



# Blanket Raffle Lottery Information Package

## What is a Blanket Raffle Lottery?

A blanket raffle licence allows eligible organizations to obtain a single lottery license to conduct and manage more than one type of raffle within a fixed time period within a capped prize amount of \$50,000.00.

## Enclosures:

- Quick Guide to Lottery Licence Application
- An Application to manage and conduct a Blanket Raffle Lottery
- Town of South Bruce Peninsula questionnaire form
- Lottery Licence Terms and Conditions
- Raffle Licence Terms & Conditions
- Rules Governing the Conduct of Raffle Draws (Aug 2008)
- Blanket Raffle Lottery Report

## Licence Application Checklist:

These items must be enclosed with each **Licence Application** form. (Do not send separately):

- Licence fee: 3% of the Prize Value (Cheque payable to the Town of South Bruce Peninsula)
- Completed questionnaire
- Completed application form
- A fully completed application must include: Location, date & time of the proposed draw (sporting event schedules may be used to provide this information for 50/50 draws to be held during sporting events)
- The price of the tickets and a sample ticket
- Total number of tickets to be printed
- Rules for the draw and the collection of prizes
- Copies of all receipts, invoices, purchase orders, bills of sale or letters of intent for prizes of \$500.00 or more (including cases where multiples of the same item total more) supporting the stated retail value of the prizes, plus taxes
- A full translation of the information to be printed on the tickets and advertisements (if other than English) and a copy of the text in the languages to be issued

- A full explanation of how credit card sales and dishonoured cheques will be handled
- The cut-off date for the sale of tickets by cheques and credit cards
- A complete list of prizes, with their full retail value (plus taxes) and a detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize.

## In addition to the basic requirements above, your application must include:

- Types of raffle lottery events to be conducted during the period;
- The number of raffle events to be conducted;
- The total number of tickets to be printed for each individual raffle event and the total value of all tickets printed for each of the events;
- The cost per tickets for each event and the price per set of cards for "name the Raffle" lotteries;
- The cots per ticket for each event
- The location where the events will take place
- The scheduled dates for each type of raffle event to be held;
- A detailed explanation of the rules for each type of raffle event;
- A detailed description of all prizes to be awarded for the period; and the license fee.

## Municipality may also request:

- a business plan and budget for the raffle lottery
- a detailed ticket sales plan, including where, when and how sales will take place, and
- any other documentation deemed necessary by the municipality
- a description of all the services to be obtained from each supplier

## First-time applicants must enclose copies of:

- Governing Documents  
Constitution and/or by-laws or letters patent
- Organization's current operating budget
- Organization's verified financial statements for last fiscal year
- List of Board of Directors

<ul style="list-style-type: none"><li><input type="checkbox"/> Latest report to the Public Guardian and Trustee, if applicable</li><li><input type="checkbox"/> Charitable number for income tax purposes</li><li><input type="checkbox"/> Revenue Canada notification of registration letter, if applicable</li><li>Copies of charitable returns to the Canada Revenue Agency for the previous calendar year</li><li><input type="checkbox"/> A detailed description of its activities</li><li><input type="checkbox"/> Organization's Annual Report, if applicable.</li></ul>	
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# Quick Guide to Lottery Licence Applications

## Are You Eligible for Charitable Gaming Licences?

The eligibility of your organization will be determined by the licensing office you are applying to. Charitable registration with Revenue Canada or incorporation as a non-profit organization does **NOT** guarantee eligibility for licences.

Your organization may be eligible if it:

- has a purpose to provide charitable services to Ontario residents to:
  - relieve poverty
  - advance religion
  - advance education
  - benefit the community
- has carried out activities consistent with its charitable purpose for at least 1 year
- is located in Ontario
- is non-profit

Examples may include:

- hospitals
- service clubs
- youth activities or sports
- arts or culture

Organizations that only promote the private interests of their members do **NOT** qualify for gaming event licences. This may include, but is **NOT** limited to:

- adult recreation or sports
- individual sport teams
- unions or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups.

## Note to Applicants

Ensure that you read and understand your event **Licence Terms and Conditions** before proceeding with the application package.

- This package is used to apply to municipal office of Town of South Bruce Peninsula for charitable gaming event licences.

- Keep a copy of all licence application documents for your records
- Activities are regulated by **Criminal Code of Canada, Sections 206 & 207**, Ontario **Order in Gaming Control Act, 1992** and **Regulations**.
- You can obtain copies of the **Gaming Control Act and Regulations**, Provincial Information Bulletins, and forms from the Alcohol and Gaming Commission of Ontario's website at [www.agco.on.ca](http://www.agco.on.ca)

## Licence Application Instructions

- Your licence application is a legal document and will be returned or delayed if the instructions (below) are not followed or if checklist items (on application) are missing. This may result in the cancellation of your charitable gaming event.
- Type or legibly print all information. Answer every question completely.
- Only **original** forms and signatures will be accepted.
- Persons signing any **Licence Application** must have a good knowledge of the applicable **Licence Terms and Conditions**.
- It is illegal to print tickets, promote or conduct a charitable gaming event without a licence.

