

Cannabis Regulatory Policy Manual

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Chapter 1 – General Information

1. Introduction

- a. Provincial and federal laws define the rights and responsibilities of persons involved in the provincially-regulated sector of the cannabis industry in Saskatchewan. The Saskatchewan Liquor and Gaming Authority (SLGA), a corporate body created by law, issues permits and registrations for the sale and distribution of cannabis, and regulates the operation of businesses for which a permit or registration has been issued.
- b. The operation of a cannabis business is governed by *The Cannabis Control (Saskatchewan) Act*, *The Cannabis Control (Saskatchewan) Regulations*, and terms and conditions imposed on a permit or registration. A permit holder (referred to as a permittee in the *Regulations* and in this Manual) or registrant must also operate their business and premises in accordance with municipal, provincial and federal laws.
- c. The purpose of this Manual is to help cannabis permittees and registrants and their employees to understand and comply with the requirements and responsibilities concerning the day-to-day operation of the business. Specifically, this Manual highlights key provisions from *The Cannabis Control (Saskatchewan) Act*, and *The Cannabis Control (Saskatchewan) Regulations*, and documents SLGA's policies and standard permit and registration terms and conditions.

2. How to Use this Manual

a. Overall Organization

- i. This Manual is organized into chapters, as outlined in the Table of Contents. Section breaks assist identifying the name and location of each of the chapters.
 1. Three chapters deal with specific classes of cannabis permits or cannabis registrations, each of which has information relevant only to the specific class of cannabis permit or registration. *For more information about the different classes of permits or registrations, see the following: Chapter 3 – Cannabis Retail Permit; Chapter 4 – Cannabis Wholesale Permit; Chapter X – Supplier Registration.*
 2. The information in the remaining chapters applies equally to all classes of cannabis permits and registrations unless otherwise indicated.

b. Revisions to Material in Manual

- i. SLGA will post new or revised material on the SLGA website as required. For a quick and easy *Cannabis Regulatory Policy Manual* update visit: www.sлга.com .

3. Federal, Provincial, and Municipal Responsibilities
 - a. The federal government is responsible for regulation of establishments involved in the cultivation, production and processing of cannabis and:
 - i. Establishes a common legal cannabis framework that applies across Canada;
 - ii. Licenses and regulates businesses involved in the production, processing, and packaging of cannabis;
 - iii. Establishes and enforces product and production standards;
 - iv. Establishes and enforces packaging and labelling standards;
 - v. Establishes and enforces advertising and promotion standards across all levels of the cannabis industry; and
 - vi. Oversees industry-wide tracking and reporting requirements, including reporting by SLGA on behalf of cannabis retail permittees, cannabis wholesale permittees and registrants.
 - b. SLGA is responsible for the regulation of the distribution and sale of cannabis in Saskatchewan. In this capacity, SLGA:
 - i. Reviews permit and registration applications and renewals;
 - ii. Issues permits and registrations;
 - iii. Inspects establishments;
 - iv. Investigates complaints;
 - v. Enforces terms and conditions, regulations, and legislation respecting the operation of establishments;
 - vi. Educates permittees and registrants about the regulatory requirements for the purposes of preventing violations in establishments.
4. Legislation, Regulations, Policies and Terms and Conditions
 - a. *Cannabis Act*
 - i. The *Cannabis Act* is the federal legislation that creates the legal framework for the possession, distribution, and sale of cannabis in Canada.
 - b. *Cannabis Regulations*
 - i. The *Cannabis Regulations* provide additional details about the legal framework outlined in the *Cannabis Act*.
 - c. *The Cannabis Control (Saskatchewan) Act*

- i. *The Cannabis Control (Saskatchewan) Act* is the primary legal source that grants rights to and imposes requirements and responsibilities on Saskatchewan permittees and registrants, and their employees.
 - ii. SLGA may impose sanctions on a cannabis permittee or registrant where it fails to comply with *The Cannabis Control (Saskatchewan) Act*.
 - d. *The Cannabis Control (Saskatchewan) Regulations*
 - ii. Regulations are also a form of law. They provide additional details about topics addressed in the *Act*.
 - iii. SLGA may impose sanctions on a cannabis permittee or registrant where it fails to comply with *The Cannabis Control (Saskatchewan) Regulations*.
 - e. Terms and Conditions on a Permit or Registration
 - i. SLGA may impose specific requirements respecting the operation of an establishment by setting terms and conditions on a permit or registration.
 - ii. SLGA may set terms and conditions that apply to:
 - 1. All classes of permits or registrations;
 - 2. Particular classes of permits or registrations; or
 - 3. An individual permit or registration.
 - iii. SLGA may impose sanctions on a cannabis permittee or registrant where it fails to comply with any of the terms and conditions on a permit or registration.
 - f. SLGA Policies
 - i. SLGA has developed policies to aid its regulation of establishments under *The Cannabis Control (Saskatchewan) Act*, and *The Cannabis Control (Saskatchewan) Regulations*. These policies will help:
 - 1. In explaining to the public and permittees how SLGA interprets and applies *The Cannabis Control (Saskatchewan) Act* and its regulations; and
 - 2. In promoting consistency in the decisions made by SLGA.
 - ii. SLGA considers and applies its policies when determining permit refusals, suspensions, cancellations and administrative penalties (fines). However, in unique or other appropriate circumstances, a permittee will have the option to justify, to SLGA's satisfaction, that a policy need not be adopted or applied.
 - iii. A permittee or registrant may contact the Cannabis Licensing and Inspections Branch to get more information about SLGA's policies or to discuss the application of a policy to a particular situation. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

5. Permit and Registration Classes

- a. SLGA issues the following classes of cannabis permits:
 - i. Cannabis Retail Store Permit – Available where the primary business and source of revenue generated in the premises is the sale of cannabis products, cannabis accessories and cannabis ancillary items for consumption and use off the premises.
 - ii. Cannabis Wholesale Permit – Available to businesses that want to engage in the wholesale purchase and distribution of cannabis.
 - iii. SLGA issues cannabis registration to federal cannabis licensees, commonly known as licensed producers (LPs), that are authorized to package and sell finished cannabis products. Federal cannabis licensing changes implemented on October 17, 2018 resulted in the elimination of the license category ‘licensed producer’ (LP) and most such licenses were converted to processing licences and remain eligible to register with SLGA.

Chapter 2 – Permitting Processes

Application forms for cannabis wholesale permits are available on SLGA’s website at www.slga.com/permits-and-licences/cannabis-permits. Potential cannabis retailers can request an application form by contacting the Cannabis Licensing and Inspections Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual. Federal cannabis licensees interested in registering with SLGA should see Chapter 5 of this manual.*

1. General Considerations

During the permitting process, the Cannabis Licensing and Inspections Branch will consider the following:

- a. Compliance with preliminary permit restrictions or pre-conditions;
- b. Eligibility and suitability of the applicant or those individuals associated with the applicant;
- c. Suitability of the location, construction, equipment, furnishings and/or operation of the proposed establishment;
- d. Suitability of any related social media, retail website, and/or any other online presence;
- e. In the case of Cannabis Retail Store Permit applications, whether:
 - i. The applicant is either the successful proponent in a retailer selection process conducted by SLGA, or has purchased an existing cannabis retail store; and
 - ii. If the proposed store location is in a community with more than one cannabis retail store, the applicant would own more than 50% of the available stores in that community if the permit were issued;

2. Retailer Selection

For the initial cannabis retail store permit allocation process announced in March 2018, 32 communities with populations of at least 2,500 individuals (according to eHealth Saskatchewan’s 2015 *Covered Population* report) were identified for at least one cannabis retail store permit to be allocated through a random selection process. Only those proponents selected through the RFP process are eligible to apply for a cannabis retail store permit. On June 1, 2018 proponents selected through the RFP process were announced publicly. Selected proponents were required to begin the cannabis retail store permit application process within 45 days of being notified that they were selected to apply for a cannabis retail store permit. Only those proponents selected through the RFP process or those who subsequently purchased the rights to a cannabis retail store permit are eligible to apply for a cannabis retail store permit.

3. Cannabis Permit Applications

a. Information Required

- i. Ownership and financing of the business, including detailed background information about personal and corporate criminal history, finances, civil litigation, etc.
- ii. Any financial and business agreements related to the proposed cannabis business;
- iii. The physical premises, including proof of possession, building inspection approval, floor plan, and information about compliance with security requirements;
- iv. The inventory management and sales tracking and reporting system that you plan to use;
- v. The proposed operating name and any related websites or social media accounts;
- vi. Municipal approval of location and/or business licence proving compliance with municipal zoning and any restrictions on location; and
- vii. Any other information as determined by SLGA during the permitting process.

b. Personal and Corporate Information

SLGA is required under *The Cannabis Control (Saskatchewan) Act* and by corporate policy to determine whether or not an applicant for a cannabis permit is of good character. When determining good character, SLGA considers the business itself, its owners and key decision-makers, and if necessary, any other businesses and individuals that have direct or indirect control in the business applying for the permit.

- i. Personal disclosure forms, including personal, employment, and criminal history, personal financial information, and consent for SLGA to obtain and release all necessary information, are generally required for:
 - Any individual applicants or partners;
 - If an applicant or partner is an Indian Band, the chief and council members;
 - If an applicant or partner is a corporation, all officers and directors of the corporation, and all shareholders who hold at least 10% or more beneficial and/or voting shares;
 - If a shareholder is a corporation, a personal disclosure form is required for all officers and directors of that corporation, and all shareholders who hold at least 10% or more beneficial and/or voting shares;
 - If a shareholder is an Indian Band, a personal disclosure form is required for the chief and council members;
 - If a shareholder is a trust, a personal disclosure form is required for the trustee and all non-minor beneficiaries who hold at least 10% of legal or beneficial

ownership, along with a copy of the trust agreement or a lawyer’s undertaking describing the trust structure.

- Depending on the ownership and accountability structure of the applicant, SLGA reserves the right to require a personal disclosure form for other stakeholders, including investors, key operating personnel, and associates.
- ii. Corporate disclosure forms, including corporate history, corporate financial information, and consent for SLGA to obtain and release all necessary information, are generally required for:
- Any applicant or partner corporations;
 - Corporations and trusts that hold at least 10% of beneficial or voting shares of applicant or partner corporations;
 - Depending on the ownership and accountability structure of the applicant, SLGA reserves the right to require a corporate disclosure form for other stakeholders, including investors and shareholders that hold less than 10% of shares.
- c. Proof of Possession
- i. A permit can only be issued for physical premises that are in the legal possession of the permittee. This means that the same legal entity(s) named on the permit application must also have legal possession of the retail store, storage facility, and/or warehouse under the same legal structure. For example, if the application is submitted under the partnership “John Doe and ABC Corporation”, the same partnership must hold the lease or title for the premises.
- ii. Documents typically accepted as proof of the applicant’s right to occupy the premises include a lease or sublease, a certificate of title, or an agreement for sale.
- d. Municipal approval and building inspection
- i. A copy of your business licence and/or written approval of the facility location for all wholesale, retail, and related storage facilities.
- ii. A copy of the building inspection approval for all facilities (may be completed by a class 2 or 3 building inspector as required by provincial building standards).
- e. Security Requirements
- See *Appendix: Wholesale and Retail Security* for information about security requirements for cannabis facilities located in Saskatchewan. Note that these requirements are based in part on current information available about Health Canada’s federal tracking and reporting system, and are subject to change at any time.
- f. Inventory Management and Sales Tracking and Reporting System
- Permitted wholesalers and retailers are required to track all additions and reductions to inventory, and to report that information to SLGA on a monthly basis. SLGA will then report

that information to Health Canada and Statistics Canada on behalf of its permitted wholesalers and retailers.

See *Appendix: Cannabis Tracking and Reporting* for information about requirements for inventory and sales tracking and reporting in Saskatchewan. Note that these requirements are based in part on current information available about Health Canada’s and Statistics Canada’s federal tracking and reporting systems, and are subject to change at any time.

g. Processing Time

SLGA recommends that applicants allow at least 90 days for permit application processing. SLGA will not issue a cannabis retail store permit until the physical storefront is approved and ready to begin operating. Cannabis retail store permittees cannot sell cannabis online without also operating a physical storefront.

Several factors may contribute to the time needed to issue a cannabis permit, including:

- i. Any incomplete, missing, or incorrect information on the application;
- ii. Confirmation that the ownership structure and financial information provided are consistent with any RFP submission used to award the opportunity to apply for the permit;
- iii. Review of personal and corporate information, and any related investigations, to establish that the applicant is of suitable character to operate a cannabis business;
- iv. Construction or renovation of physical premises, followed by SLGA inspection;
- v. Configuration of inventory tracking and reporting systems, followed by SLGA confirmation; and
- vi. Confirmation that all owners and employees have taken mandatory social responsibility training.

4. Permit Fees

- a. Application and annual fees for cannabis permits will be assessed for new applications according to the following schedule:

	Application	Annual
Retail Permit (city)	\$2,000	\$3,000
Retail Permit (other)	\$2,000	\$1,500
Wholesale Permit	\$2,000	\$3,000

- b. The application fee is required at the time the completed application is submitted, and is non-refundable. SLGA will not begin processing an application without the fee.

