

Super Bingo Application Process

Interested parties must submit an application letter and completed Bingo Application to the City of Yellowknife Lottery Officer expressing their interest in the Super Bingo draw.

Applications should be directed to:

The City of Yellowknife

or lotteries@yellowknife.ca

Attn: Lottery Officer

PO Box 580

Yellowknife, NT X1A 2N4

This application should include the following information:

1. Provide proof of eligibility based on the Lottery by-law:
 - a. A religious or charitable organization registered under the Income Tax Act (Canada). Please include proof of good standing.
 - b. A religious or charitable organization incorporated under the Societies Act. Please include proof of good standing.
2. A brief history of your organization. When did your organization start and outline some of the organizations major projects/events.
3. What is your organizations mandate? Why does it exist? What are its goals/objectives?
4. What do you plan to use the Super Bingo Funds for? Please be specific.. (Remember, there must be a broad community benefit in order to be approved for the Super Bingo. Please explain how your planned use of proceeds will benefit a majority of Yellowknife.)
5. Does your organization have enough volunteer manpower to run an event of this size? We recommend a minimum of 40 volunteers to ensure the event runs smoothly. If your organization requires outside help, they do so strictly on a volunteer basis. You cannot pay other groups to help run your event. A list of available volunteers should be included with the application but is not required at this time.
6. Please ensure your application has a return mailing or email address and contact name. Official letters will be sent after the draw notifying organizations who won and what they plan to do with the proceeds.
7. The organization that is awarded the Super Bingo will be required to open a separate bank account, if they do not already have an account designated for lottery funds
8. Please include a list of current Board Members with your application.

Event Requirements

- In order to run a successful event, ticket sales should begin within 6 weeks of the event date. Various vendors around Yellowknife are willing to participate and it is recommended a contact number for persons outside Yellowknife be made available for inquiries.
- Advertising on the radio, TV and by mail is recommended throughout the NWT, Nunavut and into Northern Alberta
- The winning organization will be required to pay the Licence fee of \$5,050.00 before a licence number can be issued. All tickets and advertising must include the licence number. Please contact the lottery officer at (867) 920-5600 ext. 0 for more information.
- Organizations will also be required to contact the City of Yellowknife's Community Services Department to arrange for the appropriate number of chairs and tables for the event.
- All supplies and rental of the bingo machine must be arranged by the organization.
- A floor plan for the event must be submitted to the Fire Hall for approval prior to the event.
- A record of ticket sales and account balance in the Super Bingo account should also be submitted to the lottery officer, 3 weeks before the event to ensure sales are adequate to proceed with the event.
- An outline of the games and staff duties should also be submitted to the Lottery Officer two weeks before the event begins. Please include the name of all volunteers (if not done so in your application).

Other Conditions

Any organization that is awarded a Super Bingo will be ineligible for future Super Bingo draws for a period of 3 years.

It is strongly recommended that event volunteers not be allowed to participate in the event.

All event volunteers should be 18 years of age or older. Volunteers under the age of 18 are allowed but must be directly supervised by an individual over the age of 18.

Any complaints or discrepancies that arise during the event should be submitted, in writing, to the Lottery Officer for review. Please include the complainant's name, contact information and a brief, clear description of the issue.

Super Bingo 2025

July 5, 2025

Contact: 867-920-5600 Ext 0

lotteries@yellowknife.ca

Apr 25	Deadline for applications to be submitted by 5pm
May 5	Super Bingo Draw 11 am, City Hall Council Chamber
May 9	Payment due for Licence.
May 21	Ticket sales for event should start as soon as possible, but no later than six weeks before event.
June 2	Group to submit floor plan of event to Fire Hall for approval
June 20	Record of ticket sales and statement of account due to Finance List of games, staff duties and volunteers submitted to Finance
June 30	Group may book time to set up event day before
July 5	Super Bingo
July 28	Statement of account due to Finance



CITY OF YELLOWKNIFE

Bingo Licence Application

Application should be submitted at least two weeks prior to the event. Any application submitted within the two-week period may not be processed in time. Any application submitted within one week of the event is subject to a \$100 late fee and may not be processed in time

Application Date: ____/____/____
YY MM DD

Formal/Legal Name of Applicant: _____

Mailing Address: _____

Postal Code: _____

Governing Body (if applicable): _____

Incorporated Under: _____

☐ Registered Charity

☐ Societies Act

Other
(specify) _____

Incorporation Date: _____

How long has group existed? _____

of Board members _____

of Org. Members _____

BINGO CONTACT (for correspondence)

Print Name: _____

Mailing Address: _____

Postal Code: _____

Residence Phone

Business Phone

Fax

Email

AUTHORIZATION FOR APPLICATION

We Certify That: all information and documents supplied are correct, and the group has authorized us to make this application. Any City of Yellowknife Administrator may examine and make copies of all records relating to this application and/or licence. This includes the approved lottery bank account(s) at any financial institution(s).

