

Retail Cannabis Store Licence



Retail cannabis store licences are for the sale of AGLC registered cannabis products for off-premises use.

Applications will be reviewed for accuracy and completeness. All aspects of applications are subject to ongoing reviews by AGLC.

STEPS

There are six steps involved in the licensing process for a Retail Cannabis Store Licence. The time required to process an application varies among applications; however, applicants should expect an approximate processing time of two to four months. AGLC may request additional information at any time from the applicant as required.

1) Municipal Assessment

Municipalities may have bylaws or zoning restrictions relating to retail cannabis stores that impact your eligibility for a licence. It is recommended that you contact your municipal government to determine local requirements prior to the submission of your application to AGLC.

2) Preliminary Assessment

Applicants are required to submit a variety of documents for review. Documents include (but are not limited to):

- Floor Plan
- Application Forms
- Licence Fees
- Personal and Financial Documents

All applications are posted on the AGLC website at aglc.ca for 7 calendar days. If an objection is received for the application, the applicant will be notified by AGLC's Inspections department.

3) Premises Assessment

A site visit will be scheduled with an AGLC Inspector to ensure the location and physical premises meets all AGLC requirements. The Inspector will also review the required operating procedures with management.

4) Issuance of Licence

Approved applications will be issued a Cannabis Retail Store licence. Licences are not transferable and void if the premises is sold, leased, assigned or otherwise transferred to another individual or party.

5) After the Issuance of a Licence

Cannabis licensees will be contacted by an Account Management Coordinator to begin the set-up process for ordering and reporting purposes. This process takes approximately 3 weeks to complete. Documents include (but are not limited to):

- 360 degree photos of the premise shipping and receiving area
- Licensee banking information

OPERATING OVERVIEW

Premise Location (Buffer Zones)

Retail cannabis store locations may not be approved if the location is within 100 metres of:

- a provincial health care facility
- a school
- a parcel of land designated as school reserve

The local municipality may impose bylaws varying the buffer zones for retail cannabis stores. Contact the applicable municipal office for municipal bylaw information related to cannabis retail store business licences, zoning and/or land use restrictions.

Product Supply

The AGLC is the sole wholesaler of cannabis products for retail sale in the province of Alberta.

Premise Security

Retail cannabis stores are required to have alarms, a secure storage room and security cameras as defined in AGLC policy.

Hours

Retail Cannabis store maximum hours: 10:00 a.m. to 2:00 a.m. daily

Minors

Minors are prohibited from entering a retail cannabis store. Acceptable identification must be presented by anyone who appears to be under 25 years of age.

Intoxication

Retailers are prohibited from selling cannabis to intoxicated persons.

Non Cannabis Items

Only approved items are permitted for sale in a retail cannabis store.

Securing of Cannabis

All cannabis and cannabis accessories must be secured within the premises as per AGLC physical security and inventory control requirements. During off hours all cannabis must be secured in an approved secured storage room.

SellSafe Cannabis Staff Training

All staff at a licensed premises must complete AGLC online SellSafe training prior to the start of their employment. Training is valid for five years.

Qualified Cannabis Workers

All Retail Cannabis Store employees must be AGLC Qualified Cannabis Workers.

Sales Reports

Cannabis licensees will be required to provide reports to AGLC on cannabis sales, returns, destruction, loss and recalls.

MORE INFORMATION

- Information on the legalization and regulation of cannabis in Alberta: alberta.ca/cannabis
- Information on the legalization and regulations of cannabis in Canada: canada.ca/cannabis
- View the *Gaming, Liquor and Cannabis Act*
- View the Gaming, Liquor and Cannabis Regulation
- View the Retail Cannabis Store Handbook or contact the nearest Regulatory Services Division office.

