

Section:	Yukon Liquor Corporation	Effective Date:	February 21, 2019
Number:	CE-2019-04	Last Revised:	May 17, 2022
Item:	Reporting Policy	Reference:	

STATEMENT OF POLICY

This policy describes the reporting that each licensee must provide to the Yukon Liquor Corporation as part of their license requirements.

AUTHORITY

- Cannabis Licensing Regulation – s.7(d)*
- Cannabis Remote Sales Regulation – s.10*
- Cannabis Tracking System Order (Canada) – s.5*

RATIONALE

Under s.5 of the federal Cannabis Tracking System Order licensees are required to submit monthly reports to the appropriate public body in their province or territory. This policy is developed to inform licensees of their reporting requirements to the Yukon Liquor Corporation including:

- reporting format;
- reporting content; and
- timing of reports.

This policy also includes social responsibility information that licensees must keep and make available to the Yukon Liquor Corporation upon request.

DEFINITIONS

Amended Report: a revised version of a report that was submitted by a licensee to YLC.

PROVISIONS

General

- All licensees must provide the distributor corporation reports, as directed by the President, respecting their activities in relation to cannabis that they possess for commercial purposes.
- All licensees must submit reports to cannabis.reporting@yukon.ca when reports are due.
- The reporting as detailed in this policy is due on the 5th calendar day of the month. If the 5th falls on a Saturday, Sunday or statutory holiday, licensees have until the following business day to submit their report.
- Reporting must be submitted digitally in Microsoft Excel and comply with the format provided in Appendix 1. Licensees must follow reporting requirements to ensure complete and accurate reporting. Reporting requirements are further detailed in the Instructions and Terms and Definitions tabs in Appendix 1.
- Reporting requirements are subject to change. This policy will be updated as required to meet regulatory requirements. It is the licensees' responsibility to ensure they are aware of the requirements.

Re-submission of reports

- If a licensee notices an error in a previous submission or if the Corporation requests that a licensee re-submit a report, the licensee must ensure that the amended report complies with all requirements of this policy, including Appendix 1.
- The licensee must provide copies of all amended reports, summarize the rationale of the adjustment, and identify the affected products.
- The licensee must acknowledge the Corporation's request for a report re-submission within 2 business days of the request and must provide the amended report within 5 business days of the request.
- A reporting error noticed by the licensee must be corrected by submitting an amended report within 5 business days.

Inventory and Financial Matters

Licensees must submit information relating to the inventory of cannabis and financial matters, as defined in Appendix 1.

Employee

Identify the number and names of employees who were employed in the cannabis retail store in either the dedicated cannabis area of a sub-class 1 licensed premises, sub-class 2 licensed premises, or employees carrying out delivery of remote sale orders as defined in Appendix 1.

Remote Sales

Licensees must provide cannabis.licence@yukon.ca with details of the third-party service they use for delivery of products purchased through remote sales. This must be submitted before the third party begins its first delivery on the licensee's behalf.

Social Responsibility

Licensees must keep records on social responsibility measures as mentioned below. Reporting on these measures is upon request by the Corporation only and is not part of Appendix 1.

Illicit Market

All licensees must keep records on the activities they have undertaken to reduce the risk of cannabis they possess for commercial purposes from being diverted to an illicit market or activity, and to ensure the security of the licensed premises. This includes measures related to remote sales.

Upon request, these records must be made available to an inspector within a reasonable amount of time.

Young Persons

All licensees must keep records on measures taken to prevent and the ways in which the licensee has prevented young persons from being present in the dedicated cannabis area of a sub-class 1 premises or in a sub-class 2 licensed premises.

Licensees must keep records on measures taken to prevent young persons from placing and receiving remote sales orders.

RELATED FORMS

Appendix 1

RELATED POLICIES & DIRECTIVES

N/A

Approved by:



Dennis Berry
President

May 19, 2022

Date: