

Policy Number	1.14
Title	Contest and Lotteries Policy
Section	1: General
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This policy ensures that the Cobourg Public Library (CPL) is compliant with all legislation related to contests and lotteries, and outlines the circumstances in which it is appropriate for CPL staff, board members, and/or family members to participate in CPL contests.

Definitions

According to the Competition Act, a promotional contest is defined *"as any contest, lottery, game of chance or skill, or mixed chance and skill, or disposition of any product or other benefit by any mode of chance, skill, or mixed chance and skill, for the purpose of promoting, directly or indirectly, the supply or use of a product, or for the purpose of promoting, directly or indirectly, any business interest."*

Policy

Contests and Lotteries

In order to comply with applicable legislation, CPL commits to providing the following information to the public for each contest it runs:

- Number and value of prizes
- Geographic area(s) to which the prizes relate
- Skill testing question requirement (if there is one)
- Contest closing date
- Any important information relating to the chances of winning (such as odds of winning)
- Method of selecting winners (i.e. skill or random)
- Method of no purchase entry

CPL also commits to contacting winners and/or distributing prizes as soon as possible after the contest closing date.

CPL, as a public library constituted under the Public Libraries Act, is not eligible for a lottery license, and therefore cannot run a lottery to raise funds. To be considered a "contest" and not a "lottery" the contest must be free for the public to enter and/or there must be a method of "no purchase entry" available to the public.

Participation in CPL Contests

The intent of promotional contests is to encourage increased awareness and/or use of an CPL program or service by the public.

In order that there be no perception of bias, CPL staff, board members and/or immediate family members, may not participate in any CPL contest open to members of the public. Even in the case where a CPL staff member, board member and/or immediate family member may be considered to be participating as a customer (i.e. attending an adult program with a door prize), they are still not eligible to participate in the contest component of the program.

Prize winners may be asked to sign a declaration indicating they are not library employees, board members, or their immediate family members.

Exception: Merit-based contests: Staff, Board members and their immediate families may apply to merit-based contests where blind judging is carried out by a panel of independent community members who are not employees of the library, or Board members.

The library will include information about contest ineligibility on promotions.

Definitions/Clarifications

Immediate Family: "Immediate family" includes: parents, "common-law partner" (of at least one year) or spouse, brothers or sisters, and children of the employee/board member, and the employee/board member's partner, grandparents and grandchildren.