Head Office	Calgary Office	Red Deer Office	Lethbridge Office	Grande Prairie Office
50 Corriveau Avenue St. Albert, Alberta T8N 3T5 liquorapplications@aglc.ca 1-855-506-1066 ext. 2 (toll-free)	310, 6715 - 8 Street NE Calgary, Alberta T2E 7H7 liquorapplications.calgary@aglc.ca Ph: 403-292-7300	3-7965 - 49 Avenue Red Deer, Alberta T4P 2V5 liquorapplications.rd@aglc.ca Ph: 403-314-2656	655 Wt Hill Blvd South Lethbridge, Alberta T1J 1Y6 liquorapplications.leth@aglc.ca Ph: 403-331-6500	100-11039 78 Avenue Grande Prairie, Alberta T8W 2J7 liquorapplications.gp@aglc.ca Ph: 780-832-3000

APPLICANT REQUIREMENTS CANNABIS RETAIL STORE LICENCE

To be considered for a cannabis licence, the applicant **must** provide all requirements before the application can proceed.

Licensing:

- Non-refundable application fee of **\$400** and licence fee of **\$700**.
- Application for Cannabis Licence (Form 8000)
- Particulars of Individual (Form 5013) completed by all directors, shareholders, officers and the proposed manager.
- Floor plan of the premises. Details about acceptable floor plans are provided below.
- Particulars of Incorporation of Company (Form 5231).
- Particulars of Shareholding Company (Form 5231) if applicable.
- Certificate of Incorporation.
- Cannabis Licensee Acknowledgment and Undertaking (Form 8012)

- If the application is deemed eligible, the remaining items must be submitted prior to a licence being issued.

- E-Commerce and Web Access Request (Form 8021)
- Executed copy of the lease agreement or certificate of title, in the name of the applicant.
- City business licence or written approval of the municipality.

Due Diligence Investigation:

For the Due Diligence background check, contact duediligence@aglc.ca directly for further instructions on the submission of disclosure information, and the deposit of **\$3,000**, required to complete the investigation.

Only applicants that have submitted all the required items, and successfully completed the Due Diligence background check, may be eligible for a retail cannabis store licence.

The applicant may mail or deliver the completed package to the nearest AGLC office. Please allow approximately three months for processing the application.

A CANNABIS LICENCE WILL NOT BE ISSUED UNTIL ALL OF THE ABOVE STEPS HAVE BEEN COMPLETED

<p>Head Office 50 Corriveau Avenue St. Albert, Alberta T8N 3T5 cannabis.licensing@aglc.ca 1-855-506-1066 ext. 1 (toll-free)</p>	<p>Calgary Office 310, 6715 - 8 Street NE Calgary, Alberta T2E 7H7 cannabislicensing.calgary@aglc.ca Ph: 403-292-7300</p>	<p>Red Deer Office 3-7965 - 49 Avenue Red Deer, Alberta T4P 2V5 Ph: 403-314-2656</p>	<p>Lethbridge Office 655 Wt Hill Blvd South Lethbridge, Alberta T1J 1Y6 Ph: 403-331-6500</p>	<p>Grande Prairie Office 100-11039 78 Avenue Grande Prairie, Alberta T8W 2J7 Ph: 780-832-3000</p>
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Floor Plans

Floor plans may be blueprints, architectural drawings, or a line drawing by hand.

If the applicant is providing a line drawing, the floor plan must be of high quality and clearly legible. The drawing must include measurements.

- Entrances and Exits
- Walls
- Dimensions/Square Footage
- Location of Shelving
- Point of Sale Area
- Office Area
- Delivery Area
- Shipping/Receiving Area
- Proposed Camera Placement and area of coverage



APPLICATION FOR RETAIL CANNABIS STORE LICENCE

Note: Municipalities may have bylaws or zoning restrictions relating to retail cannabis stores that impact your eligibility for a licence. It is recommended that you contact your municipal government to determine local requirements prior to the submission of your application to AGLC.

NAME OF APPLICANT:
(Company, Partnership or Individual) _____

NAME OF PREMISES:
(Operating/Trade Name) _____

STREET ADDRESS: _____

CITY/TOWN: _____ POSTAL CODE: _____

MAILING ADDRESS: _____

CITY/TOWN: _____ POSTAL CODE: _____

AGLC requires a Communications Contact email address for the purpose of sharing and collecting important information related to cannabis licensing, policies and processes. Please ensure this email is updated regularly. If no email is provided, the corporation mailing address will be used.

