



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 236-94

To amend By-law 15-91, as amended,
which regulates the issuance of
Licences in the City of Brampton

The Council of The Corporation of the City of Brampton
ENACTS as follows:

1. By-law No. 15-91 is hereby amended by adding as Schedule 29, the schedule attached to this by-law.

READ a FIRST, SECOND, and THIRD TIME and PASSED IN
Open Council this 28th day of November, 1994.

PETER ROBERTSON MAYOR

LEONARD J. MIKULICH CLERK

APPROVED
AS TO FORM
L/V/LEPP
BRAMPTON
DATE 17/10/94

Schedule 29 to By-law 15-91

Relating to bingo lotteries, raffle
lotteries and lottery schemes

1. In this schedule:

- (1) "Act of God" means an act occasioned exclusively by violence of nature without the interference of any human agency.
- (2) "bazaar lottery" means a lottery scheme held at a charitable function, exhibition or fair;
- (3) "bingo lottery" means a game of chance where players are awarded a cash prize or other prizes for being the first to complete a specified arrangement of numbers on pre-printed bingo cards from numbers selected at random.
- (4) "bingo sponsors' association" means an association formed by licensees conducting regular bingo events within a bingo hall. The purpose of this association is to assist organizations in administering bingo events, the sale of break open tickets, super jackpot games and other licensed games within the bingo hall for its members.
- (5) "bonafide member" means a member in good standing of the licensee who has other duties, beyond conducting lotteries, within the organization and shall include parents and guardians. Members of convenience whose only duty is to assist with the raffle lottery are not considered bona fide members.
- (6) "caller" means a person who calls out the bingo ball numbers and declares a bingo;
- (7) "charitable organization" shall be a registered organization or an incorporated body and shall include both non-profit and charitable organization;
- (8) "event" means a bingo, lottery or bazaar;
- (9) "lottery" means a scheme that involves a prize, a chance to win a prize, and consideration, directly or indirectly in any form whatsoever, for a chance to win a prize;
- (10) "Minister" means the Minister of Consumer and Commercial Relations for the Province of Ontario;
- (11) "raffle" means a lottery scheme where tickets are sold for a chance to win a prize at a draw and includes 50/50 draws, elimination draws, calendar draws, sports pools and rubber duck races.
- (12) "runner" or "floor checker" means a person who assists caller in verifying a bingo;

2. No licence shall be granted to an applicant unless it meets the following criteria:

- (1) the applicant is a charity or non-profit group which is a registered charitable organization or incorporated body;

- (2) the municipality may issue a licence to any non-profit or charitable organization if it deems it to be in the interest of its inhabitants whether or not the organization has a physical presence in the municipality; and
 - (3) sections 197, 198 and 207 of The Criminal Code of Canada are complied with.
3. Any person may conduct a raffle lottery in the City of Brampton without first obtaining a licence pursuant to this by-law provided that person is the holder of a valid lottery licence issued by another municipality in the Province of Ontario and provided permission of the City of Brampton's Licence Issuer has been obtained.
 4. No person shall conduct or manage a bingo lottery or lottery scheme within the City of Brampton until such person or organization has obtained a licence.
 5. The licensee shall be responsible and accountable for the overall management and conduct of the lottery.
 6. The licensee shall ensure that:
 - (1) all funds are held in a separate approved account or an approved lottery trust account into which only funds generated pursuant to licences issued by the City of Brampton are held and records are maintained for a four (4) year period;
 - (2) on any approved lottery trust account, an annual audited statement is provided;
 - (3) all transactions shall be conducted by cheque drawn on the separate account, excluding honorariums;
 - (4) all transfer of funds are documented and may be subject to an audit;
 - (5) any sales commission paid does not exceed five per cent (5%) of the price of each ticket sold;
 - (6) only the type of game or games provided for in the licence shall be conducted or performed;
 - (7) the licence be produced upon demand;
 - (8) a copy of each licence shall be conspicuously displayed at the place where the event is to be conducted and at all times during the conduct thereof;
 - (9) there is compliance with all the terms and provisions set out in the application for the licence;
 - (10) the lottery is conducted in accordance with the information supplied on the application and approved by the Licence Issuer;
 - (11) the gross receipts derived from the lottery shall be used for the charitable or religious object or purpose as set out by the licensee in the application for licence, less the cost of the prizes awarded and such reasonable and necessary administrative expenses actually incurred in the management and conduct of the lottery, provided the expenses do not exceed such limits as provided for in this schedule;

