



Gaming Policy and Enforcement Branch

GUIDELINES

**Applying for a
Community Gaming Grant**

June 2012

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JUNE 2012 AMENDMENTS

REVISIONS

Section 3.5	Regarding specific category of internally restricted funds: Internally restricted funds for building and land development costs will be considered unrestricted after 5 years.
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CLARIFICATIONS

Section 2.2	Clarification re: what is required of groups applying for regional or provincial levels of funding.
Section 3.3	Clarification re: Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC) grant application processes.
Section 3.4	Name change: service “organizations” changed to service “clubs.”

Section 3.5	New ineligibility criterion: An organization is ineligible for a community gaming grant if it has attempted to reduce year-end surplus funds by transferring cash or investments to a foundation on behalf of the organization, thus failing to demonstrate financial need.
Section 4.1	Definition of Sport grant sector clarified.
Section 4.3	Clarification re: criteria used to assess a program.
Section 5.3	Clarification re: capital projects.
Section 5.4	Clarification re: use of grants to fund scholarships and bursaries.
Section 5.6	Clarification re: what gaming grants cannot be used for.
Section 6.2	Only one application for a community gaming grant will be accepted from an organization per <u>government fiscal year</u> (April 1 – March 31).
Section 6.3	Applicants who apply online have up to two (2) weeks to submit their mail-in supporting documentation.

JANUARY 2012 AMENDMENTS

REVISIONS

Throughout guidelines	Reinstated grant categories: arts and culture, sport, environment.
Preamble and section 2.2	Groups designated as regional organizations may be eligible for grants of up to \$225,000 per year.

JUNE 2011 AMENDMENTS

CLARIFICATIONS

Section 1.2	Grant recipients are required to notify GPEB's Investigations Division regarding unlawful incidents, or activities that may affect the integrity of gaming.
Section 3.5	Clarification regarding cash on hand: unrestricted, internally restricted and externally restricted.
Sections 4.2, 5.3, 6.1 and 6.3	Grants availability.
Section 5.6	Grant funds cannot be used for costs related to annual general meetings and board meetings or for unapproved programs.
Section 5.7	Clarification regarding acknowledgement of grant funding.

REVISION

Preamble and Section 2.2	New category and funding levels: Regional organizations are eligible for \$125,000 to \$225,000 per year.
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1. INTRODUCTION

Community gaming grants provide funding to eligible organizations for direct delivery of approved ongoing programs to their communities.

1.1 Role of the Gaming Policy and Enforcement Branch

Community gaming grants are administered by the Gaming Policy and Enforcement Branch, which also regulates gaming in British Columbia.

The branch administers the Community Gaming Grants program and determines which organizations will receive grants, the grant amounts and makes grant payments to approved applicants.

1.2 Role of the community gaming grant recipient

Grant recipients must meet specific criteria, be accountable for the funds they receive and comply with the Gaming Control Act, Gaming Control Regulation and conditions of the grant.

Grant recipients are required to notify GPEB Investigations and Regional Operations, Gaming Enforcement, without delay, about any conduct, activity or incident that may be considered contrary to the Criminal Code of Canada, the Gaming Control Act or Gaming Control Regulations, or that may affect the integrity of gaming.

2. COMMUNITY GAMING GRANTS

2.1 Who can apply for a community gaming grant?

Non-profit community organizations that directly deliver programs to their community may be eligible for a program grant. A program is defined as an ongoing service or activity designed to achieve one or more defined objectives.

2.2 What is the maximum grant available?

Funding to a maximum of \$100,000 annually may be approved for program costs.

Groups that deliver services or programs provincially may be eligible for up to \$250,000 annually for program costs.

Groups that deliver services or programs regionally may be eligible for up to \$225,000 annually for program costs.

Groups applying for regional or provincial levels of funding must:

- Provide programs and services to a sufficiently large number of people or over a sufficiently large geographic area, as determined by the branch.
- The costs of satellite offices, for example those staffed only a few days per week by travelling staff, will not meet this requirement when determining the regional level.

