

Rural Municipality of West St. Paul

APPLICATION TO MANAGE AND CONDUCT A RAFFLE LOTTERY

We, the undersigned, as two principal officers of record of (organization) _____

(address) _____

apply for a licence to manage and conduct a Raffle Lottery from the premises municipality known as _____

_____ and situated in the Municipality of West St. Paul between the dates
specified, and for the charitable or religious objects or purposes, and in the manner described herein.

1. The charitable or religious objects or purposes to which proceeds are to be devoted are described as: _____

2. The total value of all prizes to be awarded in the Raffle Lottery for which this application is made is not to exceed

_____ Cash value, or merchandise or articles at equivalent market retail value.

3. Closing date for the sale of tickets will be _____ and the draw for a winner or winners will be

made at (Address) _____

On (date) _____

At (time) _____

4. A winner or winners will be determined by (describe) _____

and the name(s) and address(es) of the winner or winners will be publicized by (describe) _____

5. The total number of tickets to be printed will be _____, and all tickets printed to this total will be

numbered consecutively from _____ to _____.

6. We have read, and have in our possession, and agree to comply with, the provisions of Schedule A terms and

conditions under which the Lottery Licence is issued.

Signed _____ Signed _____

Page 2 to be Completed



Rural Municipality of West St. Paul

CERTIFICATE

We (name) _____ and (name) _____

of (organization) _____ of West St. Paul Municipality jointly and severally, hereby
certify that:

1. We have knowledge of the matters herein set out,
2. We have read over this application,
3. All facts stated and information furnished herein are true and correct,
4. We are the holders of the offices with descriptive title as set out and appearing under our respective signatures below,
5. If a licence is granted, we undertake to comply with all the terms and conditions of such licence.

Signed _____ Signed _____

Print Name _____ Print Name _____

Title _____ Title _____

Address _____ Address _____

Date _____ Date _____

Witness (sign) _____ Witness (sign) _____

CONTACT NAME _____ CONTACT PHONE NO. _____

Schedule A

Terms and Conditions

A. General Provisions

- (i) All Raffles conducted in the province of Manitoba must be licenced by the Manitoba Gaming Control Commission (Commission) or by another person or authority as named by the Lieutenant Governor in Council.
- (ii) The Rural Municipality of West St. Paul (Municipality) may licence charitable organizations and religious organizations to conduct a Raffle within the province of Manitoba.
- (iii) The Municipality is authorized to issue licences to organizations based within the municipality, where the total prize value does not exceed \$3000 (three thousand dollars).
- (iv) All licencees must follow the requirements of The Gaming Control Act and Regulations, and these Raffle Terms and Conditions. The Municipality can change any of the terms and conditions of a licence at its discretion when appropriate.

B. Penalties

- (i) Every person who violates or fails to comply with any term or condition of a Raffle licence issued by the Municipality is guilty of an offence and is liable, upon summary conviction, to a fine in addition to any other remedy or action the Municipality may take with respect to the violation or failure to comply.
- (ii) The Municipality may suspend or cancel a licence without notice at any time for the breach of any terms and conditions or, if in the opinion of the Municipality, it is in the public interest to do so.

Definitions

In these Terms and Conditions:

“Raffle” means a lottery scheme where a prize(s) is awarded or given away by selling a chance of winning to a number of persons for a fraction of the value of the prize(s). Winners are chosen by random selection described in the licence application.

“Ticket” means a card or slip of paper which the holder has purchased in a Raffle as proof of the chance to win.

1. General

1.01

No person convicted of a criminal offence shall be involved in any way in a licenced lottery operation if, in the opinion of the Municipality, the integrity of the Raffle could be compromised by that person's involvement.

1.02

The licensee must notify the Municipality in writing about anything that has, is, or is likely to, compromise the honest conduct and management of the Raffle.

1.03

The Municipality or its representative(s) may, at any time before during or after the Raffle, audit or inspect anything related to the Raffle. This includes, but is not limited to, buildings, expenses, recipients of funds, documents and records.

