

Cannabis Retail Licence



APPLICANT'S HANDBOOK



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INTRODUCTION AND PURPOSE

This guide assists individuals and businesses who are interested in applying for a cannabis retail licence in Yukon.

The guide is divided into the following sections:

- ① an overview of Yukon's cannabis laws;
- ② an outline of the requirements of the *Cannabis Control and Regulation Act* and regulations and the conditions that will apply to licensees and their licensed premises; and,
- ③ guidance on how to complete an application for a cannabis retail licence.

Disclaimer

This document should be read in conjunction with the *Cannabis Control and Regulation Act* and its regulations. In the case of any discrepancies between this document and the *Cannabis Control and Regulation Act* or its regulations, the latter shall prevail.

CANNABIS LAWS IN YUKON

Cannabis Act

The Government of Canada legalized cannabis on October 17, 2018. The *Cannabis Act* forms the foundation of a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation and possession.

Under the *Cannabis Act*, the Government of Canada is also responsible for licensing, cultivation, processing, sale for medical purposes, analytical testing and research. For further information, visit the following website: www.canada.ca/en/health-canada/services/drugs-medication/cannabis/industry-licensees-applicants/licensing-summary/guide.html.

Promotions

The federal *Cannabis Act* specifies prohibitions related to the promotion of cannabis, cannabis accessories and related services.

For more information on promotion rules visit: www.canada.ca/en/health-canada/services/drugs-medication/cannabis/laws-regulations/promotion-prohibitions.html.

Cannabis Control and Regulation Act

The *Cannabis Control and Regulation Act* is Yukon's cannabis legislation.

The Yukon Liquor Corporation is responsible for the Act and is the designated distributor corporation. It has the power and jurisdiction to:

- import cannabis;
- set the price of cannabis;
- determine the classes and varieties that may be sold;
- collect information from licensees; and,
- inquire into matters that relate to or arise from the operation of the Act.

Cannabis Control and Regulation Act – Regulations

There are a number of regulations under the *Cannabis Control and Regulation Act*. The General Regulation and the Cannabis Licensing Regulation contain rules for private retail of cannabis in Yukon.

For more information, and to see all legislation related to cannabis in Yukon visit: www.gov.yk.ca/legislation/legislation/page_c.html.

The Cannabis Licensing Board is responsible for the licensing of cannabis retail stores under the Act. The Board is independent from the Yukon Liquor Corporation in its decision-making.

Distributor Corporation

The Yukon Liquor Corporation is the distributor corporation for cannabis and is responsible for administering the Act. The distributor corporation is made up of the president, Corporate Services, Operations and Regulatory Services.

The president is accountable to the Minister responsible and Cabinet for the operation of the Yukon Liquor Corporation as the distributor corporation. The president is responsible for administering the *Cannabis Control and Regulation Act*; managing the daily operations of the corporation in accordance with the government's legislation, regulations, policies and business plans; and, coordinating work with other Yukon government departments and organizations.

Corporate Services includes the following branches: Finance, Records and Administration as well as Social Responsibility, Policy and Planning. These branches prepare financial reports and budgets, conduct accounting services, manage procurement and contracts, lead strategic planning and provide legislative and policy support for the corporation. Corporate Services is the lead contact for the Office of Auditor General of Canada, designs and assesses systems, and controls and conducts treasury functions.

Operations manages the Yukon Liquor Corporation's front line business including purchasing and logistics; sales and distribution; and warehouse operations.

Regulatory Services provides licensee education, inspections, and monitoring. This unit prepares submissions for the Cannabis Licensing Board, administers aspects of licensing services, and enforces the *Cannabis Control and Regulation Act* and regulations.

Cannabis Licensing Board

Established under the Act, the Cannabis Licensing Board is currently comprised of five members. The Board has the sole authority to grant or refuse to grant licences, with or without conditions, and to review decisions of the president to impose sanctions on licensees.

When determining whether a licence may or may not be granted, the Board is required to take into account:

- the documents received,
- the relevant considerations, and
- any representations, such as verbal or written comments, made to it.

Relevant considerations are a defined term within the *Cannabis Control and Regulation Act* and in summary include the following:

- the number of licences in the area;
- the population of the area including seasonal variations and variations of the immediate area;
- any economic benefit in the area that could reasonably be expected to flow from the business;
- the expressed views of the population;
- the amount of the actual or projected capital expenditure;
- whether the premises conforms to all relevant enactments (e.g. laws); is constructed to be sanitary and secure; and is suitable for carrying on the business of the sale of cannabis in a reputable way;
- the extent to which the applicant is financially responsible and is otherwise of good character and a fit person to keep and operate the premises and to be a licensee;
- whether the applicant is the owner of, or lessee for the term of the licence;
- the compliance history of the applicant as a licensee, for liquor or cannabis; and
- the applicant's demonstrated ability to operate and control the premises in accordance with the law.

Each of the relevant considerations will be used in the Board's assessment of an application.

The Cannabis Licensing Board receives the complete application for their review and consideration.

REQUIREMENTS FOR ALL LICENSEES

This section provides an overview of all the requirements that a potential licensee should be aware of and the location of those requirements.

It is important to become familiar with the requirements and ensure that the application demonstrates awareness and planning that will allow for the successful implementation of statutory requirements.

The Cannabis Act

The Government of Canada legalized cannabis on October 17, 2018 through the federal *Cannabis Act*. The legislation is intended to provide for legal, controlled access to cannabis that displaces illegal and criminal activity; and to prioritize public health, safety and harm reduction, with a focus on protecting youth from negative health effects.

Provinces and territories are responsible for determining how cannabis is distributed and sold within their jurisdictions and to create restrictions on age, possession, personal cultivation and other items. For example, the age of majority is 18 in the *Cannabis Act*, but is 19 under the Yukon's *Cannabis Control and Regulation Act*.

The *Cannabis Act* contains prohibitions, some of which include:

- products, promotions, packaging and labelling that are appealing to youth;
- the sale of cannabis through self-service displays or vending machines;
- promotion of cannabis, except in narrow circumstances where the promotion could not be seen by a young person; and
- false, misleading or deceptive advertising, sponsorships, testimonials and endorsements or other forms of promotion that could entice young people to use cannabis.

