



THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

LOTTERY LICENSING POLICY

“Schedule A” to By-Law 2024-19

POLICY OBJECTIVE

This policy is to provide guidelines and assist charitable organizations eligible to receive Lottery Licenses within the Lottery Licensing Policies of the Alcohol and Gaming Commissions of Ontario.

Section 1.4.1(A) of the Lottery Licensing Policy Manual issued by the Alcohol and Gaming Commission of Ontario states: Municipal Councils have the authority to issue licenses for most lottery events conducted in their communities, including:

- bingo events with prize boards of up to \$5,500
- non-electronic raffles with prizes of up to \$50,000
- break open ticket events that are not conducted in conjunction with another licensed gaming event, and where the tickets are sold within the municipality
- bazaar events
- media bingo

Section 1.4.1 (B) of the Lottery Licensing Policy Manual issued by the Alcohol and Gaming Commission of Ontario permits municipalities to develop additional criteria, though By-Laws and policies, for making licensing decisions and administering lottery licensing.

DEFINITIONS

1. In this policy:

- a) **“Application”** means the Application Form prescribed by the Alcohol and Gaming Commission of Ontario specific to the type of lottery the applicant wishes to conduct. Application Forms are subject to change
- b) **“Council”** means the Council of The Corporation of The Township of Papineau-Cameron.
- c) **“Lottery Licensing Officer”** means the Lottery Licensing Officer appointed by Council.
- d) **“Lottery Report”** means the Lottery Report Form prescribed by the Alcohol and Gaming Commission of Ontario specific to the type of lottery the licensee has conducted. Lottery Reports are subject to change.
- e) **“Municipality”** means The Corporation of The Township of Papineau-Cameron
- f) **“Organization”** means approved charitable organizations eligible to receive lottery licenses.



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GENERAL POLICY

1. Prior to submitting an application, the applicant must fill out and return an “Application for Lottery Licensing Eligibility” attached hereto as “Schedule A”
2. When submitting an application for a lottery license please allow seven (7) working days for review and processing of the application. Applications that are not completed to the satisfaction of the Lottery Licensing Officer may experience delays in the issuance of the license.
3. Each lottery license application must clearly state where the proceeds from this application will be donated.
4. Lottery Reports must be filed with the Lottery Licensing Officer within thirty (30) days of the holding of the lottery in accordance with the terms and conditions under which the lottery license was issued and shall not be considered submitted until the report is completed in full to the satisfaction of the Lottery Licensing Officer and per the lottery events terms and conditions.
5. Annually or in the event of any changes within the organizations structure or mandate, the organization shall complete a “Lottery Licensing Reivew & Update” attached hereto as “Schedule B”.
6. An organization intending on selling tickets licensed from the Township of Papineau-Cameron in another Municipality shall provide written approval from that Municipality stating that they have no objections to the sale of tickets in their Municipality.
7. Organizations must establish a “designated Lottery Trust Account” in accordance with the Lottery Terms and Conditions under which their Lottery Licenses are issued to administer the proceeds and monies derived in the conduct of their various Lottery Events.
8. Each organization shall submit annually, at the organization’s fiscal year end, a copy of their constitution/mandate outlining programs of service, list of executives, list of bona fide members, appointed lottery officials, financial statements, budgeting information outlining how monies will be raised and expensed.

Reminder: Lottery proceeds are for charitable purposes, which are outlined in **Section 2.1.0** of the Lottery Licensing Policy Manual and must follow the organization’s mandate. An organization may not rely solely on lottery licensing proceeds.



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4861 Highway 17, P.O. Box 630, Mattawa ON P0H 1V0
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E-mail: admin@papineaucameron.ca Website: www.papineaucameron.ca

APPLICATION FOR LOTTERY LICENSING ELIGIBILITY

“Schedule A” to Lottery Licensing Policy

This application form must be completed and forwarded to the Administrative Office.

