

**TOWN OF NORMAN WELLS
BY-LAW NO. 06-51**

BEING A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF NORMAN WELLS IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF LOTTERY REGULATIONS AND GUIDELINES PURSUANT TO THE CITIES, TOWNS AND VILLAGES ACT, R.S.N.W.T. 1988, VOL. L, C-8.

WHEREAS the Council of the Municipal Corporation of the Town of Norman Wells deems it to be in the public interest to establish regulations and guidelines governing the granting of lottery licensing:

NOW THEREFORE, the Council of the Municipal Corporation of the Town of Norman Wells, at a duly assembled meeting enacts the following:

Definitions

1. For the purpose of this By-Law:
 - 1) “Agricultural fair or exhibition” means a fair or exhibition designated as such by the Town.
 - 2) “Charitable or religious objectives or purposes” includes objectives or purposes which:
 - 1) promote the relief of poverty or disease
 - 2) promote the advancement of religion or education, or
 - 3) are of a charitable or religious nature and are beneficial to the community as a whole.
 - 3) “Charitable or religious organisation” means an organisation or foundation that carries out charitable or religious objectives or purposes:
 - 1) registered as a charitable or religious organisation under the Income Tax Act (Canada) or,
 - 2) registered for a charitable or religious purpose under the Societies Act or,
 - 3) designated as a charitable or religious organisation by the Town having a charitable or religious objectives or purpose.
 - 4) “Community” means the municipal Corporation of the Town of Norman Wells in the Northwest Territories established under the Cities, Towns and Villages Act.
 - 5) “Compensation” includes any direct or indirect gain or reward.
 - 6) “Council” means the Council of the Municipal Corporation of the Town of Norman Wells in the Northwest Territories.
 - 7) “Gross proceeds” means all monies and their things of value received by a person or organisation in the conduct of a lottery or series of lotteries.

- 8) "Honorarium" means a reasonable fee charged for services for bingo calling as approved by the Senior Administrative Officer.
 - 9) "License" means a license issued under Section 3 or 4 of these regulations.
 - 10) "Lottery includes those games of chance commonly known as Bingo, Nevada ticket, Casino and Raffle Lotteries.
 - 11) "Nevada Ticket" includes a pull-type or break-open ticket.
 - 12) "Senior Administration Officer" means the Town Manager as appointed by the Town of Norman Wells (in accordance to Section 43 of the Cities, Town and Villages Act R.S.N.W.T. 1988 C-8.) or his/her designate.
 - 13) "Town" means the Municipal Corporation of the Town of Norman Wells in the Northwest Territories, established under the Cities, Town and Villages Act, as represented by Council or their designates.
 - 14) "Unit" means individual games as sealed in a separate box.
2. Section 1 of these regulations applies to all lotteries described in these regulations.

General

2. The Town may exercise the power and shall perform the duties imposed on it under these regulations.

Charitable or Religious Organizations

- 1) Subject to these regulations, the Town may issue a license to a charitable or religious organisation to conduct and manage a lottery scheme within the boundaries of the Municipal Corporation of the Town of Norman Wells in the Northwest Territories.

3. Agricultural Fairs or Exhibitions

- 1) Subject to these regulations, the Town may issue a license to an agricultural fair or exhibition or an operator of a concession leased by an agricultural fair or exhibition board, to conduct and manage a lottery scheme in the Town.

4. Licenses

- 1)
 - i) An application for a lottery license shall be on a form similar to attached Appendix 1 as approved by the Senior Administration Officer and shall be sent to the Town of Norman Wells, P.O. Box 5, Norman Wells, NT, X0E 0V0 not less than one (1) month before the proposed lottery.
 - ii) Notwithstanding Section 5(a) (I) the Senior Administrative Officer may approve any application submitted less than one (1) month prior to the proposed lottery provided such application is accompanied by a Late Application Fee pursuant to Section 6(a) of Schedule B attached.
- 2) 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.
- 3) The Town shall refuse to issue a license where:
 - 1) A charitable or religious organisation states in its application that an insufficient proportion of the gross proceeds shall be paid to the charitable or