- c. In addition to the application fee, a refundable annual fee is required for all permits, with the first annual fee due before the permit can be issued.
- d. The annual fee can be paid for all three years up front, or in annual installments. The 2nd and 3rd annual fees are due on or before the anniversary of the date the permit was issued. If the fee is not received by the due date, the permit will be immediately suspended, and the business must cease operation until the permit is reinstated. If the fee is not received within 90 days after the due date, the permit will be cancelled.
- e. When a permit is renewed, the annual fees continue to apply but no application fee is required.

5. Permit Renewal

- a. Permits are typically issued for three years, but permittees should consult the expiry date listed on the permit.
- b. A permittee who has not renewed the permit on or before its expiry date is prohibited from selling or purchasing cannabis. It is a criminal offence to sell cannabis without a valid permit.
- c. The Cannabis Licensing and Inspections Branch will send a notice of permit renewal approximately 30 days before the permit's expiry date. A permittee should immediately contact the Cannabis Licensing and Inspections Branch if the notice is not received. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- d. The Cannabis Licensing and Inspections Branch must receive a completed renewal application and the appropriate annual fee before it will consider and, if appropriate, renew the permit. Applications should be submitted well in advance to allow time for processing.
- e. SLGA may refuse to renew a permit for several reasons, including, but not limited to, the following:
 - i. SLGA has evidence that the permittee and/or any of its key people, employees, or associates are not of good character;
 - ii. The permittee has failed to comply with the rules governing the establishment, and the establishment's compliance history is poor;
 - iii. The permittee has changed the layout of the establishment without SLGA's approval; or
 - iv. The ownership, organizational structure, or operating structure of the permittee has changed without SLGA's approval.
- f. If SLGA refuses to renew a permit, the permittee has fifteen (15) days after receiving notice to request a review of the decision by the Liquor and Gaming Licensing Commission. *See Chapter 7(6) of this Manual for information about the Liquor and Gaming Licensing Commission.*

6. Change of Ownership and Transfer of Permit (Wholesale and Retail Permits)

As a general rule, a permit cannot be transferred to any other person, except in limited circumstances as described below.

Appropriate legal documentation will be required in all cases, including where appropriate a sale of shares agreement and updated personal and corporate disclosure forms. Unreported changes to ownership may result in voiding of an existing permit or delayed renewal while SLGA completes an evaluation of the new owner's character.

a. Sale of Business

- i. Where an existing cannabis business is sold to a new owner, the purchaser must apply and qualify for a permit before taking over the business. Time for the permitting process should be built into the possession date of any sale or lease agreement.
- ii. No floor plans are required unless the applicant proposes to change the layout of the establishment.

b. Restructuring

- i. Corporations can make changes to their ownership and executive management without applying for a new permit, but must report any changes immediately to the Cannabis Licensing and Inspections Branch. In most cases, the proposed changes will require an evaluation of an individual's character for the purposes of *The Cannabis Control (Saskatchewan) Act*. See Section 3(b) above for more information about the information required to evaluate personal and corporate suitability.

c. Limited Transfer Options

- i. SLGA may change the named owner(s) on an existing permit under the following limited circumstances (a transfer application is required in all cases):
 1. One of the permitted partners is removed from the list of owners;
 2. A sole proprietor establishes a corporation in which he or she is the sole officer, director and shareholder;
 3. A partnership establishes a corporation in which some or all of partners are the sole officers, directors and shareholders;
 4. A permitted corporation establishes a new corporation in which some or all of the officers, directors and shareholders are the sole officers, directors and shareholders (any new shareholders must hold less than 10% of the shares of the new corporation);
 5. A permitted corporation whose sole officer, director and shareholder establishes a sole proprietorship;

6. A permitted corporation whose officers, director and shareholders form a partnership;
 7. A trustee in a bankruptcy case or a court-appointed receiver acquires the business of a permittee as trustee in bankruptcy or as court appointed receiver;
 8. A mortgagee, franchisor or lessor takes lawful possession of the permitted premise.
- ii. SLGA will not grant a transfer of a permit if:
1. At the time of the application, SLGA is of the opinion that it would not issue a permit to the applicant if they were applying for a new permit at that time;
 2. SLGA proposes to suspend or cancel the permit, unless the suspension is overturned by the Liquor and Gaming Licensing Commission or served by the existing permittee;
 3. SLGA imposes new terms and conditions on the permit;
 4. SLGA assess a penalty against the existing permittee pursuant to Section 5-6 of the Act (administrative penalties section);
 5. The good character requirement has not been met; and
 6. The permit was surrendered or is no longer in effect.
7. Death of Permittee (Wholesale and Retail Permits)

If a sole proprietor permittee dies, the permit will continue in force until it expires. The rights and responsibilities associated with the permit must be exercised only by the trustee, executor, or administrator of the estate of the deceased permittee approved by SLGA.

8. Adding and Changing Locations (Wholesale and Retail Permits)

All new premises must be deemed suitable for permitting by SLGA before the permit will be amended. *For more information about suitability requirements for different types of establishments, see the Chapter relevant to your permit type.*

- a. A cannabis retail store permit may be issued for only one retail store facility at a time, and may have one or more storage facilities associated with that permit. All cannabis retail store permits must be issued for locations in the municipality for which the cannabis retail store permit was originally allocated.
- b. A Cannabis Wholesale Permit may have one or more warehouse facilities associated with that permit.
- c. The permittee must obtain SLGA approval of the new location before beginning to operate a cannabis business in that location. SLGA will inspect the premises as part of the approval process, so the permittee should allow sufficient time for this to take place. The following information will be required for SLGA's review:

- i. Proof of possession;
 - ii. Building inspection approval;
 - iii. Floor plan;
 - iv. Information about compliance with security requirements; and
 - v. Proof of compliance with municipal zoning and any restrictions on the location.
9. Changes to the Layout of a Permitted Facility
 - a. A permittee who wants to change the layout of any area of a permitted cannabis facility must obtain approval from SLGA before beginning renovations. Details of the requested changes, including revised floor plans and an engineer’s report for any changes to cannabis storage areas should be sent to the Cannabis Licensing and Inspections Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

Information about requirements for the physical layout of a retail store can be found in Chapter 3 – Cannabis Retail Store Permit. For information about security requirements, please consult Appendix: Warehouse and Retail Store Security.
10. Damaged/Destroyed Facilities (Wholesale and Retail Permits)
 - a. If a permitted retail store, retail storage facility, or warehouse is destroyed, the permit will continue in effect for up to 12 months or until it expires, whichever comes first, unless SLGA is advised by the permittee that the facility will not reopen under existing ownership. SLGA may amend the permit to reflect:
 - i. New premises constructed on the site of the destroyed premises; or
 - ii. New premises occupied or constructed on any other site within the same municipality.
11. Temporary and Permanent Closures (Wholesale and Retail Permits)
 - a. A cannabis retail store or warehouse may close for any reason for up to 90 days without affecting the permit. The permittee must notify SLGA in writing at the time of closure and prior to re-opening.
 - b. If the store or warehouse has not re-opened after 90 days, the permit will be closed permanently and a new application will be required to re-open the business, except as noted below:
 - i. When a retail store or warehouse closes because it is damaged or destroyed, the permittee will remain eligible for the permit in premises repaired, rebuilt, or relocated in the same municipality for up to 12 months from the date the damage occurred. SLGA may extend this period at its discretion.

- c. In the case of a retail store, if the store is not re-opened within the 90 day or 12 month time frame appropriate to the circumstances of that store, the permittee will forfeit any claim on the permit and SLGA will have the right to allocate the permit opportunity to another operator according to a process established by SLGA. SLGA may extend this time frame at its discretion.
 - d. If a closed cannabis retail store is sold or leased to another potential permittee, the permit opportunity will be available to the new applicant for up to 90 days or 12 months, as appropriate, from the date of closure. The new applicant must apply and qualify for a permit according to the requirements outlined in Section 2(3) above.
 - e. A permittee may voluntarily give up claim to a retail store permit by advising SLGA in writing. In this case, the opportunity will immediately become available for allocation to another operator in accordance with a process established by SLGA;
12. Handling of cannabis upon closure or permit cancellation
- a. When a cannabis permit is cancelled or closed a cannabis permittee will forfeit to SLGA all cannabis in their possession unless SLGA has provided authorization for the cannabis permittee to dispose of the cannabis after the cannabis permit is no longer in effect. The authorization provided by SLGA will be for a limited period of time.
 - b. Authorization to possess cannabis after a permit is no longer in effect must be sought and provided before the cannabis permit has been cancelled or closes.
 - c. If a cannabis permittee does not request authorization or authorization is not granted, cannabis in the possession of the cannabis permittee when the permit ceases to be in effect will immediately be forfeited to SLGA.
 - d. Cannabis permittees that SLGA has authorized to possess cannabis after their permit is no longer in effect must only do so in accordance with the terms and conditions of SLGA's authorization. For instance, cannabis permittees may be able return cannabis to a supplier, sell or transfer cannabis to another cannabis permittee, or destroy cannabis.
 - e. Any remaining cannabis at the conclusion of the authorization period is forfeited to SLGA.
 - f. If cannabis is forfeited to SLGA, SLGA will apply to the court for the appointment of a trustee who will be responsible for the cannabis.

Chapter 3 – Cannabis Retail Store Permit

1. Primary Business
 - a. The primary purpose of a cannabis retail store permit is the retail sale of cannabis, cannabis accessories, and cannabis ancillary items for consumption in a private place. A cannabis retail store permittee must operate a retail storefront, and may also sell to individuals in Saskatchewan via a website using delivery or pick-up at the retail store.
 - b. Cannabis retail store permittees may also make wholesale sales to other Saskatchewan cannabis retail store permittees. There is no limit on the volume of these sales.
2. Concentration of Ownership **[Under Development]**
 - a. In municipalities with more than one cannabis retail store permit, no cannabis retail store permittee or other legal entity (for example, corporation, partnership) or individual will be allowed to control more than 50% of the available cannabis retail store permits in the municipality.
 - b. SLGA will review ownership interests to the level of 10% or more beneficial or voting shares.
3. Facility Standards
 - a. Suitability of a Cannabis Retail Store Facility
 - i. SLGA allows a cannabis retail store permit to be issued and continue to remain in effect only if the location, construction, equipment, furnishings, and operation of the premises consistently meet the standards set out in *The Cannabis Control (Saskatchewan) Act*, *The Cannabis Control (Saskatchewan) Regulations*, and terms and conditions on a permit. If these standards are not met, SLGA may refuse to issue or renew a permit or may impose sanctions against the cannabis retail permittee up to and including the cancellation of the permit.
 - ii. The cannabis retail store permittee is responsible for ensuring that the premises complies with the facility standards set out in building codes, health and fire regulations, and other relevant federal, provincial and municipal legislation and regulations.
 - iii. Cannabis retail store permittees must provide bona fide retail storefront facilities sufficient to serve the local market.
 - b. Standalone Definition

- i. A cannabis retail store must operate as a standalone facility. To be considered standalone, a cannabis retail store must operate its cannabis sales physically independent from any other business activity, and must have the following characteristics:
 1. Is customer-accessible via an exterior door and/or a door that opens onto a common entry space (for example, a foyer or hallway in a shopping mall);
 2. Operates in a retail space that is enclosed and separated from any other business by floor-to-ceiling walls, with no open doorways or direct access between it and another business activity;
 3. Has a point of sale terminal that is not shared by any other business and, if the terminal is part of another system, it must be able to keep records and reporting separate from other business points of sale in that system;
 4. Displays and sells only cannabis, cannabis accessories, and cannabis ancillary items as defined by SLGA in subsection 12, Product Offerings and Price, below;
 5. Prevents individuals from viewing or otherwise accessing cannabis, cannabis accessories or cannabis ancillary items from outside the cannabis retail store premises.
- c. Security Standards

See Appendix: Warehouse and Retail Store Security for information about the security standards for retail stores.
- d. Storage facilities
 - i. The cannabis retail store may acquire sufficient storage facilities to maintain inventory for the cannabis retail store and/or the processing of online sales conducted under the cannabis retail permit. It may also provide wholesale sales to other Saskatchewan cannabis retail store permittees from the retail store and/or storage facility.
 - ii. If cannabis is stored at a location away from the retail store, the address of the storage facility must be provided to SLGA. This storage facility does not have to be located in the same municipality as the retail store.
 - iii. Where the cannabis retail store permittee operates more than one cannabis retail store, it is not necessary to have a separate storage facility for each store. For example, a cannabis retail permittee that operates a store in each of Saskatoon and Regina could have a single storage facility to hold inventory for both stores in Davidson.
 - iv. All storage facilities used by a cannabis retail store permittee must satisfy the security requirements established for cannabis retail stores. *See Appendix: Warehouse and Retail Store Security for more information.*
 - v. Storage facilities will be subject to inspection on the same terms as the premises of a cannabis retail store.

e. Use of SLGA Logo

The cannabis retail store permittee shall not use SLGA's name or logo otherwise without the written consent of SLGA.

