

**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
BY-LAW NO. 2009-050
BEING A BY-LAW TO ADOPT A MUNICIPAL LOTTERY LICENSING POLICY
AND TO ESTABLISH A SCHEDULE OF FEES TO BE CHARGED.**

WHEREAS under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS under Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS at its Committee of the Whole Meeting held May 5, 2009, Council acknowledged receipt of Administrative Report No. CS-012-2009 and passed Resolution No. 2009-226 approving the proposed Municipal Lottery Licensing Policy and directing staff to prepare the necessary by-law for Council's consideration at the May 19, 2009 Regular Meeting of Council;

AND WHEREAS the Council of the City of Temiskaming Shores deems it necessary to adopt a procedure for Lottery Licensing and to establish a Schedule of Fees to be charged;

NOW THEREFORE the Council of the Corporation of the City of Temiskaming Shores hereby enacts as follows:

1. That Council adopts a procedure for Lottery Licensing and establishes a Schedule of Fees to be charged identified as Schedule "A", attached hereto and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.
3. That this By-Law shall come into force and take effect on the date of its final passing.

Read a **FIRST, SECOND and THIRD TIME and FINALLY PASSED** this 19th day of May, 2009.

MAYOR

CLERK

**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
SCHEDULE “A” TO BY-LAW NO. 2009-050**

**BEING A BY-LAW TO PROVIDE A PROCEDURE FOR *LOTTERY* LICENSING
AND TO ESTABLISH A SCHEDULE OF FEES TO BE CHARGED**

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PART 1 DEFINITIONS

Definitions of words, phrases and terms used in this By-law that are not included in the list of definitions in this section shall have the meanings which are commonly assigned to them in the context in which they are used in this By-law.

The words, phrases and terms defined in this section have the following meaning for the purposes of this By-law.

SECTION

- 1.1** “*50/50 draw*” means a *Raffle Lottery* in which the prize is one-half the value of all tickets sold during the event or a defined period of the *License*;
- 1.2** “*Act*” means the Gaming Services *Act*, S.O. 1992, c.24;
- 1.3** “*Bazaar*” means a one day event where any combination of the following lotteries may be conducted:
- a) a *Raffle* not exceeding \$500 in prizes;
 - b) a *Bingo* not exceeding \$500 in prizes;
 - c) a maximum three wheels of fortune with a maximum \$2 bet;
- 1.4** “*Bingo*” means a game of chance where players are awarded a cash prize or prizes for being the first to complete a specified arrangement of numbers on preprinted *Bingo* cards from numbers selected at random;
- 1.5** “*Bona fide member*” means a member in good standing of the *Licensee* who has other duties beyond conducting lotteries within the *Charity* (members of convenience, whose only duty is to assist at *Bingo* events are not considered *Bona fide members*);
- 1.6** “*Books and records*” means documents outlining financial details of *Lottery* events and includes, but is not limited to ledgers, sub-ledgers, cheque books, cheque stubs, deposit books, deposit slips, bank statements, cancelled cheques, receipts, invoices and control sheets;
- 1.7** “*Break open tickets*” means instant win *Lottery* tickets commonly known as pull tab, Nevada or *Break open tickets*;
- 1.8** “*Charitable object or purpose*” means any object or purpose relating to:
- 1. the relief of poverty;
 - 2. the advancement of education;
 - 3. the advancement of religion; or
 - 4. any purpose beneficial to the community not falling under any of the above clauses;
- 1.9** “*Charity or Charities*” means a charitable organization which performs services of public good and welfare without profit and which has a place of business in Ontario, is established to provide charitable services in Ontario and uses the

proceeds for objects or purposes which benefit Ontario residents, has been in existence for at least one year, and includes a *Charity* designated as such by the Minister;

- 1.10 “**City**” means the *City* of Temiskaming Shores;
- 1.11 “**Council**” means the *Council* of The *City* of Temiskaming Shores;
- 1.12 “**Game schedule**” means a complete listing of all *Bingo* games to be played during each *Bingo* event including the arrangement of numbers required to win each game, the prizes to be awarded for each game, the prices of the *Bingo* cards or books being sold and the maximum prizes to be awarded for the *Bingo* event, and may have any combination of fixed prize payouts and share the wealth-type games, which must indicate a maximum prize payout for each game;
- 1.13 “**Hall Charities Association**” (HCA) means an association formed by *Licensees* conducting regular *Bingo* events within a *Bingo* hall, with a purpose of assisting *charities* in administering *Bingo* events for its members;
- 1.14 “**License**” means a *Bingo Lottery License*, a *Raffle Lottery License*, a *Break Open Ticket Lottery License* or a *Bazaar Lottery License* issued by the *Lottery Licensing Officer* pursuant to this By-law;
- 1.15 “**Licensee**” means an Applicant *Licensed* to conduct and manage a *Lottery* pursuant to the provisions of this by-law;
- 1.16 “**Location**” means that building or part of a building where a *Lottery* is operated;
- 1.17 “**Lottery**” means a scheme that has the following three (3) components: prize, a chance (to win prize) and consideration or fee. Therefore, a *Lottery* scheme exists if money is paid or some other consideration is given for a chance to win a prize.
- 1.18 “**Lottery Licensing Officer**” means a person appointed for the purposes of inspection or enforcement of by-laws of the *City* and *Lottery* licensing policies of the Province;
- 1.19 “**Mall Nevada**” means a *Charity* that sells *break open tickets* at the Timiskaming Square.
- 1.20 “**Pooled Bingo Hall**” means a *Bingo* hall that splits all revenues generated by a *Bingo* event evenly amongst *charities*;
- 1.21 “**Probation**” means that the club will be monitored during their new *Licensed* event and will be required to adhere to all terms and conditions as set out in the policy.
- 1.22 “**Provincial Policies**” includes the *Lottery* Licensing Policy Manual, issued by the Ministry of Consumer and Business Services, and any other written policy for the issuance of charitable gaming *Licenses* supplied by or through the Ministry to municipalities for their use, as they may be amended or replaced from time to time;

- 1.23 **“Provincial Terms and Conditions”** means the documents issued by the Ministry of Consumer and Business Services, being terms and conditions which apply to municipal and other *Lottery Licenses* and including any application and report forms referred to or being part of such documents, as they may be amended or replaced from time to time;
- 1.24 **“Raffle”** means a *Lottery* scheme where tickets are sold for a chance to win a prize at a draw and includes *50/50 draws*, elimination draws, calendar draws, sports pools, and rubber duck races;
- 1.25 **“Regular Bingo License”** means a *License* permitting the conduct of a *Bingo* where the total prizes for any one event does not exceed \$5,500;
- 1.26 **“Rotation”** means *charities* on a list that take alternate turns to sell *break open tickets* in designated third party locations.
- 1.27 **“Third Party Nevada Seller”** means a provincially registered Break Open Ticket Seller under the Gaming Control Act, 1992 that is in charge of selling *break open tickets* for the *charities* at their business *Location*.