President's Signature: _____

Print Full Name: _____

Mailing Address: _____

Postal Code: _____

Residence Phone

Business Phone

Fax

Email

TYPE OF BINGO (Please check (✓) one below)

☐ Single Event (Bingo/Nevadas) ☐ Series Bingo ☐ TV Bingo ☐ Super Bingo ☐ Other: _____

Start Date of Event: _____

Final Date of Event: _____

Dates (if any) Event will not be held: _____

Estimated Prize Value for each Event: _____

Time: _____

AM

PM

Licence Fees are as follows (these prices do not include the \$50 application/processing fee):

Less than \$7000 = \$ 50, \$7000 to no more than \$20,000 = \$300, More than \$20,000 to no more than \$50,000 = \$1500

Event Location: _____

Total # of Events to be Held: _____

Use of Proceeds (be specific): _____

i. Any use of proceeds claiming travel must be accompanied by specific dates and location for the event. A list of athletes/competitors and their coaches/chaperones must be submitted before the licence can be released.

iii. Any equipment and/or uniforms purchased (after approval) with lottery proceeds must stay with the association and be available for use by all members (not for individual use.)

ii. Adult sports teams may ONLY use funds for travel to a sporting event for which they have qualified at a higher level of competition that is sanctioned by the appropriate governing body.

iv. Any use of proceeds claiming training, development or clinics must be accompanied by a schedule of planned events, facility rentals or clinic dates, locations and facilitators before the application will be considered.

For office use only

\$50 (Application fee) + _____ (Licence Fee) x _____ (total # of events) = _____ + \$100.00 Late Fee (*if applicable) = _____

* The late fee is applied if the application is received within one week (7 days) of the event start date.

BANK ACCOUNT

A separate lottery bank account MUST be established. The account shall have chequing privileges, and monthly return of cancelled cheques. All lottery revenue shall be deposited into this account, and all payments shall be made by cheque from this account.

NAME OF FINANCIAL INSTITUTION: _____

Branch # _____

Name _____

Account# _____

Address _____

City _____

Prov/Terr. _____

Postal Code _____

If this is a new bank account please provide the date this account was established: ____/____/____
YY MM DD

Accurate information is required. If unsure, please contact your financial institution.

PAYMENT TYPEDate: ____/____/____
YY MM DD

☐ Cash ☐ Cheque ☐ Interac ☐ Visa ☐ MasterCard

Amount: \$ _____

Credit Card #: _____ Expiry Date: ____ / ____

Name of Card Holder: _____ Payment Date: ____ / ____ / ____

DECLARATION OF COMMUNITY BENEFIT

In order to determine the group's eligibility for a lottery licence, please provide the following information. All questions must be answered in detail. All organizations must submit this completed form, and submit the appropriate supporting information before any applications will be considered.

Type of programs or services offered by the group:

Date(s) and approximate time(s) of program or service offered:

Premises from which the program or service is delivered:

Number of persons participating in the programs or receiving services, and the fee structure:

Number of persons who may potentially benefit from the programs or services offered by the group:

List programs or services that are registered to members and those which are open to the general public:

Percentage of participants or recipients of the group's programs or services who are group members and percentage who are members of the public:

Explain why the group's programs or services are important to the community:

Describe how the group's programs or services are distinct or unique from any other similar programs or services already provided in the community:

Please include the following information with this application: It is the organization's responsibility to notify the City, in writing, of any changes to the following information.

☐ A copy of up-to-date incorporation documents (registered by-laws, objectives and certificate of incorporation).

☐ An up-to-date list of the group's board of directors.

☐ An up-to-date list of registered members (for all sports teams).



CITY OF YELLOWKNIFE

Bingo Statement of Account

GENERAL INFORMATION – Read carefully before completing.

