
Gaming License Requests through the DPSS Parent Advisory Committee (PAC)

Purpose:

A streamlined process that complies with BC Gaming Policy and Enforcement Branch (GPEB) and with the PAC Executive Mandate who assumes overall responsibility for the gaming license.

Additional Authority:

BC Gaming Policy and Enforcement Branch
DPSS PAC Executives

Scope:

Parent groups requesting and obtaining a gaming license.
DPSS PAC Executives

Responsible Party:

DPSS PAC Treasurer or other PAC Executive- ***one member**
DPSS PAC **Executive Member**

I. Policy Statement

Under Canada's Criminal Code and BC's Gaming Control Act, a group or organization must be licensed by the Gaming Policy and Enforcement Branch to operate a gaming event in BC. GPEB regulates gaming and ensures its integrity, lawful conduct and management. This policy will assist parent groups to comply with GPEB requirements and to be accountable to the PAC who is responsible for the license.

11. Procedure

A. The license must be applied for in advance of the proposed gaming event. Licensees are responsible for, among other things, following the guidelines and standard procedures related to the gaming event and for using the proceeds to support the eligible programs stated in the license.

B. To obtain forms for license application, either go to

1. <http://www.gaming.gov.bc.ca/licences/>

OR

2. PG Office-#211-1577 7th Ave, 250.612.4122

C. You must apply for either a Class A, B, C or D gaming event license. The class of license you require depends on how your group or organization is structured, how much money you expect to raise, the value of your prizes and the price of your tickets.

D. After filling out the class specific application forms, bring them to the PAC meeting (3rd Tuesday of every month) and request their approval of the license. This application needs to be signed by three PAC members (including the treasurer). *When you approach the PAC, please be prepared with your request and know the rules regarding the gaming license and the specifics of the license (A, B, C or D). PAC will provide you with their HSBC bank account number. See H. for more details.

E. Submit this application online or drop forms off at the PG office where they will submit them online while you wait. You need to pay the application fee for the type of license you are applying for (A, B, C or D). You will receive a receipt for this, which you need to keep and give a copy to the PAC Executive.

F. The time frame for approval is different for each type of license requested. ie up to 10 weeks for License C and three business days for License D. The license will be emailed to you, along with the gaming license number. You must provide a copy of this license to the PAC.

G. Run your gaming event according to the rules specified. You are required to have this license present at the event.

H. After your gaming event, complete the Gaming Revenue Report. Deposit the amount of the funds raised the funds raised from the gaming event to DPSS PAC (cash or cheque) at HSBC in the name of the Duchess Park Secondary School PAC Gaming Account. Bring the Gaming Revenue Report and the deposit slip from HSBC to the next PAC meeting for two PAC members (including Treasurer) to sign off. You must bring the original winning ticket with the name of the winner and the amount won for the PAC to keep for official records. Make a copy of this report and either submit online or drop off at the PG Gaming office.

*The Gaming Revenue report must be submitted (by law) within 90 days of the event.

I. You can submit an invoice or a receipt from your group to the PAC Executive in order for the PAC to issue your group a cheque.

Relevant Documents

BC Gaming Policy and Enforcement Branch: Guidelines and Conditions

BC Gaming Event Revenue Report

Website: <http://www.gaming.gov.bc.ca/licences/>