Medical cannabis is regulated under the *Cannabis Act* and regulations by Health Canada. While medical and non-medical cannabis products are similar, the products fall under different laws and a different set of rules. Patients may purchase cannabis from a retail store but provincial and territorial possession and age limitations apply.

Yukon's Cannabis Control and Regulation Act

Yukon's cannabis legislation outlines a hybrid framework for cannabis sales that involves a government distribution and retail system and private sector licensees.

In Yukon, adults (who are 19 years of age or older), can legally do the following:

- purchase fresh cannabis, dried cannabis, cannabis oil, cannabis seeds, or cannabis seedlings from cannabis retail stores;
- possess up to 30 grams of dried cannabis or its equivalent in non-dried form in public;
- consume cannabis in their dwellings, or in other locations authorized by law;
- grow up to four cannabis plants per household for personal use, from seeds or seedlings purchased from YLC or private-sector licensee; and
- legally make cannabis-containing products at home, such as food and drinks, for personal consumption.

Municipal bylaws

Each municipality in Yukon has the ability to develop bylaws regarding cannabis sales. It is important to check with your local municipality if there are bylaws in place. As of May, 2019, Faro, Carmacks, Mayo and Whitehorse have passed bylaws related to cannabis.

The City of Whitehorse passed amendments to its Zoning and Business License Bylaws that allow for 'retail services, restricted' operations (cannabis shops). These bylaws set out regulations regarding where cannabis retail stores can be established, setbacks from different land uses in the city, and hours of operations.

Specifically, Bylaw 2019-08 established that Marwell and specific zones in Downtown are the only areas where 'retail services, restricted' would be permitted. In addition, 100 metre buffers were established from the following uses:

- lots zoned PR–Parks and Recreation that include a play structure;
- temporary shelter services;
- lots which provide services to youth at risk or people suffering from substance abuse; and
- other 'retail services, restricted' operations.

To review cannabis regulations for the City of Whitehorse visit www.whitehorse.ca/cannabis.

BARS-Cannabis (BARS-C)

A licensee must ensure that each individual who sells cannabis in the licensed premises has completed a prescribed course of cannabis server training. The Yukon Liquor Corporation President approved BARS-Cannabis (BARS-C) course as the cannabis server training course.

The BARS-Cannabis certification course is mandatory for all cannabis retail employees who sell cannabis in the licensed premises. The word “employee” means anyone who works in the dedicated cannabis area of a sub-class 1 licensed premises, and anyone who works in the cannabis retail store of a sub-class 2 licensed premises. The intent of this course and certification is to ensure that cannabis retail store employees are able to assist customers in making informed and safe choices, and that they understand their responsibilities to their customers.

The BARS-C course is intended only to provide **social responsibility training** in regard to cannabis sales in Yukon.

Licensees and employees at cannabis retail stores are not authorized to give medical advice.

BARS-C can be found at: www.ylc.yk.ca/BARS-Cannabis.html.

Contact the Yukon Liquor Corporation at **(867) 667-5245** or **YLC.BARS@gov.yk.ca** with any questions or concerns about this course.

APPLICANT GUIDE

Persons who want to sell cannabis in Yukon must have a cannabis retail licence granted by the Cannabis Licensing Board.

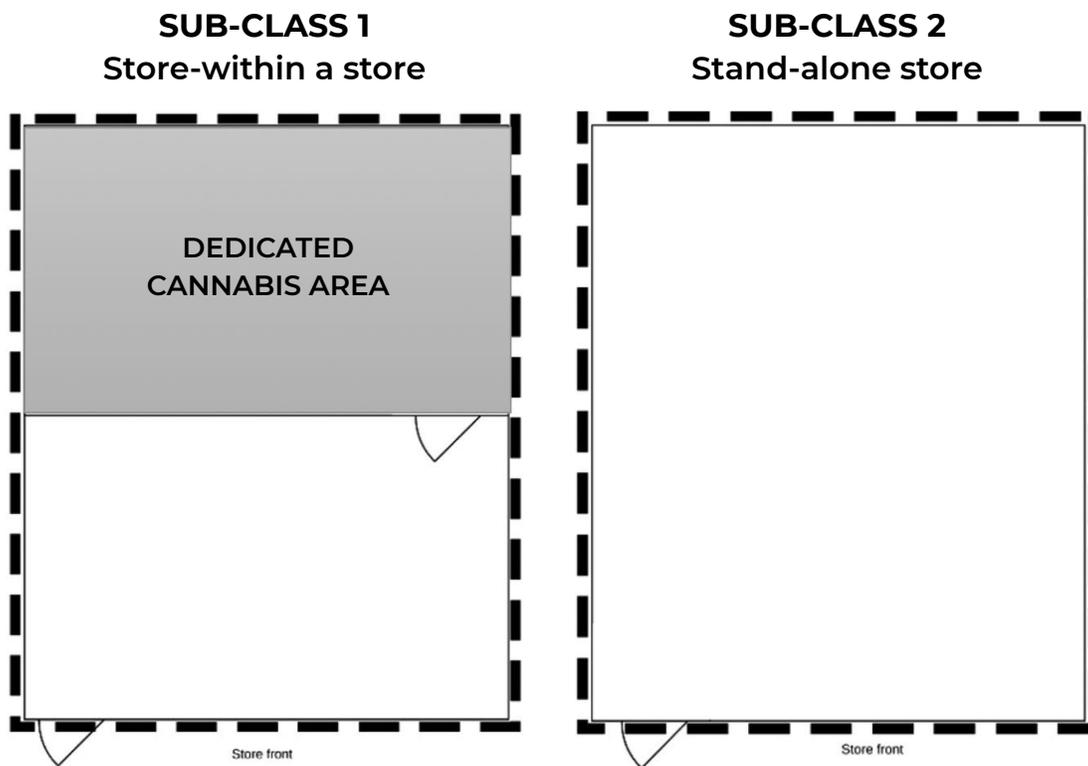
There are eligibility requirements to apply depending on the type of business an applicant plans to operate.