It is a term of every lottery licence that

- a) The proceeds from all lotteries shall be kept separate from all other funds, with separate records being maintained, and all financial aspects of the lottery shall be conducted in accordance with the Lotteries Regulations.
- b) A complete Statement of Account, showing the total receipts, expenses and profits and indication when and how such profits will be spent for the charitable or religious objects of

purposes set out in the application, shall be filed with The Lotteries Division, City of Yellowknife, at the address shown below within thirty (30) days of holding of any lottery, or monthly in the case of a series licence.

- Receipts, or copies thereof, verifying the disposition of proceeds paid to religious or charitable objectives may be requested.
- Unsold tickets, receipts, counterfoils, game forms and financial documents pertaining

to a lottery shall be retained by the licensee for a period of not less than twenty four months from the date of the lottery.

- Where he considers it necessary, the Senior Administrative Officer or his designate may require an audit by an independent auditor in respect of any licence, and the cost of such an audit shall be paid for by the licensee.
- A licensee of former licensee shall make available, upon the request of a peace officer or

a person designated by the Senior Administrative Officer, all books of account or documents relating to the operation of a lottery, and shall, at all reasonable times, allow the officer or person access to the books or documents.

- FURTHER INFORMATION RELATING TO THE FINANCIAL ASPECTS OF YOUR LOTTERY MAY BE FOUND BY READING THE LOTTERIES BYLAW NO. 4092.

Name of Organization	Licence Number
Mailing Address	Postal Code
Type of Event (Please check one): <input type="checkbox"/> BINGO / NEVADAS <input type="checkbox"/> SUPER BINGO	
Frequency of Event (Please circle): <input type="checkbox"/> Single Event <input type="checkbox"/> Series (Please specify) <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	
Reporting Period: <input type="checkbox"/> Single Event Held On: <input type="checkbox"/> Series held for Period of:	

FINANCIAL STATEMENT

Total Number of Players:						GROSS REVENUE 1.		\$	
BINGO PRIZE PAYOUTS									
Please record the total prize payout for Regular Bingo games, the door cards sold and cost per door card below.									
Bingo: \$		Number of Door Cards Sold:				Cost per Door Card:\$			
If Bingo Prize Payout is different from the amount indicated on your Licence, please explain:									
ADDITIONAL BINGO GAMES PLAYED									
Please list any additional games played and the proceeds and payout below. Use the blank squares provided if the games are not listed.									
Game Played	Proceeds	Payout	Games Played	Proceeds	Payout				
Bonanza	\$	\$	Go-Go	\$	\$				
Lucky 7	\$	\$	Early Bird	\$	\$				
	\$	\$		\$	\$				
NEVADAS									
Please record the number of each type of Nevada purchased and the approximate amount available to carry forward to the next event.									
						NEVADA REVENUE		\$	
# of \$0.50 Nevada Boxes Purchased:						# of \$1.00 Nevada Boxes Purchased:			
Est. Number Unsold: <input type="checkbox"/> ¼ Box <input type="checkbox"/> ½ Box <input type="checkbox"/> ¾ Box <input type="checkbox"/> Full Box <input type="checkbox"/> None						Est. Number Unsold: <input type="checkbox"/> ¼ Box <input type="checkbox"/> ½ Box <input type="checkbox"/> ¾ Box <input type="checkbox"/> Full Box <input type="checkbox"/> None			
NEVADA PRIZE PAYOUTS									
Please use the spaces below to list the number of winners paid out in cash. Only winners that organizations are required to save should be recorded.									
\$100 Winners:		\$150 Winners:		\$200 Winners:		\$250 Winners:			
\$300 Winners:		\$350 Winners:		\$500 Winners:		\$ Winners:			
\$ Winners:		\$ Winners:		\$ Winners:		\$ Winners:			
EVENT EXPENSES									
Please use the spaces provided below to record all allowable event expenses. The "Cash Payments" section is for all cash paid out from the event proceeds.									
Total Prizes	\$	Bingo Supplies	\$	CASH PAYMENTS AT EVENT					
Bingo Caller	\$	Nevada Tickets	\$						\$
Bingo Consultant	\$	Licence Fee	\$						\$
Facility Rental	\$	Advertising	\$						\$
Facility Set Up	\$	Equipment Rentals	\$						\$
	\$		\$						\$
STARTING FLOAT	\$	TOTAL EXP 2.	\$					TOTAL 3.	\$

NOTE: CANTEEN FEES AND BINGO DABBERS ARE NOT AN APPROVED LOTTERY EXPENSE

The NET REVENUE is the GROSS REVENUE (#1) subtracted from the TOTAL EXPENSES (#2).

