



## Raffle Lottery Information Package

### What is a Raffle Lottery?

A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw.

### Enclosures:

- ☐ Quick Guide to Lottery Licence Application
- ☐ An Application to manage and conduct a Raffle Lottery (sample ticket)
- ☐ 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)
- ☐ 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
- ☐ If the prize value is \$10,000 or more, a financial guarantee from a financial institution is required and must be made payable to the municipality for the full retail value of all prizes to be awarded including taxes, with an expiry of no less than 45 days after the last draw.
- ☐ 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

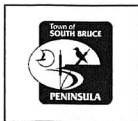
- ☐ A full translation of the information to be printed on the tickets and advertisements (if other than English) and a copy of the text in the languages to be issued
- ☐ A full explanation of how credit card sales and dishonoured cheques will be handled
- ☐ The cut-off date for the sale of tickets by 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

### 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
- ☐ Latest report to the Public Guardian and Trustee, if applicable
- ☐ Charitable number for income tax purposes
- ☐ Revenue Canada notification of registration letter, if applicable
- ☐ Copies of charitable returns to the Canada Revenue Agency for the previous calendar year
- ☐ A detailed description of its activities
- ☐ Organization's Annual Report, if applicable.



# 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.

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### 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 and  
Lotteries

90 Sheppard Ave. E., 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, ave. Sheppard Est, Bureau 200  
Toronto (Ontario) M2N 0A4

Group Identification Number (GIN)  
Numéro d'identification d'organisme (NIO)

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**Application to Manage and  
Conduct a Raffle Lottery**  
**Demande de permis pour administrer  
et conduire une tombola (tirage)**

We, the undersigned, as two principal officers of record (organization)	Les soussignés, qui sont deux principaux dirigeants de (organisme)
Address	Adresse
apply for a licence to manage and conduct a Raffle Lottery from the premises municipally known as	font une demande de permis pour administrer et conduire une tombola(tirage) dans les locaux connus dans la municipalité sous le nom de
and situated in the Municipality of	et situés dans la municipalité de
between the dates specified, and for the charitable or religious objects and purposes, and in the manner described herein.	entre les dates indiquées, à l'intention des oeuvres religieuses ou de bienfaisance spécifiées et de la manière décrite dans les présentes.
1. The Charitable or religious objects or purposes to which proceeds are to be donated are described as	1. Les profits seront répartis aux oeuvres religieuses ou de bienfaisance suivantes.
2. The total value of all prizes to be awarded in the Raffle Lottery for which this application is made will be \$.....cash value, or merchandise or articles at equivalent market retail value. Merchandise prizes are described as	2. La valeur totale de tous les prix qui seront attribués dans le cadre de la tombola (tirage) pour laquelle cette demande est faite sera de ..... \$ en espèces, ou une valeur équivalente au détail. Les prix de valeur au détail consisteront en
3. Closing date for the sale of the tickets will be ..... and the draw for a winner or winners will be made at (address)	3. La date finale pour la vente de billets sera le ..... et le tirage du ou des gagnant(s) sera fait au (adresse)
on (date)..... at (time)..... If a series of draws, beginning date ..... ending date ..... Number of draws .....	le (date)..... à (heure) ..... S'il y a plusieurs tirages, première date ..... dernière date ..... Nombre de tirages .....
4. A winner or winners will be determined by (describe) and the winner or winners will be published (describe)	4. Le ou les gagnants seront déterminés (préciser) et le ou les gagnant(s) seront connus par (préciser)
5. The total number of tickets to be printed will be ..... and all tickets will be numbered consecutively from..... to ..... Price per ticket \$.....	5. Le nombre total des billets qui seront imprimés sera de..... et tous les billets porteront des numéros consécutifs allant de ..... à ..... Prix du billet ..... \$.

**Certificate / Attestation**

We (name)/Nous soussignés(nom).....  
of (organization) /de organisme).....  
of (municipality)/de (municipalité)..... of the county of/ du comté de.....  
jointly and severally, hereby certify that/attestons collectivement et individuellement que:

- |   |  |
|---|--|
| 1) We have read, and have in our possession, and agree to comply with, the provisions of Schedule A-Terms and Conditions under which the Lottery Licence is issued. | 1) Nous avons lu les dispositions de l'annexe A- modalités inhérentes à la délivrance d'un permis de tombola (tirage), que nous les avons en notre possession et que nous acceptons de nous y conformer, |
| 2) We have read over this application.  | 2) Nous avons lu la présente formule,  |
| 3) All facts stated and information furnished herein are true and correct.  | 3) Tous les faits indiqués et les renseignements fournis dans les présentes sont véridiques et exacts,   |
| 4) We are the holders of the offices with descriptive title as set out and appearing under our respective signatures below.   | 4) Nous assumons les fonctions correspondant aux titres spécifiés sous nos signatures respectives ci-dessous,  |
| 5) If a licence is granted, we undertake to comply with all the terms and conditions of such licence.   | 5) Si un permis est délivré, nous engageons à en observer les modalités.   |