PART 2 GENERAL PROVISIONS

SECTION

2.1 General Provisions

- a) The *City* may, through the *Lottery Licensing Officer*, where it deems it expedient and in the best interest of the inhabitants of the *City*, grant a *License* authorizing any Charitable Organizations to conduct and manage a *Lottery* scheme including a *Bingo Lottery*, *Raffle Lottery*, *Break Open Ticket Lottery*, or *Bazaar Lottery*, if:
 - i) The gross proceeds from the *Lottery* scheme are used for charitable objects or purposes providing a direct benefit to the residents of Ontario; and
 - ii) The amount or value of each prize awarded or the money or other valuable consideration paid to secure a chance to win a prize or the total value of all prizes to be awarded does not exceed the amount specified in the *Provincial Policies* for the class of *License* applied for.
- b) No *Licenses* shall allow anyone under the age of eighteen years to participate in any *Licensed Lottery* as a player.
- c) The *Licensee* shall maintain all *Lottery* funds in a separate trust account and shall maintain such records for such period of time as may be set out in the terms and conditions of the *License* or by the Minister (Appendix “A”).
- d) The *Licensee* shall follow all policies set out by the Province and any policy conditions set out in the schedules accompanying this By-law.
- e) *Charities* cannot exceed a maximum of \$10,000 of accumulated *Lottery* proceeds. Should the club exceed this amount without the *City*’s consent, their *License* will be put on hold for a minimum of three (3) months and may be

extended until such time as their funds are below the maximum value determined above.

- f) The *City* shall conduct a random inspection each year for all clubs to ensure compliance of all policies, rules and regulations. (Appendix “1” - Nevada Inspection Form)(Appendix “2” – *Bingo* Inspection Form)
- g) Application and report forms along with all terms and conditions prescribed by the Alcohol and Gaming Commission of Ontario as amended from time to time are available online at www.agco.on.ca .

2.2 **Licensing Application and Fees**

- a) A fully completed *License* application shall be submitted to the *Lottery Licensing Officer* a minimum of thirty (30) days before the scheduled event. Failing to file the application within the deadline leaves no guarantee that the *License* will be ready for the required date.
- b) The *License* will not be issued unless the applicable *License* fees are paid.
- c) The *License* fee is equal to 3% of the total prize payout.
- d) *Raffle Application* must include the following:
 - i) Ticket Template
 - ii) List of all prizes including description and value
 - iii) Prize value must not exceed \$50,000 for regular *Raffle* or \$500 for *Raffle* held at a *Bazaar*
 - iv) A letter of credit is required for prizes exceeding \$10,000
- e) *Regular Bingo* prize board cannot exceed \$5,500.
- f) Payment of fees does not guarantee in any way that the *License* will be issued.
- g) See Section 5 for information regarding *Pooled Bingo Halls*.

2.3 **Reporting Requirements and Follow Up**

- a) Nevada, *Raffle* and *Bazaar charities* shall submit a final report to the *Lottery Licensing Officer* within thirty (30) days following the expiration of their *License*.
- b) *Bingo charities* (regular and pooled) shall submit a report to the *Lottery Licensing Officer* (regular) or the Association (pooled) within fifteen (15) days of the end of each *Bingo* event.
- c) Pooled *Bingo charities* are required to file a monthly report to the *Lottery Licensing Officer* within thirty (30) days of the end of the previous month.
- d) The report shall include: a copy of the final report, copies of all bank statements as at the last report, copies of all cancelled cheques, the bank reconciliation form (Appendix “4”-Nevada, Appendix “9”-Regular *Bingo*), a detailed list of the use of proceeds, copies of all invoices, receipts, request letters and written notes.
- e) Nevada *charities* are required to retain reconciled tickets for ninety (90) calendar days and then destroy them in a manner that prevents reutilization of the tickets. An affidavit (Appendix “5”) must be filed with the *City* immediately after the destruction has been completed.
- f) *Raffle charities* are required to retain all sold and unsold tickets for a period of one (1) year. An affidavit (Appendix “A”) must be filed with the *City* immediately after the destruction has been completed.
- g) The *Lottery Licensing Clerk* will send a reminder to the *Charity* within thirty (30) days from the first day of delinquency.

- h) Sixty (60) days following the expiration of the *License*, the *Lottery* Licensing Clerk will issue a warning letter to the *Charity* setting out the consequences for not filing their reports on time.
- i) Failure to submit the reports as requested will result in the loss of the *Charity's Lottery* licensing privileges.
- j) Should a *Charity* cease *Lottery* activities, they must continue to file all required documentation until such time as all funds have been exhausted as per the eligible purposes the funds were raised for and the trust account has been closed.

2.4 **Suspension and Cancellation of License**

- a) *Charities* that have their *Licenses* suspended will resume conduct of the *Lottery* scheme at the end of the suspension period.
- b) *Charities* who have been deemed in non-compliance of the AGCO rules and regulations (first offence) will be suspended for a period of six (6) months or until the outstanding issues have been rectified, whichever is longer.
- c) *Charities* who have been deemed in non-compliance a second time will have a suspension period of one year or until the outstanding issues have been rectified, whichever is longer.
- d) *Charities* who have been deemed in non-compliance a third time, will be suspended indefinitely.
- e) *Charities* who had their *License* suspended do not receive a refund for the unused *License* fee.
- f) *Charities* that have their *License* cancelled or suspended may reapply to the *Lottery Licensing Officer* after the suspension period has passed. The *Charity* will also be required to satisfy the Licensing Officer that they have procedures in place to avoid the situation that led to their loss of *License*.
- g) Following the suspension or cancellation period, the *Charity* will be on *Probation* for the length of the newly issued license.
- h) The *Lottery Licensing Officer* has the right to place conditions to any *License* as may be necessary. The conditional *License* must be explained in a covering report or letter.
- i) ***Pooled Bingo Charities*** that have their *License* cancelled may reapply to the Association after the suspension period has passed. They will be added to the bottom of the waiting list. The *Charity* will also be required to satisfy the *Lottery Licensing Officer* that they have procedures in place to avoid the situation that led to their loss of *License*.