The NET DEPOSIT will be your GROSS REVENUE (#1) less any Cash Payments (#3) made during the event.

TOTAL EXPENSES	\$
NET REVENUE	\$
NET DEPOSIT	\$

USE OF PROCEEDS

<input type="checkbox"/> Donated \$	To:
<input type="checkbox"/> Donated \$	To:
<input type="checkbox"/> Donated \$	To:
<input type="checkbox"/> Retained in Lottery Account For: (if different from original application please explain)	
NOTE: The Licence Holder can not use lottery funds to “pay” another organization to work their events	

CERTIFICATION

We certify that the forgoing is a true and accurate statement for the above lottery. We also understand that this statement will not be accepted unless certified by two principal officers representing the organizations.		Date: <div>YY</div> / <div>MM</div> / <div>DD</div>
Name of Principal Officers:		
Signature:		
Title in Organization:		
Telephone:	Work	Work
	Home	Home
Email Address:		

DOCUMENTATION

Please include the following when submitting your statement of Account:		
<input type="checkbox"/> Bank Deposit Slip	<input type="checkbox"/> Copies of receipts for all expenses (where possible)	<input type="checkbox"/> List of Volunteers/Members at event

COMPELETE & RETURN TO:

The City of Yellowknife
Attn: Lottery Officer
Fax: (867) 920-5649 | Email: Lotteries@yellowknife.ca | Mail: PO Box 580, Yellowknife, NT X1A 2N4

Starting January 1, 2011 all organizations holding any lottery event will be required to submit a Year End Financial Statement for all Lottery Activity, up to and including December 31 of the previous year and for every following year they hold a lottery event.

Organizations with a separate Lottery Bank Account will be allowed to submit copies of their Monthly Bank Statement should they choose.

Any organizations that chooses not to open a separate Lottery Account, must keep separate and clear records of all Lottery transactions.

Organizations that are required to submit a Financial Statement may do so in any format they choose but it must include the following, in a clear and precise manor:

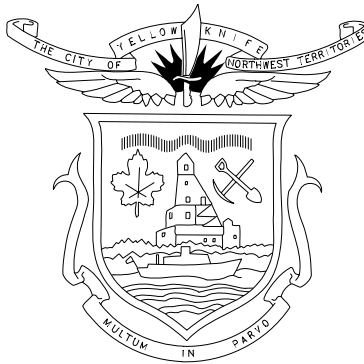
- Total Proceeds from all lottery activity for the Statement year.
 - On January 1, 2013 the Statement year would be 2012.
- The December 31 Balance in the Lottery Account for the Statement Year.
 - Please include a brief explanation for any balance carried forward.
- List of all deposits made into the Organizations Lottery Account
 - Include a brief description of each deposit.
- List of all payments made from Organizations Lottery Account
 - Include a brief description of each payment.

The City of Yellowknife conducts regular Lottery Audits. It is strongly recommended that Organizations keep records for all Lottery transactions in the event that your organization is randomly selected for an audit.

If you have any questions regarding the Financial Statements, Audits or any other inquiries relating to Lottery events, please see contact coordinates above.

THE CITY OF YELLOWKNIFE

NORTHWEST TERRITORIES



CONSOLIDATION OF LOTTERY LICENCE BY-LAW NO. 4092

Adopted January 24, 2000

AS AMENDED BY

Fees and Charges By-law No. 4436, as amended

(This Consolidation is prepared for convenience only.
For accurate reference, please consult the City
Clerk's Office, City of Yellowknife)

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**CITY OF YELLOWKNIFE
BY-LAW NO. 4092**

A BY-LAW of the Municipal Corporation of the City of Yellowknife in the Northwest Territories, to provide for the regulation and licensing of lottery schemes within the City of Yellowknife.

