



**RM of Hoodoo
November 10, 2021 - Regular - 08:00 AM**

- 1 **Call To Order**
- 2 **Conflict of Interest**
- 3 **Approval of Agenda**
- 4 **Adoption of Minutes**
 - 📎 October 13, 2021 Regular Council Meeting Minutes
- 5 **Notice of Proclamations**
- 6 **Presentations and Recognitions**
- 7 **Public Hearings**
- 8 **9 AM Delegations**
 - 8.1 9:00 Angela Bergerman
 - 📎 Request
 - 📎 Reports and articles re Cannabis provided by Angela Bergerman 1
 - 8.2 9:15 Smuts Grid- Remi Valois
 - 📎 Smuts Grid- Remi Valois 1
- 9 **Reports of Administration**
 - 9.1 Foreman's Report
 - 9.2 Administrator/Development Reports
 - 📎 Administrator/Development Reports 1
 - 📎 CSO Meeting minutes October 28, 2021
 - 9.3 Financial Reports
 - 📎 Summary of financials - October
 - 📎 Detailed Financial Reports 1
 - 9.4 List of Accounts for Approval
 - 📎 List of Accounts for Approval 3
 - 📎 List of Accounts for Approval 1
 - 📎 List of Accounts for Approval 4
 - 📎 List of Accounts for Approval 2
 - 9.5 SaskWater Log and Reports
 - 📎 Binder SaskWater Log and Reports 1

- 9.6 Civic Addressing
 - 📎 Report Civic Addressing 1
- 10 Communications**
- 10.1 SARM midterm training
 - 📎 SARM midterm training 1
- 10.2 Municipal Support Program
 - 📎 Municipal Support Program 1
- 10.3 Legion request
 - 📎 Legion request 1
- 10.4 Winter Weights
 - 📎 Winter Weights 1
- 11 Reeve & Councilors Forum**
- 12 Unfinished Business**
- 12.1 addition to CSO Committee
- 12.2 Asset Management Report
 - 📎 Asset Management Report 1
- 12.3 Tax Title Property
 - 📎 Report Tax Title Property 1
- 12.4 write off
 - 📎 report write off 1
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- 12.5 MEEP Funding
 - 📎 EMail MEEP Funding Extension 1
- 13 New Business**
- 13.1 List of lands in arrears
 - 📎 Report List of lands in arrears 1
 - 📎 List of lands in arrears 1
- 13.2 Request for leave- Councillor Cron
- 13.3 Weir Committee- Councillor Gabel
- 13.4 Office Holidays
 - 📎 Office Holidays 1
- 14 Committee of the Whole- In Camera**
- 15 Reconvene to Council**
- 16 Date of Next Meeting**
- 17 Adjournment**



**RM of Hoodoo
Meeting Minutes
Regular September 16, 2021 - 08:00 AM**

ATTENDANCE:

Reeve	Derreck Kolla	Div. 4	Donavin Reding
Div. 1	Hal Diedrichs	Div. 5	Bruce Cron
		Div. 6	Don Gabel

Administrator: Joan Corneil

Absent Div 2 Eugene Jungwirth

Div. 3 Reg Wedewer

1 Call To Order

That the Regular Meeting be called to order at 8:06 a.m.

2 Conflict of Interest

none declared

Resolution No: 3
2021-404

Approval of Agenda

Moved By: Hal Diederichs

That the agenda be adopted as amended

CARRIED

4 Adoption of Minutes

Resolution No: 4.1
2021-405

August 11, 2021

Moved By: Donavin Reding

That the August 11, 2021 Regular Meeting minutes be approved

CARRIED

Resolution No: 4.2
2021-406

August 18, 2021 Special Meeting
Moved By: Bruce Cron

That the August 18, 2021 Special Meeting minutes be approved

CARRIED

5 **Notice of Proclamations**

6 **Presentations and Recognitions**

Resolution No: 7
2021-407

9:00 Public Hearings
Moved By: Derreck Kolla

That at 9:15 am the Public Hearing for the Discretionary Use application from Gary Hauber and Debra Burtney be opened.

CARRIED

7.1 **Presentations/ Correspondance**

No comments received

Resolution No: 8
2021-408

Close Public Hearing
Moved By: Derreck Kolla

That,as there were no correspondence or presentations, the public hearing for the discretionary use on NW 04-43-25 W2 be closed at 9:23 am.

CARRIED

Resolution No: 8.1
2021-407

Discretionary Use-NW 04-43-25 W2
Moved By: Donavin Reding

That Council approves the Discretionary Use application for residential development on NW ¼ S 04-43-25 W2 with conditions as identified in the approval document.

CARRIED

9 **9:00 am Delegations**

Resolution No: 9.1
2021-409

Andy and Lynn Kuffner
Moved By: Hal Diederichs

That the request from Andy and Lynn Kuffner regarding the use of the roadway adjacent to Lot 1 BK 15 78PA17502 , specifically to encroach on roadway to support a 12" storage shed on roadway that is sloped with 3 feet resting on the flat surface of the roadway. The agreement must stipulate that at any future time should a Council determine that the roadway needs to be reclaimed, that the building will be moved immediately.

CARRIED

10 Communications

Resolution No: 10.1 Saskatchewan Public Safety Agency
2021-410 **Moved By: Don Gabel**

Council directs administration to contact Sask Public Safety Agency to inform them that the RM of Hoodoo is not in agreement with the increase and request the past three years financials and and the new census data to validate the increase.

CARRIED

Resolution No: 10.2 Letter RV Wakaw Lake
2021-411 **Moved By: Don Gabel**

That the RM of Hoodoo meet with the RV of Wakaw Lake to discuss the Fire Agreement on Thursday September 23, 2021.

CARRIED

Resolution No: 10.3 Rivard Letter
2021-412 **Moved By: Hal Diederichs**

Receive and file

CARRIED

Resolution No: 10.4 Road Agreement- Horizon
2021-413 **Moved By: Donavin Reding**

That the item be tabled until the next Road Haul Maintenance report

CARRIED

Resolution No: 10.5 Inland
2021-414 **Moved By: Bruce Cron**

That Inland is advised that the stockpile must be removed as Council has made others do in the past

CARRIED

Resolution No: 10.6 SARM
2021-415 **Moved By: Bruce Cron**

That Administration is to prepare a resolution for the mid term convention of SARM regarding high speed internet for rural areas

CARRIED

Resolution No: 10.7 Lakeview
2021-416 **Moved By: Don Gabel**

That Council members may attend the October 07, 2021 Special meeting of the Lakeview Pioneer Lodge Board of Directors

CARRIED

Resolution No: 10.8
2021-417

Flooding Problems
Moved By: Bruce Cron

That administration is directed to respond to the owner of NW 31-42-26 that Council has no interest in proceeding with the project but will support any efforts done and paid for by the landowner.

CARRIED

Resolution No: 10.9
2021-417

Sask Tel
Moved By: Don Gabel

Receive and file

CARRIED

11 Reports of Administration

Resolution No: 11.1
2021-418

Foreman's Report
Moved By: Hal Diederichs

That the Foreman's report be received and that the Foreman and Council are to consider the sale of one loader through auction in the Spring

CARRIED

Resolution No: 11.1.1
2021-419

Weir Discussion- POWL meeting
Moved By: Donavin Reding

That the RM have an engineer check the weir level in the Spring of 2022 and bi annually after that if needed.

CARRIED

Resolution No: 11.2
2021-420

Administrator/Development Reports
Moved By: Don Gabel

That the Administrator's report be received.

CARRIED

Resolution No: 11.3
2021-421

Financial reports
Moved By: Donavin Reding

That the Reserve report be received

CARRIED

Resolution No: 11.3.1
2021-422

Bank Rec and Financials
Moved By: Bruce Cron

That the Financials for August 31, 2021 and the Bank Reconciliation be received.

CARRIED

Resolution No: 11.4
2021-422

List of Accounts for Approval
Moved By: Don Gabel

To approve the following Lists of Accounts: Batch # 2021-00113 less cheque #028320 in the amount of \$1,100.08 for a balance totaling \$247,128.30

CARRIED

Resolution No: 11.4.1
2021-423

Additional Accounts

Moved By: Hal Diederichs

To approve the following Lists of Accounts: Batch #2021-00102 totaling \$21585.82; Batch #2021-00104 \$23155.09 Batch #2021-00108 Fire Pay of \$2150.00; Batch #2021-00109 for \$39670.13; Batch # 2021-00112 for \$922,262.14 (School and Hail taxes) Batch # 2021-00115 for \$20218.44 for total payments of \$1,048,391.62

CARRIED

Resolution No: 11.5
2021-424

Civic Addressing

Moved By: Bruce Cron

That the report on Civic Addressing submitted by Catherine Mazurkewich be received

CARRIED

12 Reeve & Councilors Forum

13 Unfinished Business

Resolution No: 13.1
2021-424

Office Renovations

Moved By: Don Gabel

That dependant on MEEP funding extension that the tender for office addition and renovations in the amount of \$266,962.27 from Kolla Construction be accepted.

CARRIED

Resolution No: 13.2
2021-425

Ken Campbell and Pickle Ball Court area

Moved By: Don Gabel

That a letter be sent to Mr. Ken Campbell that the water tank located on Municipal Reserve must be removed.

CARRIED

Resolution No: 13.3
2021-426

RM of St. Louis- Gravel and fire call

Moved By: Hal Diederichs

The administration is directed to send a letter to the RM of St. Louis that until all Accounts Receivable with the RM of Hoodoo are paid in full, the RM of Hoodoo will not be entering into any road haul agreements with the RM of St. Louis.

CARRIED

Resolution No: 13.4
2021-427

Fire call receivables - update

Moved By: Donavin Reding

That administration is authorized to write off non rate payer charge of \$2233.13 and SERM charge of \$1000 for a total of \$3233.13

CARRIED

Resolution No: 13.5
2021-428

Hillview Holdings Agreement
Moved By: Don Gabel

That administration is directed to advertise lots 1 & 2 Blk 15 Plan # 101965686 W2 for a price of twenty- five thousand dollars (\$25,000.00) per lot

CARRIED

Resolution No: 13.6
2021-429

CSO Committee Appointments
Moved By: Derreck Kolla

That Don Gabel, Bruce Cron and Joan Corneil be appointed to the Community Service Officer Committee with Derreck Kolla acting as alternate.

CARRIED

Resolution No: 13.7
2021-430

Bylaw Officer appointment
Moved By: Hal Diederichs

That Luc Morin be offered a short term contract for the months of October and November 2021 for the purpose of Bylaw enforcement.

CARRIED

14 New Business

Resolution No: 14.1
2021-431

LG 206 course - Fay Stewart
Moved By: Don Gabel

That Council authorizes the reimbursement of the tuition fees of \$891.50 for the LG 206 course taken by Fay Stewart

CARRIED

15 Public Forum

Resolution No: 16
2021-431

Committee of the Whole- In Camera
Moved By: Derreck Kolla

That Council move to Committee of the Whole-in camera at 10:12 AM to discuss land, legal, labour and/or strategic planning according to the Municipalities Act Sec 120

CARRIED

Resolution No: 17
2021-432

Reconvene to Council
Moved By: Derreck Kolla

To reconvene the meeting at 1:20 pm.

CARRIED

Resolution No: 17.1
2021-433

Staff Increase
Moved By: Bruce Cron

That Ashley Pfeiffer receive an increase in hourly wage from \$18.00 per hour to \$20.00 per hour retroactive to August 23,2021

CARRIED

17.2 POWL Proposal re division realignment

No motion or action at this time

Resolution No: 17.3
2021-434

Storage lots
Moved By: Hal Diederichs

That a letter be sent to all storage lot owners regarding the prohibited use of storage lots as camp sites.

CARRIED

Resolution No: 17.4
2021-435

Retaining wall on Schitka Beach
Moved By: Donavin Reding

That Administration is directed to advertise for the construction of a retaining wall across from lots 8 and 9 Block 1 68PA06713 W2

CARRIED

18 Date of Next Meeting

September 24, 2021 Special Meeting
October 13, 2021 Regular Meeting

Resolution No: 19
2021-436

Adjournment
Moved By: Derreck Kolla

That this meeting be adjourned at 1:56 PM.

CARRIED

Certified Correct

Reeve

Administrator

Reeve Derreck Kolla & Members of Council
Rural Municipality of Hoodoo
Box 250, Cudworth, SK S0K 1B0
Email: rm401@sasktel.net

October 12, 2021

Dear Reeve Kolla and Councillors:

Re: Request for Approval — Cannabis Retail Outlet

We are writing to seek your approval for the establishment of a cannabis retail store in the R.M. of Hoodoo.

We are interested in building and/or leasing retail space on commercial property located at the junction of Highways 2 and 41, owned by Lake Country Coop. A stand-alone building or retail space, either adjacent or connected to the Co-op Gas Bar, would be ideally situated for cannabis retailing.

The Municipality's approval will allow formal submission of a cannabis retail permit application to the Saskatchewan Liquor and Gaming Commission and enable conversation to move forward with Lake Country Co-op. Brad Casavant, Co-op's Chief Financial Officer, has indicated that, with your approval, he will bring our partnership proposal to the Lake Country Co-op Board of Directors for discussion at their next meeting.

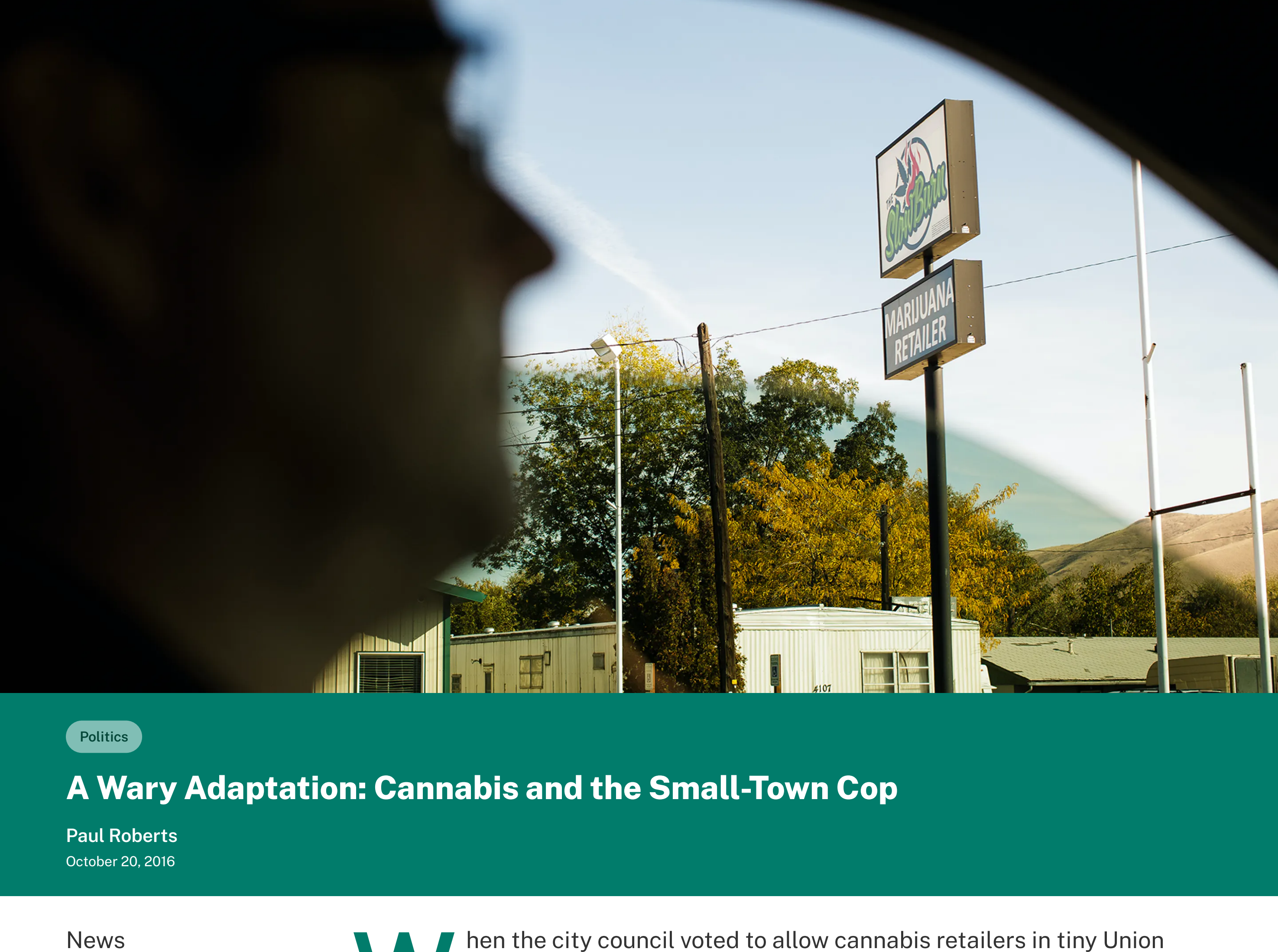
We truly appreciate your consideration for bringing a cannabis retailer to the Municipality of Hoodoo. Economic prosperity is a two-way street. We're confident a cannabis retail store will contribute to progressive growth and economic success. In addition to growing business development and increasing demand for commercial space, welcoming a legal cannabis retailer will help generate municipal property taxes and attract people from the lake, surrounding farms, neighboring communities and across the province — significantly boosting local tourism dollars. Jobs created will benefit surrounding communities, where workers live and support their families.

To help ensure success of the proposed future business, we have entered into a partnership with the owner/operators of Canaba, a name that will be familiar to Saskatchewan cannabis vendors. Canaba is a successful retail cannabis store that has operated in Prince Albert since early 2019. Their valuable expertise will assist with start-up of operations within the R.M. of Hoodoo.

Again, thank you for your consideration. Please feel free to contact us with any questions or to further discuss. We look forward to working together!

