



TOWN OF INUVIK

LOTTERY REGULATIONS POLICY MG.009

Authorized by By-law 2627/LOTT/19

Adopted by Council Resolution 082/04/23

Amended by Council Resolution 091/06/25

1.0 **STATEMENT OF INTENTION**

The intention of these Regulations is to provide a means for designated charitable organizations to use various lottery schemes to fundraise monies for charitable purposes for the benefit of the community as a whole while ensuring guidelines are in place to protect the public and consumers of the lottery schemes from unfair gaming practices and the misuse of their contributed funds.

2.0 **INTERPRETATION**

2.1 In these Regulations and Schedules under the Lottery By-Law,

- a) **“Amendment”** means a change to a License.
- b) **“Application”** means an application to the Town for a License.
- c) **“Bingo”** means a game of chance played with cards having numbered squares corresponding to numbered “Ping Pong” type balls drawn at random;
- d) **“Casino”** means a Lottery consisting of games of Blackjack, Wheel of Fortune, or Roulette.
- e) **“Casino Manager”** means the person responsible for the day-to-day running operations of a casino, including all gaming operations, the management of casino staff, and the enforcing casino regulations.
- f) **“Charitable Objectives or Purposes”** include objectives or purposes which:
 - (i) promote the advancement of culture, religion, recreation, or education; or
 - (ii) are of a charitable nature and are beneficial to the community as a whole.
 - (iii) an organization that with prior approval by Council has a member-oriented purpose
- g) **“Charitable Organization”** means an organization or foundation such as one of the following that carries out Charitable Objectives or Purposes:
 - (i) registered as a charitable organization under the Federal *Income Tax Act*, R.S.C. 1985, c. 1 (5th Supp), as amended;
 - (ii) registered for a charitable purpose under the Northwest Territories *Societies Act*, R.S.N.W.T. 1988, c. S-11, as amended; or
 - (iii) an organization which performs services for the public good or welfare without profit and includes any organization designated by the Town; andin operation in the Town for at least one (1) year or at the discretion of Council.

- h) **“Chase the Ace Style Lottery”** are event-based schemes whereby there is an opportunity to win a percentage take, by way of a roll ticket draw, as well as an opportunity to win a chance to select a card in search of a specific jackpot card. This may include Chase the Ace, Klub the King, Crown the Queen, Jig the Joker, etc.
- i) **“Children”** is defined as a person under the age of nineteen (19) years.
- j) **“Club Room”** is an owned or leased premise where regular members meet. Members must be registered and must pay a yearly fee. Club Room tickets can be sold to members and their “signed in” guests.
- k) **“Community”** means the Municipal Corporation of the Town of Inuvik in the Northwest Territories, established under the *Cities, Towns and Villages Act*.
- l) **“Compensation”** includes any direct or indirect gain or reward.
- m) **“Council”** means the Council of the Municipal Corporation of the Town of Inuvik in the Northwest Territories.
- n) **“Dealer”** means the person who hands out the cards during a casino game and handles any bets and payments made during that game. Dealers are also known as croupiers when they work in a physical casino and dealers may also work the roulette tables and other games, as well as handling the card games.
- o) **“Elder”** is defined as a person over the age of 60 years.
- p) **“Gross Proceeds”** means all monies and other things of value received by a person or organization in the conduct of a Lottery or Series of Lotteries.
- q) **“Honorarium”** means a reasonable fee, as approved by the Senior Administrative Officer, charged for services for Bingo calling.
- r) **“Immediate Family”** means father, mother, brother, sister, spouse, common-law spouse, child, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law.
- s) **“License”** means a License issued under these Regulations.
- t) **“Licensee”** means a holder of a License issued under these Regulations.
- u) **“Lottery”** includes those games of chance commonly known as Bingo, Nevada Ticket, Casino, Raffle, and Chase the Ace Style Lotteries.
- v) **“Lottery By-Law”** means the Town of Inuvik By-Law #2627/LOTT/19 providing for the regulation and licensing of Lotteries within the Town.
- w) **“Lottery Licensing Committee”** is a committee whose members are appointed by motion of Town Council.

- x) **“Lottery Officer”** means any person designated as such, in writing by the Senior Administrative Officer.
- y) **“Mega Bingo”** is defined as a single Bingo event where the total prize payout is greater than \$10,000.00.
- z) **“Media Bingo”** means a Bingo, which is transacted via mass media communication, including but not limited to local internet-based, radio, television, closed circuit, satellite and cable transmission, newspapers, magazines, and periodicals.
- aa) **“Member-Oriented Purpose”** means a purpose that benefits the members of an organization more than it benefits the general public.
- bb) **“Net Proceeds”** is defined as the amount remaining after deducting the cost of prizes and the related expenses of conducting a Lottery.
- cc) **“Nevada Ticket”** includes a pull-type or break-open ticket.
- dd) **“Nevada Ticket Lottery”** means a Lottery involving Nevada Tickets.
- ee) **“Outlet”** is defined as a business, approved by the Town, which is in the business of operating or selling Lottery supplies.
- ff) **“Raffle”** means a Lottery in which a prize is won by one of numerous persons buying chances.
- gg) **“Regulations”** refers to the Lottery Regulations Policy.
- hh) **“Senior Administrative Officer”** means Senior Administrative Officer, as appointed by the Town of Inuvik in accordance with Section 41 of the *Cities, Towns and Villages Act*, S.N.W.T. 2011, C-22.
- ii) **“Series”** means a Lottery that is conducted on more than one date.
- jj) **“Town”** means the Municipal Corporation of the Town of Inuvik in the Northwest Territories, established under the Act, as represented by Council or its designates.
- kk) **“Town Office”** means the Town’s office located at:

Town of Inuvik
Box 1160
#2 Firth Street
Inuvik, NT X0E 0T0
- ll) **“Unit”** means individual games as sealed in a separate box.
- mm) **“Youth”** is defined as a person under the age of nineteen (19) years.

