



PROTECTION TO PERSONS & PROPERTY POLICY MANUAL

Subject: Municipal Lottery Licensing Schemes	Approval Date: December 16, 2013	By-Law No. 1832-13
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6.1 MUNICIPAL LOTTERY LICENSING SCHEMES

1. POLICY STATEMENT

It shall be the policy of the Municipality of Red Lake to license certain lottery schemes as authorized under an Order-in-Council, and as per the Regulations in the Gaming Services Act, Ontario.

2. MUNICIPAL LOTTERY LICENSES

The following lottery schemes shall require a license issued by the Lottery Licensing Officer as designated by the Municipality of Red Lake before such scheme(s) can take place:

- 2.1 Bingo events where the total cash prize value to be awarded on any one occasion does not exceed \$5,500.00;
- 2.2 Media bingo events;
- 2.3 Ticket raffle lotteries where the total value of the prizes to be awarded does not exceed \$50,000.00;
- 2.4 Break-open tickets where the tickets are not to be sold in conjunction with another gaming event, and;
- 2.5 Bazaars.

3. RESPONSIBILITIES AND PROCEDURES

- 3.1 An organization that intends to conduct or manage a lottery scheme, as defined in Section 2 above, shall be required to submit the appropriate application duly completed and signed, and the required fee to the Lottery Licensing Officer for the Municipality of Red Lake, as well as any other information as required under the regulations.
- 3.2 An applicant organization must qualify as a charitable or religious organization, as defined in the Lottery Licensing Manual issued by the Ministry of Consumer and Commercial Relations, before any consideration of a license can be given by the Municipality.
- 3.3 The eligibility guidelines, as outlined in the Lottery Licensing Manual issued by the Ministry of Consumer and Commercial Relations, shall be used to determine eligibility.
- 3.4 All proceeds to be raised must be used for a charitable or religious object or purpose in Ontario.



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- 3.5 The Terms and Conditions, as outlined by the Ministry of Consumer and Commercial Relations for each type of lottery scheme, shall be given to the applicant organization upon request of an application form to be completed.
- 3.6 The Municipality of Red Lake will require a guarantee for payment of prizes at lottery events from the applicant organization, and such guarantee shall be in the form of an irrevocable letter of credit made payable to the Municipality of Red Lake for any prize(s) with a combined total of \$10,000 or greater. The letter of credit shall be in the amount of the total value of the prizes to be awarded and shall have a minimum expiring date of not less than forty-five (45) days after the date of the event.
- An applicant organization may submit a certified cheque or an indemnity bond from an insurance company as an alternative method of guaranteeing the total value of the prize(s).
- 3.7 The Municipality of Red Lake will require a copy of all printed advertising materials to be submitted with the application for all lottery schemes with prizes exceeding \$2,500.
- 3.8 The Municipality of Red Lake will require the Licensee to file the appropriate financial report within the specific time frames, as indicated under the Terms and Conditions as noted in 3.5 above, for each type of lottery scheme.
- 3.9 The Lottery Licensing officer of the Municipality of Red Lake may, at any time, suspend, cancel, or refuse to issue a license where:
- (i) there has been a breach of any term or condition;
 - (ii) there are reasonable grounds to believe that the licensee will not conduct and manage the lottery scheme in accordance with law and with honesty and integrity;
 - (iii) it is in his or her opinion that it is in the public's interest to do so;
 - (iv) a licensee fails to submit the financial reports relating to the conduct of any lottery event which may be or may have been required as a term or condition of a license.
- 3.10 The Director of Gaming Services, appointed by the Province under the Gaming Services Act, may, at any time, suspend or cancel a license issued by the Municipality of Red Lake where the license was not issued in accordance with the policies or guidelines of the Director.



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- 3.11 The Municipality has the responsibility to investigate any contravention of the terms and conditions of a license issued by the Municipality, and may request the assistance of the local Police force or the Investigation section, Entertainment Standards Branch of the Ministry of Consumer and Commercial Relations.
- 3.12 Applicant organizations must have been in operation for a period of one (1) year and have a proven charitable mandate, or it is not eligible.
- 3.13 The following types of organizations are NOT considered as charitable organizations for lottery licensing purposes:
- (i) social clubs
 - (ii) professional associations, unions, employee groups
 - (iii) elected representative groups, including municipal, regional, provincial, and federal government
 - (iv) government ministries, agencies and bodies
 - (v) political lobby groups
 - (vi) political parties
 - (vii) adult lobby groups
 - (viii) private sports clubs, (eg. golf/curling)
 - (ix) adult sports teams
- 3.14 First time applicants shall, in addition to the materials required with the application as identified in the licensing policies, provide the following information or documents:
- (i) a copy of its articles of incorporation or constitution and/or by-laws;
 - (ii) a copy of its budget for the current year and a copy of its financial statements for the preceding year;
 - (iii) any other information that will assist in determining the charitable nature of the objects and purposes of the organization;
 - (iv) the proposed use of proceeds must be consistent with the primary objects and purposes of the organization.

4. LICENSING FEES

- 4.1 Licensing fees will be established by the Council of the Municipality of Red Lake, in accordance with the requirements under Section 23 of the Order-in-Council.