religious object or purpose; or

- 2) The applicant or an officer or principal member of the applicant, has been convicted of an offence under Part VII of the Criminal Code.
- 4) It is term of every license that:
 - 1) The license is not transferable.
 - 2) The proceeds of the lottery scheme shall be disbursed either in accordance with objects or purposes set out on the application form, or in a manner expressly authorised by the Town.
 - 3) Any prizes are awards in accordance with the prizes proposed in the application form.
 - 4) The proceeds from all lotteries shall be kept in a separate bank account with separate records being maintained and all financial aspects of the lottery shall be conducted in accordance with these regulations.
 - 5) Except in the case of a raffle lottery or a Nevada ticket, no liquor shall be served, sold or consumer in an area where a lottery is being held.
 - 6) The rules of all lotteries shall be approved by and shall be posted in accordance with the instructions of the Town.
 - 7) A complete statement of account, showing the total receipts, expenses and profits and indicating when and how such profits will be spent for the religious objects or purposes set out in the application, shall be filed with the Town at the address stated in Section 6.a.i within 30 days of the holding of any lottery on a form similar to attached Appendix III as approved by the Senior Administration Officer.
 - 8) Subject to these regulations, no person shall receive compensation specifically for conducting, managing, planning or assisting with any lottery scheme.
 - 9) No person directly assisting in the conduct of a lottery shall participate as a player.
- 5) In addition to the terms set out in the section, the Town may impose on any license such additional terms or restrictions as deemed necessary.
- 6) Any license issued under these regulations shall be in a form similar to Appendix II (attached) as approved by the Senior Administration Officer.
6. No person or organisation shall be issued more than five licenses under these regulations in any six month period, and no more than three licenses shall be series licenses.
7. The Town, on the request of the license holder, within a reasonable period of time before the scheduled lottery, may amend the license and the amendment shall be subject to the terms the Town deems appropriate.
8. The Town may require that security be posted for all prizes in any proposed lottery.
9. No prize or combination of prizes in any single lottery shall exceed \$30,000.00 in cash or real or personal property having equivalent retail market value unless the approval of the

Council is obtained before issuing of the license.

10. Where the total prizes awards under a license for a series of lotteries exceed \$100,000.00 the license holder shall submit to the Town a financial report audited by an independent auditor within 90 days of expiration of the license.
11. Liquor shall not be offered as a prize on any lottery scheme licensed under these regulations.
12. Where the prize in any lottery is a firearm, the operator of the lottery shall not release possession of the firearm until a Firearms Acquisition Certificate is obtained by the winner of the prize in accordance with the Criminal Code.
13. Posting of License:
 1. Subject to this section, the license shall be posted in a conspicuous location on the premises where the lottery is being held.
 2. In the case of a raffle lottery where tickets are sold from a booth, the license shall be displayed in a conspicuous place in the booth.
 3. In the case of a television or radio bingo, the license shall be kept at the television or radio station offices for inspection at reasonable hours by any person.
14. Where a lottery is cancelled or postponed, the license holder shall notify the Town and comply with such additional instructions as the Town may issue regarding moneys collected or tickets purchased or any other matter concerning the lottery or license.
15. Nothing in these regulations authorises the same or advertising for sale of any lottery tickets outside of the Town.
16. Unsold tickets, receipts, counterfoils, game forms and financial documents pertaining to a lottery shall be retained by the license holder for a period of not less than 12 months from the date of the lottery, and for such additional time as the Town may direct.
17. Where the Town considers it necessary it may require an audit by an independent auditor in respect of any license and the cost of the audit shall be paid for by the license holder.
18. A license holder or former license holder 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 the access to the books or documents.
19. Notice of organisational Executive members:
 1. A charitable or religious organisation that has been granted a lottery license shall immediately notify the Town in writing of any changes of any members of its executive.
 2. Until such notification is given, a license is deemed to be suspended.
20. Where, in the opinion of the Town, a lottery is being operated contrary to these regulations, the Town may confiscate the license.
21. (Omitted in original document)

22. Notwithstanding any other provision of these regulations:

- a) A charitable organisation 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 service club may apply up to 50 % of the proceeds of a lottery after deductions for prizes and administrative expenses to:

Its building fund for the operation, construction, repair, renovation or decoration of the service club building or to provide or replace capital items or the equipment of the service club

Or

a service club may not apply any of its proceeds to or in respect of any revenue producing equipment or facilities.
- c) A license holder shall not use any proceeds from a lottery for social events or activities other than those for children or senior citizens.

BINGO LOTTERIES

23. An application for a bingo shall contain the following information:

- 1) The charitable or religious object or purpose for which bingo will be conducted.
- 2) The name and address of the building or facility where the bingo will be held.
- 3) The date and hours of operation of the bingo.
- 4) The price of admission.
- 5) A list of all games and prizes, including door prizes.
- 6) The price of a master card and extra cards.
- 7) If merchandise prizes or donated prizes are to be awards, the value of the merchandise or donated prizes.
- 8) Whether any “bonanza”, “share-the-wealth”, or “half-the-house”, bingo’s are to be run and if so the charges to play the games and an estimate of the prizes.
- 9) Any other information that the Town may require.