## Incomplete Applications

Please note that all information including appropriate documentation and fees must be included in your application. Incomplete packages will be returned to your organization. Your organization cannot print or sell tickets until you are licensed and all tickets must indicate the licence number. It is your responsibility to notify the Town of South Bruce Peninsula of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etc.

## Application Changes

- If you make changes to your **Licence Application** package before you submit it to your licensing office, each change must be initialed on each document by the **Licence Application** signors and other signors of that document.
- Changes to your submitted **Licence Application** package must be made in writing on your organization's letterhead, signed by the **Licence Application** signors and include supporting documents that are affected. Application changes are **NOT** automatically approved and may **NOT** be permitted.
- Once your lottery licence is issued, requests for changes will **NOT** be considered. Expired **Licences** may **NOT** be amended or cancelled.

## Renewal Applications

Organizations must submit their renewal applications to the Town of South Bruce Peninsula prior to the expiry of the lottery licence. This will allow applications to be given full and proper consideration.

If you require clarification on any of the above please feel free to contact:

Town of South Bruce Peninsula  
315 George St  
Wiarton, ON  
N0H 2T0  
519-534-1400 Ext 120  
[tracey.collins@southbrucepeninsula.com](mailto:tracey.collins@southbrucepeninsula.com)



Alcohol and Gaming  
Commission of Ontario  
Gaming Registration & Lotteries  
90 Sheppard Ave E, Suite 200  
Toronto ON M2N 0A4  
(416) 326-8700 or/ou 1-800-522-2876 toll free in Ontario/sans frais en Ontario

Commission des alcools  
et des jeux de l'Ontario  
Inscription pour les jeux et loteries  
90, av. Sheppard E, bureau 200  
Toronto ON M2N 0A4  
(416) 326-8700 or/ou 1-800-522-2876 toll free in Ontario/sans frais en Ontario

# Application to Manage and Conduct a Blanket Raffle Lottery

## Demande relative à la mise sur pied et à l'administration de tombolas en vertu d'une licence générale

Please print or type / Dactylographier ou écrire l'information en lettres moulées

FOR OFFICE USE ONLY /  
RÉSERVÉ À L'USAGE INTERNE :

### 1. Information on organization / Renseignements sur l'organisme

Name of organization / Nom de l'organisme

GIN / N.I.O.

Street address of organization / Numéro et rue

City/Town / Ville

Province

Postal Code / Code postal

Telephone no. / Téléphone

Fax no. / Télécopieur

### 2. Charitable or religious objects or purposes for which proceeds are to be raised / Objectifs religieux ou de bienfaisance se rattachant au produit des tombolas

Please list the organization(s) to which you propose to donate the proceeds. / Veuillez indiquer le nom de l'organisme ou des organismes à qui vous proposez de donner le produit des tombolas.

Please note that only organizations eligible to receive proceeds from charitable gaming can be listed. /  
Ces organismes doivent être admissibles au produit de jeux à des fins de bienfaisance.

### 3. Details of Event / Détails sur l'activité

The licence period commences: /  
La période couverte par la  
licence commence le :

YY/AA      MM/MM      DD/JJ

Start date / Date du début

and the licence period  
ends: / et prend fin le :

YY/AA      MM/MM      DD/JJ

End date / Date de la fin

#### b) Raffle Lottery Events schedule

Please provide a detailed list of the proposed raffle lottery events you wish to manage and conduct during the above period.  
This period cannot exceed 12 months. Please list additional events on a separate sheet labelled Question 3b.

Veuillez fournir la liste détaillée des tombolas que vous proposez de mettre sur pied et d'administrer pendant la période indiquée ci-dessus. Cette  
période ne peut dépasser douze mois. Si vous n'avez pas suffisamment d'espace, veuillez joindre une feuille portant la mention « Question 3b ».

Event Date / Date de la tombola	Prizes to be Awarded / Prix à attribuer	Cost per Ticket / Coût du billet	Type of Raffle conducted / Genre de tombola

### 4. Location at which the Blanket Raffle Lottery will be managed and conducted (if different from address above) / Endroit où les tombolas seront mises sur pied et administrées en vertu d'une licence générale (si l'adresse est différente de celle indiquée ci-dessus)

Name of location / Nom de l'endroit

Telephone no. / Téléphone

(      )      -      -      -

Fax no. / Télécopieur

(      )      -      -      -

Province      Postal Code / Code postal

Address / Adresse

## 5. Prizes / Prix

a) The total value of all prizes to be awarded is: \$ \_\_\_\_\_ . This figure includes the value of all cash prizes, merchandise or articles at retail market value.

