

**CITY OF PORTAGE LA PRAIRIE**

**By-Law 04-8235**

**BEING A BY-LAW OF THE CITY OF PORTAGE LA PRAIRIE TO  
REGULATE THE LICENSING OF RAFFLES WITHIN THE  
CITY OF PORTAGE LA PRAIRIE**

WHEREAS pursuant to Order-in-Council No. 524/1997, The Lieutenant Governor-in-Council has authorized any Municipality to license any charitable or religious organization located within its boundaries to conduct and manage a raffle, as provided in the Criminal Code of Canada, where the total prizes for each raffle do not exceed the value of Three Thousand (\$3,000) Dollars.

NOW THEREFORE, the Municipal Council of the City of Portage la Prairie, enacts as follows:

1. This By-Law shall be known as the Raffle License By-Law.
2. Any charitable or religious organization located within the boundaries of The City of Portage la Prairie may be granted a license to conduct and manage a raffle, where the total prizes for each such Raffle do not exceed the value of Three Thousand (\$3,000) Dollars.
3. The license shall be in the form attached hereto as Schedule "A" to this By-Law.
4. Within sixty days after the final Raffle draw, all licensees must submit required financial information in the form attached hereto as Schedule "B" and disburse all funds as per the approved Raffle application.
5. No licence shall be issued to a charitable or religious organization if;
  - a) The organization proposes to use the services of a person or organization to conduct and manage the raffle on its behalf, for a fee or other valuable consideration;
  - b) Pyramiding of games is to be permitted;
  - c) Games of a type or kind known as razzle dazzle, roll down, three card monte, punch board, coin table or any dice games are to be operated;
  - d) Clause 4 has not been complied with for a previously issued license.
6. The fee for issuing licenses shall be as noted in the Fees & Charges By-Law.
7. The Council of the City of Portage la Prairie may by resolution appoint a licensing officer who shall be charged with the responsibility for issuing licenses for lotteries within the City of Portage la Prairie.

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8. Council of the City of Portage la Prairie may from time to time, by resolution, amend each and every schedule attached to this by-law.
  9. By-Law 4254 is hereby repealed.

DONE AND PASSED AS A BY-LAW OF THE CITY OF PORTAGE LA PRAIRIE BY COUNCIL THEREOF IN OPEN SESSION ASSEMBLED THIS 11th DAY OF OCTOBER, A.D. 2005.

\_\_\_\_\_ [original signed by Mayor Ian MacKenzie]  
Mayor

\_\_\_\_\_ [original signed by Tieny Kirchner]  
Manager of Administration

READ A FIRST TIME the 26<sup>th</sup> day of September, 2005  
READ A SECOND TIME the 11<sup>th</sup> day of October, 2005  
READ A THIRD TIME this 11<sup>th</sup> day of October, 2005

License # \_\_\_\_\_

Receipt # \_\_\_\_\_

Schedule "A"

Raffle Application

For Raffles with anticipated gross revenue of \$3,000 or less  
For over \$3,000, please contact Manitoba Gaming Control Commission

City of Portage la Prairie  
97 Saskatchewan Avenue East  
Portage la Prairie, MB R1N 0L8  
Telephone: (204) 239-8309  
Fax: (204) 239-1532

Website: [www.city.portage-la-prairie.mb.ca](http://www.city.portage-la-prairie.mb.ca)

**SECTION A:**  
**Organization Information**

1. Full Name of Organization: \_\_\_\_\_

2. Street Address: \_\_\_\_\_ 3. Phone Number \_\_\_\_\_

4. Mailing Address (if different from Street Address): \_\_\_\_\_

5. Organization's Mandate or Objective: \_\_\_\_\_

\_\_\_\_\_

6. How will the profits from this raffle be used? \_\_\_\_\_

\_\_\_\_\_

7. Organization Members: (two members of the organization must sign this application before a raffle license will be issued.)

We, the undersigned, hereby certify that on behalf of the organization that the information furnished on this application is true and correct and that we have read, understood and agree to abide by the terms and conditions applicable to this raffle:

Raffle Chair

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Member:

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Anticipated Revenue: \$ \_\_\_\_\_

8. The City may require, upon request, a copy of the bank statement for the time period of the operation of this raffle.

**Section B**

**Details of Proposed Raffle**

Draw Date: \_\_\_\_\_

Location of Draw: \_\_\_\_\_

How will the tickets be sold (i.e. 1 for \$2.00, 3 for \$5.00)

\_\_\_\_\_

Please provide a sample ticket with your financial statement.

How and when will the winner or winners be determined and how will they be contacted?

\_\_\_\_\_

\_\_\_\_\_

Where will the names of the winner/winners be publicized? \_\_\_\_\_

\_\_\_\_\_

Schedule "B"

*City of Portage la Prairie*

**FINANCIAL REPORT**

LICENCE # \_\_\_\_\_

ISSUED UNDER THE AUTHORITY OF THE  
PROVINCIAL AUDITOR, PROVINCE OF MANITOBA

ISSUE DATE: \_\_\_\_\_

**PLEASE PRINT**

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Final Draw Date \_\_\_\_\_

**A) STATEMENT OF RAFFLE INCOME:**

Number Of Tickets Printed \_\_\_\_\_

Number Of Tickets Unsold \_\_\_\_\_

Number Of Tickets Sold \_\_\_\_\_ X (average price per ticket) = total gross receipts **A) \$ \_\_\_\_\_**

**B) TOTAL COST OF PRIZES:**

**B) \$(\_\_\_\_\_)**

**C) EXPENSES:**

License Fee \$ \_\_\_\_\_

Printing \$ \_\_\_\_\_

Advertising \$ \_\_\_\_\_

Wages \$ \_\_\_\_\_

Other(SPECIFY) \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL EXPENSES: C) \$(\_\_\_\_\_)**

**D) NET PROFIT (LINE A-B-C=D):**

**D) \$ \_\_\_\_\_**

**FOR INQUIRES OR ASSISTANCE CONTACT**

**THE CITY OF PORTAGE LA PRAIRIE**

**TELEPHONE: (204) 239-8309 OR FAX: (204) 239-1532**

**THIS FINANCIAL REPORT MUST BE SUBMITTED to City Hall within 60 DAYS FOLLOWING THE RAFFLE LICENSE FINAL DRAW DATE:**

A list of Raffle winners must be completed and returned.

Name: \_\_\_\_\_

Address #: \_\_\_\_\_

Value of Prize Won: \_\_\_\_\_

CERTIFICATION

WE, the undersigned, have examined the records and accounts of

\_\_\_\_\_  
(Name of Organization)

with respect to the above-described lottery, the information contained herein is correct to the best of our knowledge and belief, and we hereby attest that all procedures were in accordance with the terms and conditions of the license.

**DATED THIS** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_.

_____ Organization Member	_____ Raffle Chairman Signature
_____ Print Name	_____ Print Name
_____ Address in full	_____ Address in full
Phone # _____(Res) _____(Bus)	Phone # _____(Res) _____(Bus)