24.

- a) Applicants requesting a license for a series of bingo’s and wishing to carry over jackpots amounts shall provide the following information:
 - 1) the amount of the opening jackpot and opening number of calls to be made;
 - 2) the amount of the subsequent increase in both jackpot and in number of calls;
 - 3) the maximum jackpot and maximum increases in the number of calls;

- 4) the amount of consolation prizes, if any;
 - b) Jackpots which are carried over shall be played away on the expiry of the license, whether the license is to be renewed or not.
25. The Town on the request of the license holder, may establish age restrictions for persons attending or participating at the bingo and these age restrictions shall be posted in a conspicuous location on the premises in which the bingo is to be held.
26. A license issued for a series of bingo's shall be for a period not exceeding six months.
27. License holders are limited to holding a maximum of one bingo a week under a license for a single bingo or a series of bingo's.
28.
 - a) Except for television bingo's, administrative expenses shall not be more than 10% of the gross proceeds of the bingo, excluding the rental of the premises.
 - b) The balance of the gross proceeds of the bingo, after deducting the costs of prizes and the administrative expenses of conducting a lottery, shall be used for charitable or religious purposes specified in the application.
29. Organizations using their own premises to hold a bingo shall not charge rent for the premises or include it as an administrative expense.
30. The conduct and management of a bingo shall be the responsibility of the license holder and this may not be delegated to any other group or person who is not a member of the organisation holding the license.
31. Each printed advertisement for a bingo shall state the following information:
 - a) The name of the organisation.
 - b) The location, date and time at which the bingo is to be held, and the location where advance tickets may be purchased.
 - c) The total number of games and total prizes to be awarded, including door prizes.
 - d) The price of admission and bingo cards.
 - e) The charitable or religious object or purpose for which the lottery is being conducted.
 - f) The lottery license number.
32.
 - a) Notwithstanding Section 5(c)(ix), volunteers bingo workers may play bingo before or after they have performed all their duties related to the bingo.
 - b) Notwithstanding Section 5(c)(viii) of these regulations, the caller may be paid an honorarium for his or her services in the operation of the bingo.
33. If liquor is served in the same building in which a bingo is held, volunteers shall be posted to ensure that liquor is not served, sold, carried or consumed in the bingo area.
34. Subject to Section 35 of these Regulations only one bingo authorised by a license shall be held in Town at one time.

35. 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 authorise the issuance of additional licenses so that more than one bingo authorised license may be held in the Town at one time during the special event.

NEVADA TICKET LOTTERIES

36. An application for a Nevada ticket lottery shall contain the following information:
- a) The charitable or religious objective or purpose 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 estimated number of units of tickets to be sold during the license period.
 - d) The period of ticket sales.
 - e) The frequency and hours of ticket sales.
 - f) Any other ticket information the Town may require.
37. a) A license for a Nevada ticket lottery may be issued to a charitable or religious organisation if the tickets are sold to its members, guests or the public during a bingo casino or any other activity approved by the Town and specified on the license which the organisation is holding or sponsoring.
- b) A license for a Nevada ticket lottery may be issued to a charitable or religious organisation if the tickets are sold to its members or guests from a booth within the organisation's premise or premises which the organisation has acquired for the purpose of selling Nevada tickets.
- c) A license for a Nevada ticket lottery may be issued to a society incorporated under the Societies Act , the primary purpose of which is to provide a local broadcasting service, if the tickets are sold to the public from a booth within the society's premise or premises.
- d) which the society has specifically acquired for the purpose of selling Nevada tickets. Notwithstanding the definition of "Charitable or religious organisation" in Section 1(b)(iii), for the purposes of Section 2(c) of Schedule B. a society described in Section 37(c) is a charitable organisation.
38. A license issued for a series of Nevada ticket lotteries shall be for a period not exceeding six months.
39. a) An organisation shall not hold more than two licenses for a series of Nevada ticket lotteries at any one time.
- b) A license may authorise the sale of a variety of types of tickets.
- c) In addition to any series of Nevada ticket lotteries, a license may be issued charitable or religious organisation 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.