- (12) itemized invoices and proof of payment are obtained for each expense incurred and where any single expenditure exceeds \$500.00, these shall be submitted with the lottery licence report;
 - (13) a detailed record of all charitable donations made is kept;
 - (14) a detailed record of how profits from the lottery have been dispersed is maintained;
 - (15) a lottery licence report, in a form acceptable to the Licence Issuer, is submitted to the Licence Issuer with respect to each event.
 - (16) books, records and other documents in support of all financial reports or statements are maintained and these records shall be kept up to date and be retained for no less than four (4) years from the date of the lottery;
 - (17) the amount or value of each prize awarded or the money or other valuable consideration paid to secure a chance to win a prize or the total value of all prizes to be awarded, as the case may be, does not exceed the amount specified in this by-law for the class of licence applied for;
 - (18) pyramiding of games or prizes is not permitted; and
 - (19) games of a type or kind known as razzle dazzle, roll down, three card monte, punch board, coin table, any dice game or any variation thereof are not operated.
7. The licensee shall not:
- (1) where only one approved lottery trust account is maintained, deposit monies received from any source other than lottery events conducted by the licensee into the designated trust account;
 - (2) where an approved lottery trust account for lotteries has been established, deposit monies received from any other source in the designated lottery account; or
 - (3) close the approved lottery trust account until all monies have been donated to approved charitable purposes and a report has been submitted to the Licence Issuer on an original application for a licence.
8. An original application for a licence shall be made to the Licence Issuer no later than thirty (30) days prior to the date or the first date on which the bingo lottery, raffle lottery or bazaar lottery is to be held.
9. The licensee shall deliver to the Licence Issuer, upon request, all books and records of the licensee pertaining to the nature, management, and conduct of the event for which the licence has been granted.

10. The Licence Issuer may require clearances from the following with respect to an original or annual application or if there has been a change in officers from what was on the application:
 - (1) the Peel Regional Police Department;
 - (2) the Ministry of Consumer and Commercial Relations; and
 - (3) the Department of Consumer and Corporate Affairs, and may issue the appropriate licence unless the investigations disclose any reason to believe that the applicant is not of good character or that the carrying on of the said lottery or event will be likely to result in a breach of the law or be in any way adverse to the public interest, in which event, the licence shall not be issued or renewed.
11. A licence issued under this by-law is not transferrable.
12. A licence may be suspended, cancelled or renewal refused by the Licence Issuer for breach of any provision of this by-law.
13. Where the Licence Issuer refuses to issue the licence applied for, or recommends revocation of a licence the applicant or licensee may appeal.
14. No person shall sell, give away, or distribute raffle tickets on the premises where, and on the occasion on which a bingo is conducted.
15. Where requested, the licensee shall provide a financial statement to the Licence Issuer within one-hundred and twenty (120) days of the request or such other time limit as may be imposed by the Licence Issuer.
16. The licensee may use lottery proceeds to pay for expenses related to the preparation of the yearly financial statements. This expense shall not be included in any expense maximum within the provisions of this by-law.

BINGO LOTTERIES

17. No charitable organization shall be granted a licence to conduct more than fifty-two (52) bingo lottery events in any calendar year.
18. A new applicant will be permitted a maximum of thirteen (13) events:
19. No licence for the conduct of any game of bingo shall be effective for a period of more than six (6) months from the date of original issuance. Such licence may be renewed for successive six (6) month periods.
20. The licence shall specify the place where the bingo lottery is to be operated, the date or dates of operation and the starting and finishing times.
21. The licensee shall not permit any person apparently under the age of eighteen (18) years of age to play any game of bingo.

