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Building *Nunavut* Together
Nunavut liuqatigiingniq
Bâtir le *Nunavut* ensemble

Nunavut Cannabis Retailers Handbook



**Government of Nunavut
Department of Finance**

Nunavut Cannabis Retailers Handbook

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General Information

Introduction

The Government of Nunavut (GN) and the Canadian Federal Government have enacted laws that govern the rights and responsibilities of individuals involved in Nunavut's cannabis retail industry. The GN has a Superintendent responsible for licensing cannabis retailers who operate cannabis stores in Nunavut. The Office of the Superintendent is responsible for issuing licences to Nunavut Cannabis Retailers and registering federally licensed cannabis producers (Registered Suppliers) who provide cannabis products to Nunavut Cannabis Retailers. The Superintendent grants annual licences and registrations for the sale and distribution of cannabis and regulates the operation of businesses for which a licence or registration has been issued.

The operation of a Nunavut Retail Store is governed by the *Cannabis Act (Nunavut)* and its regulations, as well as the terms and conditions imposed on a licence. A Nunavut Cannabis Retailer must also operate their business and premises in accordance with municipal, territorial and federal laws.

Purpose

The purpose of this Handbook is to help Nunavut Cannabis Retailers and their employees understand and comply with the requirements and responsibilities concerning the operation of a Cannabis Retail Store. Specifically, this Handbook highlights key provisions from the *Cannabis Act (Nunavut)* and its regulations as well as standard licensing terms and conditions which apply to Nunavut Cannabis Retailers.

This Handbook is not a legal document but instead assists Nunavut Cannabis Retailers in understanding their obligations.

Definitions

Administrative Penalties: monetary penalties applied to Nunavut Cannabis Retailers who fail to comply with the *Cannabis Act (Nunavut)* or its regulations in an administrative manner.

Cannabis Retail Operations Area: the physical space where cannabis is stored, and orders are processed for an Online Store or Integrated Cannabis Store.

Cannabis Retail Stores: all Physical and Online Cannabis retail businesses licensed by the Superintendent.

CSV File: an excel file that displays information in comma separated values in plain text.

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Enclosed Cannabis Store: a subclass of a Physical Store. An Enclosed Cannabis Store is enclosed in a way that the inside of the store is not accessible or visible by persons from outside of the store.

Integrated Cannabis Store: a subclass of a Physical Store. An Integrated Cannabis Store is located within another commercial establishment that is accessible by the general public.

Nunavut Cannabis Retailer: a licence holder who operates a Cannabis Retail Store in Nunavut.

Minors: a person under the age of 19.

Online Store: remote sale stores; these types of cannabis stores can be web-based, telephone, online application (apps) or other means of telecommunications where customers purchase cannabis remotely.

Physical Stores: a storefront where customers purchase cannabis onsite.

Registered Suppliers: federally licensed cannabis producers who are registered with the Superintendent to wholesale cannabis to Nunavut Cannabis Retailers.

Sensory Display: smell jars and containers that effectively showcase cannabis products. Sensory display items are not accessible by customers.

Superintendent: The Superintendent responsible for licensing cannabis retail in Nunavut.

Legislation, Regulations, Terms and Conditions

Cannabis Act (Canada)

- The *Cannabis Act* is the federal legislation that creates the legal framework for the possession, distribution and sale of cannabis in Canada. For additional information on the *Cannabis Act (Canada)*, visit: <https://laws-lois.justice.gc.ca/eng/acts/C.html>.

Cannabis Regulations (Canada)

- The *Cannabis Regulations* provide additional details about the legal framework outlined in the *Cannabis Act*. For additional information on the *Cannabis Regulations (Canada)*, visit: <https://laws-lois.justice.gc.ca/eng/regulations/C.html>.

The Cannabis Act (Nunavut)

- The *Cannabis Act (Nunavut)* is the primary legal source that grants rights to and imposes requirements and responsibilities on Nunavut Cannabis Retailers and their employees.

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- The Superintendent may impose sanctions and/or Administrative Penalties on a Nunavut Cannabis Retailer if a Nunavut Cannabis Retailer contravenes specific sections of the *Cannabis Act (Nunavut)*. For additional information on the *Cannabis Act (Nunavut)*, visit: <https://www.nunavutlegislation.ca/en/consolidated-law/current?title=C>.

The Cannabis Regulations (Nunavut)

- The *Cannabis Regulations* provide additional details about the legal framework outlined in the *Cannabis Act (Nunavut)*.
- The Superintendent may impose sanctions and/or Administrative Penalties on a Nunavut Cannabis Retailer if the retailer contravenes specific sections of the *Cannabis Regulations (Nunavut)*. For additional information on the *Cannabis Regulations (Nunavut)*, visit: <https://www.nunavutlegislation.ca/en/consolidated-law/current?title=C>.

Personal Information Protection and Electronic Documents Act (PIPEDA) (Canada)

- PIPEDA is the federal law which dictates how the private sector must handle and protect the personal information of customers. For additional information on PIPEDA, visit: <https://laws-lois.justice.gc.ca/eng/acts/P.html>.

Inuit Language Protection Act (Nunavut)

- The *Inuit Language Protection Act* is legislation that dictates how the official languages of Nunavut must be used by the private sector.
- Retailers are required to post public signage, posters and advertisements in all official languages of Nunavut and ensure that customers can access customer services in their official language of choice. For additional information on the *Inuit Language Protection Act*, visit the Office of the Language Commissioner of Nunavut website at: <https://langcom.nu.ca/en>.

Terms and Conditions on a Licence

- The Superintendent may impose specific requirements respecting the operation of a Cannabis Retail Store by setting terms and conditions on a licence.
- The Superintendent may set terms and conditions that apply to:
 - All classes of licences;
 - Particular classes of licences; or
 - An individual licence.

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- The Superintendent may impose sanctions and/or Administrative Penalties on a Nunavut Cannabis Retailer if the retailer fails to comply with any of the terms and conditions on a licence.

Federal and Territorial Responsibilities

The federal government is responsible for regulation of establishments involved in the cultivation, production and processing of cannabis and:

- Establishes a common legal cannabis framework that applies across Canada;
- Licences and regulates businesses involved in the production, processing, and packaging of cannabis;
- Establishes and enforces product and production standards;
- Establishes and enforces packaging and labelling standards;
- Establishes and enforces advertising and promotion standards across all levels of the cannabis industry; and
- Oversees industry-wide tracking and reporting requirements, including monthly reporting by the GN on behalf of all Nunavut Cannabis Retailers.

The GN, through the Office of the Superintendent, is responsible for the regulation of the distribution and sale of cannabis in Nunavut including:

- Reviewing licence and renewal applications;
- Issuing cannabis retail licences;
- Enforcing terms and conditions, regulations, and legislation respecting the operation of Cannabis Retail Stores; and
- Educating Nunavut Cannabis Retailers about the regulatory requirements for the purposes of preventing violations in Cannabis Retail Stores.

Types of Cannabis Retail Licences

Classes of Cannabis Retail Licences

There are two classes of licences available for cannabis retail in Nunavut, Online Stores and Physical Stores.