Overview

The *Cannabis Control and Regulation Act*, the *General Regulation* and the *Cannabis Licensing Regulation* set the rules for the private retail of non-medical cannabis.

A standard retail licence will permit the licensee to purchase cannabis from the distributor corporation, transport it to the licensed premises and sell cannabis at the licensed premises.

Applicants are able to apply for one of two sub-classes of a Standard Retail Licence, specifically:



Tips for preparing a complete application

Read the application package in full prior to preparing your application.

Contact the Yukon Liquor Corporation with any questions or to make an appointment at **(867) 667-5245** or toll free within Yukon **1-800-661-0408, ext. 5245**; or email **Cannabis.Licence@gov.yk.ca**.

Use the application checklist to ensure all required items are provided prior to submitting your application to the Yukon Liquor Corporation.

Certain forms in the application must be notarized. For your convenience, notaries are available at Yukon Liquor Corporation community stores throughout Yukon and at the corporation's head office at 9031 Quartz Road, Whitehorse.

Develop an organized, clear and comprehensive proposal. The more thorough the application, the easier it will move through the Yukon Liquor Corporation's internal completeness review.

Assess community support:

- Contact the First Nation government whose traditional territory your licensed premises is proposed to occur in to discuss your plan and seek input; and
- contact your municipality to ensure that the location of the premises conforms to zoning, bylaws and other relevant enactments; or
- contact your local advisory council to discuss your plan; and
- reach out to neighbours about your plans, discuss any concerns, and set positive relationships.

Seek clarity and understanding. Make sure your business plans align with local laws. It is helpful if the proposal is planned in a manner that meets the social context of your community.

Preparing your application

An application should be prepared in a manner that follows the provided checklist and contains a Table of Contents.

Below are examples of Table of Contents for both a store-within a store (sub-class 1) application and a stand-alone store (sub-class 2) application.

Store-within a store (sub-class 1):

Application Cannabis Yukon retail store	
Required information	
Part 1	
Form 1	pg. #
Form 2	pg. #
Form 3	pg. #
Form 4	pg. #
Part 2	
Business name registration	pg. #
Economic benefit assessment	pg. #
Operational plan	pg. #
Employee management plan	pg. #
Financial documents	pg. #
Criminal record check	pg. #
Licensed premises details	pg. #
Site plan	pg. #
Floor plan	pg. #

Stand-alone store (sub-class 2):

Application Cannabis Yukon retail store	
Required information	
Part 1	
Form 1	pg. #
Form 2	pg. #
Form 3	pg. #
Form 4	pg. #
Part 3	
Business name registration	pg. #
Economic benefit assessment	pg. #
Operational plan	pg. #
Financial documents	pg. #
Criminal record check	pg. #
Licensed premises details	pg. #
Site plan	pg. #
Floor plan	pg. #

The licensing process

An application fee must be paid to the Yukon Liquor Corporation in full to process the application, which is non-refundable whether an application is approved or withdrawn.

Once submitted, the Yukon Liquor Corporation will review the information and determine whether it is complete. If the application is not complete, the Corporation will write the applicant requesting detailed information.

Once an application is complete, the Corporation will start the public comment period, which lasts four weeks in the newspaper and online: www.ylc.yk.ca/Current-licence-applications-and-licence-holders.html. Personal information about the applicant is not posted in the newspaper or online.

Public notice includes posting information about:

- name of the business;
- licence class (sub-class 1 or sub-class 2);
- proposed retail store location;
- hours of operation proposed by the applicant; and
- a site plan of the proposed location.

Persons who wish to submit an objection to the application during the public comment period must file their objection in writing with reasons to the president. The applicant will receive copies of all objections received during the public comment period.

After the public comment period ends, the Cannabis Licensing Board will review the application and hold a hearing if any objections are received. If a hearing is required the applicant will receive notice of the hearing date from the Board and will be asked to attend or send a representative.

Once the Board determines whether the licence will be granted, the applicant will be notified of the decision with reasons. This decision is also posted online: www.ylc.yk.ca/Current-licence-applications-and-licence-holders.html.

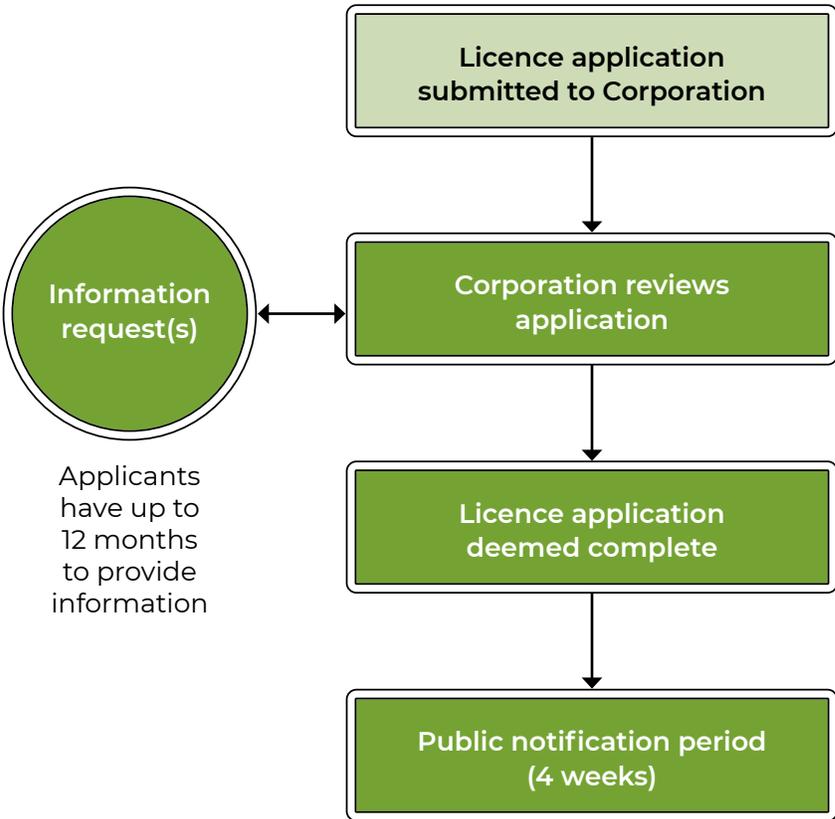
From the date of submission of an application to the date that the Cannabis Licensing Board reaches a decision is expected to take at least 12 weeks. Depending on the quality and complexity of the proposal, a more realistic timeline may be 16-18 weeks.

