



City of  
**Peterborough**

## CHARITABLE QUESTIONNAIRE

*This questionnaire must be completed and forwarded to the Lottery*

### **Licensing Department**

City Clerk's Office, 500 George Street North,  
Peterborough ON K9H 3R9

Phone - (705) 742-7777 Ext. 1819, Fax - (705) 743-7825

E-Mail - clerk@city.peterborough.on.ca

1. Name of Organization: \_\_\_\_\_
2. Official Address: \_\_\_\_\_  
*Address City Province Postal Code*
3. Does the organization have a place of business in Ontario? If so, where?  
\_\_\_\_\_  
*Address City Province Postal Code*
4. How long has the Organization been in operation? \_\_\_\_\_
5. How many members are there in the organization? \_\_\_\_\_
6. Which of the four classifications of charitable objects does the primary purposes of the organization match?  
 a) the relief of poverty; \_\_\_\_\_  
 b) the advancement of education; \_\_\_\_\_  
 c) the advancement of religion; or, \_\_\_\_\_  
 d) any other charitable purposes beneficial \_\_\_\_\_  
 to the community not falling under \_\_\_\_\_  
 a, b, or c. (for i.e. arts, youth sports, \_\_\_\_\_  
 service clubs) please specify \_\_\_\_\_
7. Is the organization established to provide charitable services in Ontario and use proceeds for objects or purposes which benefit Ontario residents? \_\_\_\_\_
8. Is the charitable benefit to be achieved by the applicant denied to any segment of the community of Peterborough?  
\_\_\_\_\_
9. Does a large portion or percentage of the community of Peterborough, as a whole, benefit by the fund raising of the applicant? \_\_\_\_\_
10. Is the applicant properly organized such that it is separate from any other organization? (e.g. legally, financially, organizationally) \_\_\_\_\_
11. Has the applicant been in operation for at least one (1) year and have a proven charitable mandate?  
\_\_\_\_\_
12. Is there a person(s) who will assume full responsibility for the operation and conduct of the event?  
\_\_\_\_\_
13. For what will the proceeds of the licensed event be used and is the intended use consistent with the classification?  
\_\_\_\_\_
14. Is the organization registered with The Department of National Revenue as a Charitable Organization?  
Registration No: \_\_\_\_\_ Date Issued: \_\_\_\_\_
15. Is the organization designated Charitable by The Ministry of Consumer and Commercial Relations - Companies Branch (Ontario)? \_\_\_\_\_
16. Is the organization PRESENTLY licensed by any other Municipality in Ontario? \_\_\_\_\_  
If so, which municipality and type of lottery? \_\_\_\_\_

***This questionnaire must be completed and signed by two principal officers of the organization.***

Signed		Signed	
Title		Title	
Bus. Phone		Bus. Phone	
Res. Phone		Res. Phone	

## **REQUIRED DOCUMENTS TO BE SUBMITTED WITH CHARITABLE QUESTIONNAIRE**

1. If applicable to your organization a copy of Letters Patent (Incorporation papers).
2. A copy of your organizations constitution or by-laws bearing the signature of three directing officers.
3. If applicable to your organization a copy of the Revenue Canada Registration Approval.
4. A copy of Affiliation approval from Provincial/District governing body (e.g. For minor sports groups)
5. A complete list of executives, indicating the title, name, address and telephone number of each and indicate the effective period.
6. A complete membership list if less than 100 members showing addresses. If it is a minor sports group, list the teams and the age groups of each team.
7. A copy of the budget or financial statements for the preceding and coming years.
8. Letter stating the proposed use of proceeds, which must be consistent with the primary objects, and purposes of the organization, which must be of a charitable nature consistent with at least one of the four classifications of charitable purposes.

