SPORTS GROUPS

iii) it is recognized as a governing body by Sport Canada or is affiliated with a provincial, national, or international body.

3.22.10 A governing body responsible for the delivery of a structured and developmental amateur sports program with adult and youth components may be eligible for licensing if:

- a) it meets the criteria for recognition of a governing body outlined in 3.22.9.; and
- b) at least 50 per cent of its gaming proceeds are used on youth programs (the remainder of the proceeds may be used on the adult programs).

3.22.11 A governing body responsible for the delivery of a structured and developmental amateur sports program with components for adults and persons with disabilities and/or seniors may be eligible for licensing if:

- a) it meets the criteria for recognition of a governing body outlined in 3.22.9; and
- b) all of its gaming proceeds are used on programs for seniors and persons with disabilities.

3.22.12 The following are not eligible for licensing:

- a) an adult sports group if the only programs it provides are for adults;
- b) groups formed to promote leisure-time, recreational, personal, or social interests, with activities focused on participation in sporting events; and
- c) a governing body responsible solely for the delivery of an adult sports program.

3.22.13 Single teams are not eligible for gaming licensing, unless a team represents the most senior level of competitive activity. It may be eligible for gaming licensing if:

- a) its players are 21 years of age or under;
- b) the team is a member of a league sanctioned by the sport's governing body;



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- c) the team is not represented by a local association for the particular sport; and
- d) the team represents a senior level team (e.g., Jr. A, AA, AAA, B, or C).

DATE ISSUED: May 2, 2022 **AUTHORITY:** Original signed by Len Rhodes

SUBJECT: UMBRELLA GROUPS

POLICY

3.23.1 An umbrella group that provides support to other charitable groups and that also has responsibility for direct active delivery of charitable programs or services to the community may be eligible for licensing.

3.23.2 “Umbrella group” means a group that provides support services to many charitable groups that share a common objective in delivering programs and services to the community.

3.23.3 Umbrella groups (e.g., governing bodies of eligible amateur sports leagues) that have joint responsibility with charitable groups for the direct delivery of programs or services to the public and contribute resources necessary to the delivery of these programs and services may be eligible for licensing.

Note: “Necessary” means the program or service cannot be delivered to the community in the absence of the resources.

3.23.4 The following are not eligible for licensing:

- a) an umbrella group formed to provide administrative services, resources, training, or consultation services to assist charitable groups to deliver programs or services to the community; and
- b) an umbrella group that is not responsible for direct program delivery to the community.

SUBJECT: VETERANS, SERVICE & FRATERNAL GROUPS

POLICY

- 3.24.1 Groups established by a national or international charter and whose objectives are to provide community benefit, and “auxiliaries” of such groups, may be eligible for licensing.
- 3.24.2 Auxiliary veteran, service, and fraternal groups, such as Royal Canadian Legion Ladies Auxiliary groups and Fraternal Order of Eagles Ladies Auxiliary groups, are groups formed in connection with the principal group and whose purposes and objects conform to those of the principal group.
- 3.24.3 Auxiliary groups that support community projects, organizations, and/or individuals in need which are not the same as those supported by the principal group, and which are independently established by a national or international charter, may be eligible for licensing.
- 3.24.4 Auxiliary groups whose primary purpose is to fundraise for the principal group are not considered charitable groups eligible for licensing (see Section 3.19).



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NUMBER: 3.25

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SUBJECT: YOUTH GROUPS

POLICY

- 3.25.1 Groups that provide youth development programs and services, life-skills training, youth camps, or social development skills may be eligible for licensing.
- 3.25.2 Sponsoring committees or support groups may be licensed on behalf of youth groups involving minors, if the sponsoring group is adequately incorporated in accordance with Section 2.3.
- 3.25.3 The group’s programs or services must be reasonably available to all youth in the community who qualify and wish to participate.
- 3.25.4 Youth groups such as Scout and Guide groups that are recognized as a chapter or branch may be eligible for licensing if they:
 - a) operate under the authority of a national or international body; and
 - b) have the written approval of the governing body.

DATE ISSUED: May 2, 2022 **AUTHORITY:** Original signed by Len Rhodes

SUBJECT: COMMUNITY EVENTS

POLICY

- 3.26.1 Groups that conduct community events of a not-for-profit nature which promote community heritage or cultural understanding may be eligible for gaming licensing provided:
- a) groups establish, maintain control of, and deliver the community event; and
 - b) community events are promoted and open to the public. Community events that are for members and/or invited guests only are not eligible.
- 3.26.2 Community events that may be eligible include ongoing yearly celebrations, festivals, parades, and fairs.
- 3.26.3 Groups formed to conduct a one-time only community event, such as an anniversary celebration, may be eligible to conduct raffles with a total ticket value \$20,000 and less.
- a) These groups are not eligible for any other type of gaming licence.
 - b) Gaming proceeds generated must be spent in accordance with Section 5.7.
- 3.26.4 Community events that generate income for individuals are not eligible for licensing.
- 3.26.5 Examples of community events that are not eligible for licensing include, but are not limited to, graduations, alumni and high school reunions, and homecomings.

SUBJECT: FACILITY

POLICY

- 3.27.1 A group whose sole purpose is to provide a facility for community use and does not deliver charitable programs of its own may be eligible for gaming licensing.
- 3.27.2 A group that owns or leases a facility and provides the facility to the community may be eligible for gaming licensing if the:
- a) facility has been in operation for the prior 12 months;
 - b) group has a certificate of title, lease, or legal contractual agreement (care and custody) for the facility;
 - c) facility is widely and reasonably available for a range of community programs or use:
 - i) The hours of operation of the facility are advertised to the community.
 - ii) Records of facility use for community programs are provided to AGLC upon request.
 - d) Facility is located in Alberta and the zoning is compatible with the intended use of the facility; and
 - e) Facility is not a private residence or one involving commercial, for-profit activities.
- 3.27.3 The following are not eligible for licensing:
- a) Groups that operate a facility on a self-sustaining basis, where the rent and/or fees charged to users are sufficient to maintain the facility; and
 - b) Groups whose purpose is to fundraise for the future construction or purchase of a facility.

SUBJECT: USE OF GAMING REVENUE

POLICY

- 4.1.1 Gaming revenue must only be spent on approved prizes, event expenses, and charitable purposes.
- a) Gaming revenue is the total income from sales of games of chance at licensed gaming events.
 - b) Prizes are anything of value, such as money, property, merchandise, or services that a player of a game of chance, played during a licensed gaming event, has a chance to win.
 - c) Gaming event expenses are the costs incurred by the licensed groups to operate a gaming event. Eligible expenses are outlined in AGLC policies for casino, bingo, raffle, and pull ticket licences.
- 4.1.2 The group must comply with policy including, the terms and conditions for prizes, expenses, and use of proceeds which are provided in policies and terms and conditions for each type of gaming licence issued.
- 4.1.3 The group must submit a written request signed by two current volunteer executive members to AGLC for approval prior to making any amendments to the licence.
- 4.1.4 The group must deposit gaming revenue, less cash prizes awarded at a licensed gaming event, into the group's designated gaming account. (Note: Separate bank accounts must be established for each gaming type. It is recommended the gaming accounts are named accordingly).
- 4.1.5 The group must make all payments for prizes from the gaming account (excluding cash prizes awarded at a licensed gaming event and raffles with a total ticket value \$20,000 and less) as per Section 4.4.

Financial Reporting

- 4.1.6 AGLC will forward gaming financial reports to the group. The group has 60 days from the mail-out date to complete and return the reports to AGLC.

DATE ISSUED: May 2, 2022

AUTHORITY: Original signed by
Len Rhodes

SUBJECT: USE OF GAMING REVENUE

4.1.7 The books and records of the group are subject to AGLC review and/or audit. Areas normally subject to an audit include, but are not limited to:

- a) books of original entry (including computerized records);
- b) bank statements and cancelled cheques;
- c) invoices;
- d) event control and summary sheets;
- e) contracts, agreements, or similar documents;
- f) payroll records;
- g) income tax and goods and services tax returns;
- h) minutes of annual general meeting (AGM) and executive meetings;
- i) by-laws;
- j) external accountant/auditor files;
- k) annual financial statements; and
- l) the business and financial records (as outlined above) of any entity that is associated with the group and/or an executive or board member of the group in receipt of any of the group's gaming proceeds either directly, indirectly, or through a series of transactions. (Note: Associated is defined as per section 1(7) GLCR).

Direction of Gaming Funds

4.1.8 Groups directed by AGLC to donate remaining gaming proceeds must provide the following to AGLC within 30 days of the date of notification:

- a) Name(s) of charitable organization(s) to receive donation(s) of remaining gaming proceeds.
- b) Amount of the donation(s).
- c) Purpose of the donation(s).
- d) Supporting documentation as per Section 5.8.

SUBJECT: USE OF GAMING REVENUE

AGLC will review the list and approve all proposed recipients that are eligible to receive donations of gaming proceeds.

Appeal Process

4.1.9 AGLC will notify the group in writing if a proposed use of gaming proceeds is not approved, or if the group has used gaming proceeds for a non-approved use and is required to reimburse the gaming account.

- a) If the group disagrees with the decision of AGLC, it may appeal the decision in writing.
- b) AGLC reviews the written appeal from the group and responds in writing outlining the reason for the decision.
- c) If the group disagrees with the decision, it may appeal the decision in writing to the Vice President, Regulatory Services.
- d) The Vice President, Regulatory Services reviews the written appeal from the group and responds in writing outlining the reason for the decision.

Hearing Process

4.1.10 If the group receives a Notice of Administrative Sanction, the group may, within 30 days of receipt of the notice, request a hearing before a panel of AGLC's Board.