PURSUANT TO SECTION 169 of the *Cities, Towns and Villages Act*, R.S.N.W.T. 1988, c. 8 and Sections 1 and 4 of the *Lotteries Act*, R.S.N.W.T. 1988, c. L-11;

WHEREAS the City of Yellowknife has been granted the authority to regulate and licence lottery schemes pursuant to the *Lotteries Act*, R.S.N.W.T. 1988, c. L-11 and the *Yellowknife Delegation Regulations*, R-208-96.

AND WHEREAS the Council of the Municipal Corporation of the City of Yellowknife deems it desirable to regulate lottery schemes within the City of Yellowknife;

NOW THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE CITY OF YELLOWKNIFE, HEREBY ENACTS AS FOLLOWS:

SHORT TITLE

1. This by-law may be cited as the "Lottery Licence By-law".

DEFINITIONS

2. In this by-law:

"Applicant"	means an organization, a corporation or a co-operative association who submits an application to the City Administrator;
"Authorized Representative"	means an individual who represents an Applicant or a Licence Holder, and who is responsible for ensuring that the Lottery is held in accordance with this by-law;
"Bingo"	means a game of chance played with cards having numbered squares corresponding to numbered balls drawn at random;

"Casino"	means a Lottery that may include games of Blackjack, Wheel of Fortune or Roulette;
"City"	means the Municipal Corporation of the City of Yellowknife in the Northwest Territories established under the <i>Cities, Towns and Villages Act</i> ;
"City Administrator"	means the Senior Administrative Officer of the City appointed pursuant to the <i>Cities, Towns and Villages Act</i> of the Northwest Territories and includes any Person appointed or designated by the City Administrator to act on his or her behalf;
"Gross receipts"	means the total revenue from all sources derived in the conduct, management and operation of a Lottery;
"Licence"	means a licence to conduct, manage and operate a Lottery in accordance with this by-law;
"Licence Holder"	means an unincorporated organization, a corporation or a co-operative association licenced to conduct, manage and operate a Lottery in accordance with this by-law;
"Lottery"	means those lottery schemes commonly known as Bingos, Super Bingos, Nevada Tickets, Casinos and Raffles that are conducted by a Person or related Persons on or about the same time;
"Member-Oriented Purpose"	means a purpose that benefits the members of an organization more than it benefits the general public;
"Net Proceeds"	means Gross Receipts minus prizes and minus costs necessary to

	conduct, manage and operate a lottery;
"Nevada Ticket"	means a Lottery that includes a pull type or break-open ticket;
"Officer"	means a person who is appointed in accordance with the <i>Cities, Towns and Villages Act</i> as a By-law Officer to enforce the by-laws of the City of Yellowknife and any Peace Officer who is entitled by law to enforce the by-laws of the City of Yellowknife;
"Person"	means an individual, an unincorporated organization, a corporation or a co-operative association;
"Raffle"	means a Lottery in which a prize is won by one of numerous Persons buying chances;
"Regular Bingo Games"	means Bingo games where the amount of the prizes are set before the start of the first game;
"Series Licence"	means a Licence for more than one date within a Six-Month Period;
"Six-Month Period"	means January 1 through June 30 and July 1 through December 31 of each year;
"Share the Wealth Bingo"	means any Bingo with prizes calculated as a portion of the gross receipts of the game;
"Super Bingo"	means a Bingo with total prizes having a fair market value in excess of \$50,000;
"Unit"	means all Nevada Tickets sealed in one or more separate boxes that constitute one game as designed by the manufacturer of the tickets.

APPLICATION

3. No Person shall conduct a Lottery within the City except in accordance with a Licence issued under this by-law.
4. Notwithstanding Section 3, a Licence issued before the effective date of this by-law is governed by By-law No. 3967.

QUALIFYING PERSONS AND PURPOSES

5. The following persons may apply for a Licence:
 - (a) A religious or charitable organization registered under the *Income Tax Act (Canada)*.
 - (b) A religious or charitable organization incorporated under the *Societies Act*.
 - (c) Any Person who has been designated by the City Administrator as a religious or charitable organization for the purpose of this by-law.
6. The City Administrator may designate an Applicant to be a religious or charitable organization for the purpose of this by-law if the Applicant proves to the satisfaction of the City Administrator acting reasonably that the activities of the Applicant and the purpose for which the Net Proceeds will be used fall into one or more of the following categories:
 - (a) the promotion of relief of poverty or disease;
 - (b) the promotion of religion;
 - (c) the promotion of education or training;
 - (d) are of a similar nature and beneficial to the community as a whole; and
 - (e) the support of member-oriented purposes specified in this by-law.
7. For the purpose of this by-law, activities and purposes beneficial to the community must meet all of the following conditions:
 - (a) there is a benefit to the community as a whole or a significant portion of the community;