40.
 - a) A maximum of 20% of the gross proceeds of Nevada tickets, after deducting the cost of prizes and tickets, may be used towards the administrative expenses of conducting the lottery.
 - b) The balance if the gross proceeds of a Nevada ticket lottery shall be used for the charitable or religious objects or purposes specified in the application.
41. The conduct and management of Nevada ticket sales shall be the responsibility of the license holder and this may not be delegated to any other group or person who is not a member of the license holder.
42. The license holder shall maintain strict control and accounting of the sales of Nevada tickets.
43. Only the types of ticket and the number of units specified in the license shall be sold.
44.
 - a) One unit shall be completely sold before another unit may be opened.
 - b) Each unit, whether complete or partial, when not under the control the vendor, shall be kept in a locked secure container and stored in a safe place.
45. Cheques shall not be cashed or credit extended for the purchase of tickets.
46. The license holder 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".
47. No person under 16 years of age shall purchase or sell Nevada tickets.
48. Vendors shall not purchase tickets while they are acting as vendors.
49. License holders shall not sell any unit amount in their possession to any group or organisation without the written permission of the Town.

CASINO LOTTERIES

50. An application for a license for a casino shall contain the following information:
 - a) The charitable or religious object or purpose for which the casino shall be conducted.
 - b) The names and address of the building where the casino will be held.
 - c) The dates and hours of operation of the casino.
 - d) The type and number of games.
 - e) The minimum and maximum bet limits.
 - f) The method of pay-out bets.
 - g) Any other information the Town may require.

51. A license for a casino shall be issued to any one applicant in any six month period.
52. Only one license for a casino shall be issued to any one applicant in any six month period.
53. Subject to Section 35 of these regulations, only one casino authorised by a license shall be held in the community at one time.
54. 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, the Council may authorise the issuance of additional licenses so that more than one casino authorised by license may be held in the Community at one time during the special event.
55. A license for a casino shall not be issued for a period exceeding three consecutive days.
56. Casinos shall not operate between the hours of 2 a.m. and 1:30 p.m. on a Sunday.
57. a) A minimum of 25% of the gross proceeds of the casino shall be set aside for the charitable or religious objects or purposes specified in the application before the deduction of the administration expenses of conducting a casino.
58. 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.
59. No person under 19 years of age shall be permitted in the casino area.
60. a) Minimum and maximum bet limits shall be posted and clearly visible to all players.
b) Maximum bet limits in excess of \$20.00 (twenty dollars) per bet must be approved by Council by resolution.
c) Rules of play relating to each game or table shall be posted and be clearly visible to all players.
61. 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.
62. Each printed advertisements for a casino shall contain the following information:
 - a) The name of the organisation.
 - b) The location, date and hours of operation of the casino.
 - c) The types of games, tables, and wheels of fortune to be played.
 - d) The price of admission, if any.
 - e) The charitable or religious object or purpose for which the casino is being conducted.
 - f) The lottery license number.

RAFFLE LOTTERIES

63. An application for a raffle license shall contain the following information:
- a) The charitable or religious object or purpose 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.
 - h) Any other information the Town may require.
64. A draft or sample copy of each type of ticket to be printed shall be forwarded with the application.
65. a) Subject to Section 65(b), a raffle shall be issued for a period not exceeding six months.
- b) Where the Town is satisfied that it is not feasible to conduct a raffle within a six month period, the Town may issue a raffle license for a period that exceeds six months but does not exceed 18 months.
- c) The expiry date of a license shall be endorsed on the license.
66. a) Administrative expenses for conducting a raffle shall not exceed 10% of the gross proceeds of the raffle.
- b) The balance of the gross proceeds of the raffle, after deducting the cost of prizes and administrative expenses, shall be used for the charitable or religious objects or purposes specified in the application.
67. Maximum ticket sales shall not exceed \$50,000.00 for a license unless the license specifically allows sales in excess of this amount.
68. A raffle ticket shall contain the following information:
- a) The name of the charitable or religious organisation.
 - b) The location, date and time of the draw or draws.
 - c) The price to purchase a chance.
 - d) The prizes to be awarded.
 - e) The maximum number of tickets printed.

