

## IMPORTANT INFORMATION FOR APPLICANTS

### Distribution of Proceeds

If your organization is donating proceeds from a licensed charitable gaming event, please provide written correspondence from one of the following:

- a charitable organization or charitable cause that will be the recipient of funds;
- a licensed medical practitioner, if funds are to be raised to provide financial assistance to an individual with unexpected expenses due to severe illness; or
- a representative from a Fire Department, if funds are to be raised to provide financial relief to a family whose home was destroyed by fire.

### Raffle Tickets

Raffle tickets must include:

- licence or permit number;
- rules of play and prize(s);
- draw date and location; and
- name of organization and recipient of funds.

If you have any additional questions, please contact the Gaming, Liquor and Security Licensing branch at (506) 453-7472 or email [DPS-MSP.Information@qnb.ca](mailto:DPS-MSP.Information@qnb.ca).

### Bingo Card Suppliers

The Department of Public Safety would like to inform licensees that the following bingo card suppliers have registered with the Province. Licensees may purchase cards from these suppliers only:

Arrow Games Inc. Arrow Games 191 Henri-Dunant St. Moncton, NB E1E 1E4	057953 N.B. Ltd Atlantic Bazaar Bingo 76 Beaverbrook St. Moncton, NB E1C 9S7	Augustina Chiasson A. D. Bingo 7839, rue du Havre Bas-Caraquet, NB E1W 5W9
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As other bingo card suppliers may register with the Department at a later date, this list is subject to change. Licensees wishing to purchase cards from a supplier not listed above should contact Gaming, Liquor and Security Licensing Branch to confirm its eligibility to sell cards in this Province. If your organization has received a donation of bingo cards from another licensed organization, please provide written correspondence from the initial licensee confirming the donation along with the bingo card serial numbers.

**A copy of your licence or permit must be presented to the supplier at time of purchase.**

# Terms and Conditions for Lottery Licensing

Applications may require up to a 30 day lead time for processing.

Under subsection 34(2) of the *Gaming Control Act*, a licence is subject to terms and conditions as may be imposed by the Registrar.

These are the terms and conditions for lottery licensing as imposed by the Registrar:

## 1. Definitions

The following definitions apply for these terms and conditions:

**Bingo Event Break Open Ticket** means a break open ticket game in which a winner is determined by matching a bingo ball symbol or symbols on a break open ticket with a specified number or numbers drawn during the course of a licensed bingo event. It also includes progressive bingo event break open tickets in which a player may win a chance to open one ticket window on a Jackpot Card where he or she might select a jackpot symbol or word indicating a no win on a progressive break open. If the player selects a non-winning window, a predetermined amount of money will be added to the next deal. Bingo event break open tickets are not bingo paper.

**Cancellation** refers to the rescinding of all privileges granted under an approved licence.

**Charitable or Religious Organization** a group, association, or society established to conduct activities with an objective to raising proceeds whose purpose is for:

- i. relief of poverty;
- ii. advancement of education;
- iii. advancement of religion; or
- iv. other purposes beneficial to a community.

A not-for-profit organization can be considered eligible when the proceeds raised are deemed charitable.

**Charitable Purpose** intended recipient of the disbursement of funds raised from a charitable gaming event.

**Disclaimer** ticket purchasers are informed at time of purchase that the organization has included a provision to reserve the right to replace the advertised prize with a 50/50 draw when insufficient tickets are sold.

**Gross Proceeds** total funds generated from a licensed charitable gaming event.

**Licence** issued at a cost where the prize value is in excess of \$500 per licensing period.

**Lottery Rules** at time of purchase, information provided to purchasers summarizing procedures and eligibility aspects in which the administration and prize draws will be managed. In Chase the Ace style lotteries these are referred to as the Rules of Play.

**Net Proceeds** gross proceeds minus allowable expenses and prize payouts.

**Permit** issued at no charge where the prize value is \$500 or less per licensing period.

**Personal Bingo Verifier** means a device that may be used by individual bingo players to keep track of and verify numbers called by the bingo caller in the normal way.

**Prime Beneficiary** the intended charitable recipient of funds generated through a licensed gaming event.

**Purpose Beneficial to the Community** means a purpose or activity that promotes the arts and culture, amateur sport, social, community or fraternal activities.

**Registrar of Gaming Control** an employee of the department appointed pursuant to section 28 of the *Gaming Control Act* or Deputy Registrar of Gaming Control as appointed under section 29.

**Suspension** means a removal of licensing privileges until certain conditions as specified by the Registrar are met. If the specified conditions are not met, cancellation may occur.