1.04

During an audit or inspection, the Municipality or its representative(s) must be given free access at all times and shall be allowed to remove anything considered relevant to the audit or inspection.

1.05

Licencees may only use marketing services which are provided by a supplier who is registered with the Municipality.

2. Use of Funds

2.01

Funds generated from a Raffle must be used for the advancement of education, religion, health, the relief of poverty, or must benefit the community through the promotion of sport, recreation, culture, or any other area considered appropriate by the Municipality.

2.02

An organization raising Raffle funds to purchase, build or renovate real property shall ensure the proceeds from the subsequent sale, mortgaging or other disposition of that property by the organization (up to an amount equal to the value of funds raised by the Raffle) are used for a charitable or religious purpose.

2.03

An organization using Raffle funds to purchase, build or renovate property owned by the applicant must have a “dissolution clause” that comes into effect should the organization fold or wind up its activities. This clause must be included as a specific provision for distribution of assets in the organization’s constitution and/or in the Articles of Incorporation, which ensures the organization’s assets are used for charitable purposes upon winding up.

2.04

An organization raising funds for a future capital project may place Raffle funds into an interest bearing investment or bank account until they have sufficient funds to begin the project. Special reporting will be required while those funds are invested outside of the organization’s Raffle bank account.

3. Fees & Expenses

3.01

Licencees must pay licence fees set by the Municipality.

3.02

Only actual and reasonable expenses will be allowed and may not exceed twenty percent (20%) of anticipated gross revenue. Prizes and licence fees are not to be included within this 20% limit.

4. Licence Applications

4.01

An organization applying for a Raffle licence must provide all information required on the application form. In addition, the Municipality may request any other information it feels is necessary.

4.02

A licence to conduct a Raffle will generally be granted to a single organization. This organization must retain full responsibility for the operation of each Raffle event. Joint applications by two (2) or more organizations will be considered.

4.03

An organization must ensure enough funds are available to award all prizes offered. The organization may be required to provide a prize guarantee in a form satisfactory to the Municipality.

4.04

A licence applicant can ask, in writing, for an exemption from any term or condition. The applicant must satisfy the Municipality that compliance with the term or condition would cause unreasonable hardship.

5. Tickets

5.01

The ticket must have two (2) separate parts, each detachable from the other.

Part 1 to be retained by the person buying the ticket, must include:

- a) The name and address of the organization;
- b) The location of the draw(s);
- c) The time and date of the draw(s);
- d) The description and value of the prize(s) and the way the prize(s) will be awarded;
- e) The number of the ticket;
- f) The total number of tickets printed;
- g) The price of the ticket;
- h) A space for the licence number, to be shown as 20____-__;
- i) Any restrictions that may be placed on the awarding of prizes; and
- j) An indication that all draws are open to all ticket holders.

Part 2 to be retained by the licensee, must include:

- a) The name, address and telephone number of the purchaser; and
- b) The number of the ticket.

5.02

Tickets must be consecutively numbered with an identifiable beginning and end.

5.03

Each Raffle ticket must be sold individually for the price indicated. Multiple discounted prices will only be allowed if a way of ensuring financial accountability is provided in writing by the applicant, and approved in writing by the Municipality.

6. Conduct

6.01

A Raffle licence may not be transferred, assigned, lent or borrowed.

6.02

The approved application and the Terms and Conditions for the operation of a Raffle form a part of the licence. Any change to a Raffle licence must be applied for and approved in writing by the Municipality before advertising or selling any tickets.

6.03

Raffle draw(s) shall only be held on the location(s), date(s) and time(s) specified in the application or approved amendment. All draws must be open to all ticket holders. A copy of the current approved licence, amendments, and the rules for the Raffle (as specified in 4.04) must be posted or available during sales and at the time and location of the draw(s).