- **Online/Remote Stores** are online websites where cannabis products and accessories are sold, and orders are delivered directly to customers in Nunavut.
- **Physical Stores** are physical storefronts where cannabis products and accessories are sold for consumption and use off premises. There are two subclasses of Physical Stores, they are:
 - **Enclosed Cannabis Stores:** these stores are only accessible by adults over the age of 19. Enclosed Cannabis Stores can use sensory display items and discuss product information with customers. Enclosed Cannabis Stores are not accessible by the general public as walls and a door serve as a barrier to guard against access from minors.
 - **Integrated Cannabis Stores:** these stores are accessible by the general public and can be in the form of a checkout counter, window or kiosk. Integrated Cannabis Stores cannot advertise and can only sell cannabis products and accessories off a price list after a customer's age has been checked.

Facility Standards:

All Cannabis Retail Stores (Physical and Online)

All businesses licensed for cannabis retail must operate in the same location and construction, with the same equipment, furnishings and operations as was in place for each annual licence permit. Any changes must be approved by the Superintendent prior to any alterations. If these standards are not met, the Superintendent may impose sanctions against the Nunavut Cannabis Retailer. Please refer to section 18 "*Request to Alter or Make Changes to a Cannabis Store*" for additional details.

All Cannabis Retail Businesses must operate their Cannabis Store separately from any other business activities.

Nunavut Cannabis Retailers are responsible for compliance with the facility standards set out in building codes, health and safety standards and all relevant federal, territorial and municipal legislation.

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Enclosed Cannabis Stores

An Enclosed Cannabis Store can be:

- A standalone structure;
- A store located on commercial grounds with a separate entrance to the outside; or
- Located within an existing commercial establishment in an enclosed space sharing an entrance to the outside.

Enclosed cannabis stores:

- Must be enclosed within complete floor to ceiling walls;
- Must have a point-of-sale system which is not shared by any other business;
- May display and sell cannabis products, cannabis accessories and cannabis ancillary items;
- May display information and brand preference promotional material; all promotional information, including use of brand elements, must comply with the requirements of the *Cannabis Act (Canada)* and its regulations; and
- Ensure that all cannabis products, cannabis accessories and cannabis ancillary items cannot be seen from outside of the cannabis store.

Integrated Cannabis Stores

Integrated Cannabis Stores must:

- Exist within a commercial business;
- Have a point-of-sale terminal which records and reports cannabis sales information separately from the other business;
- Sell cannabis products and cannabis accessories only;
- Ensure that no cannabis products or cannabis accessories are displayed. Customers may only purchase cannabis from a price list provided to the customer after showing proof of age;
- Ensure that information and brand preference promotional material is not displayed. Product must be delivered to the customer in opaque packaging;
- Ensure that signage within the Integrated Cannabis Store area only indicate that cannabis is available for sale at the designated area;

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- Ensure that all cannabis products and accessories are always locked in storage. Retail employees may only open the secure storage area to a) fulfill customer orders, b) record inventory and c) restock inventory;
- Ensure that the cannabis storage area is inaccessible by all minors, including employees of the establishment where the Integrated Cannabis Store exists; and
- Not permit access between an associated business if the associated business is a service provider (*example: hotel, cafe*) that holds a liquor licence and operates an Integrated Cannabis Store.

Application Process

Cannabis Retail Licence Application Process

The review process will be completed in the following phases:



Application Submission: Once an application is received, the Office of the Superintendent will send a confirmation email to the applicant.

Initial Review: The Office of the Superintendent will review the application information to ensure it is complete. Missing information will delay the initial review period. Once complete documentation is received, the Office of the Superintendent undertake an initial review and ensure the applicant(s) are eligible to obtain a cannabis retail licence.

Community Consultation: If the application is for a Physical Store, the community where the potential store is to be located will be consulted (see below for details).

Licensing Decision: (Physical Stores) The Superintendent will provide the Minister of Finance with a final report on each licence application received for a Physical Store. The Minister will then consider the report and provide direction to the Superintendent on approving a cannabis retail licence application for a Physical Store.

Licensing Decision: (Online Stores) The Superintendent will approve a cannabis retail licence application to operate an Online Store if the applicant(s) that meet the standard eligibility requirements.

Application forms for cannabis retailers can be found on the Department of Finance website: <https://gov.nu.ca/finance/information/cannabis-retail>. Applications can also be

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obtained in print at any community Government Liaison Office (GLO). Contact 867-975-6050 or visit the following website for GLO contact information: <https://www.gov.nu.ca/executive-and-intergovernmental-affairs/information/glo-contact-list>.

During the licensing process, the Office of the Superintendent will consider the following criteria:

- Completeness of the application;
- Eligibility of the applicant(s);
- Suitability of any related social media, retail website, and/or any other online presence; and
- Community consultation feedback.

Community Consultations

Under the *Cannabis Act (Nunavut)*, a community must be consulted on an application to open a Physical Store. The consultation period is 60 days for the initial store in a community and 30 days for any subsequent stores in that community. The Minister of Finance will then consider the views of community members prior to providing direction to the Superintendent on whether or not to issue a cannabis retail licence for a Physical Store.

During the consultation period the Office of the Superintendent will gather information from community members, Municipal Council and Members of the Legislative Assembly (MLAs) who represent the community.

Application information will also be posted in prominent places in the community as well as through community radio and social media.

The following application information will be publicly disclosed during the community consultation:

- Applicant(s) name
- Business title or address
- Type of licence being sought
- Intended location and hours of operation of Physical Store
- Date the application was submitted

**Online Store licences do not require a community consultation.*



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Application Processing Time

The Office of the Superintendent will typically require 30 days to process the applications and verify application information. This will be required for all Cannabis Retail Licence Applications.

The initial review is dependent on the level of information provided in the application. Incomplete and missing application information and/or the volume of applications under review by the Office of the Superintendent will affect the amount of time it takes to review a licence application.

For Physical Stores, an additional 60 (or 30) days will be required to conduct community consultations.

Licensing Fees

The following fees apply to the application and licensing process for Nunavut Cannabis Retailers:

- Retail Licences:
 - An application fee of \$2,000.
 - A licensing or renewal fee of \$1,000 (Physical Stores)
 - A licensing or renewal fee of \$500 (Online Stores only)
 - Fee to vary a condition on a licence \$500
 - Fee for transferring a licence \$500
- A quarterly revenue-based licensing fee is also applied to all Cannabis Retail Stores. Retailers must pay 2% of their revenue from cannabis product sales. Quarterly revenue fees are due on April 15, July 15, October 15 and January 15.
- The Superintendent may refund to a Nunavut Cannabis Retailer any portion of a fee with respect to a permit that is cancelled before it expires.

Dual Licence Applications

An applicant may seek two licences on the same application if they are seeking to operate a Physical Store and an Online Store from the same location.

Adding an Online Store licence to a Physical Store licence can be done at no additional cost.



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Cannabis Licence Application Information

Each application must contain the following information:

- Contact information of applicant(s);
- The type of licence;
- Corporate or business information of applicant(s):
 - Personal information of applicant(s), partners and/or shareholders who hold at least 20% or more beneficial and/or voting shares;
 - Criminal Records Checks from the applicant and any business partner included on the application; and
 - Certificate of Incorporation or Business Status from Nunavut's Legal Registries.
- Business name and logo;
- Business Licence;
- Intended hours of operation;
- Store location;
- Floor plans;
- Whether you plan to use sensory display items (Enclosed Cannabis Stores only);
- Security system; and
- Inventory management and sales tracking system.