3.0 GENERAL

- 3.1 The Town may exercise the powers and shall perform the duties imposed under these Regulations.
- 3.2 Licenses shall not be issued to organizations to hold events outside the Town without the express permission of Council and other regulating bodies where the event is being held.
- 3.3 The Town shall refuse to issue a License where:
- a) a Charitable Organization does not state in its Application that a minimum of 100% of the net proceeds shall be paid to Charitable Objectives or Purposes;
 - b) the applicant or an officer or principal member of the applicant, who has been, in the previous 5 years, convicted of fraud, extortion, and robbery under Part VII of the *Criminal Code of Canada*, R.S.C. 1985, c. C-46, as amended; or
 - c) the Charitable Organization or the applicant is deemed to have not fulfilled its obligation to the Town as per these Regulations.
- 3.4 Council may restrict or authorize any Lottery being conducted on any specific date by Motion.
- 3.5 The following are the terms of every License:
- a) A License cannot be assigned or transferred.
 - b) The proceeds from all Lotteries shall be kept in a separate bank account. Unless prior approval in writing is received from the Town, it shall have separate records maintained and all financial aspects of the Lottery shall be conducted in accordance with these Regulations.
 - c) Funds raised will be used for the purpose stated and accepted on the Application.
 - d) Prizes are to be awarded in accordance with the prizes stated on the Application.
 - e) A complete statement of account, showing total receipts, expenses, and profits and indicating when and how such profits will be spent for the Charitable Objectives or Purposes set out in the Application, shall be filed with the Town at the Town Office within thirty (30) days of the holding of any Lottery, on a form established by the Town.
 - f) An Application for a second or subsequent License shall be accompanied by a statement of account from previous Lotteries unless the statement(s) has been previously submitted.
 - g) If proceeds are raised as contributions to other charitable groups, the following must be provided:
 - i) the name of the charitable group receiving the donation;
 - ii) the chairperson or head of fundraising and the phone number for the charitable group receiving the donation;

- iii) the purpose for the contribution (specific, i.e. new wheelchair; or generally, i.e. all-purpose fund); and
 - iv) the amount contributed, with receipt.
- h) The proceeds from the Lottery shall be disbursed either in accordance with the Charitable Objectives or Purposes set out on the Application form or in a manner requested by the Licensee expressly authorized by the Town.
- i) No person shall receive direct compensation from Lottery funds specifically for conducting, managing, planning, or assisting with any Lottery, except an honorarium as defined under Section 2.1 (q), with the exception of an outlet approved by the Town.
- j) Except in the case of a Raffle, Nevada Ticket Lottery or Chase the Ace Lottery, no liquor shall be served, sold, or consumed in an area where a Lottery is being held.
- k) Liquor shall not be offered as a prize or part of a prize in any Lottery licensed under these Regulations.
- l) Where the prize in any Lottery is a firearm, the operators of the Lottery shall not release possession of the firearm until a Possession and Acquisition License is obtained by the winner of the prize in accordance with the *Criminal Code of Canada*.
- m) No single prize in any Lottery or Series shall exceed \$50,000.00 in cash or real or personal property having equivalent retail market value unless the approval of the Council is obtained before issuing the License. Chase the Ace Style Lotteries shall be exempt from this regulation.
- n) Where the total prizes awarded under a License for a Series exceed \$100,000.00, the Licensee shall submit to the Town an annual financial report audited by an independent auditor, approved by the Town, within ninety (90) days of the expiration of the License.
- o) The Town may require that security be posted for all prizes in any proposed Lottery.
- p) Unsold tickets, receipts, counterfoils, game forms, and financial documents pertaining to a Lottery shall be retained by the Licensee for a period of not less than twenty-four (24) months from the date of the Lottery, and for such additional time as the Town may direct. A Licensee or former Licensee shall make available, on the request of the Town, all books of accounts or documents relating to the operation of a Lottery and shall, at all reasonable times, allow access to the books or documents.
- q) Where the Town considers it necessary, it may require an audit by an independent auditor, approved by the Town, in respect of any License and the cost of the audit shall be paid for by the Licensee.
- r) No person or organization shall be issued more than five (5) Licenses under these Regulations in any six (6) month period, and no more than three (3) Licenses shall be issued for Series. This item may be waived should there be fewer applications received for assignment of bingo dates

- s) Where a Lottery is cancelled or postponed, the Licensee shall notify the Town and comply with such additional instructions as the Town may issue regarding monies collected, tickets purchased or any other matter concerning the Lottery or License.
- t) No person directly assisting in the sales of Bingo cards or Nevada Tickets shall participate as a player.
- u) The rules of all Lotteries shall be approved by and shall be posted in accordance with the instructions of the Town.
- v) In addition to the terms set out in this section, the Town may impose on any License such additional terms or restrictions as deemed necessary.
- w) For cash prize payouts, the maximum amount of cash to be paid out is \$5,000.00 for any one game amount. Any amount in excess of this may be paid out by cheque. The player may also request that the entire payment or any amount be paid by cheque.
- x) Due to the potential of having large sums on money on site during a Bingo, Licensees are required to have 2 people responsible for the cash on site.

4.0 ORGANIZATION ELIGIBILITY

- 4.1 Subject to these Regulations, the Town may issue a License to a Charitable Organization to conduct and manage a Lottery within the boundaries of the Town.
- 4.2 A Charitable Organization that has been granted a License shall notify the Town in writing immediately of any changes of members of its executive.
- 4.3 Where, in the opinion of the Town, a Lottery is being operated contrary to these Regulations, the Town may confiscate the License.
- 4.4 Notwithstanding any other provision of these Regulations:
 - a) A Charitable Organization may apply all of the proceeds of a Lottery, after deductions for prizes and administrative expenses, to a Community facility provided that the Community facility is accessible to all members of the Community.
 - b) A Charitable Organization may apply up to 50% of the proceeds of a Lottery, after deductions for prizes and administrative expenses to:
 - (i) its building fund for the construction, repair, renovation or decoration of the Charitable Organization's building or to provide or replace capital items;
 - (ii) the equipment of the Charitable Organization. A Charitable Organization may not apply any of its proceeds to or in respect of any revenue producing equipment or facilities without prior approval from the Town.

- (iii) A Licensee shall not use any proceeds from a Lottery for social events or activities other than those for children or senior citizens and/or all members of the Community.