4. Business Name

- a. Cannabis retail stores must be named in a way that is not misleading or that implies the cannabis retail store permittee is a retailer of medical cannabis. For example, the words 'pharmacy,' 'apothecary' and 'dispensary' all have meanings linked to the selling of medicines so these words cannot be used in association with a non-medical cannabis store.
- b. Your choice of business name may also affect your ability to advertise your business as the *Cannabis Act (Canada)* limits the use of lifestyle elements for the promotion of cannabis and cannabis services. *Questions related to advertising and promotions should be directed to Health Canada, which is responsible for enforcing the Cannabis Act (Canada). See the Appendix to this Manual for Health Canada contact information.*

5. Staffing

- a. Cannabis retail store permittees shall not employ or allow an individual under the age of 19 to handle or sell cannabis or cannabis accessories in any manner.
- b. Cannabis retail store permittees shall ensure that all persons working in the cannabis retail store are familiar with, understand and comply with the *Cannabis Act (Canada)*, the *Cannabis Regulations (Canada)*, *The Cannabis Control (Saskatchewan) Act*, *The Cannabis Control (Saskatchewan) Regulations*, policies and terms and conditions at all times.
- c. Every person employed in the sale and service of cannabis in the cannabis retail store must successfully complete the CannaSell SK: Responsible Cannabis Sales training program before selling or providing services related to cannabis or cannabis accessories in a cannabis retail store. *See the Appendix to this Manual for more information about the mandatory CannaSell SK – Responsible Cannabis Sales training program.*

6. Minors

- a. A minor is a person under the age of 19.
- b. Minors are not allowed under the *Cannabis Act (Canada)* to view cannabis or cannabis accessories or related advertising, either in a retail store or on a website. Under *The Cannabis Control (Saskatchewan) Act*, a minor cannot enter a cannabis retail store.
- c. A cannabis retail store permittee must take reasonable steps to ensure that minors do not enter the retail store premises, and do not access any promotional information on the retail website except information about availability and/or price.

- d. The sale of cannabis or cannabis accessories to minors is prohibited. A cannabis retail store permittee or the employees of a cannabis retail store permittee must demand proof of age on all transactions involving cannabis and cannabis accessories, including cannabis or cannabis accessories being delivered.
- e. If any person fails or refuses to produce satisfactory age identification, the cannabis retail permittee or the employees of the cannabis retail permittee must deny service and require the person to leave the cannabis retail store immediately or refuse to complete the delivery.

7. Intoxicated Patrons

- a. The sale of cannabis to intoxicated patrons is prohibited.
- b. Intoxication happens when a person's physical and mental capabilities are diminished by alcohol or a drug. When a person consumes a substance such as alcohol or a drug faster than their body can get rid of it, they become intoxicated. Their behaviour begins to change and they will show signs of intoxication. People who are intoxicated behave and think differently than they normally would.
- c. *The Cannabis Control (Saskatchewan) Act* prohibits cannabis retail store permittees and employees from selling cannabis to anyone who appears to be intoxicated by alcohol or a drug. A person who appears to be intoxicated by alcohol or a drug may:
 - i. Stagger or have an unsteady walk;
 - ii. Have poor coordination;
 - iii. Slur their words;
 - iv. Have bloodshot eyes and/or breath that smells of alcohol;
 - v. Be messy in appearance; or
 - vi. Behave in an overly bold, disruptive manner
- d. Common signs of intoxication cannabis retail store permittees and their employees should consider when determining whether a customer appears intoxicated include:
 - i. The customer's physical appearance:
 - Bloodshot, glassy, or watery eyes
 - Flushed face
 - Droopy eyelids
 - Blank stare or dazed look
 - Twitching or body tremors
 - Disheveled clothing
 - ii. The way the customer speaks:
 - Thick, slurred speech
 - Loud, noisy speech
 - Speaking loudly, then quietly
 - Rambling train of thought

- Unusually fast or slow talking
 - Slow response to questions or comments
 - Repetitive statements
 - Bravado, boasting
 - Making irrational statements
- iii. The customer's attitude:
- Annoying other guests and employees
 - Argumentative
 - Aggressive or belligerent
 - Obnoxious or mean
 - Inappropriate sexually aggressive advances
 - Overly friendly to other guests or employees
 - Boisterous
- iv. The way the customer behaves:
- Swaying, staggering, or stumbling
 - Unable to sit straight
 - Careless with money
 - Difficulty making change
 - Restless
 - Depressed or sullen
 - Crying or moody
 - Extreme or sudden change in behavior
 - Overly animated or entertaining
 - Crude, inappropriate speech or gestures
 - Drowsiness or falling asleep
 - Lack of focus and eye contact
 - Difficulty standing up
 - Unusual walk
 - Falling down or falling off of chair
 - Clumsy
 - Difficulties with memory and attention
 - Disoriented
 - Agitated, anxious
 - Grinding teeth
 - Vomiting
- v. Other signs:
- Odour of alcohol, marijuana or chemicals
 - Excessive perspiration
 - Repeated trips to restroom or outside area

- e. Cannabis retail store permittees and their employees may not know definitively if a customer has consumed an intoxicating substance, but staff are expected to decide if a customer appears intoxicated. It is against the law to sell cannabis to anyone who appears intoxicated by any substance: alcohol, prescription drugs, over-the-counter medication, recreational or illicit drugs, or inhalants.
8. Mandatory identification verification
 - a. A cannabis retail store permittee or the employees of a retail establishment must obtain proof of age from customers before cannabis or cannabis accessories are sold and before delivery is completed.
 - b. SLGA considers the following to be acceptable forms of government-issued identification:
 - Photo Driver’s Licence
 - Passport
 - Firearms Registration Card
 - Armed Forces I.D. Card
 - Permanent Resident Card
 - Government Photo I.D.
 - c. The identification produced by a person should be carefully examined to ensure that:
 - i. the photograph is authentic and has not been substituted;
 - ii. any plastic laminate has not been tampered with;
 - iii. the name and date of birth has not been altered;
 - iv. the signature is verified on photo identification to other forms of identification; and
 - v. the authenticity of the identification is verified by comparing it to a known legitimate piece of identification. For example, compare an individual’s driver’s licence with your own driver’s licence.
 9. Hours and Days of Operations
 - a. Maximum Hours and Days of Cannabis Sale
 - i. A cannabis retail store permittee may open the retail store every day for cannabis sale.
 - ii. Cannabis may be sold or delivered only within the maximum regulated hours for the sale of cannabis and cannabis accessories:
 - Daily, 8:00 a.m. to 3:00 a.m. of the following day;
 - On December 31, 8:00 a.m. to 3:30 a.m. on the following day.
 - iii. The cannabis retail store permittee must comply with all applicable federal, provincial or municipal legislation, by-laws and regulations governing the hours of operation of retail store premises. In particular, cannabis retail store permittees must comply with more

restrictive hours of operations for the cannabis retail store permittees if established by the municipality

- b. Minimum Operating Days and Hours
 - i. A cannabis retail stores must provide in-person retail sales to the public a minimum of 6 hours a days for 5 days a week.
 - ii. SLGA may grant exemptions to minimum operating hours requirements based on local market conditions or cannabis availability. Cannabis retail stores permittees must obtain authorization before reducing hours during which in-person retail sales are provided.

10. Product Knowledge

- a. Retail customers may only be provided with promotional information and product knowledge information that is compliant with the advertising and promotions provisions in the *Cannabis Act* (Canada).
- b. Cannabis retail store permittees may provide cannabis retail store employees with product knowledge sessions at which product knowledge information is shared with employees.
- c. Cannabis retail store permittees may provide cannabis retail store employees with cannabis samples for the purpose of evaluating cannabis products or increasing product familiarity among cannabis retail store employees.
- d. All cannabis samples provided to cannabis retail store employees must be provided for consumption off-site in a private location.

11. Cannabis Trade Shows

- a. Cannabis permittees may not participate in cannabis trade shows that are open to the public or at which cannabis is sold, served, or at which minors are present.
- b. Cannabis retail store permittees may participate in industry-focused trade shows where attendance is limited to cannabis retail store permittees or their employees or contractors, cannabis wholesale permittees or their employees or contractors, or federal cannabis licensees or their employees, agents, or contractors.
- c. All cannabis present must be accounted for through personal possession limits (i.e. no more than 30 g or equivalent of cannabis per vendor representative present).

12. Product Offerings and Pricing

- a. Product Source

All cannabis products offered for sale in a cannabis retail store must be cannabis legally sourced through an approved supplier. Approved suppliers are:

- Saskatchewan cannabis retail store permittees;
- Saskatchewan cannabis wholesale permittees; or
- Federal cannabis licensees registered with SLGA.

It is illegal for a cannabis retail permittee to offer for sale cannabis that was not purchased from an approved source. Unapproved sources include, but are not limited to, home growers, unlicensed cultivators, designated growers under the federal medical cannabis program, wholesalers and retailers located outside of Saskatchewan, and federal cannabis licensees that are not registered with SLGA to supply the Saskatchewan market. The Cannabis Licensing and Inspections Branch can confirm whether or not a business is an approved supplier.

b. Product Standards

i. Product Types

1. Permittees may sell the following classes of cannabis only:
 - a. Dried cannabis;
 - b. Cannabis oil;
 - c. Fresh cannabis;
 - d. Cannabis plants; and
 - e. Cannabis plant seeds.
2. Permittees may not modify cannabis products before they are sold (for example, harvesting flowers from cannabis plants and selling the flowers as either dried or fresh cannabis).

ii. Product Packaging

1. All cannabis products must be sold as packaged for final sale by federally licensed processors and sealed with Saskatchewan excise stamps. Packaging standards are federally regulated by the *Cannabis Act* (Canada) and the *Cannabis Regulations* (Canada).
2. Permittees are prohibited from modifying packages and from selling packages that have been opened or that do not have an intact Saskatchewan excise stamp.

iii. Product Labelling

1. All products must comply with the *Cannabis Act* (Canada) and all applicable Provincial and Federal legislation, regulations, and by-laws pertaining to label standards, promotions, advertising, package sizes, and case markings.

- iv. Product Quality
 - 1. The cannabis retail store permittee must comply with any quality assurance policies implemented by SLGA. As of October 17, 2018 quality assurance policies have not been specified.
 - 2. The cannabis retail store permittee must accept returns of cannabis and cannabis accessories that are subject to recalls issued by the manufacturer, supplier, Health Canada, or SLGA.
 - 3. The cannabis retail store permittee must not sell cannabis or cannabis accessories that are subject to recalls initiated by the federally licensed processor or Health Canada.
 - 4. The cannabis retail store permittee must comply with all Health Canada reporting requirements regarding returns and complaints related to product quality and adverse reactions.
- c. Maximum Quantity Sold
 - i. In a single transaction, cannabis retail store permittees may sell no more than 30 grams of dried cannabis, or its equivalent, to a retail customer. Cannabis retail permittees or their employees must not make sales if they have or should have a reasonable suspicion that the sale will result in the customer possessing more cannabis than the maximum legal public possession limit. For example, a customer cannot make a succession of separate 30 gram purchases in a single visit or multiple, closely-spaced visits.
 - ii. In a single transaction, cannabis retail store permittees may sell no more than 4 cannabis plants to a retail customer.
 - iii. 1 gram of dried cannabis is equivalent to:
 - 1. 5 grams of fresh cannabis;
 - 2. 15 grams of solids containing cannabis;
 - 3. 70 grams of non-solids containing cannabis;
 - 4. 1 cannabis plant seed.
- d. Product Pricing
 - i. Permittees may set their own retail and wholesale prices. Retail pricing must comply with any SLGA Social Reference Price policies. As of October 17, 2018 a social reference price has not been specified.
- e. Social Reference Pricing
 - i. SLGA has the authority to establish minimum retail prices for cannabis products. At this time, no minimum retail price has been set.
- f. Display of Packaged Products

- i. Cannabis and cannabis accessories must not be sold or distributed via a self-service display.
 - ii. All packaged cannabis displayed in a customer area must be accessible only by authorized staff (for example, contained in a locked display case or from a glassed-in counter display to which only staff have access).
 - iii. Cannabis retail store permittees must ensure that cannabis and cannabis accessories in a cannabis retail store are not visible to minors.
 - iv. During any hours that the store is not in operation, all cannabis on the store premises must be stored in a secure cannabis storage area as outlined in Section 5 of *Appendix: Warehouse and Retail Store Security*.
- g. Display of Product Samples
- i. Cannabis retail store permittees may display cannabis that the retailer has removed from its original packaging for customers to view and smell, under the following conditions:
 - 1. The displayed product cannot be touched or otherwise directly handled by retail customers. Display units must be sealed or otherwise closed to prevent direct access to cannabis by a retail customer.
 - 2. The displayed product is secured against loss. Tethers or RFID tags and receivers are two examples of mechanisms that can be used to secure against loss.
 - 3. The displayed cannabis cannot be sold, and must either be returned to the supplier or destroyed.
 - ii. Containers for displaying product may carry product information and brand preference information in compliance with the *Cannabis Act (Canada)*.
 - iii. All displays of product samples must be compliant with the *Cannabis Act (Canada)* and *The Cannabis Control (Saskatchewan) Act*.
- h. Cannabis Accessories
- i. Cannabis accessories are defined under the *Cannabis Act (Canada)*, and may be sold in a cannabis retail store. Accessories are subject to the same restrictions around advertising, promotions, and visibility as cannabis products themselves.
 - ii. Cannabis retail store permittees must ensure that all cannabis accessories sold in the cannabis retail store comply with the *Cannabis Act (Canada)* and all applicable Provincial and Federal legislation, regulations, and by-laws pertaining to label standards, advertising, package sizes, case markings and display.
 - iii. Cannabis retail store permittees must ensure that cannabis accessories are not accessible in self-service displays.

