

 <p>TOWNSHIP OF WILMOT</p>	Corporate Policy Manual	
	Section: CORPORATE ADMINISTRATION	
	Policy # CA-30	Pg. 1 of 12
	LOTTERY LICENSING POLICIES	
Revision Date:	Issue Date: December 16, 2002	
Approved by: Council	Review Date:	

PURPOSE

To establish lottery licensing policies pursuant to the Gaming Commission Act of Ontario.

**TOWNSHIP
WILMOT**

**LOTTERY
LICENSING
POLICY**

**RAFFLES -
PRIZE
VALUES UP
\$10,000.00:**

OF

TOWNSHIP OF WILMOT

LOTTERY LICENSING POLICIES

TO

December, 2002

***Applications for Ticket Raffle Lottery Licences with prize values up to \$10,000.00 shall comply with the following conditions:**

1. The application fee shall be 3% of the total value of the prizes to be awarded and shall be submitted with the application.
2. A complete list of the prizes to be awarded and their market retail value as well as a detailed description of the manner in which the winner shall be determined shall be submitted with the application.

3. A budget covering the current 12 month fiscal or calendar year, detailing how the lottery proceeds will be dispersed shall be submitted with the application.
4. Any organization not submitting a final report for the raffle within the prescribed 30 days will become ineligible to receive any further lottery licenses for a period of six (6) months.
- *5. **The retail value of the prizes to be awarded shall not be less than twenty (20%) percent of the anticipated proceeds of the raffle.**
6. All raffles will be conducted in accordance with the Terms and Conditions for Raffles as prescribed by the Ministry of Consumer and Commercial Relations, Entertainment Standards Branch.

TOWNSHIP OF WILMOT
LOTTERY LICENSING POLICY

***RAFFLES - PRIZE VALUES FROM \$10,001.00 UP TO \$49,999.99:**

Applications for Ticket Raffle Lottery Licences with prizes valued from \$10,001.00 to \$49,999.99 shall comply with the following conditions:

1. All applicants must apply for and receive Council approval prior to submission of any application.
2. An irrevocable Letter of Credit from a bank or financial institution, made payable to the Township of Wilmot, in the amount of the total value of the prizes to be awarded including all taxes and with a minimum expiry date of no less than 45 days after the date of the event shall be submitted with the application.

***The requirement for a letter of credit will be waived if the organization can provide documentation that the article to be raffled is paid for and insured accordingly.**

3. A complete list of the prizes to be awarded and their market retail value as well as a detailed description of the manner in which the winner shall be determined shall be submitted with the application.
4. A copy of the ticket must be provided to the municipality.
5. A budget covering the current 12 month fiscal or calendar year, detailing how the lottery proceeds will be dispersed shall be submitted with the application.
6. The application fee shall be 3% of the total value of the prizes to be awarded and must be submitted with the application.
7. If the prize to be awarded is a vehicle, the following additional conditions apply:
 - (a) the vehicle must be awarded free of any hidden costs (taxes and P.D.I.) and must be so advertised.
 - (b) the application must include a letter from the dealer indicating the type, model and options of the vehicle to be awarded and the total market value of the vehicle including tax, freight, etc.
 - (c) ***Vehicle lotteries will only be considered where the prize to be awarded is a new vehicle or a vehicle that is considered a classic or antique.**
 - (d) ***Classic or antique vehicles shall provide the following documentation:**
 - i) a certificate from a certified appraiser listing the appraised value of the vehicle;
 - ii) proof of insurance;
 - iii) copy of ownership;
 - iv) certification there are no liens on the vehicle;
 - v) safety certificate;
 - vi) statement whether vehicle will be transferred plated or not plated;
 - vii) indication of who will be responsible for taxes upon transfer of ownership.

Township of Wilmot - Lottery Licensing Policies
Raffle – Prize Values from \$10,001.00 up to \$49,999.99 - continued

8. Any organization not submitting a final report for the raffle within the prescribed 30 days will become ineligible for any further lottery licenses for a period of six (6) months.
9. ***The retail value of the prizes to be awarded shall not be less than twenty (20%) percent of the anticipated proceeds of the raffle.**
10. All raffles will be conducted in accordance with the Terms and Conditions for Raffle as prescribed by the Ministry of Consumer and Commercial Relations, Entertainment Standards Branch.