Valeur totale de tous les prix à attribuer : \_\_\_\_\_ \$. Ce montant englobe la valeur de tous les prix en espèces, ainsi que la valeur marchande au détail des marchandises ou des articles remis en guise de prix.

Please list Merchandise prizes:

Veuillez dresser la liste des marchandises :

*Please note that the total prize value for all Raffle events conducted under a Blanket Raffle licence cannot exceed \$50,000.00.*

*Veuillez prendre note que la valeur totale des prix pour toutes les tombolas mises sur pied en vertu d'une licence générale ne peut pas dépasser 50 000 \$.*

b) How will winners be notified? / Comment les gagnants seront-ils avisés?

## Certificate / Attestation

I / Je soussigné(e) ,

and I / et je soussigné(e),

name / nom

name / nom

of/de \_\_\_\_\_

Full name of organization / Nom complet de l'organisme

hereby certify that: / atteste par les présentes que :

hereby certify that: / atteste par les présentes que :

a. I have read, have in my posession, and agree to comply with the provisions of the Raffle Terms and Conditions and policies governing a Blanket Raffle Licence to manage and conduct Lottery Schemes as indicated above.

J'ai lu et j'ai en ma possession les modalités et les politiques régissant la licence générale de tombolas qui autorise la mise sur pied et l'administration des loteries indiquées précédemment, et je conviens de m'y conformer.

b. I have read over this application.

J'ai lu la présente demande.

c. All facts stated, and information furnished herein, are true and correct.

Tous les renseignements fournis sur la demande sont exacts et complets.

d. I am the holder of the office with descriptive title as set out appearing under my signature below.

J'occupe le poste correspondant au titre indiqué sous ma signature.

e. If a licence is granted, I undertake to comply with all Terms and Conditions and Registrar's policies of such licence.

Si une licence est délivrée, je m'engage à respecter toutes les modalités et les politiques du registrateur régissant la licence.

f. I, the undersigned, as a principal officer of the above-named organization, apply for a licence to manage and conduct the above lottery scheme on behalf of the organization.

Je soussigné(e), en tant que dirigeant(e) principal(e) de l'organisme susmentionné, présente, au nom de l'organisme, une demande de licence pour la mise sur pied et l'administration des loteries indiquées précédemment.

Print name in full /  
Nom au complet  
en lettres moulées

Title /  
Titre

Business /  
Au bureau

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Phone Number /  
Téléphone

--	--	--	--	--	--	--	--

Business /  
Au bureau

Fax /  
Télécopieur

--	--	--	--	--	--	--	--

Fax /  
Télécopieur

Year / Année      Month / Mois      Day / Jour

Year / Année      Month / Mois      Day / Jour

Date of Signing /  
Date

Signature

Witness /  
Témoin



## QUESTIONNAIRE RESPECTING APPLICANTS FOR LOTTERY LICENCE

1. Registered Name of Organization (as shown on Governing Documents):

Operating Name, if different: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

2. Is the Organization incorporated as a non-profit organization with Ministry of Consumer & Business Services (Ontario)?

Yes  No

Please provide registration date & number: \_\_\_\_\_

3. Is the Organization registered with Revenue Canada as a charity?  Yes  No

Please provide registration date & number: \_\_\_\_\_

4. How long has the Organization been providing services? \_\_\_\_\_

5. What category best describes the Organization?

Advancement of Education

Relief of Poverty

Health and Welfare

Advancement of Religion

Other Charitable Purposes Beneficial to the Community: (Please specify sub-category\')

Culture & Arts

Health & Welfare

Amateur Sports Organizations

Enhancement of Youth

Public Safety Programs

Community Service Organizations

6. Please list and describe the specific programs and services delivered by the Organization and associated cost (do not restate your mandate or mission statement):

**Services**

**Costs**

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

7. Approximate total number of members in the organization: \_\_\_\_\_

8. Date of fiscal year-end \_\_\_\_\_ Please indicate last day of filing \_\_\_\_\_ (date)

9. Does the Organization currently manage and conduct any gaming event (lotteries) within the City/Town of South Bruce Peninsula or other Municipalities?

Yes  No

Please indicate type of gaming event and location (Municipality)

Bingo \_\_\_\_\_  Raffle\* \_\_\_\_\_  Break Open Ticket \_\_\_\_\_  \*Bazaars \_\_\_\_\_

\*Please include name and address of Supplier registered under Gaming Control Act, 1992. \_\_\_\_\_

10. For the purpose of lottery licensing, all organizations must have a lottery trust account. Please complete the following information:

Name of Bank and Address: \_\_\_\_\_ Trust Account number: \_\_\_\_\_  
Date Opened: \_\_\_\_\_

11. Would you like to pick up the Licence?

Yes \_\_\_\_\_ Telephone Number: (        ) \_\_\_\_\_

No \_\_\_\_\_ If no, licence will be mailed out.