SUBJECT: VOLUNTEER EVENT EXPENSES

POLICY

- 4.2.1 Gaming proceeds may be used to reimburse volunteers for eligible and reasonable expenses incurred to work a gaming event.
- 4.2.2 Volunteer expenses eligible for reimbursement for working at any gaming event include:
- a) transportation costs to and from the gaming event within the community in which the group is based;
 - b) parking where free parking is not provided;
 - c) babysitting; and
 - d) adult respite care if the volunteer is normally responsible for the care of a medically dependent person within the volunteer's home.
- 4.2.3 The following expenses are eligible only for volunteers working at a gaming event outside the community in which the group is based:
- a) transportation (e.g., gasoline, van rental);
 - b) overnight accommodation for a maximum of two nights, unless the event operates table games prior to noon on the first day of the event, in which overnight accommodation for the night prior to the event is also permitted; and
 - c) breakfast meals following each night of overnight accommodation.
- 4.2.4 All claims for eligible expenses must be supported by an invoice/itemized receipt.
- 4.2.5 The following are not eligible volunteer expenses:
- a) liquor; and
 - b) meals or refreshments purchased for volunteers following the gaming event.
- 4.2.6 Volunteers working a licensed gaming event must not directly or indirectly receive funds, goods, services, or any other item of value in return for their services (except volunteer credits (see Section 4.3)).

SUBJECT: VOLUNTEER CREDITS

POLICY

4.3.1 Groups may choose to provide a credit system for volunteers working at licensed gaming events provided:

- a) groups must not make it compulsory to volunteer at gaming events; and
- b) all volunteers must be given equal opportunity to earn credits by volunteering at gaming events.

4.3.2 Volunteers working a licensed gaming event may receive credits to help offset the cost of participating in the approved charitable program conducted by the group (e.g., membership, registration, and travel expenses). A volunteer credit system is not an eligible charitable program.

4.3.3 The credits must not:

- a) exceed 10 per cent of the gaming proceeds generated per gaming licence (excluding bingo licences);
- b) exceed \$75 per volunteer per event for bingo licences; and
- c) be used for any social or recreational purposes or personal services.

4.3.4 The group may transfer the credits earned from working an event:

- a) to other members of the group;
- b) to individuals who are beneficiaries of the group's programs (e.g., an amateur athlete participating in a structured and developmental sport); or
- c) to another group licensed with AGLC. Prior AGLC approval is required for transfers of \$5,000 or more to other groups licensed with AGLC.

4.3.5 The group issuing the credits for its own programs must maintain records of the credits. The records are subject to AGLC review and must include the following information:

- a) names of the volunteers earning the credits;
- b) dates the volunteer earned the credits;
- c) credit and cash value of the credits;

DATE ISSUED: May 2, 2022

AUTHORITY: Original signed by
Len Rhodes

SUBJECT: VOLUNTEER CREDITS

- d) date the credits were redeemed;
- e) purpose(s) for which the credits were redeemed; and
- f) name of the payee.

4.3.6 Groups that transfer credits to other groups licensed with AGLC must issue a volunteer credit receipt as a means of exchange. Each group must retain its respective receipt and provide it to AGLC upon request. The volunteer credit receipt must include the following information:

Group providing the credits/issuing the volunteer credit receipt

- a) name of the licensed group;
- b) date of issuance;
- c) credit and cash value of the volunteer credit receipt;
- d) name and contact information of the person to whom the volunteer credit receipt was issued;
- e) an authorizing signature verifying the information; and
- f) name of the licensed group receiving or redeeming the credits.

Group receiving the credits

- g) redemption date;
- h) redemption purpose;
- i) authorizing signature verifying the information; and
- j) name and account number of the gaming account to which the payment was deposited.

4.3.7 Transfers must be made from one gaming account to another gaming account.

SUBJECT: USE OF GAMING PROCEEDS

POLICY

- 4.4.1 Gaming proceeds must only be spent on charitable purposes approved by AGLC.
- 4.4.2 Gaming proceeds are funds remaining from total gaming event revenue after the payment of approved prizes and event expenses, and the commission for groups at whose licensed gaming events AGLC conducts provincial lotteries.
- 4.4.3 Gaming proceeds include all donations received from gaming funds and interest, dividends, or other income earned from gaming proceeds.
- 4.4.4 Gaming proceeds must only be used for AGLC approved objects which are consistent with the group's eligibility for a gaming licence and essential to the delivery of the group's charitable objectives, programs, and services. Gaming proceeds must be spent reasonably and in a cost-effective manner to support the group's charitable purpose.
- 4.4.5 Groups may use gaming proceeds to pay reasonable bank fees required for the operation of the group's gaming bank account(s). Gaming funds must not be used for avoidable fees such as late fees, non-sufficient funds (NSF), overdraft, etc.
- 4.4.6 Groups requesting changes to currently approved use of proceeds must submit the Request to Amend Use of Gaming Proceeds (Form 5506) to AGLC and must have AGLC approval prior to the use of proceeds for those purposes.
- 4.4.7 Payments for approved charitable purposes must be:
- a) made directly from the gaming account to the vendor or supplier by credit card, debit card, pre-authorized debit (PAD), electronic funds transfer (EFT), bank draft, or cheque;
 - b) fully supported by receipts, invoices, and/or other documents such as contracts, agreements, time sheets, etc.; and
 - c) authorized by two current members of the group's volunteer elected executive:

SUBJECT: USE OF GAMING PROCEEDS

- i) invoices or other supporting documents for credit card, debit card, PAD, EFT, and bank draft payments must be signed by two members of the group's executive; and
- ii) cheques must be signed by two authorized signing authorities of the group's executive.

4.4.8 Transfers from the gaming account to a non-gaming account must only be made for reimbursement of AGLC-approved wages paid from a non-gaming account.

4.4.9 Gaming proceeds must be deposited with a recognized financial institution in Alberta and must remain in the respective gaming account(s) until spent on the group's approved uses. If not immediately required, gaming proceeds may be:

- a) deposited into separate Canadian Deposit Insurance Corporation (CDIC) insured account(s); or
- b) used to purchase Guaranteed Investment Certificates.

Note: the financial institution, account or deposit number, and value of funds in the account(s) must be identified on all financial reports.

All interest, dividends, or other income earned by these funds are deemed gaming proceeds.

4.4.10 A group must not use proceeds for debt incurred except as permitted in Section 5.15 – Facility.

- a) Proceeds must be used for current expenses only. Non-gaming funds must be used when gaming funds have been exhausted.
- b) If non-gaming funds are deposited to the gaming account, these funds may not be removed from the gaming account once financial reporting for AGLC is complete.
- c) Proceeds from one licence must not be used to cover gaming losses from another licence.

4.4.11 Gaming proceeds must not be used for:

- a) fundraising activities;
- b) the purchase of any equipment, supplies, or services used in any activity or operation intended to generate profit;
- c) members' self-interest or individual/personal benefit;

SUBJECT: USE OF GAMING PROCEEDS

- d) the social, recreational, hobby, commercial, or professional interested of its members or others; and
- e) expenses not specifically accommodated in the use of proceeds policies.

Cost-Recovery

4.4.12 Expenses for charitable programs that generate or receive revenue (e.g., admission fees, registration fees, donations, grants, advertising revenue, facility rental revenue, etc.) must be managed on a cost-recovery basis.

- a) Program revenue must be used to pay for program expenses first.
- b) Any revenue, donations, and/or grants received for programs or activities must be spent prior to any gaming proceeds being used.
- c) If program revenues are not sufficient to cover program expenses, gaming proceeds may be used to pay the shortfall for approved expenses.

Related-Party Transactions

4.4.13 Related-party transactions must be:

- a) conducted at fair-market value or less; and
- b) fully disclosed to the group's membership and documented in the meeting minutes, including:
 - i) a description of the relationship between the transacting parties;
 - ii) a description of the transaction(s), including those for which no amount has been recorded;
 - iii) the recorded amount of the transaction(s); and
 - iv) contractual obligations with related parties.

Note: Quotes from third parties must be obtained prior to the completion of related-party transactions to determine fair-market value. This information must be provided to AGLC upon request.

SUBJECT: USE OF GAMING PROCEEDS

Timelines for Use of Gaming Proceeds

- 4.4.14 Gaming proceeds must be used within 36 months of receipt, unless the proceeds are contributed to an endowment fund (see Section 5.12).
- 4.4.15 A group that requires longer than 36 months to use its gaming proceeds must submit a Retention of Gaming Funds form (Form 5642) to AGLC for prior approval that includes, but is not limited to:
- a) amount of proceeds;
 - b) reason for the retention;
 - c) other sources of revenue (i.e., non-gaming) associated with the planned project or event; and
 - d) timelines for the retention.
- 4.4.16 The following conditions apply to retained proceeds:
- a) Groups are not required to request approval to retain balances of \$10,000 or less.
 - b) Groups may retain a maximum of \$100,000.
 - c) Group may request to retain proceeds for a maximum of 24 additional months.
 - d) Retained proceeds must be used in accordance with the group's currently approved use of proceeds.
 - e) Fundraising groups, licensed under Section 3.10, must request approval to retain an amount greater than \$100,000, but must not retain proceeds longer than an additional 24 months.
 - f) Groups may request approval to retain proceeds for a facility (see Section 5.15).
- 4.4.17 Approval to retain proceeds does not constitute approval for the specific project or event for which the proceeds were retained. A group must submit a separate request with details regarding the project or event to AGLC for approval prior to using retained proceeds for the project or event.

SUBJECT: USE OF GAMING PROCEEDS

4.4.18 A group that does not comply with retention policies, or fails to meet the terms of the approved retention, may be subject to sanctions including, but not limited to:

- a) a temporary suspension of gaming licences, resulting in a delay in conducting further charitable gaming events;
- b) permanent revocation of gaming licences; or
- c) directives to donate a portion or all gaming proceeds to other eligible groups approved by AGLC.

