



Township of Algonquin Highlands
SCHEDULE "A"
To By-law No. 2012-34

DEPARTMENT	SUBJECT	POLICY
CLERK	Lottery Licensing	Adoption Date: May 17, 2012
Resolution Reference:		Bylaw No. 2012-34
Revision No.:		Revision Date:

POLICY OBJECTIVE

This policy is to provide guidelines and assist charitable organizations eligible to receive Lottery Licenses within the Lottery Licensing Policies of the Alcohol and Gaming Commissions of Ontario.

Section 1.4.1 (b) of the Lottery Licensing Policy Manual issued by the Alcohol and Gaming Commission of Ontario permits municipalities to develop additional criteria, through by-laws and policies, for making licensing decisions and administering lottery licensing.

DEFINITIONS

1. In this policy:
 - i) **"Council"** means the Council of The Corporation of the Township of Algonquin Highlands
 - ii) **"Lottery Licensing Officer"** means the Lottery Licensing Officer appointed by Council.
 - iii) **"Municipality"** includes County, City, Town, Township, Village;
 - iv) **"Organization"** means approved charitable organizations eligible to receive lottery licenses.

GENERAL POLICY

2. Annually or in the event of any changes within the organizations structure or mandate, the organization shall complete a Lottery Eligibility Application attached hereto as "Schedule A".
3. Each organization shall submit annually, at the organizations fiscal year end, a copy of their constitution/mandate outlining programs of service, list of executive, list of members, appointed lottery officials, financial statements, budgeting information outlining how monies will be raised and expensed.



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4. When submitting an application for a lottery license please allow ten working days for review and processing of the application. Applications that are not completed to the satisfaction of the Lottery Licensing Officer may experience delays in the issuance of the license.
5. Lottery Reports shall not be considered submitted until the report is completed in full to the satisfaction of the Lottery Licensing Officer and per the lottery events terms and conditions.
6. An Organization intending on selling tickets licensed from the Township of Algonquin Highlands in another municipality shall provide written approval from that municipality stating that they have no objections to the sale of tickets in their municipality.
7. Each lottery license application must clearly state where the proceeds from this application will be donated.
8. When submitting the lottery licensing report copies of the cheques issued pertaining to that license along with financial statements must accompany the report. Any discrepancies between the net receipts and total deposits must be explained, in writing, and submitted with the report.

Reminder: Lottery proceeds are for charitable purposes, which are outlined in **Section 2.1.0** of the Lottery Licensing Manual, and must follow the organization's mandate. An organization may not rely solely on lottery licensing proceeds.