The Office of the Superintendent may also require additional information in order to process a cannabis retail licence application.

Proof of Possession

A cannabis retail licence can only be issued for physical premises that are in the legal possession of the licence holder. This means that the same legal entity(s) named on the licence application must also have legal possession of the retail store.

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.

Proof of possession must be provided prior to licensing a Cannabis Retail Business. The license, and the community consultations, are tied to a specific location. For the initial application you are not required to provide finalized proof of possession, but it must be provided prior to being issued the licence. Note that changing a physical store location

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after consultation may require further consultation which could delay or disallow issuance of the license.

Licence Renewals

Licences expire annually on April 1.

A Nunavut Cannabis Retailer is required to apply for a licence renewal by February 1 on an annual basis.

If the annual renewal fee and all required information are not received before the last day of the existing licence, the licence expires the following day.

Nunavut Cannabis Retailers who hold an expired licence are prohibited from selling or purchasing cannabis. **It is a criminal offence to sell cannabis without a valid licence.**

If the Superintendent refuses to renew a licence, a Nunavut Cannabis Retailer may make an appeal to the Nunavut Liquor and Cannabis Board (NLCB).

The Cannabis Retail Licence Renewal Application can be found in Appendix A of this Handbook.

Appeals to the Nunavut Liquor and Cannabis Board

Appeals to the NLCB must be submitted within 30 days of receipt of non-renewal notice from the Superintendent.

If an appeal for non-renewal goes to the NLCB, the NLCB may extend the licence period until a decision is made.

The NLCB will consider the justification for non-renewal from the Superintendent and appeal from the Nunavut Cannabis Retailer.

After a decision has been made by the NLCB, the Nunavut Cannabis Retailer will be notified of the decision within five days.

The NLCB Appeals Form can be found in Appendix B of this Handbook.

Void Licences

A licence becomes void by law in the following circumstances:

- An individual holding the cannabis retail licence dies;
- If a corporation holding a retailer licence dissolves;
- A Nunavut Cannabis Retailer is no longer in possession of the licensed building or premises for any reason; or
- The Nunavut Cannabis Retailer relinquishes their licence to the Superintendent.

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- A Handbook for a Relinquishment of Licence Form can be found in Appendix C of this Handbook.

Transfer of a Licence

A licence may only be transferred from one person to another in the following circumstances:

- **Sale of Business:** If an existing cannabis retail business is sold, the new owner(s) must apply to the Superintendent to transfer the existing cannabis retail licence. A minimum of 30 days is required to review a transfer application.
- **Business Restructuring:** If the ownership of cannabis retail business is a partnership and there is a change in partners, the licence must be transferred to include the new partner. This must occur a minimum of 30 days prior to the new partner taking part in the business.

Note: If the ownership of a cannabis retail business is a corporation which is publicly traded and is a reporting issuer as defined in the Securities Act (Nunavut) and any new person or group of people working together have more than 20% corporate shares, they must apply for a cannabis retail licence transfer.

- To reduce business disruptions, corporations are encouraged to submit a transfer application as soon as possible and to contact the Office of the Superintendent immediately to begin the licence transfer process.
- **Death of Licence Holder:** In the case of the death of the individual holding the cannabis retail licence who is a sole proprietor, the licence must be transferred to a new individual. The licence is void until the transfer of a licence has been completed.
- A Licence Transfer Application can be found in Appendix D of this Handbook.

Request to Alter or Make Changes to a Cannabis Store (Physical or Online)

A Nunavut Cannabis Retailer must apply to change the following aspects of a Cannabis Store:

- Alter the structure, walls or layout of the Cannabis Store; or
- Alter the locks, locking mechanism, alarm system or video surveillance system of the Cannabis Store.

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To ensure all Cannabis Stores in Nunavut are secure and meet the security requirements outlined in the Cannabis Regulations, Nunavut Cannabis Retailers must apply to the Superintendent for approval prior to undertaking any of the above noted changes to a Cannabis Store. The Request to Alter a Cannabis Store can be found in Appendix E of this Handbook.

The *Cannabis Regulations (Nunavut)* permit two special exemptions to allow a Nunavut Cannabis Retailer to make changes without approval from the Superintendent:

- If a public officer (*ex: Building Inspector or Fire Marshal*) has issued a legally binding order to the retailer requiring the alteration to be made; or
- The changes to the Cannabis Store are required immediately, and a delay in applying the changes would result in damage to the property of the Nunavut Cannabis Retailer.

If a Nunavut Cannabis Retailer makes a change for one of the reasons noted above, they must without delay provide the Superintendent with a Request to Alter a Cannabis Store Form. The form must include the reason why changes were made without prior approval.

Varying a Condition on a Licence

A Nunavut Cannabis Retailer may apply to the Superintendent to vary a condition on a cannabis retail licence.

The Superintendent may impose any of the following conditions:

- More restrictive hours of operation;
- Restrictions on the products that may be sold by the licensee; and
- Any other condition that the Superintendent considers necessary for the proper operation of the licensed establishment

A Nunavut Cannabis Retailer may apply to vary any of the above noted conditions by completing the Variation of Licence Condition Request Form found in Appendix F of this Handbook.

Security Requirements

Perimeter Security for All Cannabis Retail Stores (Physical and Online)

All Nunavut Cannabis Retailers must secure all entry points to their cannabis retail business to guard against unauthorized access.

All external doors must use a minimum of 1.5mm (16 gauge) hollow metal doors with 1.9mm (14 gauge) metal frame and tamper-proof hinges at all entry points. Equivalences to door security standards may be approved through the Office of the Superintendent.

All access points must use commercial grade non-residential locks with secured tamper-proof strike plate and locking devices that penetrate the doorframe at minimum 1.25cm. Equivalences to door security standards may be approved through the Office of the Superintendent.

All windows must be constructed with commercial grade materials (wire glass, laminated glass, polycarbonate, composite) that secure against unauthorized access. Additional security measures (bars, steel grills and other window coverings) may also be used to secure windows.

All window locks must be located on the interior of the cannabis retail operations area or Enclosed Cannabis Store.

Perimeter locking devices are not permitted to be on a master key system.

All customer entrances must be constructed of commercial grade materials which secure against unauthorized access.

Storage Room Requirements for all Cannabis Retail Stores (Physical and Online)

A storage room within a Cannabis Retail Store must meet the following minimum requirements:

- All doors providing access to a storage room must use a minimum of 1.5mm (16 gauge) hollow metal doors with 1.9mm (14 gauge) metal frame and tamper-proof hinges at all entry points. Equivalences to door security standards may be approved by the Superintendent.
- All storage doors must use commercial grade non-residential locks with secured tamper-proof strike plate and locking devices that penetrate the doorframe at minimum 1.25cm. Equivalences to door security standards may be approved by the Superintendent.

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All Nunavut Cannabis Retailers must ensure that they have sufficient storage facilities to process sales.