22. The licensee shall ensure that every place except a school or a church where a bingo lottery is proposed to be conducted and is conducted shall be licensed under the provisions of this by-law respecting public halls and under the requirements of the Gaming and Services Act.
23. Only the licensee, and no other person, including a corporation, on its behalf, may advertise or place advertisements through any medium with respect to the event authorized by the licence.
24. Every licensee shall ensure that advertisements clearly state the name of the licensee conducting the bingo event(s) and the licence number.
25. The licensee shall supply samples of advertising and promotional materials to be used in connection with the event if requested to do so for review by the Licence Issuer.
26. The licensee shall have a minimum of three (3) bona fide members present continuously during the conduct of each bingo event, one of whom must be a designated member as outlined in this schedule. A bona fide member of the licensee shall be responsible for the reconciliation of all cash transactions.
27. The licensee may use employees of a bingo hall owner/operator registered in accordance with the Gaming Services Act, to assist in the conduct of the bingo as runners and/or as the caller. Payment for these services shall be the responsibility of the bingo hall owner/operator.
28. The licensee may pay an honorarium, not to exceed three per cent (3%) of the prize board for people working the bingo. Honorariums may be paid by cash.
29. Every licensee shall keep and maintain a record of all persons employed to assist and the amount of remuneration paid to each person for each occasion.
30. The licensee may use the services of a person to assist in the conduct of the bingo event provided the person is registered in accordance with the Gaming Services Act, or is otherwise exempt.
31. The licensee shall ensure that where the bingo hall owner/operator provides the licensee with runners and the caller, the gross receipts from the bingo shall be distributed as follows:
 - (1) The payment of prizes, licence fee, honorariums to members and advertising costs shall be deducted first from the gross receipts;
 - (2) The licensee shall retain a minimum of sixty per cent (60%) of the remaining proceeds;
 - (3) The licensee may pay the bingo hall owner/operator a maximum of forty per cent (40%) of the remaining proceeds up to a maximum of fifteen per cent (15%) of the gross receipts, whichever is less;
 - (4) In the event of a loss, the licensee shall be responsible for a maximum fifty per cent (50%) of the loss incurred. The bingo hall owner/operator is responsible for the remainder;

- (5) Cash shortages incurred as a result of an error on the part of the bingo hall owner/operator or its employees shall be deducted from the fee paid to the bingo hall owner/operator; and
 - (6) Goods and services tax on the hall rental shall be paid from the proceeds retained by the licensee.
32. The licensee shall ensure that where the bingo hall owner/operator does not provide the licensee with runners and/or the caller, the gross receipts from the bingo shall be distributed as follows:
- (1) The payment of prizes, licence fee, honorariums to members and advertising costs authorized by the Licence Issuer shall be deducted first from the gross receipts;
 - (2) The licensee shall retain a minimum of sixty per cent (60%) of the remaining proceeds;
 - (3) The licensee may pay the bingo hall owner/operator a maximum of forty per cent (40%) of the remaining proceeds up to a maximum of fourteen per cent (14%) of the gross receipts, whichever is less;
 - (4) In the event of a loss, the licensee shall be responsible for a maximum fifty per cent (50%) of the loss incurred. The bingo hall owner/operator is responsible for the remainder; and
 - (5) Goods and services tax on the hall rental shall be paid from the proceeds retained by the licensee.
33. The licensee shall appoint at least two (2) bona fide members to be in charge of and responsible for the conduct of the bingo. The appointed member(s) in charge shall be at least eighteen (18) years of age and shall be responsible for:
- (1) supervising all activities related to the conduct of the bingo;
 - (2) completing and filing the required financial report on the results of the event within fifteen (15) days of the event;
 - (3) ensuring that all terms and conditions of the licence and any additional conditions imposed by the Licence Issuer are complied with;
 - (4) keeping all required records and depositing all monies into the approved lottery account; and
 - (5) directing complaints to the property authority.
34. Where a licence has been issued, the licensee shall not thereafter without the consent of the Licence Issuer substitute another person as a designated member.
35. No licensee shall distribute, cause to be distributed or consent to or allow the distribution of free bingo cards.
36. No caller or floor checker in a bingo lottery shall participate where he has a pecuniary interest, directly or indirectly with any other participant.