Contact Name and Mailing address:

### Designated Members in Charge

*All Designated Members in Charge must be bona fide members of the organization and are required to complete this form*

We, as active, bona fide members of \_\_\_\_\_  
(organization)

hereby certify that as the incorporating documents are current and still in effect.

hereby certify that as the designated members in charge of the lottery for which this application is made, will be responsible for the management and conduct of the lottery in accordance with the terms and conditions under which the lottery license is issued. We, as bona fide members, have signing authority, hold a senior position with the organization and will be present at the lottery events. (In addition to the three bona fide members listed below, please include a list of six to eight names, including positions within the organization and telephone numbers (during the day) in order to deal with scheduling and unscheduled absences.)

Print Name in Full			
Title & Other Position(s) held in Organization			
Email:			
Home Address	Number and Street:		
	City and Province :	Postal Code :	
Phone Numbers	Business :	Home :	
Date			
Signature			

Print Name in Full		
Title & Other Position(s) held in Organization		
Email:		
Home Address	Number and Street:	
	City and Province :	Postal Code :
Phone Numbers	Business :	Home :
Date		
Signature		

Print Name in Full		
Title & Other Position(s) held in Organization		
Email:		
Home Address	Number and Street:	
	City and Province :	Postal Code :
Phone Numbers	Business :	Home :
Date		
Signature		

Names of additional volunteers :	1.	5
	2.	6
	3.	7
	4	8

## Lottery Licence Terms and Conditions

These terms and conditions apply to all lottery licences issued under the authority of the *Criminal Code* (Canada). There are additional terms and conditions for each type of lottery scheme as well as Standards and Directives issued by the Registrar that must be followed.

### Definitions

**bingo hall** means a type of charitable gaming site where a charitable organization conducts and manages a lottery scheme under the authority of a licence issued by a municipality or by the Registrar.

**Board of Directors** means the individuals elected or appointed to manage the affairs of the licensee.

**bona fide member** means an active member of an eligible organization in good standing, who has activities within the organization beyond conducting lottery events. “Members of convenience” whose only activity is to assist at lottery events are not considered bona fide members.

**books and records** means documents outlining financial details of lottery events and includes but is not limited to, ledgers, sub-ledgers, chequebooks, cheque stubs, deposit books, deposit slips, bank statements, cancelled cheques, receipts, invoices and control sheets.

**charitable gaming site** means a gaming site where a charitable organization conducts and manages a lottery scheme under the authority of a licence issued by a municipality or by the Registrar.

**charitable organization** means a corporation, organization, association or partnership which is created primarily for a charitable object or purpose in Ontario, is operated not for profit, and includes a religious organization.

**consolidated designated trust account (CDTA)** means an account designated as a trust account by the branch of a recognized financial institution within the Province of Ontario into which are deposited by the Hall Charities Association the proceeds derived from events conducted and managed pursuant to lottery licences.

**designated lottery trust account** means an account designated as a trust account by the branch of a recognized financial institution within the Province of Ontario.

**Directive** means a directive prescribed by the Registrar to one or more licensees or gaming suppliers directing the licensee or supplier to act or to cease acting in the manner specified in the Directive.

**Gaming-Related Supplier** means a person who manufactures, provides, installs, tests, maintains or repairs gaming equipment or who provides consulting or similar services directly related to the playing of a lottery scheme or the operation of a gaming site.

**gaming site** means premises or an electronic channel maintained for the purpose of playing or operating a lottery scheme.

**Hall Charities Association (HCA)** means an association formed by all the licensees conducting bingo and other lotteries within a bingo hall.

**licence** means a licence issued to an eligible charitable organization under the *Criminal Code* (Canada) by or under the authority of the Lieutenant Governor in Council to conduct and manage a lottery scheme approved by the Registrar.

**licensee** means a charitable organization to which a licence is issued.

**licensing authority** means the authority specified by the Lieutenant Governor in Council as a licensing authority for the purposes of the *Criminal Code* (Canada).

**lottery** means a scheme for which a licence is available pursuant to s. 207(1)(b) of the *Criminal Code* (Canada).

**lottery event** means an event at which a lottery is conducted and managed by a licensee.

**Registrar** means the Registrar of Alcohol, Gaming and Racing.

**Standards** means standards prescribed by the Registrar for gaming equipment or for gaming services with which Gaming-Related Suppliers must comply. Standards also include standards prescribed by the Registrar with which licensees must comply.