5.0 APPLICATIONS

- 5.1 Completed Applications, with the exception of Applications for Media Bingo Licenses, must be received and date-stamped seven (7) working days prior to the first proposed event. In the case of Raffles, seven (7) days prior to the date an applicant wishes to start **PRINTING** tickets.
- 5.2 Applications for Media Bingo Licenses must be received by **MARCH 15** for July 1 to December 31 Bingos and by **SEPTEMBER 15** for January 1 to June 30 Bingos. If the aforementioned dates fall on a weekend or statutory holiday, then they shall be received up to the end of the next business day immediately following the deadline.
- 5.3 A completed Application for a License shall be on a form prescribed by the Town and shall be sent to the Town Office.
- 5.4 Notwithstanding Section 5.1, the Senior Administrative Officer may approve any Application submitted less than seven (7) working days prior to the proposed Lottery, provided such Application is accompanied by a Late Application Fee pursuant to the Town of Inuvik Fees and Charges Policy.
- 5.5 The completed Application form shall include:
- a) name of organization;
 - b) address of organization;
 - c) registration;
 - d) years of operation;
 - e) name of bank and account number exclusively used for Lottery proceeds;
 - f) activities and background of organization including constitution, by-laws, etc. and listing of current members identifying executive officers and signing authorities;
 - g) an itemized list of how the profits from this Lottery will be used. An organization as designated by Council may provide a generalized statement;
 - h) all dates, time and location of proposed lottery;
 - i) all data pertaining to the cost of admission, tickets, games, prizes, "house rules", etc.;
 - j) financial estimate;
 - k) signatures by appropriate members of the organization; and

- l) all applicable fees with the exception of Bingo Licenses.

6.0 CONDUCT

- 6.1 All Lotteries shall be conducted as regulated by the License as authorized by the Town.
- 6.2 Any cheating or other irregularity known or suspected shall be reported immediately to the Senior Administrative Officer.
- 6.3 The Senior Administrative Officer may appoint inspectors.
- 6.4 The Licensee shall establish “rules of play”, not inconsistent with the terms and conditions of the License, which shall contain:
 - a) pay-off structure for all games/prizes;
 - b) sequence of games shall be played (Bingo);
 - c) requirements for a Bingo/ticket to be valid;
 - d) price of extra cards, tickets, and games;
 - e) time at which play starts or draw is made; and
 - f) the method of distributing cards.
- 6.5 Bingo card verification must be confirmed by two people (one of which must be a representative of the organization).

7.0 POSTING OF LICENSE

- 7.1 Subject to this section, the License, Lottery house rules, and any approved Amendment shall be posted in a conspicuous location on the premises where the Lottery is being held.
- 7.2 In the case of a television or radio Bingo, the License shall be kept at the television or radio station offices for inspection during the event hours by any person.

8.0 LOTTERY EXPENSES

- 8.1 Lottery administrative expenses shall not exceed ten percent (10%) of the gross revenue for any one event. Administrative expenses do not include hall rental or prize payout.

8.2 Generally accepted Lottery expenses are the costs of:

- a) prizes;
- b) hall rental;
- c) advertising (this includes posters, television, radio ads, etc.);
- d) equipment rental;
- e) Bingo caller;
- f) supplies (Bingo paper, Nevada Tickets, playing cards, Raffle tickets);
- g) freight of supplies;
- h) License fees;
- i) postage;
- j) accounting; and
- k) prize for a contest (King/Queen and Prince and Princess). This prize is capped at \$5,000.00 total.

8.3 Some unacceptable expenses are, for example:

- a) ticket sellers;
- b) float; or
- c) concession stand.

9.0 ACCOUNTING

- 9.1 As per Section 3.5 (b), the Licensee shall have a bank account set up strictly for the purpose of Lottery monies, unless otherwise approved in writing by the Town.
- 9.2 All monies withdrawn from this account shall be in the form acceptable by the Town and the purpose of the withdrawal(s) noted.
- 9.3 Revenues from each event should be deposited the next banking day.
- 9.4 Administration expenses for conducting and managing Lotteries shall not exceed ten percent (10%) of gross revenue.

9.5 Thirty (30) days after a single event, or monthly if Series, the Licensee shall provide:

a) Bingo:

- (i) a fully completed statement of account form as approved by the Town, receipts for supplies must be provided);
- (ii) a list of staff/helpers at each Bingo;
- (iii) a copy of the deposit slip indicating total amount deposited;
- (iv) ball verification sheets;
- (v) the signed list of winners and amounts won (on a form as approved by the Town) must be provided to the attention of the Lottery Officer at the Town Office no later than seven (7) working days after the date of the event.;
- (vi) a list of disbursements to Charitable Organizations as indicated on the Application including names and addresses of the payees; and
- (vii) a Licensee may be required to provide other financial information as requested by the Senior Administrative Officer.

b) Nevada:

- (i) a fully completed statement of account form as approved by the Town by the Town (receipts for supplies must be provided);
- (ii) a list of the staff/helpers and dates of sale;
- (iii) a copy of the deposit slip indicating total amount deposited;
- (iv) the most recent bank statement of account;
- (v) the amount of Nevada Ticket supplies used at each Nevada Ticket event with receipts;
- (vi) a list of disbursement to Charitable Objectives and Purposes as indicated on the Application including names and addresses of the payees; and
- (vii) a Licensee may be required to provide other financial information as requested by the Senior Administrative Officer.

c) Raffle:

- (i) a fully completed statement of account form as approved by the Town by the Town (receipts for supplies must be provided);
- (ii) a list of the staff/helpers;
- (iii) a copy of the deposit slip indicating total amount deposited;
- (iv) the most recent bank statement of account;
- (v) the amount of Raffle supplies used each Raffle event with receipts;
- (vi) a list of disbursement to Charitable Objectives or Purposes as indicated on the Application including names and addresses of the payees; and
- (vii) a list of winners' names.

d) Casino:

- (i) a fully completed statement of account form as approved by the Town including only gross as prize payout is not known (receipts for supplies must be provided);
- (ii) a list of the staff/helpers;
- (iii) a copy of the deposit slip indicating total amount deposited;
- (iv) the most recent bank statement of account;
- (v) the amount of Casino supplies used at each Casino event with receipts;
- (vi) a list of disbursement to Charitable Objectives or Purposes as indicated on the Application including names and addresses of the payees; and
- (vii) a Licensee may be required to provide other financial information as requested by the Senior Administrative Officer.

e) Chase the Ace Style Lottery:

- (i) Upon awarding of the jackpot, a report shall be provided the Town detailing the following:
 - Date of each draw
 - Total ticket sales for that draw
 - Name of person drawing the roll ticket for that draw
 - Roll ticket number drawn
 - Winner Name and signature
 - Amount of ticket sales awarded to the winner
 - Amount of ticket sales added to jackpot (if jackpot card not drawn)
 - Amount of Jackpot won (zero if jackpot card not drawn)

- (ii) A copy of the deposit slip indicating total amount deposited
- (iii) Amount carried over to the next jackpot if the jackpot has had a ceiling and the final jackpot allocation exceeds this amount.

