



## LOTTERY LICENCE BYLAW

Bylaw 321/25

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**This being a bylaw of the Hamlet of Fort McPherson in the Northwest Territories, to provide for the regulation and licensing of lottery schemes within the Hamlet boundary pursuant to the *Lotteries Act*, S.N.W.T., 1988, c. L-11, and Fort McPherson Delegation Regulation R-014-2000.**  
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**Whereas** the *Lotteries Act*, R.S.N.W.T., 1988 c. L-11 states,

1. The Commissioner may regulate and license persons or organizations to conduct and manage the lottery schemes that are permitted in the Northwest Territories under the *Criminal Code* of Canada, and
2. The Commissioner, on the recommendation of the Minister, may make regulations;
  - (a) delegating the authority to regulate and license lottery schemes to any person or community council;
  - (b) delegating any authority under a licensing scheme established under this Act, or in accordance with the provisions of the *Criminal Code* to a Minister or a person acting under the direction of a Minister; and
  - (c) for the due enforcement of this Act and for conducting the purposes and provisions of this Act.

**And whereas** the *Lotteries Act*, Fort McPherson Delegation Regulations R-014-2000 In force April 1, 2000, delegates the authority to regulate and License lottery schemes to the Hamlet of Fort McPherson, as follows:

1. The authority to regulate and License lottery schemes within the Hamlet of Fort McPherson is hereby delegated to the Hamlet of Fort McPherson.
2. The *Lotteries Regulations*, R.R.N.W.T. 1990, c.L49, do not apply to the regulation and licensing of a lottery scheme within the Hamlet of Fort McPherson.
3. These regulations come into force April 1, 2000.

**Now therefore**, the Council of the Hamlet of Fort McPherson in the Northwest Territories hereby enacts as follows:

### SHORT TITLE

1. This Bylaw may be cited as the "**Lottery Licence Bylaw.**"
2. **Schedules A, B, C, and D** shall form a part of this Bylaw.

## DEFINITIONS

3. In this Bylaw:

**"Applicant"** means an organization, corporation, co-operative association, or a service club that submits an application to the Lottery Officer;

**"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 Bylaw;

**"Bingo"** means a game of chance played with cards having numbered squares corresponding to numbered balls drawn at random;

**"Charitable or Religious Organization"** means an organization or group that is:

- i. Registered as a charitable or religious organization or group under the *Income Tax Act*;
- ii. Registered under the *Societies Act*;
- iii. Recognized as a charitable or religious organization by the Hamlet Council having charitable or religious objectives or purposes further defined as follows:  
Charitable or Religious Organization objectives or purpose includes:
  - i. Promoting the relief of poverty or disease;
  - ii. Promoting the advancement of sport, recreation, and education;
  - iii. Are beneficial to the community as a whole.

**"Compensation"** means any direct or indirect financial gain or reward;

**"Council"** means the duly elected Fort McPherson Hamlet Council;

**"Council Member"** means a member of Council;

**"Licence"** means a Licence to conduct, manage and operate a lottery in accordance with this bylaw;

**"Licence Holder"** means an Applicant that is licensed to conduct, manage, and operate a lottery in accordance with this Bylaw;

**"Lottery"** means those lottery schemes commonly known as Bingo, Nevada, Raffles, Chase the Ace;

**"Nevada"** means a lottery scheme that includes a pull type or break-open ticket;

**"Lottery Officer"** means a person who is appointed by the Hamlet Council and functions as an Officer to enforce this Bylaw of the Hamlet of Fort McPherson;

**"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.

## GENERAL PROVISIONS

4. Any person, organization, corporation, association, or service club who wishes to conduct and manage a lottery scheme must apply for and be approved to have a Hamlet of Fort McPherson Lottery Licence prior to conducting the scheme.

5. Council may appoint a Lottery Committee, by resolution, at its first meeting after an election.

6. The Lottery Committee, if appointed by Council resolution, shall be a subcommittee of Council and shall report to Council. The Chairperson of this Committee must be a sitting Council Member.
7. Final decisions regarding Lottery Licences and appeals will be made by Council at a duly held meeting.
8. The Council shall appoint a Lottery Officer to perform duties related to this Bylaw or as assigned by the Lottery Committee when necessary.
9. All applications for a Lottery Licence will be randomly drawn for dates to ensure fairness.
10. Jackpots which are carried over shall be played away on the expiry of the Lottery Licence, whether the Lottery Licence is to be renewed or not.
11. No person under the age of Sixteen (16) shall be allowed to participate as a player.