**It is a condition of each licence that:**

## **(1) Conduct and management**

**1.1** The licensee is responsible for and accountable for the overall conduct and management of the lottery.

**1.2**

- a. The licensee must control and determine all operational, administrative and staffing requirements related to the conduct and management of the lottery.
- b. The licensee must provide the required number of bona fide members prescribed by the Registrar to be in charge of and responsible for the conduct of the lottery on behalf of the licensee.
- c. The designated members in charge must be at least 18 years of age and, on behalf of the licensee, be responsible for:
  - i. applying for the licence;
  - ii. supervising all activities related to the operation of the lottery;
  - iii. carrying out activities required for the conduct and management of the lottery;

- iv. ensuring the completion and filing of the required reports;
- v. ensuring that these Terms and Conditions of licences, the applicable terms and conditions prescribed by the Registrar for the specific type of lottery scheme, the Standards and Directives prescribed by the Registrar and any additional terms and conditions imposed by the licensing authority are complied with; and
- vi. ensuring that all required books and records are kept and that all monies are deposited into the designated lottery trust account or consolidated designated trust account.

**1.3** The licensee must comply with all federal, provincial and municipal laws including the *Criminal Code* (Canada) and the *Gaming Control Act, 1992*.

**1.4** The licensee must conduct and manage the lottery and ensure that the lottery is operated in accordance with the information supplied on the application and approved on the licence.

**1.5** The licensee must pay all fees or other charges that are established or prescribed by the Registrar or established under the *Alcohol and Gaming Regulation and Public Protection Act, 1996* in such manner and time period specified.

**1.6** The licensee must ensure that all lottery events are conducted in accordance with these terms and conditions of licences, the applicable terms prescribed by the Registrar for the specific type of lottery scheme, the Standards and Directives prescribed by the Registrar and any additional terms and conditions imposed by the licensing authority.

**1.7** As prescribed by the Registrar, the licensee must ensure that the original licence is displayed at the premises where the lottery is being conducted.

**1.8** The licensee must conduct only those types of games approved in the application for licence.

**1.9** The licensee must ensure that no person directly involved in or responsible for the conduct of the lottery event or involved in the sale of bingo paper, break open tickets or raffle tickets, as the case may be, purchases any bingo paper, break open tickets or raffle tickets, or participates in the game which he or she is assisting to conduct.

**1.10** The licensee must not allow any person under the age of 18 to participate in any way as a player in any lottery event.

**1.11** The licensee must ensure that no person is extended credit for any gaming activities. Except as may be permitted in the terms prescribed by the Registrar for a specific type of lottery or premises, the licensee must not accept credit cards, employer cheques or personal cheques.

**1.12** The licensee must not allow any person who currently has a registration under the *Gaming Control Act, 1992* revoked, suspended or refused to participate in any way in the conduct, management or operation of the lottery event.

**1.13** The licensee may exclude persons from participating in games of chance at its discretion.

## **(2) Use of proceeds**

**2.1** The net proceeds derived from the conduct of the lottery must be used for the charitable or religious purposes in Ontario that were approved on the application for licence.

**2.2** All prizes and permitted expenses incurred as a result of conducting the lottery must be deducted and paid out from the gross receipts derived from the lottery. Unless otherwise permitted by the Registrar, the licensee must not use monies from any other source to pay for expenses related to the lottery.

**2.3** All expenses must be directly related to the conduct of the lottery except as may be otherwise prescribed by the Registrar.

**2.4** The Registrar may prescribe the method by which expenses will be calculated based on the type of lottery being conducted.

**2.5** Each expense must be individually calculated and paid in Canadian funds, drawn on the designated lottery trust account. The licensee must pay separately each Gaming-Related Supplier registered under the *Gaming Control Act, 1992*.

## **(3) Financial management and administration**

### **BOOKS AND RECORDS**

**3.1** The licensee must maintain detailed records of the disbursement of all proceeds derived from the conduct and management of a lottery, including receipts for each expense incurred, and for the use of the proceeds for the purposes approved on the application.

**3.2** The licensee must maintain books and records and other documents in support of all financial reports or statements. The books and records must be kept up to date and retained for no less than four (4) years from the latter of the date of the lottery event or until the date on which all proceeds have been expended for the purposes approved on the application.

**3.3** The licensee must:

- a. provide unencumbered access to the licensee's books and records and other documents including but not limited to, those related to the conduct and management of a lottery within the bingo hall, the use of proceeds from a lottery and the licensee's non-lottery accounts to persons appointed by a licensing authority and to all peace officers; and
- b. deliver to a licensing authority within the time period specified by the licensing authority the licensee's books and records and other documents described in (a) and such other materials as required by the licensing authority for inspection, audit and investigation purposes.

**3.4** The licensee must hold all proceeds from the conduct and management of the lottery in trust.

**3.5** In order to administer all proceeds from the lottery in accordance with the terms and conditions of licences, the applicable terms and conditions prescribed by the Registrar for the specific type of lottery scheme and any additional terms and conditions imposed by the licensing authority, the licensee must:

- a. open and maintain a designated lottery trust account with cheque writing privileges and monthly statements issued;
- b. ensure that the designated lottery trust account includes either the return of all cheques with the monthly statements or the return of electronically scanned images of the front and back of each cancelled cheque with the monthly statements;
- c. ensure that its designated lottery trust account requires that all cheques or withdrawals have the signatures of at least two (2) bona fide members of the licensee;
- d. deposit all proceeds from the lottery, other than any prizes paid to players during the lottery event, into the designated lottery trust account as soon as practicable; and
- e. use any interest that accrues in the designated lottery trust account for the charitable purposes approved in the application for licence, unless otherwise authorized by the Registrar.