Sincerely,

Angela Bergerman & Frank Lukowich
102129291 Saskatchewan Ltd.
(306) 321-7557 / (306) 222-2392



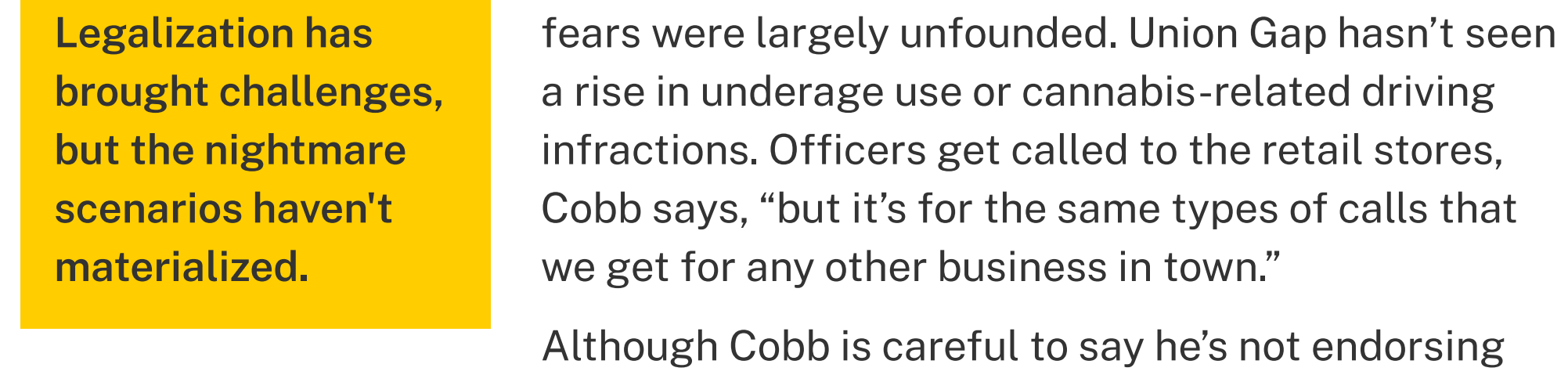
A Wary Adaptation: Cannabis and the Small-Town Cop

Paul Roberts
October 20, 2016

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When the city council voted to allow cannabis retailers in tiny Union Gap, Washington, a few years ago, police chief Gregory Cobb was quick to make his objections known. Cobb was sure legalization would bring more underage use and cannabis-related DUIs. He was also certain that the town's three cash-only cannabis stores would be sitting ducks for crime.



"We thought we'd have a huge increase in calls for these three stores, whether it be robberies in the parking lot or robberies inside the store, or burglaries," Cobb told me recently. "I made it known to my council members that I thought this was a horrible idea."

Legalization has brought challenges, but the nightmare scenarios haven't materialized.

Two years later, Cobb admits that many of his initial fears were largely unfounded. Union Gap hasn't seen a rise in underage use or cannabis-related driving infractions. Officers get called to the retail stores, Cobb says, "but it's for the same types of calls that we get for any other business in town."

Although Cobb is careful to say he's not endorsing retail marijuana sales. He wants to see more long-term data on DUIs and underage use. But he admits, "the things I projected would occur to date haven't occurred."

Police Chief Gregory Cobb patrols the streets of Union Gap, Washington, in mid-October, 2016. (Jordan Stead for Leafly)

Cobb's experience isn't unique. When Washington state voters approved recreational cannabis in 2012, many law enforcement officials predicted dire consequences. Those warnings often affected the way local governments dealt with legalization. In the city of Yakima, next door to Union Gap, strong opposition by police chief Dominic Rizzi figured heavily in the city council's decision to ban recreational stores altogether.

Legalization has brought some new law enforcement challenges, but a number of small town cops now concede that the nightmare scenarios haven't materialized.

"We've not seen a huge increase in what a lot of the public thought we were going to see," says chief deputy Steve Brown, who oversees drug operations in rural Okanogan County, Washington. "We haven't seen thefts go up. We have not seen citations for speeding go through the roof. Burglaries have not gone through the roof. Have we had a few drug-induced DUIs? Yes, we have. But no major spike. It's not like everyday we're going out there an arresting three or four people on the highway who are high on marijuana."

These are only anecdotal accounts. Like Cobb and Brown, we're still waiting for definitive data. But these early accounts do suggest that, at the very least, those impacts may be different than predicted. And given the increasingly significant role that rural communities play in cannabis farming, that difference could be highly significant.

Industry

Bud Farming Backlash

Paul Roberts

Industry

What the Bayer-Monsanto Deal Means for Cannabis

Paul Roberts

Directly sky-will-fall predictions from small town police departments weren't entirely unreasonable, given the circumstances. Many rural communities are struggling with epidemics of heroin, meth, and other hard drugs. In Washington, Oregon, and California, small-town cops have first-hand knowledge of the role that organized crime has played in black market cannabis farming, especially on remote sites in national forests, which can encompass tens of thousands of miles in rural Western counties. Further, small-town cops, like their big-city counterparts, have grown concerned over the popularity of new products like as dabs and edibles.

Station 420 is one of three licensed, cash-only cannabis retailers in Washington State's Yakima Valley. (Jordan Stead for Leafly)

That said, in many rural communities, the day-to-day law enforcement realities of recreational cannabis so far have been mundane: Mostly complaints from neighbors about the location of a retail store, amateur extraction fires, or the smell of a flowering crop. Also, employee theft. Brown and his colleagues in Okanogan County, which has nearly 60 grow operations, initially worried that the new farms would be picked clean at

the harvest time by nighttime fence farmers. Yet of the two major thefts at county pot farms thus far, both are believed to be inside jobs by employees or ex-employees. In one case, surveillance video caught the thief using the access code for a cannabis storeroom. That might say more about a farm's security protocols than the overall success of legalization. "I don't know what kind of businessmen any of these people are," Brown says of the farm owners. "But if you were a banker, would you give all your tellers access to the vault?"

"If you were a banker, would you give all your tellers access to the vault?"

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Still, legalization has added real complexities to police work that can be burdensome in small town departments. Drug-sniffing dogs, for example, must now be "detrained" for marijuana. If they aren't, suspects caught with heroin or meth can claim in court that their arrest was illegal because the police dog *might* have smelled their legal weed. While detaining dogs is fairly easy, doing so has meant cops can't use dogs to look for pot on minors, for whom pot is still illegal.

Likewise, while it's still unclear whether recreational cannabis has been associated with higher rates of stoned driving, it has made traffic stops more complicated. Because a dependable pot breathalyzer doesn't exist, cops who suspect a motorist is high must either do a blood test, which requires a warrant, or wait for an assessment from a specially trained drug-recognition expert. "It's just a lot more of a process," says Chief Deputy Steve Groseclose, who oversees drug enforcement in Douglas County. "And it's a challenge for us to be able to investigate those [cases] and at the same time handle emergency calls."

Union Gap, Washington, in late autumn. (Jordan Stead for Leafly)

Small towns and tiny budgets

These problems aren't unique to small towns. Seattle is also grappling with blood tests and drug dog re-training, in addition to enforcement issues that most small towns don't see. The difference is that big-city police departments can more readily absorb the cost of these new cannabis enforcement issues. Small town budgets can't. Legal cannabis "has increased our calls," says Groseclose, "we're not getting more money for law enforcement. I mean, the state passes a law, and they collect the money from taxes, but I don't see it filtering down to the local sheriff's offices or counties very much."

This points to another sore spot for small-town cops. Legalization advocates promised a flood of cannabis tax money to help defray law-enforcement costs. Yet many rural cops say the actual dollar amounts so far have been tiny.

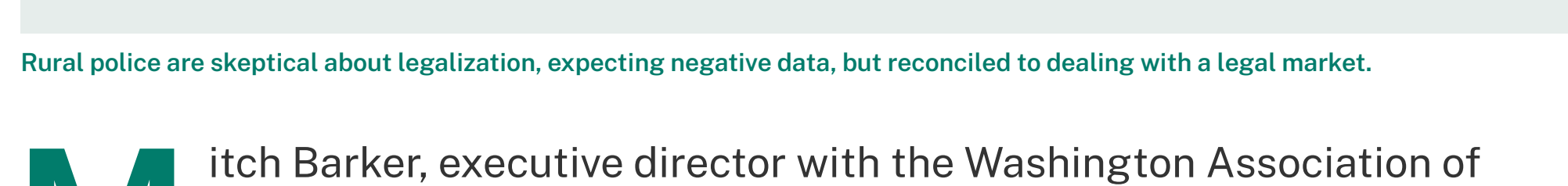
The black market is more resilient in rural areas. Locals "don't want to be seen as doing it," say police, "so they are keeping those backdoor connections."

Money isn't the only promised effect that hasn't materialized. The argument that legalized marijuana would bankrupt the black market hasn't been borne out in many rural communities. Part of that is economic. In the early days of the legal market, legal cannabis was more expensive than the black market variety, thanks to supply shortages and hefty state taxes. Prices have since dropped — existentially — and yet a shrunken black market still exists. For that, police blame the social stigma. Many small-town residents fear being judged by their neighbors for going to a licensed cannabis retailer. "They don't want to be seen as doing it," says Cobb, "so they are keeping those backdoor connections."

Still, for now, rural police departments seem to be in a state of what might be called practical resignation: Still skeptical about legalization, expecting negative data to appear at some point, but reconciled to dealing with a legal cannabis market in the meantime. State legislators "aren't going to turn around and go back the other way and make it illegal [again]," says Groseclose. "It just won't happen. So, we're stuck with this experiment, whatever it is."

And even those small-town police officials who continue to lobby against a cannabis market may find themselves in a losing battle. In May, the Yakima City Council politely but firmly ignored the advice of their anti-pot police chief and voted 4-3 to overturn the ban on recreational cannabis. Council member Holly Couzens, who led the move to lift the ban, said after the vote: "We heard the people."

growing news



Paul Roberts

Paul Roberts writes about business, technology, and natural resources. His work has appeared in The Los Angeles Times, The Washington Post, The (UK) Guardian, National Geographic, Rolling Stone, Harper's, and other national publications. His latest book, "The Impulse Society," was published in 2014. He lives in Washington state.

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Weedmaps · News

Marijuana Dispensaries Make Communities Safer, Studies Show

Kyle Jaeger · December 14, 2018 12:36 am PST | Updated 3 years ago

Marijuana legalization opponents have repeatedly warned that cannabis dispensaries will breed crime, lead adolescents to seek out cannabis, and worsen public health overall. But several years of post-legalization data from numerous states shows that the evidence just doesn't bear out those arguments.

In fact, what researchers have found is that dispensaries — and the access to legal cannabis that they offer — actually benefit communities across the country. If that sounds counterintuitive, here's an overview of studies that explore the impact of your local pot shop.

Law enforcement can focus on higher priorities.

This one involves some simple math. When you subtract a crime like marijuana possession from the law enforcement equation, police resources that might have gone toward busting someone over a loose joint can be redistributed, freeing up officers to pursue more serious crimes.

That appears to be the experience in [Colorado](#) and [Washington](#) state, according to one study published July 2018 in the journal *Police Quarterly*. In the years since the states fully legalized cannabis, police clearance rates — or the number of crimes that resulted in an arrest compared with the total number of reported crimes — increased for both violent and property crimes. The same couldn't be said of the country as a whole.

"[I]n the absence of other compelling explanations, the current evidence suggests that legalization [produced some demonstrable and persistent benefit](#) in clearance rates, benefits we believe are associated with the marijuana legalization proponents' prediction that legalization would positively influence police performance," the study authors wrote.

Dispensaries take a bite out of the opioid epidemic.

This topic has been of particular interest to researchers and public health experts: can legalizing marijuana combat the country's overwhelming opioid problem? [Study after study after study](#) has indicated that the answer is "yes."

What's become increasingly clear is that providing legal access to a plant that's known to treat pain can divert some people from [using opioids](#). Because prescription opioids are strongly addictive, there's a risk that people who take them will eventually turn to harder and more deadly drugs such as heroin. Cannabis represents a safer alternative, and some people take advantage of that when dispensaries open up shop.

That's likely why studies have shown that people take fewer opioid prescriptions and die from opioid overdoses less often in [legal marijuana states](#) compared with their non-legal neighbors. In November 2018, researchers looked at local data and demonstrated just how important the "access" element is, revealing that counties where dispensaries operated experienced 6 to 8 percent less opioid overdose deaths overall and [10 percent fewer heroin overdose deaths](#).

"Importantly, these effects are limited to counties where dispensaries opened and do not apply to non-dispensary counties in states with that have legalized medical cannabis," wrote lead researcher [Julio Garin](#) of the Robert Day School of Economics and Finance at Claremont McKenna College in Claremont, California.

Regulation works. Young people aren't flocking to pot shops.

For good reason, both pro- and anti-legalization folks are interested in preventing underage marijuana consumption. But where the groups disagree is on the effects of dispensaries on youth consumption trends, and the research has demonstrated that the mere presence of these shops is not driving teens to use more cannabis. That's by design, too — it's why dispensaries require photo ID, unlike illicit dealers.

There have been a number of recent studies exploring this trend. For example, a study published in the *Journal of Adolescent Health* [found no connection](#) between the number of medical marijuana dispensaries within 3 miles of a school and higher rates of adolescent cannabis use.

"We reported null associations of the proximity and density of medical marijuana dispensaries in school neighborhoods with adolescents' use," according to the study's lead [researcher Yuyan Shi](#) of the Department of Family Medicine and Public Health at the University of San Diego.

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While states with legal marijuana do generally have higher rates of youth consumption, a survey of 4,000 teens across the U.S. demonstrated that [legalization wasn't behind that](#); rather, the trend seems to be "pre-established" before the end of prohibition, according to the study published in July 2018 in *Drug and Alcohol Review*.

And if you still need convincing, a meta-analysis of 55 studies [came to the same conclusion](#). Put simply, the existing scientific literature suggests "that passage of [medical marijuana laws] has not increased cannabis use among teenagers during the periods after their passage that has been studied to date."



No, crime doesn't spike when dispensaries move in.

At the same time that legalization seems to empower police to take on other crimes, the argument that dispensaries themselves attract crime is unsupported by evidence. In general, studies have determined that legalizing cannabis simply [doesn't have an impact](#) on crime rates at all. But at least one recent study that used county-level data in [California](#) did turn up results indicating that dispensaries are associated with lower property crimes.

Counties that allowed dispensaries to operate experienced a ["5.1 percent statistically significant drop](#) in reported property offenses during the years in which counties allowed for dispensaries," researchers at the think tank Rand Corp. wrote.

Meanwhile, a study published in March 2018 in the journal *Preventive Medicine* did point out that violent and property crimes significantly increase around shops that sell alcohol and tobacco, but [not near medical marijuana dispensaries](#).

Oh, and opening dispensaries actually increases housing prices.

Contrary to the notion that pot shops devalue neighborhoods, a new set of studies revealed that housing prices for new homes [increase by almost 8 percent](#) after a dispensary opens within a quarter-mile, or 402.3 meters. In fact, the effect is roughly the same as when new grocery stores are built.

"Our results suggest that despite potential costs, legalization is capitalized as a net benefit in housing price."

Similarly, an analysis found that Airbnb rental costs decrease by about 3 percent on average in [Amsterdam](#) if a cannabis coffeeshop closes within 250 meters of the lodging.



Kyle Jaeger

Kyle Jaeger is Marijuana Moment's Los Angeles-based associate editor. His work has also appeared in *High Times*, *VICE* and *attn*.



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This month, with 7/10 being right around the corner, this roundup is all gas no brakes with Wonderbrett, 710 Labs, and more.

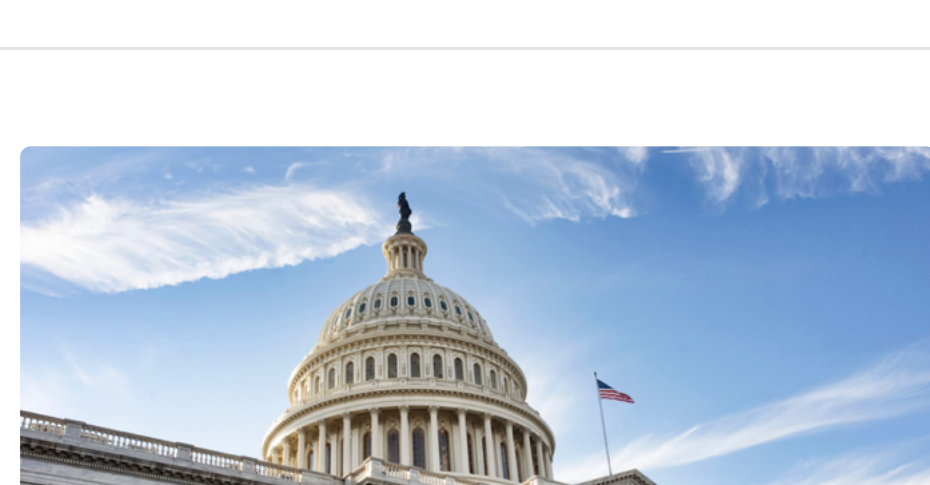


4 months Dante Jordan

U.S. House of Representatives Cori Bush and Bonnie Watson Cole introduce bill with health-centered approach to drugs

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Ahead of the 50th anniversary of Nixon's war declaration, U.S. House of Representatives Cori Bush (D-MO) and Bonnie Watson Cole (D-NJ) just introduced the Drug Policy Reform Act (DPRA)



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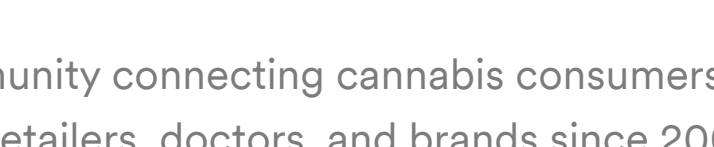
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Societal Impacts of Cannabis Dispensaries/Retailers

Compiled by

Councilor Britt Beedenbender

Societal Impacts of Cannabis Dispensaries/Retailers

Retail cannabis facilities are not positively associated with increased criminality

- "There were no observed cross-sectional associations between the density of medical marijuana dispensaries and either violent or property crime rates in this study. These results suggest that the density of medical marijuana dispensaries may not be associated with crime rates or that other factors, such as measures dispensaries take to reduce crime (i.e., doormen, video cameras), may increase guardianship such that it deters possible motivated offenders."

Exploring the ecological association between crime and medical marijuana dispensaries, Journal of Studies on Alcohol and Drugs, 2012

- "Tobacco shops, medical marijuana dispensaries (MMD), and off-sale alcohol outlets are legal and prevalent in South Los Angeles, California—a high-crime, low-income urban community of color. This research is the first to explore the geographic associations between these three legal drug outlets with surrounding crime and violence in a large low-income urban community of color. ... Results indicated that mean property and violent crime rates within 100-foot buffers of tobacco shops and alcohol outlets—but not MMDs—substantially exceeded community-wide mean crime rates and rates around grocery/convenience stores (i.e., comparison properties licensed to sell both alcohol and tobacco)."