A commercial safe, gun locker or similar device used for storage within a cannabis store must meet the following minimum requirements:

- Is rated by the Underwriter Laboratories of Canada or UL LLC as burglar resistant;
- Has a locking system that secures the door in multiple parts of the door; and
- Weighs over 340 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.

Alarm Security

All Cannabis Retail Businesses must have a professionally installed and monitored alarm system which has:

- Detectors which indicate unauthorized attempts to tamper with or enter at any entry point, windows and/or secure cannabis storage area, and/or the cannabis operations area for all Online Stores that do not hold a Physical Store licence;
- The ability to detect any attempts to tamper with the system;
- Smoke detectors; and
- Panic alarm installed at all point-of-sale systems (for Physical Stores only).

Camera Security

Digital camera security system must comply with the following criteria:

- Cameras must be inaccessible by the general public (i.e. embedded in the ceiling or in domes) and linked to a monitoring and recording system located in a secure area within the cannabis retail store and/or premises where the store operates;
- Cameras that clearly capture 24-hour coverage of activity identifying all individuals entering or exiting the premises and all individuals within the premises at the point-of-sale area and secure cannabis storage area; and
- Cameras that clearly capture 24-hour coverage of activity identifying all individuals entering or exiting the cannabis operations area for all Online Stores that do not hold a Physical Store licence.
- Nunavut Cannabis Retailers must retain recorded information for one year.

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Online Store Security (Online/Remote Stores)

Online Stores must:

- Conduct online sales via a secure e-commerce website using SSL encryption;
- In addition to online sales, may also conduct remote sales by telephone, fax, web-based application (app) or other means of telecommunications;
- Implement at least one security measures to prevent minors from gaining access to its Online Store (i.e. age gating);
- Ensure that contracts with Canada Post or other common carrier state that they must verify age and identity of customer when making final deliveries;
- Ensure all order must be shipped in a secure and responsible manner ensuring cannabis is not identifiable as the contents of the shipment; and
- Accept payment via credit and debit cards including pre-paid credit cards.

Sensory Display Items

Only Enclosed Cannabis Stores are permitted to use sensory display items.

A sensory display item may be used in an Enclosed Cannabis Store for customers to view and smell only if:

- The cannabis product in a sensory display item cannot be touched or directly handled by a customer.
- The cannabis product in a sensory display item is secured against theft or loss.
- A sensory display item must be secured or attached to the Enclosed Cannabis Store's building or fixtures.

Cannabis products used in sensory display must be disposed of in a manner consistent with the *Cannabis Act (Nunavut)* and its regulations.

Cannabis products used for sensory display must be reflected in the monthly cannabis inventory and tracking report submitted to the Office of the Superintendent.

Sensory display of cannabis products must comply with the *Cannabis Act (Canada)* and the *Cannabis Act (Nunavut)* and their regulations.

Cannabis Store Operational Requirements

Business Name

All Nunavut Cannabis Retail Stores must not be named in a way that is misleading or imply that the retail store is permitted to sell medical cannabis. Words like 'pharmacy,' 'apothecary' and 'dispensary' all have meanings connected to selling medicine, therefore, these words and similar words cannot be used in the name of a Nunavut cannabis retail business.

Any cannabis retailer in Canada must adhere to business name, logo, advertising and promotional laws outlined in the *Cannabis Act (Canada)* and its regulations. *Questions related to the Cannabis Act (Canada) and its regulations should be directed to Health Canada as they are responsible for enforcing federal legislation.*

Health Canada Contact Information:

Cannabis Legalization and Regulation Branch

Telephone: 1-866-337-7705

Email: cannabis@canada.ca

Use of the Government of Nunavut Logo

Nunavut Cannabis Retailers are not permitted to use the GN's name or logo.

Retail Employee Requirements

Nunavut Cannabis Retailers must only employ persons who are 19 years of age or older.

Nunavut Cannabis Retailers are responsible for ensuring that all employees working for them understand and adhere to cannabis laws in Canada and Nunavut.

All retail employees who are involved in customer service must successfully complete the Nunavut Cannabis Retail Employee Training Program certification process. For additional information on the certification process, please visit the Department of Finance website at: <https://gov.nu.ca/finance/information/cannabis-retail>.

Product Knowledge

Customers of a Physical Store or Online Store 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)*.

Holders of a Cannabis Retail Licence should provide their employees with the appropriate amount of product information that can be shared with customers.

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Responsible Use of Cannabis Information

Nunavut Cannabis Retailers who operate a Cannabis Store must post information related to the Responsible Use of Cannabis provided by the Office of the Superintendent without delay.

Operators of an Integrated Cannabis Store must post Responsible Use of Cannabis key messaging provided by the Office of the Superintendent on all price lists.

Operators of an Online Store must post Responsible Use of Cannabis key messaging provided by the Office of the Superintendent on their website.

Translations of all Responsible Use of Cannabis information will be provided by the Office of the Superintendent.

All Nunavut Cannabis Retailers must provide customers with a printed copy of Health Canada's *Consumer Information – Cannabis* document. All information documents must be in the Official Languages of Nunavut under the *Official Languages Act (Nunavut)*. The Office of the Superintendent will provide translations in all of Nunavut's official languages.

If a Nunavut Cannabis Retailer purchases cannabis from an Agent or another Retailer, the business at the final point-of-sale is responsible for providing Health Canada's *Consumer Information – Cannabis* document to customers.

Minors

It is illegal to sell cannabis products or accessories to a minor. All Nunavut Cannabis Retailers who operate a Physical Store must ensure that proof of age is checked when a customer enters an Enclosed Cannabis Store or engages with an employee at an Integrated Cannabis Store.

If a customer fails to produce acceptable age identification proving that they are 19 years of age, they must be asked to leave the cannabis store premises immediately.

Minors are prohibited from entering an Enclosed Cannabis Store.

Minor are prohibited from entering the storage area of any Cannabis Store.

Minors are prohibited from entering the operations area of an Online Store.

Minors are prohibited from handling cannabis and cannot be involved in the operations of a cannabis business in any way. This includes but is not limited to: taking orders and payments, receiving deliveries, stocking shelves or managing inventory.

Minors may be employees of an associated business where a Cannabis Store exists but are prohibited from entering cannabis operations and storage areas.

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Minors are prohibited from providing maintenance or custodial services to an Enclosed Cannabis Store.

Identifying Proof of Age

All Nunavut cannabis retail stores must ensure that customers are 19 years of age. All Physical Store employees or delivery carriers must check age when a customer enters a Physical Store or when a cannabis order is delivered.

Acceptable forms of government issued age identification are as follows:

- Any Canadian Photo Driver's Licence
- Passport/United States Passport Card
- Any other photo ID issued by the GN or Government of Canada
- Free and Secure Trade (FAST) Card
- NEXUS Card
- United States Enhanced Driver's Licence

Intoxicated Customers

Under the *Cannabis Act (Nunavut)*, an intoxicated person means “an individual who appears to be intoxicated by alcohol, cannabis or another drug.”

It is prohibited to sell cannabis to an intoxicated person in a Physical Store.

Hours of Operations

Physical Stores are permitted to be open to customers during the hours of 8 a.m. and 10 p.m. on any day that is not a holiday.

As a licence condition, the Superintendent may reduce hours of operations based on the community consultation phase.

