November 25, 2013

To: All Licensees and Grant Recipients

Re: Terms and conditions of Licensees & Grant Recipients:
Reporting by Licensees and Grant Recipients

Section 86(2), Gaming Control Act

This memorandum outlines the reporting requirements for Licensees and Grant Recipients in relation to allegations of wrongdoing.

The Gaming Policy and Enforcement Branch (GPEB) is responsible for the overall integrity of gaming and horse racing in British Columbia, as outlined in Section 23 of the Gaming Control Act.

Section 86(2) of the Gaming Control Act requires Licensees to notify the General Manager, GPEB, immediately, about any conduct, activity or incident occurring in connection with a lottery scheme or horse racing that may be considered contrary to the Criminal Code of Canada, the Gaming Control Act or any Regulations under the Act. This includes, but is not limited to:

a) Cheating at play (including collusion between players or individuals);
b) Thefts (including thefts affecting the integrity of the game, theft from the house, or by the gaming worker);
c) Fraud (including using or attempting to use stolen or forged credit cards, bank cards, or electronic payments);
d) Money laundering (including suspicious currency transactions, or suspicious electronic fund transfers);
e) Loan sharking;
f) Robbery;
g) Assault;
h) Threats against, or intimidation of players or licensees;
i) Unauthorized lottery schemes;
j) Persons legally prohibited;
k) Unregistered gaming service providers; and
l) Minors unlawfully participating in gaming events.
The General Manager may attach conditions to a grant under section 41(3) of the Gaming Control Act. Section 1.2 of GPEB’s Guidelines for Applying for a Community Gaming Grant requires grant recipients 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.

The Investigations and Regional Operations Division, GPEB, will continue to provide guidelines and procedures for reporting integrity issues.

Licensees and Grant Recipients should follow the reporting procedure found in Appendix A.

Your understanding and cooperation is appreciated.

Sincerely,

John Mazure  
General Manager and Assistant Deputy Minister

pc:  Ursula Cowland, Executive Director, Licensing and Grants  
Len Meilleur, Executive Director, Registration and Certification  
Terri Van Sleuwen, Executive Director, Audit and Compliance  
Larry Vander Graaf, Executive Director, Investigations and Regional Operations
APPENDIX A

SECTION 1

1.0 Overview

The Gaming Policy and Enforcement Branch (GPEB) regulates the gaming industry in British Columbia. Its mandate is to ensure that gaming in the Province is conducted and managed with integrity, and that the interests of the public are protected.

1.1 Purpose
The purpose of this document is to provide Licensees and Grant Recipients guidance on the form of reporting to the GPEB of any real or suspected conduct, activity, or incident that affects the integrity of gaming or horse racing that involves a licensee, grant recipient, registered gaming service provider, or registered gaming worker

SECTION 2

2.0 Legislative Authority

- Section 86(2) of the *Gaming Control Act* requires a Licensee to notify GPEB, without delay, about any conduct, activity or incident occurring in connection with a lottery scheme or horse racing that may be considered contrary to the *Criminal Code* of Canada, or British Columbia’s *Gaming Control Act*, or Gaming Control Regulations.

- Section 39(3) of the *Gaming Control Act* requires every licensee, when required in writing by the general manager, to provide the general manager with reports and information for the purposes of determining compliance under the Act.

SECTION 3

3.0 Reporting Procedures for Licensees and Grant Recipients

3.1 Licensees and Grant Recipients

- Licensees and Grant Recipients must immediately advise of any real or suspected conduct, or activity, that may be considered contrary to the *Criminal Code* of Canada, or British Columbia’s *Gaming Control Act*, or any matter that may affect the integrity of gaming directly to the GPEB Investigations and Regional Operations HOT LINE at 1-877-660-8850.

3.2 Reporting Format
Licensees and Grant Recipients are required to report their name, location, contact phone number or email address, license number or grant application number and the nature of the incident by leaving the details on the HOT LINE at 1-877-660-8850 or by directly contacting a GPEB Regional Office listed below.

Lower Mainland Regional Office
408 – 4603 Kingsway Ave
Burnaby BC V5H 4M4
604-660-5010
Email: SGGPEB86ReportingLMD@gov.bc.ca

Prince George Regional Office
211 – 1577 7th Ave
Prince George BC V2L 3P5
250-612-4122
Email: SGGPEB86ReportingNorthern@gov.bc.ca

Kelowna Regional Office
200 – 1517 Water St
Kelowna BC V1Y 1J8
250-861-7363
Email: SGGPEB86ReportingInterior@gov.bc.ca

Vancouver Island Regional Office
3rd Floor, 910 Government St
Victoria BC V8W 1X3
250-356-5248
Email: SGGPEB86ReportingVanIsland@gov.bc.ca