PART 3

BREAK OPEN TICKETS

SECTION

3.1 **Type of Tickets, Prices, and Prizes**

- a) Ticket types, prices, and prizes are predetermined by the Province.
- b) *Charities* have the option to sell any ticket type (Appendix "1" – as it may be amended or replaced from time to time).
- c) For details on each ticket type see Appendix "1".
- d) *Charities* have the option of selling through a third party registered seller or selling tickets at a pre-determined *Location*.

3.2 Length of License

- a) All *Licenses* will be issued to a *Charity* for a maximum period of one (1) year as per section 7.4.1(10) of the *Lottery Licensing Policy Manual*.
- b) *Charities* can only have one (1) *License* per type of break open ticket.
- c) *Licenses* expire on the date pre-set by the *Lottery Licensing Officer* or when all boxes *Licensed* for are sold.

3.3 Event Calendar

- a) Third party *charities*, who are part of the *Haileybury Rotation*, are designated a *Location* on a first come, first serve basis.
- b) All other third party *charities* are issued a *License* for their *Location* on an as need be basis.
- c) Mall *Break open tickets* are to be sold by the *Charity* at the *Timiskaming Square* during their scheduled time slots.

3.4 Third Party Waiting List

- a) The *Lottery Licensing Officer* will maintain a list of *charities* that have indicated their interest in selling *Break open tickets* through a third party seller.
- b) *Charities* currently not on the waiting list must submit their request, in writing, expressing their interest in participating in the *Nevada Rotation*.
- c) The *Lottery Licensing Officer* reviews the request, if granted; the *Charity* will be added to the bottom of the list and will be part of the *Rotation*.
- d) *Charities* part of the *Rotation* will be added at the bottom of the waiting list when their last report has been filed. Filing of a new application does not guarantee their position in the *Rotation*.
- e) Payment for the *License* fee must be attached to the application before the club is added to the *Rotation*.
- f) Once assigned a third party *Location*, a third party contract (Appendix “9”) shall be signed by both parties and returned to the *City* within fifteen (15) days of issuance.

3.5 Changes to Issued Lottery License

- a) A *Charity* may request an amendment to their *License* for the following reasons:
 - (i) Extend time period of *License* (up to one (1) year);
 - (ii) Change ticket seller information;
 - (iii) Change number of boxes;
 - (iv) Change approved use of proceeds.
- b) Any request for an amendment to an issued *License* must be submitted, in writing, signed by a *bona fide member* of the *Charity*, explaining the need for the change and supported by the following documentation:
 - (i) Copy of current *License*;
 - (ii) Cheque made payable to *City* for any additional fees;
 - (iii) License Amendment Request form (Appendix “6”)
 - (iv) Any other documentation as may be required by the *Lottery Licensing Officer*.
- c) The *Lottery Licensing Officer* must be allotted a minimum of fifteen (15) days to complete all amendments.

3.6 Refund of *License Fee*

- a) A refund for unused *License* fees may be issued at the end of the *License* period if the following requirements have been met:
 - (i) The boxes of tickets have not been printed and ordered
 - (ii) A written request was made to the *Lottery Licensing Officer*
 - (iii) Confirmation was received by ticket supplier

PART 4 RAFFLE AND BAZAAR

SECTION

4.1 *License Amendments*

- a) A *Charity* may request an amendment to their issued *License* for the following reasons:
 - (i) Change date and *Location* of draw or *Bazaar*;
 - (ii) Change number of tickets sold;
 - (iii) Change prize board;
 - (iv) Add or remove early bird draws;
 - (v) Change type of game being played at *Bazaar*.
- b) Any request for an amendment to an issued *License* must be submitted on the prescribed form (Appendix “6”), signed by a *bona fide member* of the *Charity*, explaining the need for the change and supported by the following documentation:
 - (i) Copy of current *License*;
 - (ii) Cheque made payable to *City* for additional fees;
 - (iii) Any other documentation as may be required by the *Lottery Licensing Officer*.
- c) The *Lottery Licensing Officer* must be allotted a minimum of fifteen (15) days to complete all amendments.
- d) Amendment requests must be made prior to the sale of tickets. As soon as one ticket is sold, a letter of agreement must be obtained from all purchasers before the amendment will be reviewed.

4.2 *Tickets*

- a) Tickets should clearly indicate the following information:
 - (i) Name of *Licensee* (both parts)
 - (ii) *Location* of Event (stub)
 - (iii) Date and time draw to be held (stub)
 - (iv) *Lottery License* Number (both parts)
 - (v) Number and nature of prizes awarded (stub)
 - (vi) Ticket Number (both parts)
 - (vii) Total Number of Tickets for Sale (stub)
 - (viii) Price per Ticket (stub)
 - (ix) Adequate space for purchasers name, address and telephone number
- b) Total prizes cannot be less than 20% of the anticipated gross proceeds. Maximum number of tickets can be calculated as follows:
 - (i) Total Prize value / 20% / price per ticket

- c) The *Licensee* shall retain all unsold tickets for a period of not less than one (1) year from date of draw. Following the waiting period, all tickets must be destroyed in a fashion as to eliminate reutilization of the tickets.

4.3 Winners

- a) The winner or winners shall be determined and publicized as indicated in the application.
- b) A winner must be determined by chance and cannot be determined by any application of skill

PART 5 POOLED BINGO HALL

SECTION

5.1 Pricing, Program, and Prize Board Changes

- a) Pricing, program and prize board changes are to be negotiated and agreed upon with the hall and the Program Committee of the Association.
- b) The proposed changes must be endorsed at a Regular meeting of the HCA, in accordance with their Constitution.
- c) The proposed changes shall be submitted to the *Lottery Licensing Officer* for comments and approval at least thirty (30) days before they are to take effect.
- d) Pricing, program and prize board changes cannot take place or be advertised until approval is received.