- iv. Cannabis retail store permittees may not sell any materials intended for uses contrary to the *Cannabis Act (Canada)* or *The Cannabis Control (Saskatchewan) Act*. **Prohibited cannabis accessories include, for example, organic solvents (including large-volume butane canisters) or other products or equipment typically associated with the extraction of cannabinoids through the use of organic solvents.**
- v. SLGA retains the ability to further restrict which cannabis accessories can be sold at cannabis retail stores.
- i. Cannabis Ancillary Items
 - i. Cannabis ancillary items are defined by SLGA, and may be sold in a cannabis retail store.
 - ii. Ancillary items must directly relate to cannabis. Examples of acceptable products include cannabis cookbooks, cannabis magazines, and branded or themed apparel. Examples of products not considered ancillary items include tobacco products, alcoholic beverages, hemp products, lottery tickets, snack foods and beverages, and organic solvents.
 - iii. Cannabis retail stores cannot sell ancillary items that, in SLGA's opinion, may encourage the overconsumption of cannabis, the consumption of illicit cannabis, or the consumption of cannabis by minors.
 - iv. SLGA may adopt further guidelines that restrict the volume and/or types of ancillary items a cannabis retail store may carry.
- j. Non-retail Sales
 - i. Cannabis retail store permittees may sell cannabis products to other cannabis retail store permittees.
 - ii. Cannabis retail store permittees are not permitted to sell cannabis or cannabis accessories to cannabis wholesale permittees or registered LPs.
 - iii. Records of sales to other cannabis retail permittees must identify the purchasing permittee in addition to the information generally required on all cannabis sales.

13. Online, Phone and Fax Orders

- a. Cannabis retail store permittees will be able to take orders online, by phone, or by fax for cannabis, cannabis accessories, or cannabis ancillary items to be delivered to the customer.
- b. Orders, including any delivery or service fees, must be paid for by the customer before they are sent for delivery.
- c. Orders must be delivered by a common carrier, cannabis retail store employee, or liquor home delivery special use permittee. Proof of age of each recipient must be confirmed by the person making the delivery prior to completing the delivery of an order. Orders must not be completed if the recipient is or appears to be intoxicated.

- d. Orders may be processed for delivery from either the retail store or an approved storage facility listed on the permit.
- e. Cannabis and cannabis accessories to be distributed by delivery must be packaged to ensure that they are not visible to minors.
- f. Orders for pick-up may be picked up by customers only at the retail store listed on the permit.
- g. Minors cannot be used in any way to deliver cannabis or cannabis accessories, and cannot be present in the delivery vehicle.
- h. Each sale transaction must not exceed 30 grams of dried cannabis or the equivalent, as defined in Subsection 12(c) above. For online sales, this means that each sale transaction of no more than 30 grams must be shipped separately.
- i. All sales made online, by phone or by fax, and any related deliveries, must be made only to persons located in Saskatchewan.
- j. All sales, including deliveries, must take place within Saskatchewan and must comply with any relevant municipal, provincial, and federal laws.
- k. Sales made online, by phone or fax, including any websites through which such sales are conducted, must be in compliance with all provincial and federal legal obligations, particularly those outlined in the *Cannabis Act* (Canada).
- l. All sales made online, by phone or fax must be placed by the retail customer directly with the cannabis retail store permittee. Cannabis retail store permittees are only allowed to accept online orders through the online store associated with the cannabis retail store permit and are not allowed to process orders initially placed through third-party websites or apps. These restrictions are not intended to prohibit cannabis retail store permittees from using services provided by companies to facilitate their own e-commerce, inventory management and regulatory compliance.
- m. If a cannabis retail store permittee becomes aware that deliveries made by common carriers or home delivery special use permittees are not being delivered according to these standards the cannabis retail store permittee must immediately notify SLGA and cease using that entity to conduct deliveries until the necessary changes have been made to ensure compliance.
- n. All cannabis retail store websites and e-commerce platforms must be compliant with all provincial and federal legal obligations, particularly those outlined in the *Cannabis Act* (Canada) regarding advertising and promotions and the requirement to prevent minors from accessing any information about cannabis other than availability and price. Retail websites are subject to regulation by Health Canada under the *Cannabis Act* (Canada).
- o. Permittees are responsible under federal legislation to ensure that they take reasonable steps to prevent minors from accessing any promotional materials on their website other

than factual information about availability and price. Informational and brand preference promotion must be visible only to individuals who are not minors, and may include such things as:

i. Informational:

- Cannabinoid content
- Species or subspecies
- Strain (variety) name
- Terpene profile
- Production methods such as hand-harvested, hand-trimmed, organic
- Price per gram
- Company's contact information

ii. Brand preference:

- Brand name
- Proprietary strain name
- Trademark
- Tradename
- Distinguishing guise
- Logo
- Graphic arrangement
- Slogan
- Brand production methods

14. Loyalty Programs Prohibited

- a. Cannabis retail store permittees shall not offer loyalty programs on the basis of the sale of cannabis or cannabis accessories.

15. Social Responsibility initiatives

- a. Cannabis retail store permittees shall distribute a print copy of Health Canada's *Consumer Information – Cannabis* document with each cannabis sale. Cannabis suppliers are obligated to provide a copy of this document for each unit of cannabis in an order unless the cannabis retail store permittee provides written confirmation that copies of the document will be independently sourced by the cannabis retail store permittee.
- b. Cannabis retail store permittees making cannabis sales to other cannabis retail store permittees must provide a print copy of Health Canada's *Consumer Information – Cannabis* document with each unit of cannabis sold unless the purchasing cannabis retail store

permittee provides written confirmation that copies of the document will be independently sourced.

- c. Cannabis retail permittees shall display or distribute any responsible use materials or campaigns that are, from time to time, developed or mandated by SLGA.
- d. Every person employed in the sale and service of cannabis in the cannabis retail store must successfully complete the CannaSell SK: Responsible Cannabis Sales training program before selling or providing services related to cannabis or cannabis accessories in a cannabis retail store. *See the Appendix to this Manual for more information about the mandatory CannaSell SK – Responsible Cannabis Sales training program.*

16. Waste Disposal – Cannabis products

- a. The destruction of cannabis must be witnessed by a cannabis enforcement officer and completed to their satisfaction.
- b. Cannabis is considered to be destroyed when it is altered or denatured to such an extent that its consumption and propagation is rendered impossible or improbable. For example, cannabis mixed and shredded 50/50 with organic compost would be considered to be denatured.
- c. Within 30 days of coming into possession of cannabis that must be destroyed the cannabis retail permittee must contact the Cannabis Licensing and Inspections Branch to schedule a supervised destruction with a cannabis enforcement officer.
- d. Destruction must be documented, including an itemized description of the cannabis destroyed, the method of destruction, the date on which the destruction occurred, and the identity of the individual conducting the destruction and the cannabis enforcement officer, and an attestation by the these individuals confirming the accuracy of the report.
- e. All cannabis waste that has been destroyed must be disposed of in compliance with all local, provincial, and federal legal requirements relating to waste disposal.

17. Returns to Retailer

Permittees may accept returns of opened and unopened cannabis product from customers.

- a. Returns – saleable cannabis
 - i. Cannabis retail store permittees may accept returns of saleable cannabis. Only product that is returned in a sealed package with the Saskatchewan excise stamp intact is considered saleable.
 - ii. Returned cannabis in saleable condition may be re-sold by the cannabis retail store permittee.

- iii. Cannabis retail store permittees are not obligated to re-sell cannabis that is considered saleable, in which case it must be treated as non-saleable product and either returned to the supplier or destroyed.
- b. Returns – non-saleable cannabis
 - i. Cannabis retail store permittees must accept returns of cannabis subject to a recall or that are otherwise defective.
 - ii. Returned cannabis that is open, stale-dated, subject to a recall or otherwise known to be defective must not be re-sold by a cannabis retail store permittee.
 - iii. Cannabis retail store permittees may decide to accept returns of open products that are open but not stale-dated, subject to a recall or otherwise known to be defective.
 - iv. All cannabis products that are returned in open packages must be handled in accordance with Subsection 19 - Unsealed Cannabis below.
 - v. Cannabis that is non-saleable but in sealed packages may either be returned to the supplier or destroyed.

18. Returns to suppliers

- a. Cannabis retail store permittees may return saleable or non-saleable cannabis to suppliers on terms agreed to with the supplier.
- b. Any unsealed cannabis that is in the cannabis retail store and intended for return to a supplier must be handled in accordance with Subsection 19 - Unsealed Cannabis below.

19. Unsealed cannabis

- a. When cannabis is removed from a sample display unit, returned by a customer or open for any other reason the cannabis retail store permittee must immediately seal the cannabis in such a way to prevent access to the cannabis without the destruction of the seal.
- b. The seal enclosing the cannabis must include the date on which the cannabis was sealed, the weight of the cannabis in the package (not including packaging), and the reason the cannabis was opened.
- c. In the case of cannabis used for display purposes, each time the package is opened it must be resealed, and the new seal must include the information included on previous seals about the quantity of product in the package and when it was sealed.
- d. All open cannabis must be tracked in the cannabis retail store permittee's inventory management system and included on monthly reports until it is transferred or destroyed.

20. Bulk Transportation

- a. Permittees that are transporting large quantities of cannabis products are required to comply with security requirements established by SLGA. *See Appendix: Cannabis Transportation Security for more information.*
- b. These requirements do not apply to delivery of cannabis to retail consumers.

21. Record-keeping, Inventory Management, and Reporting Requirements

- a. Cannabis retail store permittees must use inventory management software and hardware systems that are capable of maintaining a real-time inventory of all cannabis in the cannabis retail store and any associated storage facilities. The software used by the cannabis retail store permittee must also be capable of preparing automated monthly inventory and sales reports in a CSV format specified by SLGA. Monthly reports are to be submitted digitally to the Cannabis Licensing and Inspections Branch within seven calendar days of the conclusion of the reporting period. Permittees are also required to provide any other information reasonably required by SLGA. *See Appendix: Cannabis Tracking and Reporting.*
- b. Permittees must keep detailed records, specific to each cannabis permitted business, of all additions and reductions to inventory as specified by SLGA.
- c. The cannabis retail permittee shall prepare and keep for a period of not less than two (2) years (or longer as may be required by the Canada Revenue Agency, Health Canada, or Saskatchewan Finance), all original records which would normally be examined by an independent professional accountant in performing an audit of the financial statements for the cannabis retail permit, including:
 - i. Perpetual inventory records;
 - ii. Purchase records and receipts from sales, including cash register tapes or, if applicable, serially numbered sales invoices or registered receipts;
 - iii. Records of returns of cannabis;
 - iv. Records showing the disposition of cannabis removed for any reason except sales from the cannabis retail store inventory, such as return, disposal, or destruction of product; and
 - v. Returns showing payments to the relevant authorities of all amounts collected, paid and remitted.
- d. SLGA shall have the right during normal business hours and without prior notice to the cannabis retail store permittee, to inspect or audit, or cause to be inspected or audited the financial books, records, bookkeeping and accounting records, documents or other materials in respect of the cannabis retail store or other relevant premises of the cannabis retail permittee, to check, verify and tabulate records and accounts, and/or to examine accounting records and procedures affecting the determination of records and accounts.

- The cannabis retail store and cannabis retail store permittee shall be subject to inspections and/or audits by SLGA representatives from time to time to ensure the cannabis retail permittee is in compliance with the *Act, Regulations*, permit terms and conditions and all applicable policies.
- e. On inspection and/or audit, the cannabis retail store permittee shall provide SLGA representatives with all requested documentation and full access to the cannabis retail store permittee's premises, records and accounts, including any off-site warehouse spaces used by the cannabis retail permittee.
 - f. Any deviation between the actual inventory and the inventory level projected by the inventory management system must be reported to SLGA with the subsequent monthly report. If known, the reason for the difference must be identified. Cannabis retail store permittees must take steps to ensure the accuracy of the inventory levels as maintained by the inventory management system.
 - g. Physical inventory must be reconciled with the records maintained in the inventory management system at least twice annually or more often as directed by SLGA.