## REPORTING REQUIREMENTS

**3.6** The licensee must provide a licensing authority with a financial report outlining the results of the lottery event it has conducted and managed in the prescribed form.

**3.7** The licensee must ensure that all required reports are prepared within the time period prescribed by the Registrar.

**3.8** The licensee must provide to each licensing authority that issued it a licence or authorization, within the time period specified:

- a. financial statements prepared in accordance with the Standards prescribed by the Registrar; and
- b. a summary of the licensee's compliance with these terms and conditions, the applicable terms and conditions prescribed by the Registrar for the specific type of lottery scheme, the Standards and Directives prescribed by the Registrar and any additional terms and conditions imposed by the licensing authority.

**3.9** All documents required by Section 3.8 must be reviewed and approved by the licensee's Board of Directors prior to filing with the licensing authorities.

**3.10** A licensee that receives:

- a. less than \$250,000 in gross annual revenues from all sources must prepare financial statements in accordance with the standards set out in the *CICA Handbook*;
- b. \$250,000 or more in gross annual revenues from all sources must prepare financial statements in accordance with the standards set out in the *CICA Handbook* which have been audited by a public accountant.

**3.11** The licensee must provide to a licensing authority within the time period specified by the licensing authority, any information, materials, financial statements, audited financial statements, review engagement reports and compliance reports as the licensing authority may require.

**3.12** The licensee may use proceeds from the lottery to pay the expenses of the financial statements and reports required by this section, with the prior approval of the licensing authority.

## SECURITY FOR PAYMENT OF PRIZES

**3.13** The licensing authority may require licensees to provide security to ensure the payment of all proposed prizes, including in the form of a certified cheque, bank draft, money order or an irrevocable standby letter of credit drawn on a Canadian chartered bank payable to the licensing authority and which expires no sooner than 45 days after the last day of the lottery event specified in the licence.

**3.14** For fixed prize values of \$10,000 or more, the security must be an irrevocable standby letter of credit drawn on a Canadian chartered bank, payable to the licensing authority and which expires no sooner than 45 days after the last day of the lottery event specified in the licence.

**3.15** The security must be held by the licensing authority until such time as the licensing authority is satisfied that the lottery event has been completed and that all prizes have been paid or awarded.

**3.16** Where the licensee refuses or fails to pay out prizes to winners at a lottery event, the licensing authority must realize on the licensee's security and use the proceeds to pay the prizes to the winners.

**3.17** Where a prize is not claimed by a winner within a reasonable period of time and, where in the opinion of the licensing authority all reasonable attempts have been made by the licensee to contact the winner, the unclaimed prize must be held in trust by the licensee for a period not less than six (6) months from the date the prize was awarded. At the end of the six-month period, the total amount of the prize held in trust, including interest, must be included by the licensee in the gross proceeds of the lottery event.

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## Help us improve the AGCO website

Complete a short survey

# Raffle Licence Terms and Conditions

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## Definitions

**bona fide member** means a member in good standing of the licensee who has other duties, beyond conducting lotteries, within the organization. “Members of convenience” whose only duty is to assist with the raffle lottery are not considered bona fide members.

**books and records** means documents outlining financial details of lottery events and includes, but is not limited to, ledgers, sub ledgers, cheque books, cheque stubs, deposit books, deposit slips, bank statements, cancelled cheques, receipts, invoices, and control sheets.

**licensee** means an organization which has been issued a licence to conduct a lottery under Section 207 of the *Criminal Code*.

**licensing authority** means a person or authority specified by Lieutenant Governor in Council as a licensing authority for purposes of section 207 of the *Criminal Code* of Canada.

**raffle** means a lottery scheme where tickets are sold for a chance to win a prize at a draw, and includes 50/50 draws, elimination draws, calendar draws, sports raffles and “rubber duck” races.

**Registrar** means the Registrar made under the *Alcohol, Cannabis and Gaming Regulation and Public Protection Act*, 1996.

## STATEMENT OF APPLICABILITY

Any raffle licence issued is subject to the following terms and conditions and the *Lottery Licence Terms and Conditions* (4240). In addition to these terms and conditions, electronic raffles are subject to the *Electronic Raffle Operational Terms and Conditions* (6049). Raffle licences may be subject to audit and investigation by the licensing authority. A breach of any term and condition can result in the cancellation or suspension of the licence or in prosecution.

