

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC
BY-LAW #13-18

BEING A BY-LAW TO APPOINT A LOTTERY LICENSING OFFICER AND
LOTTERY LICENSE PROGRAM ADMINISTRATOR FOR THE CORPORATION
OF THE TOWNSHIP OF NORTH FRONTENAC AND TO REPEAL BY-LAW
#71-16

WHEREAS pursuant to Section 227 of the *Municipal Act, S.O. 2001, Chapter 25* and amendments thereto, it is the role of the officers and employees of the municipality, (a) to implement council's decisions and establish administrative practices and procedures to carry out council's decisions; (b) to undertake research and provide advice to council on the policies and programs of the municipality; and (c) to carry out other duties required under this or any Act and other duties as assigned by the municipality;

AND WHEREAS guidelines established by policy of the Council of the Township of North Frontenac provide that Council may appoint a Lottery Licensing Officer and Lottery Licensing Program Administrator;

AND WHEREAS the Council of the Township of North Frontenac deems it expedient to appoint Lottery Licensing Officer and Lottery Licensing Program Administrator.

NOW THEREFORE Council of the Corporation of the Township of North Frontenac enacts this "Lottery License By-law" as follows:

THAT the Administrative Assistant to the Clerk's Department is hereby appointed as Lottery Licensing Officer for the Corporation of the Township of North Frontenac and shall perform such duties as prescribed in Schedule "A" to this by-law and Provincial and Federal Legislation; any other duties that may from time to time, be assigned by Council by by-law or resolution.

AND THAT the Deputy Clerk is hereby appointed as Lottery Licensing Program Administrator for the Corporation of the Township of North Frontenac and shall perform such duties as prescribed in Schedule "B" to this by-law and Provincial and Federal Legislation; any other duties that may from time to time, be assigned by Council by by-law or resolution.

AND THAT Schedules "A" and "B" are hereby attached and shall form part of this by-law.


AND THAT all resolutions, by-laws or parts of by-laws passed which are contrary to or inconsistent with this by-law are hereby repealed.

AND THAT By-law #71-16 appointing a Lottery Licensing Officer and Lottery License Program Administrator is hereby repealed;

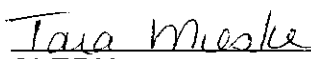
AND THAT this by-law shall come into full force and effect from and after its passing.

READ a first and second time this 9th day of March, 2018.

READ a first and second time this 9th day of March, 2018.



MAYOR



CLERK

**TOWNSHIP OF NOTH FRONTENAC
BY-LAW NO. 13-18
SCHEDULE "B" – LOTTERY LICENSING PROGRAM ADMINISTRATOR**

Lottery Licencing Program Administrator

Roles and Responsibilities:

1. Determine whether an organization is eligible for lottery licensing in Ontario, according to the guidelines set out in Chapter 2 of the Lottery Licensing Policy Manual (LLPM);
2. Review completed Lottery License submissions to ensure all documentation has been provided.
3. Ensure the licensees meet the requirements of the Criminal Code of Canada, the Orders-in-Council and the terms and conditions of their licenses.
4. To set-up, manage and maintain a records management system for charitable organizations.
5. Preparation of Notices for delinquent organizations.
6. Periodic inspection and auditing of lottery events.
7. To assist the Lottery Licensing Officer and act as back-up to the Lottery Licensing Officer.
8. Any other duties as may be required by provincial legislation and/or Council resolution.

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC
BY-LAW #71-16

BEING A B-LAW TO APPOINT A LOTTERY LICENSE PROGRAM
ADMINISTRATOR AND LOTTERY LICENSING OFFICERS FOR THE
CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC AND TO
REPEAL BY-LAW #59-12

WHEREAS pursuant to Section 227 of the *Municipal Act, S.O. 2001, Chapter 25* and amendments thereto, it is the role of the officers and employees of the municipality, (a) to implement council's decisions and establish administrative practices and procedures to carry out council's decisions; (b) to undertake research and provide advice to council on the policies and programs of the municipality; and (c) to carry out other duties required under this or any Act and other duties as assigned by the municipality;

AND WHEREAS guidelines established by policy of the Council of the Township of North Frontenac provide that Council may appoint a Lottery Licensing Officer and Program Administrator;

AND WHEREAS the Council of the Township of North Frontenac deems it expedient to appoint Lottery Licensing Officers and Program Administrator.

NOW THEREFORE Council of the Corporation of the Township of North Frontenac enacts this "Lottery License By-law" as follows:

THAT the Building Department Support Clerk and the Administrative Assistant to the Clerk's Department are hereby appointed as Lottery Licensing Officers for the Corporation of the Township of North Frontenac and shall perform such duties as prescribed in Schedule "A" to this by-law and Provincial and Federal Legislation; any other duties that may from time to time, be assigned by Council by by-law or resolution.

AND THAT the Deputy Clerk is hereby appointed as Lottery Licensing Program Administrator for the Corporation of the Township of North Frontenac, effective September 2, 2016 and shall perform such duties as prescribed in Schedule "B" to this by-law and Provincial and Federal Legislation; any other duties that may from time to time, be assigned by Council by by-law or resolution.

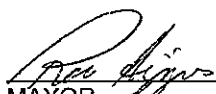
AND THAT Schedules "A" and "B" are hereby attached and shall form part of this by-law.

AND THAT all resolutions, by-laws or parts of by-laws passed which are contrary to or inconsistent with this by-law are hereby repealed.

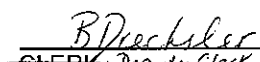
AND THAT By-law #59-12 appointing a Lottery Licensing Officer and Lottery License Program Administrator is hereby repealed.

READ A FIRST AND SECOND TIME, THIS 2nd DAY OF SEPTEMBER, 2016.

READ A THIRD TIME AND FINALLY PASSED THIS 2nd DAY OF SEPTEMBER, 2016.



MAYOR



CLERK Deputy Clerk

**TOWNSHIP OF NOTH FRONTENAC
BY-LAW NO. 71-16
SCHEDULE "A" – LOTTERY LICENSING OFFICER**

Roles and Responsibilities:

1. To exercise lottery licensing authority in the best interests of the residents of the municipality.
2. To ensure on-going eligibility of licensees.
3. To report any information required by the Registrar, including the number and type of licenses issued and fees collected to the Lottery License Administrator for review.
4. To ensure the applicants have a fair opportunity to participate in lottery schemes.
5. To collect required information from the applicant for administrative records.
6. To issue and sign approved licenses, as required.
7. To assist the Lottery Licensing Administrator in the daily maintenance of the Lottery Licensing program for the municipality, such as filing, assist with inspections, and assist with financial audits.

**TOWNSHIP OF NOTH FRONTENAC
BY-LAW NO. 71-16
SCHEDULE "B" – LOTTERY LICENSING PROGRAM ADMINISTRATOR**

Lottery Licencing Program Administrator

Roles and Responsibilities:

1. To set-up, manage and maintain a records management system for charitable organizations, including a records retention schedule.
2. To administer requests for information as set out in the Municipal Freedom of Information and Protection of Privacy Act.
3. Review completed Lottery License submissions to ensure all documentation has been provided.
4. Preparation of Notices for delinquent organizations.
5. Periodic inspection and auditing of lottery events.
6. To assist the Lottery Licensing Officer(s) and act as back-up to the Lottery Licensing Officer(s).
7. Any other duties as may be required by provincial legislation and/or Council resolution.