10.0 ADVERTISING

10.1 All advertising for Lotteries will state the following:

- a) the name of the organization;
- b) the location, date, and time of the event;
- c) the number of games to be played (Bingo);
- d) the number and amount of prizes to be awarded, including door prize, if any;
- e) the price of admission, cards, games, or tickets;
- f) the maximum number of tickets to be sold (raffle); and
- g) the License number.

11.0 AMENDMENTS

- 11.1 The Town, on the request of the Licensee, within a reasonable period of time before the scheduled Lottery, minimum five (5) days, may amend the License and the Amendments shall be subject to the terms the Town deems appropriate.
- 11.2 Amendments to the License will be permitted providing there are no changes to the degree of chance.
- 11.3 There can be only two (2) Amendments per License.
- 11.4 Notwithstanding Section 3.5. (r), there can be no addition to dates.
- 11.5 Any modifications to the prize value must be approved in writing by the Town.

12.0 PENALTIES

- 12.1 The Senior Administrative Officer may suspend or cancel any License without notice and at any time for the breach of any terms and conditions.
- 12.2 Every person who violates or fails to comply with any terms and conditions of a License issued by the Senior Administrative Officer is guilty of an offence under the Lottery By-Law and is liable under summary conviction to a fine.

- 12.3 If the required financial documentation is not received within a sixty (60) day period after the last event date, the organization or its Chairperson/President is liable under the summary conviction to a fine of \$500.00 and two (2) years suspension of Licenses.

13.0 BINGO LOTTERIES

- 13.1 Subject to Section 13.5 of these Regulations, only one Bingo authorized by a License shall be held in the Town at one time.
- 13.2 No License will be issued for a Bingo to be conducted from the first Sunday following December 10th to January 1st inclusive, or on any "Easter Good Friday" in any given year, without the express permission of Council by motion.
- 13.3 Only one Mega Bingo License will be issued in any one week.
- 13.4 A maximum of six (6) Mega Bingo Licenses may be issued to any one organization during a calendar year.
- 13.5 A License shall not be issued for a Media Bingo to be conducted on any Sunday or Wednesday.
- 13.6 Where a special event is planned for the Town and the Town is satisfied that the duration of the event and the number of people anticipated to take part in the event justify more than one Bingo being held in the Town, Council may authorize the issuance of additional Licenses so that more than one Bingo authorized by License may be held in the Town at one time during the special event.
- 13.7 A License issued for a series of Bingos shall be for a period not exceeding six (6) months.
- 13.8 Licensees are limited to holding a maximum of two Bingos per week under a Bingo License.
- 13.9 If liquor is served in the same building in which a Bingo is being held, volunteers shall be posted to ensure that liquor is not served, sold, carried, or consumed in the Bingo area.
- 13.10 Any proposed merchandise Bingo event requires a Bingo License.
- 13.11 An application for a Bingo shall contain the following information:
- a) the Charitable Objectives or Purposes for which the Bingo will be conducted;
 - b) the name and address of the building or facility where the Bingo will be held;
 - c) the date and hours of operation of the Bingo;
 - d) the price of admission;
 - e) a list of all games and prizes, including door prizes;
 - f) the price of a master card and extra cards;

- g) if merchandise prizes or donated prizes are to be awarded, the value of the merchandise or donated prizes; and
 - h) requested dates.
- 13.12 Applicants requesting a License for a Series of Bingos and wishing to carry over jackpot amounts shall provide the following information:
 - a) the amount of the opening jackpot and opening number of calls to be made;
 - b) the amount of subsequent increase in both jackpot and in number of calls;
 - c) the maximum jackpot and maximum increase in the number of calls;
 - d) the amount of consolation prizes, if any; and
 - e) any other information that the Town may require.
- 13.13 Jackpots which are carried over shall be played away on the expiry of the License, whether the License is renewed or not.
- 13.14 The age restriction for person(s) playing Licensed Bingos is sixteen (16) years or older. These restrictions shall be posted in a conspicuous location on the premises in which the Bingo is to be held.
- 13.15 Administrative expenses shall not be more than ten (10%) percent of the gross proceeds of the Bingo or a Series of Bingos.
- 13.16 The balance of the net proceeds of the Bingo shall be used for Charitable Objectives or Purposes specified in the Application.
- 13.17 Where an organization rents out its own facilities, it may claim the equivalent rate as a hall rental and include it as an administrative expense.
- 13.18 The conduct and management of a Bingo shall be the responsibility of the Licensee and this may not be delegated to any other group or person who is not a member of the organization holding the License.
- 13.19 Notwithstanding Section 3.5 (t), volunteer Bingo workers other than individuals or principal officers of the organization who are managing or conducting the Bingo may play Bingo before or after they have performed all their duties related to the Bingo.
- 13.20 Notwithstanding Section 3.5 (j) of these Regulations, the caller may be paid an honorarium for his or her services in the operation of a Bingo.
- 13.21 A hall Bingo shall be conducted and managed in compliance with the terms and conditions on the License. In addition, the following procedures shall be followed:

- a) the License and any “house rules” must be posted in a conspicuous place (including any Amendments to the License);
- b) the number of players in attendance will be recorded;
- c) cards and tickets shall be purchased with cash only (debit cards can be accepted if deposited only into the Lottery account);
- d) only cheques issued to the winning cards may be cashed at a Bingo event. Extending credit is prohibited; and
- e) cards shall not be sold outside the Town.