Each application is assessed on its own merit, and within the context of available funding and demonstrated community need. An application does not guarantee any level of funding. The requested amount may not be approved. The amount approved may vary from year to year.

The amount approved may be limited if the amount requested raises federal and provincial government funding to more than 75 per cent of the total program cost. Community Gaming Grants are included in this calculation.

The remaining 25 per cent may be satisfied in a variety of ways, such as fundraising, municipal contributions and in-kind support. This will ensure communities support funded programs.

In-kind support may be fulfilled in any combination of volunteer time, donated labour, equipment, services and materials from other sources. Valuation of volunteerism and donations is based on:

- Donated materials at verified fair market value
- Donated accredited professional services at verified fair market value
- General labour (e.g., administrative support): \$10.00/hour
- Skilled Labour (i.e., marketing, communications, Internet support): \$25.00/hour

Complete records of all volunteered hours and donated services or materials must be retained as part of the organization's gaming records.

3. ORGANIZATION ELIGIBILITY

3.1 What types of organizations are eligible to apply for a community gaming grant?

An organization may be eligible if it:

- Is not-for-profit;
- Operates primarily for community benefit;
- Provides programs that benefit the community and not solely its members' interest;
- Has a voluntary and broadly based membership involved in the management and control of the organization and its programs. Generally, voting membership of the organization must be more than double the number of board members.
- Delivers programs established and maintained by its volunteers;
- Has board members that are democratically chosen by, and from within, its volunteer base;
- Has board members that are Canadian residents, with at least two-thirds of the board residing in BC, and those board members do not receive remuneration or other financial benefit for their services as an executive member, and
- Meets the Province's standards for financial accountability.

3.2 Does an organization have to be federally or provincially incorporated?

No. However, an organization that is provincially incorporated or registered as an extraprovincial society must be in good standing with the BC Registrar of Companies.

3.3 Are parent advisory councils eligible for a grant?

All public and independent school parent advisory councils (PACs) are eligible to receive \$20 per student annually. All district PACs (DPACs) are eligible to receive \$2,500 each year. These grants apply only to grades K–12.

To receive funds, a PAC or DPAC must:

- Submit a basic application form that confirms its existence;
 - Only on-line applications will be accepted. First time PAC groups may contact the branch for a paper application or guidance for submitting an on-line application;
- Provide a void cheque from the PAC or DPAC gaming bank account; and
- Comply with the conditions of its grant.

Grant funds must remain under the management and control of the PAC or DPAC that receives them. Funds cannot be used for, or transferred to, curricular purposes or to schools or school districts or their activities or programs.

Parent Advisory Councils and Parent Organizations

PAC funding is intended to benefit students by enhancing their extracurricular opportunities, including for example:

- Student publications: newsletters, yearbooks;
- Student competitions: writing, debating, chess, music;
- Student computers: software, hardware, accessories;
- Student societies: drama club, student society;
- Student ceremonies: graduation, dry grad;
- Student conferences or educational field trips within B.C.;
- Uniforms and equipment for extracurricular activities;
- Sports or playground equipment;
- Awards and trophies;
- Scholarships and bursaries for post secondary education (paid directly to students);
- Capital acquisitions directly benefiting students, such as playground equipment
- Student transportation and travel within B.C.;
- Student transportation and travel outside B.C., where the student group:
 - is representing its school as a result of merit achieved through organized competition;
 - is competing in a sport that involves cross border travel;
 - has been selected because of its level of creative achievement or success; or
 - is entered in a recognized competition in which there is a formal evaluation or adjudication process.

Grant funds to PACs and parent organizations may be accumulated for up to three years without prior approval from the branch.

District Parent Advisory Councils

DPAC funding is intended to benefit students by supporting activities that foster parental involvement in the schools and effective communication between schools, parents, students and the community. Eligible uses of DPAC funding include:

- educational and promotional materials,
- administrative costs, including British Columbia Confederation of Parent Advisory Councils (BCCPAC) membership fees, and
- travel for regular DPAC meetings.