YUKON'S LICENSING PROCESS FOR THE PRIVATE RETAIL SALE OF CANNABIS

Application submission and public notification

ACTIONS BY:

-  Applicant
-  Distributor Corporation
-  Licensing Board

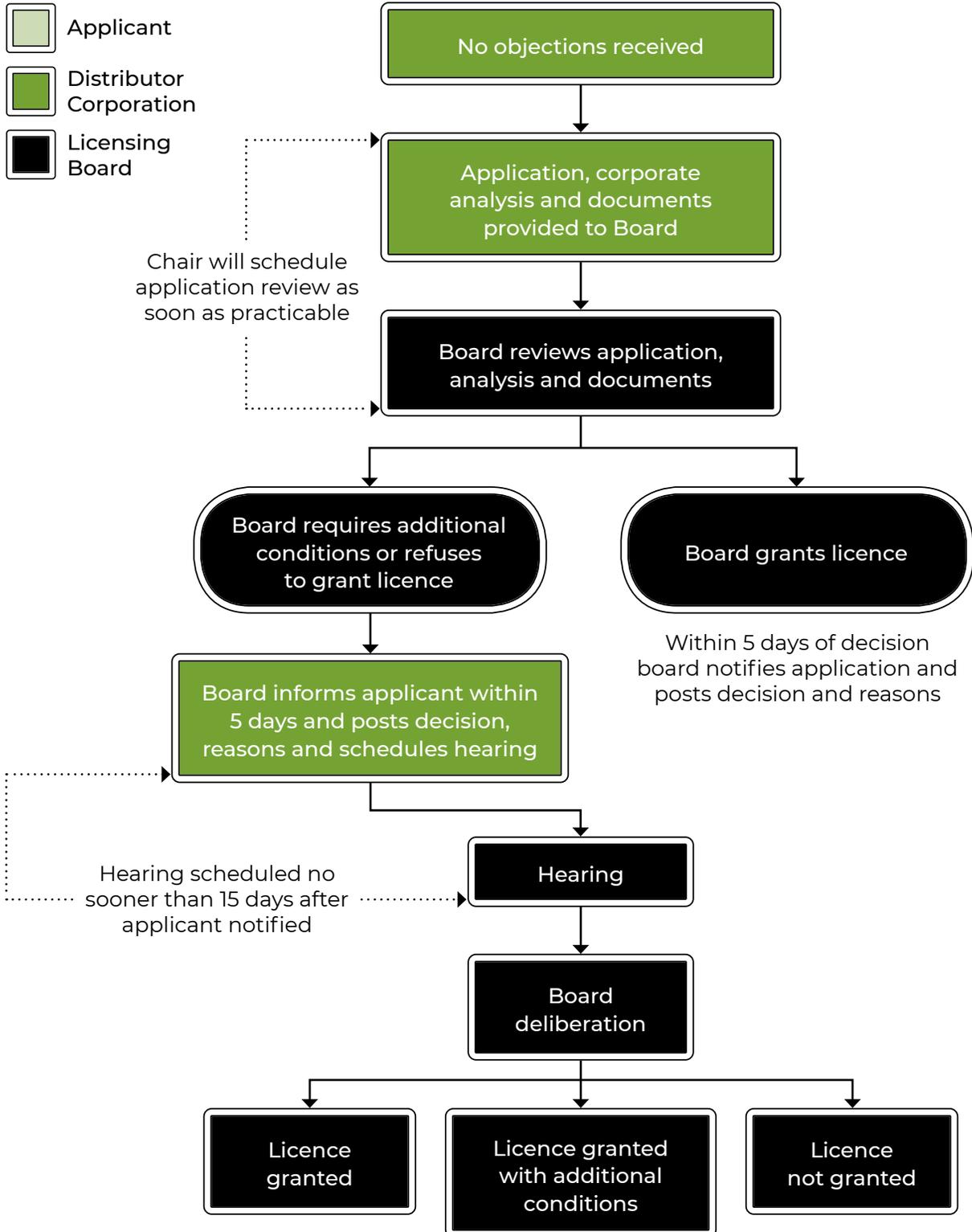


** Depending on the clarity, completeness and complexity of the application the estimated time to the end of the public notification period is 8 weeks.*

Application with no objections

ACTIONS BY:

- Applicant
- Distributor Corporation
- Licensing Board



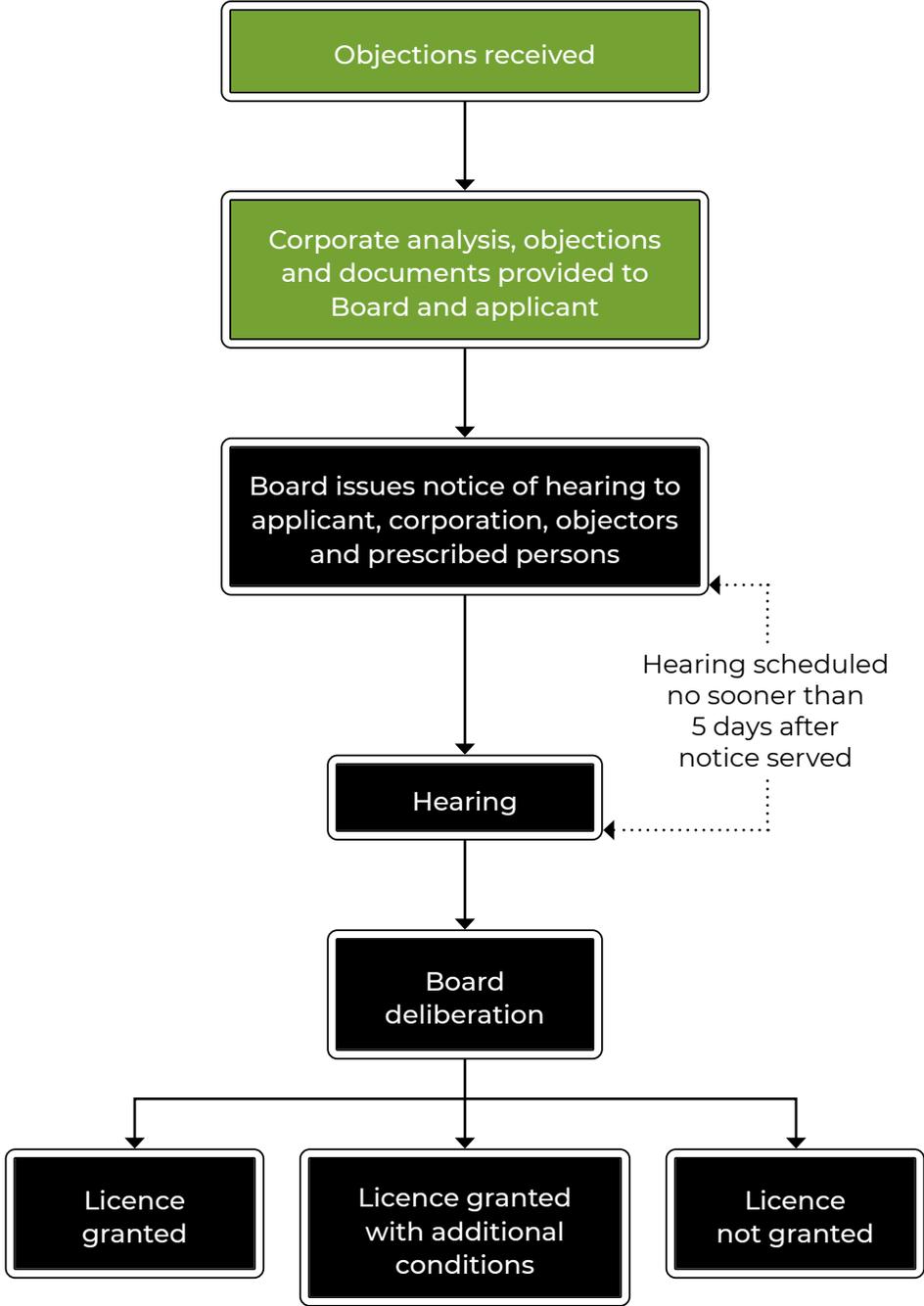
Within 5 days of decision board notifies applicant and posts decision with reasons

**Depending on the clarity, completeness and complexity of the application the estimated time to a final licence decision is 17 weeks.*

Application with objections

ACTIONS BY:

-  Applicant
-  Distributor Corporation
-  Licensing Board



Within 5 days of decision Board serves notice and posts decision and reasons

**Depending on the clarity, completeness and complexity of the application the estimated time to a licence decision is 14 weeks.*

Explanation of application

Part 1 – forms

The application is comprised of forms to be filled out by the applicant and a written proposal. The following describes the type of information required as well as topics to cover.

Form 1

Seeking basic information about the business by identifying:

- the business name and structure;
- the “primary contact person” who is authorized to make decisions and who is able to respond in a timely manner;
- current phone numbers and email addresses; and,
- a description of the proposed operation.

Please notify the Corporation if the primary contact information has changed by emailing Cannabis.Licence@gov.yk.ca.

Form 2

Affidavit for application is an oath, which needs to be signed and notarized, stating that:

- the information provided is true and correct;
- the applicant is aware of the matters contained within the application; and,
- the applicant meets the eligibility requirements contained within the *Cannabis Control and Regulation Act*.

The Yukon Liquor Corporation has employees who are notaries and can notarize this form. Please book an appointment by calling (867) 667-5245, toll-free within Yukon 1-800-661-0408, ext. 5245, or by emailing Cannabis.Licence@gov.yk.ca.

□ Form 3

Business or personal history report. Be sure to read this form in full. Depending on the type of business, the applicant will need to complete a business history report or personal history report. The applicant needs to provide information about work history, whether it is the history of the business or of the individual. Specifically, the Board is seeking to understand if the applicant is financially responsible and is of good character and a fit person to operate the premises as a licensee. It is noteworthy to include information about past work history in the sale of liquor, running a business or working in the private sector.

Business or personal history report needs to be signed and notarized that all of the information contained in the business or personal history report is true and accurate.

The Yukon Liquor Corporation has employees who are notaries and can notarize this form. Please book an appointment by calling **(867) 667-5245**, toll-free within Yukon **1-800-661-0408, ext. 5245**, or by emailing **Cannabis.Licence@gov.yk.ca**.

□ Form 4

Undertaking. This form commits the applicant to notify the Corporation of any changes to the content of the application within 24 hours of the change occurring. For example, if there are changes in the senior management team or in the ownership of the business, the applicant is required to notify the Yukon Liquor Corporation of those changes.

Part 2 and Part 3 – premises information

In this section, parts 2 and 3 of the application repeat some of the same information requirements and those that are particular to one of the two sub-classes of standard retail licences:

- sub-class 1, a store-within a store
- sub-class 2, a stand-alone store

Applicants should follow the headers below that align with the headers in the application.

Business name registration

Applicants are required to provide their business registration specific to Yukon or Declaration of Partnership (if applicant is applying as a Partnership). If you have questions about business licensing, contact Corporate Affairs, Community Services.

Email: corporateaffairs@gov.yk.ca

Phone: 867-667-5314

Toll free in Yukon, NWT and Nunavut: 1-800-661-0408, ext. 5314

Fax: 867-393-6251

Economic benefit assessment

The economic benefit assessment provides the Cannabis Licensing Board with an understanding of the potential benefits that may occur as a result of the sale of cannabis at the proposed licensed premises.

- Items to consider:
 - Will the proposed premises be a lease? Will property taxes be paid as a result of the business?
 - How many individuals will you employ? Full time? Part time?
 - Will there be any contract work as a result of the business? For example, cleaning services, construction, renovations, professional fees, bookkeeping, accounting, etc.
 - Are there other economic benefits that may occur?