SUBJECT: ACCOUNTING FEES

POLICY

5.1.1 Groups may use gaming proceeds to pay a reasonable fee for the preparation of gaming financial reports, including payment to a third-party individual, as follows:

- a) If the gaming financial report is completed by a third-party, the name and address of the individual must be shown in the “Report Completed By” section of the report.
- b) When a gaming financial report is completed by a Chartered Professional Accountant (CPA) in good-standing, only bank statements and negotiated (cleared) cheques must be provided with the report. Invoices/receipts are not required; however, they must be provided upon request.
- c) Financial reports must be signed by two volunteer executive members of the group.
- d) The directors or volunteer executive officers of the group may not be paid to prepare gaming financial reports.

5.1.2 The group is not required to complete the Request to Use Gaming Proceeds to Pay Wages/Salaries (Form 5442) to pay accounting fees under this policy.

SUBJECT: ADMINISTRATIVE EXPENSES

POLICY

5.2.1 Gaming proceeds may be used for administrative expenses that are necessary for eligible charitable programs or services.

5.2.2 Administrative expenses are limited to a maximum cumulative total of 20 per cent of gaming proceeds earned.

5.2.3 Gaming proceeds may be used for:

- a) wages for administrative positions such as receptionists, other clerical positions, and executive director positions that are primarily administrative. The Request to Use Gaming Proceeds to Pay Wages/Salaries (Form 5442) is not required;
- b) bookkeeping and preparation of financial statements (income statement and balance sheet only). The Request to Use Gaming Proceeds to Pay Wages/Salaries (Form 5442) is not required;
- c) phone, internet, and online meeting service fees. Billing must be in the name of the group;
- d) computer hardware (e.g., hard drives, monitors, printers, servers, photocopiers, etc.) and software for administrative purposes such as accounting, membership, program management, and licensing fees;
- e) office supplies and postage;
- f) space rental used primarily for administrative purposes and regular membership meetings. Expenses for annual general meetings are restricted to space/venue rental;
- g) storage, including rental and purchase of items to accommodate storage (e.g., sheds, shipping containers, cabinets, trailers, etc.);

Note: The group may not pay a member for storage or office space within a residence or business premises that belongs to a member.
- h) liability insurance premiums for directors' and program/event liability;
- i) moving/relocation expenses; and

SUBJECT: ADMINISTRATIVE EXPENSES

- j) travel within Alberta for board or membership meetings, including annual general, provincial, district, or zone business meetings; and training for volunteer management or voluntary organization governance (see Section 5.23).

Note: For travel related to charitable program delivery within the group's geographic area, see Section 5.23.

5.2.4 Gaming proceeds must not be used to pay for:

- a) food and beverages, unless specifically noted in Sections 5.3, 5.11, 5.14, 5.20, and 5.23;
- b) alcoholic beverages;
- c) payment to board or executive members;
- d) fundraising activities and events;
- e) professional fees for conducting an audit or review engagement of the group's financial statements, except as noted in Subsection 5.2.3 b); and
- f) legal fees.

SUBJECT: AID OF THE DISTRESSED

POLICY

- 5.3.1 Gaming proceeds may be used for necessary costs to deliver programs that address specific issues of social concern and provide aid to the distressed.
- 5.3.2 The request must be submitted to AGLC for prior approval and include:
- a) a detailed description of how the program addresses issues of social concern and/or provides the necessities of life that bring aid to the distressed;
 - b) a breakdown of all program costs for which proceeds will be used;
 - c) when, where, and how the program is delivered; and
 - d) how the program is advertised.
- 5.3.3 AGLC may require a letter of support for the program/services from a registered professional such as a psychologist or social worker regarding the benefits of the program.
- 5.3.4 Gaming proceeds may be used for:
- a) resources for education, counselling, and/or information programs. For wages, salaries, and honorariums, include the completed Request to Use Gaming Proceeds to Pay Wages/Salaries (Form 5442);
 - b) basic life needs such as food, clothing, furniture, and shelter (e.g., homeless, battered women/children, and youth shelters, and transitional housing);
 - c) school breakfasts and lunches for children in educational programs from pre-school through grade 12 (must be available to all students);
 - d) activities that address specific issues of social concern for children under the age of 18;
 - e) food/meals when provided in conjunction with programs for children (under the age of 18) that specifically address social concerns (e.g., children in care). Expenses must be reasonable; and

DATE ISSUED: May 2, 2022

AUTHORITY: Original signed by
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SUBJECT: AID OF THE DISTRESSED

- f) community gardens, such as:
 - i) rent/purchase of land and/or physical structures (e.g., greenhouse);
 - ii) utilities and equipment; and
 - iii) educational programs related to community gardens (e.g., nutrition awareness, food preservation, etc.).

5.3.5 Gaming proceeds may be used to issue gift cards that provide the necessities of life (e.g., food, clothing, and shelter).

- a) Gift cards must identify a specific vendor. Pre-paid credit cards are not eligible.
- b) A log must be kept of all gift cards issued that were purchased using gaming proceeds. The log must include the:
 - i) purpose of the gift card;
 - ii) amount of the gift card;
 - iii) name of the recipient;
 - iv) signature of the recipient;
 - v) contact information for the recipient;
 - vi) date of issue; and
 - vii) identification of the gift card vendor.
- c) Gift card logs must be retained for two years and provided to AGLC upon request.

5.3.6 Gaming proceeds must not be used for non-essential items (e.g., gifts, t-shirts, and other memorabilia).



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SUBJECT: AWARDS

POLICY

5.4.1 Gaming proceeds may be used for awards in recognition of earned achievements including:

- a) trophies, plaques, and ribbons; and
- b) items inscribed with the event details (e.g., belt buckles).

5.4.2 Gaming proceeds must not be used for:

- a) cash, merchandise, or any other prize of value, except scholarships (see Section 5.5); and
- b) volunteer recognition/appreciation.

DATE ISSUED: May 2, 2022 **AUTHORITY:** Original signed by Len Rhodes

SUBJECT: BURSARIES AND SCHOLARSHIPS

POLICY

5.5.1 Gaming proceeds may be used for educational bursaries or scholarships for post-secondary study at Alberta government-approved provincial, national, or international institutions and programs.

5.5.2 With prior AGLC approval, the group may:

- a) establish its own bursary or scholarship program;
- b) establish a bursary or scholarship program in the name of the group and have it administered by a post-secondary educational institution; or
- c) donate gaming proceeds directly to an eligible post-secondary institution for existing bursary or scholarship programs in accordance with Sections 5.8 and 5.9.

5.5.3 The selection process for awarding bursaries or scholarships must include the following information:

- a) eligibility criteria;
- b) composition of the decision-making body responsible for reviewing the applications; and
- c) number and value of the bursaries/scholarships awarded.

5.5.4 The bursaries or scholarships must be widely publicized and made available to all qualified individuals, not limited to family, friends, or members of the licensed group, or decision-making body that selects the recipients.

5.5.5 Prior to awarding the bursary or scholarship, the group must confirm the recipient:

- a) meets the eligibility criteria for receiving the bursary or scholarship; and
- b) will be attending the post-secondary institution (e.g., acceptance letter).

5.5.6 The group may make payment directly to the post-secondary educational institution for tuition or related costs on behalf of the recipient or directly to the recipient with proof of payment (e.g., tuition receipt).

SUBJECT: CHILDREN AND YOUTH

POLICY

- 5.6.1 Gaming proceeds may be used for children’s services (e.g., childcare, kindergarten, playschool, social services) and youth development (life skills training, educational and developmental programs, such as youth camps).
- 5.6.2 Gaming proceeds may be used for:
- a) facility/venue rental;
 - b) wages/salaries (see Section 5.25);
 - c) program equipment;
 - d) uniforms (see Section 5.13);
 - e) resource materials such as books, activity materials, and games;
 - f) educational field trips;
 - g) social service programs (see Section 5.3); and
 - h) travel (see Sections 5.23 and 5.24).
- 5.6.3 Groups that provide a sports program must comply with Section 3.22 which requires the group to operate a structured and developmental amateur sports program through a sport governing body.
- 5.6.4 Gaming proceeds must not be used to pay for social or recreational activities, such as attendance at sporting events, movies, or laser tag unless activities address specific issues of social concern for children and youth under age 18 (see Section 5.3).

SUBJECT: COMMUNITY EVENTS

POLICY

5.7.1 Gaming proceeds may be used for eligible community events that are open and promoted to the public.

5.7.2 Gaming proceeds may be used for:

- a) venue or facility rental;
- b) rental or purchase of equipment, supplies, furnishings, uniforms, costumes, and/or vehicles (see Section 5.13);
- c) security;
- d) event advertising and promotion;
- e) wages/salaries (see Section 5.25);
- f) entertainment;
- g) fireworks;
- h) floats;
- i) clean up; and
- j) municipal fees, excluding items such as liquor licence fees and vendor permits.

5.7.3 The group must submit a request to AGLC for prior approval and include:

- a) details about the event, (e.g., celebration, festival, parade, fair, etc.);
- b) location, date, time, and duration of the event;
- c) confirmation the event is open to the public;
- d) explanation how the event is advertised; and
- e) sources and amounts of anticipated revenue and expenses for the event.

5.7.4 Gaming proceeds must not be used for:

- a) activities provided in conjunction with the event such as a farmers' market or beer gardens; and
- b) food and beverages, including liquor.

SUBJECT: DONATIONS WITHIN ALBERTA

POLICY

- 5.8.1 Gaming proceeds may be donated to groups within Alberta that deliver a program or service which provides a community benefit.
- 5.8.2 Donations must only be used for eligible charitable purposes within the Charitable Gaming Policies Handbook. Donations to individuals are not an eligible use of gaming proceeds.
- 5.8.3 No donor group, individual member of a donor group, corporation, society, non-profit group, partnership, limited partnership or proprietorship that the donor group, or an individual member of the donor group is related to, may directly or indirectly receive funds, goods, services, or any other item of value from the recipient group or from any individual member of the recipient group or intermediary, in return for a donation of gaming proceeds.
- 5.8.4 For the purposes of this policy, “total annual donation” means the total dollar value of donation(s) to a single organization between the twelve-month period beginning January 1st and ending December 31st.