3.4 Are service clubs eligible for a community gaming grant?

Yes. Service clubs meeting eligibility criteria in section 3.1 and with 10 or more voting members may apply for a grant, under the Human and Social Services sector, for donation to those community organizations and programs that meet all eligibility criteria for a community gaming grant.

One-time donations are also permitted to an individual or family within their community where the donation will provide emergency assistance or relieve an exceptional condition or circumstance.

Service clubs:

- Are responsible for monitoring how grant funds are disbursed by the donation recipient and required to report to the branch any instance where funds were used inappropriately;
- Must ensure a major capital project is approved by the branch before grant funds are donated towards the project. See section 5.3 for more information;
- May donate to an organization with which they are associated, as long as the recipient organization and programs meet all eligibility criteria, including a separate and democratically chosen board;
- May donate to hospital foundations towards the purchase of medical equipment;

- May use grant funds for their own programs where the branch has provided written approval for the program since August 19, 2002, when the Gaming Control Act was proclaimed;
- May retain up to seven per cent of community gaming grants to cover administrative costs; and
- Cannot receive grant funds from, or donate grant funds to, another service club.

3.5 What types of organizations are ineligible for a Community Gaming Grant?

An organization is ineligible if it:

- Received more than \$250,000 in the past 12 months through its own licensed gaming activities;
- Has more than 50 per cent of its previous fiscal year's operating expenses on hand in the form of unrestricted cash and investments. For the purpose of this calculation:
 - Gaming funds, deferred revenues and future operating expenses are considered unrestricted funds;
 - Internally restricted funds may include building and land development costs and capital acquisitions; and
 - Internally restricted funds will be considered unrestricted after having been reserved for more than three years. Internally restricted funds for building and land development costs will be considered unrestricted after 5 years;
 - NOTE: Externally restricted funds must be clearly identified in the financial statements. Internally restricted funds – including the date they were approved by the board – should be noted in the financial statements and the accompanying board minutes;
- Has attempted to reduce year-end surplus by transferring cash or investments to a foundation, thus failing to demonstrate financial need;
- Is for-profit;
- Is a not-for-profit business or an ancillary group sustaining a for-profit business;
- Is a political party, political action group or lobby group;
- Is a federal, provincial, regional, municipal, or other local government;
- Is a hospital, medical or health care facility;
- Is an educational institution or school;
- Is a penal institution or correction centre;
- Is a provincial or municipal library or museum;
- Has objectives, programs, or expenditures that do not conform with all laws, regulations and the general public policies of the Province of British Columbia; and
- Has programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action.

4. PROGRAM ELIGIBILITY

4.1 What types of programs are eligible for grant funding?

Eligible programs provide a direct service to the community and are responsive to that community's needs and issues. Grant applicants must demonstrate how the programs for which they seek funding meet eligibility criteria and have benefitted, and will benefit, others.

These programs must fall within one of six sectors:

Arts and Culture

Programs that enhance the performing arts, media arts, visual arts, literature, heritage or culture in the community.

Sport

Community-based youth and amateur sport programs that consist of organized and competitive physical activities. Motorized sports are generally not eligible.

Environment

Programs that enhance British Columbia's environment or protect the welfare of animals and wildlife.

Human & Social Services

Programs that significantly contribute to the quality of life in a community, including assisting the disadvantaged or distressed, promoting health, or enhancing opportunities for youth 18 years and under. Service clubs (see section 3.4) are included in this sector.

Public Safety

Programs that enhance and support public safety initiatives, disaster relief and emergency preparedness within British Columbia.

Parent Advisory Councils (PACs) and District Parent Advisory Councils (DPACs)

Funds must be used to benefit students by enhancing extracurricular opportunities. See Section 3.3.