- f) The ticket number, if any,
 - g) The lottery license number.
69. a) The final draw for a raffle shall be held on or before the expiry date endorsed on the raffle license.
- b) All ticket stubs shall be kept by the Licensed Organisation until all prizes have been awarded.
70. a) Prize winners shall be notified within a 24-hour period after a draw, and prizes shall be awarded not later than three days following a draw, or such period of time as may be deemed reasonable by the Town.
- b) In the event a prize winner is unable to be notified for any reason, the Licensed Organisation shall contact the Town in writing. Upon receipt of such notice the Town shall advise the Licensed Organisation as required.
- c) In the event a prize(s) can not be awarded to the prize winner after three (3) months of the draw date the Licensed Organisation 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 written approval of the Senior Administrative Officer.
71. No compensation or commission shall be paid to a member of the license holder or any person for ticket sales.
72. Notwithstanding Section 5(d), persons assisting in the conduct of the raffle may purchase tickets from other members of the sponsoring charitable or religious organisation.
73. Each printed advertisement for a raffle shall contain the following information.
- a) The name of the sponsoring organisation.
 - b) The location, date and time of the draw or draws.
 - c) The price to purchase a chance.
 - d) The prizes to be awarded
 - e) The maximum number of tickets printed.
 - f) The charitable or religious object or purpose for which the raffle is being conducted.
 - g) The lottery license number.
74. **EFFECTIVE DAY OF BY-LAW**
This By-Law shall come into full force and take effect upon third reading thereof and will be reviewed every two years from the date of signing. Schedules 'A' and 'B' and Appendices I, II and III are attached and form a part of this by-law.

75. **REPEAL**

Upon third and final reading this By-Law shall repeal By-Law No. 99-03 and By-Law No. 04-40.

Introduced and Read a first time this 12th day of December , 2006 A.D.

Mayor

Acting Senior Administrative Officer

Read a second time this 12th day of December, 2006 A.D.

Mayor

Acting Senior Administrative Officer

Read a third time and finally passed this 14th day of December, 2006 A.D.

Mayor

Acting Senior Administrative Officer

It is hereby certified that this By-Law No. 06-51 has been made in accordance with the requirement of the Cities, Towns and Villages Act and the By-Laws of the Town of Norman Wells.

Acting Town Manager / S.A.O.

SCHEDULE "A"

LOTTERY FEES

1. Bingo Lottery Licenses

- a) The following license fees are payable for a single event bingo lottery or each lottery of a series of bingo lotteries:
 - (I) For games of:
 - 1) "half-the-house" bingo, where not greater than six games are to be run during the lottery:
.....\$20.00
 - 2) "half-the-house" bingo, where greater than six games are to be run during the lottery:
.....\$10.00/game
 - 3) "share-the-wealth" or "bonanza" bingo other than "half-the-house" bingo:
.....\$10.00/game
 - (ii) for all other games, where the total value of the prizes offered is:
 - 1) \$1,250 or less.....\$50.00
 - 2) greater than \$1,250.....4% of the total value of the prizes
 - (iii) for regular weekly games with prize value of no greater than \$10,000: for each 6 month period.....\$2,500.00

2. Nevada Ticket Lottery Licenses

- a) The license fee payable for each Nevada ticket lottery, whether a single event lottery or one of a series of lotteries, that is held during a bingo or casino lottery is
..... \$100.00
- b) The fee payable for a booth pursuant to Section 27.b license for a series of Nevada ticket lotteries where the booth or Club license is for a period of 6 months or less \$400.00/month or portion thereof
- c) The fee payable for a booth pursuant to Section 27.b license for a series of Nevada ticket lotteries where the booth or Club license is for a period of six (6) months or less \$400.00/month or portion thereof.

3. Casino Lottery Licenses

- a) The license fee payable for each table or wheel game run during a casino lottery is
.....\$25.00/day

4. Raffle Lottery Licenses

- a) The license fee payable for a raffle, whether a single or multiple draw, where the total value of the prizes offered is:
 - 1) \$1,250 or less is:.....\$25.00
 - 2) greater than \$1,250 is:.....2% of the total value of the prizes

5. License Amendment or Cancellation fee

- a) The payable for amending or cancelling a license is:.....\$25.00

6. Late application

- a) The fee payable for processing an application submitted less than thirty (30) days prior to the event is:.....\$50.00

SCHEDULE "B"

TOWN OF NORMAN WELLS

Lottery Guidelines

GENERAL

1. General:

- a) Lottery licenses shall not be issued to organizations to hold events outside the Town, with the exception of Raffle lotteries.

2. Applications

- a) Application must be received and date stamped thirty (30) days prior to the first proposed event. In the case of Raffles, thirty (30) days prior to the date you wish to start printing tickets.
- b) an organisation applying for a lottery license will be required to submit a completed application form approved by the Town.
- c) In addition to this form the following information must be provided:
 - (I) The name of the bank and the account number exclusively used for lottery proceeds.
 - (ii) An itemised list of how the profits from this lottery will be used. (Not a generalised statement).
 - (iii) Proof that the funds are needed, by producing its most recent financial statements, its budgetary estimates and any other relevant document.
 - (iv) Additional information as may be requested.

