

Lottery Licensing Info Sheet

Community Services Department - Town of Petawawa

(April 2020)

The Community Services Department at the Town of Petawawa, acting as an operator of community recreation facilities which serve a diverse range of leisure needs of different publics, is continually and increasingly challenged with requirements of adherence to numerous laws, regulations and policies of operation. Failure to comply with the various regulations places operators and users in risk situations, which can be accompanied by severe liabilities. It is only through the continued acceptance, respect for and adherence to these and all affected regulations and policies that the Town of Petawawa will be able to continue to service your recreational needs in the most effective, affordable and serviceable fashion. The Community Services Department looks forward to accommodating your rental/use of the facility and hopes that your activities will be enjoyable and rewarding for all involved.

In order to address compliance with provincial gaming regulations, any fundraising activities must be vetted and authorized by the Community Services Department. The organization must report all such planned activities at least 3 weeks in advance of their facility rental.

Where applicable, renters and user groups must ensure that lottery licensing is in place as per Alcohol and Gaming Commission of Ontario guidelines. If licensing is required, organizations must provide a copy of their lottery license from the Clerk's Department at the Town of Petawawa or from the AGCO, if the organization has a provincial lottery license.

Activities requiring a Lottery License	Examples of Activities not requiring a Lottery License
<ul style="list-style-type: none"> • Bazaar lotteries • Bingo events • Break open tickets • Raffle lotteries (where tickets are sold for a chance to win prizes) Examples: 50/50 draws, stub draws, elimination draws, calendar draws, and Catch the Ace progressive raffles 	<ul style="list-style-type: none"> • Advertising/Sponsorship • Auction or Silent Auction • Bake sales • Book Fair • Bottle drives • Car wash • Designated fundraising sales such as chocolate bars, cookie dough, pizza kits, etc. • Dress down days where funds are donated to a worthy cause • Food sales • Garage/Used Goods Sales • Jail & Bail • Selling promotional items (t-shirts etc.)

To be eligible for a lottery licence, you must be a charitable organization that provides programs for at least one of the following:

- The relief of poverty
- The advancement of education
- The advancement of religion
- Other charitable purposes beneficial to the community

Each application is unique. Determinations of eligibility will depend on the specific organization and its proposed use of proceeds. Contact the Clerk's Department of the Town of Petawawa to determine your organization's eligibility.

The following prerequisites are mandatory to be considered eligible for a lottery licence:

- The organization must have been in existence for at least one year
- The organization must have a place of business in Ontario, demonstrate that it is established to provide charitable services in Ontario and use proceeds for objects or purposes which benefit Ontario residents

Please visit [Lottery Licensing](#) on the Town's website for additional information and forms. Application forms and terms of condition for each lottery type can be found on the [Alcohol and Gaming Commission of Ontario website](#).

For more information and to submit application forms, please contact email@petawawa.ca or 613-687-5536.

Questions for the Community Services Department can be directed to bookings@petawawa.ca or 613-687-5678 ext. 2112.

