



200 McIntyre Street East
NORTH BAY ON P1B 8H8
Tele: (705) 474-0400 ext 2516 Fax: (705) 495-4353
laurie.wood@cityofnorthbay.ca

APPLICATION FOR LOTTERY LICENCING ELIGIBILITY

THIS FORM IS TO BE FULLY COMPLETED, SIGNED AND RETURNED TO THE CITY OF NORTH BAY ALONG WITH ACCOMPANYING DOCUMENTATION AS PER THE CHECKLIST PROVIDED.

1. Registered Name of Organization (as shown on Governing Documents):

Operating Name, if different: _____

Business Address: _____

Mailing Address: _____

Telephone Number: _____ Fax No. _____

Email Address: _____ Website: _____

2. Is the Organization registered with Revenue Canada as a charity? Yes No

Please provide registration date & number: _____

3. How long has the Organization been providing services? _____

4. What category best describes the Organization?

- Advancement of Education Relief of Poverty
- Advancement of Religion
- Other Charitable Purposes Beneficial to the Community: (Please specify sub-category√)
 - _ Culture & Arts _ Health & Welfare _ Amateur Sports Organizations
 - _ Enhancement of Youth _ Public Safety Programs _ Community Service Organizations

6. Please list and describe the specific programs and services delivered by the Organization and associated cost (do not restate your mandate or mission statement):

<u>Services</u>	<u>Costs</u>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

7. Approximate total number of members in the organization: _____
8. Date of fiscal year-end _____ Please indicate last day of filing _____ (date)
9. Does the Organization currently manage and conduct any gaming event (lotteries) within other Municipalities?

Yes No Name of Municipality _____

Please indicate type of gaming event and location

Bingo _____ Raffle* _____ Break Open Ticket _____ *Bazaars _____

*Please include name and address of Supplier registered under Gaming Control Act, 1992. _____

10. Has the Organization ever had a licence refused or revoked? _____ Yes _____ No

If yes, why _____

11. For the purpose of lottery licensing, all organizations must have a lottery trust account. Please complete the following information:

**** NOTE THAT ORGANIZATIONS MAY WANT TO FIRST BE APPROVED FOR LICENCING ELIGIBILITY BEFORE OPENING A LOTTERY TRUST ACCOUNT****

Name of Bank and Address: _____

Trust Account Number: _____

Date Opened: _____

We the undersigned, declare that all information provided in and with this statement is factual and correct.

 Print name

 Signature

 Title of Principal Officer

 Date

 Print name

 Signature

 Title of Principal Officer

 Date

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for lottery licensing. Questions about this collection of personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay (705) 474-0626 ext. 2510.

CHECKLIST FOR SUBMISSION OF ELIGIBILITY APPLICANTS

Note that all information including appropriate documentation must be included with your application. Incomplete packages will be returned to your Organization. Organizations cannot print, sell tickets or advertise until the issuance of a lottery licence. It is your responsibility to notify the Lottery Licence Office of any changes to your organization such as changes to your Board of Directors, changes in programs and services. The review of new applications for eligibility can take 4 to 6 weeks.

- Completed Application form.
- Letters Patent (if applicable).
- * Copy of Organization's Constitution and/or By-Laws (must be signed and dated).
- List of Current Board of Directors (including names, addresses, phone number and positions).
- Copy of current operating budget (which includes all sources or revenues and expenses).
- Copy of proposed lottery budget.
- Copy of most recent annual Financial Statement.
- List of programs/services with specific costs incurred upon delivery that are intended for lottery revenue(use of lottery funds)
- Current signing officers and their original signatures next to their names.
- Revenue Canada Notification of Registration letter (if applicable)
- Current copy of documents filed with Revenue Canada under the *Charities Account Act* or *Income Tax Act*
- Member List (if applicable)

* Please See Attached Information Sheet for the Constituting Documents

CONSTITUTING DOCUMENTS

Every Applicant organization **must** have a document that establishes the organization, setting out the members' common purpose and detailing how the organization will operate in order to achieve that purpose. Formal documents include: Letters Patent, Constitution and Memorandum of Association. Information associations that have not adopted formal written constituting documents are **not** eligible for lottery licensing.

The following items must be in the Constitution:

1. The organization's name.
2. The organization's purpose or object.
3. A description of how an individual becomes a member of the organization and retains membership in the organization.
4. 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.
5. A description of the organization's structure (i.e. president or chair, secretary, treasurer).
6. A description of how the organization elects its directors.
7. The signature of the officers who adopted the incorporating documents.
8. The signature of at least three of the organization's current directing officers certifying that the incorporating documents are current and still in effect.
9. The effective date of the instrument.
10. A general dissolution clause (that addresses the winding up of the organization).
11. A further clause that if the organization should dissolve, provides for the distribution of the organization's assets and property held or acquired from the proceeds or 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.

DESIGNATED LOTTERY TRUST ACCOUNT

Each organization licensed to conduct Lottery Events is responsible for keeping detailed financial records of all aspects of the lottery event. Proceeds raised or received from a lottery scheme are public money held in trust by the organization for a charitable purpose. Therefore, the organization must open and maintain a designated lottery trust account (or separate lottery trust accounts by type of lottery event) in Canadian Funds, which are held at a recognized financial institution in the Province of Ontario.

The account must have the following features:

- Held in the name of the Licensee (charitable organization), **IN TRUST** (i.e. Royal Canadian Legion, in Trust OR Royal Canadian Legion Lottery Trust Account)
- Chequing Account (all payment transactions are to be done by cheque)
- **At least 2** authorized signatures.
- Deposit slips completed (verified/stamped by bank)
- Monthly statements issued.
- Cancelled cheques returned with monthly statement.

Only funds DIRECTLY related to the Licensed Lottery Events are to be deposited and disbursed (by cheque) from the Lottery Trust Account. ALL OTHER FUNDS WHETHER GENERAL OR FROM OTHER FORMS OF FUNDRAISING ARE TO BE KEPT SEPARATE FROM THE LOTTERY TRUST ACCOUNT.

*These records must be kept (along with all other documentation related to each lottery event) by the licensed organization for a minimum of four years.

LOTTERY LICENSING REVIEW AND UPDATE

Name of Organization: _____

Municipal Address: _____

Mailing Address: _____

Current Board of Directors/Executive

Name	Position /Title	Mailing/Email Address	Phone No. (Daytime)

Date of your Financial Year End: _____

Current Signing Authorities on your Lottery Trust Account

Name	Position/Title	Mailing/Email Address	Phone No. (Daytime)	Signature

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