3. Licenses:

- a) A license cannot be assigned or transferred.
- b) The following must be posted in a conspicuous place in the premises design for the conduct of the lottery:
 - (I) The original lottery license
 - (ii) The original house rules
 - (iii) Any approved amendments to the license

4. Characteristics of Organisation:

- a) To be eligible for lottery licensing an organisation must be:
 - i) Registered for a charitable or religious organisation under the Income Tax Act, or:
 - ii) Registered for a charitable or religious purpose under the Societies Act or:
 - iii) Any organisation which performs services for the public good or welfare without profit and includes any organisation designated by the Town.
- b) Have been in operation at least one year.
- c) The “Officials” of each organisation shall not be involved in any other lottery organisation, nor in running or organising any other organisation’s lottery events.

5. Use of funds:

- a) Funds raised will be used only for the purpose stated and accepted on the lottery applications.

6. Supplies:

- a) Bingo:
 - (I) Bingo lottery supplies will not be purchased more than two months in advance, and will not be “stockpiled” or sold to any other organisation.
 - (ii) A strict inventory shall be kept at all times and amounts of supplies used at each bingo will be recorder.
- b) Raffles:
 - (I) Proposed raffle tickets will be approved by the Senior Administrative Officer or Designate as part of the application approval.
- c) Casino:
 - (I) An inventory of supplies will be kept and produced upon request.

7. Expenses:

- a) All expenses, except Hall Rental for conducting and managing lotteries shall not exceed 10 per cent gross revenue.

8. Conduct:

- a) All:
 - (I) Any cheating or other irregularity known or suspected, shall be reported immediately to the Senior Administration Officer.
 - (ii) The Senior Administration Officer may appoint inspectors.
 - (iii) Lottery funds will not be accumulated for a specific project unless prior

approval is obtained from the Town.

b) Bingo:

- (I) All staff shall sign an attendance register prior to commencing their duties.
- (ii) Members of the organisation sponsoring a bingo shall not play bingo at any time during the event at which they are performing their duties relating to the Bingo.
- (iii) A bingo shall be conducted and managed in compliance with the terms and conditions on the lottery license. In addition the following procedure shall be followed:
 - 1) The sale and management of all “BONANZA” (1/2 the house) cards shall be the responsibility of on individual. (at each event).
 - 2) The lottery license and any “house rules” must be posted in a conspicuous place. (Including any amendments to the license).
 - 3) Only the bingo caller may receive remuneration.
 - 4) No members of the organisation sponsoring the event may play bingo at any time.
 - 5) A list of staff will be recorded at the door.
 - 6) Attendance will be recorded at the door.
 - 7) Cards and tickets shall be exchanged for cash only.
 - 8) Cashing of cheques or extending credit is prohibited.
 - 9) There will be no “free” cards or “free” games.
 - 10) Cards or tickets shall not be sold outside the town.
- (iv) Only bingo games based on the following structure are eligible for a license:

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

B	1 to 15
I	16-30
N	31 to 45
G	46 to 60
O	61 to 75
- 2) Bingo balls shall be of equal weight and in good condition.
- 3) Players shall use “cards” or sheets printed with one or more “cards”, each “card” top be laid out in five rows or five squares, with one letter from the word “bingo” over each vertical column, all squares containing a number as above, except for the “free” centre square.

- 4) All players shall indicate whether a letter/number combination called appears on the card by marking, placing a marker upon the appropriate square.
 - (iv) Where there is a declared card (possible winner), the following sequence of events shall take place:
 - 1) No further numbers shall be called pending confirmation of a winner.
 - 2) The bingo machine shall remain operational until the winner has been verified.
 - 3) 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 for the purpose of verifying the winner.
 - 4) 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;

And
 - 5) 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.
 - 6) Receipts will be issued for prize money paid out.
- c) Nevada:
 - (I) No worker shall purchase any Nevada ticket(s) while acting as a vendor.
 - (ii) Only two staff shall sell Nevada tickets at any given time.
 - (iii) Nevada tickets are to be sold from a stationary spot (booth/table).
- d) Raffles:
 - (I) All tickets sold are to be collected before any prize winner is drawn.
 - (ii) Raffle licenses will be issued for single draws only, unless special permission is obtained.
- e) Casinos:
 - (I) Only the games, number of tables and bet limits on the license shall be played.