Donations to Groups Licensed with AGLC

- 5.8.5 Groups may donate up to \$50,000 annually without prior AGLC approval if the recipient is licensed with AGLC and conducts one or more of the following gaming events and deposits the proceeds to a gaming bank account:
- a) casino;
 - b) bingo;
 - c) pull ticket; or
 - d) raffles with a total ticket value more than \$20,000.
- 5.8.6 The donor group must retain the following information on a completed Recipient Agreement (Form 5627) and provide it to AGLC upon request:
- a) the name and address of the recipient;
 - b) the amount of the donation;
 - c) acknowledgement from the recipient group that it will:

SUBJECT: DONATIONS WITHIN ALBERTA

- i) deposit the proceeds into the recipient's gaming bank account; and
- ii) use proceeds according to the recipient's currently approved use of proceeds.

5.8.7 With prior AGLC approval, groups may donate more than \$50,000 annually, if the recipient is licensed with AGLC and conducts one or more of the gaming events listed in Section 5.8.5 and deposits the proceeds to a gaming bank account. The donor group must submit the:

- a) Request to Amend Use of Gaming Proceeds (Form 5506); and
- b) Recipient Agreement (Form 5627).

Donations to Groups Not Licensed with AGLC

5.8.8 Groups may donate up to \$5,000 annually without prior AGLC approval to an eligible group within Alberta that does not conduct licensed gaming events or only conduct raffles with a total ticket value \$20,000 and less.

5.8.9 The donor group must retain the following information on a completed Recipient Agreement (Form 5507) and provide it to AGLC upon request.

- a) the name and address of the recipient;
- b) the amount of the donation;
- c) the purpose for the donation; and
- d) acknowledgement from the recipient group that it will:
 - i) maintain a record of donations received showing the date, amount, and source of donated funds as well as the date, amount, and purpose of all disbursements of donated funds; and
 - ii) allow AGLC access to all records, including those at any financial institution, and to make copies of such records and/or remove them for further examination.

5.8.10 With prior AGLC approval, groups may donate more than \$5,000 annually to an eligible group within Alberta that does not conduct

SUBJECT: DONATIONS WITHIN ALBERTA

licensed gaming events or only conduct raffles with a total ticket value \$20,000 and less. The donor group must submit the:

- a) Request to Amend Use of Gaming Proceeds (Form 5506); and
- b) Recipient Agreement (Form 5507).

5.8.11 If the recipient group is not a recognized charitable organization, such as the Red Cross, or is not involved in obvious charitable activities, such as a food bank, AGLC may complete an eligibility review of the group prior to any donations to the group being approved (see Section 2.1).

SUBJECT: DONATIONS OUTSIDE ALBERTA

POLICY

- 5.9.1 Gaming proceeds may be donated to groups outside Alberta that deliver a program or service which provides a charitable community benefit.
- 5.9.2 Donations must only be used for eligible charitable purposes. To be an eligible use of proceeds outside Alberta, the nature of the project must be an eligible use of proceeds within Alberta.
- 5.9.3 No donor group, individual member of a donor group, corporation, society, non-profit group, partnership, limited partnership or proprietorship that the donor group, or an individual member of the donor group is related to, may directly or indirectly receive funds, goods, services, or any other item of value from the recipient group or from any individual member of the recipient group or intermediary, in return for a donation of gaming proceeds.
- 5.9.4 For the purposes of this policy, “total annual donation” means the total dollar value of donation(s) to a single organization between the twelve-month period beginning January 1st and ending December 31st.
- 5.9.5 For all donations, the donor group must retain the following information on a completed Recipient Agreement (Form 5507) and provide it to AGLC upon request:
- a) the name and address of the recipient;
 - b) the amount of the donation;
 - c) the purpose for the donation; and
 - d) acknowledgement from the recipient group that it will:
 - i) maintain a record of donations received showing the date, amount, and source of donated funds, as well as the date, amount, and purpose of all disbursements of donated funds; and
 - ii) allow AGLC access to all records, including those at any financial institution and to make copies of such records and/or remove them for further examination.

SUBJECT: DONATIONS OUTSIDE ALBERTA

Donations Outside Alberta, but Within Canada

5.9.6 Groups may donate a maximum of 75 per cent of gaming proceeds earned per licence to eligible recipient groups outside Alberta, but within Canada.

5.9.7 Groups may make donations to recipients outside Alberta, but within Canada, provided the recipient group supports at least one of the following purposes:

- a) disaster/emergency relief;
- b) nationally recognized charitable programs that benefit Albertans (e.g., the Lions Eye Bank); or
- c) medical and educational research programs which may benefit all Canadians.

Note: If the donor group is uncertain if a recipient qualifies as an eligible charitable group, the donor group must submit a written request to AGLC for approval.

5.9.8 Groups may make a total annual donation up to \$5,000 to an eligible individual group outside Alberta, but within Canada, without prior AGLC approval.

5.9.9 With prior AGLC approval, groups may make a total annual donation that exceeds \$5,000 to an eligible individual group outside Alberta, but within Canada. The donor group must submit the:

- a) Request to Donate Proceeds Outside Alberta (Form 5502); and
- b) "Recipient Agreement (Form 5507).

Donations Outside Canada

5.9.10 Groups may donate a maximum of 50 per cent of the gaming proceeds earned per licence to an eligible recipient group outside Canada.

5.9.11 Groups may make donations to recipients outside Canada provided the donation is used to support at least one of the following purposes:

- a) international disaster/emergency relief; or
- b) projects in developing countries that the Canadian federal government approves for international development, such as:

SUBJECT: DONATIONS OUTSIDE ALBERTA

- i) the development of local self-sufficiency in the provision of basic human needs for water, food, sanitation, or shelter; or
- ii) the provision of primary health care (e.g., acute care and public health) and basic education (e.g., reading, writing, and basic math).

5.9.12 Groups may make a total annual donation up to \$1,000 to an eligible individual group outside Canada without prior AGLC approval.

5.9.13 Donations may be made directly to a specific eligible project or organization, such as World Vision Canada, Care-Canada, or Canadian Red Cross, that:

- a) carries out projects and programs of international development assistance or international emergency relief; and
- b) agrees to use donated gaming proceeds for eligible purposes approved by AGLC.

5.9.14 With prior AGLC approval, groups may make a total annual donation that exceeds \$1,000 to an eligible individual group outside Canada. The donor group must submit the following forms:

- a) Request to Donate Proceeds - Outside Alberta (Form 5502); and
- b) Recipient Agreement (Form 5507).

SUBJECT: EDUCATION

POLICY

5.10.1 Gaming proceeds may be used to provide specific educational experiences for students that are not principally recreational or social, not a curriculum requirement, and are otherwise unavailable.

5.10.2 Gaming proceeds may be used to support curriculum enhancements that contribute to student learning development, such as:

- a) educational field trips, athletic tournaments/competitions, and travel (e.g., music festivals, science excursions, or language/cultural experiences). All travel disbursements must comply with Sections 5.23 and 5.24.
- b) educational equipment (e.g., audio-visual, athletic, and science equipment, musical instruments, computers/laptops/tablets for student use, etc.);
- c) resource materials excluding required textbooks (e.g., library books, online learning applications/readers, subscriptions);
- d) in-school presenters;
- e) venue rentals (e.g., swimming pool, sports arena, or theatre stage);
- f) uniforms/costumes (see Section 5.13);
- g) playground development/equipment, science gardens, and outdoor classrooms; and
- h) student meal programs (see Section 5.3).

5.10.3 Ownership of educational assets purchased with gaming proceeds are vested to the school, the educational institution, or governing body of the educational institution.

5.10.4 Gaming proceeds must not supplement the operational or capital budgets of the institution or school, such as:

- a) building additions, interior or exterior renovations, utilities, or beautification of school grounds;
- b) school administration, employee salaries, wages, and benefits;
- c) textbooks (hard copy or digital);
- d) school fees and bus passes;

DATE ISSUED: May 2, 2022

AUTHORITY: Original signed by
Len Rhodes



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- e) personal items (e.g., agendas, yearbooks, personalized uniforms, giveaways, cash or cash equivalent awards); and
- f) social or recreational events (e.g., school barbecues, fundraising, graduations, or in-school leisure activities).

DATE ISSUED: May 2, 2022 **AUTHORITY:** Original signed by Len Rhodes

SUBJECT: EMERGENCY FUNDS

POLICY

5.11.1 Gaming proceeds may be used for emergency funding to provide relief to people in distress or who are victims of physical or natural disaster, including:

- a) necessities such as shelter, food, clothing, or furnishings;
- b) equipment, supplies, and volunteers to assist with emergency measures because of a physical or natural disaster (e.g., tsunami, earthquake etc.);
- c) mobility aids;
- d) specialized beds;
- e) vehicle or home modifications; and
- f) travel outside the individual's community (within Alberta only) to attend medical treatments.

5.11.2 Each request to assist with emergency relief must be submitted to AGLC for prior approval.

5.11.3 Gaming proceeds may be provided to the Canadian Red Cross for disaster relief or donated to eligible organizations for disasters or emergencies in accordance with Sections 5.8 or 5.9.

5.11.4 Gaming proceeds may be used to assist people in need through online campaigns. Contributions must be made directly from a gaming bank account, or through gift cards in accordance with Section 5.3.

5.11.5 In accordance with approved methods of payment outlined in Section 4.4., groups may make payment directly:

- a) to the individual with a receipt or invoice for the expense; or
- b) to the vendor for the expense on behalf of the recipient.

Note: The group must retain the invoice or receipt and provide it to AGLC upon request.