22. Additional Statutory and Operational Requirements

- a. A cannabis retail permittee must operate the cannabis retail store in accordance with all applicable municipal, provincial and federal laws and regulations. The following information about additional legal obligations is provided for informational purposes only and does not in any way diminish the cannabis retail permittee's responsibility to ensure compliance with all relevant federal, provincial and municipal legal obligations. Additional obligations may include, but are not limited to:
 - i. *The Environmental Management and Protection Act, 2010*;
 - ii. *Food and Drugs Act*;
 - iii. *Cannabis Act*;
 - iv. *Excise Act, 2001*; and
 - v. Municipal bylaws.

Chapter 4 – Cannabis Wholesale Permit

1. Primary Business
 - a. A cannabis wholesale permit may be issued where a source of revenue generated is the wholesale distribution and sale of cannabis and cannabis products to cannabis wholesale permittees and cannabis retail permittees.
2. Facility Standards
 - a. Suitability of Cannabis Wholesale
 - i. The cannabis wholesale permittee must acquire sufficient warehousing facilities for the storage and processing of sales of cannabis and cannabis accessories conducted under the auspices of the cannabis wholesale permit.
 - ii. The cannabis wholesale permittee must ensure that all cannabis in a warehouse is stored securely and that reasonable steps are taken to minimize the risk of theft. See *Appendix: Warehouse and Retail Store Security*.
 - iii. The cannabis wholesale permittee must store cannabis separately from any and all other products stored in a warehouse subject to a cannabis wholesale permit.
 - iv. Facilities subject to a cannabis wholesale permit must be inaccessible to individuals under 19.
3. Staffing
 - a. The cannabis wholesale permittee shall ensure that all persons working in the cannabis wholesale operation are familiar with, understand and comply with the federal *Cannabis Act*, the federal *Cannabis Regulations*, *The Cannabis Control (Saskatchewan) Act, 2018*, *The Cannabis Regulations, 2018*, policies and terms and conditions at all times.
 - b. The cannabis wholesale permittee shall not employ an individual under the age of 19 to handle or sell cannabis or cannabis accessories in any manner.
4. Minors
 - a. Minors are not allowed to enter a cannabis wholesale facility or a vehicle in which cannabis is being transported for commercial purposes.
5. Product Knowledge
 - a. Cannabis Permittees
 - i. Any information about cannabis or cannabis accessories or cannabis or cannabis accessory samples provided by a cannabis wholesale permittee to a cannabis permittee must be compliant with the *Cannabis Act (Canada)* and *The Cannabis Control*

- (Saskatchewan) Act*, and *The Cannabis Control (Saskatchewan) Regulations* restrictions on samples and promotions.
- ii. Cannabis wholesale permittees are able to provide cannabis and cannabis accessory samples and information to cannabis permittees for the purposes of making listing decisions.
- b. Employees
 - i. Any samples provided by a cannabis wholesale permittee to a cannabis wholesale permittee employee must be compliant with the *Cannabis Act (Canada)* and *The Cannabis Control (Saskatchewan) Act*, and *The Cannabis Control (Saskatchewan) Regulations* restrictions on samples and promotions.
 - ii. Cannabis wholesale employees can provide employees with samples for the purposes of product knowledge.
 - c. Retail consumers
 - i. Cannabis wholesale permittees are not allowed to provide free samples of cannabis or cannabis accessories to retail customers.
6. Cannabis Trade Shows
- a. Cannabis wholesale permittees may not participate in cannabis trade shows that are open to the public, at which cannabis is sold, served, at which minors are present or that are not compliant with advertising and promotions provisions in the *Cannabis Act (Canada)* or the *Cannabis Regulations (Canada)*.
 - b. Cannabis wholesale permittees may participate in industry-focused trade show where attendance is limited to cannabis retail store permittees or their employees or contractors, cannabis wholesale permittees or their employees or contractors, or federal cannabis licensees or their employees, agents, or contractors.
 - c. All cannabis present must be accounted for through personal possession limits (i.e. no more than 30 g or equivalent of cannabis per vendor representative present).
7. Product Offerings and Pricing
- a. Product Source
 - i. All cannabis products offered for sale by a cannabis wholesale permittee must be cannabis legally obtained from an approved supplier. It is illegal for a cannabis wholesale permittee to offer for sale cannabis not purchased from an approved supplier. The only approved sources of cannabis for a cannabis wholesale permittee are:
 1. A cannabis wholesale permittee; or
 2. A federal cannabis licensee registered with SLGA.
 - b. Product Standards
 - i. Product labeling

1. All cannabis sold by a cannabis wholesale permittee must comply with the *Cannabis Act* (Canada) and all applicable provincial and federal legislation, regulations, and by-laws pertaining to packaging and labeling standards, promotions, advertising, package size, and case markings.
- ii. Product packaging
 1. All cannabis sold by a cannabis wholesale permittee must be sold as packaged for final sale by federal cannabis licensees and sealed with Saskatchewan excise stamps.
 2. All cannabis must be packaged in accordance with packaging standards established in the *Cannabis Act* (Canada) and the *Cannabis Regulations*.
- iii. Product Quality
 1. The cannabis wholesale permittee must comply with any quality assurance policies implemented by SLGA.
 2. The cannabis wholesale permittee must accept returns of cannabis and cannabis accessories subject to recalls initiated by the manufacturer, supplier, Health Canada, or SLGA.
 3. The cannabis wholesale permittee must not sell cannabis or cannabis accessories subject to a recall.
- iv. Product Types
 1. Cannabis wholesale permittees must only sell those classes of cannabis approved for sale, which include
 - Dried cannabis;
 - Cannabis oil;
 - Fresh cannabis;
 - Cannabis plants; and
 - Cannabis plant seeds.
 2. Cannabis whole sale permittees may not modify cannabis products before they are sold (for example, harvesting flowers from cannabis plants and selling the flowers as either dried or fresh cannabis).
- c. Product Pricing
 - i. Cannabis wholesale permittees may set their own wholesale price, promotions or discounts
- d. Cannabis Accessories
 - i. Cannabis wholesale permittees must ensure that all cannabis accessories sold comply with the *Cannabis Act* (Canada) and the *Cannabis Regulations* (Canada) and all applicable provincial and federal legislation, regulations, and by-laws pertaining to labeling, packaging, package size, case markings, and display.
 - ii. Cannabis wholesale permittees may not sell any materials intended for uses contrary to the *Cannabis Act* (Canada) or *The Cannabis Control (Saskatchewan) Act*. Prohibited cannabis accessories include, for example, butane cannisters or other products or equipment typically associated with the extraction of cannabinoids through the use of organic solvents.

- iii. SLGA retains the ability to further restrict which cannabis accessories can be sold by cannabis wholesale permittees.
- e. Sales Area
 - i. Cannabis wholesale permittees may only make sales to cannabis retail store permittees located in Saskatchewan.
 - ii. Aside from when a cannabis wholesale permittee is returning cannabis to a registered federal cannabis licensee, cannabis wholesale permittees cannot cause cannabis to leave the province. For example, a cannabis wholesale permittee cannot deliver cannabis to a cannabis retailer in another province.
- 8. Cannabis Orders
 - a. Online
 - i. Cannabis wholesale permittees operating online stores through which cannabis and cannabis accessories can be ordered must ensure the online store is compliant with the advertising and promotions provisions in the *Cannabis Act* (Canada).
 - b. Other
 - i. Cannabis wholesale permittees must ensure that methods used to solicit and accept cannabis and cannabis accessory orders are compliant with the advertising and promotions provisions in the *Cannabis Act* (Canada).
- 9. Responsible Use Initiatives
 - a. Consumer Information Materials
 - i. Federal cannabis licensees are required to provide a printed copy of *Consumer Information – Cannabis* for each cannabis item included in an order sent to a cannabis wholesale permittee if the cannabis wholesale permittee has not declared in writing that they will accept responsibility for independently obtaining copies of the document.
 - ii. Cannabis wholesale permittees are required to provide a printed copy of *Consumer Information – Cannabis* for each item included in an order sent from the cannabis wholesale facility to each cannabis permittee that has not declared in writing that they will accept responsibility for independently obtaining copies of the document.
- 10. Waste Disposal – Cannabis Products
 - a. The destruction of cannabis must be witnessed by a cannabis enforcement officer and completed to their satisfaction.
 - b. Cannabis is considered to be destroyed when it is altered or denatured to such an extent that its consumption and propagation is rendered impossible or improbable. For example, cannabis shredded and mixed 50/50 with organic compost would be considered to be denatured.

- c. Within 30 days of coming into possession of cannabis that must be destroyed the cannabis wholesale permittee must contact the Cannabis Licensing and Inspections Branch to schedule a supervised destruction with a cannabis enforcement officer.
- d. Destruction must be documented, including an itemized description of the cannabis destroyed, the method of destruction, the date on which the destruction occurred, and the identity of the individual conducting the destruction and the cannabis enforcement officer, and an attestation by the these individuals confirming the accuracy of the report.
- e. All cannabis waste that has been destroyed must be disposed of in compliance with all local, provincial, and federal legal requirements relating to waste disposal.

11. Cannabis Returns

- a. Returns - saleable cannabis
 - i. Cannabis wholesale permittees may accept returns of saleable cannabis. Only product that is returned in a sealed package with the Saskatchewan excise stamp intact is considered saleable.
 - ii. Returned cannabis in saleable condition may be re-sold by the cannabis wholesale permittee.
 - iii. Cannabis wholesale permittees are not obligated to re-sell cannabis that has been returned but is still considered saleable, in which case it must be treated as non-saleable product.
 - iv. Cannabis wholesale permittees may return saleable cannabis to registered processors or cannabis wholesale permittees on terms agreed to by the parties.
- b. Returns - non-saleable cannabis
 - i. Cannabis wholesale permittees must accept returns of cannabis products subject to a recall or that are otherwise defective.
 - ii. Returned cannabis products that are open, stale-dated, subject to a recall or otherwise known to be defective may not be re-sold by a cannabis wholesale permittee.
 - iii. Cannabis wholesale permittees may decide to accept returns of open products that are open but not stale-dated, subject to a recall or otherwise known to be defective.
 - iv. All cannabis products that are returned in open packages must be handled in accordance with Subsection 12 - Unsealed Cannabis below.
 - v. Cannabis wholesale permittees may return non-saleable cannabis to registered processors or cannabis wholesale permittees on terms agreed to by the parties.

12. Unsealed Cannabis

- a. If the cannabis wholesale permittee is in possession of open cannabis the cannabis wholesale permittee must immediately seal the cannabis in such a way to prevent access to the cannabis without the destruction of the seal.

- b. The seal enclosing the cannabis must include the date on which the cannabis was sealed, the weight of the cannabis in the package (not including packaging), and the reason the cannabis was opened.
- c. In the case of cannabis used for display purposes, each time the package is opened it must be resealed, and the new seal must include the information included on previous seals about the quantity of product in the package and when it was sealed.
- d. All open cannabis must be tracked in the cannabis wholesale permittee's inventory management system and included on monthly reports until it is transferred or destroyed.

13. Bulk Transportation

- a. Delivery of cannabis and cannabis accessories may only be made to addresses for which a cannabis wholesale permit or cannabis retail store permit (or its approved warehouse site) has been issued.
- b. Cannabis and cannabis accessories must not be visible to minors during deliveries.
- c. Delivery of cannabis to a cannabis wholesale permittee or a cannabis retail store permittee can be conducted by either the cannabis wholesale permittee or a common carrier.
- d. All bulk cannabis deliveries must be delivered in accordance with SLGA's Cannabis Transportation Security standards. *See Appendix: Cannabis Transportation Security.*

14. Record-keeping, Inventory Management, and Reporting Requirements

- a. Cannabis wholesale permittees must use inventory management software and hardware systems that are capable of maintaining a real-time inventory of all cannabis in the cannabis wholesale facilities. The software used by the cannabis wholesale permittee must also be capable of preparing automated monthly inventory and sales reports in a CSV format specified by SLGA. Monthly reports are to be submitted digitally to the Cannabis Licensing and Inspections Branch within seven calendar days of the conclusion of the reporting period. Permittees are also required to provide any other information reasonably required by SLGA. *See Appendix: Cannabis Tracking and Reporting.*
- b. Cannabis wholesale permittees must keep detailed records, specific to each cannabis permitted business, of all additions and reductions to inventory as specified by SLGA.
- c. The cannabis wholesale permittee shall prepare and keep for a period of not less than two (2) years (or longer as may be required by the Canada Revenue Agency, Health Canada, or Saskatchewan Finance), all original records which would normally be examined by an independent professional accountant in performing an audit of the financial statements for the cannabis retail permit, including:
 - i. Perpetual inventory records;
 - ii. Purchase records and receipts from sales, including cash register tapes or, if applicable, serially numbered sales invoices or registered receipts;
 - iii. Records of returns of cannabis;

- iv. Records showing the disposition of cannabis removed for any reason except sales from the cannabis retail store inventory, such as return, disposal, or destruction of product; and
 - v. Returns showing payments to the relevant authorities of all amounts collected, paid and remitted.
- d. SLGA shall have the right during normal business hours and without prior notice to the cannabis wholesale permittee, to inspect or audit, or cause to be inspected or audited the financial books, records, bookkeeping and accounting records, documents or other materials in respect of the cannabis wholesale facility or other relevant premises of the cannabis wholesale permittee, to check, verify and tabulate records and accounts, and/or to examine accounting records and procedures affecting the determination of records and accounts. The cannabis wholesale facility and cannabis wholesale permittee shall be subject to inspections and/or audits by SLGA representatives from time to time to ensure the cannabis wholesale permittee is in compliance with the Act, Regulations, permit terms and conditions and all applicable policies.
- e. On inspection and/or audit, the cannabis wholesale permittee shall provide SLGA representatives with all requested documentation and full access to the cannabis wholesale permittee's premises, records and accounts, including any off-site warehouse spaces used by the cannabis wholesale permittee.
- f. Any deviation between the actual inventory and the inventory level projected by the inventory management system must be reported to SLGA with the subsequent monthly report. If known, the reason for the difference must be identified. Cannabis wholesale permittees must take steps to ensure the accuracy of the inventory levels as maintained by the inventory management system.
- g. Physical inventory must be reconciled with the records maintained in the inventory management system at least twice annually.
15. Additional Statutory and Operational Requirements
- a. A cannabis wholesale permittee must operate the cannabis wholesale facility in accordance with all applicable municipal, provincial and federal laws and regulations. The following information about additional legal obligations is provided for informational purposes only and does not in any way diminish the cannabis wholesale permittee's responsibility to ensure compliance with all relevant federal, provincial and municipal legal obligations. Additional obligations may include, but are not limited to:
- i. *The Environmental Management and Protection Act, 2010;*
 - ii. *Food and Drugs Act;*
 - iii. *Cannabis Act;*
 - iv. *Excise Act, 2001;* and
 - v. Municipal bylaws.