The geography of crime and violence surrounding tobacco shops, medical marijuana dispensaries, and off-sale alcohol outlets in a large, urban low-income community of color, Preventive Medicine, 2017

- **RESOURCES:** LAPD Chief: Pot clinics not plagued by crime, Los Angeles Daily News | Springs finds no tie between crime and marijuana shops, Denver Post | Medical dispensaries effect on crime unclear, Denver Post | No, legalizing medical marijuana doesn't lead to crime, according to actual crime stats, Washington Post | Have medical marijuana dispensaries increased crime in other towns? The Suffolk Times | Medical marijuana stores impact neighborhoods in Denver no more than coffee shops, study says, Westword | Medical marijuana dispensaries and their effect on crime, MPP factsheet | Do medical marijuana dispensaries increase crime? California NORML factsheet

By contrast, dispensary closures are associated with increases in crime

- "The results presented above show that temporary dispensary closures increase crime in the short-run. ... Analyzing medical marijuana dispensary closures in the City of Los Angeles, we find no support for the idea that closing dispensaries reduces crime. Rather,

temporary closures deter some types of Part I crime. ... Our findings have direct policy implications for regulating marijuana sales in the U.S. They imply that dispensary closures, and potentially the closure of other types of retail establishments, exert a significant negative externality in terms of neighborhood criminality. A quick back of the envelope cost calculation using the change in larceny theft at 1/3 of a mile and crime costs ... suggests that an open dispensary provides over \$30,000 per year in social benefit in terms of larcenies prevented."

Going to pot: The impact of dispensary closures on crime. Journal of Urban Economics, 2017

Retail cannabis facilities are associated with rising housing values

- "In this paper we contribute to the debate on the impacts of recreational marijuana legalization on local communities by examining the effects of retail marijuana stores on nearby house prices in Denver, Colorado. ... Using a difference-in-differences model, we compare houses that are in close proximity to a retail conversion to those that are slightly farther away from a retail conversion before and after the legalization of recreational sales. We find that after the law went into effect at the end of 2013, single family residences close to a retail conversion (within 0.1 miles) increased in value by approximately 8.4% relative to houses that are located slightly farther from a conversion (between 0.1 miles and 0.25 miles) in 2014 compared to the previous year."

Contact high: The external effects of retail marijuana establishments on house prices, Real Estate Economics, 2017

- "Does legalizing retail marijuana generate more benefits than costs? This paper addresses this question by measuring the benefits and costs that are capitalized into housing values. We exploit the time-series and cross-sectional variations in the adoption of Colorado's municipality retail marijuana laws (RMLs) and examine the effect on housing values with a difference-in-differences strategy. Our estimates show that the legalization leads to an average 6 percent increase in housing values, indicating that the capitalized benefits outweigh the costs. ... In conclusion, this paper provides convincing causal evidence that legalizing retail marijuana generates net benefits, as measured through the housing market."

The effect of legalizing retail marijuana on housing values: Evidence from Colorado, University of Mississippi working paper series, 2016

Dispensary clientele tend to be older, value access to specific strains of cannabis, and tend to require greater quantities of cannabis to treat their therapeutic condition

- "Regarding age, respondents who used dispensaries were older than those not using dispensaries, perhaps reflecting that services that these dispensaries provide, such as storefront access and personalized service, may be particularly appealing to older adults. ... A larger proportion of dispensary clients considered access to their preferred strain to

be important than those not using dispensaries. ... With regard to cannabis use, dispensary users were more likely to use larger amounts of cannabis. ... [D]ispensaries were widely used and well rated by respondents. Given this high level of endorsement by patients, future regulations should consider including storefront dispensaries as an authorized source of cannabis for therapeutic purposes."

Are dispensaries indispensable? Patient experiences and access to cannabis from medical cannabis dispensaries in Canada. International Journal on Drug Policy, 2017

The prevalence of cannabis dispensaries is not positively associated with increased teen use

- "[T]he presence of recreational marijuana retail store(s) was not associated with perceived easy access to marijuana, controlling for perceived ease of access before the retail sales. There was no significant change in past 30-day marijuana use in bivariate analysis or in a multivariate model including presence of a recreational marijuana store."

Adolescent marijuana use and perceived ease of access before and after recreational marijuana implementation in Colorado, Substance Use & Misuse, 2017

- "[W]e did not find empirical evidence showing the availability of medical marijuana dispensaries is associated with [the] current use of marijuana among adolescents. ... It is also suggestive that the dispensaries may not have spillover effects on neighborhood social norms or marijuana availability overall."

The availability of medical marijuana dispensary and adolescent marijuana use, Preventive Medicine, 2016

Cannabis retailers are not selling to minors and their products are not being diverted to the underage market

- "On December 19, 2017 OLCC [the Oregon Liquor Control Commission] marijuana inspectors visited 20 marijuana retailers in central Oregon, and all of the 20 businesses visited in Bend and La Pine passed a check for prohibiting sales to a minor volunteer. 'That our licensed retailers in central Oregon scored 100 percent on refusal to sell marijuana to a minor is a sign that this segment of our regulated industry understands the importance of compliance,' said Steve Marks, Executive Director of the OLCC."

"OLCC Launches Marijuana Retailer Minor Decoy Checks," Oregon Liquor and Control Board press release, December 20, 2017

- Among state-licensed Colorado retailers, "Compliance with laws restricting marijuana sales to individuals age 21 years or older with a valid ID was extremely high and possibly higher than compliance with restrictions on alcohol sales. ... "The retail market at present may not be a direct source of marijuana for underage individuals."

Pseudo-Underage Assessment of Compliance With Identification Regulations at Retail Marijuana Outlets in Colorado, Journal of Studies on Alcohol and Drugs, 2016

Retail cannabis access is associated with reduced opioid consumption by the general public

- "[S]tates providing legal access to marijuana through dispensaries reduce deaths due to opioid overdoses. ... We provide complementary evidence that dispensary provisions lower treatment admissions for addiction to pain medications. ... In short, our findings that legally protected and operating medical marijuana dispensaries reduce opioid-related harms suggests that some individuals may be substituting towards marijuana, reducing the quantity of opioids they consume or forgoing initiation of opiates altogether. ... At a minimum, however, our results suggest a potential overlooked positive effect of medical marijuana laws that support meaningful retail sales."

Do medical marijuana laws reduce addictions and deaths related to pain killers? Journal of Health Economics, 2018

- "This paper uses a unique marijuana dispensary dataset to exploit within- and across-state variation in dispensary openings to estimate the effect increased access to marijuana has on narcotic-related admissions to treatment facilities and drug-induced mortalities. [It] finds that core-based statistical areas (CBSAs) with dispensary openings experience a 20 percentage point relative decrease in painkiller treatment admissions over the first two years of dispensary operations ... [and] provides suggestive evidence that dispensary operations negatively affect drug-induced mortality rates."

The effects of marijuana dispensaries on adverse opioid outcomes. SSRN Working Paper, 2017

- "Using both standard differences-in-differences models as well as synthetic control models, we find that states permitting medical marijuana dispensaries experience a relative decrease in both opioid addictions and opioid overdose deaths compared to states that do not."

Do medical marijuana laws reduce addictions and death related to pain killers? NBER Working paper No. 21345, 2015

The prevalence of cannabis dispensaries is inversely associated with traffic fatalities

- "Both MMLs (medical marijuana laws) and dispensaries were associated with reductions in traffic fatalities, especially among those aged 25 to 44 years. ... On average, MML states had lower traffic fatality rates than non-MML states. Medical marijuana laws were associated with immediate reductions in traffic fatalities in those aged 15 to 24 and 25 to 44 years, and with additional yearly gradual reductions in those aged 25 to 44 years."

US Traffic Fatalities, 1985-2014, and Their Relationship to Medical Marijuana Laws, American Journal of Public Health, 2017

Marijuana Regulation and Teen Use Rates

Since the mid-1990s, self-reported lifetime use of cannabis has fallen 46 percent among 8th-graders, 25 percent among 10th-graders, and ten percent among 12th-graders.

- Thirty states have legalized the medical use of cannabis, and eight of those states have also regulated the adult use of marijuana, since that time.

Monitoring the Future, Trends in Lifetime Prevalence of Use of Various Drugs, 2016

Since 2002, perceived availability of marijuana among young people has fallen dramatically nationwide.

- "Between 2002 and 2015, we observed a 27% overall reduction in the relative proportion of adolescents ages 12-17-and a 42 percent reduction among those ages 12-14-reporting that it would be "very easy" to obtain marijuana. This pattern was uniformly observed among youth in all sociodemographic subgroups. ... Despite the legalization of recreational and medical marijuana in some states, our findings suggest that ... perceptions that marijuana would be very easy to obtain are on the decline among American youth."

Trends in perceived access to marijuana among adolescents in the United States: 2002-2015, Journal of Studies of Alcohol and Drugs, 2017

- "From 2002 to 2014, ... the perceived availability decreased by 13 percent among persons aged 12-17 years and by three percent among persons aged 18-25 years."

United States Centers for Disease Control, National Estimates of Marijuana Use and Related Indicators - National Survey on Drug Use and Health, United States, 2002-2014, 2016

Rates of problematic cannabis use by young people has declined 24 percent between 2002 and 2013.

- [Declining Prevalence of Marijuana Use Disorders Among Adolescents in the United States, 2002 to 2013](#), Child & Adolescent Psychiatry, 2016 | See also: [Recent Trends in the Prevalence of Marijuana Use and Associated Disorders in the United States](#), JAMA Psychiatry, 2016

The enactment of medical cannabis laws is not associated with any causal upticks in youth marijuana use

- "This systematic review screened 2999 unique papers retrieved from 17 sources, yielding 21 unique studies. Ultimately, 11 studies passed secondary exclusion criteria designed to ensure optimal study quality. ... [A]ll estimates of pre–post changes in past-month marijuana use within MML (medical marijuana law) states from these studies were non-significant. ... In summary, current evidence does not support the hypothesis that MML passage is associated with increased marijuana use prevalence among adolescents in states that have passed such laws."

Medical marijuana laws and adolescent marijuana use in the United States: A systematic review and meta-analysis, Addiction, 2018

- "Of 17 large surveys using difference-in-difference methods spanning different states, periods, and specifications, 16 indicated no MML (medical marijuana laws) effects on adolescent use. Despite differences in methodology, the findings were very consistent: post-MML adolescent cannabis use did not increase compared to pre-MML levels and to national trends in non-MML states during the corresponding years."

U.S. epidemiology of cannabis use and associated problems, Neuropsychopharmacology, 2017

The passage of adult use cannabis laws is not associated with any causal upticks in youth marijuana use in those jurisdictions that have enacted them

- "With legalization of retail marijuana in Colorado, and the opening of dispensaries in January 2014, two key questions were how legalization would impact marijuana use and whether there would be an increase in adverse health events. Legalization did not noticeably impact marijuana use rates among adolescents or young adults. Past-30-day use among adolescents remained steady for more than ten years, pre- and post-legalization."

Marijuana use and related health care encounters in Colorado before and after retail legalization, International Journal of Mental Health and Addiction, 2018

- "Certainly the worst things that we had great fear about (the legalization of marijuana for adults in Colorado) – spikes in consumption, kids, people driving while high – we haven't seen any of that. We saw a little increase in teenagers and that came down within a couple years. ... We were very worried that by legalizing, we were making this more somehow more psychologically available to kids. We haven't seen that. If anything, we've seen less drug dealers."

Comments from Colorado Gov. John Hickenlooper, April 9, 2018

Marijuana Regulation: Impact on Health, Safety, Economy

The enactment of adult use cannabis regulation is not associated with upticks in marijuana use by adolescents

- "With legalization of retail marijuana in Colorado, and the opening of dispensaries in January 2014, two key questions were how legalization would impact marijuana use and whether there would be an increase in adverse health events. Legalization did not noticeably impact marijuana use rates among adolescents or young adults. Past-30-day use among adolescents remained steady for more than ten years, pre- and post-legalization."

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Comments from Colorado Gov. John Hickenlooper, April 9, 2018

The establishment of cannabis retailers is not associated with upticks in criminal activity

- "[W]e find no support for the idea that closing dispensaries reduces crime. Rather, temporary closures deter some types of Part I (serious) crime. ... "An open dispensary provides over \$30,000 per year in social benefit in terms of larcenies prevented."

Going to pot: The impact of dispensary closures on crime. Journal of Urban Economics, 2017

- "There were no observed cross-sectional associations between the density of medical marijuana dispensaries and either violent or property crime rates in this study. These results suggest that the density of medical marijuana dispensaries may not be associated with crime rates or that other factors, such as measures dispensaries take to reduce crime (i.e., doormen, video cameras), may increase guardianship such that it deters possible motivated offenders."

Exploring the ecological association between crime and medical marijuana dispensaries, Journal of Studies on Alcohol and Drugs, 2012

Neither medical use nor adult use legalization is associated with adverse effects on traffic safety

- "We find that states that legalized marijuana have not experienced significantly different rates of marijuana- or alcohol-related traffic fatalities relative to their synthetic controls. ... In summary, the similar trajectory of traffic fatalities in Washington and Colorado relative to their synthetic control counterparts yield little evidence that the total rate of traffic fatalities has increased significantly as a consequence of recreational marijuana legalization."

Early Evidence on Recreational Marijuana Legalization and Traffic Fatalities, National Bureau of Economic Research, 2018

- "We (the state of Colorado) have not experienced any significant issue as a result of legalization. ... We have actually seen an overall decrease in DUI's since legalization. So, the short answer is: There has been no increase since the legalization of marijuana here."

Comments from Larry Wolk, Chief Medical Officer of the Colorado Department of Public Health, October 23, 2017

Marijuana regulation is not associated with adverse effects on workplace performance or safety

- "There is no or insufficient evidence to support ... a statistical association between cannabis use and occupational accidents or injuries."

National Academy of Sciences, Engineering, and Medicine, The Health Effects of Cannabis and Cannabinoids: Committee's Conclusions, 2017

- Reducing criminal penalties for marijuana offenses is associated with increased probability of employment, particularly for young males, and an average increase of 4.5 percent in weekly earnings. "This data provides suggestive evidence that marijuana decriminalization laws improve extrinsic labor market outcomes. ... This result is consistent with existing literature that suggests black adults, especially men, stand to benefit the most from removing these penalties."

Economic Self-Sufficiency Policy Research Institute, Marijuana decriminalization and labor market outcomes, 2016

Marijuana regulation is associated with declining alcohol consumption

- "We use data on purchases of alcoholic beverages in grocery, convenience, drug, or mass distribution stores in US counties for 2006-2015 to study the link between medical marijuana laws and alcohol consumption and focus on settling the debate between the substitutability or complementarity between marijuana and alcohol. ... We find that the legalization of medical marijuana reduces alcohol consumption. We find consistent

evidence across different specifications and alcohol products (i.e. alcohol in general, beer and wine). States legalizing medical marijuana use experience significant decrease in the aggregate sales of alcohol, beer and wine. Moreover, the effects are not short lived, with significant reductions observed up to 24 months after the passage of the law."

Helping settle the marijuana and alcohol debate: Evidence from scanner data. SSRN Working Paper, 2017

- "Research firm Cowen & Company analyzed the state of the beer industry in Colorado, Oregon and Washington—states where both recreational weed is legal and craft beer has become popular. In those states, beer markets have "collectively underperformed" over the last two years, trailing behind beer sales around the country."

Time.com. "Legal weed is hurting the beer business." December 6, 2016

Marijuana regulation is associated with increased tax revenue and job creation

- "Here's a striking figure for the nascent cannabis industry that only recently began to operate legitimately: It supports 125,000-160,000 full-time jobs in the U.S. To put that in perspective, the marijuana industry now supports approximately the same numbers of full-time workers as there are librarians and kindergarten teachers in the country – and roughly three times the number of employees in the U.S. coal industry. Over the next five years, the number of full-time marijuana workers is expected to more than double as large markets including California ramp up and new states come online."

Marijuana Business Daily. "Cannabis industry supports up to 160,000 full-time jobs, with more growth on the horizon." June 4, 2018

- "According to ZipRecruiter data, the total number of industry job posts increased by 445% in 2017. ... Our data also shows that the cannabis industry is growing more rapidly than some of today's fastest-growing fields. Year over year growth of job posts in the cannabis industry is outpacing both tech (254% growth) and healthcare (70% growth). ... Not only does the legalization of cannabis create a safer and more stable market for medical and recreational users, but it also significantly drives job growth."

ZipRecruiter.com, Will cannabis job growth continue to outpace tech job growth?, 2018

The Cannabis Control (Saskatchewan) Act

being

[Chapter C-2.111](#) of the *Statutes of Saskatchewan, 2018*
(effective October 17, 2018, except for section 7-6, effective
May 30, 2018 and section 7-10 effective January 1, 2019).

NOTE:

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

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- 7-6 SS 2015, c F-13.1001, section 2 amended
- 7-7 SS 2000, c L-14.2, section 32 amended
- 7-8 SS 2006, c M-10.3, section 32 amended
- 7-9 SS 1999, c M-14.1, section 33 amended
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PART 8

Coming into force

- 8-1 Coming into force

Appendix

CHAPTER C-2.111

An Act to Control the Sale, Possession, Consumption, Distribution and Transportation of Cannabis and to Make Consequential Amendments to Other Acts

PART 1 Preliminary Matters

Short title

1-1 This Act may be cited as *The Cannabis Control (Saskatchewan) Act*.

Definitions and interpretation

1-2(1) In this Act:

“applicant” means an applicant for a cannabis permit;

“cannabis” means a cannabis plant and anything referred to in Schedule 1 but does not include hemp, anything mentioned in Schedule 2 or any other prescribed thing;

“cannabis accessory” means a cannabis accessory as defined in the regulations;

“Cannabis Authority” means a person or body that is an agent of the Crown that is designated by the Lieutenant Governor in Council;

“cannabis enforcement officer” means a cannabis enforcement officer designated pursuant to section 4-2;

“cannabis permit” means a valid cannabis permit issued pursuant to this Act or the regulations for the possession, sale, distribution or transportation of cannabis;

“cannabis plant” means a plant that belongs to the genus *Cannabis*;

“child care facility” means a facility as defined in *The Child Care Act, 2014*;

“commission” means the prescribed commission;

“conveyance” includes a vehicle, train, aircraft, boat or other means of transport;

“Crown” means the Crown in right of Saskatchewan;

“distribute” does not include:

(a) selling, offering for sale or otherwise giving, assigning or sending for consideration; or

(b) bartering or depositing with another person for the performance of a service;

“dried cannabis” means any part of a cannabis plant that has been subjected to a drying process, other than seeds;

“**illicit cannabis**” means cannabis that:

- (a) is or was sold, produced or distributed by a person prohibited from doing so pursuant to this Act, the regulations, any other Act, the *Cannabis Act* (Canada), any other Act of the Parliament of Canada or an Act of any other province or territory; or
- (b) was imported by a person prohibited from doing so pursuant to the *Cannabis Act* (Canada);

“**Indian band**” means a band as defined in the *Indian Act* (Canada) and includes the council of a band;

“**justice**” means a justice of the peace or a provincial court judge;

“**minister**”, except in section 2-17, means the member of the Executive Council to whom for the time being the administration of this Act is assigned;

“**ministry**”, except in section 2-17, means the ministry over which the minister presides;

“**minor**” means a person under the age of 19;

“**organization**” means an organization as defined in the regulations;

“**permittee**” means a person who is issued a cannabis permit, and includes an employee or agent of a permittee, if applicable;

“**person**” includes a partnership, an unincorporated association and any other prescribed entity;

“**police officer**” means a member of the Royal Canadian Mounted Police, a member of a police service as defined in *The Police Act, 1990* or a member of any prescribed category of peace officers;

“**prescribed**” means prescribed in the regulations;

“**private place**” means:

- (a) the following places that are genuinely and actually occupied and used as a private residence:
 - (i) a house or building or any part of a house or building;
 - (ii) a trailer, camper, mobile home, tent or any combination of them;
 - (iii) a cottage or cabin or similar construction designed for use on a seasonal basis;
 - (iv) a moored vessel;
 - (v) a private guest room in a hotel or motel;
- (b) subject to subsection (4), in the case of any place mentioned in subclause (a)(i), (ii) or (iii), the appurtenant land or, in the case of a farm, the lands constituting the farm; or
- (c) any other prescribed place;

“public place” means:

- (a) a place or building to which the public has or is permitted to have access;
- (b) a park, playground, cinema, outdoor theatre or other place of public resort or amusement;
- (c) a highway, road, street, lane or thoroughfare;
- (d) any unoccupied land or building;
- (e) in relation to a person who enters occupied land or an occupied building without the consent of the occupant, the land or building so entered;
- (f) a conveyance while it is at, in or on any place, building, thoroughfare or land that by virtue of this definition is a public place; or
- (g) any other prescribed place;

“school or independent school” means a school or an independent school as defined in *The Education Act, 1995*;

“vehicle” means vehicle as defined in *The Traffic Safety Act*.