COMMUNICATION CONTACT EMAIL: _____

APPLICATION CONTACT NAME: _____

CONTACT PHONE: _____

PREMISE MANAGER NAME: _____

I want to apply for an online Retail Cannabis Sales endorsement

BY SIGNATURE I CERTIFY THE ABOVE INFORMATION IS CORRECT, AND THE APPLICANT IS THE OWNER OR LESSEE OF THE PREMISES COVERED BY THIS APPLICATION, AND IS IN ACTUAL POSSESSION AND CONTROL OF THOSE PREMISES.

DATE: _____

x _____
Signature of Applicant (Individual) or Applicant's Representative
(Corporation/Partnership)

In the event that the licence application process is not completed within one year of the submission date, AGLC may require that a new application be made.

Protection of Privacy – The personal information requested on this form is collected under the authority of Section 33(a) and 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to cannabis licensing. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5 780-447-8600 or toll free at 1-800-272-8876.



PARTICULARS OF INCORPORATION OF COMPANY

Operating/Trade Name: _____	
Street Address: _____	
City/Town: _____	Postal Code _____
Telephone _____	
Name of Corporation: _____	
Date of Incorporation _____	Date of Registration in Alberta (if applicable) _____

DIRECTORS/OFFICERS:

Name	Address	Phone Number	Position Held

SHAREHOLDERS: (both voting and non-voting, and the number and class of shares that each holds)

Name	Address	Percentage & No. of Shares Held

CERTIFIED CORRECT by an authorized director of the Corporation, and by a Lawyer or CPA, as of the _____ day of _____, 20 _____

_____ (Signature) LAWYER or CPA	_____ (Signature of Director or Officer)
_____ (Firm)	_____ (please print name)

ANY CHANGE IN DIRECTORS OR SHAREHOLDERS MUST BE IMMEDIATELY REPORTED TO AGLC.

The information you are providing on this application form is collected under the authority of the *Gaming, Liquor and Cannabis Act*; Gaming, Liquor and Cannabis Regulation, and the *Freedom of Information and Protection of Privacy (FOIP) Act*, section 33(c). The information is strictly for the use of Alberta Gaming, Liquor and Cannabis in assessing your eligibility. Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request. If you have any questions about the collection or use of the information, please contact Alberta Gaming, Liquor and Cannabis, 50 Corriveau Avenue, St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600 Toll-free: 1-800-272-8876.

PARTICULARS OF PARTNERSHIP

Operating/Trade Name: _____	
Street Address: _____	
City/Town: _____	Postal Code _____
Telephone _____	
Name of Registered Partnership: _____	
Date of Registration _____	Date of Registration in Alberta (if applicable) _____

DIRECTORS:

Name	Address	Phone Number	Position Held

PARTNERS: (both general and registered)

Name	Address	Type of Partner

CERTIFIED CORRECT by an authorized director of the Corporation, and by a Lawyer or CPA, as of the _____ day of _____, 20_____

_____ (Signature) LAWYER or CPA	_____ (Signature of Director)
_____ (Firm)	_____ (please print name of Director)

ANY CHANGE IN DIRECTORS OR SHAREHOLDERS MUST BE IMMEDIATELY REPORTED TO AGLC.

The information you are providing on this application form is collected under the authority of the *Gaming, Liquor and Cannabis Act*; Gaming, Liquor and Cannabis Regulation, and the *Freedom of Information and Protection of Privacy (FOIP) Act*, section 33(c). The information is strictly for the use of Alberta Gaming, Liquor and Cannabis in assessing your eligibility. Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request. If you have any questions about the collection or use of the information, please contact Alberta Gaming, Liquor and Cannabis, 50 Corriveau Avenue, St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600 Toll-free: 1-800-272-8876.

TO: ALBERTA GAMING, LIQUOR & CANNABIS (AGLC)