37. Notwithstanding any other provision of this by-law, no licensee shall conduct and manage a bingo lottery unless it provides a method or system satisfactory to the Licence Issuer by which players can at any time stop the game fully and completely in order that the board of the caller may be checked.
38. The licensee shall ensure that the particular arrangement of numbers required in order to win the game and the amount of the prize for each game is clearly and audibly described to the players immediately before each game is begun.
39. The licensee shall ensure that a verification of the numbers appearing on the winning card at the time a winner is determined is made by audible call back in the immediate presence of one or more neutral players.
40. After a winner has been declared, the caller shall enquire clearly and audibly three times of the players whether there are any other players claiming to be winners of that game. If there are no other winners, at that time, the licensee shall ensure that the game is declared closed.
41. No claim of a player to have won a game shall be valid if made after the game has been declared closed by the caller.
42. The designated member in charge of the bingo event shall provide, in a form approved by the Licence Issuer, a record outlining the order in which the numbers were called for each game held during the bingo event. This shall constitute the official record of the games. In the event of an error in verification of a card resulting in a game being declared closed, the game shall be reconstructed, using the official record to identify the numbers previously called and the game shall continue until won by a player. The record shall be retained for thirty (30) days following the bingo event.
43. Where a person calls bingo but during verification is found not to have won the game respecting which call was made, a bonafide member shall direct that the same game be resumed.
44. No person shall offer, give or permit to be offered or given or otherwise provide directly or indirectly, other than the prizes advertised or otherwise represented for the bingo game, any incentives or inducements to play bingo games including, but without restricting the generality of the foregoing, bingo cards, door prizes or other prizes or benefits.
45. No licensee shall provide or allow to be provided, by contract or otherwise, transportation of patrons to or from the place where any game of bingo is conducted unless prior written authorization is obtained from the Licence Issuer. Application for this authorization must be in writing and must establish to the satisfaction of the Licence Issuer that the licensee has good cause for such request. Any authorization granted by the Licence Issuer may be suspended or revoked by such authority if it determines that there is no further need for such transportation or that, in the opinion of the Licence Issuer, the transportation of patrons to and from bingo games should no longer be authorized.

46. The licensee shall ensure that the total value of all prizes awarded in the operation of a single occasion bingo lottery for which a licence has been issued under this by-law shall not exceed \$5,500.00 cash, notwithstanding prize splits.
47. No licensee shall offer a non-monetary prize without the approval of the Licence Issuer.
48. The licensee shall not charge nor shall it permit any other person to charge or collect any consideration for admission to the premises where bingo games are to be played.
49. The licensee shall, within two (2) banking days of the licensed event, deposit in the account all monies received from the conduct of each bingo lottery less the amount awarded in cash prizes.
50. Each licensee shall submit a report on the results of the bingo event as set out in the prescribed Bingo Lottery Report Form within fifteen (15) days of the conclusion of the event. Copies of all deposit slips shall accompany the financial report form, if requested.
51. If the licensee determines that the number of persons attending or who may attend at the commencement of a bingo is, or would be insufficient to provide sufficient revenue to cover the cost of the prizes and other expenses incurred in connection with the operation of the bingo event because of an Act of God or other such extreme condition, which is beyond the control of the licensee, it shall have the option of proceeding with the event(s), with the prizes as originally offered or of cancelling the entire bingo event. If the bingo event has commenced, the licensee shall conduct the event to its conclusion, as originally offered. Insufficient attendance of players alone does not constitute authority to cancel a bingo occasion. If the bingo event has commenced and is cancelled due to an Act of God situation, the licensee shall issue refunds to all persons who have purchased bingo paper pro rated based on the number of games which have been played.
52. The Licence Issuer may refuse to issue a lottery licence to any person or organization whose cost of conducting and managing bingo lottery events under licences issued under the provisions of this by-law exceeded the terms and conditions set out in this by-law for each of the last three (3) events, unless the applicant for a new licence arranges, to the satisfaction of the Licence Issuer, a reduction in proposed expenses to permit compliance with this by-law.
53. No licence shall be issued for a bingo lottery when a licence has been issued by the Province for a bingo lottery whose event date and time are identical to that issued by the municipality.

RAFFLES

54. The licensee shall ensure that expenses are directly related to the conduct of the raffle lottery.
55. The licensee may pay sales commissions to volunteer ticket sellers, provided such commission does not exceed five per cent (5%) of the price of each ticket sold.

56. The licensee shall not permit any person apparently under the age of eighteen (18) years old to purchase a ticket.
57. The licensee shall produce the licence upon demand.
58. Each licensee shall submit a report on the results of the raffle within one-hundred and twenty (120) days of the conclusion of the raffle and shall ensure that copies of all deposit slips, upon request, and a list of winners accompany the financial report form.
59. The licensee shall obtain receipts, upon request, for each expense incurred and shall ensure that a copy of these receipts are submitted with the financial report.
60. The licensee shall ensure that the winners of the prizes are determined and publicized in the manner set out in the application.
61. The licensee shall print only the number of tickets indicated and approved in the application for licence.
62. The licensee shall ensure that tickets are consecutively numbered.
 - (1) The licensee shall have tickets printed in two parts in which the buyer's portion shall contain the following information:
 - (a) the licence number;
 - (b) the name of the licensee;
 - (c) the location(s), date(s) and time(s) of the draw(s);
 - (d) a description, including the nature, number and value of the prize(s) to be awarded;
 - (e) the price of each ticket; and
 - (f) the number of the ticket.
 - (2) The licensee shall ensure that on the part retained by the organization (for draw or record purposes), there appears:
 - (a) the number of the ticket;
 - (b) the licence number and the name of the licensee; and
 - (c) adequate space for the name, address and telephone number of the ticket purchaser.
63. The licensee shall ensure that if tickets are to be discounted from the regular price, then the prices shall be indicated and printed on each ticket.
64. The licensee shall provide a sample of the ticket.
65. The licensee shall not use any type of 'scratch and win' ticket.