Chapter 5 – Registration for Federal Cannabis Licensees

Registration application forms are available on SLGA’s website at www.slga.com/permits-and-licences/cannabis-permits

1. Application process – General Information
 - a. Federally licensed processors and nurseries with all federally necessary licences and authorizations are eligible to register with SLGA to enable them to sell cannabis to cannabis permittees. Necessary licences and registrations may include but are not limited to a processor or nursery licence from Health Canada and a cannabis licence from the Canada Revenue Agency (CRA).
 - b. To initiate a registration application, contact the Cannabis Licensing and Inspections Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.* Please be prepared to provide the following information:
 - i. The type of operation currently authorized by the federal licence;
 - ii. The location of the establishment;
 - iii. Proof of federal authorization to conduct wholesale sales of cannabis to cannabis permittees;
 - iv. The name of the applicant (e.g. corporate name if registration is to be issued to a corporation, partnership name if issued to a partnership, etc.).

2. Fees

- a. Application and annual fees for registrations will be assessed for new applications according to the following schedule:

	Application	Annual
Registration	\$500	\$1,500

- b. The application fee is required at the time the completed application is submitted, and is non-refundable. SLGA will not begin processing an application without the fee.
- c. In addition to the application fee, a refundable annual fee is required for all registrations, with the first annual fee due before the registration can be issued.
- d. The annual fee can be paid for up to three years or in annual installments. The second and third annual fees are due on or before the anniversary of the date the registration was issued. If the fee is not received by the due date, the registration will be immediately suspended, and the business must cease sending or selling cannabis to cannabis permittees until the registration is reinstated. If the fee is not received within 90 days after the due date, the registration will be cancelled.
- e. When a registration is renewed, the annual fees continue to apply but no application fee is required.

3. Application Processing Time
 - a. SLGA recommends that applicants allow at least 30 days for the processing of the application. Several factors may contribute to the time needed to issue a permit, including:
 - i. Any incomplete, missing, or incorrect information on the application;
 - ii. Configuration of inventory management system, followed by SLGA confirmation; and
 - iii. The effective date of any applicable federal and provincial cannabis laws.

4. Change of Status
 - a. General

As a general rule, a registration cannot be transferred to any person or to any other premises. An application for a new registration is required when there is:

 - i. A change of ownership for an existing establishment; or
 - ii. A relocation of an existing establishment.
 - b. Change of Ownership
 - i. A purchaser or tenant of an existing establishment must be granted a new registration before providing cannabis sales or service from the establishment. The parties should provide sufficient time in the transaction to allow the purchaser or tenant to obtain a new registration before taking over the establishment's operation.
 - ii. If a registrant is a business corporation or any other form of organization (e.g. partnership, non-profit corporation, etc.), any proposed changes to its executive management (e.g. officers, directors, etc.) or ownership/membership (e.g. partners, shareholders, etc.) must be reported immediately to the Cannabis Licensing and Inspections Branch.
 - c. Facility Sites
 - i. Each registration applies only to the site for which the registration was granted. If a federal cannabis licensee has multiple sites separate registrations must be granted before the federal cannabis licensee can provide sales or services from each facility. Federal cannabis licensees must only send cannabis to cannabis permittees from facilities that have been registered.
 - ii. Federal cannabis licensees should provide sufficient time to obtain a new registration before relocating an establishment.
 - iii. Registrants must notify the Cannabis Licensing and Inspections Branch immediately if they will be closing premises for which a registration has been issued. Registrants may not send or sell cannabis to cannabis permittees after the date on which the premises will be closed.
 - iv. Registrants must notify the Cannabis Licensing and Inspections Branch immediately if they will be relocating or rebuilding because their premises have been damaged or destroyed. Registrants must not send or sell cannabis to cannabis permittees until the new or temporary location has been approved by the federal licensing authority and SLGA.

5. Registration Renewal
 - a. A registration expires on the date specified on it as the expiry date. A registrant who has not renewed the registration on or before its expiry date is prohibited from selling cannabis to Saskatchewan cannabis permittees. It is an offence for an entity requiring a registration to sell cannabis without a valid registration.
 - b. The Cannabis Licensing and Inspections Branch sends an application or notice for registration renewal approximately 30 days before the registration's expiry date. A registrant should contact the Cannabis Licensing and Inspections Branch if the notification for registration renewal is not received in the designated timeframe. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
 - c. The Cannabis Branch must receive a completed renewal application and the appropriate fees before it may consider and, if appropriate, renew the registration. Applications must be submitted well in advance to allow time for processing.
 - d. SLGA may refuse to renew a registration for several reasons, including the following:
 - i. SLGA has evidence that the registrant is not of good character;
 - ii. The character of the registrant's employees and/or associates is in question;
 - iii. The character of any person who is a shareholder, partner, officer or director of the registrant is in question;
 - iv. The registrant has failed to comply with the rules governing the establishment, and the establishment's compliance history is poor; or
 - v. The form of organization previously holding the registration has changed (e.g. sole proprietor becomes partnership, etc.); or
 - vi. The registrant is an organization (e.g. partnership, business or non-profit corporation, etc.) and it has changed its executive management (e.g. officers, directors, etc.) or ownership/membership (e.g. partners, shareholders, etc.) without prior notification to the Cannabis Licensing and Inspections Branch.
 - e. If SLGA refuses to renew a registration, the registrant may within fifteen (15) days after receiving notice of SLGA's decision request a review of this decision by the Liquor and Gaming Licensing Commission.
6. Delivery to end user
 - a. Deliveries of cannabis may only be made to addresses for which a cannabis wholesale permit or cannabis retail store permit (or its approved warehouse site) has been issued.
 - b. Registrants are responsible for ensuring that all cannabis deliveries and shipments are compliant with federal, provincial, and municipal legal requirements.
7. Product Offerings and Pricing
 - a. Cannabis products

- i. Registrants may only sell those classes of cannabis approved for sale by cannabis wholesale permittees and cannabis retail store permittees, which include:
 1. Dried cannabis;
 2. Cannabis oil;
 3. Fresh cannabis;
 4. Cannabis plants; and
 5. Cannabis plant seeds.
 - ii. Registrants must not sell any cannabis not approved for sale by cannabis wholesale permittees or cannabis retail store permittees.
 - b. Product Standards
 - i. Product Labelling
 1. All products must comply with the *Cannabis Act* (Canada) and the *Cannabis Regulations* (Canada) and all applicable provincial and federal legislation, regulations pertaining to label standards, advertising, package sizes and case markings.
 - ii. Product Packaging
 1. All cannabis products must be sold as packaged for final sale by federally licensed processors and sealed with Saskatchewan excise stamps.
 2. All cannabis products must be packaged in accordance with packaging standards established in the *Cannabis Act* (Canada) and the *Cannabis Regulations* (Canada).
 - iii. Product Quality
 1. Registrants must comply with any quality assurance policies implemented by SLGA.
 2. Registered suppliers must accept returns of cannabis and cannabis accessories subject to recalls issued by the manufacturer, supplier, Health Canada, or SLGA.
 3. Registered suppliers must not sell cannabis or cannabis accessories subject to a recall initiated by the registrant, Health Canada, the manufacturer, the supplier, or SLGA.
8. Returns
 - a. Registrants must accept returns of all cannabis subject to cannabis recalls initiated by the registrant, Health Canada, the manufacturer, the supplier, or SLGA.
 9. Record-keeping, Inventory Management, and Reporting Requirements
 - a. Registrants must use inventory management software and hardware systems that are capable of maintaining a real-time record of all cannabis sold to cannabis permittees. The software used by the registrant must also be capable of preparing automated monthly inventory and sales reports in a CSV format specified by SLGA. Monthly reports are to be submitted digitally to the Cannabis Licensing and Inspections Branch within seven calendar days of the conclusion of the reporting period. Registrants are also required to provide any

- other information reasonably required by SLGA. *See the Appendix: Cannabis Tracking and Reporting.*
- b. Only sales of cannabis to cannabis permittees in Saskatchewan should be included in the monthly report submitted to SLGA.
 - c. Registrants must keep detailed records, specific to each registration, of all additions and reductions to inventory as a result of sales to cannabis permittees as specified by SLGA.
 - d. Registrants shall prepare and keep for a period of not less than two (2) years (or longer as may be required by the Canada Revenue Agency, Health Canada, or Saskatchewan Finance), all original records which would normally be examined by an independent professional accountant in performing an audit of the financial statements for the registration, including:
 - i. Perpetual inventory records;
 - ii. Purchase records and receipts from sales, including cash register tapes or, if applicable, serially numbered sales invoices or registered receipts;
 - iii. Records of returns of cannabis by cannabis permittees;
 - iv. Returns showing payments to the relevant authorities of all amounts collected, paid and remitted.
 - e. SLGA shall have the right during normal business hours and without prior notice to the registrant, to inspect or audit, or cause to be inspected or audited the financial books, records, bookkeeping and accounting records, documents or other materials in respect of the facility for which the registration is issued or other relevant premises of the registrant, to check, verify and tabulate records and accounts, and/or to examine accounting records and procedures affecting the determination of records and accounts. The registrant and facilities for which a registration was issued shall be subject to inspections and/or audits by SLGA representatives from time to time to ensure the registrant is in compliance with the Act, Regulations, permit terms and conditions and all applicable policies.
 - f. On inspection and/or audit, the registrant shall provide SLGA representatives with all requested documentation and full access to the registrant's premises, records and accounts, including any off-site warehouse spaces used by the registrant.
 - g. Any deviation between the actual inventory and the inventory level projected by the inventory management system must be reported to SLGA with the subsequent monthly report. If known, the reason for the difference must be identified. Registrants must take steps to ensure the accuracy of the inventory levels as maintained by the inventory management system.

10. Additional Statutory and Operational Requirements

- a. A registrant must operate the facility for which a registration has been issued in accordance with all applicable municipal, provincial and federal laws and regulations. The following information about additional legal obligations is provided for informational purposes only and does not in any way diminish the cannabis wholesale permittee's responsibility to ensure compliance with all relevant federal, provincial and municipal legal obligations. Additional obligations may include, but are not limited to:

- i. *The Environmental Management and Protection Act, 2010;*
- ii. *Food and Drugs Act;*
- iii. *Cannabis Act;*
- iv. *Excise Act, 2001;* and
- v. Municipal bylaws.