Loyalty Program Prohibited

Any form of loyalty program is prohibited for all Nunavut Cannabis Retailer Stores if it is based on sales of cannabis products or accessories. These types of loyalty programs are prohibited because they promote increasing cannabis consumption and are a contravention of the *Cannabis Act (Canada)*.



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Cannabis Product Sourcing

All cannabis products sold by a Nunavut Cannabis Retailer must be sourced through legally approved means. The following are approved sources to purchase cannabis in Nunavut for the purpose of retail:

- Registered Suppliers;
- Agents of the Nunavut Liquor and Cannabis Commission; and
- Other Nunavut Cannabis Licence Holders.

It is illegal for cannabis to be purchased by a Nunavut Cannabis Retailer from any of the following sources:

- Home growers;
- Unlicensed cultivators;
- Designated growers under the federal medical cannabis program;
- Licensed producers who are not registered with the Office of the Superintendent; and
- Cannabis retailers outside of Nunavut.

The Office of the Superintendent can confirm if a business is legally allowed to sell cannabis to a Nunavut Cannabis Retailer. If you have questions on the legal source of cannabis products, please contact us at cannabis@gov.nu.ca or 867-975-5875.

Cannabis Product Standards

Nunavut Cannabis Retailers can only sell the following classes of cannabis:

- Dried cannabis
- Cannabis oil
- Fresh cannabis
- Cannabis plants
- Cannabis seeds
- Cannabis edibles
- Cannabis extracts
- Cannabis topicals

Nunavut Cannabis Retailers are not allowed to modify any cannabis products prior to being sold.

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All cannabis products must be sold in its original sealed packaging from a federally licensed producer and must have a Nunavut Excise Stamp (as displayed below). Retailers are prohibited from modifying any aspect of the packaging, including the removal of the Nunavut Excise Stamp.

Nunavut Cannabis Excise Stamp



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

All Nunavut Cannabis Retailers must accept customer returns of cannabis products that are subject to a recall issued by Health Canada.

Nunavut Retailers are not permitted to sell cannabis products that are subject to a recall.

All Nunavut Retailers must report all cannabis returns and complaints to the Office of the Superintendent in their monthly cannabis inventory tracking report.

Sale of Cannabis Products

A Nunavut Cannabis Retailer is permitted to sell a maximum quantity of 30 grams of dried cannabis or its equivalent to a customer in a single transaction. The maximum amount an individual can have on their person is 30 grams. As such an employee of a Physical Store can deny the sale of additional cannabis products from subsequent transactions if the employee believes the subsequent sale will result in an excess of 30 grams being on the customer's person.

Cannabis products and accessories must not be sold through an automatic dispensing device or via self-serve.

Cannabis products displayed in an Enclosed Cannabis Store must only be accessible by cannabis retail employees (*i.e. displayed in glass cases, sensory display items, in locked cabinets out of reach of any customers*).

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Cannabis Accessories

Cannabis accessories are defined under the *Cannabis Act (Canada)*, and are used in the consumption of cannabis (rolling papers, pipes, vaporizers, etc.). Accessories may be sold by a Nunavut Cannabis Retailer. Accessories are subject to the same advertising, promotions, and visibility restrictions as cannabis products.

All cannabis accessories must comply with all applicable Nunavut and Federal legislation, regulations and by-laws pertaining to label standards, promotions, advertising, package sizes and case markings.

Ancillary Items

Cannabis ancillary items that may be permitted for sale must be approved by the Office of the Superintendent. Ancillary items that are permitted for sale in an Enclosed Cannabis Store or Online Store include the following items:

- Medication lock boxes
- Thermometers
- Vaporizer cleaning kits
- Branded apparel
- Branded reusable shopping bags

**Note that federal regulations allow only one brand element per promotional item.*

Items Not Permitted for Sale

Enclosed Cannabis Stores and Online Stores are prohibited from selling the following items:

- Tobacco products
- Alcoholic beverages
- Lottery tickets
- Food and beverages that do not contain cannabis

The items permitted for sale listed above is not an exhaustive list. If a Nunavut Cannabis Retailer wishes to sell items not listed, they must fill out a Products for Sale Request Form, which can be found in Appendix G of this Handbook and submit it to the Superintendent for approval prior to sale of any items not listed.

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It should be noted that in some circumstances the Superintendent will be required to consult with Health Canada regarding proposed item compliance with the *Cannabis Act (Canada)* and its regulations. **Nunavut Cannabis Retailers should refrain from purchasing items that are under consideration from the Superintendent and Health Canada.**

Processing Remote Cannabis Orders

Nunavut Cannabis Retailers who are licensed to sell online may fulfill orders taken online through an Online Store or by other means of telecommunications, (i.e. phone, fax and/or cellular application/apps).

Cannabis products, accessories and ancillary items may be picked up at a licensed Physical Store. All other orders must be shipped through a common delivery carrier or Canada Post. Each cannabis order made through an Online Store can not exceed 30 grams of dried cannabis or equivalent.

If a Nunavut Cannabis Retailer learns that a common delivery carrier is not delivering cannabis orders in accordance with Federal or Territorial law (i.e. not checking proof of age at time of delivery), they must notify the Superintendent and stop using that common delivery carrier.

All sales through an Online Store must be placed directly with the Nunavut Cannabis Retailer and cannot use any third-party website or apps. This is required to ensure Nunavut Cannabis Retailers are in control of their own e-commerce, cannabis inventory and compliance with federal and territorial laws.

All Online Store websites must comply with the advertising and promotional laws outlined in the *Cannabis Act (Canada)* and its regulations. In addition, Nunavut Cannabis Retailers who operate an Online Store must ensure that their age gating methods (checking age) are compliant with federal and territorial cannabis legislation.

Information on an Online Store Website

Nunavut Cannabis Retailers can display the following cannabis product information on their websites to individuals 19 years of age or older:

Product Information

- Cannabinoid content
- Species or subspecies
- Strain (variety) name
- Terpene profile

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- Production methods such as hand-harvested, hand-trimmed, organic
- Price per gram
- Company's contact information

Brand preference:

- Brand name
- Proprietary strain name
- Trademark
- Tradename
- Branded container
- Logo
- Graphic arrangement
- Slogan
- Brand production methods

Disposal of Cannabis

A Nunavut Cannabis Retailer is permitted to dispose of cannabis products in the following ways:

- Sell or give cannabis to another Nunavut Cannabis Retailer;
- Forfeit the cannabis to the Government of Nunavut;
- Send the cannabis back to the Agent or Registered Supplier; or
- Destroy the cannabis.

All Nunavut Cannabis Retailers are required to note the method of cannabis disposal in their monthly reports to the Superintendent.

Destruction of Cannabis

A Nunavut Cannabis Retailer may only destroy cannabis in Nunavut under the following circumstances:

- No person can consume cannabis or be exposed to cannabis smoke during the destruction of cannabis;
- The cannabis is destroyed in the presence of an inspector or peace officer;

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- The cannabis is destroyed in the presence of the cannabis licence holder or their management employee; and
- The destruction details are noted in a Destruction Report Form which can be found in Appendix H of this Handbook.
- All Destruction Reports are required no later than 10 days after cannabis has been destroyed.
- Destruction of cannabis must be done in compliance with all City or Hamlet, territorial and federal legal requirements related to waste disposal.