13.22 Only Bingos based on the following structure are eligible for a License:

- a) caller reads out a letter/number combination from a ball randomly selected from seventy-five (75) “Ping Pong” type balls, each printed with a letter and a number grouped as follows:

B 1 to 15
I 16 to 30
N 31 to 45
G 46 to 60
O 61 to 75

- b) Bingo balls shall be of equal weight and in good condition;
- c) players shall use “cards” or sheets printed with one or more “cards”, each “card” to be laid out in five rows of five squares, with one letter from the word “bingo” over each vertical column, all squares containing a number as above, except for the “free” center square;
- d) all players shall indicate whether a letter/number combination called appears on the card by marking, or placing a marker upon the appropriate square;
- e) where there is a declared card (possible winner), the following sequence of events shall take place:
 - (i) No further numbers shall be called pending confirmation of a winner.
 - (ii) The Bingo machine shall remain operational until the winner has been verified.
 - (iii) A checker shall take the declared card and place it in front of a neutral player and the checker shall then call back the numbers to the caller to verify the winner. In the case where a computerized programmed machine is being used, the checker can call back the serial number in the “free square”.
 - (iv) Upon verification of the Bingo winner, the caller shall ask for any other Bingo winners for the game to identify themselves and shall indicate it is the last call.

- (v) If no further Bingo winners are declared or determined, the caller shall return the Bingo balls to the Bingo machine and state clearly that the game is closed. Should the game be part of a “go-go series” where one card is used to play multiple games, the caller shall clearly state which qualifying game was closed, identify which games are left, and continue to call the Series.

13.23 A strict inventory of cards used at each Bingo will be recorded at all times.

13.24 Media Bingo Licenses:

a) General Terms:

- (i) House rules for the Media Bingo must be announced, printed, or visually displayed prior to each event and must state the minimum age limit to play Media Bingo.
- (ii) House rules must be submitted to the Town for prior approval.
- (iii) House rules must be distributed with the purchase of Media Bingo paper.
- (iv) If the value of the prizes is advertised, the amount guaranteed must be indicated.
- (v) Person(s) involved in conduct or management of a Media Bingo event may not play on the premises from which the event is being operated.
- (vi) Unclaimed prize(s) will be considered part of the organization’s gross proceeds, if not claimed within a seven (7) working day period.
- (vii) Unclaimed prize(s) shall be reported to the Town after each event’s claim period identifying that the winner is known and the prize amount.
- (viii) An organization which is planning to cease the operation of, or the end of a License of a Media Bingo, shall play away any accumulated prize(s) during the final event.
- (ix) Media Bingo sheets (cards) will not be given away as a bonus prize.
- (x) Media Bingo sheets (cards) shall be serialized.
- (xi) A ball verification sheet, which records the sequence the Bingo balls were called, must be completed for each game.
- (xii) A number is not official until it has been verbally announced by the caller
- (xiii) An appropriate amount of time must be allocated following each number called to allow players to call in a winning card.
- (xiv) An appropriate amount of time must be allocated following each declared winner to allow additional player(s) to call in other winning card(s).
- (xv) Winner(s) name will be announced at the conclusion of each event.

- (xvi) Upon verification of a Bingo winner(s) and the declaration that the game is now closed, no further winners will be accepted.
- (xvii) All winning sheets (cards) must be verified by 2 persons authorized by the Licensee who are not related to each other or the winner whose card is being verified.
- (xviii) Where house rules allow mail-in participation, a minimum of seven (7) days must be given for mail-in winner(s) claims prior to awarding prizes.
- (xix) Should there be a technical malfunction, such as equipment or power failure the current game being played shall be stopped and the ball verification sheet confirmed with the physical ball number that have been called. The licensee shall then try to correct the issue if possible. Should it require the removal of the called physical balls from their allocated spot they shall be set aside with the ball verification sheet. Once the issue has been corrected the game may continue and the called balls placed in their appropriate spot and verified by the Bingo caller and a representative of the Licensee, with the verification sheet
- (xx) Should a technical failure occur which cannot be corrected within one hour of the malfunction the following shall occur:
 - a. If all games on a specific card have been completed those prizes shall be awarded and distributed as normal
 - b. Should all games on a specific card not be completed no prizes shall be awarded and card purchasers may receive a refund for those cards and any remaining cards for which games have not started. The refund process shall begin as soon as possible after the licensee has determined the games cannot proceed within one hour. Should this not be possible the licensee shall notify the public how refunds may be obtained. Cardholders will have 24 hours to receive a refund.
 - c. For any games that are unable to be played the licensee may apply to the Town for an adjustment to the paid license fee. The licensee has the option of applying this refund to future license fees or receiving a cash refund.
- b) The initial application for a License must be accompanied by a complete written explanation of the procedures for operation of the Media Bingo. This submission may be amended from time to time.

13.25 Assignment of Media Bingo Licenses:

- a) Council shall appoint a Lottery Licensing Committee which shall assign the various Media Bingo dates. The term of the Lottery Licensing Committee shall be for a three-year term at the pleasure of Council.
- b) The Committee shall be comprised of:
 - (i) One member of Council; and

- (ii) Members of the Public or License Holders, appointed by Council.
- c) The Lottery Licensing Committee shall meet on the earliest convenient date following the Media Bingo Application deadlines. Additional meetings may also be called by the Chair and Vice-Chair in his/her absence.
- d) The Lottery Licensing Committee shall establish its own meeting procedures.
- e) The Lottery Licensing Committee shall appoint a Chair and Vice-Chair.
- f) The Lottery Licensing Committee shall assign the various available Bingo dates.
- g) While every attempt will be made to assign groups their preferred dates, no guarantees can be provided.
- h) In the event that there are groups that did not receive any or all of their requested dates, the committee should also create a prioritized waitlist.
- i) Fees will be due and payable within thirty (30) days of the Lottery Licensing Committee's assignment of dates unless otherwise approved by the Town.
- j) Any groups which cannot hold their assigned Bingos must notify the Lottery Officer within five (5) business days of the date of the scheduled Bingo.
- k) The Lottery Officer will offer the Bingo to the next available group on the prioritized waiting list.
- l) Failure to host a Bingo shall mean a forfeit of the License Application fee.

14.0 NEVADA TICKET LOTTERIES

- 14.1 A License for a Nevada Ticket Lottery may be issued to a Charitable Organization if the tickets are sold to its members, guests, or the public during a Bingo, Casino, in a "club room", or any other activity approved by the Town and specified on the License which the organization is holding or sponsoring.
- 14.2 A License for a Nevada Ticket Lottery may be issued to a Charitable Organization if the tickets are sold to its members or guests from a booth within the organization's premises or premises which the organization has specifically acquired for the purpose of selling Nevada Tickets.
- 14.3 In addition to any Series of Nevada Ticket Lotteries, a License may be issued to a Charitable Organization for a single event Nevada Ticket Lottery in conjunction with a Bingo or Casino Lottery providing the maximum number of Licenses permitted under these Regulations is not exceeded.
- 14.4 A License issued for a Series of Nevada Ticket Lotteries shall be for a period not exceeding six (6) months.
- 14.5 A License may authorize the sale of a variety of types of tickets.