Chapter 6 – Inspections

1. Overview of SLGA Compliance Program
 - a. The broad objectives of SLGA’s cannabis compliance program are:
 - i. to minimize public health and safety risks associated with the sale and consumption of cannabis;
 - ii. to provide an orderly environment for cannabis permittees and registrants to sell and distribute cannabis; and
 - iii. to maintain the integrity of the cannabis industry.
 - b. There are presently two compliance branches within SLGA that will oversee cannabis operations: Cannabis Licensing and Inspections Branch and Audit Services Branch. Each branch fulfills a specific role to ensure that the establishments are complying with *The Cannabis Control (Saskatchewan) Act*, *The Cannabis Control (Saskatchewan) Regulations*, the terms and conditions on a cannabis permit or registration, and SLGA’s policies. Cannabis permittees and registrants are also expected to comply with the *Cannabis Act (Canada)* and any other applicable federal, provincial, or municipal laws.
2. Compliance, Education and Training
 - a. The Cannabis Licensing and Inspection Branch conducts inspections and investigations concerning the operation of existing or proposed establishments, and also offers a proactive approach to compliance by educating cannabis permittees and registrants about the regulatory requirements for the purpose of preventing violations. An inspector may visit an establishment for the following purposes:
 - i. to ensure compliance with the regulatory scheme applicable to the establishment’s operation;
 - ii. to provide one-on-one and group consultations;
 - iii. to provide training and workshops on issues such as minors, identification programs, responsible sales, and security standards for:
 - new cannabis permittees or registrants;
 - cannabis permittees or registrants with a history of operational problems reported by SLGA or other regulatory agencies; and
 - other cannabis permittees or registrants who express interest in a training seminar.
 - iv. to investigate complaints of non-compliance from the public or other regulatory agencies (e.g. police, fire, health, etc.);
 - v. to review operation standards with management and staff;

- vi. to examine a facility’s construction or renovations in order to evaluate the facility’s suitability for a cannabis permit or registration;
 - vii. to assist cannabis permittees or registrants by offering guidance to ensure proper operation of an establishment.
- b. Where a cannabis permittee or registrant commits an alleged violation of *The Cannabis Control (Saskatchewan) Act*, *The Cannabis Control (Saskatchewan) Regulations* or any terms and conditions imposed on a cannabis permit or registration, the inspector investigates the violation and reports the findings. Based on the investigation’s findings, SLGA may impose sanctions against a cannabis permittee or registrant. However, SLGA considers voluntary compliance as a preferred solution and therefore, an inspector may resolve minor violations by requiring a cannabis permittee or registrant to take immediate corrective action.

To contact the Cannabis Licensing and Inspections Branch, see a list of contact persons, telephone numbers, and addressees in the Appendix of the Manual.

3. Audit Services

- a. The Audit Services Branch ensures the financial activities of establishments are monitored in accordance with the regulatory requirements. Audits may be conducted in various areas including concerns about accuracy of record keeping and reporting.

To contact the Audit Services Branch, see a list of contact persons, telephone numbers, and addresses in the Appendix of the Manual.

Chapter 7 – Disciplinary Action

1. General Principles

- a. The enforcement of *The Cannabis Control (Saskatchewan) Act*, *The Cannabis Control (Saskatchewan) Regulations* and terms and conditions on a cannabis permit or a registration ensure the responsible and safe sale of cannabis. Where a cannabis permittee or registrant violates any requirements and restrictions, SLGA imposes sanctions to protect the public and ensure future compliance. Disciplinary action taken by SLGA forms part of the cannabis permittee or registrant’s compliance record at SLGA.
- b. Where a cannabis permittee, registrant, or the employees of a cannabis permittee or registrant commit a violation, SLGA has the discretion to impose any of the following actions on the permittee or registrant:
 - i. Issue a warning;
 - ii. Attach new or amended terms or conditions to the cannabis permit or registration;
 - iii. Assess an administrative penalty (fine) to a maximum of \$25,000;
 - iv. Suspend a cannabis permit or registration; or
 - v. Cancel a cannabis permit or registration.
- c. SLGA’s decision to propose a particular sanction on a cannabis permittee or registrant is based on its evaluation of several factors, including:
 - i. The compliance history of the cannabis permittee or registrant;
 - ii. The nature of the violation and the particular facts surrounding the violation;
 - iii. The sanctions imposed on other cannabis permittees who committed similar violations;
and
 - iv. The effect of any sanction on the cannabis permittee, employees of the establishment, and the public.
- d. SLGA uses a progressive system of disciplinary action when it proposes a sanction against a cannabis permittee or registrant. Where a cannabis permittee commits consecutive or more serious violations, SLGA typically proposes stronger sanctions for each corresponding violation. However, in cases of serious misconduct, SLGA may find the progressive system of discipline to be an unacceptable approach. In those cases, SLGA evaluates the nature of the violation, the surrounding facts and other relevant factors and, where warranted, a more severe sanction will be imposed. In cases involving violations of the *Cannabis Act* (Canada) or the *Criminal Code*, SLGA may also refer cases to law enforcement authorities for additional action.

Example: A general principle of SLGA’s cannabis regulatory framework is the protection of minors from the negative impact of cannabis use. A cannabis retail store permittee’s **first violation** of selling cannabis to **several minors** will likely result in a harsher sanction (administrative penalty or permit suspension) than one typically granted under a progressive system of discipline (warning letter). Evidence of systematic sale to minors may be referred to police for criminal sanctions.

- e. In investigating and making its decision concerning a complaint of an alleged violation, SLGA typically applies the following procedure:
 - i. SLGA receives the complaint, which may originate from a variety of sources, including the local police force, government agencies (health, fire, etc.), a competitor, or a member of the public.
 - ii. The Cannabis Licensing and Inspections Branch investigates the complaint and prepares a report for the Director of the Branch. The Director reviews and evaluates all information and determines the disciplinary action, which may include a recommendation of sanction to SLGA’s Vice President, Regulatory Services Division.
 - iii. If the Vice President is satisfied that a violation has occurred, the Vice President reviews the recommendation and makes a decision about the proposed sanction against the permittee.
 - iv. If SLGA’s Vice President, Regulatory Services Division proposes a sanction, the decision is communicated in writing to the cannabis permittee or registrant, and the cannabis permittee or registrant has the right to request a review of the decision to the Commission within 15 days after receiving notice of SLGA’s decision. *For more information about the role of the Commission and the Review process, see Section X of this Chapter.*
2. Warning
 - a. SLGA considers voluntary compliance as the preferred solution in its enforcement program and therefore, less serious violations may be informally resolved between a cannabis permittee or registrant and an inspector.
 - b. An inspector may issue a notification of non-compliance advising the cannabis permittee or registrant of a violation to be corrected.
 - c. Where an inspector formally reports a violation a warning letter may be issued, if appropriate.
 - d. A warning letter describes the violation and relevant facts, and warns the cannabis permittee to take immediate corrective action. The establishment is monitored to ensure future compliance.

3. New or Amended Terms or Conditions on Cannabis Permit or Registration
 - a. In appropriate circumstances, a violation may be resolved by imposing a specific course of conduct on the cannabis permittee or registrant by attaching terms and conditions on the cannabis permit or registration.
 - b. SLGA may impose new terms and conditions, or amend existing terms and conditions.
 - c. Where SLGA has imposed additional terms and conditions on a cannabis permit or registration, the cannabis permittee or registrant has the right to request a review of SLGA's decision by the Commission. A request for a review must be filed with the Commission within 15 days after receiving notice of SLGA's decision. *For more information about the review process, see Subsection 6 of this Chapter.*

4. Administrative Penalties (Fines)
 - a. SLGA is authorized to use administrative penalties (fines) as an additional enforcement tool. SLGA may assess an administrative penalty upon a cannabis permittee or registrant to a maximum of \$25,000.
 - b. Based on a progressive system of discipline and the nature of the violation, SLGA may propose an administrative penalty upon cannabis permittee or registrant. In cases of serious misconduct or violations such as making sales to minors, SLGA may move to a stronger sanction immediately, such as an immediate administrative penalty, suspension or cannabis permit or registration cancellation.
 - c. *The Cannabis Control (Saskatchewan) Act* establishes that an administrative penalty may be assessed to a maximum of \$25,000.
 - d. Where SLGA proposes to assess an administrative penalty, SLGA will provide a written notice to a cannabis permittee or registrant outlining several particulars, including:
 - i. The facts and circumstances surrounding the violation;
 - ii. The amount of the proposed administrative penalty;
 - iii. In default of payment of the proposed administrative penalty, a proposed suspension period of the cannabis permit or registration; and
 - iv. The right to request a review of SLGA's decision.
 - e. The cannabis permittee or registrant has the right to request a review of SLGA's decision to propose an administrative penalty. A request for review must be filed with the Commission within 15 days after receiving written notice of SLGA's decision. *For more information about the review process, see Subsection 6 of this Chapter.*

5. Cannabis Permit or Registration Suspension

- a. SLGA may propose a cannabis permit or registration suspension where considered appropriate. A case of serious misconduct, repeated violations, threats to public safety, or concerns about the ability of other sanctions to act as a sufficient deterrent may prompt a suspension.
 - b. Although the length of a proposed suspension period varies with the circumstances of each case, SLGA primarily takes into account the following factors:
 - i. The nature of the violation;
 - ii. The particular facts surrounding the violation; and
 - iii. The compliance record of the cannabis permittee or registrant.
 - c. Except in rare cases, SLGA must provide a written notice to a cannabis permittee or registrant of its decision to propose a suspension of a cannabis permit or registration. The written notice outlines several particulars, including:
 - i. The facts and circumstances surrounding the violations;
 - ii. The length of the proposed suspension period; and
 - iii. The right to request a review of SLGA's decision.
 - d. The cannabis permittee or registrant has the right to request a review of SLGA's decision to propose a suspension. A request for review must be filed with the Commission within 15 days after receiving written notice of SLGA's decision. *For more information about the review process, see Subsection 6 of this Chapter.*
6. Permit Cancellation
- a. In extreme cases, SLGA may propose cancellation of a cannabis permit. Serious violations affecting public safety or a complete disregard for the regulatory scheme are circumstances that may prompt a cancellation.
 - b. SLGA must provide a written notice to a permittee of its decision to propose cancellation of a cannabis permit. The written notice outlines the facts and circumstances which justify SLGA's proposed cancellation and the cannabis permittee's right to request a review of SLGA's decision.
 - c. The cannabis permittee has the right to request a review of SLGA's decision to propose a cancellation. A request for review must be filed with the Commission within 15 days after receiving written notice of SLGA's decision. *For more information about the review process, see Subsection 6 of this Chapter.*
 - d. Where a cannabis permit is cancelled by SLGA, all cannabis in the possession of the cannabis permittee must be disposed of before the cancellation of the permit or as authorized by SLGA. Any cannabis not properly disposed of by the cannabis permittee will be forfeited to

SLGA. *For additional information about how cannabis is handled in cases of permit cancellation see Chapter 2, section 12..*

- e. When a permit has been cancelled by SLGA:
 - i. No permit shall be issued to the person named as the permittee for at least one year;
 - If, after at least one year, another permit is issued to that person and is subsequently cancelled, no further permits shall be issued to the person.
 - ii. No permit shall be issued with respect to the premises described in the permit for at least one month.

7. Inventory Seizure **[UNDER DEVELOPMENT]**

8. Liquor and Gaming Licensing Commission Review

The Commission is a body created by law which functions independently from SLGA. On a request for review of an SLGA decision, the Commission will hold a hearing. If an oral hearing is held, SLGA, the cannabis permittee, lawyers for both parties, and the public may be present. A hearing generally resembles a court proceeding. Based on the evidence at the hearing and any written submissions, the Commission makes its ruling and communicates it to all parties.

- a. A cannabis permittee or registrant may file a request for review with the Commission where SLGA proposes any of the following actions on a cannabis permittee or registrant:
 - i. Attaching new or amended terms or conditions on a cannabis permit or registration;
 - ii. Assessing an administrative penalty (fine) to a maximum of \$25,000; or
 - iii. Suspending or cancelling a cannabis permit or registration.
- b. An applicant may also file a request for review with the Commission where SLGA refuses to approve or renew an application for a permit or registration. The Commission may either grant or deny the renewal of the permit.

9. Offences and Court Sanctions

- a. An individual or cannabis permittee who violates any provisions of *The Cannabis Control (Saskatchewan) Act* or *The Cannabis Control (Saskatchewan) Regulations* is guilty of a summary conviction offence. A summary offence proceeding engages the court system through charging, prosecuting and punishing the individual.
- b. In many cases, the courts determine the appropriate punishment for an offence. However, for some offences the police may issue a ticket to a cannabis permittee with an option to enter an 'out of court' guilty plea by payment of a fine. If the cannabis permittee disputes the facts and wishes to enter a not guilty plea, a trial is held before a judge.

- c. In some cases, *The Cannabis Control (Saskatchewan) Act* defines specific consequences to correspond to specific offences. For example, where a minor over the age of 12 purchases cannabis, the minor is guilty of an offence and liable on summary conviction to a fine of not more than \$2,000.00.

10. Posting of Warnings and Sanctions

- a. The names of permittees that have received a cannabis sanction will be published on a quarterly basis on SLGA's website at www.slga.com .