9. House Rules:

- a) The license shall establish “Rules of Play”, not inconsistent with the terms and conditions of the license, which shall contain:
 - (I) Pay off structure for all games/prizes
 - (ii) Sequence games shall be played (bingo)
 - (iii) Requirements for a bingo to be valid
 - (iv) Admission price or cost of cards
 - (iv) Price of extra cards and bonanzas
 - (v) Procedures for verifying a winner
 - (vi) Time at which play starts or draw is made
 - (viii) The method distributing cards

10. Accounting:

- a) The licensee shall have a bank account set up strictly for the purpose of lottery monies.
- b) Revenues from each event should be deposited the next banking day. In case of raffles, a weekly deposit of ticket sales money must be made.
- c) All monies withdrawn from this account shall be in the form of cheques and purpose of the withdrawal must be noted.
- d) Expenses, for conducting and managing lotteries shall not exceed 10 per cent of gross revenue.
- e) THIRTY DAYS AFTER A SINGLE EVENT OR MONTHLY IF SERIES BINGO the license shall provide:
 - (I) Bingo:
 - a. A fully completed statement of account form as approved by the Town.
 - b. The dates of all binges
 - c. The attendance of each bingo
 - d. The amount of bingo supplies used (each bingo)
 - e. A list of staff (helpers) at each bingo
 - f. The total amount deposited (with slip)
 - g. The most recent bank statement of account
 - h. A copy of prize money receipts, list of winners & amounts won.

- i. A list of disbursement to charitable or religious purposes as indicated on the application including names and address of the payees.
- j. A licensee may be required to provide other financial information as requested by the director.

(ii) Nevada:

- a. A fully completed statement of account form as approved by the Town.
- b. A list of the sales persons & dates of sale
- c. The total amount of deposit with slip.

(iii) Raffles:

- a. A fully completed statement of account form approved by the Town.
- b. A list of the sales persons & dates of sale
- c. The total amount of deposit with slip.

(iv) Casinos:

- a. A statement of account form approved by the Town, including only gross as prize pay-outs are not known.
- b. A list of workers/dealers, etc.

11. Penalties:

- a) The Senior Administrative Officer may suspend or cancel any license without notice and at any time for the breach of any terms and conditions.
- b) Every person who violates or fails to comply with any terms and conditions of a lottery licensed 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, etc.

EDUCATIONAL TRAVEL

1. General:

- a) Educational groups within or affiliated with institutions or schools, such as classrooms, school clubs or societies, student unions, parent-teacher associations may qualify for a license to conduct a lottery scheme.
- b) Lottery proceeds can be raised for educational travel only for “full-time” students.
- c) Lottery proceeds raised for travel are to be used:
 - (i) To provide a specific educational experience for the students which is not principally recreational or social in nature and which otherwise would be unavailable.

- (ii) To expose students to other lifestyles and/or cultures, present and past.
- d) The revenue from lotteries is in no way used to supplement any aspect of the operational or capital budgets of the institution or school.

2. Application:

- a) An application for a lottery 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:
 - (i) A complete itinerary of the trip. This is to be as detailed as possible.
 - (ii) The travel route and mode of transportation.
 - (iii) Names, addresses and age of each student.
 - (iv) Names, addresses and position of each adult (chaperone or teacher)
 - (v) Amount (if any) of individual contributions.

3. Accounting/Expenses:

- a) Within 30 days of the lottery event a statement of account form must be submitted.
- b) Within 30 days of the “educational trip” a travel report must be submitted. The travel report will include all expenses with receipts.
- c) Expenses allowed for educational travel include:
 - (i) Cost of actual travel (air fare, bus fare, van rental/gas, etc.)
 - (ii) Cost of hotel (based on double occupancy).
- d) Lottery proceeds cannot be used for a social or recreational activities that may be incidental to the activity or event.

(for class members & 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).