- 14.6 Only the types of tickets specified in the License shall be sold.
- 14.7 Nevada Tickets shall not be sold off the premises specified on the License.
- 14.8 Winning tickets are to be marked and saved, bundled by date of event.
- a) These tickets are to be kept for one year.
 - b) It is not required to keep tickets when the prize value is less than twenty-five (\$25.00) dollars.
- 14.9 No person under the age of sixteen (16) years shall purchase or sell Nevada Tickets.
- 14.10 An Application for a Nevada Ticket Lottery License shall contain the following information:
- a) the Charitable Objectives or Purposes for which the proceeds of the ticket sales are to be used;
 - b) the name and address of the building where the tickets are to be sold;
 - c) the frequency and hours of ticket sales; and
 - d) any other ticket information the Town may require.
- 14.11 A maximum of ten (10%) percent of the net proceeds of Nevada Tickets, after deducting the cost of prizes and tickets, may be used towards the administrative expenses of conducting the Lottery.
- 14.12 The balance of the net proceeds of a Nevada Ticket Lottery shall be used for the Charitable Objectives or Purposes specified in the Application.
- 14.13 The conduct and management of Nevada Ticket sales shall be the responsibility of the Licensee and this may not be delegated to any other group or person who is not a member of the Licensee.
- 14.14 The Licensee shall maintain strict control and accounting of the sales of Nevada Tickets.
- 14.15 One unit of a specific type shall be completely dispensed before another unit of the same type may be sold.
- 14.16 Each unit, whether complete or partial, when not under the control of the vendor, shall be kept in a locked secure container and stored in a safe place.
- 14.17 All tickets shall be sold for cash currency only.
- 14.18 The Licensee shall display a notice in a conspicuous place on the premises where the Lottery is to be held in the following form:
- “All winning tickets shall be redeemed for prizes at the time of purchase.”
- 14.19 Vendors shall not purchase tickets while they are acting as vendors.

- 14.20 When accounting for a partially sold unit of Nevada Tickets at the end of the License, all Nevada Tickets must be “broken open” to account for all unsold winning tickets.

15.0 CASINO LOTTERIES

- 15.1 Subject to Section 15.4 of these Regulations, only one Casino authorized by a License shall be held in the Town at one time.
- 15.2 Casinos shall be managed and conducted in accordance with the License including any special conditions on the Application as approved by Council.
- 15.3 The Casino must be held within the Town’s boundaries.
- 15.4 Only one Casino may be held in the Community on any given day unless special approval is given by Council.
- 15.5 A License for a Casino will not be issued for more than three (3) consecutive days.
- 15.6 Advertising for a Casino will contain the License number.
- 15.7 Notwithstanding Section 15.1 of these Regulations, no License will be issued for a Casino to be conducted from December 10th to January 1st inclusive, or on “Easter Good Friday” in any given year without the express permission of Council by motion.
- 15.8 Where a special event is planned for the Community and the Town is satisfied that the duration of the event and the number of people anticipated to take part in the event justify more than one Casino being held in the Community at one time, Council may authorize the issuance of additional Licenses so that more than one Casino authorized by a License may be held in the Community at one time during the special event.
- 15.9 Only one License for a Casino shall be issued to any one applicant in any six (6) month period.
- 15.10 A License for a Casino shall not be issued for a period exceeding three (3) consecutive days.
- 15.11 Casinos shall not operate between the hours of 2:00 a.m. and 1:30 p.m. on a Sunday.
- 15.12 Where a Casino is held in conjunction with any other activity, it shall be held within an area which has been physically separated from other activities of a non-lottery nature.
- 15.13 No person under the age of nineteen (19) years of age shall be permitted in the Casino area.
- 15.14 If liquor is served in the same building in which a Casino is held, volunteers shall be posted to ensure alcohol is not served, sold, carried, or consumed in the Casino area.
- 15.15 An Application for a Casino License shall contain the following information:
- a) the Charitable Objectives or Purposes for which the Casino shall be conducted;
 - b) the name and address of the building where the Casino will be held;

- c) the dates and hours of operation of the Casino;
 - d) the number of tables to be used;
 - e) the minimum and maximum bet limits;
 - f) the method of payout on bets; and
 - g) any other information the Town may require.
- 15.16 A minimum of twenty-five (25%) percent of the gross proceeds of the Casino shall be set aside for the Charitable Objectives or Purposes specified in the application before the deduction of the administration expenses of conducting a Casino.
- 15.17 Where an organization rents out its own facilities, it may claim the equivalent rate as a hall rental and include it as an administrative expense.
- 15.18 Minimum and maximum bet limits shall be posted and clearly visible to all players.
- 15.19 Rules of play relating to each game or table shall be posted and clearly visible to all players.
- 15.20 Maximum bet limits in excess of twenty dollars (\$20.00) per bet must be approved by Council motion.
- 15.21 Gaming equipment and supplies shall be retained for twenty-four (24) hours after termination of the License.

Administrative Control

- 15.22 The Licensee of a Casino event shall designate one individual worker as the "Casino Manager" for the event. Casino dealers, bankers, cashiers, and other volunteer workers' names shall be recorded prior to the commencement of the Casino.
- 15.23 No volunteer shall participate as a player.
- 15.24 A complete "chip" inventory shall be taken prior to and after closing of each event.
- 15.25 Each dealer will have in his/her own possession a copy of the rules of Casino dealers provided by the Licensee.