1. The cannabis licensee named below understands his or her legal obligations under:
 - a) the *Gaming, Liquor and Cannabis Act*,
 - b) the Gaming, Liquor and Cannabis Regulation, and
 - c) AGLC policies and guidelines
2. The cannabis licensee acknowledges his/her responsibility to ensure all staff becomes aware of the requirements contained in this Acknowledgement and Undertaking.
3. Only cannabis authorized by AGLC may be present in a licensed premises. A licensee who sells or possesses in his licensed premises cannabis NOT authorized by AGLC will face disciplinary action and may also face prosecution.
4. The cannabis licensee confirms that he/she has not entered into any verbal or written, express or implied agreement with a cannabis supplier, an employee of a cannabis supplier, a cannabis supplier representative or an employee of a cannabis supplier representative employee (hereafter referred to as "cannabis representative") to buy any particular brand, class, kind or type of cannabis or cannabis accessory, except as authorized by the *Gaming, Liquor and Cannabis Act*, Gaming, Liquor and Cannabis Regulation or AGLC policies and/or agreements which have been approved by the Board of AGLC.
5. The licensee acknowledges that all business conducted under a Retail Cannabis Store licence will be operated separately from any commonly owned or affiliated businesses as outlined in Section 3.1.1 of the Retail Cannabis Store Handbook.
6. The cannabis licensee confirms that he/she has not directly or indirectly received or accepted a loan or advance, money, a rebate, a concession or anything of value from a cannabis representative.
7. The cannabis licensee confirms that he/she has not purchased, received, rented or borrowed any furniture, furnishings, equipment, fixtures, decorations, signs, or supplies from a cannabis representative.
8. The cannabis licensee understands that failure to follow the requirements of the *Cannabis Act*, Cannabis Regulation, *Gaming, Liquor and Cannabis Act*, Gaming, Liquor and Cannabis Regulation, or AGLC policy (includes handbooks) may result in prosecution and/or appearance before the Board of AGLC.
9. The cannabis licensee agrees to advise AGLC each time the cannabis licensee or employee of the cannabis licensee is offered a benefit or inducement from a cannabis representative.

Cannabis Licensee Signature

(Please Print Name)

Name of Cannabis Licensee

Requesting, accepting or receiving inducements from a cannabis representative is prohibited under the *Cannabis Act*, Cannabis Regulation, *Gaming, Liquor and Cannabis Act*, Gaming, Liquor and Cannabis Regulation and AGLC policy.

The following describes monetary (or monetary value) inducements which a cannabis licensee or employee of a cannabis licensee, are prohibited from requesting, accepting or receiving from a cannabis representative.

1. Payments, rebates or credits of any monetary value.
2. Monetary deposits into licensee accounts in any direct or indirect manner.
3. All cannabis products (including samples) are not permitted under policy guidelines, "Product Promotions".
4. Interior decorating (e.g. painting, window dressing, and flooring) and renovations or maintenance to the licensed premises or other property owned, rented, or leased by a licensee or anyone directly or indirectly in a business relationship with the licensee.
5. Locked display cabinets, alarm system, video security surveillance system, furniture, office equipment, signs, required in the operation of a licensed premises.
6. Underwriting licensees' expenses, either directly or indirectly, for any travel, whether or not it is for business purposes, a vacation, or a combination of both.
7. Seasons tickets to sporting or other events.

This is a summary only. The relationship between a cannabis licensee and a cannabis representative, or any product promotion, must comply with the *Cannabis Act*, *Cannabis Regulation*, *Gaming, Liquor and Cannabis Act*, *Gaming, Liquor and Cannabis Regulation*, and *AGLC policy*.

The following cannabis information is provided so that applicants and/or licensees are clearly aware of what is considered unauthorized or illegal cannabis products.

- Homegrown cannabis. Homegrown products cannot be brought into a licensed premises.
- Any cannabis product purchased from other provinces in Canada, the USA, or any foreign country.
- Any cannabis product that is not registered/sold by AGLC.
- Any legal cannabis product that has been adulterated, changed or altered in any manner.

It is important to understand that unauthorized or illegal cannabis products found on licensed premises are subject to immediate seizure. AGLC has a policy of "**ZERO TOLERANCE**" with respect to unauthorized or illegal cannabis products. A licensee may face criminal charges, provincial prosecution and/or a Board Hearing with a penalty which could include suspension or cancellation of the retail cannabis store licence.

For further information, contact the Regulatory Services Division:

St. Albert Office 780-447-8600	Calgary Office 403-292-7300
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References: *Gaming, Liquor and Cannabis Act*
Gaming, Liquor and Cannabis Regulation

Please retain Appendix A for your records.