**Ticket** unless otherwise approved, means a paper ticket that the player purchases and physically receives in exchange for the opportunity to participate in a game of chance.

## 2. Groups eligible for licensing

- Charitable or religious
- Fairs and exhibitions as defined in the Criminal Code of Canada subsection 206 (3.1).

## 3. Groups not eligible for licensing

Commercial operations or individuals operating for personal profit.

## 4. Games and activities not eligible for licensing

Games prohibited by the Criminal Code of Canada (i.e. three card monte, punch boards, coin tables).

## 5. Applications

Applications for licensing under the Charitable Gaming Program are available from Service New Brunswick (SNB) Centres and the Department of Public Safety (DPS). Applications for the licensing of games with a prize value at or below \$500 per licensing period (permit) can be submitted to SNB or DPS. Permits can be granted from the office where the application was received. Completed applications for licensing of games with a prize value above \$500 per licensing period are to be submitted to:

Department of Public Safety  
Community Safety Division  
Gaming, Liquor and Security Licensing Branch  
P. O. Box 6000  
Fredericton, NB E3B 5H1

Applications for a Chase the Ace style lottery must be accompanied by a completed Chase the Ace Rules of Play template, as provided by the Registrar, along with a copy of the ticket to be sold. The tracking sheet, as provided by the Registrar, must be filled out weekly and submitted with the organization's financial report upon termination of the lottery event.

The applicant must apply at least one month prior to the commencement of events or ticket sales.

Licences to hold a giant bingo must be applied for separately.

If more than one type of game is offered at a single event, a separate licence must be applied for and issued for each type of game.

All prizes described in the application as approved and/or publicly announced must be awarded.

## 6. Fees

Fees are not charged for permits issued; for games with a prize value of \$500 or less per licensing period.

Bingos and raffles with a prize value above \$500 per licensing period will be charged a fee of twenty-five (\$25) for each licence.

A break open type of lottery will be charged a fee of ten dollars (\$10) per licence.

Other types of gaming, such as Monte Carlos, with a prize value above \$500 per event, will be charged a fee of twenty-five dollars (\$25) per event.

Fairs and exhibitions will be charged a fee of twenty-five dollars (\$25) per event.

All fees are payable at the time of application. Cheque or money orders are to be made payable to the Minister of Finance.

## 7. Licence Period

The expiry date appears on the issued licence and is determined by the requirements of the planned event.

For a Chase the Ace style lottery, the licence terminates when the target card is drawn.

## 8. Management of lotteries

The licensed charitable gaming event must be conducted and managed by the licensee in the manner described in the application as approved. If there are any discrepancies between the licence and the application, as approved, the licence shall govern. Conduct and management of the lottery must not be delegated to another organization or to a person who is not a member of the organization. The Registrar may give prior exemption to this rule in special circumstances.

Any changes or amendments to games which differ from those stated in the application must be requested in writing and must be authorized in writing by the Registrar.

The licence may be suspended or cancelled if any term or condition of a lottery licence issued to the organization has not been complied with. A suspension or cancellation status may have an effect on any additional and/or future lottery licences. It is an offence under the Criminal Code of Canada to conduct a lottery without a valid licence.

If two organizations co-operatively offer a gaming event, one application and licence is acceptable, however; the application must note such an arrangement and list the responsible officers for both organizations. One organization and one officer, to be noted on the application, shall assume responsibility for maintaining the terms and conditions of the licence approval.

**Ticket sales outside of the province of New Brunswick are prohibited.**

No licensee shall permit the dispensing of lottery tickets by means of a hand-held electronic device or terminal unless authorized by the Registrar.

All applicable municipal, provincial and federal laws must be observed.

## 9. Disposal of funds

A minimum of 15 per cent of gross proceeds from licensed gaming must be utilized for the objectives indicated at the time of licence application. Commercial and private interests must not be the prime beneficiaries of a licensed activity.

All prizes and expenses incurred as a result of conducting a lottery shall be deducted and paid from the gross proceeds. Each expense should be individually calculated and paid and recorded separately. The amount incurred for expenses may be limited by the Gaming,

Liquor and Security Licensing (GLSL) branch. All of the net proceeds shall then be used for charitable or religious purposes within the province of New Brunswick as approved in the licence application.

## 10. Prize and game participation limitations

Prohibited Prizes:

- Alcoholic Beverages (gift cards or certificates are acceptable)
- Cannabis (gift cards or certificates are acceptable)
- Live Animals

Only prize(s) as described in the application shall be awarded.