1. Name of Applicant (Organization): _____
2. Municipal Address: _____
3. Mailing Address (if different from above): _____
4. Is the Applicant incorporated as a non-profit organization in the Province of Ontario?
 Yes No Incorporation Number: _____
5. Is the Applicant registered with Canada Revenue Agency as a charitable organization?
 Yes No Registration Number: _____
6. What category best described your organization?
 - Relief of Poverty;
 - Advancement of Education;
 - Advancement of Religion;
 - Other Charitable Purposes Beneficial to the Community (*please specify sub-category*)
 - Culture and the Arts Health and Welfare
 - Amateur Sports Organizations Enhancement of Youth
 - Public Safety Programs Community Service Organizations
 - General Community Benefit
7. How long has the Organization been in existence?: _____
8. How many persons comprise your bona fide membership?: _____
9. How many of your bona fide members reside in the Township of Papineau-Cameron?: _____
10. Describe your organization’s aims and objectives and indicate the specific purpose(s) to which lottery proceeds will be applied:

11. Will lottery proceeds be applied exclusively to provide direct, community-based services to the residents of the Township of Papineau-Cameron
 Yes No If no – please explain: _____



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12. Applicant Organization's bank information (NOTE: a separate lottery chequing MUST be opened upon approval)

Name of Financial Institution: _____

Address of Financial Institution: _____

Account #: _____

Fiscal year end date is: _____

13. At the time of application, designated member of the applicant organization who will be responsible for keeping and maintaining records of all financial transactions pertaining to the lottery activities.

Name: _____

Address: _____

Phone – Home: _____ Phone – Cell: _____

Email: _____

14. Is the applicant currently participating in gaming events in any other municipality?

Yes No Bingo

If yes, list other municipalities: _____

Break Open Yes No Tickets

If yes, list other municipalities: _____

We, the undersigned, declare that all information provided in and with this application is factual and correct.

Print Name of Principal Officer

Print Name of Principal Officer

Signature of Principal Officer

Signature of Principal Officer

Title

Title

Date

Date

NOTE



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This application must be signed by two (2) principal officers of the applicant organization.

When submitted for consideration, this application must be accompanied by the following:

- A copy of the applicant's Articles of Incorporation
- A copy of the applicant's constitution and By-Laws
- A copy of the applicant's financial statement for the preceding year
- A list of the applicant's Board of Directors
- A copy of the applicant's latest report to the Public Guardian and Trustee
- A list of the applicant's charitable number for income tax purposes (if applicable)
- A copy of the applicant's Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation
- A copy of the applicant's charitable return to the Canada Revenue Agency for the previous calendar year (if applicable)
- A detailed description of the applicant's activities, and
- A copy of its annual report

**The applicant must also provide any other information requested that will assist in determining the charitable nature of the applicant's purposes, objects and activities.

**THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON
BY-LAW 2024-19**

**BEING A BY-LAW RESPECTING LOTTERIES AND THE APPOINTMENT OF
LOTTERY LICENSE OFFICERS**

WHEREAS His Honour the Lieutenant Governor of Ontario by Order in Council 2688-93 assented and authorized Municipalities to license lotteries for charitable or religious purposes;

AND WHEREAS Section 11 of the Municipal Act provides that a single tier Municipality may pass By-Laws respecting matters within the spheres of Jurisdiction set out therein;

AND WHEREAS the Gaming Control Act, S.O. 1992, C.24 sets out terms and conditions under which a lottery license is issued.

AND WHEREAS the Council of The Corporation of The Township of Papineau-Cameron deems it expedient to enact such a By-Law, approved by Resolution 2024-221 passed by Council on July 9, 2024;

NOW THEREFORE the Municipal Council of The Corporation of The Township of Papineau-Cameron enacts as follows:

1. APPOINTMENTS

- 1.1. The Council of the Corporation of The Township of Papineau-Cameron deems it expedient to appoint by By-Law, a Lottery Licensing Officer(s) as is deemed necessary to process, issue and regulate lottery licenses to eligible charitable, not-for-profit or religious organizations for the conduct and management of lottery events.
- 1.2. THAT the Corporation of The Township of Papineau-Cameron's Clerk and Administrative Assistants or designate are hereby appointed as Lottery Licensing Officers.