4.2 What types of programs are ineligible for grant funding?

Programs that generally provide services exclusively to an organization's membership are ineligible. This includes, but is not limited to:

- Subsidized housing programs;
- Vocational training programs;
- Programs that do not deliver an immediate service to the community, such as research; and
- Programs whose beneficiaries are outside of British Columbia.

The following sectors/programs are ineligible for funding until further notice:

- Alumni associations;
- Playground grants (PAC grants may be used to purchase playground equipment);
- Major Capital Project grants; and
- Advancement of religion.

4.3 What criteria are used when assessing a program?

For a program to be eligible for funding, an organization must demonstrate that it has delivered the program within British Columbia for at least 12 months. Programs must also demonstrate:

Clear community benefit:

- Describe community benefits of the program.
- Demonstrate strong community interest or community priority.

Accessibility and inclusiveness:

- Provide opportunity for anyone to participate in the program, regardless of age, ability, ethnicity, gender, religion, income or sexual orientation, wherever possible.

Sustainability and lasting impact:

- Demonstrate viable plan for ensuring resources are in place to continue the program.
- Demonstrate potential for long-term community benefit resulting from the program.
- Gaming grants are not to be used for organization's core funding or for any program delivered under contract.

Community support:

- Financial or in-kind contributions (donated cash, labour, professional services, equipment, materials), corporate sponsors, and individual donors.
- Letters of support from others knowledgeable about the sector, community or program.
- Involvement of multiple partners (private, public or non-profit sector) in planning, doing or evaluating the program's activities.

5. USING COMMUNITY GAMING GRANT FUNDS

5.1 How can community gaming grant funds be used?

Grant funds must be used within British Columbia to cover costs essential to the direct delivery of an approved program within the community.

Eligible costs include, but are not limited to:

- Operational costs attributable to the delivery of the approved program, including but not limited to items such as wages, utilities, facility rental, supplies, etc.
- Rental or purchase of equipment essential for the delivery of the approved program.
- Travel essential to the direct delivery of the approved program.
Out-of-province travel must be pre-approved by the branch and will be approved only in exceptional circumstances, such as:
 - representing the province as a result of merit achieved through organized competition
 - regional amateur competition in a recognized league that involves cross border travel, or
 - medical treatment that is unavailable in the province.
- Capital acquisitions required for the delivery of an organization's eligible programs, such as computers, furniture, or vehicles, which will be owned by the organization.

Upon dissolution of an organization, all unused gaming funds and assets purchased with gaming funds must be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within BC.

5.2 How soon must community gaming grant funds be disbursed?

Your organization must disburse its grant funds within 12 months of their receipt. If your organization cannot disburse its funds within the required timeline, it must request approval from the branch, in writing, to retain the funds for a longer period.

5.3 Can community gaming grant funds also be used for capital projects?

NOTE

**Major capital project grants are NOT available until further notice.
The last three paragraphs of section 5.3 do NOT apply until further notice.**

Capital projects include the construction of new facilities, renovation or maintenance of existing facilities and property development.

If a capital project has a total cost of \$20,000 or less and is essential to the delivery of an approved program, it may be included as one of the planned expenditures. A separate application form or pre-approval of the project is not required. In section 4 of the community gaming grant application form include the project as one of the planned uses of the program's grant funding.

Separate from a community gaming grant, a limited amount of grant funding is available for major capital projects, which have a total cost of more than \$20,000. To be approved for a separate grant, major capital projects must provide significant community benefit and be accessible to the public. A major capital project grant will not be provided unless the applicant organization provides matching funds.

Applicants must meet all eligibility requirements outlined in section 3.1. To apply for a major capital project grant, please complete and submit an Application for a Major Capital Project Grant.

Applications for major capital project grants are received between October 1 and November 30 of each year, with approved grants paid by March 31 of the following year.

5.4 Can community gaming grant funds be used for scholarships or bursaries?

A scholarship is provided to a student for post-secondary education only, on the basis of academic merit. A bursary is provided to a student for post-secondary education only, on the basis of financial need.