- (2) For the purposes of this Act, dried cannabis is a class of cannabis.
- (3) For the purposes of this Act, a quantity referred to in Column 2 of Schedule 3 with respect to any class of cannabis referred to in Column 1 of that Schedule is deemed to be equivalent to 1 gram of dried cannabis.
- (4) Clause (b) of the definition of “private place” applies only to the owner or tenant, under a lease of at least 30 days, of the place described in that clause, or to the family, employee or bona fide guest of that owner or tenant.

2018, c C-2.111, s.1-2.

Illicit cannabis prohibited

1-3 Subject to section 4-13, nothing in this Act authorizes the possession, consumption, sale, transportation or distribution of or any other form of dealing with illicit cannabis.

2018, c C-2.111, s.1-3.

No application to cannabis for medical purposes

1-4 Unless otherwise prescribed, this Act does not apply to the consumption, possession, distribution, purchase or sale of cannabis for medical purposes that occurs in accordance with the requirements of the applicable federal law.

2018, c C-2.111, s.1-4.

PART 2
Possession, Distribution and Consumption of Cannabis

DIVISION 1
Minors

No possession, consumption, etc., by minors

2-1(1) Unless authorized by this Act or the regulations, no minor shall:

- (a) purchase or attempt to purchase cannabis, directly or indirectly;
- (b) possess cannabis;
- (c) consume cannabis;
- (d) sell cannabis to any other person or organization;
- (e) distribute cannabis to any other person or organization;
- (f) except as authorized by the cannabis permit issued respecting a premises, be in or remain in a premises for which the cannabis permit has been issued;
- (g) present false identification when attempting to purchase cannabis from a person lawfully authorized to sell cannabis; or
- (h) present false identification when attempting to gain access to or to remain in a premises for which a cannabis permit has been issued.

(2) Subject to the regulations, a police officer may seize from a minor any cannabis or anything that the police officer believes, on reasonable grounds, constitutes evidence of a contravention of this Act or the regulations whether or not the minor is charged with an offence.

2018, cC-2.111, s.2-1.

Offence by minor

2-2(1) This section and subsection 2-6(3) do not apply to a minor who is under the age of 12.

(2) A minor who contravenes section 2-1 is guilty of an offence and liable on summary conviction to a fine of not more than \$2,000.

2018, cC-2.111, s.2-2.

Employment of minors by Cannabis Authority

2-3(1) Subject to the minimum age requirements established pursuant to *The Saskatchewan Employment Act*, the Cannabis Authority may employ or engage minors for the purpose of monitoring compliance with the provisions of this Act and the regulations respecting the possession, consumption, transportation, distribution, sale and handling of cannabis to or by minors.

(2) If a minor is employed or engaged by the Cannabis Authority for the purpose mentioned in subsection (1), clauses 2-1(1)(a), (b), (f), (g) and (h) do not apply to the minor while the minor is performing his or her duties of employment or engagement.

(3) Subsection 2-7(2) does not apply to the Cannabis Authority or to a minor employed or engaged by the Cannabis Authority for the purpose mentioned in subsection (1) while the minor is performing his or her duties of employment or engagement.

2018, c C-2.111, s.2-3.

Minors in premises

2-4 No permittee shall allow minors in a premises for which a cannabis permit is issued except in accordance with this Act, the regulations and the terms and conditions of the cannabis permit.

2018, c C-2.111, s.2-4.

Giving or selling to minors

2-5(1) No person shall sell, give or distribute cannabis to a minor and nothing in this Act is to be construed as authorizing the sale, giving or distribution of cannabis to minors.

(2) A person may be convicted of contravening subsection (1) notwithstanding that the minor does not appear to be a minor.

2018, c C-2.111, s.2-5.

Proof of age

2-6(1) A permittee or an employee of a permittee shall demand proof of age from:

- (a) every person who is attempting to purchase cannabis; and
- (b) every person on the premises who appears or should reasonably appear to be a minor.

(2) If a person fails or refuses to provide satisfactory proof of age when requested to do so pursuant to subsection (1), the permittee or employee shall:

- (a) refuse to sell any cannabis to that person if the person is attempting to purchase cannabis; and
- (b) request that the person leave the premises immediately.

(3) Any person who fails to leave a premises on being requested to do so pursuant to clause (2)(b) is guilty of an offence and liable on summary conviction to a fine of not more than \$2,000.

(4) Any person who is required pursuant to this section to demand proof of age and fails to do so is guilty of an offence.

(5) Any person who knowingly provides a minor with false identification for the purpose of gaining entry to a premises for which a cannabis permit is issued is guilty of an offence.

2018, c C-2.111, s.2-6.

DIVISION 2
Purchase, Possession and Distribution

Unauthorized purchase or inducement

2-7(1) No individual who is older than a minor shall purchase cannabis from a person not authorized to sell cannabis pursuant to this Act, the regulations, an Act of the Parliament of Canada or the legislation of any other prescribed jurisdiction.

(2) No person shall request or solicit a person to sell cannabis to him or her in contravention of this Act or the regulations.

2018, c C-2.111, s.2-7.

Possession of cannabis

2-8 Unless authorized by this Act, the regulations or an Act of the Parliament of Canada:

- (a) no individual who is older than a minor shall possess:
 - (i) in a public place, cannabis of 1 or more classes of cannabis the total amount of which, as determined in accordance with Schedule 3, is equivalent to more than 30 grams of dried cannabis;
 - (ii) any cannabis that the individual knows is illicit cannabis;
 - (iii) in a public place, 1 or more cannabis plants that are budding or flowering; or
 - (iv) more than 4 cannabis plants that are not budding or flowering; and
- (b) no organization shall possess cannabis.

2018, c C-2.111, s.2-8.

Possession prohibited in certain places

2-9(1) The Lieutenant Governor in Council may make regulations prohibiting, limiting or otherwise regulating the possession of cannabis, or any class of cannabis, in any:

- (a) public place;
- (b) private place; or
- (c) other prescribed place.

(2) A regulation made pursuant to subsection (1) prevails over any provisions of this Act.

2018, c C-2.111, s.2-9.

Possession of cannabis in vehicles

2-10(1) Subject to subsection (2), any other provision of this Act and the regulations and an Act of the Parliament of Canada, no person shall possess, consume or distribute cannabis in a vehicle.

(2) Subsection (1) does not render it unlawful to have cannabis in a vehicle for the purpose of transporting the cannabis from the place at which it was lawfully obtained to a place where it may be lawfully had, kept or consumed or from that place to another place where it may be lawfully had, kept or consumed.

2018, cC-2.111, s.2-10.

Distribution of cannabis

2-11 Unless authorized by this Act, the regulations or an Act of the Parliament of Canada:

- (a) no individual who is older than a minor shall:
 - (i) distribute cannabis of 1 or more classes of cannabis the total amount of which is equivalent, as determined in accordance with Schedule 3, to more than 30 grams of dried cannabis;
 - (ii) distribute cannabis to an organization;
 - (iii) distribute cannabis that he or she knows is illicit cannabis;
 - (iv) distribute 1 or more cannabis plants that are budding or flowering; or
 - (v) distribute more than 4 cannabis plants that are not budding or flowering; and
- (b) no organization shall distribute cannabis.

2018, cC-2.111, s.2-11.

Purchase from other jurisdictions

2-12 A person may purchase cannabis from a jurisdiction outside of Saskatchewan only in accordance with this Act and the regulations.

2018, cC-2.111, s.2-12.

Common carriers and transportation

2-13(1) Subject to subsection (2) and the regulations, the following provisions of this Act do not apply to a common carrier, or its employee or agent, that is transporting or distributing cannabis in the ordinary course of business:

- (a) subclauses 2-8(a)(i), (iii) and (iv);
- (b) clause 2-8(b);
- (c) section 2-10;
- (d) subclauses 2-11(a)(i), (ii), (iv) and (v);
- (e) clause 2-11(b);
- (f) any other prescribed provisions.

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(2) No common carrier or other person authorized to transport or distribute cannabis pursuant to this Act or the regulations shall:

- (a) open or break or allow to be opened or broken, a container or package containing cannabis that the common carrier or other person is transporting or distributing; or
- (b) consume or permit any cannabis to be consumed while the cannabis is being transported or distributed by him or her.

2018, c C-2.111, s.2-13.

DIVISION 3
Consumption

Public places

2-14 No individual who is older than a minor shall consume cannabis in a public place or any place other than a private place except as allowed pursuant to this Act, the regulations or an Act of the Parliament of Canada.

2018, c C-2.111, s.2-14.

Restrictions on consumption of lighted and other cannabis

2-15(1) The Lieutenant Governor in Council may make regulations prohibiting, limiting or otherwise regulating the consumption of lighted cannabis, or any class of cannabis, in any:

- (a) private place; or
- (b) other prescribed place.

(2) A regulation made pursuant to subsection (1) prevails over any provisions of this Act.

2018, c C-2.111, s.2-15.

Child care facilities and schools

2-16(1) Notwithstanding any other provision of this Act, and unless authorized by the regulations or an Act of the Parliament of Canada, no individual who is older than a minor shall consume cannabis at any of the following locations:

- (a) a school or independent school or on the grounds surrounding a school or an independent school;
- (b) a child care facility.

(2) Subsection (1) does not apply to a child care facility that is a group family child care home or a licensed family child care home during the times that no child care services are being provided in the facility.

2018, c C-2.111, s.2-16.

Cannabis ban in campground

2-17(1) In this section:

“campground” means:

- (a) an area of park land designated as a public campground pursuant to regulations made pursuant to *The Parks Act*; or
- (b) an area of a regional park designated as a public campground in a regional park bylaw made pursuant to clause 13(c) of *The Regional Parks Act, 2013*;

“minister” means:

- (a) with respect to a provincial park or a recreation site, the member of the Executive Council to whom for the time being the administration of *The Parks Act* is assigned; and
- (b) with respect to a regional park, the member of the Executive Council to whom for the time being the administration of *The Regional Parks Act, 2013* is assigned;

“ministry” means the ministry over which the minister presides;

“park land” means park land as defined in *The Parks Act*;

“provincial park” means a provincial park as defined in *The Parks Act*;

“recreation site” means a recreation site constituted pursuant to section 6 of *The Parks Act*;

“regional park” means a regional park established or continued pursuant to *The Regional Parks Act, 2013*;

“regional park authority” means a regional park authority that operates a regional park pursuant to *The Regional Parks Act, 2013*.

(2) Notwithstanding sections 2-8 and 2-14, the minister may, by order, prohibit possessing or consuming cannabis in a campground on the terms and conditions and for the period set out in the order.

(3) The minister may make an order pursuant to subsection (2) if:

- (a) in the case of a provincial park or a recreation site, the minister considers it necessary for the proper management and control of a campground or in the interest of public safety; or
- (b) in the case of a regional park, the regional park authority considers it necessary for the proper management and control of a campground or in the interest of public safety and the regional park authority has requested the minister to make the order.

(4) If an order is made pursuant to this section, the minister shall take any measures the minister considers appropriate to bring the order to the attention of the public, including posting the order on the ministry’s website.

(5) No person shall possess or consume cannabis in contravention of an order issued pursuant to this section, except as allowed pursuant to the regulations or an Act of the Parliament of Canada.

(6) An enforcement officer appointed pursuant to *The Parks Act* may enforce an order made pursuant to this section with respect to all or any area of park land, and for that purpose, the enforcement officer may exercise all the powers and shall fulfil all the duties of enforcement officers provided in *The Parks Act*.

2018, c C-2.111, s.2-17.

DIVISION 4 Emergency

Exemption for emergency

2-18(1) For the purposes of this section, “**emergency**” means a situation in which there are reasonable grounds to believe that a person requires emergency medical or law enforcement assistance.

(2) No person who seeks emergency medical or law enforcement assistance because that person or another person is experiencing an emergency is to be charged or convicted of an offence against section 2-1, 2-2, 2-8, 2-9, 2-10, 2-11, 2-14, 2-15, 2-16 or 2-17 if the evidence in support of that offence was obtained or discovered as a result of that person having sought assistance or having remained at the scene.

(3) The exemption pursuant to subsection (2) also applies to any person who is at the scene on the arrival of the emergency medical or law enforcement assistance, including the person experiencing or subject to the emergency.

2018, c C-2.111, s.2-18.

PART 3 Sale of Cannabis and Other Permitted Activities

DIVISION 1 Powers of Cannabis Authority

Powers respecting cannabis permits

3-1(1) Subject to the regulations, the Cannabis Authority may:

- (a) issue or renew cannabis permits for the purchase, possession, sale, transport or distribution of cannabis;
- (b) charge a prescribed fee for:
 - (i) entering any prescribed process to allocate a cannabis permit; and
 - (ii) the issuance or renewal of a cannabis permit;
- (c) refuse any application for a cannabis permit or for renewal of a cannabis permit;
- (d) require any additional information from an applicant for a cannabis permit in any form determined by the Cannabis Authority;

- (e) set any terms and conditions for cannabis permits, including terms and conditions respecting:
 - (i) minors;
 - (ii) transportation standards;
 - (iii) pricing of cannabis;
 - (iv) the hours and days on which cannabis may be sold;
 - (v) the display, packaging or promotion of cannabis;
 - (vi) security requirements;
 - (vii) cannabis accessories or ancillary items;
 - (viii) the supply and distribution of cannabis to permittees;
 - (ix) record-keeping and reporting requirements; and
 - (x) any other matter that the Cannabis Authority considers necessary;
 - (f) for the purposes of clause (e), set different terms and conditions for different cannabis permits or classes of different cannabis permits;
 - (g) after issuing a cannabis permit:
 - (i) amend or repeal any term or condition imposed by the Cannabis Authority on the cannabis permit pursuant to clause (e); and
 - (ii) impose any new terms and conditions on the cannabis permit;
 - (h) determine the places in which premises for which a cannabis permit has been issued are to be established;
 - (i) determine the duration of cannabis permits;
 - (j) suspend or cancel a cannabis permit on any terms and conditions it considers appropriate, either alone or in conjunction with assessing an administrative penalty pursuant to section 5-6;
 - (k) assess an administrative penalty pursuant to section 5-6 against a permittee;
 - (l) at the time it assesses an administrative penalty pursuant to section 5-6 against a permittee, determine the date by which the penalty is to be paid in full;
 - (m) fix the minimum price at which cannabis may be sold by a permittee.
- (2) The Cannabis Authority may refuse an application for, or for the renewal of, a cannabis permit pursuant to clause (1)(c) or suspend or cancel a cannabis permit pursuant to clause (1)(j) if it is satisfied that:
- (a) issuing a cannabis permit or not suspending or cancelling a cannabis permit is likely to create a risk to public health or public safety;
 - (b) there are reasonable grounds to believe that false or misleading information was submitted in, or in support of, the application;
 - (c) in the case of an application for a cannabis permit, the applicant is a minor;
 - (d) it is in the public interest to do so;

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- (e) the applicant does not meet the good character requirement as described in section 3-2; or
 - (f) any prescribed grounds for refusal or suspension or cancellation exist.
- (3) If the Cannabis Authority refuses an application for, or for the renewal of, a cannabis permit pursuant to clause (1)(c) or suspends or cancels a cannabis permit pursuant to clause (1)(j), the Cannabis Authority must send the applicant a notice in writing that sets out the reasons for the refusal, suspension or cancellation.
- (4) The Cannabis Authority, in exercising its power to issue cannabis permits pursuant to subsection (1), may establish 1 or more processes in accordance with the regulations for the allocation of cannabis permits.

2018, c C-2.111, s.3-1.

Good character

- 3-2(1)** The Cannabis Authority shall not issue a cannabis permit or may refuse to renew a cannabis permit to an applicant if the Cannabis Authority has evidence that it considers credible and reliable that the applicant is not of good character.
- (2) In determining whether an applicant is or is not of good character, the Cannabis Authority may consider the following:
- (a) any evidence the Cannabis Authority considers relevant respecting the applicant's reputation, past conduct, integrity, financial history or competence;
 - (b) any evidence the Cannabis Authority considers relevant respecting the character of the applicant's employees and associates;
 - (c) if the applicant is a corporation or partnership, any evidence that the Cannabis Authority considers relevant respecting the character of any person who is a shareholder, partner, officer or director of the applicant;
 - (d) if the applicant is an Indian band, any evidence that the Cannabis Authority considers relevant respecting the character of any person who is a member of the council of the Indian band;
 - (e) any other evidence that the Cannabis Authority considers relevant.

2018, c C-2.111, s.3-2.

DIVISION 2
Cannabis Permit Restrictions

Prohibited locations

- 3-3(1)** In accordance with the regulations, a municipality may designate all or some locations in the municipality as locations where prescribed activities that may be otherwise allowed by a cannabis permit are prohibited.

(2) Subject to the regulations, the Cannabis Authority shall not issue a cannabis permit for any location, municipality or reserve if a municipality or Indian band has prohibited prescribed activities that may be otherwise allowed by a cannabis permit in that municipality or reserve.

2018, c C-2.111, s.3-3.