5.11.6 Gaming proceeds must not be used for funerals, cremations, burial plots, or headstones.

SUBJECT: ENDOWMENT FUNDS

POLICY

5.12.1 Gaming proceeds may be used to establish and/or donate to an endowment fund, whose purpose is to support approved charitable purposes.

5.12.2 “Endowment fund” means a fund where the principal is not normally used and only the investment income, or a portion thereof, is used.

5.12.3 Endowment fund contributions are limited to a maximum cumulative total of 50 per cent of gaming proceeds earned the previous calendar year. The group must obtain AGLC approval prior to using more than 50 per cent of gaming proceeds for an endowment fund.

5.12.4 The group may administer its own endowment fund or have a third party administer the fund on its behalf.

5.12.5 Group administered endowment funds:

A group must request AGLC approval to administer its own endowment fund before any gaming proceeds are placed in the fund for the first time. The group must provide:

- a) the purpose of the fund;
- b) minutes of the executive or general meeting authorizing use of gaming proceeds for an endowment fund;
- c) confirmation that gaming proceeds placed into the fund will be separated for accounting purposes;
- d) explanation of how proceeds will be disbursed from the fund and how the fund will be administered including:
 - i) who determines how the proceeds from the endowment fund will be invested;
 - ii) the identity of the investment manager responsible for the endowment fund’s investments. A copy of the draft agreement between the group and investment manager must be submitted;
 - iii) a breakdown of how the proceeds from the endowment fund will be invested;
 - iv) the signing authorities for the endowment fund; and

SUBJECT: ENDOWMENT FUNDS

- v) the fee structure associated with the administration of the fund.

5.12.6 Third-party administered endowment funds:

A group must request AGLC approval to have a third party administer an endowment fund before any gaming proceeds are placed in the fund for the first time. The group must provide the following information with its request:

- a) minutes of the executive or general meeting authorizing use of gaming proceeds for an endowment fund;
- b) confirmation that gaming proceeds placed into the fund will be separated for accounting purposes;
- c) the identity of the third-party administrator; and
- d) a copy of the draft agreement between the group and the third-party administrator which states:
 - i) the purpose of the fund;
 - ii) an explanation of how proceeds placed into the fund will be separated for accounting purposes;
 - iii) a breakdown of how the proceeds from the fund will be invested;
 - iv) the signing authorities for the fund;
 - v) the identity of the third party's investment manager;
 - vi) the fee structure associated with the administration of the fund; and
 - vii) how often financial statements are provided to the group.

5.12.7 Investments for endowment funds must be deposited with a trust company or recognized financial institution in Alberta. Investments must also be managed in accordance with the *Trustee Act* by a person possessing a recognized professional investment designation (e.g., Certified Financial Planner (CFP), Chartered Financial Analyst (CFA)) or a recognized licensed investment management corporation.

5.12.8 A proposed change in the purpose of the endowment fund, the intended recipient of the fund's disbursements, or the party

SUBJECT: ENDOWMENT FUNDS

administering the endowment fund, must have AGLC approval prior to the change taking effect. Minutes of the executive or general meeting at which authorization was granted for the proposed change must be submitted with the letter of request.

5.12.9 Groups must request AGLC approval to withdraw a portion, or all, of the principal of the endowment fund to be spent on approved charitable purposes.

5.12.10 Gaming proceeds donated to an endowment fund held by other charitable groups or eligible institutions (e.g., hospitals, post-secondary institutions) must be made in accordance with Sections 5.8 and 5.9.

5.12.11 Endowment funds must not be merged with other endowment funds without prior AGLC approval.

5.12.12 If the endowment fund ceases, all gaming proceeds must be transferred back to the gaming bank account and spent on approved charitable purposes.

5.12.13 Groups must provide all endowment fund records, including those of the fund manager or third-party administrator, to AGLC upon request.

SUBJECT: EQUIPMENT, RESOURCES, UNIFORMS, COSTUMES, AND VEHICLES

POLICY

5.13.1 Gaming proceeds may be used for items essential to the delivery of the group's charitable programs or services, including:

- a) sports equipment;
- b) musical equipment;
- c) electronics;
- d) resource materials such as software, books, pamphlets, brochures, and manuals;
- e) program supplies;
- f) furnishings;
- g) uniforms and costumes, including cleaning and repair; and
- h) vehicles (e.g., van, bus, all terrain, trailer), including repairs, operation, maintenance, registration, and insurance.

5.13.2 Groups must maintain ownership and control of items purchased with gaming proceeds and maintain an asset log of all items.

5.13.3 Funds from the rental or sale of items purchased with gaming proceeds must be deposited to a gaming bank account.

5.13.4 Gaming proceeds must not be used for:

- a) items that become property of an individual; and
- b) items used in an activity, event, or operation intended to produce income.

Uniforms/Costumes

5.13.5 In addition to Subsection 5.13.1 to 5.13.4, gaming proceeds may be used for uniforms and costumes when:

- a) required for competitive play, practice, cultural or organizational representation, or artistic performance;
- b) provided to a participant for a specified period of time (e.g., sports season or event) and returned at the end of the period; and
- c) uniforms have a distinctive logo or marking representing the charity.

SUBJECT: EQUIPMENT, RESOURCES, UNIFORMS, COSTUMES, AND VEHICLES

5.13.6 The group must establish a written policy for the use of uniforms and costumes and provide it to AGLC upon request.

5.13.7 Gaming proceeds must not be used for:

- a) items that have been personalized, such as names on uniforms, jackets, or track suits;
- b) activities not related to competitive play, practice, events, or performances; and
- c) items that require customization or that should not be shared for hygienic reasons, such as swimwear or footwear.

Vehicles

5.13.8 In addition to Subsection 5.13.1 to 5.13.4, gaming proceeds may be used to purchase, rent, or lease vehicles (e.g., van, bus, all-terrain vehicle, trailer) under the following conditions:

- a) The vehicle must be purchased, leased, registered, and insured in the name of the group or other approved entity.
- b) The purpose of the vehicle must be essential to the delivery of the group's charitable program.
- c) the vehicle cannot be used for the personal use of any members nor for the administrative activities of the group;
- d) When the vehicle is not in use for charitable program delivery, the keys must be controlled to prevent unauthorized use.
- e) The group must maintain a log for the use of the vehicle that identifies the date of use, destination, purpose, driver, and mileage.

5.13.9 The group must establish a written policy for the use of the vehicle and provides it to AGLC upon request. The vehicle must not be used for personal benefit or administrative activities.

SUBJECT: ETHNO-CULTURAL

POLICY

5.14.1 Gaming proceeds may be used for eligible ethno-cultural programs that are open and advertised to the wider community, including:

- a) seniors' programs (see Section 5.20);
- b) cultural costumes (see Section 5.13);
- c) religious/spiritual programs, excluding funerals;
- d) facility expenses for ethno-cultural groups, including a place of worship (see Section 5.15);
- e) programs that provide education, counselling, employment services, and language training. For wages/salaries/honorariums, include the Request to Use Gaming Proceeds to Pay Wages/Salaries (Form 5442);
- f) aid of the distressed programs that provide basic life needs such as food, shelter, clothing, and furniture (see Section 5.3). The request must identify:
 - i) a description of how the program provided aid of the distressed;
 - ii) program costs;
 - iii) when, where, and how the program is delivered; and
 - iv) program advertising.
- g) events that preserve or enhance heritage, customs, traditions, and cultures and that are not primarily social or recreational in nature.

5.14.2 Each event requires prior AGLC approval. The request for approval must include these details:

- a) description of the event;
- b) location, date, time, and duration of the event;
- c) event budget, including anticipated revenues and expenses; and
- d) event advertising (see Section 5.19).

SUBJECT: ETHNO-CULTURAL

5.14.3 Gaming proceeds must not be used for:

- a) food or beverages (except as included in approved seniors and aid of the distressed programs);
- b) social/recreational activities, including sports programs (see Section 5.22);
- c) decorations, flowers, ornaments, gifts, etc.; and
- d) donations in return for any item of value, including event tickets.

SUBJECT: FACILITY

POLICY

5.15.1 Gaming proceeds may be used in a cost-effective manner for the purchase, rental, capital, leasehold, and operating costs of a facility that is used for charitable program delivery, if:

- a) the group:
 - i) owns the facility; or
 - ii) has a legal right to occupy and control the facility through a contractual agreement such as a mortgage or lease;
- b) the facility is accessible to the public at least 50 per cent of the time; and
- c) the facility is in Alberta.

5.15.2 “Facility” means a physical structure and/or land.

5.15.3 Gaming proceeds may be used for:

- a) fixtures and furnishings.;
- b) mortgage, lease, or rental payments.;
- c) utilities.;
- d) insurance.;
- e) property taxes.;
- f) janitorial costs and supplies.;
- g) repairs and maintenance, including snow removal, lawn care, and ice maintenance, etc.; and
- h) renovations and leasehold improvements.

5.15.4 Gaming proceeds may be used for shelters for the homeless or victims of domestic violence, temporary residential accommodations, and transitional housing.

5.15.5 Gaming proceeds must not be used for:

- a) residential facilities such as a seniors’ complex, rectory, convent, or dormitory, except for common areas accessible to the public for charitable program purposes;

DATE ISSUED: May 2, 2022

AUTHORITY: Original signed by
Len Rhodes

SUBJECT: FACILITY

- b) the purchase or lease of a facility and/or land intended for commercial use; and
- c) facilities that are self-sustaining (i.e., where facility revenues are greater than the expenses to operate the facility).