### **MINIMUM REQUIREMENTS OF A CONSTITUTION**

**NOTE:** For the purpose of proving eligibility as a charity, the constitution of an organization **MUST**, as a minimum, include the following:

- the organizations's name;
- the organization's purpose;
- the organization's structure (i.e. president, secretary, treasurer);
- a clause stating that the organization shall be carried on without purpose of gain for its members;
- any profits or other gifts or money to the organization shall be used solely to promote the purpose or objectives of the organization;
- a statement that upon dissolution of the organization, any remaining funds will be given to a recognized charity;
- the effective date of the organization; and
- signature of at least three (3) of the organizations directing officers



City of  
Peterborough

## LOTTERY LICENCE ELIGIBILITY GUIDELINES

### **THE FOLLOWING PRE-REQUISITES ARE MANDATORY TO BE CONSIDERED ELIGIBLE FOR A LOTTERY LICENCE:**

---

- Organizations must have been in existence for at least one (1) year before being considered eligible for lottery licences.
- The organization must have a place of business in Ontario, demonstrate that it is established to provide charitable services in Ontario and use proceeds for objects or purposes which benefit Ontario residents

#### **The primary purposes of an organization are determined by considering:**

- the mandate of the organization as set out in its incorporation documents or documents stating the organization's objects
- the objects of the organization as described in its application for licence
- the services which have actually been provided by the organization to the community

Canada's Criminal Code permits charitable and religious organizations to conduct a lottery scheme to raise funds pursuant to a licence being issued. Organizations must have a demonstrated charitable or religious mandate to qualify. The courts have determined that the term "charitable" refers to organizations which provide programs for:

- a) the relief of poverty;
- b) the advancement of education;
- c) the advancement of religion;
- d) other charitable purposes beneficial to the community

### **TYPES OF CHARITABLE AND RELIGIOUS ORGANIZATIONS**

---

Types of organizations in the four categories of charitable mandate include those providing for:

#### **a) THE RELIEF OF POVERTY**

Organizations providing assistance to:

- the sick and dying
- disabled persons
- the homeless
- victims of crime
- rehabilitating young offenders and parolees

Funds may be provided to individuals or families where the relief is a short-term or one-time payment intended to relieve an exceptional or unusual condition or circumstance. (e.g. helping a family whose house has burnt down)

#### **b) THE ADVANCEMENT OF EDUCATION**

To be eligible, an organization must provide public programs which:

- are geared to scholastic and vocational training for individuals and lead to a recognized diploma or certificate, or
- advance a recognized field of knowledge which leads to an accredited degree, diploma or certificate, and
- do not include professional development

Examples of organizations that could be eligible:

- elementary and secondary public and Roman Catholic separate schools
- accredited colleges and universities
- private schools registered with Revenue Canada as a charitable organization
- parent/teacher associations or other groups which are non-profit entities and which support one of the above types of institutions
- scholarship or bursary funds registered with Revenue Canada as a charitable organization

## c) THE ADVANCEMENT OF RELIGION

Religious organizations must demonstrate that programs and services assist in the delivery of religious services and programs to the community. A religious body is considered charitable when its activities serve religious purposes for the public good. Other activities that advance religion include:

- organizing and providing religious instruction, and performing pastoral and missionary work; and
- establishing and maintaining buildings for worship and other religious use

## d) ANY PURPOSE BENEFICIAL TO THE COMMUNITY

To qualify an organization must demonstrate that:

- it is operated on a not-for-profit basis, and its purposes include charitable or religious objects,
- its services are offered to a significant portion of the public, and
- the proposed use of proceeds are consistent with its mandate

Eligible organizations include those with mandates in:

- culture and arts
- health and welfare
- physical education
- community support
- youth sports where majority of players are under 18
- service to the community (service clubs)

## LOTTERY SCHEMES THAT MUNICIPALITIES LICENCE

---

A Municipality may issue licences to conduct the following lottery schemes:

- Bingo events with prize boards \$5,500 and under
- Media bingo events
- Ticket Raffle lotteries for total prizes \$50,000 and under
- All Break Open ticket lotteries not licenced by the provincial office
- Bazaars

## ORGANIZATIONS NOT CHARITABLE FOR LOTTERY LICENCING PURPOSES

---

Types of organizations which cannot be considered charitable include:

- social clubs
- professional associations, unions, employee groups
- elected representative groups including municipal, regional, provincial and federal governments
- government ministries, agents or bodies
- political lobby groups
- political parties
- adult hobby groups
- private sports clubs (e.g. golf/curling)
- adult sports teams

If one of these groups wish to raise funds to donate to charities, it must become recognized as a charitable organization with an established charitable mandate, either through incorporation or by constitution and by-laws, and apply for lottery licenses to be used for projects or donations that are consistent with its charitable mandate.