Scholarships or bursaries may be an eligible disbursement where:

- The scholarship/bursary program is an identified purpose in the organization's constitution and bylaws;
- The scholarship/bursary program is offered by an eligible organization whose board determines the selection criteria and procedure;
- The group from which the scholarship/bursary recipient is selected is not primarily comprised of the organization's members or their families; and
- Service Clubs may consider donating to an approved conduit organization.

The conduit organization, defined as the organization that receives gaming funds from the donating service club and distributes the funds as scholarships or bursaries, must:

- Submit a Community Gaming Grant application in order to be approved as a conduit organization;
- Meet the same organizational eligibility requirements as other community organizations receiving gaming funds;
- Have a separate gaming account for receipt of the gaming funds from donating organizations to be used for scholarships and bursaries;
- Appropriately disburse the gaming fund donations from the gaming account within 12 months of receipt;
- Advise the donating service club whenever scholarship/bursary funds are returned by the student, and deposit those funds back into the conduit organization's gaming account;
- Not put any gaming funds, including those returned by a student, into an endowment or trust account; and
- Not charge any service costs or administrative charges to the donating service club (for administering the scholarship/bursary).

Gaming funds distributed by the conduit organization as scholarships/bursaries must be:

- Available to B.C. residents only;
- Open to the community, within the criteria set by the donating service club;
- Payable to the student. If for any reason, the student does not complete the funded studies, the student must return funds to the conduit organization, which must then advise the donating service club. The donating service club may allow the conduit organization to immediately donate the returned funds to a different suitable scholarship/bursary recipient or to hold the funds for a future donation. Alternatively, if the funds were granted by the branch to the donating service club more than 12 months previously, the donating service club may return the funds to the Ministry of Finance.

5.5 Can community gaming grant funds be used for special events?

Special events, such as annual festivals, may be an eligible disbursement where:

- The event is part of an ongoing program being delivered by an eligible organization;
- There is direct benefit to the community throughout the year; and
- There is community benefit through free or subsidized performances.

For eligibility details, see section 4.1.

5.6 Is there anything for which community gaming grant funds cannot be used?

Grant funds cannot be used for:

- Development of new programs;
- Creation of new positions;

Costs not related to the direct delivery of an organization's approved programs

- Travel that is social, recreational or invitational in nature;
- Travel or other costs related to annual general meetings, board meetings, retreats, conferences, inter-league tournaments, etc.;
- Fundraising, including, for example, such activities as concessions and sale of goods with the intent to generate revenue;
- Out-of-province or out-of-country aid;
- Past debt, loan or interest payments;
- Replacement of reduced or eliminated government funding;
- Sustaining or endowment funds;
- Professional development of staff; or
- Subsidizing the procurement of a contract or for subsidizing services for which the organization is contracted and/or funded.

5.7 What acknowledgement is required?

The grant recipient must acknowledge the financial assistance of the Province of British Columbia in program materials (including any signage used for funded capital projects) by displaying the following written acknowledgement:

"We acknowledge the financial support of the Province of British Columbia."

6. APPLYING FOR A COMMUNITY GAMING GRANT

6.1 How does an organization apply for a community gaming grant?

Organizations must submit the appropriate application form by the required deadline.

Application for a Community Gaming Grant is for eligible community organizations seeking funding for ongoing programs to their communities.

Application for PAC/DPAC Community Gaming Grant Funding is for use by PACs and DPACs.

Application for Major Capital Project Grant is for eligible community organizations wishing to apply for a grant to assist with funding a capital project with a total cost of \$20,000 or more.

NOTE: Major capital project grants are not available until further notice.

Application forms can be obtained from any Gaming Policy and Enforcement Branch office or government agent's office and downloaded from www.pssg.gov.bc.ca/gaming/grants/forms-guidelines.htm.

6.2 Can more than one application be submitted annually?

Only one application for a community gaming grant will be accepted from an organization per government fiscal year (April 1 – March 31).

Typically, a separate application for a Major Capital Project Grant may also be submitted.

