



THE CORPORATION OF THE TOWN OF PETROLIA

411 Greenfield Street

P.O. Box 1270

PETROLIA, Ontario

Canada N0N 1R0

Telephone: 519-882-2350

FAX: 519-882-3373

www.town.petrolia.on.ca

“Celebrating our Heritage. Investing in our Future”

TOWN OF PETROLIA LOTTERY LICENCEING PROGRAM

The Town of Petrolia is happy to offer the services of being an Agent for the AGCO to issue lottery licences. We are regulated through the AGCO and are to follow the guidelines as set out through them.

Information on AGCO lottery licencing policy can be found at

http://www.agco.on.ca/en/whatwedo/index_llpm.aspx

All organizations no matter how little or how often they make application for a lottery licence are to file the following information at our office prior to being eligible for Licencing.

- Incorporation Papers
- Canada Customs and Revenue Charitable Organization Registration Number
- A copy of your Constitution and By-Laws
- Notification of Charitable Registration
- Registered Charity Information Return
- Financial Statements for 2011
- Previous Year (2011) detail outline
- Current Year (2012) detail outline
- Current operating budget
- Listing of your current Board of Directors and their contact information
- Listing of your current Membership List
- General Membership Meeting minutes
- Lottery Licence Organization information (found on Town Website)

Other information we need to have on file is:

1. Date your organization came into existence
2. Number of Bona Fide members
3. What your organizations membership requirements are
4. The Aims and Objectives of your organization

Yearly your organization will need to file by the 2nd Friday in January;

- Lottery Licence Information return (on Town Website)
- Lottery Licence Organization information (on Town Website)
- Complete print out of your lottery bank account for the previous year
- detailed outline for your Organization for the coming year

After your organization's AGM we will need to receive for your file 1) Organizations previous years Financial Statement, 2) Current Operating Budget, 3) Current Board of Directors, 4) Current Membership List 5) Copy of AGM minutes



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We are required to do a review of each organization we issue licences to on a yearly basis; we hope to conduct this review in January of every year, if it is found in our review that we do not have 1. *proper and updated information* regarding your organization, 2. the *previous year's financial statements* have not been filed or 3. that there are any *outstanding reports* from licences that have concluded we will not be able to issue your organization any new licensing.

There are four (4) kinds of licences the Town is able to issue to Organizations;

- Regular Raffle (one time use)
- Blanket Raffle (this licence will cover all raffles your organization is holding during a 6 month period)
- Break Open Tickets
- Bingo

For organizations that do many raffles in a year, it may be of interest for you to apply for a blanket raffle licence.

All Lottery Reports must be turned in prior to a new licence being issued, along with your lottery report a copy of the bank deposit and the list of winners is required.

Any time that you would like to access an application form or report form they can be picked up at the Town Hall or printed off our website www.town.petrolia.on.ca by going to the Town Hall tab at the top of the screen, then click on forms and the Lottery Licensing section is about half way down.

Thank you in advance for your attention in getting the information requested to my attention, also should you have any questions please feel free to contact me at any time.

Kind Regards,

Mandi Pearson
Deputy Clerk/Operations Clerk
Lottery Licensing Officer
mpearson@town.petrolia.on.ca