Maximum number

3-4 The Lieutenant Governor in Council may prescribe, from time to time, the maximum number of cannabis permits of each class of cannabis permit.

2018, c C-2.111, s.3-4.

Reduction in number of cannabis permits

3-5 Subject to this Act and the regulations, if a reduction in the number of cannabis permits is made pursuant to section 3-4, all cannabis permits in force on the day of reduction continue and may be renewed by the Cannabis Authority.

2018, c C-2.111, s.3-5.

**DIVISION 3
General**

Compliance required for sale, etc.

3-6 Except as expressly provided in this Act, the regulations or an Act of the Parliament of Canada, no person shall personally or by employee or agent:

- (a) display cannabis for sale or distribution;
- (b) keep cannabis for sale or distribution; or
- (c) directly or indirectly sell or offer to sell or distribute cannabis.

2018, c C-2.111, s.3-6.

Canvassing

3-7 No person shall canvass for, reserve, take or solicit orders for the purchase or sale of cannabis or act as agent or intermediary for the sale or purchase of cannabis or hold himself or herself out as an agent or intermediary unless permitted by this Act, the regulations or an Act of the Parliament of Canada.

2018, c C-2.111, s.3-7.

Intoxicated persons

3-8 No permittee shall sell or distribute cannabis to a person who appears to be intoxicated.

2018, c C-2.111, s.3-8.

DIVISION 4
Applications

Application for cannabis permit

3-9(1) Only persons who are older than a minor may apply to the Cannabis Authority for a cannabis permit in accordance with this Act and the regulations.

(2) Subject to the regulations, any person who applies to the Cannabis Authority for a cannabis permit shall:

- (a) apply in a form acceptable to the Cannabis Authority;
- (b) pay any prescribed fee; and
- (c) provide any information that the Cannabis Authority requires for the purposes of assessing the application.

(3) Before a cannabis permit is issued, the Cannabis Authority may require the applicant to pay any outstanding cannabis related taxes or charges not paid by the preceding permittee of the premises that are the subject of the application.

(4) An applicant shall satisfy the Cannabis Authority that the applicant:

- (a) is not a minor;
- (b) has not contravened a condition of another cannabis permit issued pursuant to this Act;
- (c) meets any prescribed criteria; and
- (d) is otherwise suitable to obtain a cannabis permit.

(5) Subject to the regulations, on or before the expiry of a cannabis permit, the permittee may apply to the Cannabis Authority to renew the cannabis permit and for the purposes of that application, the provisions of this section apply.

2018, c C-2.111, s.3-9.

Suitability of premises

3-10(1) No applicant or permittee is entitled to obtain or keep a cannabis permit unless:

- (a) the applicant or the permittee, as the case may be, ensures that the premises to which the application or cannabis permit relates conform to applicable building, fire, health and safety standards; and
- (b) in the Cannabis Authority's opinion, the premises mentioned in clause (a) are being and will be managed in accordance with this Act and the regulations.

(2) Notwithstanding any other provision of this Act or any other law, the Cannabis Authority has no duty to inspect or to require the inspection of premises for which a cannabis permit has been issued to ensure compliance with this Act or any other Act.

(3) No action or other proceeding lies or shall be commenced against the Crown, the Cannabis Authority, the minister, the ministry, a delegate of the minister, or any employee, agent or officer of the Cannabis Authority, the minister, the ministry or any delegate of the minister for any loss or damage suffered by a person as a result of the applicant's or permittee's failure to ensure that the premises to which the application or cannabis permit relates conform to applicable building, fire, health and safety standards.

2018, c C-2.111, s.3-10.

Restrictions on cannabis permit applications

3-11 No person shall:

- (a) use a fictitious name in applying for a cannabis permit pursuant to this Act; or
- (b) apply for a cannabis permit on behalf of a corporation if the person is not, at the time of making the application, an officer or member of the corporation.

2018, c C-2.111, s.3-11.

False assertions in applications

3-12 No person shall knowingly make a false assertion or omit to provide information in a statement that results in it being a false assertion respecting a fact, opinion or belief or respecting specific knowledge in applying for a cannabis permit pursuant to this Act.

2018, c C-2.111, s.3-12.

DIVISION 5

Cannabis Permit Terms, Conditions and Requirements

Terms of cannabis permit

3-13 Every cannabis permit is subject to all the terms and conditions imposed by this Act, the regulations and the Cannabis Authority.

2018, c C-2.111, s.3-13.

Mandatory requirements of every cannabis permit

3-14 Subject to the regulations, every permittee shall:

- (a) possess, sell, transport or distribute only cannabis that has been:
 - (i) produced by a person that is authorized pursuant to the *Cannabis Act* (Canada) to produce cannabis for commercial purposes; and
 - (ii) supplied by a person that meets the requirements set out in section 3-27;
- (b) not sell or distribute cannabis to a minor;
- (c) keep appropriate records respecting the permittee's activities in relation to cannabis that the permittee possesses for commercial purposes, in accordance with any requirements established by this Act, the regulations, the Cannabis Authority and any Act of the Parliament of Canada;

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(d) take adequate measures to reduce the risk that any cannabis that the permittee possesses for commercial purposes may be diverted to an illicit market or activity; and

(e) comply with any reporting requirements established by this Act, the regulations or the Cannabis Authority.

2018, c C-2.111, s.3-14.

Prohibited classes of cannabis and substances

3-15 Unless authorized by this Act or the regulations, a permittee that is authorized to possess, sell, transport or distribute cannabis shall not possess, sell, transport or distribute:

- (a) any class of cannabis that is not mentioned in Schedule 4; or
- (b) cannabis that contains any substance that is prohibited by the regulations.

2018, c C-2.111, s.3-15.

Targeting minors

3-16 Subject to the regulations, no permittee shall sell or distribute cannabis that has an appearance, shape or other sensory attribute, or any function, that there are reasonable grounds to believe could be targeted at minors.

2018, c C-2.111, s.3-16.

Self-service and dispensing displays and devices

3-17 Unless authorized by this Act or the regulations, no permittee shall sell or distribute cannabis:

- (a) by means of a display that allows for self-service; or
- (b) by means of a dispensing device.

2018, c C-2.111, s.3-17.

Refusal to admit entry

3-18(1) A permittee may request any person to leave or forbid any person to enter a premises for which a cannabis permit has been issued.

- (2) No person shall:
 - (a) remain in a premises for which a cannabis permit has been issued after he or she is requested to leave the premises by the permittee; or
 - (b) re-enter a premises for which a cannabis permit has been issued that he or she was requested to leave by the permittee before the premises next opens for business.

2018, c C-2.111, s.3-18.

Non-application of certain provisions

3-19(1) Subject to this Act and the regulations, a permittee may do anything that is prohibited by the following provisions if the permittee does so as part of the permittee's authorized permitted activities and in accordance with the terms and conditions of the permittee's permit:

- (a) subclauses 2-8(a)(i), (iii) and (iv);
- (b) clause 2-8(b);
- (c) section 2-10;
- (d) subclauses 2-11(a)(i), (iv) and (v);
- (e) clause 2-11(b);
- (f) any other prescribed provision.

(2) A prescribed person may do anything that is prohibited in the provisions mentioned in subsection (1).

2018, c C-2.111, s.3-19.

DIVISION 6 Permitting Administrative Matters

Cannabis permit not transferable

3-20(1) Every cannabis permit must be issued in the name of the applicant.

(2) Subject to this Act and the regulations, no cannabis permit is transferable.

2018, c C-2.111, s.3-20.

Cannabis permit property of Cannabis Authority

3-21 Every cannabis permit is the property of the Cannabis Authority, and if a cannabis permit is cancelled, suspended or expired, the permittee shall return it to the Cannabis Authority immediately.

2018, c C-2.111, s.3-21.

Cannabis permit to be posted

3-22 Every permittee shall keep the cannabis permit posted in a prominent position in the premises for which a cannabis permit has been issued.

2018, c C-2.111, s.3-22.

Restriction on cancellation

3-23 If a cannabis permit has been cancelled:

- (a) no other cannabis permit shall be issued for at least 1 year to the person named as the holder of the cannabis permit; and
- (b) if, after the period mentioned in clause (a), another cannabis permit has been issued to the person mentioned in clause (a) and cancelled, no other cannabis permit shall be issued to that person after that time.

2018, c C-2.111, s.3-23.

If premises destroyed

3-24 Subject to this Act and the regulations, in the event of the destruction of premises for which a cannabis permit has been issued, the cannabis permit continues in effect for the premises constructed on the site of the destroyed premises or on any other site within the same municipality or reserve approved by the Cannabis Authority and occupied by the original permittee.

2018, c C-2.111, s.3-24.

If permittee dies

3-25(1) Subject to this Act and the regulations, in the event of the death of a permittee who is an individual, a cannabis permit continues in force until it expires.

(2) Subject to subsection (3), if a permittee who is an individual dies, the trustee, executor or administrator responsible for the estate of the deceased permittee enjoys all of the rights and is subject to all of the obligations and liabilities that would have applied to the deceased permittee if the permittee had not died.

(3) For the purposes of subsection (2), a trustee, executor or administrator shall not acquire the rights, obligations and liabilities of the deceased permittee unless the trustee, executor or administrator satisfies the Cannabis Authority that the trustee, executor or administrator is:

- (a) of good character; and
- (b) is not a minor.

(4) For the purposes of subsection (3), a trustee, executor or administrator shall provide to the Cannabis Authority any or all of the evidence mentioned in subsection 3-2(2), as requested by the Cannabis Authority.

(5) A trustee, executor or administrator that acquires the rights, obligations and liabilities of a deceased permittee is deemed to be a person to whom a cannabis permit has been issued.

2018, c C-2.111, s.3-25.

Compliance required

3-26 No person to whom a cannabis permit is issued pursuant to this Act shall possess, sell, transport, distribute or deliver cannabis except in accordance with this Act and the regulations.

2018, c C-2.111, s.3-26.

Registration of suppliers

3-27(1) No person shall supply cannabis to a permittee unless the person:

- (a) is registered with the Cannabis Authority in accordance with the regulations; or
- (b) has been issued a cannabis permit in accordance with this Act that authorizes the person to supply cannabis to permittees.

(2) A person who is registered with the Cannabis Authority pursuant to clause (1)(a) shall pay any prescribed fees to the Cannabis Authority.

- (3) A permittee, at the time of purchasing or leasing premises for which a cannabis permit has been issued to the permittee, may purchase from the vendor or former permittee of the premises any cannabis that the vendor or former permittee has for the purpose of sale pursuant to the vendor's or former permittee's permit at the date of termination of that permit.
- (4) A person who is registered with the Cannabis Authority pursuant to clause (1)(a) is deemed to be a permittee for the purposes of sections 4-1, 4-3, 4-4 and any other prescribed provisions.

2018, c C-2.111, s.3-27.

PART 4 Administration and Enforcement

Review respecting decisions

4-1(1) Subject to the regulations, within 15 days after being notified of a decision by the Cannabis Authority, a permittee, applicant for a cannabis permit or member of any prescribed category of persons may request that the commission:

- (a) review a decision relating to that person's permit or application if that person is aggrieved by a decision of the Cannabis Authority to:
 - (i) issue a cannabis permit;
 - (ii) refuse to issue or renew a cannabis permit;
 - (iii) impose terms or conditions on a cannabis permit or amend those terms and conditions;
 - (iv) amend, suspend or cancel a cannabis permit; or
- (b) review any other prescribed category of decisions or actions of the Cannabis Authority.

(2) On completing a review, the commission may confirm, reverse or vary the decision with respect to which the review was requested.

2018, c C-2.111, s.4-1.

Designation of cannabis enforcement officers

4-2 The Cannabis Authority may:

- (a) designate persons or any class of persons to act as cannabis enforcement officers for the purposes of this Act; and
- (b) in designating a person or class of person pursuant to clause (a), impose any restrictions on the powers of the person or class of persons that the Cannabis Authority considers appropriate.

2018, c C-2.111, s.4-2.

Inspection powers of cannabis enforcement officers

4-3(1) In this section and section 4-4, “**record**” includes any information that is recorded or stored in any form by means of any device or medium.

(2) For the purposes of administering and enforcing this Act and the regulations, a cannabis enforcement officer may:

- (a) at any reasonable time, enter and inspect a premises for which a cannabis permit has been issued;
- (b) make any inspection, investigation or inquiry that the cannabis enforcement officer considers necessary:
 - (i) for the purposes of determining whether or not a cannabis permit should be issued, renewed, suspended or cancelled; or
 - (ii) for any other purposes regarding cannabis permits and related activities;
- (c) subject to subsection 4-10(3), inspect any record or property that is required to be kept by a permittee pursuant to this Act or the regulations or that relates to the sale, possession, consumption, transportation or distribution of cannabis;
- (d) in order to produce a record in readable form, use data storage, information processing or retrieval devices or systems or other devices or systems that are ordinarily used in carrying on business at the place or premises;
- (e) make a copy of any record described in clause (c) or, if the cannabis enforcement officer is unable to make a satisfactory copy, after giving a receipt remove and retain the record for any period the cannabis enforcement officer considers reasonable;
- (f) engage the services of minors for the purposes of section 2-3;
- (g) with respect to a person who is in, or has been in, a premises for which a cannabis permit has been issued and to whom the cannabis enforcement officer believes cannabis may have been provided:
 - (i) ask the person for proof of his or her age; and
 - (ii) make other inquiries of the person;
- (h) with respect to a person who may be a minor in a premises for which a cannabis permit has been issued:
 - (i) ask the person for proof of his or her age; and
 - (ii) make other inquiries of the person.

2018, c C-2.111, s.4-3.

Inspection powers of police officers

4-4 For the purposes of administering and enforcing this Act and the regulations, a police officer may:

- (a) at any reasonable time, enter and inspect:
 - (i) a premises for which a cannabis permit has been issued;
 - (ii) any other premises, place or conveyance that the police officer reasonably believes is being used for the sale, possession, consumption, transportation or distribution of cannabis in contravention of this Act and the regulations;
- (b) make any inspection, investigation or inquiry that the police officer considers necessary regarding cannabis permits and related activities;
- (c) subject to subsection 4-10(3), at any reasonable time, enter any place or premises containing any record or property that is required to be kept by a permittee pursuant to this Act or the regulations or that relates to the sale, possession, consumption, transportation or distribution of cannabis, and inspect those records or that property;
- (d) in order to produce a record in readable form, use data storage, information processing or retrieval devices or systems or other devices or systems that are ordinarily used in carrying on business at the place or premises;
- (e) make a copy of any record described in clause (c) or, if the police officer is unable to make a satisfactory copy, after giving a receipt remove and retain the record for any period the police officer considers reasonable;
- (f) with respect to a person who is in, or has been in, a premises and to whom the police officer believes cannabis may have been furnished:
 - (i) ask the person for proof of his or her age; and
 - (ii) make other inquiries of the person;
- (g) with respect to a person who may be a minor in a premises for which a cannabis permit has been issued:
 - (i) ask the person for proof of his or her age; and
 - (ii) make other inquiries of the person.

2018, cC-2.111, s.4-4.

Court order for compliance

4-5(1) The Cannabis Authority or a police officer may apply to a judge of the Court of Queen's Bench for all or any of the following:

- (a) an order compelling a person to comply with this Act, the regulations, or a term or condition of a cannabis permit;
 - (b) an order restraining any person from proceeding contrary to this Act, the regulations, or a term or condition of a cannabis permit.
- (2) On an application pursuant to this section, the judge of the Court of Queen's Bench may make the order requested or any other order that the judge considers appropriate on any terms and conditions that the judge considers appropriate.

2018, cC-2.111, s.4-5.

Arrest without warrant

4-6 Any police officer may arrest, without warrant, any person whom he or she finds committing an offence against this Act or the regulations.

2018, c C-2.111, s.4-6.

Power to demand names, etc.

4-7(1) If a police officer has entered a premises and seized cannabis, the officer may demand the name and address of any person found in the premises.

(2) If a person mentioned in subsection (1) fails or refuses to provide his or her name and address or provides a name or address that the police officer has reasonable grounds to believe are false, the officer may apprehend that person without warrant and bring him or her as soon as possible before a justice.

2018, c C-2.111, s.4-7.

Search with warrant

4-8(1) A justice may issue a warrant to search a place or premises named in the warrant and seize anything that may be evidence of an offence against this Act or the regulations or a breach of a term or condition of a cannabis permit on the oath or affirmation of a police officer or cannabis enforcement officer that there are reasonable grounds to believe that:

- (a) an offence against this Act or the regulations has occurred and that cannabis is being kept for sale, distribution or disposal contrary to this Act or the regulations in the place or premises; or
- (b) an offence against this Act or the regulations has occurred and evidence of that offence or breach is likely to be found in the place or premises.

(2) A police officer or cannabis enforcement officer with a warrant issued pursuant to subsection (1) may:

- (a) enter and search any place or premises named in the warrant;
- (b) open and examine any trunk, box, bag, parcel, closet, cupboard or receptacle that he or she finds in the place or premises named in the warrant;
- (c) seize anything that may be evidence of an offence against this Act or the regulations or evidence of a breach of a term or condition of a cannabis permit; and
- (d) seize and remove any cannabis and the containers in which it is found.

2018, c C-2.111, s.4-8.

Search with warrant re conveyance

4-9(1) A justice may issue a warrant to search a conveyance named in the warrant and seize anything that may be evidence of an offence against this Act or the regulations, or a breach of a term or condition of a permit, on the oath or affirmation of a police officer or cannabis enforcement officer that there are reasonable grounds to believe that:

- (a) an offence against this Act or the regulations has occurred; and
- (b) evidence of an offence is likely to be found in the conveyance.

(2) A police officer or cannabis enforcement officer with a warrant issued pursuant to subsection (1) may:

- (a) enter and search any conveyance named in the warrant;
- (b) open and examine any trunk, box, bag, parcel, closet, cupboard or receptacle that he or she finds in the conveyance named in the warrant;
- (c) seize anything that may be evidence of an offence against this Act or the regulations or a breach of a term or condition of a permit; and
- (d) seize and remove any cannabis and the containers in which it is found.

2018, c C-2.111, s.4-9.

Powers in exigent circumstances

4-10(1) In this section and in section 4-11, “**exigent circumstances**” means circumstances in which a police officer or cannabis enforcement officer has reasonable grounds to believe that the delay necessary to obtain a warrant pursuant to section 4-8 or 4-9 would result in danger to human life or safety or the loss, removal or destruction of evidence.

(2) Subject to subsection (3), a police officer or cannabis enforcement officer may exercise any of the powers mentioned in subsection 4-8(2) or 4-9(2) without a warrant issued pursuant to that section if the conditions for obtaining the warrant exist and there are exigent circumstances.

(3) No police officer or cannabis enforcement officer shall enter a private place without a warrant issued pursuant to section 4-8 or 4-9 unless the occupant of the private place consents to the entry.