Operational plan

The content of the operational plan describes how the applicant will operate their business.

Plan to operate the licensed premises in a way that prevent young persons from being present.

- Items to consider:
 - How will you prevent young persons from entering the sub-class premises 1 or 2? For example, will you have a reception area at the entrance of the premises or will you post staff at the entrance of the store to check the identification of persons who appear to be young persons?

Licensees must take measures to prevent young persons from being present in the dedicated cannabis area (sub-class 1 premises) or the licensed premises (sub-class 2 premises).

Plan to prevent sale to young persons and to persons who are intoxicated.

- Items to consider:
 - How will you prevent sales to young persons and intoxicated persons? Will you provide additional training to staff to recognize when persons are intoxicated? Will you adopt Yukon Liquor Corporation's Check 30 program to check ID for persons who look under the age of 30?

It is illegal to sell cannabis to anyone under the age of 19 in Yukon. It is also illegal to sell cannabis to anyone who a licensee believes on reasonable grounds is intoxicated by any substance: cannabis, alcohol, prescription drugs, over-the-counter medication, illicit drugs, or inhalants or a combination of any of those intoxicants.

Plan to restrict access by intoxicated persons

- Items to consider:
 - How will you restrict access by intoxicated persons in the licensed premises? The plan may include some of the same information that you use to prevent sales to persons who are intoxicated.

Licensees must not permit an individual to enter or be in the licensed premises if the licensee believes on reasonable grounds that the individual is intoxicated.

Plan to ensure it is not reasonably possible for a person who is outside the licensed premises to see into, or hear any activity occurring in the licensed premises.

- Items to consider:
 - How do you plan to physically separate a dedicated cannabis area, in the case of a sub-class 1 premises, from other parts of the licensed premises to ensure that persons outside that area cannot see into or hear any activity occurring in the area? What kind of physical separation does the applicant propose?
 - For sub-class 2 premises, how do you propose to prevent persons from seeing into or hearing any activity in the licensed premises? Does this involve some kind of treatment on the windows or doors of the licensed premises? Does this involve configuring the entrance so that if people look into the licensed premises they are not seeing any cannabis-related activities?

Plan to control inventory and manage retail operations, including the total amount of cannabis to be maintained in inventory

- Items to consider:
 - How do you plan to control inventory and manage retail operations in such a way as to be aware of the amount of inventory in stock at all times? What kind of systems or methods do you propose to use in order to keep control of inventory at all times?

Plan for the transportation of cannabis to and from the Yukon Liquor Corporation including how cannabis will be stored to be inaccessible to persons in the transportation vehicle and how records will be developed and maintained.

- Items to consider:
 - What method of transportation, such as your own resource or that of a third party do you propose to use to transport cannabis from the Yukon Liquor Corporation's warehouse to your licensed premises?
 - How do you propose to ensure that cannabis is inaccessible to all persons in the transportation vehicle?
 - How do you propose to keep records?

Licensees are responsible to transport cannabis from the Yukon Liquor Corporation's warehouse to their licensed premises.

Licensees must keep records:

- Of dates, times and amounts of cannabis when cannabis is collected or delivered to the licensed premises;
- When cannabis is returned to the distributor corporation; and
- If an incident occurs during the transportation of the cannabis and results in a change to the amount or quality of the cannabis being transported (report to the president within 24 hours)

Plan for security of the premises that includes the burglar alarm system and video surveillance system required by the regulations, the privacy policy and communication approach (e.g. signs-content and location at which they will be posted).

- Items to consider:
 - Where do you plan to store video footage, who will have access to the video footage, how will video footage be restricted, etc.
 - Persons in the store must be informed that they are being recorded. By what means do you plan to notify persons that video surveillance is in progress?
- Applicants must identify an agent or agency who is licensed under the *Private Investigators and Security Guards Act* as the agent or agency to install and monitor their burglar alarm system.
- Video surveillance with a minimum retention time of 30 days is required in a licensed premises.
- Applicants must produce a privacy policy for video surveillance. The minimum criteria that licensees must ensure are contained within their policy can be found at: www.ylc.yk.ca/pdf/Video_surv_privacy.pdf.

Description of the system proposed for record keeping and reporting to the Yukon Liquor Corporation in accordance with the Yukon Liquor Corporation’s Reporting Requirements (including reference of purchases, sales, returns, inventory, accounts payable and receivable, records of prescribed cannabis training course completion and currency for each employee and licensee).

- How do you propose to keep records to make the necessary reporting to the Yukon Liquor Corporation?
- How do you plan to keep records to ensure that each employee has successfully completed the BARS-C server training and their training is current?

Description of the system proposed for record retention, including where records will be kept, how long they will be retained, security system for retained records.

- Plan of measures to be used to reduce the risk of cannabis in licensee’s possession from being diverted to the illicit market.
- Items to consider:
 - What measures do you plan to implement to meet this requirement? Will you have additional security measures besides burglar alarm and video surveillance systems? Will staff receive additional training? Will there be any specific rules for third-party contractors who might be in the licensed premises from time to time to conduct repairs and maintenance?

- Illicit cannabis means cannabis that is imported, sold or distributed outside of any law.
- Licensees may only sell cannabis that they have purchased from the Yukon Liquor Corporation.

Plan of measures to ensure that purchasers leave the licensed premises in possession of the cannabis purchased.

- Items to consider:
 - How do you plan to ensure this happens in a timely manner?
 - What kind of processes might you put in place so employees make sure customers have their correct purchases and can leave in a timely manner?

Once purchasers have made a purchase they must leave the premises with their products.

Plan of proposed measures to prohibit the consumption of cannabis within the licensed premises.

- Items to consider:
 - What are your plans to ensure that customers do not attempt to consume any of their products within the licensed premises?
 - Will staff inform customers at each purchase and/or will you put up signage informing customers that consumption in the premises is forbidden?

There are no consumption venues permitted in Yukon at this time.

The applicant's policy for the return of cannabis by purchasers to the licensed premises.