6.04

Raffle tickets shall not be advertised or sold outside the province of Manitoba.

6.05

Licencees must ensure all advertising accurately reflects the licenced Raffle and must include the organization's name and licence number.

6.06

Licencees must ensure that each ticket purchased has the same chance to win.

7. Prizes & Winners

7.01

The stated values of the prize(s) being offered must be based on retail value (excluding taxes). The applicant must give written proof of the prize value(s) from the supplier.

7.02

All prizes offered in the Raffle must be awarded as approved with the licence. The total number of prizes advertised and awarded must be the same as the total number of winning tickets drawn.

7.03

Winners must be advised of the results of the Raffle draw in person, by telephone, or if required, by registered mail. This notice must explain how the prize can be claimed.

7.04

Within ten (10) days following the final Raffle draw(s) the licensee must advertise (in at least the same market), a list of winners' names, ticket numbers and prizes won, along with the draw date, organization's name and licence number. This information must also be made available to any member of the public upon request.

8. Records & Reporting

8.01

Licencees must keep complete and accurate records of the Raffle. These records must include seller control information. Seller control information must also be available for inspection by the Municipality, or any Raffle participant, prior to and at the time of the draw.

8.02

All records relating to the conduct and operation of a Raffle, including unsold tickets and ticket stubs must be kept by the licensee for at least three (3) years after the Raffle draw, unless otherwise approved in writing by the Municipality.

8.03

Licencees must submit required financial reports on approved forms. Reports must be complete and accurate.

8.04

Within sixty (60) days after the final Raffle draw, all licencees must submit required financial information on approved forms (as per 8.04) and disburse all funds as per the approved Raffle application.

8.05

Licencees must give the Municipality supporting documentation for the use of Raffle profits upon request. This documentation shall include but is not limited to, invoice copies, receipts, and written acknowledgements from each recipient.

8.06

Upon written request from the Municipality the licensee must provide an independent audited financial statement or financial review of its Raffle operations.

9. Online Raffle Ticket Ordering

9.01

Licence holders may accept orders for tickets through a website under the following conditions:

- 1) Orders may include credit card information, but the completion of the payment process online is not allowed. Licence holders are required to process the payment for the raffle ticket order in the same manner as the other order methods.
- 2) Online ordering cannot be the sole method offered for ordering raffle tickets.
- 3) Immediate confirmation of a ticket order may be done electronically, but actual tickets must be delivered by mail or in-person to a purchaser.
- 4) Only orders which are being placed from locations within Manitoba can be processed.
- 5) No computerized random number generator (RNG) may be used to select winners.

Revised: January, 2014

Issued under the Authority of the Provincial Auditor, in the Province of Manitoba

Financial Statement submitted by the Licensee of the Licensing Municipal Government as required by
Section 14 of the Regulations pertaining to lotteries licensed by Municipal Government.

The Rural Municipality of West St. Paul

Name of Licensing Municipal Government

Name of Licensee

License Number _____ Date of Issue _____

Date or Period of Lottery _____

In cases of on-going undertakings, financial statements must be submitted at the end of each calendar year.

Statement Showing Accounting for Funds

Gross receipts (indicate particulars of lottery, etc.) # _____ tickets @ \$ _____ = \$ _____

Less Administration Expenses (itemized by kinds of expenses such as printing, advertising, etc.)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Cost of Prizes Awarded (give particulars)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Net Receipts:

\$ _____

Name of Organization	Date Payment was Made	Amount
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Total Distributed:		\$ _____
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Statement Showing Accounting for Tickets

Number of tickets printed:	_____
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Less:	Number of unsold tickets on hand	_____
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	Number of tickets not returned	_____
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	Number of tickets sold and funds accounted for	_____
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I certify that the foregoing is a true and correct statement accounting for the funds of the lottery scheme licensed by the Rural Municipality of West St. Paul under License No. _____

Witness

Treasurer

Dated at _____ this _____ day of _____, 20 _____