Rental or Lease of a Facility

5.15.6 Gaming proceeds may be used for the lease/rental or leasehold improvement costs for an existing facility, including:

- a) Short-Term Rental of a Facility
 - i) Rental is for 12 months or less for facilities such as arenas, sports fields, performing arts venues, and space for charitable programs.
 - ii) The rental fee is for use of the space only and does not include operating or capital costs.
 - iii) Copies of rental agreements and/or other supporting documentation must be maintained for financial reporting and audit purposes.
- b) Long-Term Rental or Lease of a Facility
 - i) Rental is greater than 12 months for eligible program-related activities.
 - ii) Prior approval to use gaming proceeds for facility rental is required. The request must identify all charitable program activity and any commercial use in the facility.
 - iii) The rental agreement must be submitted to AGLC for prior approval and include:
 - payment terms (amount, frequency of payments, damage, or other deposits);
 - agreement terms (start and end dates);
 - ownership details (such as name of lessor) of the facility or space (including sub-leasing from a third party, if applicable);
 - breakdown of cost responsibilities for the landlord and tenant; and

SUBJECT: FACILITY

- early termination clause.
- iv) Gaming proceeds may only pay for facility rental, operating, and leasehold improvements.
- v) Expenses for a facility that is used solely for meetings and/or storage must be included within the 20 per cent of gaming proceeds for administrative costs (see Section 5.2).
- vi) If the rental or lease is not arm's-length (e.g., renting from a member of the group, a related party, or is a related party transaction), the rent charged must not be greater than fair market value and the relationship between the parties must be disclosed on the rental agreement submitted to AGLC.
- vii) The rental or lease of space within a residence is not eligible.
- viii) All supporting documentation for these transactions must be maintained for financial reporting and audit purposes.
- c) Leasehold Improvements
 - i) Prior AGLC approval is required for leasehold improvement(s) that exceed \$50,000 per calendar year. A project plan must be submitted to AGLC at least 30 days before the start of the renovation. The following must be included in the project plan:
 - a copy of the minutes from the membership or executive meeting at which the project plan was approved;
 - reason for the proposed improvements;
 - description of proposed improvements, budget, and project timelines;
 - a breakdown of gaming and non-gaming funds to be used for the project; and
 - written approval from the landlord authorizing the proposed improvements.

SUBJECT: FACILITY

- ii) Groups that have a legal right to occupy and control a facility through a contractual agreement such as a long-term lease may be approved to use gaming proceeds for leasehold improvements to that facility, including, but not limited to:
 - interior partitions, drywall, and painting;
 - millwork;
 - acoustic material;
 - restroom fixtures;
 - window coverings;
 - lighting fixtures; and
 - interior flooring.
- iii) Gaming proceeds must not be used on leasehold improvements that enhance commercial space or the leased/rented space beyond what is required for the group to conduct its charitable programs, including interior/exterior capital repairs and renovations.
- iv) When a group has used gaming proceeds for facility leasehold improvements and vacates the facility:
 - less than one year after the completion of the improvements, the group must reimburse the gaming account 100 per cent of any gaming proceeds used to pay for the cost of the leasehold improvements; or
 - more than one year, but before two years, after completion of the improvements, the group must reimburse the gaming account 50 per cent of any gaming proceeds used to pay for the cost of the leasehold improvements; or
 - reimbursement is not required more than two years after the completion of the improvements.

SUBJECT: FACILITY

Rental Revenue, Donations and Other Funding

5.15.7 A group that leases or owns a facility and charges a fee for its use must apply the rental revenue towards facility expenses (cost recovery) prior to gaming proceeds being used. Groups may use rental income on facility expenses, such as costs of administrative staff for facility bookings which are not allowed to be paid from gaming proceeds.

5.15.8 Grants or funding from other agencies, specifically for the operation of the group's facility, must be used to pay facility expenses prior to gaming proceeds being used for this purpose.

5.15.9 Gaming proceeds must not be used to support a facility where 50 per cent or more of the facility is rented or leased for commercial activities such as:

- a) retail or wholesale trade;
- b) restaurants and bars;
- c) office space;
- d) clinics;
- e) warehouse;
- f) residential rental properties; or
- g) other non-charitable uses.

Note: Rentals for functions such as weddings, family reunions, and anniversaries are not considered commercial use of the facility.

5.15.10 A group that rents its facility and is approved to use gaming proceeds for facility expenditures must keep a rental calendar including contact information and fees charged for each renter. The calendar must be available for review upon request by AGLC.

Facility Purchase

5.15.11 AGLC may approve the use of gaming proceeds to purchase or construct a facility for the delivery of charitable program(s).

5.15.12 Groups that receive funding from other agencies specifically for the purchase or construction of a facility must use these funds prior to gaming proceeds being used for this purpose.

DATE ISSUED: May 2, 2022

AUTHORITY: Original signed by
Len Rhodes

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5.15.13 Prior to disbursing any gaming proceeds for the facility purchase, the group must submit a detailed business plan to AGLC for approval. The business plan must be submitted at least 60 days prior to the possession date and must include the following:

- a) a copy of the minutes from the membership and/or executive meeting at which members or the executive voted to accept the purchase agreement (or other contractual agreement);
- b) a detailed description of charitable program activity at the facility and any commercial use in any part of the facility;
- c) a copy of the offer to purchase, purchase agreement, or other legal contractual agreement;
- d) legal fees for the purchase of the facility, including closing, and land transfer title costs;
- e) location of facility, floor plan, and square footage;
- f) zoning of property (zoning must be compatible with the intended use of the land);
- g) sources of gaming and non-gaming funding and/or proposed funding arrangements such as mortgages and loans;
- h) sources of funds for ongoing operating costs including, but not limited to, utilities, property taxes, insurance, and maintenance; and
- i) the possession or completion date.

Note: Written permission from the government agency which administers the land is required when constructing a facility on land owned by municipal, provincial or federal governments.

5.15.14 A proposal to build or purchase a facility may not be approved if the facility plan is:

- a) incomplete or inaccurate;
- b) primarily commercial in nature; or
- c) deemed to contain too many risks to be viable.

5.15.15 A group that fails to initiate the development of land for charitable purposes within two years of land purchase, will be required to repay

SUBJECT: FACILITY

a gaming account the amount of gaming proceeds used for the original purchase.

5.15.16 The purchase price or cost of construction must not be greater than fair market value. If the agreement is not an arm's-length transaction (e.g., purchasing from a member of the group, a related party, or is a related party transaction), the relationship between the parties must be disclosed in the business plan.

5.15.17 A group must provide a copy of the certificate of title to AGLC upon taking possession of a facility. Copies of purchase agreements and/or other supporting documentation must be maintained for financial reporting and audit purposes.

5.15.18 All gaming proceeds used to purchase or construct a facility are considered gaming funds until such time as the facility is designated, in writing by AGLC, as a vested facility according to the requirements set out in Subsection 5.15.38.

Retention of Gaming Proceeds for Future Facility Purchase/Construction

5.15.19 A group may request to retain gaming proceeds for the future purchase or construction of a facility to a maximum of \$500,000. Once a group's maximum approved retention is reached, these funds are expected to be used within 24 months.

5.15.20 A group may request approval to retain gaming proceeds for an additional 24 months for future purchases or construction of a facility.

5.15.21 Approval to retain gaming proceeds does not constitute approval to proceed with the purchase or construction of a facility. A group must seek specific approval prior to using retained gaming proceeds.

5.15.22 If a group fails to use retained gaming proceeds within approved timelines, the group may be subject to sanctions or directed to donate all gaming proceeds to other eligible groups as approved by AGLC.

Refinancing an Existing Facility

5.15.23 A group that purchased a facility with gaming proceeds must request prior AGLC approval to refinance.

SUBJECT: FACILITY

5.15.24 The equivalent portion of gaming proceeds used to purchase, construct, refinance, or renovate a facility must be deposited into the group's gaming account when the facility is refinanced. For example, a group that used gaming proceeds for 30 per cent of the total costs to purchase, construct, refinance, or renovate its facility must deposit 30 per cent of the total amount received from the refinancing of the facility to a gaming account.

5.15.25 A group proposing to increase debt on the facility more than \$50,000, must include the following information with the request:

- a) a copy of the minutes from the membership or executive meeting at which members or the executive approved to refinance the facility;
- b) reason for refinancing;
- c) change in the use of the facility (if applicable);
- d) term of the new loan (start and end dates);
- e) amount of new debt and implied interest rate; and
- f) details of how the funds received from refinancing will be broken down between gaming and non-gaming purposes.

5.15.26 All funds received from financing a facility are considered gaming funds until such time as the facility is designated, in writing by AGLC, as a vested facility according to the requirements set out in Subsection 5.15.38.

Renovations to a Facility

5.15.27 Prior AGLC approval is required to use gaming proceeds for renovations that exceed \$50,000 per calendar year.

5.15.28 A renovation plan must be submitted to AGLC at least 30 days before the start of the renovation. The following is to be included in the renovation plan:

- a) a copy of the minutes from the membership or executive meeting at which the renovation was approved;
- b) reason for the renovation;
- c) change in the use of the facility (if applicable);
- d) renovation budget and timelines;

SUBJECT: FACILITY

- e) amount of any new debt and implied interest rate; and
- f) a breakdown of gaming and non-gaming funds used to renovate the facility.

5.15.29 Gaming proceeds must not be used to renovate commercial space or to enhance the facility beyond what is required for the licensed group to conduct its charitable programs.

5.15.30 A group that receives grants specifically for the renovations of its facility must use the grant funds prior to gaming proceeds being used for the renovation.

5.15.31 Details of improvements made with gaming proceeds must be included in the gaming financial report.

5.15.32 All gaming proceeds used to renovate a facility are considered gaming funds until such time as the facility is designated, in writing by AGLC, as a vested facility according to the requirements set out in Subsection 5.15.38.

Sale of a Facility

5.15.33 A group that used gaming proceeds for the original purchase, construction, refinancing, or renovation of its facility and intends to sell it, must request approval from AGLC at least 30 days prior to the sale date. The request must include the following information:

- a) a copy of the minutes from the membership or executive meeting at which the sale was approved;
- b) reason for the sale and any changes to the group's charitable programs;
- c) a copy of the offer to purchase, purchase agreement, or other legal contractual agreement; and
- d) the intended use of the gaming proceeds to be derived from the sale of the facility.