Cannabis Returns

Retailers may accept returns of unopened cannabis that is fit for resale. Unopened cannabis is defined as cannabis that is unopened in its originally sealed packaging with a Nunavut excise stamp intact.

Retailers must accept returns of opened or unopened cannabis that is subject to a recall or are otherwise defective (example: stale-dated at time of purchase). Open cannabis that is returned must not be resold.

Retailers may return saleable and non-saleable cannabis to a Registered Supplier based on the terms of their supply contract.

Handling of Open Cannabis

If opened cannabis is removed from a sensory display item or returned by a customer, the Retailer must ensure that the cannabis is weighed, dated, and sealed in a container. The cannabis must be stored in a manner that prevents access to the cannabis prior to being disposed. The container should include a note of why the cannabis was opened.

All cannabis held by a Retailer must be reflected in the store's inventory and captured in the required monthly cannabis inventory and tracking report to the Superintendent.

Cannabis Inventory Management, Sales Tracking and Reporting System

Nunavut Cannabis Retailers are required to track all additions and reductions to inventory and report that information to the Superintendent on a monthly basis.

The Superintendent is required to report this information from all cannabis retailers in Nunavut to Health Canada.

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All Nunavut Cannabis Retailers are required to use inventory management software and hardware that maintain real-time inventory of all cannabis held by the Retailer.

The inventory management suite must be able to track all additions and reductions to inventory, and to report that information to the Superintendent on a monthly basis.

The software must have the ability to generate a CSV file report on a monthly basis that notes cannabis inventory reductions (sales or non-saleable reductions [destroyed cannabis, recalls, returns]), inventory additions (including dates of wholesale shipments received) as well as the opening and closing inventory of the Cannabis Retail Business.

Monthly cannabis reports must be submitted to the Superintendent within seven calendar days of the previous month's end.

Reports must be in digital format; additional information may be requested to comply with the *Cannabis Act (Canada)* and the *Cannabis Act (Nunavut)* and their regulations.

Any discrepancy in cannabis inventory and sales information from a previous monthly report must be noted on the following monthly report to the Superintendent and the reason for the discrepancy must be noted.

Monthly reports will be cross referenced with origin of cannabis inventory information (wholesale orders from Registered Suppliers, Agents or other Retailers).

Cannabis Inventory and Sales Records

All Nunavut Cannabis Retailers must keep detailed records of all cannabis inventory and sales.

All Nunavut Cannabis Retailers must keep copies of cannabis inventory and sales information for two years.

Records to be kept include:

- Perpetual inventory records;
- Purchase records and receipts from sales;
- Records of returned cannabis;
- Cannabis wholesale orders received; and
- Records of cannabis disposition.

Inspectors under the *Cannabis Act (Nunavut)* have the right to conduct an inspection of all records held by a Nunavut Cannabis Retailer.

Compliance and Enforcement

Duties of Nunavut Cannabis Retailers and their Employees

All Nunavut Cannabis Retailers and their employees must provide copies of any and all records requested by a Cannabis Inspector without delay. This includes reproducing any records in digital format.

All Nunavut Cannabis Retailers and their employees must provide truthful statements to an Inspector. Any person who knowingly makes false or misleading statements will be actively obstructing an inspection.

Rights of Cannabis Inspectors

Under the *Cannabis Act (Nunavut)*, the Minister appoints Cannabis Inspectors to conduct inspections of all Nunavut cannabis businesses.

Compliance with the *Cannabis Act (Nunavut)*, regulations and licence conditions are the main objectives of Cannabis Inspectors. They work to minimize public health and safety risks related to the sale and consumption of cannabis and promote the integrity of the cannabis industry in Nunavut.

Under the *Cannabis Act (Nunavut)*, RCMP Officers and Bylaw Officers in Nunavut may be delegated to act as Cannabis Inspectors.

An Inspector must provide identification to a Nunavut Cannabis Retailer and their employees when conducting an inspection.

An Inspector has the right to access any and all records held by a Nunavut Cannabis Retailer. This includes but is not limited to:

- Any sales transaction records;
- Any inventory records (including cannabis wholesale orders and returns or recalls);
- Proof of Nunavut Cannabis Retail Employee Training Program certification for all customer service employees of a Physical Store; and
- Video recordings.

An inspection may happen with or without notice. During an inspection, a Cannabis Inspector may take audio, photo or video recordings.

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Seizures

An Inspector may collect samples of any substance held by a Nunavut Cannabis Retailer.

To conduct an inspection, they may open containers and/or seize an item held by a Nunavut Cannabis Retailer for testing or law enforcement purposes.

An Inspector will provide a receipt of any item(s) seized during an inspection to ensure compliance with the *Cannabis Act (Nunavut)*. The receipt shall contain the following information:

- A description of the item(s) seized;
- A declaration stating that it has been forfeited to the Government of Nunavut; and
- A notice stating that the Retailer may within 30 days of the seizure, apply to the Nunavut Court of Justice to have the item(s) returned.

Inspection Reports

Inspection reports can be used to provide the Superintendent with information about a Nunavut Cannabis Retailer contravening cannabis legislation and may result in sanctions and/or Administrative Penalties.

Disciplinary Actions

The Superintendent may issue sanctions against a Nunavut Cannabis Retailer if they have contravened the *Cannabis Act (Nunavut)*, its regulations or a condition of their licence.

The Superintendent has the authority to:

- Issue a warning prior to applying a sanction;
- Order the payment of an Administrative Penalty;
- Vary the conditions on a licence not stated in the *Cannabis Act (Nunavut)* or its regulations; this includes applying a new condition on an existing licence;
- Suspend a licence for a maximum period of three months; and
- Order the disposal of all cannabis held by a Nunavut Cannabis Retailer.

The Superintendent must provide notice to a Nunavut Cannabis Retailer when issuing a sanction. The notice will contain the following information:

- The sanction and the reasoning behind issuing it;
- How the sanction will affect the Nunavut Cannabis Retailer;

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- If a condition on a licence is to be varied, the wording of the new or varied licence condition;
- If a licence is to be suspended, the dates and length of the suspension;
- If a licence is to be canceled, the date at which it will take effect;
- If the sanction is a variation of a licensing condition, a suspension or cancellation of a licence, how it can be appealed to the NLCB; and
- Whether the sanction has an associated Administrative Penalty.

Appeals to the NLCB

The *Cannabis Act (Nunavut)* allows a Nunavut Cannabis Retailer to appeal sanctions or non-renewal of licences to the NLCB.

Please refer to Appendix B of this Handbook for the NLCB Appeals Forms

The appeal must be submitted within 30 days of receipt of a notice of a variation of a licensing condition, a suspension or cancellation of a licence.

If an appeal regarding a sanctionable offence listed above goes to the NLCB, they may uphold the sanction until an appeals decision is made.

The NLCB will consider the justification for the sanction from the Superintendent and appeal from the Nunavut Cannabis Retailer.

After a decision has been made by the NLCB, the retailer will be notified of the decision within five days.