#### **LOTTERY LICENCES**

12. An application for a Lottery Licence shall be filed on the form described in Schedule "A" Application for Lottery Licence; annexed to and forming part of this Bylaw.
13. An application for a second or subsequent Lottery Licence shall be accompanied by a statement of account from previous lotteries unless a statement has been previously submitted.
14. A Lottery Licence must be posted in a conspicuous location on the premises where the lottery scheme is being held.
15. The Lottery Officer shall refuse to issue a Licence when:
  - a. An application has not been properly signed by the Authorized Representatives or members of that organization;
  - b. A charitable or religious organization states in its application that an insufficient proportion of the of the gross proceeds shall be used for a charitable or religious objective or set out on the application form; or
  - c. The Lottery Officer has of the opinion that the disbursement of the gross proceeds as stated on the Statement of Account is not accurate or there has been failure to submit a Statement of Account.
16. A Lottery Licence is not transferable.
17. Where, in the opinion of the Lottery Officer, a lottery is being operated contrary to this Bylaw, the Lottery Officer may require that the Lottery Licence be confiscated.
18. No person(s) other than the facility renter and bingo caller and one (1) volunteer may be paid from proceeds of the lottery scheme.
19. No person directly assisting in the conduct of a lottery shall participate as a player.
20. A Licence Holder, upon request of the Lottery Officer and within reasonable time prior to the scheduled lottery scheme, shall amend the Licence and the amendment shall not be subject to the amendment fees as set out in Schedule "B" Lottery Licensing Fees annexed and forming part of this Bylaw.

21. A Licence Holder, upon approval of the Lottery Officer, and within twenty (20) minutes prior to the scheduled lottery scheme, may reduce the advertised payouts of a lottery scheme if not enough monies are collected for Bingo papers sales for the original payouts. The Licence Holder must provide refunds to anyone who requests the amount paid for bingo papers if the participants do not wish to play for the reduced payout.
22. A Licence Holder, upon notifying the Lottery Officer, and within thirty (30) minutes prior to the scheduled lottery scheme, may cancel a scheduled lottery scheme, and shall refund all monies collected for Bingo papers on the same day as the scheduled lottery scheme.
23. When a lottery is cancelled or postponed, the Licence Holder shall notify the Lottery Officer and comply with such additional instructions as the Lottery Officer may issue regarding money collected or tickets, cards, games forms, or entry forms purchased, or any other matter concerning the lottery.

#### **STATEMENT OF ACCOUNTS**

24. A Statement of Accounts on the form in Schedule "D" Quarterly Financial Statement; annexed to and forming part of this Bylaw, must be submitted to the Lottery Officer within seven (7) days of a lottery scheme and must include the total gross receipts, expenses and profits, indicating when and how such profits were spent for the charitable or religious objectives or purposes as set out in the application be.
25. Organizations using their own premises to hold a lottery event shall not charge rent for the premises or include it as an administrative expense.
26. Administrative expenses shall not be more than 15% of the gross proceeds of the bingo, excluding the rental of the premises.
27. All Statements of Account must include an inventory tracking report that demonstrates that all Bingo Cards, Nevada, and Raffle Tickets are accounted for.
28. All Statements of Account must include a list of winners showing the amount won, date and signature from each winner acknowledging collection of winnings.

#### **USE OF PROCEEDS**

29. All proceeds from any lottery scheme shall be disbursed in accordance with the application.
30. A service club may apply up to 50% of the proceeds of a lottery scheme after deductions for prizes and administration to:
  - a. Its building fund for the construction, repair, renovation, or decoration of the building or to replace equipment of the club; and/or
  - b. Another charitable organization for the use of social events or activities provided it is intended for Youth and Elders.

#### **SCHEDULE OF BINGOS**

31. Each Licence Holder approved for a Licence may conduct one (1) lottery scheme per month for a period not exceeding six (6) months.
32. The Recreation Department for the Hamlet of Fort McPherson is exempt from the restriction listed in paragraph 31.

33. Notwithstanding paragraph 19, volunteer bingo workers may play bingo after they have performed all their duties related to the bingo.
34. There shall be no lottery schemes conducted during the following days:
- a. Each Sunday in a month;
  - b. Three days immediately prior to Christmas, Boxing Day, and New Years' Day;
  - c. The eight days of "Holy Week," from Palm Sunday to Easter Sunday;
  - d. The seven days of "National Addictions Awareness Week" in November
35. In the event of a death of a community member, any lottery scheme scheduled for that day, up to and including the day of the funeral shall be cancelled, unless immediate family members consent to the activity, and upon the Lottery Officer's approval, the event may be held on the scheduled day.

#### **NOTICE OF MEMBERSHIP**

36. An Applicant shall provide a list of membership and signatures of its organization, along with the application.

#### **PRIZES**

37. No person other than the winner shall sign for that winning unless assigning another family member, in writing, to sign for and pick up their winnings.
38. Where the prize in any lottery is a firearm, the operator of the lottery shall not release possession of the firearm until a Firearms Acquisition Certificate is obtained by the winner of the prize, in accordance with the *Criminal Code*.
39. Liquor shall not be offered as prize on any lottery scheme under this bylaw.