**It is a condition of each licence that:**

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- [\(1\) General](#)
- [\(2\) Staffing](#)
- [\(3\) Conduct of the event](#)
- [\(4\) Ticket requirements](#)
- [\(5\) Ticket sales](#)
- [\(6\) Prizes](#)
- [\(7\) Advertising](#)
- [\(8\) Proceeds and expenses](#)
- [\(9\) Books and records](#)
- [\(10\) Banking and financial](#)
- [\(11\) Reporting requirements](#)

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[\(1\) General](#) >

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## Help us improve the AGCO website

Complete a short survey

Alcohol and Gaming  
Commission of Ontario  
Gaming Registration & Lotteries  
  
90 Sheppard Avenue East  
Suite 200  
Toronto, ON M2N 0A4  
416 326-8700 1 800 522-2876 toll free in Ontario / sans frais en Ontario

Commission des alcools  
et des jeux de l'Ontario  
Inscription pour les jeux et loteries  
  
90, avenue Sheppard Est  
Bureau 200  
Toronto ON M2N 0A4



**August 2008**

**IMPORTANT NOTICE**

**RULES GOVERNING THE CONDUCT OF  
RAFFLE DRAWS**

**Introduction:**

It has come to the attention of the Registrar of Alcohol and Gaming that licensees may not be following approved rules when conducting draws for raffle prizes.

**Licensing Policies:**

All licensees are required to conform with the following:

Rules for the conduct of the event shall be submitted to the licensing authority and shall be made available to ticket purchasers.

Tickets must be printed in accordance with the requirements established in the Raffle Licence Terms and Conditions.

All prizes must be awarded at the event(s) specified on the licence issued.

Applicants for a licence must indicate the detailed procedures to be followed for all draws and for all prizes to be awarded. In determining draw procedures, applicants must ensure fairness and address issues such as:

The number of rotations of the drum after each stub is drawn.

If the drum will be spun one or more times after each stub has been drawn. If not, the rules must indicate in detail the procedures to be followed.

Any other necessary procedures including those which a spectator may expect to see during the stub draws.

**Août 2008**

**AVIS IMPORTANT**

**RÈGLEMENTS RÉGISSANT LE TIRAGE DES  
TOMBOLAS.**

**Introduction:**

Le Registrateur de la Commission des alcools et des jeux a appris que les titulaires de licences pourraient ne pas se conformer aux règlements approuvés pour le tirage des tombolas.

**Politiques relatives à l'émission de licence:**

Tous les titulaires de licences sont assujettis aux conditions suivantes :

Les règlements relatifs à la tenue de la tombola doivent être soumis à l'autorité délivrant les licences et tenus à la disposition des acheteurs de billets.

Les billets doivent être imprimés conformément aux modalités de la licence de tombola.

Tous les prix doivent être remis lors de l'événement / des événements spécifié(s) sur la licence.

Les personnes requérant une licence doivent indiquer en détail les procédures qui seront suivies pour tous les tirages et la remise de tous les prix. En déterminant les procédures de tirage, les requérants doivent garantir leur impartialité et en préciser toutes les étapes :

Le nombre de tours du contenant effectués après le tirage de chaque talon.

S'il y aura un ou plusieurs tours du contenant après le tirage de chaque talon. Dans la négative, le règlement devra indiquer en détail la procédure qui sera suivie.

Toutes autres procédures nécessaires, y compris les procédures auxquelles un spectateur pourrait s'attendre à assister durant le tirage des talons.

The licensee must ensure that the Terms and Conditions and the Rules of Play for the conduct of the event and the awarding of prizes are carefully followed. Any variation from the approved format would constitute a breach of the Terms and Conditions.

**Date:** August 29, 2008  
**Contact:** Peter Calabretta  
**Phone:** 416-326-3013  
**E-mail:** Peter.Calabretta@agco.gov.on.ca  
**Fax:** 416-326-8711

Les titulaires de licence doivent veiller à ce que les modalités et les règles du jeu, tant pour la tenue de l'événement que pour la remise des prix soient scrupuleusement respectées. Toute dérogation à la procédure approuvée constitue une infraction aux modalités de la licence.

**Date :** le 29 août 2008  
**Contact :** Peter Calabretta  
**Tél. :** 416 326-3013  
**Courriel :** Peter.Calabretta@agco.gov.on.ca  
**Téléc. :** 416 326-8711



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## Blanket Raffle Lottery Report Rapport de tombolas mises sur pied en vertu d'une licence générale

Group Identification Number (GIN)  
Numéro d'identification d'organisme (N.I.O.)