2. GENERAL PROVISIONS

- 2.1 All Terms and Conditions, Policies and Procedures or other guidelines regarding Lottery Licensing as set out and established by the Ministry of Government and Consumer Services as well as any relevant Order-in-Council, or other legislation, as may be amended from time to time, shall apply to any and all lottery events licensed or to be licensed by the Lottery Licensing Officer for The Corporation of The Township of Papineau-Cameron.
- 2.2 The Lottery Licensing Policy shall be attached hereto as "Schedule A" (together with its schedules) as incorporated forms a part hereof of this By-Law.
- 2.3 The Licensee shall comply with all terms and conditions, policies and procedures or other guidelines established by the Ministry of Government and Consumer Services as well as any relevant Order-in-Council, or other legislation as may be amended from time to time with respect to any lottery license issued to the licensee.
- 2.4 No license shall be issued to an applicant that is in default of any condition or provision of the Criminal Code of any Municipal or Provincial regulation as established or amendments thereto, or who has outstanding any report(s) of the details of a previously licensed lottery event(s), or in the case of a licensed bingo lottery has submitted three or more reports after the submission dates as required by the terms of the license or permit.

3. APPLICATIONS

- 3.1 Applications for a lottery license or permit shall be made to the Lottery Licensing Officer no later than seven (7) working days prior to the first date on which the lottery event is to commence.
- 3.2 A decision of the Lottery Licensing Officer to refuse or not recommend an application for a license may be appealed by the applicant to Council of The Corporation of The Township of Papineau-Cameron or its designate and the decision of the Council or its designate shall be final. In the case of Electronic Bingo's the applicant can appeal the decision to the Ontario

Lottery Gaming Corporation (OLG) or its designate and the decision of the Ontario Lottery Gaming Corporation shall be final.

3.3 Nothing in this By-Law, Order-in-Council, terms and conditions or the policies and procedures obligate the Lottery Licensing Officer or Council of The Corporation of The Township of Papineau-Cameron to issue a license to any applicant.

4. LOTTERY LICENSE FEES

- 4.1 Bingo Lottery License 3% of the maximum prize board
- 4.2 Break Open Ticket License 3% of the total prizes
- 4.3 Bazaar License 3% of the total prizes
- 4.4 Raffle License 3% of total retail prize value
- 4.5 No license shall be issued until the license fee has been paid
- 4.6 No license fee shall be refunded to the licensee where a license is suspended, cancelled or otherwise ceases to be in force.

5. ENFORCEMENT

- 5.1 Where the Lottery Licensing Officer, Ontario Provincial Police Officer or other person appointed has reason to believe that there exists a breach or an apparent breach, or there is an impending breach of any of the provisions of the laws, terms and conditions, policies and procedures or guidelines governing the management and conduct of any lottery event, he/she may suspend or cancel the lottery license, or otherwise direct the licensee to cease from further conducting the lottery event.
- 5.2 In the event that a licensee fails to comply with any of the provisions of the Criminal Code or of any Provincial or Municipal regulations, or any amendments thereto, the Lottery Licensing Officer, or Ontario Provincial Police Officer may notify the Licensee by registered mail of the cancellation or suspension of the license, the reasons for such cancellation or suspension, any conditions imposed in respect of such cancellation or suspension, and thereupon, the Licensee shall cease the lottery.
- 5.3 Where the lottery license has been suspended or cancelled or the licensee has otherwise been directed to cease from further conducting the lottery event, the licensee may appeal such decision to The Corporation of The Township of Papineau-Cameron's Council and Council or its designate may in its discretion, suspend, cancel, support the order to cease from further conducting the lottery event, or reinstate the license upon such terms and conditions as it deems appropriate and the decision of Council or its designate shall be final.

6. OFFENCE

- 6.1 Every person who contravenes any provision of this By-Law shall immediately have their eligibility to conduct lottery events within The Corporation of The Township of Papineau-Cameron suspended or revoked.
- 6.2 Every person who contravenes any provision of this By-Law, the policies and procedures as set out by the Ministry of Government and Consumer Services or the terms and conditions as set out by the Ontario Lottery Gaming Commission may be guilty of an offence under the Criminal Code of Canada.

7. REPEALS

- 7.1 That By-Law No.1986-03, By-law No. 1989-06 and any other existing By-Laws pertaining to the Licensing of Lotteries are hereby repealed in their entirety.

8. FORCE AND EFFECT

- 8.1 That this By-Law shall come into force and take effect immediately upon passing.

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND PASSED BEFORE AN OPEN COUNCIL, THIS 9th DAY OF JULY, 2024.


MAYOR


CAO/CLERK TREASURER