The province does not place any limits on the amount that can be charged for playing a game, however;

- No raffle can exceed a total prize limit of \$150,000 per event;
- No credit is allowed as payment at bingo games;
- No serial or instalment prizes are allowed at bingo games;
- Total potential prizes for one or more bingo events including door and raffle prizes cannot exceed \$20,000:
  - a) in any 18 hour period; and
  - b) in any one location;
- There are no limits on total potential prizes for any giant bingo event, provided all prizes are guaranteed in a commercially acceptable manner as may be required by the Registrar.
- Bingo event break open tickets may only be purchased from an approved supplier.
- Bingo event break open tickets require a separate lottery licence. Only a bingo licensee may purchase a bingo event break open ticket licence;
- Bingo event break open tickets may only be sold to patrons of a licensed bingo event who have purchased bingo paper for that event;
- Only one (1) progressive and one (1) non-progressive bingo event break open tickets box or deal may be opened and sold at the same time. A new box or deal may only be opened when all tickets from the previous box or deal are sold.
- Progressive bingo event break open tickets may only be carried over to another bingo licence when the organization renews its' bingo licence and its' bingo event break open tickets licence with no break between licensed periods.

- Personal Bingo Verifiers may be used at a bingo event to assist the player in tracking and verifying the numbers called. The bingo game must be played at all times through bingo paper with numbers dabbed by players in the conventional manner.
- Under no circumstances shall a Personal Bingo Verifier replace the use of bingo paper and dabbers.
- Personal Bingo Verifiers may be offered by the licensee under the following conditions:
  - o The maximum number of cards that may be played with a personal bingo verifier shall be 36
  - o A maximum of one personal bingo verifier may be used per player, per bingo event.

## 11. Frequency of allowable events

Bingo - 104 per year per licence.

Only four (4) bingo events are allowed in any one location per week except when specifically approved at an agricultural fair or exhibition.

All double bingo events must be approved by the Registrar.

Twenty-four (24) giant bingo events (with total prizes in excess of \$20,000) per year per licensee are permitted. Only two (2) giant bingos per month may be held in any one location.

Licences to hold a giant bingo must be applied for separately.

Monte Carlo - Two (2) per year per licence.

## 12. Monte Carlo Nights

Games at Monte Carlo nights will be limited to blackjack tables, wheels of fortune, and crown and anchor. (Charitable Texas Hold'em Tournaments require a separate licence.)

The maximum allowable number of blackjack tables is 20 and the maximum number of wheels of fortune is 10.

Games at Monte Carlo nights will be played with scrip, tokens, or chips. Prizes shall not be in the form of cash.

Prizes must be disposed of once only at a specified time each day after play has ceased.

## 13. Financial Report

All licensees must submit a financial report upon expiration of their gaming licence. A report should be forwarded to the Registrar within 30 days after the expiry date of a single event.

For a series of events, a financial report covering the previous 12 months operation is required within 30 days of the licence expiry date.

This report must be received before a renewal can be issued. Permit holders will not be required to file financial reports.

The Licensee must keep records of all revenue, expenses and prizes paid throughout the licensing period. All records pertaining to the licensed activity must be retained for a period of six (6) years.

At the expiration of the licensing period, all licensed charitable gaming events may be subject to an audit by approved audit staff.

#### **14. General**

Raffle tickets with a prize value in excess of \$500 must have the lottery licence number, issued by the Registrar, prominently printed on all tickets.

The licence must be posted in a conspicuous place in the establishment where the lottery is being held.

Inspectors under section 60 of the Gaming Control Act must be permitted access to all areas of the premises in which the lottery activities are taking place.

Licensed organizations can only sell break open types of tickets directly at their events and locations. These tickets can only be obtained from an approved supplier.

Bingo licensees must purchase bingo paper from a supplier approved by the Registrar.

Winning ticket(s) must be drawn at the location and on the date requested at time of application and identified on the licence.

#### **15. Suspension and Cancellation**

The issuance of a lottery ticket licence is a privilege and with it are inherent obligations for the mutual protection of both your organization and the public.

If licensing privileges have been suspended, reinstatement is at the discretion of the Registrar after specified conditions are met. Suspension may occur without cancellation of an existing licence.

When the cause of suspension is financial in nature, the Registrar may require a financial guarantee of fees and/or prizes as a condition for continued operations. The condition may be applied to individuals and/or organizations.

If licensing privileges are cancelled, to resume operations, the organization will be required to apply for a new licence. Continuing to operate after cancellation of licensing privileges is illegal under the Criminal Code of Canada.

Suspension and/or cancellation may occur when it is evident the licensee has not upheld these terms and conditions.

The GLSL hopes your lottery is successful and raises its objective in funds for your charity. If our Licensing Officers can be of further assistance, please contact the GLSL branch at (506) 453-7472.

*Updated June 2020*