MUNICIPAL INFORMATION - RETAIL CANNABIS STORE

NAME OF APPLICANT:

(Company, Partnership or Individual)

NAME OF PREMISES:

(Operating/Trade Name)

STREET ADDRESS:

CITY/TOWN:

POSTAL CODE:

By the issuance of a development permit, or in accordance with band council bylaw/approval or settlement council bylaw/approval, the municipality confirms that the premises meets the buffer zone requirements contained in section 105(3) of the Gaming, Liquor and Cannabis Regulation (GLCR) or that the premises meets the varied requirements set by the municipalities land use bylaw per section 105(5) of the GLCR.

If the premises meets the above requirements but a development permit, band council approval or settlement council approval is not issued by the municipality, the municipality may apply to the AGLC for an exception to this requirement, per 105(4) GLCR. As an example, this exception is intended in cases where an existing premises converts its operations from a previous business to a retail cannabis store and a development permit is not issued.

If the premises does not meet the buffer zone requirements and a bylaw is not in place for a variance, the municipality may apply to the AGLC for an exception regarding these requirements per section 105(6) GLCR. This exception is intended in cases where a municipality may not have the capacity to create a land use bylaw for the purposes of a cannabis retailer and would otherwise grant approval.

Upon approval from the AGLC the municipality would proceed with issuing development approval, band council approval or settlement council approval.

Note: In addition to the above, municipal approval is required for the above noted premises by way of a business licence or notification of municipal approval. This form may be used as notification of municipal approval when signed by the municipality.

Municipality

Date

Name of Municipal Representative (Print)

✕

Signature of Municipal Representative

Excerpt of section 105 of the Gaming, Liquor and Cannabis Regulation:

Restrictions on location of licensed premises

105 (1) In this section,

- (a) “band council” means the council of the band as defined in the *Indian Act* (Canada);
- (b) “Indian reserve” means a reserve as defined in the *Indian Act* (Canada);
- (c) “land use bylaw” has the meaning given to it in Part 17 of the *Municipal Government Act*;
- (d) “Metis settlement” and “settlement council” have the meanings given to them in the *Metis Settlements Act*;
- (e) “provincial health care facility” means an approved hospital as defined in the *Hospitals Act*;
- (f) “school” means a school as defined in the *School Act*.

(2) The board may not issue a cannabis store licence in respect of any premises located

- (a) in a municipality, unless a development permit has been issued under the *Municipal Government Act* for the proposed use of the premises as described in the application for the cannabis licence,
- (b) on an Indian reserve, except in accordance with an applicable band council bylaw or the band council’s approval, or
- (c) on land within a Metis settlement area, except in accordance with an applicable settlement council bylaw or the settlement council’s approval.

(3) For the purposes of sections 640(7), 642(5) and 687(3) of the *Municipal Government Act*, a premises described in a cannabis licence may not have any part of an exterior wall that is located within 100 metres of

- (a) a provincial health care facility or a boundary of the parcel of land on which the facility is located,
- (b) a building containing a school or a boundary of a parcel of land on which the building is located, or
- (c) a boundary of a parcel of land that is designated as school reserve or municipal and school reserve under the *Municipal Government Act*.

(4) Despite subsection (2)(a), on application by a municipality the board may, if the board considers it appropriate to do so, issue a cannabis store licence in respect of a premises that meets the requirements of subsection (3) but for which a new municipal development permit is not required under the *Municipal Government Act*.

(5) A municipality may, in a land use bylaw, expressly vary the distance set by subsection (3) and set a different distance that is applicable to one or more of the types of properties referred to in subsection (3)(a) to (c), and where a municipality has done so, subsection (3) does not apply to a premises to the extent the variation in the land use bylaw is applicable to it.

(6) On application by a municipality that has not by bylaw varied a distance set by subsection (3), the board may, in writing, if the board considers it appropriate to do so, vary the distance set by that subsection and set a different distance that is applicable to one or more of the types of properties referred to in subsection (3)(a) to (c) in relation to a specified premises that is the subject of a cannabis licence application.

(7) Where the board has issued a variance under subsection (6), subsection (3)

- (a) does not apply to the specified premises to the extent the variance is applicable to it, and
- (b) for greater certainty, does not operate to bar the issuance of a development permit under the *Municipal Government Act* in respect of the premises.

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