5.2 Number of Events

- a) Generally, a *Charity* cannot be *Licensed* for more than two events per month. Exceptions can be made where there are not enough *charities* to fill the scheduled events of a particular time slot.

5.3 License Fees

- a) A pre-determined *License* fee which is to be reviewed on an annual basis will be charged on a per event basis for each club.
- b) This *License* fee will be paid by the HCA Administrator on a monthly basis. Payment must be received fifteen (15) days following the last *Bingo* event of the previous month.
- c) If *License* fee is not received by the deadline, the *Lottery Licensing Officer* holds the right to suspend all *Bingo* events until such payment is received.

5.4 Event Calendar

- a) The Hall *Charities* Association will be responsible for scheduling the *charities* for each *Bingo* event and providing a copy of the event calendar to the *Lottery Licensing Officer*
- b) As per the approved program, sales will commence one (1) hour prior to the event. The *Bingo* hall may be open Sunday to Saturday.
- c) Changes to the event calendar must be negotiated and approved by the same method as pricing/program changes.

5.5 Charity Waiting List

- a) The HCA will maintain a list of *charities* that have indicated in writing their interest in obtaining a *Bingo License*. A copy of this list will be provided to the hall and the *Lottery Licensing Officer*.
- b) New *charities* must be pre-approved by the *Lottery Licensing Officer*. This would allow them to quickly begin running events when a position becomes available.
- c) The HCA will invite *charities* who are on the waiting list to participate in *Bingo* events once the number of *charities* falls below thirty (30) or the number of bingos increases sufficiently.

5.6 Compliance Reporting

- a) Each *Charity* and the HCA must also submit an annual compliance report to the *Lottery Licensing Officer* by March 31st of the following year.
- b) Failure to submit the compliance report by the deadline may also lead to a suspension of all *Lottery* licensing privileges.
- c) The *Lottery Licensing Officer* will complete an annual compliance report for each *Charity* by attending random bingos to evaluate each group performance and will compare their results to the group's report. The *Lottery Licensing Officer* will meet with clubs to discuss any issues, as sees fit.

5.7 Lottery Licensing

- a) *License* applications shall be submitted to the HCA Administrator by November 1st, for the Jan-Jun *License*, and by May 1st, for the Jul-Dec *License*.
- b) Failing to file their application by these deadlines, the *Charity* gives up their right to conduct a *Bingo* event for the prescribed period.
- c) The HCA Administrator then reviews the applications and prepares a summary and spreadsheet which he/she will submit to the *Lottery Licensing Officer* by December 1st and June 1st respectively.
- d) The *Lottery Licensing Officer*, reviews the documents, issues the separate *Licenses* for the first dollar prize and updates the summary. He/she is then responsible to send the summary to the AGCO and the individual *Licenses* to the HCA Administrator.

5.8 License Amendments

- a) In the event where a group needs a *License* amendment, they must file the request with the HCA Administrator at least fifteen (15) days prior to the affected date.
- b) Any request must be submitted on the prescribed form, signed by two *bona fide* members of the *Charity*.
- c) The Administrator will review the request and prepare the summary which he/she then files with the *Lottery Licensing Officer* and the AGCO at least ten (10) days prior to the event.

5.9 Cancellation of Events

- a) Events may only be cancelled due to severe weather conditions, power outages, or similar extreme circumstances.

- b) In situations where there is a loss of power, the event may be cancelled after thirty (30) minutes, provided that the hall agrees. Cards not played will be refunded.
- c) In the case of severe weather conditions, the club may cancel the event no earlier than two hours before the scheduled start time, provided severe weather conditions currently exist (i.e. Not if it is a possibility or the severe weather is ended), provided the hall agrees with the decision.
- d) In the event of a cancellation, it is the responsibility of the *Charity* to contact the radio stations and have the cancellation announced.
- e) The *Charity* must also inform the HCA Administrator in writing with their Charitable Gaming Event Report that the event was cancelled.
- f) NOTE: If the hall does not agree with the *Charity*, the event may not be cancelled and MUST proceed.
- g) Cancellation of the afternoon event does not result in the automatic cancellation of the evening events.

5.10 Staffing of Events

- a) A minimum of three *bona fide members* of the *Licensed Charity* running the event must be present throughout the entire event. These members must be present a minimum of one and a half hours (1 ½) prior to the event.
- b) The *Bingo* hall will be providing all other floor staff.

PART 6 REGULAR BINGO EVENTS

SECTION

6.1 Pricing, Program, and Prize Boards

- a) Pricing, program and prize board information shall be submitted to the *Lottery Licensing Officer* for comment and approval at least thirty (30) days before the *License* is required.
- b) All proposed changes to these items must be in writing and submitted to the *Lottery Licensing Officer* for approval at least thirty (30) days before they are to take effect.
- c) Changes cannot take place or be advertised until approval is received by the Municipality.

6.2 Number of Events

- a) A *Charity* cannot be *Licensed* for more than one (1) *Bingo* in a seven (7) day period at a specified *Location* unless the *Location* is a registered *Bingo* hall.

6.3 Event Calendar

- a) As per the approved program, sales will commence no more than one (1) hour prior to the event.
- b) The scheduled events will be determined by the organization.
- c) Changes to the event calendar must be approved by the same method as Pricing, Program and Prize Boards.

6.4 Conduct of Event

- a) A *game schedule* must be posted and made available to all players.

- b) The arrangement of numbers and the prize value for each game must be announced before each game.

6.5 License Amendments

- a) In the event where a group needs a *License* amendment, they must file the request with the HCA Administrator at least fifteen (15) days prior to the affected date.
- b) Any request must be submitted on the prescribed form, signed by two *bona fide members* of the *Charity*. (Appendix “6”)
- c) The Administrator will review the request and prepare the summary which he/she then files with the *Lottery Licensing Officer* and the AGCO at least 10 days prior to the event.