LOTTERY EXPENSES

- 1. Lottery expenses will not exceed 10 per cent of the gross revenues for any one event.
- 2. General accepted lottery expenses are the costs of:
 - a) Prizes
 - b) Hall rental (not for Nevada)
 - c) Advertising (this includes posters, radio ads, etc.)
 - d) Equipment rental
 - e) Bingo caller

- f) Supplies (bingo paper, Nevada tickets, playing cards for casinos)
 - g) Freight of supplies
 - h) License fees
 - i) Postage
3. Some unacceptable expenses are for example:
- a) Ticket sellers
 - b) Prize for the “most tickets sold”.
 - c) Prize for a contest (King/Queen)
 - d) Float
 - e) Concession stand

USE OF LOTTERY PROCEEDS

1. Lottery proceeds are to be used specifically for the charitable or religious purposes stated on your approved lottery application.
2. If proceeds are raised as contributions to other charitable or religious groups be sure to record and provide:
 - a) The name of the charitable or religious group
 - b) The chairperson or head of fund-raising and phone number
 - c) The amount contributed, with a receipt
 - d) The purpose for the contribution (specific i.e.: new wheelchair, or general, all purpose fund)

HOLDING A RAFFLE

1. When planning to hold a Raffle as a fund-raising event be sure to get prepared early.
2. Your completed application form along with a sample “draft” ticket and the lottery licensing fee must be received thirty (30) days before you plan to begin selling tickets.
3. Once your application has been approved and your tickets are printed you may start selling tickets.
4. Remember to indicate on your application form how many tickets must be sold before your draw can “break even”. If sufficient tickets are not sold certain choices must be made:
 - a) Go ahead with the draw, taking into account the loss of revenue that will have to be covered by the members of your organisation:

OR

- b) Cancel the draw by:
 - (i) Giving refunds to all those who purchased tickets
 - (ii) Placing an ad in the newspaper and putting a notice on the radio
 - (iii) All papers and tickets must be kept for one year.

OR

- c) Amend the draw date:
 - (i) If you know (at least) one week before the draw date that you have not sold the amount of tickets you had hoped you can obtain an amendment to change the draw date.
 - (ii) The draw date can only be postponed once, not later than six months from the day the first ticket was sold.

ADVERTISING

1. Only the organisation or association who holds the lottery may advertise a lottery event.
2. All advertising for lottery licenses will state the following:
 - a) The name of the organisation
 - 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, or tickets
 - f) The maximum number of tickets to be sold (raffle)
 - g) The charitable purpose for which the event is being held
 - h) The lottery license number

TEAM TRAVEL

1. General:
 - a) Lottery proceeds raised for team travel are to be used:
 - (i) Primarily to travel within the NWT (invitational)
 - (ii) To travel to Canadian National Championships, as the NWT representative.
 - b) Lottery proceeds are never to be used for travel outside of CANADA.
 - c) The travel must be directly related to the organisation's charitable objective with the intentions of fulfilling that object and be either:

- (i) An essential part of the organisation's normal ongoing activities; or
- (ii) An extraordinary opportunity gained as a result of qualifying to advance to a superior level of competitive activity.

2. Application:

- a) An application for a lottery 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:
 - (i) A brief description of the activity or event
 - (ii) The destination
 - (iv) The duration of the trip
 - (iv) Names, addresses and position of each player
 - (v) Names, addresses and position of each adult (i.e., coach)
 - (vi) Amount (if any) of individual contributions

3. Accounting/Expenses:

- a) Within 30 days of the lottery event a statement of account form must be submitted.
- b) Within 30 days of the "team trip" a travel report must be submitted. The travel report will include all expenses with receipts.
- c) Expenses allowed for team travel include: *
 - (i) Cost of actual travel (air fare, bus fare, van rental/gas etc.)
 - (ii) Cost of hotel (based on double occupancy) for the night before and each night of the tournament. Under special circumstances an additional night may be approved.
 - (iii) Cost of registration of tournament.
- d) Lottery proceeds cannot be used for social or recreational activities that may be incidental to the activity or event.

* (for team members & two adults (coaches or chaperones).

SELLING NEVADA "PULL TICKETS"

- 1. A license to sell Nevada type "pull tickets" can be obtained only in conjunction with a Bingo or Casino license, in a "club room" or other activities as approved by the Town by Resolution.
- 2. A "club room" is an owned premises where regular members meet. Members must be registered and must pay a yearly fee.
- 3. Club room tickets can be sold to members and their "signed-in" guests only.

4. No person may purchase Nevada tickets while acting as a Vendor.
5. No person is to be compensated in any way for selling Nevada tickets.
6. The 20 % “administration fee” is not to be used to pay a seller. This fee is for the cost of tickets, license fee, etc.
7. Winning Nevada tickets are to be crossed with an “X” and saved, bundled by date of event.
 - (I) These tickets are to be kept for one year.
8. Only two persons shall sell Nevada tickets at any one time during the events.
9. A second or third unit of Nevada tickets should not be opened unless you are quite certain the whole unit will be sold. It is very time-consuming to do the financial statements with an open unit until all tickets will have to be “broken open”.