2018, c C-2.111, s.4-10.

Search and seizure of conveyance

4-11(1) A police officer or cannabis enforcement officer may search and seize any conveyance in which the officer finds cannabis that the officer believes, on reasonable grounds, is intended for sale or has been purchased or obtained in contravention of this Act:

- (a) with a warrant issued pursuant to section 4-8 or 4-9; or
- (b) if conditions for obtaining a warrant exist and there are exigent circumstances.

(2) If a conveyance is seized pursuant to subsection (1) and the owner or person in possession of the conveyance at the time it was seized is charged with the commission of an offence against this Act or the regulations, he or she is responsible for all costs associated with the seizure and storage of the conveyance.

2018, c C-2.111, s.4-11.

Obstruction, false statement, etc., prohibited

4-12(1) No person shall obstruct a cannabis enforcement officer or a police officer who is acting pursuant to the authority of this Act or the regulations.

(2) No person shall knowingly make a false or misleading statement to a cannabis enforcement officer or a police officer or produce a false document or thing to a cannabis enforcement officer or a police officer.

2018, c C-2.111, s.4-12.

Administration and enforcement activities

4-13 Subject to the regulations, every person who obtains cannabis in the course of activities performed in connection with the administration and enforcement of this Act is authorized to do anything that is prohibited by any provision of Division 2 of Part 2 if he or she does so in a manner that is consistent with the activities that he or she is authorized to perform.

2018, c C-2.111, s.4-13.

PART 5 Offences and Penalties

Compliance with terms

5-1 No holder of a cannabis permit shall fail to comply with:

- (a) this Act or the regulations;
- (b) any terms or conditions imposed on the permittee's cannabis permit; or
- (c) all other laws regulating the permittee.

2018, c C-2.111, s.5-1.

Offences

5-2(1) A person who contravenes any provision of this Act, the regulations or any term or condition of a cannabis permit and for which no other penalty is specifically provided is guilty of an offence and liable on summary conviction to:

- (a) a fine of not more than \$25,000 for an individual and not more than \$100,000 for a corporation;
- (b) imprisonment for a term of not more than 6 months; or
- (c) both the fine and imprisonment.

(2) If an offence against this Act or the regulations or a breach of a term or condition of a cannabis permit is committed or continued on more than 1 day, it constitutes a separate offence for each day on which it is committed or continued.

(3) No proceeding for a contravention mentioned in subsection (1) shall be commenced more than 3 years after the day on which the offence was, or is alleged to have been, committed.

2018, c C-2.111, s.5-2.

Offence by corporate officers, etc.

5-3 If a corporation commits an offence pursuant to this Act, the regulations or a breach of a term or condition of a cannabis permit, any officer or director of the corporation who directed, authorized, assented to, acquiesced in or participated in the commission of the offence is guilty of the offence and liable on conviction to the penalties provided by this Act whether or not the corporation has been prosecuted or convicted.

2018, c C-2.111, s.5-3.

Employees or agents

5-4 In a prosecution for an offence pursuant to this Act, it is sufficient proof of the offence to establish that it was committed by an employee or agent of the accused, even if the employee or agent is not identified or is not prosecuted for the offence.

2018, c C-2.111, s.5-4.

Reference to exception, exemption, etc.

5-5(1) No lawful exception, exemption, excuse or qualification is required to be set out or negated, as the case may be, in an information or indictment for an offence against this Act or the regulations or with respect to that offence.

(2) In any prosecution for an offence pursuant to this Act, the prosecutor is not required, except by way of rebuttal, to prove that a cannabis permit does not operate in favour of the accused, whether or not it is mentioned in the information or indictment.

2018, c C-2.111, s.5-5.

Administrative penalties

5-6(1) If a permittee fails to comply with any prescribed provision of this Act or the regulations or any term or condition imposed on a cannabis permit by this Act, the regulations or the Cannabis Authority, the Cannabis Authority may assess a penalty of not more than the prescribed amount against the permittee in accordance with this section.

(2) No penalty is to be assessed by the Cannabis Authority more than 3 years after the date on which the failure to comply with any prescribed provision of this Act or the regulations or any term or condition mentioned in subsection (1) first came to the knowledge of the Cannabis Authority.

(3) Before assessing a penalty against a permittee pursuant to subsection (1), the Cannabis Authority shall provide to the permittee a written notice:

- (a) setting out the facts and circumstances that, in the opinion of the Cannabis Authority, render the permittee liable to the penalty;
- (b) proposing:
 - (i) the amount of the penalty; and
 - (ii) if applicable, the period of suspension of the cannabis permit if the permittee fails to pay the penalty in full by the determined date;

- (c) advising a permittee that the permittee may make representations to the commission respecting:
 - (i) whether or not a penalty should be assessed;
 - (ii) the amount of the penalty;
 - (iii) whether or not the cannabis permit should be suspended if the permittee fails to pay the penalty in full by the determined date; and
 - (iv) if the cannabis permit is suspended for the permittee's failure to pay the penalty in full by the specified date, the period of suspension;
 - (d) informing the permittee that, if it does not notify the commission within 15 days after receiving the notice that it intends to make representations to the commission, the Cannabis Authority may:
 - (i) assess a penalty up to the amount proposed in the notice;
 - (ii) determine the date by which the penalty is to be paid in full; and
 - (iii) order that the cannabis permit is suspended for a period up to that proposed in the notice if the permittee fails to pay the penalty in full by the determined date; and
 - (e) informing the permittee that, if it notifies the commission within 15 days after receiving the notice that it intends to make representations to the commission, the commission may, either following a hearing conducted pursuant to this section or if the permittee fails, without the prior approval of the commission, to appear at the hearing:
 - (i) assess a penalty up to the amount proposed in the notice or in any other amount within the prescribed limit;
 - (ii) determine the date by which the penalty is to be paid in full; and
 - (iii) order that the cannabis permit is suspended for a period up to that proposed in the notice if the permittee fails to pay the penalty in full by the determined date.
- (4) A permittee who receives a written notice pursuant to subsection (3) may, within 15 days after receiving the written notice, apply for an oral hearing with the commission by:
- (a) filing an application with the commission; and
 - (b) paying any prescribed fee.
- (5) The application for an oral hearing mentioned in subsection (4):
- (a) is to be substantially in the prescribed form; and
 - (b) may be accompanied by any other information that the applicant wishes the commission to consider.

- (6) At an oral hearing conducted pursuant to this section, the commission may consider:
- (a) any information submitted by the applicant; and
 - (b) any information given or representations made at the hearing.
- (7) On completion of a review conducted pursuant to this section, the commission may confirm, reverse or vary the penalty with respect to which the review was requested.
- (8) If an applicant who requests an oral hearing pursuant to this section fails to appear at the oral hearing without the prior approval of the commission, the commission may:
- (a) adjourn the hearing to a later date, in which case the commission shall provide written notice of the new hearing date, indicating the time and place of the hearing;
 - (b) consider the application on the basis of the material mentioned in clauses (6)(a) and (b); or
 - (c) dismiss the application.
- (9) If the commission proceeds pursuant to clause (8)(b) or (c), the applicant is deemed to have waived the right to an oral hearing.
- (10) If the Cannabis Authority has provided written notice to the permittee in accordance with subsection (3) and the permittee does not apply for an oral hearing pursuant to subsection (4), the Cannabis Authority may:
- (a) assess a penalty up to the amount proposed in the written notice provided pursuant to subsection (3);
 - (b) determine the date by which the penalty is to be paid in full; and
 - (c) order that the cannabis permit is suspended for a period up to that proposed in the written notice provided pursuant to subsection (3) if the permittee fails to pay the penalty in full by the determined date.
- (11) If the Cannabis Authority assesses a penalty pursuant to subsection (10), the Cannabis Authority shall provide to the permittee a written notice specifying:
- (a) the amount of the penalty;
 - (b) the date by which the penalty must be paid in full; and
 - (c) the period of suspension if the permittee fails to pay the penalty in full by the determined date.
- (12) If the commission approves a penalty following an oral hearing conducted pursuant to this section or in the circumstances mentioned in subsection (8), the Cannabis Authority shall provide to the permittee a written notice specifying:
- (a) the amount of the penalty;
 - (b) the date by which the penalty must be paid in full; and
 - (c) the period of suspension if the permittee fails to pay the penalty in full by the determined date.

(13) A penalty assessed pursuant to this section is a debt due to and recoverable by the Crown and may be recovered in any manner authorized by *The Financial Administration Act, 1993*.

(14) Notwithstanding any other provision in this Act or the regulations, a permittee has no right to a hearing, review or appeal if the Cannabis Authority or commission suspends a cannabis permit for the failure by the permittee to pay a penalty in full by a date determined by the Cannabis Authority or commission in accordance with this section.

2018, c C-2.111, s.5-6.

Evidence

5-7 In any proceeding with respect to a contravention or a prosecution for an offence, a notice of contravention purporting to be issued pursuant to this Act is admissible in evidence without proof of the signature or official character of the individual purporting to have signed the notice of contravention.

2018, c C-2.111, s.5-7.

Copies of documents

5-8 A copy of any document filed with the Cannabis Authority or of any statement containing information from the records kept by the Cannabis Authority purporting to be certified by an official having custody of that document or those records is admissible in evidence in any prosecution for an offence pursuant to this Act and, in the absence of evidence to the contrary, is proof of the facts contained in that document or statement, without proof of the signature or official character of the individual purporting to have certified it.

2018, c C-2.111, s.5-8.

Notice of certificates

5-9 No certificate that is allowed by this Act to be introduced in any proceeding or trial is to be received in evidence in that proceeding or trial unless, before that proceeding or trial, any person who is adversely affected by that certificate has received:

- (a) reasonable notice that the certificate will be introduced; and
- (b) a copy of the certificate.

2018, c C-2.111, s.5-9.

Describing offences in information

5-10 In describing offences respecting the sale, possession, consumption, distribution or transportation of cannabis in any information, summons, conviction, warrant or proceeding pursuant to this Act:

- (a) it is sufficient to simply state the sale, possession, consumption, distribution or transportation of cannabis, without stating the name or kind of cannabis or the price of it or the name of any person to whom it was sold or disposed of or by whom it was consumed; and

(b) it is not necessary to state the quantity of cannabis sold, possessed, consumed, distributed or transported except in the case of offences where the quantity is essential, and, in that case, it is sufficient to allege the sale or disposal of more or less than the quantity that the case requires.

2018, c C-2.111, s.5-10.

Proof of previous convictions

5-11 A certificate of a previous conviction pursuant to this Act purporting to be under the hand of the convicting judge, a local registrar of the Court of Queen's Bench or a clerk of the Provincial Court of Saskatchewan is admissible, in the absence of evidence to the contrary, as proof of the facts stated in the certificate without proof of signature or official character of the person purporting to have signed it.

2018, c C-2.111, s.5-11.

Conviction for several offences

5-12 Convictions for several offences may be made pursuant to this Act even though the offences have been committed on the same day, but the increased penalty or punishment imposed in this Act is to be incurred or awarded only in the case of offences committed on different days and after an information is laid for a first offence.

2018, c C-2.111, s.5-12.

Proof of cannabis permit

5-13 A certificate issued by the Cannabis Authority stating the following is admissible, in the absence of evidence to the contrary, as proof of the facts stated in the certificate without proof of the appointment or signature of the person purporting to have signed it:

- (a) that a cannabis permit has been issued;
- (b) that no cannabis permit has been issued.

2018, c C-2.111, s.5-13.

Certificate of analyst

5-14(1) The Cannabis Authority may appoint or designate any person or class of persons as an analyst for the purpose of analyzing cannabis pursuant to this Act.

(2) The Cannabis Authority may establish the form of the certificate of analysis to be issued by an analyst appointed pursuant to subsection (1).

(3) In every prosecution pursuant to this Act, a certificate of analysis purporting to be signed by a person appointed as an analyst for the purpose of analyzing cannabis is admissible, in the absence of evidence to the contrary, as proof of the facts stated in the certificate and of the authority of the person issuing the certificate without proof of appointment or signature of the person purporting to have signed it.

2018, c C-2.111, s.5-14.

Inference respecting cannabis

5-15 The judge of the court trying a case may, in the absence of evidence to the contrary, infer that any substance in question is cannabis within the meaning of this Act from the fact that a witness describes it as cannabis or by a name that is commonly applied to cannabis.

2018, c C-2.111, s.5-15.

Proof of contravention

5-16 In proving the purchase, possession, sale, consumption, distribution or transportation of cannabis for the purposes of a proceeding respecting an offence pursuant to this Act, it is not necessary to show that money passed or that cannabis was consumed, distributed or transported if the judge hearing the case is satisfied that a transaction in the nature of a sale took place or that any consumption, distribution or transportation of cannabis was about to take place.

2018, c C-2.111, s.5-16.

Precise description unnecessary

5-17 In a prosecution for the purchase, possession, sale, distribution, transportation or consumption of cannabis in contravention of this Act, it is not necessary that any witness depose directly to the precise description of the cannabis purchased, sold, possessed, distributed, transported or consumed or to the precise consideration for the cannabis.

2018, c C-2.111, s.5-17.

PART 6 General

Exemption by Cannabis Authority

6-1 The Cannabis Authority may, on any terms and conditions that the Cannabis Authority considers necessary, exempt any person or class of persons, or cannabis or any class of cannabis in relation to a person or class of persons, from the application of all or any of the provisions of this Act or the regulations if, in the opinion of the Cannabis Authority, the exemption is necessary for a medical, scientific, educational or other prescribed public purpose.

2018, c C-2.111, s.6-1.

Immunity

6-2 No action or proceeding lies or shall be commenced against the Crown, the minister, the ministry, a delegate of the minister, any employee, agent or officer of the minister, the minister mentioned in section 2-17, the ministry mentioned in section 2-17, the commission, the Cannabis Authority, a delegate of the Cannabis Authority, any employee, agent or officer of the Cannabis Authority, a cannabis enforcement officer, a police officer, or any other person acting pursuant to the authority of this Act or the regulations, for anything in good faith done, caused, permitted or authorized to be done, attempted to be done or omitted to be done by that person or by any of those persons pursuant to or in the exercise or supposed exercise of any power conferred by this Act or the regulations or any responsibility imposed by this Act or the regulations.

2018, c C-2.111, s.6-2.

Conflict of interest

6-3(1) A member or an employee of the Cannabis Authority or a member or an employee of the commission, as owner, part owner, partner, member of a syndicate, shareholder, agent or employee, whether for his or her own benefit or in a fiduciary capacity for another person, shall not:

- (a) be directly or indirectly interested or engaged in any business or undertaking dealing in cannabis;
- (b) be a permittee;
- (c) be directly or indirectly interested or engaged in any business or undertaking with a permittee or any business or undertaking that is associated with a permittee; or
- (d) be directly or indirectly interested or engaged in any business or undertaking dealing in cannabis supplies or services.

(2) The Cannabis Authority may waive any of the provisions of subsection (1) respecting an employee if it appears to the Cannabis Authority that the interest of the employee will not affect his or her ability to carry out his or her duties.

2018, cC-2.111, s.6-3.

Regulations

6-4(1) The Lieutenant Governor in Council may make regulations:

- (a) defining, enlarging or restricting the meaning of any word or expression used in this Act, including words or expressions defined in this Act, and defining, enlarging or restricting the meaning of any word or expression differently for different provisions in this Act;
- (b) exempting any person or class of persons, or cannabis or any class of cannabis in relation to a person or class of persons, from the application of any provisions of this Act or the regulations and prescribing terms and conditions that the person exempted shall comply with;
- (c) prescribing classes of cannabis in addition to those mentioned in Schedules 3 and 4;
- (d) prescribing categories of peace officers for the purposes of the definition of police officer in subsection 1-2(1) and prescribing their powers and responsibilities;
- (e) for the purposes of section 1-4, prescribing circumstances in which provisions of this Act will apply to the consumption, possession, distribution, purchase or sale of cannabis for medical purposes;
- (f) amending any Schedule to this Act;
- (g) respecting, including regulating and prohibiting, the presence of minors in premises for which a cannabis permit has been issued;

- (h) prescribing the commission;
- (i) exempting minors or categories of minors from the application of section 2-1;
- (j) respecting any seizure from a minor pursuant to section 2-1;
- (k) respecting, including regulating and prohibiting, the possession of cannabis, or any class of cannabis, or prescribing places for the purposes of section 2-9;
- (l) respecting, including regulating and prohibiting, the growth and production of cannabis at a private place;
- (m) respecting, including regulating and prohibiting, the possession and transportation of cannabis;
- (n) respecting, including regulating and prohibiting, the possession, transportation and distribution of cannabis by common carriers and prescribing provisions for the purposes of section 2-13;
- (o) respecting, including regulating and prohibiting, the consumption of cannabis and prescribing places for the purposes of section 2-15;
- (p) respecting, including regulating and prohibiting, the possession or consumption of cannabis:
 - (i) on rental properties;
 - (ii) in condominiums; or
 - (iii) in multi-unit residences;
- (q) establishing and respecting the classes of cannabis permits that may be issued by the Cannabis Authority and the rights, terms, conditions and obligations respecting each class of cannabis permit;
- (r) respecting the powers of the Cannabis Authority to issue and renew cannabis permits, including establishing processes to allocate cannabis permits;
- (s) prescribing fees to be charged for the issuance and renewal of cannabis permits and fees relating to the allocation processes;
- (t) respecting the powers of the Cannabis Authority to suspend or cancel cannabis permits;
- (u) respecting any matter for the purposes of section 3-3;
- (v) prescribing the maximum number of cannabis permits that may be issued for the purposes of section 3-4;
- (w) respecting reductions to the maximum number of cannabis permits that may be issued for the purposes of section 3-5;
- (x) respecting applications pursuant to section 3-9, including:
 - (i) prescribing any application requirements and criteria, including any information that an applicant must provide to the Cannabis Authority; and
 - (ii) prescribing application fees;