6.6 Cancellation of Events

- a) Advertised events may only be cancelled due to severe weather conditions, power outages, or similar extreme circumstances.
- b) In situations where there is a loss of power, the event may be cancelled after thirty (30) minutes. Cards not played will be refunded.
- c) In the case of severe weather conditions, the club may cancel the event no earlier than two hours before the scheduled start time, provided severe weather conditions currently exist (i.e. Not if it is a possibility, or the severe weather is ended).
- d) In the event of a cancellation, it is the responsibility of the *Charity* to contact the radio stations and have the cancellation announced.
- e) The *Lottery Licensing Officer* must be advised, in writing, of such cancellations.

6.7 Staffing of Events

- a) A minimum of three *bona fide members* of the *Licensed Charity* running the event must be present throughout the entire event. These members must be present a minimum of one and a half hours (1 ½) prior to the event.
- b) The *Charity* is responsible to ensure that a sufficient number of staff are available to assist customers at all times.
- c) *Bingo Paper*, Supplies and equipment may only be purchased, leased or rented from suppliers who are registered under the *Gaming Control Act*, 1992.
- d) All items used for the conduct of the event must be in compliance with the requirements and standards for the devices.

PART 7

CHARITY ELIGIBILITY REVIEW

- a) Where a *Charity* in the *City* of Temiskaming Shores wishes to conduct *Lottery* schemes as a method of raising funds, the following types of *charities* are required to undergo an eligibility review prior to the Municipal *Lottery License* application being considered:
 - i) A *Charity* which has never held a *Lottery License* issued by the *City*;
 - ii) A *Charity* which has been *Licensed* by the *City* before, but has not held a *License* for two (2) years since the date of their most recent *Lottery License* application; and
 - iii) A *Charity* which has changed its name and/or mandate since its last *Lottery License* was issued or since the *Charity*'s eligibility for *Lottery* licensing was reviewed.

- b) When a *Charity* is required to undergo a *Charity* eligibility review, it shall submit documentation that will enable the *Lottery Licensing Officer* to conduct a thorough review to determine eligibility. Appendix “A” lists all documentation required to be submitted for the review.
- c) Each *Charity* is required to have a constituting document. There are specific items required in a constitution (Appendix “A”). This document is **mandatory**.
- d) A request for an eligibility review will not be deemed received until all of the documentation listed in Appendix “A” has been received, or the requirement of such documents has been waived by the *Lottery Licensing Officer*.
- e) The *City* will notify the *Charity* of its decision, in writing, regarding the *Charity*’s eligibility within thirty (30) working days of receiving the completed request.
- f) A *Charity* may submit a *Lottery License* application at the same time it submits documentation for the eligibility review, but the application will not be processed until the *Charity* has been deemed eligible for *Lottery* licensing by the *City*.
- g) Where a *Charity* does submit a *Lottery License* application along with the documentation for an eligibility review, and the *Charity* is deemed ineligible for *Lottery* licensing, the application will also be deemed to be denied.
- h) *Charities* are required to notify the *Lottery Licensing Officer* of any changes made to their constitution, by-laws, board of directors, etc. on a regular basis.
- i) *Charities* are required to file an annual financial indicating their revenues from all *Lottery* schemes and the use of proceeds throughout the year.
- j) Failing to comply with these requirements or should there be any discrepancies in the overall management of revenues, the group will be contacted and may face *License* suspension or cancellation.

PART 8 AUTHORITY AND RESPONSIBILITY

SECTION

8.1 Responsibility of *Lottery Licensing Officer*

- a) will manage the *Lottery* licensing program as per the AGCO *Lottery* Licensing Policy Manual and the Municipal *Lottery* Licensing Policy
- b) will determine an organization’s eligible for *Lottery* licensing
- c) issue and administer *Licensed* in a fair and equitable manner consistent with the above noted policies

8.2 Responsibility of *Lottery Licensing Clerk*

- a) will administer the *Lottery* licensing program as per the AGCO *Lottery* Licensing Policy Manual and the Municipal *Lottery* Licensing Policy
- b) ensure that *Licensees* meet the terms and conditions of their licenses
- c) will assume the duties and authority of the *Lottery Licensing Officer* in their absence

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
Appendix “1” of Schedule “A”
TO BY-LAW NO. 2009-050

DESIGNATED LOTTERY TRUST ACCOUNTS

As per section 3.6.1 of the *Lottery* Licensing Policy Manual, a *Licensed* organization must open and maintain a separate *Lottery* trust account, designated as a trust account by the branch of a recognized financial institution, in the Province of Ontario. The designated *Lottery* trust account must be in Canadian funds. The *City of Temiskaming Shores* requires that *charities* have a separate designated *Lottery* trust account for each type of *Lottery* they may conduct.

The *Lottery* trust account(s) must:

- a) be a chequing account;
- b) require at least two (2) authorizing signatures;
- c) be held in the name of the *Licensee*, in trust;
- d) have a duplicate deposit slips, with one copy kept for the *Licensee*'s records;
- e) provide monthly statements; and
- f) include either the return of all cheques with the monthly statements or the return of electronically scanned images of the front and back of each cancelled cheque with the monthly statements.

The cheques must clearly indicate on its face that it is a trust account. If the cheques do not currently state this, the *Licensee* should ensure that the information is added when cheques are reordered.

RULES:

- a) All eligible expenses for approved use of proceeds must be paid by cheque only and must be supported by a receipt and a cancelled cheque.
- b) The *Licensee* cannot make cash withdrawals.
- c) *Bona fide members* are the only cash reimbursements which are allowed. The *bona fide members* must acknowledge in writing receipt of the reimbursement.
- d) Cheques may only be made payable to cash for the purpose of providing a float for the conduct of a *Lottery* scheme, including out of pocket expense reimbursement to *bona fide members*, prizes or making change.
- e) All banking records must be kept for a minimum of four years.