- Items to consider:
 - What is your policy to ensure that the return is conducted in a timely manner?
 - What is your policy to securely store the returned cannabis until you are able to return it to the Yukon Liquor Corporation?

The Cannabis Licensing Regulation lays out specific rules for the licensee when purchasers return cannabis they have purchased to the licensed premises.

Other relevant factors proposed by the applicant.

Young Persons: What is your plan to ensure that young persons, those under 19 years of age, are not able to gain access to the dedicated cannabis area of the sub-class 1 premises or the licensed premises of the sub-class 2 premises? For example, will you be using a store layout or configuration to control access? Will your staff be managing access, and if so, how? If in the event a young person enters the store, how will you ensure the young person is unable to purchase cannabis? What will be your policy to identify age and verify identification?

Intoxicated Persons: What is your plan to prevent someone, who you or your staff has reason to believe, is intoxicated from accessing the dedicated cannabis area of the sub-class 1 premises or the licensed premises of the sub-class 2 premises?

Reporting

The Yukon Liquor Corporation is required to make monthly reports to Health Canada through the Cannabis Tracking and Licensing System. Cannabis sold by the distributor corporation to licensees must be accounted for on a monthly basis.

The *Cannabis Licensing Regulation* outlines other reporting requirements that each licensee must make to the Yukon Liquor Corporation as part of their licence requirements.

Applicants should refer to the cannabis retail policies on the Yukon Liquor Corporation's website for the full list of reporting requirements. The Reporting Policy informs licensees of their reporting requirements including reporting format, reporting content and timing of reports.

Once a licence is granted, Yukon Liquor Corporation's Finance unit will contact the licensee to review the full complement of reporting requirements.

- Licensees are required to regularly report on measures taken to prevent, and the ways in which the licensee has prevented, young persons from being present in a sub-class 1 premises or in a sub-class 2 premises.
- Licensees are required to regularly report on the number of persons who did not have any identification card or a valid identification when requested by a cannabis retail employee or licensee.

All licensees must submit reports to cannabis.reporting@gov.yk.ca when reports are due.

Employee management plan (sub-class 1 premises)

An employee management plan is required for those businesses that will operate a sub-class 1 premises. The plan must detail how the applicant will ensure only employees 19 years of age and older will have access to the dedicated cannabis area.

Financial documents

Depending on whether you are operating as a sole proprietor, partnership, public or private corporation, will determine the kind of financial documents you are required to submit.

The Cannabis Licensing Board must consider the relevant considerations outlined in the Act, in relation to an application for a licence, including the extent to which the applicant is financially responsible and is otherwise of good character and a fit person to keep and operate the premises and to be a licensee.

Some of the financial information that may be requested (depending on your business model) could include your personal information such as sources of income for the past 3 years, notices of income tax assessments for the past 3 years, financial statements, and year-end bank and investment statements.

You will be asked to prepare a projected budget for capital expenditures for the premises, a project budget for the first year of operations, including projected expenditures, revenue and projected cash flow (including assumptions) for the initial year of operations.

All sources of funding must be disclosed and documented as part of the application.

Applicants should take their time to ensure that all financial information requested is provided. A financial analysis is performed by a third-party contracted to Yukon Liquor Corporation and if information is missing this will result in delays.

Criminal record check

Criminal record checks are required to reduce the risk of cannabis being diverted to an illicit market or activity.

Criminal record check – sole proprietor

- Criminal record check for the applicant. The criminal record check must be current and not more than 120 days before the date of the submission of the application.

Criminal record check(s) – partnership

- Criminal record checks for each partner and the person who will be in charge of the licensed premises. Criminal record checks must be current and not more than 120 days before the date of the submission of the application.

Criminal record check(s) – corporation private

- Criminal record checks are required for each employee who is both an officer and an employee of the corporation, directors and the individual who will be in charge of the proposed licensed premises. Each criminal record check must be current and not more than 120 days before the date of the submission of the application.

Criminal record check(s) – corporation public

- Criminal record checks are required for each employee who is an officer of the corporation, directors and the individual who will be in charge of the proposed licensed premises. Each criminal record check must be current and not more than 120 days before the date of the submission of the application.

Each applicant must submit a current criminal record check by the RCMP at the time they deliver an application. Applicants, whether applying as a sole proprietor, partnership, corporation private or public, should be aware that if the main proponent of an application has been convicted of a certain type of offence as listed in the *Cannabis Licensing Regulation*, then they are not eligible to apply for a licence.

These are the offences which makes an applicant ineligible to apply for a licence:

- An offence under a provision of the Criminal Code of Canada in respect of an act of violence or the threat of violence.
- An offence of conspiring to commit an offence of the Criminal Code of Canada in respect of an act of violence or the threat of violence for which the applicant was sentenced to a period of imprisonment of two years or more.
- An offence relating to the sale or possession for the purposes of trafficking of illicit substances.
- An offence under any of the following:
 - a provision of Division 1 of Part 1 of the *Cannabis Act*, other than paragraphs 8(1)(a) to (e);
 - a provision of subdivision E of Division 2 of Part 1 of the *Cannabis Act*;
 - a provision of Part 1 of the *Controlled Drugs and Substances Act of Canada* other than subsection 4(1);
 - subsection 32(1) or (2) of the *Controlled Drugs and Substances Act of Canada*;
 - an offence under a provision of the Criminal Code relating to corruption of public officials, terrorism financing, counterfeiting or laundering of proceeds of crime;
 - an offence, whether or not under the Criminal Code of Canada relating to fraud or fraudulent conversion, other than one for which a conviction occurred more than 10 years before the day on which the person applies for a licence; and
 - an offence of conspiring to commit a crime relating to corruption of public officials, terrorism financing, counterfeiting or laundering of proceeds of crime; fraud or fraudulent conversion or an offence under any of sections 467.11 to 467.13 of the Criminal Code of Canada.

Licensed premises details

You must provide a copy of title or a lease agreement of the proposed premises. If you are proposing to lease the premises you must submit an intent or conditional offer to lease. The term of the lease must cover the entire period of the proposed licence. If you are in the process of purchasing the proposed premises, submit a copy of the purchase agreement. You must confirm that an employee of the Yukon Liquor Corporation or a member of the Cannabis Licensing Board is not an owner of the premises or has an interest in the premises.