#### **BINGO LICENCES**

40. The conduct and management of a bingo shall be the responsibility of the licence holder, and this may not be delegated to any other group or person who is not a member of the organization holding the licence.
41. When a merchandise Bingo Game is won by more than one individual – there shall be a playoff where the remaining numbers will be called and ONLY the winning sheet shall be played by the winners until the last player with all consecutive numbers is declared the winner of the merchandise and a consolation prize will be given to the other winners.

#### **NEVADA LICENCES**

42. Nevada sales may be issued to an Applicant if the tickets are to be sold on premises and specified on the application which the Licence Holder is holding or sponsoring.
43. Cheques shall not be cashed, or credit extended for the purchase of tickets.

44. The Licence Holders shall maintain strict control and accounting of the sales of Nevada tickets.
45. The conduct, management and operation of Nevada sales shall be the sole responsibility of the Licence Holder and may not be delegated to any other group or person.

#### **CASINO LICENCES**

46. Only one Casino authorized by a Licence shall be conducted in the community at one time.
47. A Licence for a Casino shall not be issued for a period of exceeding three (3) consecutive days.
48. Where a Casino is being held in conjunction with other activity, the Casino shall be held in an area that is physically separate from other activities or non-lottery nature.
49. Maximum bet limits in excess of \$200.00 must be approved by the Lottery Committee.
50. Rules of play related games or table shall be posted and clearly visible to all players.
51. Each printed advertisement for a Casino shall contain the following information:
  - a. The name of the organization conducting the Casino
  - b. The Location, date and hours of operating the Casino
  - c. The types of games and numbers of tables
  - d. The price of admission, if any
  - e. The Lottery Licence number.

#### **RAFFLE LICENCES**

52. A sample of each type of ticket to be printed shall be attached to the application.
53. The Licence Holder shall hold the final draw on the expiry date of the Licence.
54. The Raffle ticket shall contain the following information:
  - a. The name of the organization selling the raffle tickets;
  - b. The location, date, and time of the draw;
  - c. The price to purchase a ticket(s);
  - d. The prizes to be awarded, and
  - e. The ticket number and Licence number.
55. The raffle will be limited to eight (8) draw straws per prize up to a maximum of two hundred (200) straws.
56. The Licence Holder shall keep all ticket stubs until all prizes have been claimed.
57. If a prize(s) cannot be awarded on the draw date due to insufficient sales to cover the cost of the prize(s), the Lottery Officer may declare the draw date of the prize(s) null and void and declare a new draw date

no later than one month after the original draw date for the prize(s). If the prize(s) still cannot be awarded after the date extension due to insufficient sales to cover the cost of the prize(s), the Licence Holder must refund all sales to the participants within two days of the cancellation date.

58. Daily Raffle fee will remain at \$75.00 per month and will not be carried over to the following month.
59. The final draw for a raffle shall be held on or before the expiry date endorsed on the Lottery Licence.
60. Prize winners shall be notified within a 48-hour period after a draw, and prizes shall be awarded not later than three days following a draw, or such period of time as may be deemed reasonable by the Lottery Officer.
61. Chase the Ace may be granted to Hamlet Recreation Department or another organization Licence Holder, if the organization is requesting needs over \$80,000 for their yearly operations.
62. Only 1 Chase the Ace Fee may be granted during a single period.
63. Chase the Ace Fee tickets are \$5.00 each
64. The Chase the Ace will be drawn once a week, notwithstanding paragraph 35.  
Once the ticket is drawn, the winner has 15 minutes to call in, at which point a new ticket will be drawn.  
All Chase the Ace ticket sales are nonrefundable. (count your tickets before leaving the building)  
The winner will pick a standard size deck of cards, with the picked card being removed each week.  
The revenue from each week will be divided into 3 parts, 1 part to the Licence Holder, 1 part to the weekly winner and 1 part to the growing money pot.  
If the Ace of Spades is picked by the winner, they receive the accumulated pot in addition to the weekly prize.

## REPEALS

- 65. Bylaw 276/16 is hereby repealed.
- 66. Bylaw 311/23 is hereby repealed.

## EFFECTIVE DATE

- 67. This bylaw shall come into effect after the Third and Final Reading of this Bylaw.

Read the first time on this 24<sup>th</sup> day of June 2025.

Read a second time this 30<sup>th</sup> day of July 2025.

Read a third and final time this 30<sup>th</sup> day of July 2025.

  
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Mayor Rebecca Blake

  
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Senior Administrative Officer Grant Scott

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I hereby certify this bylaw has been made in accordance with the requirements of the Hamlets Act and the Bylaws of the Hamlet of Fort McPherson.

  
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Senior Administrative Officer Grant Scott