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
Appendix "2" of Schedule "A"
TO BY-LAW NO. 2009-050



Break Open Ticket Inspection Checklist
 For events NOT held in Bingo Halls or by Licensees of First Nations

Inspection Date	Time In	Time Out
-----------------	---------	----------

Third Party Location

Name of Location		
Address		City, Town, Village
Postal Code	Telephone Number at Establishment	Fax Number
Provincial Registration No.	Expiry Date	Individual in Charge

Charity

Name of Charity		
Address		City, Town Village
Postal Code	GIN #	Contact Person
Municipal Licence No.	Expiry Date	Ticket Type

Service Supplier

Name of Supplier

Inspection

Legend: A - Act, T - Terms & Conditions, R - Regulations, M - Policy Manual, S - Standards, B - Bulletin

Premises	Note: Employees of a registred Break Open Ticket Seller are exempt from registration as suppliers under the Act, unless they are engaged in other activities that would require them to register. (R.14(7))
-----------------	--

Note: Every registered Break Open Ticket Seller shall be responsible for the conduct of every person employed in relation to the supplier's registration. (R.29(1))

- Original licence for BOT posted (T1.5)
- Premises registered under GCA (A4) (M7.7.1b)
- BOT Sellers registration posted (R.31(3))
- Container / Dispenser in view of purchasers (T6.7c)
- Prohibition sign for Minors (under 18) posted (T6.2)
- Tickets sold from approved container (T6.6AB) (M7.8.1a)
- Written contractual agreement with Licensee (T4.5A) (S20.2&3)
- Sign prominently posted to open tickets at purchase on premises licensed, and exchange winning tickets for cash on day of sale (T6.10)

Yes	No

Break Open Ticket Inspection Checklist

For events NOT held in Bingo Halls or by Licensees of First Nations

Ticket Requirements

Is the following information on each ticket?

- Name of Manufacturer (T5.1)
- Price of ticket (T5.1)
- Licence number / name of licensee (T5.1)
- Serial number (minimum 5 digits) (T5.1)
- Name of the game (T5.1)
- Manufacturer's form number (T5.1)
- Number winners / symbols/ amounts (T5.1)
- Problem gaming hotline phone number (T5.1)
- Container kept at least half full (except at end of licence)? (T6.9A)
- Only one type of ticket from one manufacturer being sold? (M7.4.1 par 13)
- Tickets licence number and licensee's name match the information on posted licence, (No mixing of tickets from another licence) (T5.1 & 6.7A)
- BOT sales separate from & w ithout access to patrons of other gaming events conducted by other licensees on premises (T6.4A)
- Tickets do not bear any (unapproved) coupon, promotional or advertising material not associated w ith the licence? Compliance noted? (T5.2)
- Quantity of deals sold recorded by serial number, type and style (S.21.1)
- Quantity of inventory recorded by serial number, type and style (S21.2)
- Charity paid for all boxes delivered w ithin 30 days of receipt (S21.3)

Yes	No

Conduct of the Event

- Reconciled tickets being retained for the licensee? (T6.9B)
- Multiple containers used: Provisions met
 - a) same licensee
 - b) same type of ticket
 - c) same manufacturer
- Tickets kept secure? (T4.4)
- Tickets only sold for cash (T6.12)
- Ticket purchaser does not remove tickets from container or operate dispenser (T6.8)
- Only Canadian currency accepted and prizes paid in Canadian funds? (T6.5)
- Persons involved in BOT lottery not purchasing (T6.1)
- Only persons apparently 18 years of age or older allowed to purchase (T6.2)
- Winning tickets defaced at time of purchase w ith hole punch (T6.11)
- Seller's commission w ithin prescribed maximum (T7.4B)

Yes	No



Break Open Ticket Inspection Checklist

For events NOT held in Bingo Halls or by Licensees of First Nations

Comments

- You are hereby cautioned that further evidence of non-compliance with items marked "NO" may result in charges under the Gaming Control Act and or disciplinary action by the Alcohol and Gaming Commission of Ontario.

- No apparent offences against the Gaming Control Act regulations or Terms and Conditions observed.

Date

I acknowledge receipt of this report

Inspected by

Signature

Print Name

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
Appendix "3" of Schedule "A"
TO BY-LAW NO. 2009-050



Bingo Inspection Checklist

For events NOT held in Pooling Bingo Halls or by Licensees of First Nations

Inspection Date	Time In	Time Out
-----------------	---------	----------

Location		
Address	City, Town, Village	
Postal Code	Telephone Number at Establishment	Fax Number

Charity		
Name of Charity		
Address	City, Town Village	
Postal Code	GIN #	Contact Person
Municipal Licence No.	Expiry Date	

Supplier
Name of Supplier

Bona Fide Members from the Charity

<u>Name of Designated Member</u>	Affiliation to licensee
Address	Phone No.
Responsibility at Event	Reimbursed for out of pocket expenses <input type="checkbox"/> yes <input type="checkbox"/> no
Signature	Amount \$

<u>Name of Designated Member</u>	Affiliation to licensee
Address	Phone No.
Responsibility at Event	Reimbursed for out of pocket expenses <input type="checkbox"/> yes <input type="checkbox"/> no
Signature	Amount \$

<u>Name of Designated Member</u>	Affiliation to licensee
Address	Phone No.
Responsibility at Event	Reimbursed for out of pocket expenses <input type="checkbox"/> yes <input type="checkbox"/> no
Signature	Amount \$

Legend: T - Terms & Conditions, M - Policy Manual

Premises

Note: Individuals signing the application certify that they will ensure that the conduct of the bingo event will take place in conjunction with the Terms and Conditions set out by the Alcohol and Gaming Commission of Ontario

- Original licence for Bingo event posted (T1.5)
- House rules posted
- Game & Prize schedule posted and available to players (T5.2)
- Schedule same as approved (T5.1)
- Supplies purchased from registered supplier (T4.1)

Yes	No

Conduct of the Event

- Minimum 3 bona fide members (T3.1) (M9.2.1(8))
- Members are at least 18 years of age (T3.1) (9.2.1 (7))
- Game and prize announced before each game (M9.2.1(14))
- Licensees record and account for all cash transactions (M9.2.1(5))

Yes	No

Comments

- You are hereby cautioned that further evidence of non-compliance with items marked "NO" may result in charges under the Gaming Control Act and or disciplinary action by the Alcohol and Gaming Commission of Ontario.
- No apparent offences against the Gaming Control Act regulations or Terms and Conditions observed.

Date

I acknowledge receipt of this report

Inspected by

Signature

Print Name

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
Appendix "4" of Schedule "A"
TO BY-LAW NO. 2009-050
RECONCILIATION TO LOTTERY REPORT

The Licensee shall file a final report as set out in Form NTL-R (Nevada Ticket Lottery Report).