66. Where prizes are donated, and the donor and the licensee agree, the donor name or company name may be included on the ticket, provided that the name of the licensee is more prominent.
67. The licensee shall ensure that tickets do not bear any coupon, promotional or advertising material unless it is promoting the licensee and is approved by the licensee.
68. Only the licensee, and no other person, may advertise or place advertisements through any medium with respect to the event authorized by the licence, unless approved by the Licence Issuer.
69. The licensee shall ensure that advertisements shall clearly state the name of the licensee and the licence number.
70. The licensee shall supply samples of advertising and promotional materials to be used in connection with the raffle if requested to do so for approval by the Licence Issuer.
71. The licensee shall ensure that the total retail value of all prizes awarded in the operation of a raffle lottery for which a licence has been issued under this by-law shall not exceed fifty-thousand (\$50,000.00) dollars.
72. The licensee shall provide a letter of guarantee if the prize(s) exceed(s) \$5,000.00.
73. The licensee shall appoint at least two (2) bona fide active members to be in charge of and responsible for the conduct of the raffle. The designated members in charge shall be at least eighteen (18) years of age and be responsible for:
 - (1) supervising all activities related to the conduct of the raffle;
 - (2) completing and filing the required financial report on the results of the event;
 - (3) ensuring that all terms and conditions of the licence and any additional conditions imposed by the Licence Issuer, are complied with;
 - (4) supervising all ticket sellers;
 - (5) keeping all required records and depositing all monies into a separate account or an approved lottery trust account; and
 - (6) reconciling all tickets.
74. The licensee may use the services of a person to assist in the conduct of the raffle provided the person is registered under the Gaming Services Act , S.O., 1992 and Regulations, as amended, or is otherwise exempt.
75. The licensee shall be responsible for awarding all prizes and for making all reasonable efforts to contact the prize winner(s) within thirty (30) days.

76. The licensee shall ensure that any prizes which are not claimed are secured or placed in safekeeping for a period of one (1) year from the date of the draw. If at that time the prize has still not been claimed, the licensee shall ensure that the prize or monies equivalent to the fair market value of the prize are donated back to the organization with notification to the Licence Issuer.
77. The licensee shall ensure that only the prize(s) as described and approved in the licence application are awarded.
78. The licensee shall ensure that the value of the prize(s) includes the amount of any duty, tax, sales tax or other cost and that the prize(s) is awarded free and clear of any mortgage, lien or any other encumbrances.
79. The licensee shall ensure that a serial number record is maintained showing the distribution of tickets, including the names of sellers, and the return of ticket stubs, cash, unsold or returned tickets to reconcile all tickets and cash at the end of the raffle.
80. The licensee shall retain all unsold tickets, and stubs or counterfoils of sold tickets for a period of one (1) year from the date of the (last) draw.
81. The licensee shall provide officers appointed by the Licence Issuer and all peace officers unencumbered access to all books and records related to the conduct of the raffle and shall deliver these documents to the Licence Issuer when requested. The books and records may be retained by the Licence Issuer for audit and investigation purposes.