Note: The requirements of this section do not apply if AGLC has designated the facility as a vested facility.

5.15.34 If the sale of the facility is not an arm's-length transaction (e.g., sale to a member of the group, a related party, or is a related party transaction), the purchase price must be no less than the fair market

SUBJECT: FACILITY

value of the property. The relationship between the parties must be disclosed to AGLC.

5.15.35 Details of the sale of a facility involving gaming proceeds must be included in the group's gaming financial report.

5.15.36 If the group is not purchasing a replacement facility, the equivalent portion of the gaming proceeds used in the original purchase, construction, refinancing, or renovation of the facility must be deposited to a gaming account from the total revenue from the sale of the facility. For example, a group that used gaming proceeds for 30 per cent of the total costs to purchase, construct, refinance, or renovate its facility must deposit 30 per cent of the total amount received from the sale of the facility to a gaming account.

5.15.37 If the group intends to purchase a replacement facility using the revenue from the sale, a detailed business plan (see Subsection 5.15.13) must be provided. The difference between the revenue received from the sale of the previous facility and the cost of the new facility will be used by AGLC to determine the amount of gaming proceeds that must be deposited to a gaming account.

Note: Subsections 5.15.36 and 5.15.37 above do not apply to a facility designated, in writing by AGLC, as a vested facility as set out in Subsection 5.15.38.

Designation as a Vested Facility

5.15.38 A group that has used gaming proceeds for the purchase, construction, refinancing, or renovation of its facility may request, in writing, to have the facility designated as a vested facility if the following conditions are met:

- a) the group can demonstrate ongoing charitable program delivery to the community;
- b) the group has been licensed to conduct gaming activities for a minimum of seven years;
- c) the facility has been in operation for at least five years since the last payment using gaming proceeds was made towards the purchase, construction, refinancing, or renovation of the facility; and

SUBJECT: FACILITY

d) the group owns the facility with no outstanding mortgages or loans.

5.15.39 A group that submits a request to AGLC for its facility to be designated as a vested facility must include the following in its submission:

- a) a copy of the minutes from the membership and/or executive meeting at which members or the executive voted to request its facility to be designated as a vested facility;
- b) location of the building and description of all charitable program activity occurring in the building; and
- c) current land title for the facility to confirm no mortgage, loans, or other encumbrances are registered against the facility.

5.15.40 When a group receives written confirmation from AGLC that the facility is designated as a vested facility, any gaming proceeds that were used to purchase, construct, refinance, or renovate the facility are no longer considered gaming funds. If the vested facility is sold, the revenue from the sale does not have to be deposited in a gaming account or reported on in future gaming financial reports.

5.15.41 If a facility has been designated as a vested facility, any subsequent use of gaming proceeds to refinance or renovate the facility are deemed gaming funds and subject to the policies in Section 5.15.

Government Owned and Operated Facilities

5.15.42 Gaming proceeds must not be used to construct or pay expenses for a facility owned by, or which is the responsibility of, any level of government, including government groups funded from tax revenue or created by public statute.

5.15.43 Gaming proceeds must only be used for expenses in a government facility when a charitable community benefit is provided in accordance with Section 2.1. Gaming proceeds may only be applied to an enhancement that would otherwise not be available.



SECTION: SPECIFIC USE OF PROCEEDS
NUMBER: 5.15

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SUBJECT: FACILITY

5.15.44 Groups that have a long-term agreement to pay a minimal fee for land owned by municipal, provincial, or federal governments, may use gaming proceeds for all eligible facility operational and capital costs if:

- a) the group has constructed a facility at its expense and maintains full custody and control of the facility; and
- b) the group provides written confirmation to AGLC from the landowner, acknowledging ownership of the facility lies with the group.

DATE ISSUED: May 2, 2022

AUTHORITY: Original signed by Len Rhodes

SUBJECT: FUNDRAISING

POLICY

- 5.16.1 Gaming proceeds may be used for the charitable purposes of foundations and “friends of” groups (i.e., those found eligible for gaming licensing as fundraising groups in Section 3.10) to support enhancements for hospitals, schools, and libraries that are not already provided by, or are the responsibility of, the related arm of government and that are not otherwise available.
- 5.16.2 Hospital foundations may use gaming proceeds for:
- a) medical research;
 - b) medical equipment;
 - c) medical treatment and education programs; and
 - d) capital projects that are essential to accommodate a charitable purpose, such as education, treatment programs, or integrating medical equipment.
- 5.16.3 Education groups may use gaming proceeds in accordance with Section 5.10.
- 5.16.4 Fundraising groups that support libraries may use gaming proceeds for expenses including, but not limited to:
- a) providing information to the public through print and non-print resources;
 - b) speakers;
 - c) programs and program materials;
 - d) educational resources;
 - e) shelving;
 - f) furniture.
- 5.16.5 All expenses must have prior AGLC approval.
- 5.16.6 Except as otherwise noted, gaming proceeds must not supplement operational or capital budgets, such as renovations, utilities, staff salaries, and administrative areas/equipment.

SUBJECT: HOSTING CONFERENCES, SEMINARS, WORKSHOPS, AND CLINICS

POLICY

5.17.1 Gaming proceeds may be used to host conferences, seminars, workshops, or clinics within Alberta for educational purposes related to a charitable program or service the group delivers.

5.17.2 Gaming proceeds may be used for:

- a) rental of a venue or facility;
- b) rent or purchase of equipment, such as tables, chairs, podiums, and audio-visual equipment;
- c) advertising and promotion;
- d) resource materials;
- e) wages and travel expenses for speakers, instructors, or performers, only for the duration of the event; and
- f) conference registration for membership of the hosting charity.

5.17.3 The group must submit a request to AGLC for prior approval, including:

- a) a budget that identifies revenues and expenses; and
- b) a detailed program itinerary.

5.17.4 Gaming proceeds must not be used for:

- a) promotional giveaways (e.g., tote bags, water bottles, name tags, pins, lanyards, wristbands, etc.);
- b) decorations;
- c) food and beverage;
- d) travel and accommodation for attendees;
- e) hospitality suites; and
- f) social/recreational activities.



SECTION: SPECIFIC USE OF PROCEEDS
NUMBER: 5.18

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SUBJECT: LOBBYING

POLICY

- 5.18.1 Gaming proceeds may be used to provide information through public education programs, research, and/or submissions to government which reflect a balance of views on a particular issue of public concern.
- 5.18.2 Gaming proceeds must not be used for:
 - a) lobbying activities aimed at influencing or attempting to influence government for a specific cause or to achieve changes in public policies; and
 - b) political activities such as candidacy costs for public office, political conventions, and research costs for a political party.

DATE ISSUED: May 2, 2022 **AUTHORITY:** Original signed by Len Rhodes

SUBJECT: PROMOTIONAL ACTIVITIES

POLICY

5.19.1 Gaming proceeds may be used to promote participation and increase public awareness in a group's charitable programs, including:

- a) advertising the group's programs and membership within newspapers, radio, television, posters, signs, pamphlets, letters, and internet web pages;
- b) website development, design, updates, maintenance, domain, and hosting.; and
- c) providing recognition of the group's programs or contribution to the community through plaques, benches, murals, monuments, statues, cenotaphs, memorial walls, etc.

5.19.2 Gaming proceeds must not be used for:

- a) promotional giveaways (e.g., t-shirts, tote bags, water bottles, pins, wristbands, and magnets);
- b) branding; and
- c) community beautification (e.g., flowers, planters, decorative lighting, and artwork).

SUBJECT: SENIORS' PROGRAMS AND ACTIVITIES

POLICY

5.20.1 Gaming proceeds may be used to develop and deliver regularly scheduled programs and activities that assist seniors to remain physically, mentally, and socially active in the community, such as:

- a) educational programs for seniors to learn a new skill such as technology, language, arts, and hobbies (e.g., card games);
- b) physical activity for seniors to play, strengthen, compete, and re-energize themselves through physical and mental activities;
- c) programs to encourage social interaction among seniors (e.g., day trips to various attractions or venues, organized celebratory events, etc.); and
- d) travel within Alberta that is open to all seniors in the community who wish to participate, not just members. Expenses are restricted to direct-route transportation, meals, and accommodation.

5.20.2 For the purposes of this policy, a senior is at least 60 years of age.

5.20.3 The program or activity must:

- a) consist of a minimum of 75 per cent of participants aged 60 or over;
- b) be organized specifically for seniors; and
- c) be openly advertised to all seniors in the community and not limited to members and/or invited guests only.

5.20.4 Groups must retain the following records and provide them to AGLC upon request:

- a) sign-in sheets and/or registration forms for each event or activity that include:
 - i) names and contact information of attendees/participants;
 - ii) confirmation participants are seniors; and
 - iii) confirmation participants are members/non-member.
- b) copy of advertising; and

SUBJECT: SENIORS' PROGRAMS AND ACTIVITIES

c) list of related expenses and revenues.

5.20.5 Gaming proceeds may be used for:

- a) food and non-alcoholic beverages;
- b) venue rental;
- c) advertising;
- d) equipment rental or purchase;
- e) instructors, performers, entertainers, guest speakers (a Request to Use Gaming Proceeds to Pay Wages/Salaries (Form 5442) is required); and
- f) reasonable gratuities for meals or service fees (e.g., to chartered bus drivers, tour guides, etc.).

5.20.6 Gaming proceeds must not be used for:

- a) alcoholic beverages;
- b) gifts or giveaways; and
- c) individual expenses such as athletic memberships, program registrations for activities and programs that are not organized by the group (e.g., payment of an individual's round of golf or annual membership).