- (b) the benefit to the public is significantly larger than the benefit to the membership; and
 - (c) the activities and purposes fall into one or more of the following categories:
 - (i) making improvements to the quality of health;
 - (ii) supporting and promoting culture;
 - (iii) supporting medical research;
 - (iv) aiding medical treatment activities;
 - (v) providing a facility for use by all members of the community;
 - (vi) providing places for public worship and other religious activities; and
 - (vii) promoting and supporting amateur athletics;
8. For the purpose of this by-law, allowable member-oriented purposes:
- (a) are not required to be a benefit to the community as a whole or a significant portion of the community;
 - (b) may be of greater benefit to the membership than to the public; and
 - (c) must fall into one or more of the following categories:
 - (i) supporting seniors' social and recreational activities provided:
 - (A) membership must be open to the general public 60 years of age and older;
 - (B) the majority of the seniors' organization consists of individuals 60 years of age and older;
 - (C) any entertainment provided is for the seniors, not the general public; and
 - (D) the services paid from lottery proceeds are on a cost recovery basis, and not intended to

generate a profit;

(ii) supporting youth social and recreational activities provided:

- (A) membership must be open to the general public 18 years of age and younger;
- (B) the majority of the youth organization consists of individuals 18 years of age and younger;
- (C) any entertainment provided is for the youth, not the general public; and
- (D) the services paid from lottery proceeds are on a cost recovery basis, and not intended to generate a profit;

(iii) supporting travel for:

(A) seniors provided:

- 1. there is broad based community involvement, and eligibility for the trips is not limited to the members of the licenced organization;
- 2. the majority of the seniors' organization consists of individuals 60 years of age or older; and
- 3. expenses are restricted to direct transportation, subsistence and lodging costs to attend an activity;

(B) youth provided:

- 1. the travel is to participate in religious, cultural, recreational or sporting activities;
- 2. the majority of the youth organization consists of individuals 18 years of age or younger; and
- 3. expenses are restricted to direct transportation, subsistence and lodging costs to attend an activity;

- (C) a sporting event provided the opportunity is gained as a result of qualifying to advance to a superior level of competitive activity, sanctioned by the appropriate governing body.

APPLICATIONS

9. Each Applicant shall specify an Authorized Representative who shall be at least 19 years of age.
10. The Authorized Representative of an Applicant shall be responsible for ensuring that the conduct, management and operation of the Lottery will be in accordance with this by-law.
11. An application for a licence or for an amendment to a license shall be in the form specified by the City Administrator from time to time.
12. The City Administrator may:
 - (a) reject an application if, in his or her opinion acting reasonably:
 - (i) the Licence Holder has violated the provisions of this by-law or any other applicable statutes or regulations;
 - (ii) the proposed use of the Net Proceeds of the Lottery is not permitted by this by-law;
 - (iii) the Lottery will not be conducted in accordance with this by-law;
 - (b) require additional information for an application, including:
 - (i) whether the Authorized Representative, a Director or an Officer of the Applicant has been convicted of an offence under the **Criminal Code**;
 - (ii) whether the Applicant is in good standing under its incorporating statute; and
 - (iii) other information that the City Administrator deems necessary or desirable to satisfy himself or herself that the Lottery will be conducted in

accordance with this by-law;

- (c) limit how long in advance Applicants may apply for a Licence.

LICENCES

- 13. A Licence is not transferable.
- 14. A Licence Holder shall ensure that the Licence or, if the Licence is amended, the most recently amended Licence, is posted in a conspicuous place in the immediate vicinity of the Lottery.
- 15. The City Administrator may:
 - (a) amend a Licence;
 - (b) revoke a Licence where he or she is satisfied that:
 - (i) the Licence was issued in reliance upon a misrepresentation of the Applicant or any Person making representations or providing information on the behalf of the Applicant; or
 - (ii) the Licence Holder has violated the provisions of this by-law or any other applicable statutes or regulations;
 - (c) set additional terms or restrictions on a Licence; and
 - (d) issue a Series Licence for Lotteries with the same lottery scheme.