However, major capital project grants are not available until further notice.

6.3 What are the deadlines for applying?

It usually takes the branch about 12 weeks to process community gaming grant applications received on or before the applicable sector deadline. See the table below.

Only complete applications will be processed. An application is considered complete when the application and all supporting documentation has been received.

Online applications have up to two (2) weeks to submit their mail-in supporting documentation.

Late or incomplete applications generally are returned to the applicant without being processed.

Program Type	Annual Application Timelines
Arts and Culture	Apply between February 1 and May 31. Notification by August 31.
Sport	Apply between February 1 and May 31. Notification by August 31.
Environment	Apply between July 1 and August 31. Notification by November 30.
Public Safety	Apply between July 1 and August 31. Notification by November 30.
Human and Social Services (including Service Clubs)	Apply between August 1 and November 30. Notification by February 28.
Parent Advisory Councils and District Parent Advisory Councils	Apply between April 1 and June 30. Notification by September 30.
Major Capital Project Grant for projects exceeding \$20,000	Not available until further notice. Apply between October 1 and November 30. Notification by March 31.
Playground Grants	Not available until further notice. Apply between October 1 and November 30. Notification by March 31.

7. ACCOUNTABILITY FOR COMMUNITY GAMING GRANT FUNDS

All conditions, including reporting requirements, for all types of gaming funds previously received by an organization must be satisfied before another application will be considered.

This includes, but is not limited to:

- Maintaining a separate gaming account in the organization's full name;
- Having the organization's full name and the words "Gaming Account" imprinted on the account cheques;
- Making all disbursements from the gaming account in accordance with specified grant conditions;
- Ensuring that cheques issued against the gaming account are signed by two signing authorities, at least one of whom must be an officer of the organization;
- Submitting a Gaming Account Summary Report within 90 days of the organization's fiscal year end, detailing all gaming funds received and disbursed and describing how the broader community benefited from the programs/services supported by community gaming grants;
- Ensuring that records of cheques issued from the gaming account are accessible as part of the organization's gaming records; and
- Retaining all forms, records and receipts obtained from disbursement of gaming funds for a period of five years from the end of the fiscal year in which the funds were received. Complete records of all volunteered hours, material and equipment donations that comprise the 25 per cent local funding requirement must be retained as part of the organization's gaming records.

8. RECONSIDERATION OF DECISION REGARDING AN APPLICATION

Organizations may request that the branch reconsider its decision regarding an application for a community gaming grant.

A request for reconsideration must be submitted in writing to the Executive Director, Licensing and Grants Division, within 30 days of notification of the denial. The request must clearly state the reasons for requesting the decision be varied or overturned.

In the request the applicant may provide only clarifying information that addresses a possible misinterpretation(s) by the branch of the information submitted with the original application.

New information or documents that substantively change the original application are not admissible in the reconsideration request.

The Executive Director will conduct a thorough review to ensure the branch's procedures, rules and conditions were applied fairly and properly, and will either vary or uphold the original decision. The written decision of the Executive Director will be the final step for that application. The decision will be sent to the affected organization within 60 days of receipt of the written request for reconsideration.

For more information about the Internal Review process, please see:

www.pssg.gov.bc.ca/gaming/legislation-policies/docs/internal-review-procedures.pdf

9. CONTACT INFORMATION

Head Office

Mailing address:

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Lower Mainland Regional Office

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Interior Regional Office

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200 – 1517 Water Street
Kelowna BC V1Y 1J8

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Northern Regional Office

Gaming Policy and Enforcement Branch
211, 1577 – 7th Avenue
Prince George BC V2L 3P5

Telephone: 250 612-4122

Facsimile: 250 612-4130

Other Key Contacts

Audit and Compliance Division (Lower Mainland).....	604 660-0245
Investigations Division (Lower Mainland).....	604 660-0245
Licensing and Grants Division (Victoria).....	250 387-5311
Registration and Certification Division (Victoria).....	250 356-0663