You must provide a description of how the premises conforms to zoning, bylaws and other relevant enactments.

- Approved final fire inspection:
 - Whitehorse: City of Whitehorse Fire Department; phone **(867) 668-2462**
www.whitehorse.ca
 - Yukon: Territorial Fire Safety Branch **867-667- 5230** for communities
- Approved final building inspection:
 - Whitehorse: City of Whitehorse Land & Building Services Department,
Building Inspections **adminbuilding@whitehorse.ca**
 - Check communities for a municipal building inspection branch
 - Yukon: Building Safety branch; phone: **(867) 667-5741** or email:
buildingsafety@gov.yk.ca

Site and floor plans

Site plan

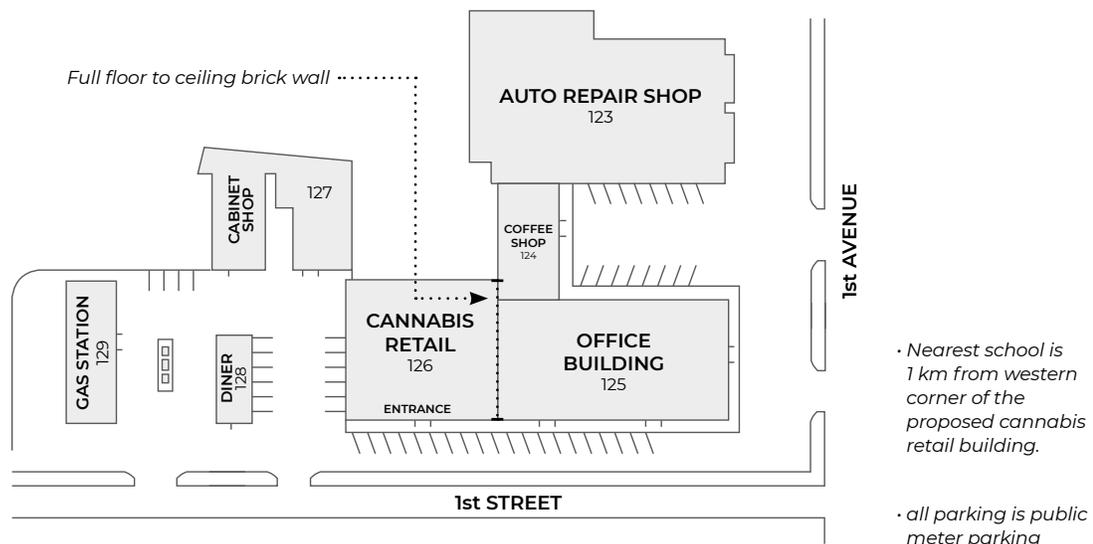
A site plan is a document showing any existing and proposed building footprints.

The document must measure a minimum of 8.5" X 11" (standard letter size). Either hand drawn or computer-generated plan is acceptable, as long as the plan is drawn to scale, clear and legible.

The site plan must include:

- Entrances and exits of the premises;
- Adjacent operations;
- What separates the premises from adjoining operations;
- Setback distances from schools;
- Street names; and,
- Parking.

You must provide a site plan depicting the location of the proposed premises, and a floor plan of the proposed premises.



Example of a site plan

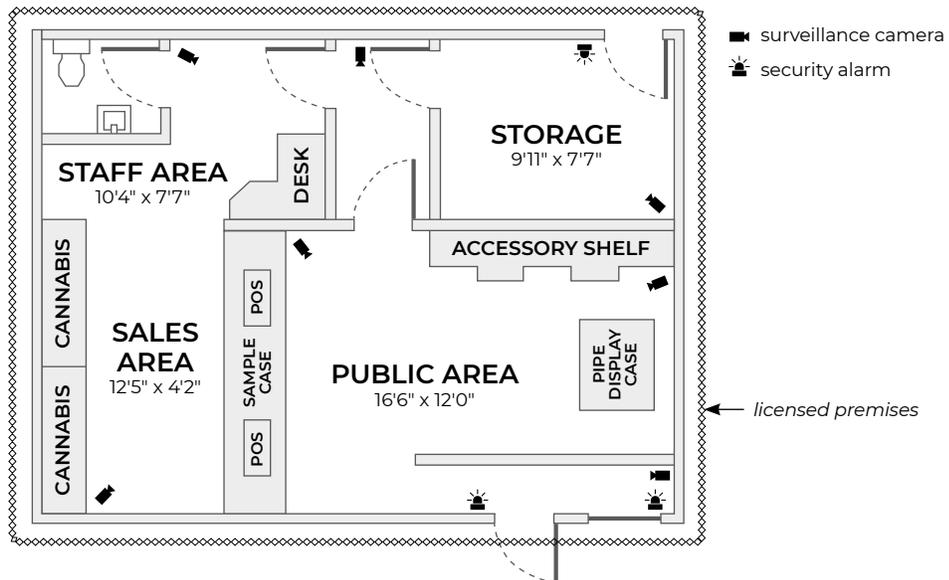
Floor plan

A floor plan is a document, showing a view from above, of the dimensions and relationships between rooms, spaces and other physical features on each floor of a structure.

The document must measure a minimum of 8.5" X 11" (standard letter size). A floor plan for each level of the premises must be submitted if the proposed premises has more than one level. Either a hand drawn or computer-generated plan is acceptable, as long as the plan is drawn to scale and is clear and legible.

The floor plan must include dimensions of the following:

- Each room;
- Washrooms, stairs and elevators;
- Entrances and exits;
- Cannabis storage areas;
- Furniture and fixtures; and,
- Security system.



If you require any clarification or if you have any questions or concerns about submitting an application or about the process, please contact Yukon Liquor Corporation at **(867) 667-5245** or toll free within Yukon **1-800-661-0408, ext 5245** or attend at 9031 Quartz Road, Whitehorse, Yukon Y1A 4P9; or email **Cannabis.Licence@gov.yk.ca**.