Game Conduct

- 15.26 Licensees will post any house rules in a conspicuous place.
- 15.27 Casino Licenses provide for only three (3) types of games:
- a) Blackjack
 - b) Wheel of Fortune
 - c) Roulette

- 15.28 A bank must be maintained in the building where the games are being played, but in a separate room that only the Casino Manager and cashiers are allowed to enter.
- 15.29 The Licensee must provide a booth for the purchase of chips and redemption of same.
- 15.30 All bets must be placed with chips.
- 15.31 Dealers (or other game operators) must sign for chips received from the cashier or banker.
- 15.32 Records must be kept of the number of chips:
- a) supplied to dealers or other game operators;
 - b) returned by the dealers or other game operators to the bank; and
 - c) cashed in at the bank by players.
- 15.33 At the end of each Blackjack game, the dealer or other game operator must account for all the chips at the table or game and must return them to the bank.
- 15.34 Minimum and maximum bets shall be posted. Tables must accommodate players wishing to bet the minimum.
- 15.35 Rules of play relating to each game or table shall be posted and clearly visible to all players. Blackjack games must be played according to the following:
- (i) All cards are dealt face up.
 - (ii) The object of the game – draw to 21 or closest to 21 without exceeding 21. If total is higher than dealer, bettor wins. If total is the same as the dealer, this is a stand-off (no winner). If the total is lower than the dealer, the bettor loses.
 - (iii) Face cards count 10, aces count 1 or 11, and others count face value.
 - (iv) Blackjack is any ace with a face card or a ten. This is an automatic winner, except when the dealer also has blackjack in which case it is a stand-off.
 - (v) Dealer will play against all players at the same time, not individually.
 - (vi) All pay-offs except Blackjack are even money.
 - (vii) All bets down before first card is dealt.
 - (viii) Split bets – if player's first two cards are a pair, the player has the choice of splitting them into two hands and betting the same bet on each hand.
 - (ix) Dealer must draw on 16 or under, stand on a hard 17 and over, and hit on a soft 17. A soft 17 is any combination of cards totaling 17 when the ace is counted 11.

- (x) If a chip falls to the floor, another volunteer must be called to retrieve it. It cannot be retrieved by the dealer or any player.
- (xi) The dealer may not deal cards to any person under the influence.
- (xii) Closing time of event shall be posted clearly and announced thirty (30) minutes prior to closure.

16.0 RAFFLE LOTTERIES

- 16.1 Subject to Section 16.2 of these Regulations, a Raffle License shall be issued for a period not exceeding six (6) months.
- 16.2 Where the Town is satisfied that it is not feasible to conduct a Raffle within a six (6) month period, the Town may issue a License for a period that exceeds six (6) months but does not exceed eighteen (18) months.
- 16.3 The expiry date of a License shall be endorsed on the License.
- 16.4 Any proposed Raffle that has a prize total with a retail market value of one hundred dollars (\$100.00) or less does not require a License.
- 16.5 An Application for a License shall contain the following information:
 - a) the Charitable Objectives or Purposes for which the Raffle will be conducted;
 - b) the name and address of the building in which the Raffle will be held;
 - c) the date and time of the draw or draws for prizes;
 - d) the price to purchase a ticket or tickets;
 - e) the number and value of the prizes to be awarded;
 - f) if merchandise prizes or donated prizes are to be awarded, the value of the merchandise or donated prizes;
 - g) the maximum number of tickets to be printed; and
 - h) any other information the Town may require.
- 16.6 A draft or sample copy of each type of ticket to be printed shall be forwarded with the Application.
- 16.7 Proposed Raffle tickets will be approved by the Senior Administrative Officer or designate as part of the Application approval.

- 16.8 Administrative expenses for conducting a Raffle shall not exceed ten (10%) percent of the gross proceeds of the Raffle.
- 16.9 The balance of the net proceeds of the Raffle, after deducting the cost of prizes and administrative expenses, shall be used for the Charitable Objectives or Purposes specified in the Application.
- 16.10 Maximum ticket sales shall not exceed thirty thousand dollars (\$30,000.00) for a License unless written approval from the Town.
- 16.11 The final draw for a Raffle shall be held on the expiry date endorsed on the License.
- 16.12 A Raffle ticket shall contain the following information:
- a) the name of the Charitable Organization;
 - b) the location, date, and time of the draw or draws;
 - c) the price to purchase a chance;
 - d) the prizes to be awarded and value of each prize;
 - e) the maximum number of tickets printed;
 - f) the ticket number, if any; and
 - g) the License number.
- 16.13 There is no requirement to comply with section 16.12 of these Regulations if:
- a) all ticket sales are made in the same room as the draw, and the draw of the winning ticket(s) is held in that same room within seven (7) hours of when the ticket sales start;
 - b) the ticket is in two parts each of which bears the same number, one part to be retained by the purchaser and the other part to be entered by the purchaser in the draw;
 - c) each prize is awarded to the person who presents the ticket part that bears the same number as the ticket part that is drawn for that prize; and
 - d) the Licensee shall display a notice in a conspicuous place on the premises where the Raffle is to be held in the following form:

"All winning ticket holders must be present at time of draw to qualify to win. If ticket holder is not present at the time of draw another ticket will be drawn."
- 16.14 A Raffle License may be issued to a Charitable Organization if the tickets are sold to its members or guests within the organization's premises or premises which the organization has specifically acquired for the purpose of conducting its regular activities.
- 16.15 A Charitable Organization may conduct a club or 50/50 Raffle when:

- a) it complies with the requirements in Section 16.13 of these Regulations; and
 - b) a complete schedule of draw dates and prizes including any cash 50/50 split prizes, are identified at the time of the Application.
 - c) Licensee may not hold a 50/50 draw over multiple days
 - d) Licensee may hold multiple 50/50 draws within one day but each draw requires a payment of a license per the Fees and Charges Policy
 - e) A minimum license fee according to the Fees and Charges Policy shall be paid for the license and any additional fees due upon completion of the raffle.
 - f) Failure to report and pay the appropriate fees may disqualify an organization from future lottery licenses and possible summary conviction under by-law 2627/LOTT/19
- 16.16 All ticket stubs shall be kept by the Licensee until all prizes have been awarded.
- 16.17 Prize winners shall be notified within a twenty-four (24) hour period after a draw, and prizes shall be awarded not later than three (3) days following a draw, or such period of time as may be deemed reasonable by the Town.
- 16.18 In the event a prize winner is unable to be notified for any reason, the Licensee shall contact the Town in writing. Upon receipt of such notice, the Town shall advise the Licensed organization as required.
- 16.19 In the event a prize(s) cannot be awarded to the prize winner after three (3) months of the draw date, the Licensee shall apply to the Town to have the prize winner declared null and void, and a new draw for that prize shall take place upon receipt of the written approval of the Senior Administrative Officer.
- 16.20 No compensation or commission shall be paid to a member of the Licensee or any person for ticket sales.
- 16.21 Notwithstanding Section 3.5 (t) of these Regulations, persons assisting in the conduct of the Raffle may purchase tickets from other members of the sponsoring Charitable Organization.