- (y) respecting the minimum pricing or any other pricing requirements for the sale of cannabis by a permittee;
- (z) prescribing the hours and the days on which cannabis may be sold by a permittee;
- (aa) respecting the packaging or labelling of cannabis sold by a permittee;
- (bb) respecting the display or promotion of cannabis;
- (cc) defining cannabis accessories and respecting the display, promotion or sale of cannabis accessories;
- (dd) respecting security standards for permittees;
- (ee) prescribing any record-keeping or reporting requirements for permittees, including the requirement to disclose any records to the Cannabis Authority and the form of information and manner of making those records available to the Cannabis Authority;
- (ff) prescribing prohibited substances in cannabis for the purposes of section 3-15;
- (gg) respecting, including regulating and prohibiting, the possession, sale and distribution of cannabis mixed with prohibited substances;
- (hh) prescribing any rule or guideline for the purposes of section 3-16;
- (ii) respecting self-service and dispensing displays and devices for the purposes of section 3-17;
- (jj) for the purposes of section 3-19:
 - (i) respecting any matter or thing that the Lieutenant Governor in Council considers necessary; and
 - (ii) prescribing persons and other provisions;
- (kk) respecting the transfer of cannabis permits mentioned in section 3-20, including any fees payable for the transfer of a cannabis permit;
- (ll) respecting destroyed premises for the purposes of section 3-24;
- (mm) respecting any matter for the purposes of section 3-25;
- (nn) respecting the supply of cannabis to permittees, including prescribing:
 - (i) registration rules and requirements for cannabis suppliers;
 - (ii) reporting requirements for cannabis suppliers; and
 - (iii) registration fees for the purposes of section 3-27;
- (oo) respecting reviews pursuant to section 4-1, including prescribing:
 - (i) the rules and procedures for requesting a review;
 - (ii) additional categories of decisions or actions of the Cannabis Authority that are eligible for review;

- (iii) any fees for a review;
- (iv) any additional rules, guidelines or procedures respecting reviews;
- (v) any categories of persons who may apply for a review;
- (pp) respecting inspections pursuant to sections 4-3 and 4-4;
- (qq) respecting any matter for the purposes of section 4-13;
- (rr) respecting the seizure of any property or conveyance pursuant to this Act;
- (ss) respecting the manner of dealing with and disposing of cannabis that is seized pursuant to this Act;
- (tt) respecting administrative penalties assessed by the Cannabis Authority pursuant to section 5-6;
- (uu) respecting and establishing rules for oral hearings conducted pursuant to section 5-6;
- (vv) respecting exemptions granted by the Cannabis Authority pursuant to section 6-1;
- (ww) respecting the processes relating to restitution or forfeiture of items seized pursuant to this Act;
- (xx) prescribing fees payable for any goods, materials or services provided by the Cannabis Authority to any person;
- (yy) prescribing rules regarding business relationships between permittees and producers, processors or suppliers of cannabis;
- (zz) respecting the transfer and sharing of any record or information between the Crown, the Crown in right of Canada and the Crown in right of any other province or territory of Canada, for the purposes of this Act, the *Cannabis Act* (Canada) and any Act of another province or territory that regulates cannabis;
- (aaa) respecting the reporting and tracking of any cannabis sold by permittees;
- (bbb) respecting service of notices and documents, including prescribing means of service and determining when service is effected;
- (ccc) respecting and establishing rules for the purchase of cannabis from other jurisdictions, including matters relating to registration, reporting requirements, cannabis permits and agreements;
- (ddd) prescribing Acts and the manner in which the provisions of those Acts are to apply respecting any provision or matter or thing in this Act that the Lieutenant Governor in Council considers necessary to facilitate the operation of those Acts and this Act, including suspending the application of any provision of the prescribed Act or declaring that provisions of any prescribed Act are to apply to persons or entities or any classes of persons or entities and the conditions on which provisions of the prescribed Acts are to apply;

- (eee) amending regulations made pursuant to any other Act for the purpose of amending, correcting or repealing provisions in or adding provisions to those regulations to facilitate the incorporation, management and operation of, or to meet the purposes of, this Act;
 - (fff) prescribing any matter or thing required or authorized by this Act to be prescribed in the regulations;
 - (ggg) respecting any other matter or thing that the Lieutenant Governor in Council considers necessary to carry out the intent of this Act.
- (2) A regulation made pursuant to this section may be made retroactive to a day not earlier than the date on which this section came into force.

2018, c C-2.111, s.6-4.

PART 7 Consequential Amendments

SS 1994, c C-10.1, section 36 amended

7-1 Clause 36(a) of *The Chiropractic Act, 1994* is repealed and the following substituted:

“(a) a member has been convicted of an indictable offence pursuant to the *Criminal Code*, the *Cannabis Act* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drugs Act* (Canada)”.

2018, c C-2.111, s.7-1.

SS 2005, c C-46.1 amended

7-2(1) *The Criminal Enterprise Suppression Act* is amended in the manner set forth in this section.

(2) Clause 2(1)(f) is amended by adding “*The Cannabis Control (Saskatchewan) Act*,” after “*The Alcohol and Gaming Regulation Act, 1997*.”

(3) The following clause is added after clause 4(c):

“(d) directing the Cannabis Authority, as defined in *The Cannabis Control (Saskatchewan) Act*, not to issue a permit pursuant to that Act with respect to any premises used or occupied by the business for the period specified in the order”.

(4) The following clause is added after clause 6(1)(c):

“(d) directing the Cannabis Authority, as defined in *The Cannabis Control (Saskatchewan) Act*, not to issue a permit pursuant to that Act with respect to any premises used or occupied by the business for the period specified in the order”.

(5) The following clause is added after clause 8(h):

“(i) directing the Cannabis Authority, as defined in *The Cannabis Control (Saskatchewan) Act*, not to issue a permit pursuant to that Act with respect to any premises used or occupied by the business for the period specified in the order”.

2018, c C-2.111, s.7-2.

SS 1997, c D-4.1, section 35 amended

7-3 Clause 35(a) of *The Dental Disciplines Act* is repealed and the following substituted:

“(a) the member has been convicted of an offence pursuant to the *Criminal Code*, the *Cannabis Act* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drugs Act* (Canada)”.

2018, c C-2.111, s.7-3.

SS 2001, c D-27.1, section 31 amended

7-4 Clause 31(a) of *The Dietitians Act* is repealed and the following substituted:

“(a) the member has been convicted of an offence pursuant to the *Criminal Code*, the *Cannabis Act* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drugs Act* (Canada)”.

2018, c C-2.111, s.7-4.

SS 1996, c E-6.01 amended

7-5(1) *The Election Act, 1996* is amended in the manner set forth in this section.

(2) The following clause is added after clause 2(1)(i):

“(i.1) ‘cannabis’ means cannabis as defined in *The Cannabis Control (Saskatchewan) Act*”.

(3) Subsection 193(1) is amended by adding “or cannabis” after “beverage alcohol”.

(4) Subsection 195(1) is amended by adding “or cannabis” after “beverage alcohol”.

(5) Section 198 is repealed and the following substituted:

“**No beverage alcohol or cannabis on polling day**

198(1) No person shall, before 8:00 p.m. on polling day, directly or indirectly give:

- (a) beverage alcohol or cannabis to any voter; or
- (b) any money or other thing to enable the voter to obtain any beverage alcohol or cannabis.

(2) A contravention of this section is a corrupt practice”.

(6) Clause 266(1)(d) is amended by adding “or cannabis” after “beverage alcohol”.

2018, c C-2.111, s.7-5.

SS 2015, c F-13.1001, section 2 amended

7-6 Section 2 of *The Fee Waiver Act* is amended:

- (a) in subclause (1)(a)(i) by striking out “subject to subsection (2),”; and
- (b) by repealing subsection (2).

2018, c C-2.111, s.7-6.

SS 2000, c L-14.2, section 32 amended

7-7 Clause 32(a) of *The Licensed Practical Nurses Act, 2000* is repealed and the following substituted:

“(a) the member has been convicted of an offence pursuant to the *Criminal Code*, the *Cannabis Act* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drugs Act* (Canada)”.

2018, c C-2.111, s.7-7.

SS 2006, c M-10.3, section 32 amended

7-8 Clause 32(a) of *The Medical Radiation Technologists Act, 2006* is repealed and the following substituted:

“(a) the member has been convicted of an offence pursuant to the *Criminal Code*, the *Controlled Drugs and Substances Act* (Canada), the *Cannabis Act* (Canada), or the *Food and Drugs Act* (Canada)”.

2018, c C-2.111, s.7-8.

SS 1999, c M-14.1, section 33 amended

7-9 Clause 33(a) of *The Midwifery Act* is repealed and the following substituted:

“(a) the member has been convicted of an offence pursuant to the *Criminal Code*, the *Controlled Substances Act* (Canada), the *Cannabis Act* (Canada) or the *Food and Drugs Act* (Canada)”.

2018, c C-2.111, s.7-9.

SS 2005, c M-36.1, section 293 amended

7-10 Clause 293(2)(b) of *The Municipalities Act* is repealed and the following substituted:

“(b) buildings that are used to grow plants in an artificial environment, other than cannabis plants grown pursuant to the *Cannabis Act* (Canada)”.

2018, c C-2.111, s.7-10.

SS 2010, c O-5.1, section 35 amended

7-11 Clause 35(a) of *The Opticians Act* is repealed and the following substituted:

“(a) the member has been convicted of an offence pursuant to the *Criminal Code*, the *Controlled Drugs and Substances Act* (Canada), the *Cannabis Act* (Canada) or the *Food and Drugs Act* (Canada)”.

2018, c C-2.111, s.7-11.

SS 2007, c P-0.1, section 33 amended

7-12 Clause 33(a) of *The Paramedics Act* is repealed and the following substituted:

“(a) the member has been convicted of an offence pursuant to the *Criminal Code*, the *Controlled Drugs and Substances Act* (Canada), the *Cannabis Act* (Canada) or the *Food and Drugs Act* (Canada)”.

2018, c C-2.111, s.7-12.

SS 1996, c P-9.1 amended

7-13(1) *The Pharmacy and Pharmacy Disciplines Act* is amended in the manner set forth in this section.

(2) Clause 23(4)(b) is repealed and the following substituted:

“(b) a person who is authorized pursuant to the *Food and Drugs Act* (Canada), the *Controlled Drugs Substances Act* (Canada) or the *Cannabis Act* (Canada) to sell drugs to a pharmacist or practitioner”.

(3) Clause 37(a) is repealed and the following substituted:

“(a) the member or proprietor has been convicted of an indictable offence pursuant to the *Criminal Code*, the *Controlled Drugs and Substances Act* (Canada), the *Cannabis Act* (Canada) or the *Food and Drugs Act* (Canada)”.

2018, c C-2.111, s.7-13.

SS 2003, c P-14.1, section 32 amended

7-14 Clause 32(a) of *The Podiatry Act* is repealed and the following substituted:

“(a) the member has been convicted of an offence pursuant to the *Criminal Code*, the *Controlled Drugs and Substances Act* (Canada), the *Cannabis Act* (Canada) or the *Food and Drugs Act* (Canada)”.

2018, c C-2.111, s.7-14.

SS 1996, c P-36.1, section 4 amended

7-15 Clause 4(1)(a) of *The Public Disclosure Act* is repealed and the following substituted:

“(a) the individual has been convicted of a prescribed offence against the *Criminal Code*, the *Controlled Drugs and Substances Act* (Canada), the *Cannabis Act* (Canada) or an offence against the laws of another jurisdiction that is equivalent to a prescribed offence”.

2018, c C-2.111, s.7-15.

SS 1988-89, c R-12.2, new section 33

7-16 Section 33 of *The Registered Nurses Act, 1988* is repealed and the following substituted:

“Conviction for indictable offence

33 A nurse who has been convicted of an indictable offence pursuant to the *Criminal Code*, the *Food and Drugs Act* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada), may be expelled from the association without further inquiry by resolution of the discipline committee, if that committee finds that the conduct of the nurse giving rise to the conviction makes the nurse unfit to continue to practise registered nursing”.

2018, c C-2.111, s.7-16.

SS 2006, c R-22.0002, section 32 amended

7-17 Clause 32(a) of *The Respiratory Therapists Act* is repealed and the following substituted:

“(a) the member has been convicted of an offence pursuant to the *Criminal Code*, the *Controlled Drugs and Substances Act* (Canada), the *Cannabis Act* (Canada) or the *Food and Drugs Act* (Canada)”.

2018, c C-2.111, s.7-17.

SS 2009, c S-46.002, section 27 amended

7-18 Subsection 27(2) of *The Seizure of Criminal Property Act, 2009* is amended:

(a) in clause (b) by adding “or section 93 of the *Cannabis Act* (Canada)” after “*Criminal Code*”;

(b) in clause (c) by adding “or section 91 of the *Cannabis Act* (Canada)” after “*Criminal Code*”;

(c) in clause (d) by adding “or section 94 or 95 of the *Cannabis Act* (Canada)” after “*Criminal Code*”; and

(d) by repealing clause (e) and substituting the following:

“(e) any other property forfeited to the Crown pursuant to a prescribed provision of:

(i) the *Criminal Code*;

(ii) the *Cannabis Act* (Canada); or

(iii) any other prescribed Act”.

2018, c C-2.111, s.7-18.

PART 8 Coming into force

Coming into force

8-1(1) Subject to subsection (2), this Act comes into force on proclamation.

(2) Section 7-6 comes into force on assent.

2018, c C-2.111, s.8-1.

Appendix

Schedule 1

[Section 1-2, definition of “cannabis”]

- 1 Any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not, other than a part of the plant referred to in Schedule 2
- 2 Any substance or mixture of substances that contains or has on it any part of a cannabis plant
- 3 Any substance that is identical to any phytocannabinoid produced by, or found in, a cannabis plant, regardless of how the substance was obtained

Schedule 2

[Section 1-2, definition of “cannabis”]

- 1 A non-viable seed of a cannabis plant
- 2 A mature stalk, without any leaf, flower, seed or branch, of a cannabis plant
- 3 Fibre derived from a stalk referred to in item 2
- 4 The root or any part of the root of a cannabis plant

Schedule 3

[Subsection 1-2(3) and sections 2-8 and 2-11]

	Column 1	Column 2
	<i>Class of Cannabis</i>	<i>Quantity that is equivalent to 1 gram of dried cannabis</i>
Item		
1	dried cannabis	1 g
2	fresh cannabis	5 g
3	solids containing cannabis	15 g
4	non-solids containing cannabis	70 g
5	cannabis solid concentrates	0.25 g
6	cannabis non-solid concentrates	0.25 g
7	cannabis plant seeds	1 seed

Schedule 4

[Section 3-15]

Classes of Cannabis That a Permittee May Sell

Item	Class of Cannabis
1	dried cannabis
2	cannabis oil
3	fresh cannabis
4	cannabis plants
5	cannabis plant seeds

2018, c C-2.111, s.8.

Cannabis Guide for Municipalities



The Ministry of Government Relations has prepared this guide to outline the legislative powers municipalities have available to them for regulating cannabis in their communities.

The ministry is able to provide non-legal advice to municipalities upon request.

Disclaimer

This guide is intended for informational purposes only. Where provisions in this guide are found to be in conflict with provisions in the various Acts and Regulations referenced herein, provisions of the Acts, and Regulations take precedence.

Municipalities are encouraged to seek legal advice when drafting bylaws and when determining their responsibility in enforcement processes.

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Introduction

The Ministry of Government Relations has developed this guide to assist municipal officials in understanding their roles and responsibilities for regulating cannabis in Canada. It is intended to identify provisions under the current legislative and regulatory frameworks that will help municipalities act within the law.

This guide is intended as a source of information for municipalities, municipal officials, those involved in cannabis industries, and residents of Saskatchewan.

Background

The Federal Government legalized cannabis October 17, 2018. Federal, provincial/territorial, and municipal governments all have a role and responsibility in regulating cannabis.

Table 1
Regulatory Responsibility by Activity and Level of Government

Activity	Federal	Provincial	Municipal
Possession limits	✓	✓	
Advertisement & packaging	✓	✓	
Impaired driving	✓	✓	
Medical cannabis (production, sale, etc.)	✓		
Seed-to-sale tracking system	✓		
Production (cultivation and processing)	✓		
Age limits	✓	✓	
Public health	✓	✓	✓
Public education	✓	✓	✓
Non-Commercial cultivation (growing plants at home)	✓	✓	
Workplace/occupational safety		✓	✓
Distribution and wholesaling		✓	
Retailing model		✓	
Retail store location, licensing, operations and other rules		✓	✓
Building / Fire safety standards		✓	✓
Consumption in public places		✓	
Land use/zoning (including location of facilities)			✓

In Saskatchewan, *The Cannabis Control (Saskatchewan) Act* (the CCS Act), which came into effect on October 17, 2018, outlines the minimum legislative requirements for cannabis related activities. This legislation is guided by several overarching objectives:

- Protecting health and safety;
- Restricting the black market;
- Keeping cannabis out of the hands of children and youth; and
- Promoting safety on roads, in workplaces and in public spaces.

The CCS Act sets the minimum legal age for purchase and consumption of cannabis at 19, restricts minors from entering retail cannabis stores, and prohibits the consumption of non-medical cannabis in public spaces and vehicles. The CCS Act also adopts federal minimum standards around non-commercial home production, including a limit of four plants per household, and allows the Saskatchewan Liquor and Gaming Authority to establish restrictions for retail and wholesale permits.

The CCS Act and regulations provides that no cannabis retail or wholesale permit will be issued in any municipality that has prohibited such activities. It is important to note that while a municipality can ban the sale of cannabis within their jurisdiction, it cannot ban the consumption of cannabis, the non-commercial production of cannabis (i.e., growing cannabis plants in a private home) or the delivery of cannabis within its jurisdiction.

Role of Saskatchewan Municipalities

Municipalities already have a number of existing tools to deal with the legalization of cannabis. These include adopting bylaws relating to:

- business operations;
- zoning standards and development permits;
- building and accessibility standards (including building permits); and
- fire protection and emergency response.

Municipalities have the authority to regulate certain aspects of cannabis cultivation, production, sale, and consumption, including:

- the location of production facilities and retail outlets;
- the minimum separation distances to other retail outlets or other sensitive uses;
- businesses and business activities;
- nuisances;
- public safety;
- building and accessibility standards; and
- fire safety standards.

As municipal bylaws cannot contravene federal or provincial law, the *Charter of Rights and Freedoms*, or the *Criminal Code*, it is imperative that municipalities ensure bylaws conform to both federal and provincial requirements regarding cannabis. Municipalities may need to update their bylaw definitions and regulations to ensure compliance with all requirements.

Municipal Authority in Regulating Cannabis

In Saskatchewan, the authority for municipalities to regulate the retail sale and production of cannabis is provided under the following provincial statutes:

- *The Cities Act (CA), The Municipalities Act (MA), and The Northern Municipalities Act, 2010 (NMA);*
- *The Planning and Development Act 2007 (PDA);*
- *The Uniform Building and Accessibility Standards Act (UBAS Act); and*
- *The Fire Safety Act (FSA).*

Municipal bylaws relating to the regulation of cannabis may include: prohibiting or regulating cannabis businesses; issuance of business licences for cannabis producers, retailers or wholesalers; and, nuisance abatement.

Taxing Cannabis

Municipal authority for taxing any cannabis-related operation relates solely to property taxation, similar to other commercial activities. Municipalities in Saskatchewan do not have the ability to tax the sale of cannabis products.