Appendix

Contact Information

Canada Revenue Agency

t: 1-800-330-3304

cannabis@cra-arc.gc.ca

CannaSell Responsible Sales Course

Saskatchewan Tourism Education Council

202 4th Avenue North

Saskatoon, SK S7K 0K1

t: 1-800-331-1529 or (306) 933-5900

f: (306) 933-6250

<https://industry.tourismsaskatchewan.com/education-and-training/stec-courses-and-workshops>

Health Canada

Cannabis Legalization and Regulation Branch

t: 1-866-337-7705

cannabis@canada.ca

Ministry of Finance

Tax Information and Compliance Branch

2350 Albert Street, 3rd Floor

Regina SK S4P 4A6

t: 1-800-667-6102 or (306) 787-6645

f: (306) 798-3045

sask.tax.info@gov.sk.ca

SLGA

Cannabis Licensing and Inspections Branch

Box 5054

2500 Victoria Ave, 12th Floor

Regina SK S4P 3M3

t: 1-800-667-7565 or (306) 787-5563

f: (306) 787-8981

cannabisbranch@slga.gov.sk.ca

Audit Services Branch

Box 5054

2500 Victoria Avenue, 12th Floor

Regina SK S4P 3M3

t: 1-800-667-7565 or (306) 787-3396

f: (306) 787-8981

Appendix: Cannabis Tracking and Reporting

As part of the permitting or registration process, SLGA will confirm that the applicant is equipped to use an electronic inventory management and sales tracking system that can:

- complete customer transactions
- maintain inventory
- generate files for ordering
- generate files for reporting and remitting taxes
- generate files for reporting cannabis sales and purchases
- if the system is within a larger framework of an accounting system, it must be able to keep records and reporting separate from other business records in that system
- provide reports that can be submitted in a CSV format according to SLGA specifications

Once a permit or registration is issued, SLGA will require that the permittee or registrant track all purchase and sale transactions, as well as any other information affecting inventory including but not limited to returns, spoiled product, and recalls.

All permitted and registered businesses will be required to send SLGA monthly reports in CSV format providing information for each category of authorized cannabis product (dried, fresh, oil, plants, seeds). SLGA will report the information provided by permitted wholesalers and retailers to Health Canada for federal tracking purposes. Federally licensed producers (LPs) will be responsible for reporting their own inventory movement directly to Health Canada.

The reporting requirements described in this document are based in part on current information available about Health Canada's federal tracking and reporting system, and are subject to change at any time.

RETAIL PERMITTEES – monthly reporting requirements

Product inventory quantity and book value (excluding any federal or provincial taxes) for:

- Opening inventory, by category
- All additions to inventory, by category, including:
 - Purchases from within Saskatchewan
 - Purchases from outside Saskatchewan
 - Customer returns
- All reductions to inventory, by category, including:
 - Online sales to end consumers
 - In-person sales to end consumers
 - Sales to other Saskatchewan retailers

- Recalls
- Product used for sampling purposes
- Destroyed product
- Lost or stolen product
- Returns to supplier
- Employee count information, including
 - Management
 - Administrative
 - Sales
 - Production
 - Other

WHOLESALE PERMITTEES – monthly reporting requirements

Product inventory quantity and book value (excluding any federal or provincial taxes) for:

- Opening inventory, by category
- All additions to inventory, by category, including:
 - Purchases from within Saskatchewan
 - Purchases from outside Saskatchewan
 - Customer returns
- All reductions to inventory, by category, including:
 - Sales to retailers
 - Sales to other Saskatchewan wholesalers
 - Recalls
 - Product used for sampling purposes
 - Destroyed product
 - Lost or stolen product
 - Returns to supplier
- Employee count information, including
 - Management
 - Administrative
 - Sales
 - Production
 - Other

REGISTERED LPs – monthly reporting requirements

Product inventory quantity and book value (excluding any federal or provincial taxes) for:

- Sales, by category, to:

- Saskatchewan wholesalers
 - Saskatchewan retailers
- Customer returns, by category, from:
 - Saskatchewan wholesalers
 - Saskatchewan retailers

Appendix: Warehouse and Retail Store Security

SLGA has developed the following physical security requirements for cannabis warehouse and retail store facilities located in Saskatchewan (referred to in this document as cannabis permitted premises). A detailed description of proposed security measures will be required as part of any permit application, and any changes to an approved plan or system must be authorized by SLGA in advance of implementation.

1) Alarm System

A cannabis permitted premises must be protected by a professionally installed and monitored alarm system with the following minimum features. All malfunctions must be immediately repaired by a professional technician.

- a) detectors to indicate unauthorized attempts to tamper with, open, enter or penetrate perimeter entry points, perimeter windows and secure cannabis storage area;
- b) detectors to indicate unauthorized movement within the premises including the secure cannabis storage area;
- c) capability to detect any attempts to tamper with the system or malfunctions with the system;
- d) smoke detectors in any areas where cannabis is stored; and
- e) panic/robbery button(s) installed at all point of sale positions (retail store only).

2) Digital Camera Security System

A cannabis permitted premises must have a digital camera security system with the following minimum features. All malfunctions must be immediately repaired by a professional technician.

- a) cameras that are enclosed in the ceiling or domes and linked to a monitor and recording system located in a secure area within the premises;
- b) cameras and lighting that are positioned to clearly capture 24 hour coverage of activity identifying all individuals entering/exiting the premises and all individuals within the premises including the:
 - point of sale area(s) and customer area(s) (retail stores only);
 - receiving area(s);
 - offices and other staff area(s); and
 - any secure cannabis storage areas.

- c) system must have on premises 60 calendar day minimum recording retention in a common format that is easily accessible, captured, viewed and capable of producing real time digital colour video and still images that clearly identify individuals and contain a time/date stamp not obscuring the image;
- d) recording and viewing system must be located in a secure location within the premises along with a maintained surveillance plan showing camera numbers, locations, coverage, authorized users list and operating instructions;
- e) if the permittee has knowledge, or should have had knowledge, of any pending criminal or regulatory investigation, recorded data and relevant information must not be destroyed after the 60 calendar day minimum recording retention period and must be provided to SLGA and police upon request; and
- f) the system must be tested weekly to ensure all cameras and recording equipment are functioning properly and a log of the test results must be kept and available to SLGA upon request.

3) Cannabis Displays (retail stores only)

- a) All cannabis displayed in a customer area must be within a showcase that is accessible only by authorized staff.
- b) All cannabis on display must be in its original sealed package or an approved container.
- c) All cannabis not displayed in a customer area must be inaccessible to customers during operating hours. After operating hours, all cannabis must be stored in a secure structure accessible only by authorized staff as described in Section 5 below.

4) Perimeter Security

A cannabis permitted premises must secure perimeter entry points against unauthorized access by, at a minimum:

- a) the use of 1.5mm (16 gauge) hollow metal doors with 1.9mm (14 gauge) metal frame and tamper-proof hinges at all entry points;
- b) commercial grade non-residential locks on all access points with secured tamper-proof strike plate and locking device that penetrates the doorframe at minimum 1.25cm;
- c) an overhead receiving door (if required) constructed of commercial grade material and locking device sufficient to secure against unauthorized access;
- d) perimeter locking devices not on a master key system;
- e) loading/unloading bay and entry door areas located outside the secure structure for cannabis storage, with any walls or interior access doors

adjoining the secure structure meeting the requirements outlined in Section 5 below; and

- f) a customer entrance constructed of commercial grade material sufficient to secure against unauthorized access (retail stores only).

5) Cannabis Storage (all permitted premises)

Any areas within a cannabis permitted premises where cannabis is stored, including any receiving or staging areas where cannabis is kept after operating hours, must be fully enclosed in a secure structure that meets the following minimum requirements (this secure structure may form the external walls of the building if preferred, excluding any loading/unloading bays and entry door areas).

Section 6 below outlines an alternative option available to retail stores only. SLGA may also consider other alternatives on a case-by-case basis as long as they provide security at least equivalent to the requirements outlined below.

- a) walls, floors, and ceiling constructed of Flattened Metal Mesh, EMMA 557-99 style ¾-9F, nominal strand thickness of 0.120" (0.108" to 0.132") diamond opening of 0.563" x 1.688" or Sheet steel 16ga, A1008/A1008M (cold rolled) or A1011/A1011M (hot rolled) or equivalent, OR
30 cm (12") high density cement blocks with cores filled with type "M" mortar and reinforced to meet structural codes, OR
20 cm (8") thick poured concrete (20.7 MPa (3000 lbs/in2) minimum), reinforced to meet structural codes;
- b) if sheet steel or steel mesh is used, it is to be mounted on the outside (attack side) of the room, including the ceiling, in the following manner:
 - support all edges by anti-spread bracing, studs or corners;
 - align sheet edges at every vertical and horizontal seam on centre-line of steel stud or anti-spread bracing; and
 - secure all sheets with screws, welds or rivets.
- c) 16 gauge (1.6mm) steel sheets, HR Commercial quality, ASTM A366, matte finish, shall extend 1200mm around doorframe on inside of room and attached to the doorframe with screws, welds or rivets **(September 17, 2018 update – where the dimensions of the secure structure do not allow for 1200mm clearance around the doorframe, the steel sheets may be bent to conform to the inside of the secure structure walls and/or ceiling);**

- d) minimum 1.5mm (16 gauge) hollow metal door(s) not exceeding 91.44cm (36 inches) width with 1.9mm (14 gauge) metal frame;
- e) commercial grade door lock(s) with locking device(s) that penetrates doorframe at least 1.25cm and tamper- proof hinges;
- f) locking device(s) not on a master key system; and
- g) ventilation openings with one dimension 15cm (6 inches) or less and the total area of the opening not exceeding 619 cm² (96 inches²).

6) Cannabis Storage (retail stores only)

Instead of a storage room, a retail store may choose to secure cannabis in a burglar resistant safe or similar device (such as a locking refrigeration unit) that meets the following requirements:

- a) the safe is Underwriter Laboratories of Canada (ULC) rated at a level ULC-TL-15 or higher; and
- b) the safe weighs at least 341 kilograms or is anchored to the permanent structure of the building in such a manner that it cannot be removed without first opening the door to the safe.

Appendix: Cannabis Transportation Security

The requirements outlined below apply only to the bulk transportation of cannabis by Saskatchewan-permitted cannabis retail store permittees and cannabis wholesale permittees. This document does not apply to transportation by federally licensed producers (LPs), which is regulated by Health Canada, or to transportation of small quantities of cannabis (such as delivery to a retail customer).

Permitted wholesalers and retailers must meet the following minimum standards when shipping or transporting cannabis between storage facilities or from a storage facility to a retail store:

- The shipper must generate a shipping manifest prior to transporting and ensure that the delivered product is reconciled against this manifest, with records kept for a minimum of 60 days
- Transport vehicles must:
 - Not bear a recognizable logo or identifying information associated with a cannabis business
 - Have an alarm system
 - Have a fully-enclosed area secured by commercial-grade locks to prevent unauthorized access
 - Be manned (cannot be a driverless vehicle)
 - Not be left unattended (except incidentally or within a secure facility) when carrying cannabis product
- No one under the age of 19 may be present in a transport vehicle or be involved in loading or unloading cannabis from the vehicle
- Cannabis must be packaged for transportation in such a way that:
 - It will not open or permit the escape of its contents during handling and transportation
 - It is sealed so that it cannot be opened without the seal being broken
 - It prevents the escape of cannabis odour from the vehicle
 - It prevents its contents from being identified without it being opened
- Any losses, theft, or unusual waste or disappearance of cannabis that cannot be explained on the basis of normally accepted business activities must be reported:
 - To the police within 24 hours
 - To SLGA within 10 days
- In the case of any losses, theft, or unusual waste or disappearance, all shipping manifests and other relevant records must be maintained for a minimum of 2 years and made available on demand to police and SLGA for investigation purposes

CannaSell SK: Responsible Cannabis Sales

CannaSell SK: Responsible Cannabis Sales provides consistent training for owners and employees of private businesses that distribute and sell non-medical cannabis in Saskatchewan. CannaSell SK ensures that sales are conducted with integrity and in a socially responsible manner.

All retail owners are required to take training in responsible sales of cannabis before a permit will be issued to allow sales of cannabis. Employees are required to take the training before starting their employment.

CannaSell SK certification training is mandatory for the following full-time and part-time staff where cannabis is provided under the authority of a permit:

- Owners and employees; and
- Security staff (directly employed or contracted by the permittee).

All full-time and part time workers employed in permitted cannabis retail stores must have CannaSell SK certification before they begin working in the store.

Cleaning or other staff not directly involved in the sale or service of cannabis in a permitted cannabis retail store do not have to be CannaSell SK-certified.

The CannaSell SK course includes:

- Legal responsibilities and liabilities;
- Cannabis knowledge;
- What is legal in Saskatchewan;
- Problematic cannabis use and Canada's Lower-Risk Cannabis Use Guidelines (LRCUG);
- Intoxication and impairment;
- Responsible service strategies; and
- When and how to refuse to sell cannabis.

Once you purchase the course, you will have 45 days to complete it online. You should be able to complete the course in four hours or less. There is a 35-question multiple choice online exam at the end of the course. To pass the exam, a mark of 80% must be achieved. You will have five attempts to complete the exam. CannaSell SK costs \$30 and is only available as an online course.

Upon successful completion of the course, your certificate is available for you to download from your online profile. Please save or print your certificate so that you can show it to your employer or an SLGA cannabis inspector as proof of completion.

Your certification expires after five years. You must recertify before the expiry date on your CannaSell SK proof of certification. To do this, you must take the CannaSell SK program again and pass the exam with the passing grade of 80%.

How to access CannaSell SK:

The online course is available at: <https://industry.tourismsaskatchewan.com/education-and-training/stec-courses-and-workshops>

Revision History