TOWNSHIP OF WILMOT
LOTTERY LICENSING POLICY

RAFFLES - 50/50 DRAWS:

1. Applications for 50/50 draws must include the following:
 - (a) name of the licensed organization;
 - (b) the location, dates and time at which the draw is to be held.
 - (c) the number and nature of prizes to be awarded in addition to the 50/50 draw.
 - (d) the maximum value of the prize or prizes.
 - (e) the serial numbers and price of the tickets.
2. A schedule of events where the 50/50 lottery is to be conducted will be submitted with the application.
3. A sample ticket for 50/50 raffle lottery must be submitted with the application and must include the following information:
 - (a) the name of the licensed organization.
 - (b) the number and nature of any prizes to be awarded in addition to the 50/50 prize.
 - (c) the maximum value of the prize or prizes to be awarded.
 - (d) the serial number and price of the tickets.
 - (e) the lottery licence number.
4. If 50/50 draw is to be conducted outside of the municipality, the Licensee shall be responsible for notifying each municipality in which the lottery will be conducted.
5. The licence fee shall be based on 3% of the maximum value of the prizes to be awarded and must be submitted with the application.
6. A budget covering the current 12 month fiscal or calendar year, detailing how the lottery proceeds will be dispersed shall be submitted with the application.
7. All raffles will be conducted in accordance with the Terms and Conditions for Raffles as prescribed by the Ministry of Consumer and Commercial Relations, Entertainment Standards Branch.

TOWNSHIP OF WILMOT
LOTTERY LICENSING POLICY

BREAK OPEN TICKETS - DIRECT SALES:

1. The application fee shall be 3% of the total value of the prizes to be awarded and shall be submitted with the application.
2. Licensees shall provide the Municipality with a list of Designates, including their addresses and telephone numbers, who will be responsible for ensuring that the Provincial and Municipal Terms and Conditions for Break-Open Ticket Sales are met (this includes the Licensee, the Consultant if any).
3. The Licensee Organization shall maintain complete control over the tickets and money from Break Open Tickets at all times.
4. **The sellers of Break-Open Tickets shall be at least 18 years of age.**
5. No licence shall be issued for a period exceeding three months.
6. A budget covering the current 12 month fiscal or calendar year, detailing how the lottery proceeds will be dispersed shall be submitted with the application.
7. All licensee organizations shall provide monthly financial reports during the first year of operation.
8. Any organization not submitting required monthly reports for the lottery will become subject to cancellation of the break open lottery licence and ineligible to receive any further lottery licenses for a period of six (6) months.
9. Representatives from the Licensee shall meet with representatives of the Township of Wilmot prior to the license being issued to discuss the Terms and Conditions under which the license is issued.
10. All Break Open Ticket lotteries shall be conducted in accordance with the Terms and Conditions for Raffle as prescribed by the Ministry of Consumer and Commercial Relations, Entertainment Standards Branch.

TOWNSHIP OF WILMOT
LOTTERY LICENSING POLICY

BREAK OPEN TICKETS - THIRD PARTY LOCATIONS:

1. The application fee shall be 3% of the total value of the prizes to be awarded and shall be submitted with the application.
2. Applications for third party locations shall be accompanied by a letter from the owner of the third party location stating:
 - (a) the name of the organization for whom they wish to sell tickets;
 - (b) the 3rd Party Location's Provincial Registration Number (in accordance with the Gaming Act);
 - (c) a statement indicating they have read and agree to comply with the Provincial and Municipal Terms and Conditions for the sale of Break Open Tickets.
3. Applications for Third Party Locations must be endorsed by the Waterloo Regional Police, New Hamburg Detachment.
4. A copy of the Third Party Location's Provincial Registration shall be submitted with the application.
5. A budget covering the current 12 month fiscal or calendar year, detailing how the lottery proceeds will be dispersed shall be submitted with the application.
6. Licensees shall provide the Municipality with a list of Designates, including their addresses and telephone numbers, who will be responsible for ensuring that the Provincial and Municipal Terms and Conditions for Break-Open Ticket Sales are met (this includes the Licensee, the Consultant, if any, and a representative from the Third Party Location).
7. **The sellers of Break-Open Tickets shall be at least 18 years of age.**
8. No licence shall be issued for a period exceeding three months.
9. All licensee organizations shall provide monthly financial reports during the first year of operation.
10. Any organization not submitting required monthly reports for the lottery will become subject to cancellation of the existing break open lottery licence and ineligible to receive any further lottery licenses for a period of six (6) months.
11. Representatives from the Licensee shall meet with representatives of the Township of Wilmot prior to the license being issued to discuss the Terms and Conditions under which the license is issued.