REPORTING REQUIREMENTS

- 16. For 24 months after the completion of a Lottery, the Licence Holder shall keep a record of Gross Receipts, total prizes, expenses and the use of Net Proceeds.
- 17. A financial report shall be in the form specified by the City Administrator from time to time.
- 18. A Licence Holder shall ensure that a financial report for a Lottery is completed and received by the City Administrator:
 - (a) by the due date noted on the Licence; and

- (b) within 30 days of the date of a request by the City Administrator.
19. The City Administrator may appoint a Person to audit information in respect of a financial report. The Licence Holder shall reimburse the City for the cost of the audit.
20. A Licence Holder shall make available, within 30 days of the date of a request from the City Administrator, all books of accounts or documents relating to the operation of a Lottery.
21. A Licence Holder shall retain unsold tickets, ticket stubs, receipts, counterfoils, game forms and financial documents pertaining to a Lottery for a period of not less than 24 months from the date of the Lottery, and for such additional time as the City Administrator may direct.

COMPLAINTS

22. A list of Lotteries shall be posted in a public place. The list shall include the date of the Lottery, the Licence Holder, the type of Lottery licenced, the use of the proceeds and the Net Proceeds.
23. The City Administrator may investigate a complaint or any matter under this by-law.

FEEES

Section 24

as amended by By-law No. 4436, Feb 12/08

24. The fees payable to the City with respect to licences issued pursuant to this By-law are as prescribed in Fees and Charges By-law No. 4436 or any successor by-law.

Section 25

as amended by By-law No. 4436, Feb 12/08

25. When the City Administrator is satisfied that undue work is required to process incorrect or incomplete documents, he or she may charge a processing fee as set out in Fees and Charges By-law No. 4436 or any successor by-law to review and return incorrect or incomplete Applications, financial reports and other documents a Licence Holder is required to provide under this by-law.

26. Initial licencing fees are based on total estimated prizes and may be revised if actual prizes exceed the estimated prizes. The City Administrator estimates the total prizes.
27. Applications shall be accompanied by an application fee and, if applicable, a late fee. A licence shall not be issued until the initial licencing fee is received.
28. The licencing fee for a Series Licence shall be calculated as if each date of the Series Licence were a separate Licence.

Section 29

as amended by By-law No. 4436, Feb 12/08

29. The Licence Holder shall pay any outstanding, revised, corrected or additional fee charged in accordance with Fees and Charges By-law No. 4436 or any successor by-law within 30 days of the City issuing an invoice for the fee.

GENERAL TERMS AND CONDITIONS

30. A Licence Holder shall immediately notify the City Administrator if a Lottery is not conducted, managed or operated in accordance with this by-law.
31. A Licence Holder may cancel a Bingo or Casino before the start of the first non-Share the Wealth Bingo game. A Licence Holder may cancel a Raffle before the draw date. The Licence Holder shall cancel a Lottery if, by the end of the Lottery, the Licence Holder will not have sufficient funds to award all prizes specified in the Licence.
32. A Licence Holder shall award all prizes specified in the application for a licence and shall not reduce, decrease or substitute the specified prizes unless authorized by an amendment to the Licence or a specific condition of the Licence.
33. In the event that a Lottery is cancelled, the Licence Holder shall immediately refund all fees, except fees for Nevada Tickets and Share the Wealth Bingos already sold.
34. The City Administrator, if he or she is not satisfied that certain costs are necessary for a Lottery, may disallow any costs including:
 - (a) rent for using the Licence Holder's premises;
 - (b) the transfer to any Person of a direct or indirect gain

or a reward for conducting, managing, operating, planning or assisting with a Lottery, except:

- (i) reasonable fees paid to a Bingo caller; or
- (ii) as allowed as a condition of the Licence, if the City Administrator is satisfied that a Licence Holder requires assistance to conduct, manage or operate the Lottery.

- 35. A Licence Holder shall not allow an Authorized Representative, a Bingo caller, or a Person who performs a raffle draw to participate as a player.
- 36. A Licence Holder shall ensure that advertising for a Lottery states the Licence number.