SECTION: SPECIFIC USE OF PROCEEDS
NUMBER: 5.21

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SUBJECT: SOCIAL EVENTS

POLICY

5.21.1 Gaming proceeds must not be used for:

- a) hobby, recreational, social activities, or events for the personal interest of individuals or groups;
- b) activities such as galas, anniversaries, and inaugural events; and
- c) food and beverages, including liquor.

Note: Activities for seniors may be excluded from this policy (see Section 5.20).

DATE ISSUED: May 2, 2022 AUTHORITY: Original signed by Len Rhodes

SUBJECT: SPORTS

POLICY

- 5.22.1 Gaming proceeds may be used for eligible amateur sports programs at the community or regional level that benefit youth, seniors, and/or persons with disabilities.
- 5.22.2 Adult sports groups, including governing bodies, with a youth component must use at least 50 per cent of its gaming proceeds on its youth programs. Remaining proceeds may be used on adult programs, if applicable. A program for youth is one where players are 21 years of age or under, and compete against other youth aged 21 or under.
- 5.22.3 Adult sports groups, including governing bodies, with programs for seniors or persons with disabilities must use 100 per cent of gaming proceeds for those programs.
- a) A program for seniors is one where seniors compete against or participate with other seniors.
 - b) A program for persons with disabilities is one where persons with disabilities compete against or participate with other persons with disabilities.
- 5.22.4 With prior AGLC approval, gaming proceeds may be used for:
- a) achievement awards (e.g., trophies, plaques and ribbons);
Note: Cash, merchandise, or any other prize of value is not eligible.
 - b) officiating and judges' fees if the officials or judges are approved by the sport's governing body. Groups are not required to complete the Request to Use Gaming Proceeds to Pay Wages/Salaries (Form 5442) to pay for these positions during regular or tournament competition;
 - c) reasonable costs of certifying officials and judges in their sport, including training and education costs;
 - d) membership, registration, or affiliation fees to local, provincial, national, or international governing bodies when the fees are related to a group's specific objectives and individual members of the group do not also pay the fee;

SUBJECT: SPORTS

- e) facility expenses in accordance with Section 5.15;
- f) bursaries/scholarships in accordance with Section 5.5;
- g) travel in accordance with Sections 5.23 and 5.24;
- h) uniforms and equipment in accordance with Section 5.13;
- i) wages for positions such as coaches, instructors, equipment managers, physiotherapists, and team physicians, in accordance with Section 5.25. Groups must submit the Request to Use Gaming Proceeds to Pay Wages/Salaries (Form 5442); and
- j) food and non-alcoholic beverages for athletes, coaches, and support personnel at hosted Alberta games events (e.g., Alberta Summer and Winter Games).

SUBJECT: TRAVEL IN ALBERTA

POLICY

5.23.1 Gaming proceeds may be used for travel in Alberta if the travel is essential for the group to deliver its charitable programs, such as:

- a) organized and structured sporting events sanctioned by the local or provincial governing body;
- b) organized and structured performing arts events;
- c) youth programs (e.g., exchanges, jamborees, summer camps);
- d) field trips that enrich educational institution curriculum;
- e) educational conferences, seminars, or workshops;
- f) travel for administrative purposes (see Section 5.2); and
- g) seniors' programs and activities (see Section 5.20).

5.23.2 Eligible travel within Alberta does not require prior AGLC approval.

5.23.3 Gaming proceeds may be used for:

- a) direct-route transportation (e.g., bus charters or mileage);
- b) food and non-alcoholic beverages if outside the group's community;
- c) overnight accommodation if outside the group's community; and
- d) registration fees.

5.23.4 All expenses must be supported by an original receipt/invoice.

5.23.5 Gaming proceeds must not be used for:

- a) recreational or social activities (except for seniors in accordance with Section 5.20); and
- b) reimbursement of wages to attend eligible travel, such as a conference.

SUBJECT: TRAVEL OUTSIDE ALBERTA

POLICY

- 5.24.1 Gaming proceeds may be used for travel outside Alberta if the travel is directly related to, and is required for, delivery of the group's charitable programs and services in Alberta.
- 5.24.2 A group must obtain prior AGLC approval for travel outside Alberta by submitting a completed Travel Itinerary (Form 5443) for each trip. The request must include:
- a) signatures of two volunteer elected executive members;
 - b) a list of names of each person participating in the trip, including all support staff or chaperones, and the ages of all participants under age 21;
 - c) event information and a letter of sanction from a governing body, if applicable;
 - d) a breakdown of each day's schedule of events (including travel dates and times); and
 - e) a breakdown of registration fees (e.g., banquets, galas, daily meals, tours, special shirts etc.).
- 5.24.3 Gaming proceeds may be used for:
- a) direct-route transportation;
 - b) transportation of equipment;
 - c) vehicle rental;
 - d) accommodations and meals; and
 - e) registration fees.
- 5.24.4 Support personnel may be eligible for travel at a ratio of one support personnel per five participants, with justification provided if travel requires extra support.
- 5.24.5 Gaming proceeds must not be used for:
- a) non-participants (e.g., spouse or family members);
 - b) individual or team practice or rehearsal days and those that do not include eligible event activities;

SUBJECT: TRAVEL OUTSIDE ALBERTA

- c) wages, including reimbursement of wages from an individual's regular employment because of participating in the travel;
- d) visas, travel insurance, personal items, etc.; and
- e) social or recreational activities (e.g., banquets, galas, tours, sightseeing, shopping, free days, and outings).

Conferences, seminars, workshops, clinics, meetings, or conventions

- 5.24.6 The event must be organized primarily for educational purposes related to a specific charitable program or service the group supports or delivers to the community.
- 5.24.7 Attendees must train or share information with other members of their group upon return.
- 5.24.8 A breakdown of conference sessions/workshop topics for each day must be included in the travel request.
- 5.24.9 Events whose content is primarily focused on administrative purposes are not eligible (e.g., annual general meetings, board retreats, policy/by-law changes, program development, fundraising/marketing, or communication strategies).

Education

- 5.24.10 The purpose of the travel must be to enrich the educational institution's curriculum and provide students an educational experience that would otherwise be unavailable.
- 5.24.11 The educational institution or school must be recognized by the educational authority in Alberta.
- 5.24.12 The appropriate authority of the educational institution, such as the principal, must provide written approval for the trip and confirm it enriches the curriculum.
- 5.24.13 The travel must be reasonably available to all students who qualify and wish to participate.

Performing Arts

- 5.24.14 The performing arts event must be organized, such as a music, dance, or drama competition or festival.

SUBJECT: TRAVEL OUTSIDE ALBERTA

5.24.15 The group must be selected for the event because of its level of creative achievement or success and provide an invitation from event organizers with the travel request.

5.24.16 Eligible travel days include those with performances.

5.24.17 Instructor training may be eligible under Subsection 5.24.10.

Sports

5.24.18 Events such as competitions, tournaments, or games must be organized, structured, and sanctioned.

5.24.19 The group's governing body must provide written approval for the event.

a) The local or provincial governing body normally sanctions travel outside Alberta.

b) The national governing body normally sanctions travel outside Canada.

c) Eligible travel days include those with games.

d) Coach training may be eligible under Subsection 5.24.10.

5.24.20 Travel to an event must meet at least one of the following conditions:

a) It must form a regular part of the group's programs, such as scheduled league games, sanctioned league tournaments, or competitions which affect the individual or team standing in the sport.

b) It must be a recognized or sanctioned playoff/championship game or competition that the individual or team qualified for through previous competition in Alberta.

c) It must be a sanctioned invitational or exhibition event essential to the development of the individual or team.

Other

5.24.21 Travel may be eligible for purposes directly related to charitable program delivery (e.g., youth programs, medical treatment, etc.) and will be considered by AGLC on a case-by-case basis.

SUBJECT: WAGES, SALARIES, FEES FOR SERVICE, AND HONORARIUMS

POLICY

5.25.1 Gaming proceeds may be used to pay salaries, wages, fees for service, and honorariums if the duties performed are essential to the group's charitable programs.

5.25.2 Payment for administrative positions such as receptionists, bookkeepers, and other clerical positions, and executive directors whose functions are primarily administrative, are limited within 20 per cent allowed for administrative expenses (see Section 5.2).

5.25.3 Position roles and responsibilities must include specialized training, expertise, and/or skills required to deliver the charitable program or to develop additional charitable programs.

5.25.4 The group must not pay its board of directors and executive (President, Vice President, Treasurer, and Secretary or equivalent) for those roles or for services provided to the group.

Note: The group may pay non-board or non-executive members to provide charitable program delivery or services to the group.

5.25.5 Groups must request prior AGLC approval to pay wages, salaries, fees for service, and honorariums by submitting the Request to Use Gaming Proceeds to Pay Wages/Salaries (Form 5442) and demonstrate how the position is essential to the group's charitable program.

a) This form is not required for:

i) officiating or judging fees; or

ii) facility-related positions under Section 5.15.

b) Travel expenses may be eligible for individuals who are paid for services essential to the group's program delivery and must be identified on the request.

5.25.6 The group must retain support payment for wages, salaries, fees for service, and honorariums with documentation such time sheets, invoices, or an employment contract.

5.25.7 Gaming proceeds may pay for payroll deductions and remittances, such as Canada Pension Plan contributions, employment insurance premiums, or income tax.



SECTION: SPECIFIC USE OF PROCEEDS
NUMBER: 5.25

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SUBJECT: WAGES, SALARIES, FEES FOR SERVICE, AND HONORARIUMS

- 5.25.8 Gaming proceeds must not pay for benefits including, but not limited to:
- a) life, disability, and health insurance;
 - b) workers' compensation benefits;
 - c) reimbursement accounts (e.g., tuition, healthcare spending, etc.);
 - d) retirement benefits or contributions;
 - e) termination benefits;
 - f) work permits/visas, residence applications, or other fees; and
 - g) accommodations, fitness memberships, meal plans, etc.

DATE ISSUED: May 2, 2022

AUTHORITY: Original signed by Len Rhodes