Name of Organization / Nom de l'organisme	
Address / Adresse	
Lottery Licence No. / Nº de licence de loterie	Licence Period / Période couverte par la licence From / Du : _____ To / Au : _____

**1. Type of Lottery events managed and conducted during above period / Genre de loteries mises sur pied et administrées pendant cette période :**

**a. Stub Draws / Tirages des talons de billets**

Number of Draws / Nombre de tirages	Date of Draw(s) / Date du ou des tirages	Tickets Printed / Billets imprimés	Cost per ticket / Coût du billet	*Administrative Costs / Frais d'administration	Total Value of prizes / Valeur totale des prix	Total Gross Receipts / Recettes brutes totales	Net Proceeds Derived / Produit net générée
<b>Total Cost / Coût total</b>							

**b. Elimination Draws / Tirages par élimination**

Number of Draws / Nombre de tirages	Date of Draw(s) / Date du ou des tirages	Tickets Printed / Billets imprimés	Cost per ticket / Coût du billet	*Administrative Costs / Frais d'administration	Total Value of prizes / Valeur totale des prix	Total Gross Receipts / Recettes brutes totales	Net Proceeds Derived / Produit net générée
<b>Total Cost / Coût total</b>							

**c. "50/50" Draws / Tirages 50/50**

Number of Draws / Nombre de tirages	Date of Draw(s) / Date du ou des tirages	Tickets Printed / Billets imprimés	Cost per ticket / Coût du billet	*Administrative Costs / Frais d'administration	Total Value of prizes / Valeur totale des prix	Total Gross Receipts / Recettes brutes totales	Net Proceeds Derived / Produit net générée
<b>Total Cost / Coût total</b>							

**d. Meat Spins/Turkey Rolls/Name the Raffle / Activités Meat Spins/Turkey Rolls**

Number of Spins, Draws / Nombre de tirages, d'activités	Date of Spin(s), Draws / Date des tirages, des activités	Tickets Printed/ Billets imprimés	Cost per ticket / Coût du billet	*Administrative Costs / Frais	Total Value of prizes / Valeur	Total Gross Receipts / Recettes	Net Proceeds Derived / Produit
<b>Total Cost / Coût total</b>							

\*Attach an itemized list / Joindre une liste détaillée

**2. Total Gross Receipts derived from lottery events / Recettes brutes totales découlant des loteries :**

\$

**Application of Funds / Utilisation des fonds :**

(a) Total value of prizes awarded / Valeur totale des prix attribués : \$ \_\_\_\_\_

(b) Total administrative costs incurred / Frais d'administration totaux engagés : \$ \_\_\_\_\_  
(attach itemized list) / (liste détaillée ci-jointe)

Net proceeds derived / Produit net générée : \$

**3. Details of donations (for proceeds actually donated) / Détails sur les dons (produits qui ont été donnés) :**

Name of Payee / Nom de la ou du bénéficiaire	Address of Payee / Adresse de la ou du bénéficiaire	Amount donated / Montant donné
Total value of proceeds actually donated for charitable or religious purposes: / Valeur totale du produit donné à des fins religieuses ou de bienfaisance :		\$

**4. Details of Lottery Trust Account / Détails sur le compte de loterie en fiducie :**

(Attach copies of bank statements for report period / Joignez une copie des états de banques pour la période du rapport.)

Name of Bank, Loan/Trust Company or Province of Ontario Savings Office / Nom de la banque, de la société de prêt ou de fiducie ou de la succursale de la Caisse d'épargne de l'Ontario	Lottery Trust Account Number / N° du compte de loterie en fiducie
Branch Address / Adresse de la succursale	Bank statement date / Date de l'état de banque YY/AA                    MM/MM                    DD/JJ
Current balance as per bank statement: / Solde actuel selon l'état de banque :	\$

We, the undersigned, as two Principal Officers of the above organization, certify that this report is a correct statement of the lottery funds herein. /

Nous soussignés, en tant que dirigeants principaux de l'organisme susmentionné, attestons que le présent rapport constitue une déclaration exacte quant aux fonds de loterie.

Principal Officer / Dirigeant(e) principal(e)	Signature	Principal Officer / Dirigeant(e) principal(e)
	Name in Full / Nom complet	
	Title / Titre	
(        )	Business Telephone / Téléphone au travail	(        )
	Date of signing / Date de la signature	

**INSTRUCTIONS TO LICENSEES / INSTRUCTIONS POUR LES TITULAIRES DE LICENCE**

You must: / Vous devez :

- submit all deposit slips for the lottery trust account, specifying the date of the event. See **Information Bulletin No. 032 - "Blanket Raffle Licences"** for details. /  
fournir tous les bordereaux de dépôt pour le compte de loterie en fiducie, précisant la date de l'activité. Pour plus de détails, veuillez vous reporter au **Bulletin d'information n° 032 sur les licences générales de tombolas**.
- attach a list of all prizes and prize winners for each lottery event reported above. /  
joindre la liste des prix et des gagnants des prix pour chaque loterie faisant l'objet du rapport.
- attach an itemized list of all donated prizes (if any) for each event held. /  
joindre la liste détaillée de tous les prix attribués (s'il y a lieu) pour chaque activité.