Administrative Penalties

Under the *Cannabis Act (Nunavut)*, the Superintendent may issue a sanction in the form of an Administrative Penalty against a Nunavut Cannabis Retailer if they have contravened the *Cannabis Act (Nunavut)*, its regulations or a condition of their licence related to an administrative matter.

A list of all Administrative Penalties that can apply to a Nunavut Cannabis Retailer can be found in Schedule D of the *Cannabis Regulations (Nunavut)*. Penalty amounts range from \$100 to \$10,000.

The Superintendent will provide the following information to the Retailer regarding the Administrative Penalties:

- The amount to be paid and due date for payment;
- If the Administrative Penalty includes a licence suspension for non-payment; and

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- How to appeal to the Nunavut Court of Justice.

A Nunavut Cannabis Retailer may appeal the application of an Administrative Penalty to the Nunavut Court of Justice. The appeal must be placed within 30 day of receiving notice of the Administrative Penalty.

When an appeal is made to the Nunavut Court of Justice, the penalty amount must be paid to the Nunavut Court of Justice. Once the appeal is heard, the Nunavut Court of Justice may:

- Return the penalty amount held back to the Nunavut Cannabis Retailer; or
- Deposit the penalty amount into the Government of Nunavut's Consolidated Revenue Fund.

Appendices

Appendix A – Cannabis Retail Licence Renewal Application Form



Cannabis Retail Licence Renewal Application Form

Part A: Contact Information

Applicant Name:	
Phone number:	
Email:	
Mailing Address:	

Part B: Business Information

Business Name:	
Business Type: <i>(Circle one)</i>	Corporation / Partnership / Sole Proprietor / Company / Other Other:
Mailing Address of Head Office:	

Part C: Personal Information off all Business Partners/Equity Participants

Name	Address	Date of Birth	Shares Held

Part D: Cannabis Store Information

Cannabis Store Name: See handbook for requirements.	
Classes/Subclass of Licence: <i>(Circle all that apply)</i>	Enclosed Cannabis Store / Integrated Cannabis Store / Remote Sale Store
Community where Cannabis Store is to be Located:	
Physical Store Location: <i>(Street Address/Lot Number)</i>	



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Part E: Document Checklist *(Check all documents that have been included with this application)*

	Certificate of incorporation/status from Legal Registries.
	Proof of possession for the Cannabis Store.
	Copy of Business Licence.

Part F: Fees

I have enclosed the \$1,000 licence renewal fee for an Enclosed Cannabis Store/Integrated Cannabis Store (+ *Remote Sale Store*).

OR

I have enclosed the \$500 licence renewal fee for a Remote Sale Store.

Part G: Declaration

I _____ certify that the foregoing information is true, correct and complete to the best of my knowledge, information and belief. I agree that falsification or omission of information may result in my ineligibility to receive a renewal of my cannabis retail licence.

I understand that the *Access to Information and Protection of Privacy Act* applies to this application.

I understand that the Superintendent may also request additional information from me to enable them to evaluate this application.

Part H: Signature

Signature: _____

Date: _____



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Appendix B – NLCB Appeals Form



Nunavut Liquor and Cannabis Board (NLCB) Appeals Form

Date of Appeal Submission:

Date of Notice Received from Superintendent:

Cannabis Retailer Licence Holder Name:

Cannabis Retailer Licence Holder Contact Information:

Phone number:

Email address:

Mailing address:

Licence Number:

Reason for Appeal:

I am appealing a decision made by the Superintendent under the following section of the *Cannabis Act*:

- 13(1) of the Act – Appeal of non-renewal of a cannabis retail licence
- 16(1) of the Act – Appeal of cannabis retail licence suspension
- 16(1) of the Act – Appeal of cannabis retail licence cancellation
- 16(1) of the Act – Appeal of denied request to vary a cannabis retail licence condition.

I am appealing this decision based on the following reasons:

** Provide explanation on the impacts this decision on your business as well as any other information you wish to present to support your appeal. You may add more pages as needed.*

I have included a copy of the decision notice provided to me by the Superintendent.

****This is a requirement under section 8 of the Cannabis Regulations.***

Declaration:

I _____ certify that the foregoing information is true, correct and complete to the best of my knowledge, information and belief. I agree that falsification or omission of information may result in the denial of my appeal request.



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I understand that the *Access to Information and Protection of Privacy Act* applies to this application.

I understand that the NLCB may request additional information from me to enable them to evaluate this application.

Signature: _____

Date: _____



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Appendix C – Relinquishment of Cannabis Retail Licence Form



Relinquishment of Cannabis Retail Licence Form

Date of Relinquishment:

Cannabis Retailer Licence Holder Name:

Cannabis Retailer Licence Holder Contact Information:

Phone number:

Email address:

Mailing address:

Licence Number:

Reason for Relinquishment:

I am relinquishing my cannabis retail licence for the following reasons:

Disposal of Cannabis Held by Cannabis Retail Licence Holder:

As required under section 28(b)(iii) of the Cannabis Regulations, I have disposed of the cannabis in my possession in the following manner:

I have destroyed the cannabis as per section 21 of the Cannabis Regulations and have attached a copy of the Cannabis Destruction Report;

OR

I have sold/given the cannabis to another Nunavut Cannabis Retailer,
Name of Retailer in receipt of cannabis:

I have forfeited the cannabis to the Government of Nunavut; or

I have removed the cannabis from Nunavut,
Name of Registered Supplier in receipt of cannabis:

Date/Time of Disposition:

Date:
Time:

Description of Cannabis Disposed of:



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As required under section 28(b)(ii) of the *Cannabis Regulations*, I have disposed of the following cannabis:

Cannabis Product Name/SKU	Unit Quantity	Weight

***Note: The cannabis inventory amounts must be identical to the final monthly cannabis inventory and tracking report submitted to the Superintendent.**

Declaration:

I _____ certify that the foregoing information is true, correct and complete to the best of my knowledge, information and belief.

I understand that the *Access to Information and Protection of Privacy Act* applies to this application.

I understand that the Superintendent may also request additional information from me to enable them to evaluate this application.

Signature: _____

Date: _____



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Appendix D – Transfer of Cannabis Retail Licence Form



Transfer of Cannabis Retail Licence Form

Part A: Current Cannabis Retailer Licence Holder’s Information

Licence Number:

Current Cannabis Retailer Licence Holder Name:

Contact Information:

Phone number:

Email address:

Mailing address:

Part B: Applicant Information

Under the *Cannabis Act (Nunavut)*, the undersigned is applying for a licence to undertake cannabis retail in Nunavut.

Applicant’s Name:

Applicant’s Contact Information:

Phone number:

Email address:

Mailing address:

Reason for Licence Transfer:

- Sale of Business
- Business restructuring
- Death of a Cannabis Retail Licence Holder

Additional details regarding the transfer:

Part C: Applicant Business Information

Business Name:	
Business Type: (Circle one)	Corporation / Partnership / Sole Proprietor / Company / Other
Mailing Address of Head Office:	



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Part D: Personal Information off all Business Partners/Equity Participants to which the licence will be transferred:

Name	Address	Date of Birth	Shares Held

Part E: Cannabis Store Information

Cannabis Store Name:	
Classes/Subclass of Licence: <i>(Circle all that apply)</i>	Enclosed Cannabis Store / Integrated Cannabis Store / Remote Sale Store
Community where Cannabis Store is Located:	
Physical Store Location: <i>(Street Address/Lot Number)</i>	

Part F: Document Checklist *(Check all documents that have been included with this application)*

	Certificate of incorporation/status from Legal Registries.
	Copy of Criminal Records Checks for all business partners/equity participants listed in Part D.
	Proof of possession for the Cannabis Store.
	Copy of business licence.