17.0 CHASE THE ACE STYLE LOTTERY

- 17.1 Licenses are issued for fifty-two (52) weeks in duration and there is a maximum of fifty-two (52) draws AND a maximum of fifty-two (52) cards permitted for use on any one License.
- 17.2 The allocation of ticket sales proceeds must be in accordance with Section 17.5 of these Regulations and may be varied only upon approval of the Senior Administrative Officer only if a written request is submitted prior to commencing the first draw.

- 17.3 A Licensee is to notify the Town as soon as reasonably possible once a Chase the Ace Style Lottery jackpot has been awarded as this will cause the expiration of the License.
- 17.4 Chase the Ace Style Lottery is to be conducted using serialized roll tickets that are sold only to persons over the age of sixteen (16) or older. Tickets shall be sold for not less than two (2) and not more than a three (3) hour period with a ticket draw held at the end of the specified time period later that day and the holder of the ticket is required to be in attendance to claim their prize.
- 17.5 The winning ticket shall receive twenty (20%) percent of the ticket sales; while thirty (30%) percent is reserved for a building jackpot and the remaining fifty (50%) percent is retained by the Licensee. The split of proceeds from the sale of tickets may be modified upon written approval of the Senior Administrative Officer. The percentages to be remitted to the winner, the jackpot and the Licensee shall be clearly posted at the point of any ticket sales.
- 17.6 Additionally, the winning ticket holder is granted the opportunity to select a card and, if they select the ace of spades, or another predetermined jackpot card or approved draw item as defined in the house rules, they further win the building jackpot.
- 17.7 If the jackpot card is not chosen, the card selected is removed from the deck, logged, and destroyed and the remaining cards in the deck are then resealed and secured until the next draw. As alluded to above, despite the name Chase the Ace, some groups choose to use a different card as the jackpot card to determine a jackpot winner.
- 17.8 No person directly assisting in the conduct of a Chase the Ace Style Lottery shall participate as a player. For the purposes of these Regulations, directly assisting refers to a person who draws a roll ticket to select the winning ticket and who handles the playing cards prior to and after the winning ticket holder selects a card.
- 17.9 Notwithstanding Section 17.8, persons assisting in the conduct of the Chase the Ace Style Lottery may purchase tickets from other members of the sponsoring charitable or religious organization.
- 17.10 Where the total prizes awarded under a License exceed one hundred thousand dollars (\$100,000.00), the Licensee shall submit to the Senior Administrative Officer a financial report audited by an independent auditor within ninety (90) days after expiration of the License.

18.0 EDUCATION TRAVEL

- 18.1 Educational groups within or affiliated with institutions or schools, such as classrooms, school clubs, or societies; student unions or parent-teacher associations may qualify for a License to conduct a Lottery.
- 18.2 Lottery proceeds can be raised for educational travel only for “full-time” students including post-secondary students. (For class members and one adult per 5 children under 12 years of age, one adult per 8 children 12 to 17 years of age, one adult per 16 adult students.)
- 18.3 Lottery proceeds raised for educational travel are to be used:

- a) to provide a specific educational experience for students which is not principally recreational or social in nature and which otherwise would be unavailable; and
 - b) to expose students to other lifestyles or cultures, present and past.
- 18.4 Lottery proceeds shall not be used to supplement any aspect of the operational or capital budgets of the institution or school.
- 18.5 An Application for a License to raise funds for educational travel must be accompanied by the following information in addition to the Lottery Application Form approved by the Town:
 - a) a complete itinerary of the trip with as much detail as possible;
 - b) the travel route and mode of transportation;
 - c) names, addresses, and position of each student;
 - d) names, addresses, and position of each adult (chaperone or teacher); and
 - e) amount (if any) of individual contributions.
- 18.6 Within thirty (30) days of the Lottery, a statement of account form must be submitted.
- 18.7 Within thirty (30) days of the “educational trip”, a travel report must be submitted. The travel report must include all expenses with receipts and in the form established by the Town.
- 18.8 Expenses allowed for educational travel include:
 - a) cost of actual travel (airfare, bus fare, van rental/gas, etc.); and
 - b) cost of hotel and meals.
- 18.9 Lottery proceeds cannot be used for social or recreational activities that may be incidental to the activity or event including alcohol.
- 19.0 TEAM TRAVEL**
- 19.1 Lottery proceeds raised for team travel are to be used primarily to travel within Canada. Travel outside of Canada may be permitted by express permission of Council.
- 19.2 The team travel must be directly related to the organization’s objective with the intention of fulfilling that objective and be either:
 - a) an essential part of the organization’s normal ongoing activities; or
 - b) an extraordinary opportunity gained as a result of qualifying to advance to a superior level of competitive activity.

- 19.3 In the case of an adult sports team, league, or organization raising money for sporting events, a minimum of twenty-five (25%) percent of net proceeds must be donated to any youth or elder group or nonprofit social service registered with the Town within sixty (60) days after the last event date.
- 19.4 Lottery proceeds can only be utilized for residents of the Town for team travel.
- 19.5 An Application for a License to raise funds for team travel must be accompanied by the following information in addition to the Lottery Application Form approved by the Town:
- a) a brief description of the activity or event;
 - b) the destination;
 - c) the duration of the trip;
 - d) names, addresses, and position of each player;
 - e) names, addresses, and position of each adult (i.e. coach); and
 - f) amount (if any) of individual contributions.
- 19.6 Within thirty (30) days of the Lottery, a statement of account form must be submitted.
- 19.7 Within thirty (30) days of the “team trip”, a travel report must be submitted. The travel report will include all expenses with receipts and in the form established by the Town.
- 19.8 Expenses allowed for team travel include (for team members and one adult per 5 minors under 12 years of age, and one adult per 8 minors between 12 to 18 years of age, one adult per 16 adult players):
- a) cost of actual travel (airfare, bus fare, van rental/gas, etc.);
 - b) cost of hotel for the night before and each night of the tournament. Under special circumstances, an additional night may be approved by the Town; and
 - c) cost of registration for the tournament.
- 19.9 Lottery proceeds cannot be used for social or recreational activities that may be incidental to the activity or event, including alcohol.