Signed/Signature	
Print Name/Nom en lettres moulées	
Title/Titre	
Bus. Telephone No. N°. de tél. d'aff.	
Date/Date	
Witness (sign) Témoignage(signature)	

## SAMPLE COPY OF TICKET

ABC ORGANIZATION		ABC ORGANIZATION	
NAME: _____		TICKET LOTTERY	
ADDRESS _____	Draw Date and Time:		
_____	Location of Draw:		
	Prize Description:		
TELEPHONE NO. _____	Retail Value:		
Ticket No. #####	Ticket Price: \$	Ticket No. #####	
Lottery License No. #####	No. of Tickets Printed: #####	Lottery Licence No.###	

Please refer to Section (4) of the Raffle Licence Terms and Conditions "Ticket Requirements" for further information regarding requirements.



## 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



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## 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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Complete a short survey

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## 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:**

- 
- [\(1\) 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](#)
- 

[\(1\) General](#) ›

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## 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  
**Télec. :** 416 326-8711



**Alcohol and Gaming  
Commission of Ontario**  
Gaming Registration and 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

## Lottery Report/Rapport de loterie

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

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Note: This report must be filed with the Lottery Licensing Officer within 30 days of the holding of the lottery in accordance with the terms and conditions under which the lottery licence was issued.

Remarque : Il faut soumettre ce rapport à l'agent(e) de délivrance des licences de loterie dans les trente jours qui suivent la loterie conformément aux modalités en vertu desquelles la licence de loterie a été délivrée.

1. Organization Name - Address/Nom et adresse de l'organisme	Lottery Licence No./N° de licence de loterie
	Type of Lottery/Genre de loterie <input type="checkbox"/> Raffle/Tombola (tirage) <input type="checkbox"/> Bazaar/Vente de charité
	Lottery Date/Date de la loterie

2. Total number of tickets or cards / Nombre total de billets ou de cartes			Price per Ticket/Prix du billet
Printed/Imprimés	Sold/Vendus	Unsold/Non vendus	

**Note: In the case of a Raffle, a list of all prize winners must accompany the return of this report.**

**Remarque : S'il s'agit d'une tombola (tirage), la liste des gagnants des prix doit accompagner le présent rapport.**

3. Total Gross Receipts derived from lottery/Total des recettes brutes tirées de la loterie .....	\$	
Application of Funds/Affectation des fonds		
(a) Total value of prizes awarded/Valeur totale des prix attribués .....	-\$	
(b) Total administrative costs incurred/Total des frais d'administration engagés (attach itemized list/joindre une liste détaillée) .....	-\$	
Net proceeds derived/Recettes nettes obtenues .....	\$	

4. Details of Donations/Renseignements sur les dons (For proceeds actually donated/Recettes réellement données)		
Name of Payee/Nom du bénéficiaire	Address of Payee/Adresse du bénéficiaire	Amount Donated/Montant donné
Total value of proceeds actually donated for charitable or religious purposes/ Valeur totale des profits réellement donnés à des oeuvres religieuses ou de bienfaisance		\$

5. Chartered Bank, Loan or trust company or Province of Ontario Savings Office in which the Lottery Trust Account is kept/Banque à charte, compagnie de prêt ou de fiducie ou caisse d'épargne de la province de l'Ontario où se trouve le compte de loterie en fiducie.

Name of Bank/Nom de la banque	Branch Address/Adresse de la succursale	Account Number/Numéro de compte
Balance of proceeds retained in Lottery Trust Account/Solde des profits conservé dans le compte de loterie en fiducie		\$

We, the undersigned, as two Principal Officers of the above organization, certify that the above report is a correct statement of the lottery funds herein.  
Nous, soussignés, à titre de dirigeants principaux de l'organisme mentionné ci-dessus, attestons que le rapport qui précède décrit correctement l'état des fonds de loterie en question.

Principal Officer/Dirigeant principal		Principal Officer/Dirigeant principal
	Signature	
	Name in full/Nom au complet	
	Title/Titre	
	Bus. Telephone/Téléphone d'aff.	
	Date	