

This publication outlines the policies established by the Registrar, pursuant to subsection 34(2) of the *Gaming Control Act*, and assists applicants in understanding the *Charitable Gaming Licensees Regulation*. The establishment of regulations and this policy do not modify, alter, or change any provisions in licences and permits that have been issued prior to October 1, 2021.

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

1 Definitions

The following definitions apply for raffle licences:

Class A Licence total prize value is greater than \$500 per licensing period.

Class B Licence total prize value is \$500 or less per licensing period.

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 lottery scheme.

Net Proceeds gross proceeds minus allowable expenses and prize payouts.

2 Applications

Applications for Class A and Class B lottery licences are available from Service New Brunswick (SNB) Centres and the Department of Justice and Public Safety (JPS).

Applications for Class A lottery licences are to be submitted to:

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

Applications for Class B lottery licences can be submitted to SNB or JPS. These licences may be granted from the office where the application and fees are received.

3 Fees

The following fees, payable to the Minister of Finance, must be submitted with the lottery applications:

- Class A - \$50
- Class B - \$20

4 Licence Period

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

5 Management of Lotteries

The licensed lottery scheme 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.

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.

If two organizations co-operatively offer a lottery scheme, one application and licence is acceptable, however; the application must note such an arrangement and list the responsible officers for both organizations.

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

6 Distribution of Proceeds

A minimum of 15 percent of gross proceeds from licensed lottery scheme 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 lottery scheme.

All prizes and expenses incurred as a result of conducting a lottery shall be deducted and paid from the gross proceeds. The amount incurred for expenses may be limited by the Registrar. All net proceeds shall be used for charitable purposes within the province of New Brunswick unless otherwise approved by the Registrar.

Organizations intending to donate proceeds from a licensed lottery scheme must provide letter(s) of confirmation from recipient(s) of funds.

Confirmation from medical practitioner is required when providing financial assistance to individuals with unexpected medical expenses.

Confirmation from local fire department is required when proceeds are being used to provide financial relief to a family whose home was destroyed by fire.

7 Raffle Tickets

Printed raffle tickets must be numbered consecutively and include:

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

8 Chase the Ace

Chase the Ace style lotteries may only be issued under a Class A licence.

Organizations must adhere to the Standardized Rules of Play, as provided by the Registrar, and provide a signed copy at time of application along with a copy of the ticket to be sold. Additional rules of play may be established by the organization but must be approved by the Registrar and must not contravene the Standardized Rules of Play.

The tracking sheet, as provided by the Registrar, must be completed weekly and submitted with the organization's financial report upon termination of the lottery scheme.

Organizations are encouraged to review the Best Practices Document for Chase the Ace.

9 Electronic Raffles

Licensees wishing to conduct and manage an electronic raffle must obtain a separate licence.

Licensees may only use electronic gaming equipment provided by a registered charitable gaming supplier as approved by the Registrar. A listing of registered charitable gaming suppliers is made available through the JPS website.

Electronic gaming equipment must comply with the technical standards established by the Registrar.

A contractual agreement established between the licensee and the registered charitable gaming supplier must be submitted with the application.

10 Financial Records

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

At the expiration of the licensing period, all licensed lottery schemes may be subject to an audit by approved auditing staff.

11 General

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

JPS Investigators must be permitted access to all areas of the premises in which the lottery schemes are taking place.

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

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

The use of a disclaimer is recommended to ensure that licensed organizations maintain a minimum of 15 percent gross proceeds.

Unless designated in the licensee's rules of play, there is no age restriction to participate in raffle lottery schemes.