Part G: Fees

I have enclosed the \$500 fee to transfer this cannabis retail licence.

Part H: Declaration

I _____ certify that the foregoing information is true, correct and complete to the best of my knowledge, information and belief. I agree that falsification or omission of information may result in my ineligibility to obtain a cannabis retail licence.

I consent to the Superintendent under the *Cannabis Act (Nunavut)* requesting a criminal record check.

I understand that the *Access to Information and Protection of Privacy Act* applies to this application.

I understand that the Superintendent may also request additional information from me to enable them to evaluate this application.



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Part I: Signature

Applicant Signature:
Date:
Signature of Current Cannabis Retail Licence Holder <i>(or executor if the licence holder is deceased)</i> :
Date:

*All Cannabis Retail Licenses are valid only to whom the licence was issued – individuals listed on a transfer application may not take ownership of a cannabis retail business until the transfer application has been approved.

It is a criminal offence to sell cannabis without a valid licence.



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Appendix E – Request to Alter a Cannabis Store Form



Request to Alter a Cannabis Store Form

Date of Request:

Cannabis Retailer Licence Holder Name:

Cannabis Retailer Licence Holder Contact Information:

Phone number:

Email address:

Mailing address:

Licence Number:

I am requesting to alter the following aspect of my cannabis store:

- overall structure
- locks/locking mechanism
- walls
- intrusion detection system
- layout
- video surveillance system

*Note: Any change to an aspect of an existing Cannabis Store checked above **MUST** comply with the security requirements in Schedule C: Physical Security Measures of the Cannabis Regulations.*

Reason for Requested Alteration:

I am requesting to alter the above noted aspect of my cannabis store for the following reasons:

Proposed Alteration:

I am requesting to alter the above noted aspect of my cannabis store to the following:

The proposed changes comply with the security requirements listed in Schedule C of the Cannabis Regulations.



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Alteration Prior to Approval (allowed in exceptional circumstances only):

The alteration was undertaken prior to approval because:

- The alteration was required due to a legally binding order issued by a public officer.
- Waiting for approval would have resulted in damage to property that could only be avoided by altering the above noted aspect of the cannabis store.

Document Checklist: *(Check all documents that have been included to support this request)*

	A copy of the relevant details on the proposed alteration. (Details of new installations, including specifications required to be in compliance with the Cannabis Regulations).
	A copy of the legally binding order <i>(if applicable)</i> .
	A letter detailing why alterations were required prior to approval to avoid property damage <i>(if applicable)</i> .

Declaration:

I _____ certify that the foregoing information is true, correct and complete to the best of my knowledge, information and belief. I agree that falsification or omission of information may result in my ineligibility to alter an aspect of my Cannabis Store.

I understand that the *Access to Information and Protection of Privacy Act* applies to this application.

I understand that the Superintendent may also request additional information from me to enable them to evaluate this application.

Signature: _____

Date: _____



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Appendix F – Request to Vary a Licence Condition Form



Request to Vary a Licence Condition Form

Date of Request:

Cannabis Retailer Licence Holder Name:

Cannabis Retailer Licence Holder Contact Information:

Phone number:

Email address:

Mailing address:

Licence Number:

Cannabis Retail Licence Condition to be Varied:

Reason for Variation Request:

I am requesting to vary the following condition on my Nunavut Cannabis Retail Licence:

**Provide explanation on the impacts this decision may have on your business as well as any other information you wish to present to support your request.*

- I have enclosed additional documentation to support my request to vary a licence condition.
- I have enclosed the \$500 fee to vary a licence condition.

Proposed Effective Date:



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Declaration:

I _____ certify that the foregoing information is true, correct and complete to the best of my knowledge, information and belief. I agree that falsification or omission of information may result in a denial of my request to vary a licence condition and possible licence suspension.

I understand that the *Access to Information and Protection of Privacy Act* applies to this application.

I understand that the Superintendent may also request additional information from me to enable them to evaluate this application.

Signature: _____

Date: _____



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Appendix G – New Products for Sale Request Form



New Products for Sale Request Form

Date of Request:

Cannabis Retailer Licence Holder Name:

Cannabis Retailer Licence Holder Contact Information:

Phone number:

Email address:

Mailing address:

Licence Number:

Description of New Product:

I am requesting approval to sell the following product(s):

#	Product Name	Type of Product	Intended Use	Sale Price	Additional Details:
1					
2					
3					

I have enclosed pictures of the proposed new product(s) for sale.

Declaration:

I _____ certify that the foregoing information is true, correct and complete to the best of my knowledge, information and belief.

I understand that I must receive approval from the Superintendent prior to selling the above noted product(s).

I understand that the *Access to Information and Protection of Privacy Act* applies to this application.

I understand that the Superintendent may also request additional information from me to enable them to evaluate this application.

Signature: _____

Date: _____

**Review time of this application is dependent on each individual product. Consultations with the*



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Government of Nunavut Department of Health and/or Health Canada may be required to ensure compliance with the Cannabis Act (Nunavut) the Cannabis Act (Canada) and their regulations. The Superintendent will notify you if an item is under consideration by Health Canada.



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Appendix H – Cannabis Destruction Report



Cannabis Destruction Report

Date/Time of Cannabis Destruction:

Cannabis Retailer Licence Holder Name:

Cannabis Retailer Licence Holder Contact Information:

Phone number:

Email address:

Mailing address:

Licence Number:

Community and Physical Location of Destruction:

Method of Destruction:

Reason for Destruction:

As per section 21 of the *Cannabis Regulations*, I am destroying the cannabis listed below for the following reason:

Description of Cannabis to be Destroyed:

As required under section 21 of the *Cannabis Regulations*, I have disposed of the following cannabis:

Cannabis Product Name/SKU	Unit Quantity	Weight

***Note: The cannabis amount destroyed must be reflected in your monthly cannabis inventory and tracking report submitted to the Superintendent.**



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I have attached photographs of the cannabis prior to destruction.

Personal Declaration of Persons Present at Destruction:

As per section 21(1) of the *Cannabis Regulations*, no person has consumed cannabis or been exposed to cannabis smoke during the destruction of the above noted cannabis.

By signing this document, I certify that the foregoing information is true, correct and complete to the best of my knowledge, information and belief. I understand that falsification or omission of information is a criminal offence.

I understand that the *Access to Information and Protection of Privacy Act* applies to this application.

I understand that the Superintendent may also request additional information from me to enable them to evaluate this application.

On Behalf of the Cannabis Retail Licence Holder: Name: Title: Signature: Date:	Cannabis Inspector/Peace Officer: Name: Title: Signature: Date:
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All Cannabis Destruction Reports must be submitted to the Superintendent of Licensing within 10 days of destroying cannabis under section 21(2) of the Cannabis Regulations.