Date: _____ Licence #: _____

Please complete the following:

Account Balance on the las Lottery Report (Box 5):	+	_____	(line 1)
Add net proceeds (Section 6) on lottery report :	+	_____	(line 2)
Add interest earned on account:	+	_____	(line 3)
Deduct donations (during this period):	-	_____	(line 4)
Deduct bank charges on account:	-	_____	(line 5)
Account balance on this Lottery Report:	=	\$ _____ -	(line 6)

Bank Statement

Bank Statement balance as at _____ (date):	+	_____	(line 7)
Add outstanding deposit:	+	_____	(line 8)
Add bank investemnt:	+	_____	(line 9)

Less cheques in circulation: (list and amount)

<u>Payee</u>	<u>Amount</u>

Total Cheques in Circulation:	-	\$ _____ -	(line 10)
Total (should equal to line 6):	=	\$ _____ -	(line 11)

In support of this report, please include:

Copy of bank account statement or bank book showing bank balance prior to commencement of sales and at the time of filing the final Lottery Report.

Copy of receipts or cancelled cheques or letter from recipients of donations confirming amount and date of the donations.

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
Appendix "5" of Schedule "A"
TO BY-LAW NO. 2009-050

BINGO REPORTS
RECONCILIATION TO BANK STATEMENT

Reconciliation Date	Name of Organization	License Number
BANK STATEMENT		
Bank Statement Balance as at _____ (date):		+ _____ (line 1)
ADD outstanding deposits (as at reconciliation date):		+ _____ (line 2)
		+ _____ (line 3)
LESS: Outstanding cheques (in Circulation) (use separate sheet if necessary)		
<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL OUTSTANDING CHEQUES (in circulation)		- _____ - (line 4)
	TOTAL	_____ - (line 5)
Bingo Cards		
Last month's remaining fees:	_____	
Minus cards used this month:	_____	
Plus cards purchased this month:	_____	
Prepaid bingo cards		+ _____ - (line 6)
Licence fee		
Last month's remaining fees:	_____	
Minus fees used this month:	_____	
Plus newly paid licence:	_____	
Portion of prepaid license fee remaining		+ _____ - (line 7)
Advertising		
Last month's remaining fees:	_____	
Minus fees used this month:	_____	
Plus newly paid:	_____	
Portion of prepaid advertising remaining		+ _____ - (line 8)
Float on hand		+ _____ (line 9)
ADD: Bank Service Charges not yet reported		+ _____ (line 10)
LESS: Bank Interest Revenue not yet reported		- _____ (line 11)
TOTAL RECONCILED BANK STATEMENT		\$ _____ - (line 12)
<hr/>		
FROM BINGO LOTTERY REPORT		
New totals as of this report		_____ (line 13)

PLEASE NOTE:

It is your responsibility to justify any discrepancies between line 12 and line 13 and make the necessary changes to the reports to correct any error(s).

THE CORPORATION OF THE *CITY* OF TEMISKAMING SHORES
Appendix "6" of Schedule "A"
TO BY-LAW NO. 2009-050



**Break Open Ticket
Affidavit for Destruction of Tickets**

I, _____
(name)

of _____
(name of organization)

make oath that on _____ all winning tickets and any unsold tickets
(date)

for licence no. M _____ were destroyed by myself by:

(Means of destruction)

(signature)

(witness)

(print name)

(print name)

(date)

(date)

**** Winning tickets and Unsold tickets must be kept for 90 days, then must be destroyed. Once destroyed, please complete this affidavit and return to the City of Temiskaming Shores immediately.**

THE CORPORATION OF THE *CITY* OF TEMISKAMING SHORES
Appendix "7" of Schedule "A"
TO BY-LAW NO. 2009-050



**Raffle Lottery
Affidavit for Destruction of Tickets**

I, _____
(name)

of _____
(name of organization)

make oath that on _____ all ticket stubs, winning tickets and any
unsold tickets (date)

for licence no. M _____ were destroyed by myself by:

(Means of destruction)

(signature)

(witness)

(print name)

(print name)

(date)

(date)

**** All ticket stubs, winning tickets and unsold tickets must be kept for 12 months, then must be destroyed. Once destroyed, please complete this affidavit and return to the City of Temiskaming Shores immediately.**

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
Appendix “8” of Schedule “A”
TO BY-LAW NO. 2009-050

BN - Denotes BAZAAR AND NOVELTY								
TICKET TYPE	TICKET PRICE	TICKET COUNT	PRIZES PER DEAL	MAXIMUM GES EXPENSE (gaming equipment supplier)	MAXIMUM GSS EXPENSE (gaming services supplier)	MAXIMUM BOTS EXPENSE (expenses for sales) [3rd party commission]	TOTAL MAXIMUM EXPENSE	TOTAL MAXIMUM EXPENSE WITH DISPENSER
BN1	\$0.50	3,360	\$1,115.00	4.75%	4.00%	6.50%	15.00%	17.00%
BN2	\$0.25	2,940	\$488.00	6.75%	4.00%	6.50%	17.50%	19.00%
BN3	\$0.50	2,380	\$744.00	4.90%	4.00%	6.50%	15.50%	17.00%
BN4	\$1.00	2,520	\$1,675.00	3.25%	4.00%	6.50%	13.75%	15.25%
BN6	\$0.50	2,380	\$791.00	4.75%	4.00%	6.50%	15.50%	17.00%
BN7	\$0.50	1,680	\$558.00	4.75%	4.00%	6.50%	15.50%	17.00%
BN8	\$1.00	300	\$200.00	4.25%	4.00%	6.50%	15.00%	16.50%
BN9	\$1.00	400	\$266.00	4.25%	4.00%	6.50%	15.00%	16.50%
BN10	\$2.00	300	\$400.00	4.25%	4.00%	6.50%	15.00%	16.50%
BN11	\$2.00	400	\$532.00	4.25%	4.00%	6.50%	15.00%	16.50%
BN14	\$1.00	7,420	\$4,930.00	4.25%	4.00%	6.50%	15.00%	16.50%
BN21	\$0.50	2,730	\$930.00	4.57%	3.58%	6.50%	14.90%	16.40%
BN22	\$0.50	4,200	\$1,430.00	4.57%	3.58%	6.50%	14.90%	16.40%
BN23	\$1.00	4,200	\$2,860.00	3.99%	3.62%	6.50%	14.35%	15.85%
BN24	\$1.00	8,400	\$5,720.00	3.99%	3.62%	6.50%	14.35%	15.85%
BN25	\$0.50	8,400	\$2,860.00	4.57%	3.58%	6.50%	14.90%	16.40%
BN26	\$1.00	16,800	\$11,440.00	3.99%	3.62%	6.50%	14.35%	15.85%

SP - Denotes Specialty Print								
TICKET TYPE	TICKET PRICE	TICKET COUNT	PRIZES PER DEAL	MAXIMUM GES EXPENSE (gaming equipment supplier)	MAXIMUM GSS EXPENSE (gaming services supplier)	MAXIMUM BOTS EXPENSE (expenses for sales) [3rd party commission]	TOTAL MAXIMUM EXPENSE	TOTAL MAXIMUM EXPENSE WITH DISPENSER
SP1	\$0.50	2,730	\$930.00	4.57%	3.58%	6.50%	14.90%	16.40%
SP2	\$0.50	4,200	\$1,430.00	4.57%	3.58%	6.50%	14.90%	16.40%
SP3	\$1.00	4,200	\$2,860.00	3.99%	3.62%	6.50%	14.35%	15.85%
SP10	\$1.00	8,400	\$5,720.00	3.99%	3.62%	6.50%	14.35%	15.85%
SP11	\$0.50	8,400	\$2,860.00	4.57%	3.58%	6.50%	14.90%	16.40%
SP12	\$1.00	16,800	\$11,440.00	3.99%	3.62%	6.50%	14.35%	15.85%
SP21	\$0.50	3,360	\$1,115.00	4.75%	4.00%	6.50%	15.50%	17.00%
SP22	\$1.00	7,440	\$4,940.00	4.25%	4.00%	6.50%	15.00%	16.50%
SP23	\$1.00	33,600	\$22,800.00	3.99%	3.62%	6.50%	14.35%	15.85%

AG - Denotes ARROW GAMES

TICKET TYPE	TICKET PRICE	TICKET COUNT	PRIZES PER DEAL	MAXIMUM GES EXPENSE (gaming equipment supplier)	MAXIMUM GSS EXPENSE (gaming services supplier)	MAXIMUM BOTS EXPENSE (expenses for sales) [3rd party commission]	TOTAL MAXIMUM EXPENSE	TOTAL MAXIMUM EXPENSE WITH DISPENSER
AG1	\$0.50	3,360	\$1,115.00	4.75%	4.00%	6.50%	15.50%	17.00%
AG2	\$0.50	4,200	\$1,430.00	4.57%	3.58%	6.50%	14.90%	16.40%
AG3	\$0.50	2,730	\$930.00	4.57%	3.58%	6.50%	14.90%	16.40%
AG10	\$1.00	8,400	\$5,720.00	3.99%	3.62%	6.50%	14.35%	15.85%
AG11	\$0.50	8,400	\$2,860.00	4.57%	3.58%	6.50%	14.90%	16.40%
AG12	\$1.00	16,800	\$11,440.00	3.99%	3.62%	6.50%	14.35%	15.85%
AG14	\$1.00	7420	\$4,930.00	4.25%	4.00%	6.50%	15.00%	16.50%

THE CORPORATION OF THE *CITY* OF TEMISKAMING SHORES
Appendix "9" of Schedule "A"
TO BY-LAW NO. 2009-050

CONTRACT

DATE: _____ **LICENCE #:** _____

ORGANIZATION: _____

THIRD PARTY SELLER:

NAME: _____

PROVINCIAL REGISTRATION NUMBER: _____

TERM OF LICENCE: _____

GENERAL TERMS OF AGREEMENT:

SIGNATURES:

THIRD PARTY SELLER

WITNESS

SIGNING OFFICER

WITNESS

SIGNING OFFICER

WITNESS

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
Appendix "10" of Schedule "A"
TO BY-LAW NO. 2009-050



LICENCE AMENDMENT REQUEST
(Please Print)

Group: _____

Licence Number : _____

Add Event:

Date: _____

Time : _____

Cancel Event:

Date: _____

Time: _____

Other amendment:

Reason for amendment:

Signature

Date

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
Appendix “11” OF Schedule “A”
TO BY-LAW NO. 2009-

To be eligible, a *Charity* must:

- a) Have been in existence and have provided charitable community services consistent with the primary objects and purposes of the *Charity* of at least one year;
- b) Have a place of business and is established to provide charitable services in Ontario;
- c) Propose to use proceeds for charitable purposes or objects that benefit Ontario and its residents; and
- d) Assume full responsibility for the conduct and management of its *Lottery* events.

When a *Charity* first applies for any type of *Lottery* license, or whenever a review is required, the *Charity* must provide the following information if applicable:

- a) A copy of its letters patent;
- b) A copy of its constitution and by-laws
- c) A copy of its budget for the current year
- d) A copy of its financial statements for the preceding year;
- e) A list of its Board of Directors;
- f) Its latest report to the Public Guardian and Trustee;
- g) Its charitable number for income tax purposes;
- h) A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant’s status and terms of registration;
- i) Copies of its charitable returns to the Canada Revenue Agency for the previous calendar year;
- j) A detailed description of its activities; and
- k) A copy of its annual report.

The following items must be included in the *Charity*’s constituting documents:

- a) the organization’s name;
- b) the organization’s purpose or object;
- c) a description of how an individual becomes a member of the organization and retains membership in the organization;
- d) a clause stating that the organization’s members will not derive any gain from the organization, and that any profits will be used solely to promote the organization’s objectives;
- e) a description of the organization’s structure (e.g., president, secretary, treasurer);
- f) a description of how the organization elects its directors;
- g) the signature of the officers who adopted the incorporating documents;
- h) the signature at least three of the organization’s current directing officers, certifying that the incorporating documents are current and still in effect;
- i) the effective date of the instrument; and
- j) a general dissolution clause (that addresses the winding up of the organization; and
- k) further clause (which may be contained in the by-laws):
 - a. that, if the organization should dissolve, provides for the distribution of the organization’s assets and property held or acquired from the proceeds of *Licensed Lottery* events (i.e., *Lottery* trust accounts or property purchased with *Lottery* proceeds) to charitable organizations that are eligible to receive *Lottery* proceeds in Ontario.