Township of Wilmot - Lottery Licensing Policies
Break Open Tickets - Third Party Locations - continued

12. All Break Open Ticket lotteries shall be conducted in accordance with the Terms and Conditions for Break Open Tickets as prescribed by the Ministry of Consumer and Commercial Relations, Entertainment Standards Branch.

TOWNSHIP OF WILMOT
LOTTERY LICENSING POLICY

REGULAR AND SPECIAL BINGO LOTTERIES

1. All new organizations wishing to conduct bingos in the Township of Wilmot must supply the Lottery Licensing Officer with a game schedule outlining:
 - (a) the bingo games to be played;
 - (b) the arrangement of numbers for each game required for a player to win a prize;
 - (c) the value of the prize to be paid for each game;
 - (d) maximum payouts for share the wealth games;
 - (e) the prices of the bingo cards or books being sold;
 - (f) the total value of all prizes being offered for the bingo event;
 - (g) the name and address of the premises where the bingo event is to be held.

Once submitted the above information may not be revised without authority from the Lottery Licensing Officer.

2. The licensing fee shall be 3% of the prize value for each game and shall be submitted with the application.
3. A bingo license covering a series of bingos shall be for a period of three months only.
4. The organization must also submit any special purchase provisions for bonanza cards turned in for new cards at half price.
5. The first application in each calendar year must be endorsed by the Waterloo Regional Police, New Hamburg Detachment.
6. A budget covering the current 12 month fiscal or calendar year, detailing how the lottery proceeds will be dispersed shall be submitted with the application.
7. Any organization not submitting a final report for the bingo within the prescribed 15 days will become ineligible to receive any further lottery licenses for a period of six (6) months.
8. All bingos will be conducted in accordance with the Terms and Conditions for Regular and Special Bingos prescribed by the Ministry of Consumer and Commercial Relations, Entertainment Standards Branch.

TOWNSHIP OF WILMOT
LOTTERY LICENSING POLICY

MEDIA BINGO LOTTERIES

1. All new organizations wishing to conduct media bingos in the Township of Wilmot must supply the Lottery Licensing Officer with the following:
 - (a) a sample of the bingo paper to be used;
 - (b) a detailed list of the rules of play and a description of how the winning card will be determined and verified;
 - (c) a list of all locations which will be selling media bingo cards on behalf of the organization and detailed plan how the cards and cash will be reconciled.

Once submitted the above information may not be revised without authority from the Lottery Licensing Officer.

2. The licensing fee shall be 3% of the prize value for each game and shall be submitted with the application.
3. A bingo license covering a series of bingos shall for a period of three months only.
4. The first application in each calendar year must be endorsed by the Waterloo Regional Police, New Hamburg Detachment.
5. A budget covering the current 12 month fiscal or calendar year, detailing how the lottery proceeds will be dispersed shall be submitted with the application.
6. Any organization not submitting a final report for the bingo within the prescribed 30 days will become ineligible to receive any further lottery licenses for a period of six (6) months.
7. The maximum total value of the prizes to be awarded for each licensed media bingo shall not exceed \$5,500.00.
8. All Media Bingos will be conducted in accordance with the Terms and Conditions for Media Bingos prescribed by the Ministry of Consumer and Commercial Relations, Entertainment Standards Branch.

DEFINITIONS

STANDARDS AND PROCEDURES

RESPONSIBILITIES

COMMUNICATION

EVALUATION

LEGISLATIVE REPORTING REQUIREMENTS