BINGOS

- 37. A Licence Holder shall ensure jackpots are paid by the expiry of the Lottery License, unless the City Administrator has issued a subsequent Licence that allows the jackpot to be carried over after the expiry date.
- 38. For the purposes of this section, total estimated prizes includes the total, cumulative amount of a Bingo jackpot that can be won at the Lottery. The City Administrator may deny an application for a Licence that includes a Bingo and that has total estimated prizes from all lottery schemes of more than \$7,000 if:
 - (a) the Applicant already has two such Licences in the same one-week period commencing on Sunday of one week and ending on the following Saturday;
 - (b) such a Lottery is already Licenced to take place during the period in the application;
 - (c) the total estimated prizes are more than the total estimated prizes of such a Lottery that is already licenced on the same day.
- 39. The City Administrator may allow a Licence Holder to decrease the total amount of the prizes for Regular Bingo Games, without amending the Licence, by setting out the conditions for the decrease on the Licence. The conditions may include:
 - (a) the maximum amount by which the total prizes for Regular

Bingo Games may be reduced. The maximum decrease shall be no more than 30% of the licenced amount; and

- (b) that the Licence Holder request the permission of all players present at the scheduled start of the Regular Bingo Games to decrease the prizes. The Licence Holder shall not decrease the prizes if more than 10 players oppose the decrease.
- 40. A Licence Holder shall make reasonable efforts to accurately estimate the amount of the turn-out for a Bingo and apply for a Licence or an amendment to a Licence for the amount of prizes that can be paid from the Gross Receipts.
 - 41. A Licence Holder shall not permit a Person less than 16 years of age to play Bingo.

SUPER BINGOS

- 42. The successful Applicant for a Super Bingo will be chosen by open public ballot draw conducted by the City Administrator.
- 43. The City Administrator shall set the date and rules for a draw for a Super Bingo.
- 44. The City Administrator may require Applicants to provide a plan that satisfies the City Administrator that the Super Bingo will be conducted, managed and operated in accordance with this by-law.

NEVADA TICKETS

- 45. A Licence Holder shall cease selling Nevada Tickets upon the completion or cancellation of the Bingo or Casino at which the Nevada Tickets were permitted to be sold.
- 46. The City Administrator may restrict the sale of Nevada Tickets to a specified time and place:
 - (a) for members and guests of a Licence Holder;
 - (b) for Bingo players; and
 - (c) for Casino players.

47. A Licence Holder shall not permit a Person less than 16 years of age to purchase or sell Nevada Tickets.
48. A Licence Holder shall not open a Unit until all other opened Units have been sold.

CASINOS

49. The City Administrator may:
 - (a) deny an application for a Licence that includes a Casino if the Applicant already has been granted a Licence for a Casino to be held in the same Six-Month Period;
 - (b) limit the number of consecutive days of a Casino; and
 - (c) set the maximum bet limit as a condition of the Licence.
50. A Licence Holder shall not permit a Person less than 19 years of age in the Casino area.
51. A Licence Holder shall ensure that rules of play relating to each game or table shall be posted and be clearly visible to all players.

RAFFLES

52. The City Administrator may specify information to be printed on all tickets for the Raffle and may require an Applicant to provide a draft or sample copy of each type of ticket to be sold.
53. The City Administrator may restrict the duration of a Raffle.
54. A Licence Holder shall hold the final draw on the expiry date of the Licence.
55. A Licence Holder shall make every reasonable effort to award the prizes immediately after the draw and for 3 months after the draw.
56. If a prize cannot be awarded 3 months after the draw date, the City Administrator may declare the draw of the prize null and void and conduct a new draw for the prize.
57. A Licence Holder shall provide notice of the change of a Raffle Licence in at least two publications of the local newspaper.

OFFENCES

58. Every Person who contravenes any provision of this by-law is guilty of an offence and is liable upon summary conviction:
- (a) for the first offence, to a fine not exceeding \$500; and
 - (b) for each subsequent offence, to a fine not exceeding \$2,000.
59. An Officer may issue a Summary Offence Ticket Information in the form prescribed by the *Summary Conviction Procedures Act* and Regulations, to any Person who violates any provision of this by-law and such Person may, in lieu of prosecution, pay the City the voluntary penalty of \$100 prior to the court date specified on the ticket.

REPEALS

60. By-law No. 3967 is hereby repealed.

EFFECT

61. This by-law shall come into effect upon receiving Third Reading and otherwise meeting the requirements of Section 57 of the *Cities, Towns and Villages Act*.