BREAK-OPEN TICKETS

82. Licensees selling break open tickets in conjunction with bingo events at Class A and Class B bingo halls as defined under the Gaming Services Act, S.O., 1992 and Regulations, as amended, shall do so only as a member of a Bingo Sponsors' Association.
83. Notwithstanding the Bingo Sponsor's Association, break open tickets shall not be sold during any bingos which are being conducted by organizations which are not members of the association which administers break open ticket sales.
84. The licensee shall appoint at least one (1) bona fide active member to be in charge of and responsible for the conduct of the break open ticket lottery. The appointed member(s) in charge shall be at least eighteen (18) years of age and be responsible for:
 - (1) supervising all activities related to the conduct of the break open ticket lottery;
 - (2) completing and filing the required financial report on the results of the event;
 - (3) ensuring that all terms and conditions of the licence and any additional conditions imposed by the Licence Issuer are complied with; and

- (4) keeping all required records and reconciling all deposits made into a separate approved account or an approved lottery trust account.
85. The licensee shall ensure that the person whose services are used to assist in the conduct of the break open ticket lottery is registered under the Gaming Services Act, S.O., 1992 and Regulations, as amended, or is otherwise exempt.
86. The licensee shall purchase break open tickets only from the registered gaming supplier(s) as approved in the application for licence or upon subsequent notification to the Licence Issuer within five (5) working days.
87. The licensee shall provide the gaming supplier with a copy of the licence issued when ordering or purchasing tickets.
88. The licensee shall be responsible for ensuring the payment of all prizes when directly involved in the sale of the tickets.
89. The licensee shall ensure that break open tickets are kept secure when directly involved in the sale of the tickets.
90. The licensee shall ensure that the following information appears on each ticket;
 - (1) the licence number;
 - (2) the name (or abbreviation) of the licensee;
 - (3) the price of the ticket;
 - (4) the name of the manufacturer; and
 - (5) the serial number of the ticket;
91. The licensee shall ensure that tickets do not bear any coupon, promotional or advertising material unless approved by the Licence Issuer.
92. No person directly involved in or responsible for the conduct of the break open ticket lottery shall purchase a ticket related to that lottery.
93. The licensee shall not allow any person apparently under the age of eighteen (18) years of age to purchase a ticket. The licensee shall ensure that a sign outlining this requirement is posted at the premises where break open tickets are being sold.
94. The licensee shall only sell tickets which have been approved for sale by the Licence Issuer.
95. A licensee may sell break open tickets from any location on the premises indicated on the licence application.
96. The licensee shall only sell tickets from a transparent container which is large enough to hold at least one and one half (1-1/2) full units of break open tickets. Tickets in the container shall be thoroughly mixed but shall not be pre-bundled.

97. The licensee shall ensure that the container is kept in view of the purchasers at all times. The licensee shall ensure that ticket purchasers do not remove tickets from the container.
98. All winning tickets shall be defaced by the seller at the time of prize pay out.
99. No person shall sell break open tickets other than by cash transaction.
100. The licensee shall ensure that all prizes and expenses incurred as a result of conducting the break open ticket lottery are deducted and paid out from the gross receipts derived from the break open ticket lottery. The licensee shall not use monies from any other source to pay for expenses related to the break open ticket lottery.
101. The licensee shall ensure that expenses are directly related to the conduct of the break open ticket lottery.
102. The licensee shall ensure that total expenses, not including the licence fee do not exceed the following:
 - (1) Licensees selling tickets from their own premises
Total expenses, including shortages and all taxes but not including the licence fee, shall not exceed ten per cent (10%) of the gross receipts derived.
 - (2) Licensee selling tickets through a registered break open ticket seller (third party location)
 - (a) Total expenses, including all taxes but not including the licence fee, shall not exceed thirteen and one half per cent (13 1/2%) of the gross receipts derived;
 - (b) The licensee shall not pay more than a maximum sales commission of five per cent (5%) of the gross receipts derived to the registered break open ticket seller (third party location);
 - (c) The licensee shall not pay more than a maximum fee of four per cent (4%) of the gross receipts derived to a registered gaming service supplier;
 - (d) Any shortages incurred are the responsibility of the break open ticket seller and shall be deducted from the sales commission; and
 - (e) The licensee has the option of receiving its proceeds from the sale of break open tickets at the time the tickets are delivered for sale to the break open ticket seller.
103. The licensee shall ensure that each expense is individually calculated and paid separately by cheque, drawn on a separate approved account or an approved lottery trust account described in the banking and financial provisions of this by-law. The licensee shall pay each gaming supplier separately.

104. The licensee shall ensure that honorariums, if paid by cash, are supported by a receipt. The financial report shall be filed within thirty (30) days of the expiry of the licence. The Licence Issuer may request additional documents deemed necessary to substantiate the particulars of the event which may include receipts for each expense incurred.
105. Where the licensee has completed the sale of tickets prior to the expiry date on the licence, then the licence shall be deemed to have expired and the financial report shall be due within thirty (30) days, after termination of the licence.