Provisions in the CCS Act prohibit the indoor cannabis production in greenhouses or other artificial environments from being classified as an agricultural property class in rural municipalities for the purposes of property taxation.

Business Licensing

Saskatchewan Liquor and Gaming Authority's licensing framework requires that cannabis retail stores operate in accordance to municipal bylaws and requirements. Cannabis retailers, producers or wholesalers should be treated similarly to other companies who have been issued a similar licence. Municipalities may want to consult legal counsel to determine if separate licence classifications for cannabis retail, cannabis wholesale facilities or producers should be established in licensing bylaws.

Regulating a cannabis business (cannabis retailer, cannabis wholesaler, or federal cannabis licensee) is accomplished through a municipality's existing licensing framework. This includes:

- Definitions
Terms and definitions must be consistent with federal and provincial legislative requirements. In order to charge an appropriate licensing fee, specific definitions may be required to distinguish between different types of cannabis-related activities, such as a retail store, a cultivation facility, a testing facility, or a cannabis wholesaler.
- Cost of a business licence
The cost of the business licence can cover the reasonable costs to the municipality for regulating the activities of a business, including enforcement of licensing conditions.¹

¹ Subsection 8(4) of the MA and the CA; subsection 8(5) of the NMA

- Requirements to hold a licence
Other than the requirement of holding a cannabis permit issued by the appropriate federal or provincial authority, a municipality may add further terms and conditions to the licence holder prior to a business licence being approved or renewed.²
- Additional Matters
A municipality can use its licensing bylaw to regulate operating requirements within provincial and federal legislation, including:
 - signage for advertising;
 - outdoor activities (e.g., storage, garbage, loading docks);
 - security requirements;
 - store hours; and
 - building façade.

Nuisance Abatement

Municipalities have the authority to establish bylaws which regulate behavior in public spaces and on private property. Issues such as noise, unsightly property, or other such ‘nuisance’ conditions can be addressed through nuisance abatement bylaws; these may need to be amended to account for cannabis related activities. These bylaws can be enforced through existing mechanisms, including: warnings, compliance orders, or a court application for an injunction requiring compliance.

Zoning

Municipalities have the authority to regulate the location of cannabis-related facilities through their Official Community Plan (OCP) and zoning bylaws under the PDA. Zoning bylaws generally contain several tools that municipalities may use to help regulate the location of cannabis-related facilities including:

- Definitions
Terms and definitions must be consistent with federal and provincial legislative requirements. A cannabis facility permitted by the province would be considered a legal, commercial use – like other licensed retail businesses. If council wants to manage permitted cannabis facilities within the community, it must provide an appropriate definition as a separate land use.
- Permitted or Discretionary Use
Municipalities have the ability to determine the location of cannabis permitted facilities through their zoning bylaw. For example, a municipality may decide to make a cannabis retail store a permitted use in certain commercial or industrial zones, discretionary in others, and prohibited in residential zones.

² The authority provided to municipalities regarding licence terms and conditions can be found under subsection 8(3) of the MA and CA, and 8(4) in the NMA

Discretionary use applications require the approval of a municipal council where the council uses predetermined criteria in the zoning bylaw to evaluate the suitability of an application. All discretionary use applications require public consultation before a decision is made.³ After evaluating an application, council⁴ may:

- approve the application;
- approve the application subject to development standards or conditions;
- approve the application for a limited time; or
- reject the application.

Any development standards or conditions applied by a municipality may be appealed by the applicant. If council refuses a discretionary use application as a policy decision, there is no appeal mechanism granted to the applicant.

- Development Standards and Minimum Separation Distance

A zoning bylaw can be used to regulate the location of a building on a site and/or the building's dimensions or size. Municipalities may also establish a minimum separation distance between any land use and potentially sensitive land uses. For example, municipalities may choose to restrict permitted cannabis facilities from being established within a specified distance of schools, daycares, community centres, recreational facilities, residential uses, or other cannabis facilities.

- Additional Matters

A municipality can also use its zoning bylaw to regulate:

- outdoor storage;
- landscaping of land or buildings;
- signage;
- lighting;
- noise; and
- access and parking.

As an example, a municipality may specify that all uses in a particular zone have no outdoor storage, be landscaped to a particular standard, minimize signage, restrict sound and lighting that can be emitted from the site, provide suitable parking and loading facilities, and where the access to and from a public street or lane will occur.

Municipalities may choose a combination of these tools to manage cannabis facilities in their community. In the event the operator of a cannabis facility does not comply with the provisions in a municipality's zoning bylaw or the conditions of a development permit, the municipality may pursue enforcement.⁵

Municipalities that want to amend their zoning bylaw to account for cannabis production, wholesaling or sale must follow the public notice provisions outlined in the PDA, their zoning bylaw, and any public notice policy council may have adopted.

³ Section 55 of the PDA

⁴ Clause 15(2)(b) of the PDA allows an approving authority to delegate decision-making on discretionary use applications to the development officer.

⁵ Section 242 of the PDA

The PDA also provides municipalities with additional zoning options. Municipalities must have policies in their OCP before the following can be implemented:

- Direct Control District
A direct control district is a type of specialized zoning district that allows a developer and council to negotiate the details, design, and uses of a development based on a concept plan for a specific part of the community, as outlined in the municipality's OCP.⁶
- Contract Zoning
Contract zoning allows a municipality to enter into an agreement with a developer to rezone a property for a specific development. The agreement rezones a property to an existing zoning district in order to accommodate a particular use, with added restrictions limiting the use of that property to only the one specified in the agreement. The agreement is then registered against the title of the property and if the development is found to be in breach of the agreement, the zoning reverts to the original zone.⁷

Building and Accessibility Standards

In Saskatchewan, the National Building Code (NBC) as amended by Saskatchewan, is the minimum standard for building construction and accessibility requirements and is adopted by provincial regulation, including:

- *The Uniform Building and Accessibility Standards Act;*
- *The Uniform Building and Accessibility Standards Regulations;* and
- The Administration Requirements for Use with the National Building Code 1985.

The UBAS Act assigns responsibility for compliance with the requirements of the NBC to building owners including the design, construction, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use or occupancy of a building. Municipalities are responsible for the enforcement of the UBAS Act through the application of a building bylaw by licensed building officials.

Building Bylaw and Permits

In order to satisfy its obligation for enforcement of the NBC under the UBAS Act, a municipality should have: a building bylaw; a building permit process; and, the appointment of a licensed Building Official(s). The UBAS Act allows a municipality to make regulations concerning the construction, renovation, repair, demolition, or change in occupancy of buildings as part of their building bylaw.

The UBAS Act allows local authorities to prescribe building and accessibility standards greater than the requirements found in the NBC in their building bylaw, where these additional standards are considered necessary for the health, safety, or welfare of persons.⁸

⁶ Sections 63-65 of the PDA

⁷ Section 69 of the PDA

⁸ Section 8.1 of the UBAS Act

A municipality needs to appoint a licensed building official in order to enforce building and accessibility standards requirements found in both the UBAS Act, and the municipality's building bylaw. The UBAS Act provides authority to a building official to enter onto land or into buildings for the purposes of ensuring compliance with the municipality's bylaws.

Under provisions of the UBAS Act, greenhouses and other buildings used for the primary production of agricultural products are designated as "farm buildings" and exempt from building standards. The application of building standards to buildings which are used to grow cannabis is still being determined. Government Relations continues to work with stakeholders, other ministries and regulators to develop a common position which aligns with the Government of Saskatchewan's goal of maintaining public safety.

Fire Safety

The FSA provides measures a municipality may use to ensure compliance with the requirements of the National Fire Code, through inspections. While fire inspection work can best be accomplished through education and working with property owners, there may be situations of non-compliance. If violations are found, inspectors have the authority to enforce regulations by issuing an "Order to Remedy Contravention".

As well, a municipality may pass any bylaw relating to fire safety/prevention in cannabis production or retail buildings.

Firefighter Training

Fighting a fire in cannabis production or retail buildings has the potential to present special risks to firefighters similar to any manufacturing/processing facility. Municipalities should consider pre-incident surveys and develop local emergency response plans. Firefighters should be knowledgeable and trained on the implementation of these plans.

Table 2
Various Activities and their Sources of Legislative Authority in Saskatchewan

The following table provides a snap shot view of cannabis-related activities that can be regulated by the municipality and the legislative authority that allows for the regulation.

Activities	MA, CA, NMA	PDA	UBAS Act	FSA
Location of cannabis production and sale	✓	✓		
Business Licensing – (e.g., retail sale, hours, signage, minimum employees, security requirements, etc.)	✓			
Building Permit and Inspections			✓	
Fire and Life Safety Inspections				✓
Regulation of Nuisances (e.g., noise, odours, etc.)	✓	✓		
Application of Development criteria (e.g., signage, storage, landscaping, parking, etc.)		✓		
Enforcement	✓	✓	✓	✓

Appendix A: Questions and Answers

Municipal Jurisdiction

Q1. Under what pieces of legislation can municipalities pass bylaws for the control of cannabis-related activities?

A. The authority for municipalities to pass bylaws controlling cannabis-related activities is contained in the following legislation:

- *The Cities Act, The Municipalities Act and The Northern Municipalities Act, 2010;*
- *The Planning and Development Act, 2007;*
- *The Uniform Building and Accessibility Standards Act;* and
- *The Fire Safety Act.*

Q2. What cannabis-related aspects can be regulated by a municipality in conjunction with provincial regulations?

A. Some examples of things that can be regulated through a municipality's bylaw-making power:

- location and minimum separation distances for cannabis related facilities;
- maximum hours a standalone retail operation can operate;
- signage and look of a standalone retail operation;
- business activities relating to cannabis;
- consumption in public places;
- nuisance; and
- building and fire safety standards.

Q3. Can a municipality ban the selling or consumption of cannabis in their jurisdiction?

A The province has already restricted the consumption of non-medical cannabis in public places, where cannabis consumption is restricted to places that are occupied and used as a private residence, including the land associated with that private residence. A municipality cannot ban the online sale/delivery to residences in their community.

The Cannabis Control (Saskatchewan) Act recognizes a municipality's ability to prohibit the establishment of a retail or wholesale cannabis facility in their jurisdiction.

Q4. Can store hours of standalone retail operations be regulated?

A Cannabis retail store permittees may be open and sell cannabis between 8:00 AM and 3:00 AM the following day and must be open at least 6 hours a day, five days a week. Municipalities can regulate store hours and other business operational matters through their business licensing bylaw, as long as it doesn't conflict with provincial regulatory obligations. Municipalities are encouraged to seek legal advice to ensure bylaws conform to all legislative requirements.

Provincial Jurisdiction

Q5. Is the province willing to provide advice to municipalities regarding the authority they have to regulate cannabis?

A. The Ministry of Government Relations is available to provide assistance or advice to municipalities, through the Advisory Services and Municipal Relations, Building Standards and Licensing, Emergency Management and Fire Safety, and Community Planning branches. The ministry does not provide legal advice.

Q6. Will greenhouses or any other buildings that are used to grow cannabis plants in an artificial environment be exempt from paying property taxes?

A. Buildings which grow plants in an artificial environment (i.e., greenhouses) in rural municipalities are exempt from paying property taxes except for buildings which grow cannabis under a licence pursuant to the *Cannabis Act* (Canada). Buildings which are not in a rural municipality that grow cannabis are subject to property taxes unless the municipality chooses to grant them a local exemption.

Appendix B: Contact Information

Please contact the following for inquiries or further information:

Zoning

Community Planning Branch

Saskatoon (306) 933-6937

Regina (306) 787-2725

muninfo@gov.sk.ca

Business Licensing

Advisory Services and Municipal Relations

(306) 787-2680

muninfo@gov.sk.ca

Nuisance Abatement

Advisory Services and Municipal Relations

(306) 787-2680

muninfo@gov.sk.ca

Building and Accessibility Standards

Building Standards and Licensing Branch

(306) 787-4113

building.standards@gov.sk.ca

Fire Safety

Emergency Management and Fire Safety Branch

(306) 787-3774

safety.info@gov.sk.ca

Northern Saskatchewan Administration District

Northern Municipal Services Branch

(306) 425-4320

muninfo@gov.sk.ca

Appendix C: Acronyms

CA - *The Cities Act*

Cannabis Authority – Saskatchewan Liquor and Gaming Authority

CCS Act - *The Cannabis Control (Saskatchewan) Act*

FSA – *The Fire Safety Act*

MA - *The Municipalities Act*

NBC - National Building Code

NMA - *The Northern Municipalities Act*

OCP - Official Community Plan

PDA - *The Planning and Development Act*

UBAS Act - *The Uniform Building and Accessibility Standards Act*

UBAS Regulations - *The Uniform Building and Accessibility Standards Regulations*

Saskatchewan's Cannabis Framework

Framework and Survey Results

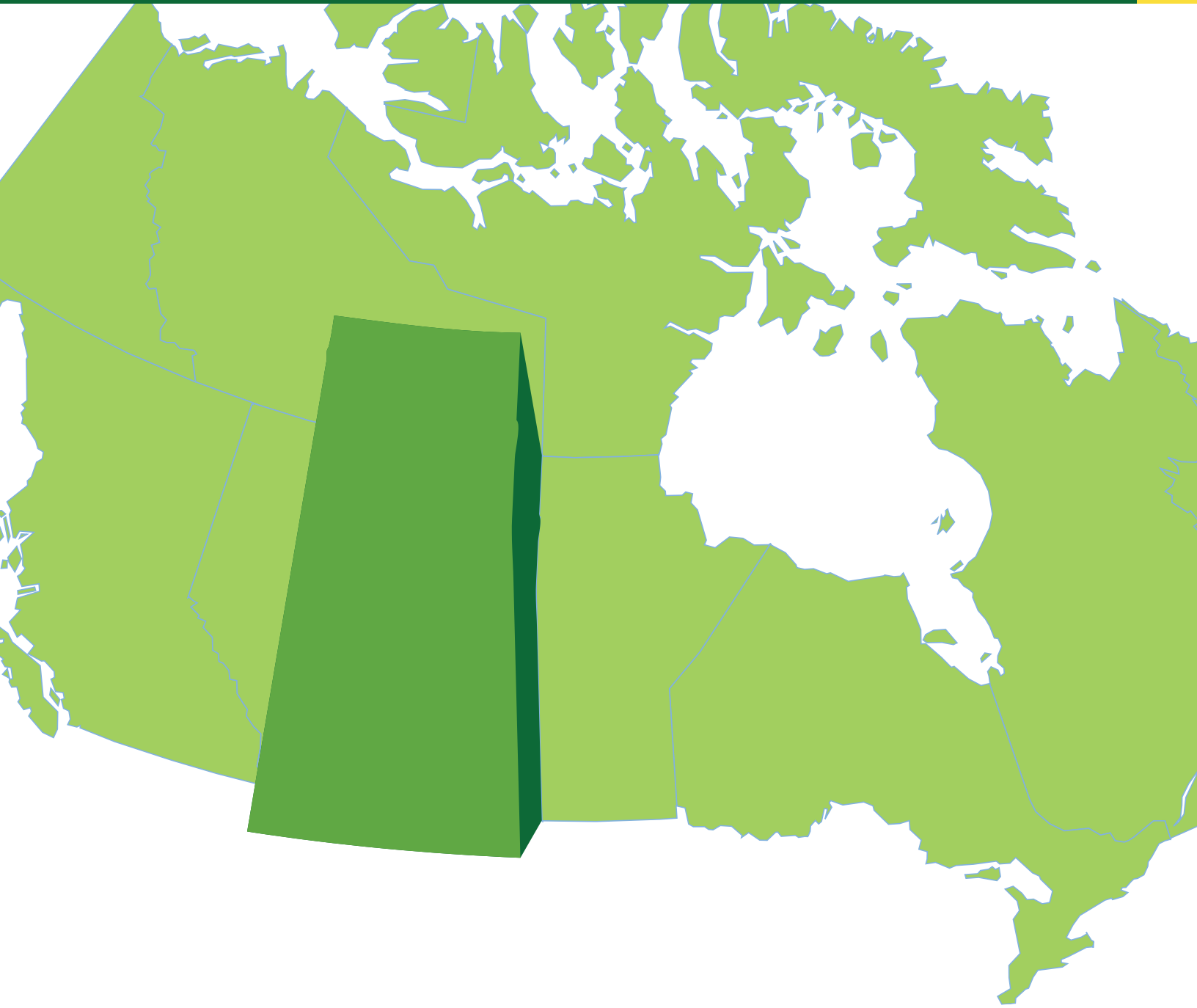


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Introduction

The federal government has promised to legalize cannabis for non-medicinal use later this year. In preparation for legalization, they developed a Task Force on Cannabis Legalization and Regulation in Canada. On April 13, 2017, following the recommendations made by the Task Force, the federal government introduced legislation, the proposed *Cannabis Act* (Bill C-45).

The purposes of the *Cannabis Act* (Bill C-45) are to:

- ⇒ protect public health and public safety and, in particular,
 - ↳ restricting youth access to cannabis;
 - ↳ protect young persons and others from inducements to use cannabis;
- ⇒ provide for the legal production of cannabis to reduce illicit activities in relation to cannabis;
- ⇒ deter illicit activities in relation to cannabis through appropriate sanctions and enforcement measures;
- ⇒ reduce the burden on the criminal justice system in relation to cannabis;
- ⇒ provide access to a quality-controlled supply of cannabis; and
- ⇒ enhance public awareness of the health risks associated with cannabis use.

While the decision to legalize cannabis was made by the federal government, provinces and territories maintain the choice and/or responsibility of regulating certain areas. The below table shows what provinces and territories have the ability to regulate:

Activity	Federal responsibility?	Provincial responsibility?
Possession limits Federal government regulation: Maximum of 30 grams for adults	Yes	Yes
Trafficking	Yes	No
Advertisement and packaging	Yes	No
Impaired driving	Yes	Yes
Medical cannabis	Yes	No
Tracking & Reporting system	Yes	No
Production (cultivation and processing)	Yes	No
Age limit The federal government's minimum age is 18 years and provinces can choose to go higher	Yes	Yes
Public health	Yes	Yes
Public Education	Yes	Yes
Taxation	Yes	Yes
Home cultivation (growing plants at home) Federal government regulation: Maximum of 4 plants	Yes	Yes
Distribution and wholesaling	No	Yes
Retail model	No	Yes
Retail locations and rules	No	Yes
Regulatory compliance	Yes	Yes
Public consumption	No	Yes
Land use and/or zoning	No	Yes (municipal)

A. Overview of the Federal Government's *Cannabis Act* (Bill C-45)

Possession and Use of Cannabis

- ⇒ Must be 18 or older to possess cannabis, but the provinces and territories can set a higher age;
- ⇒ Adults (18 and older) may possess up to 30 grams of dried legal cannabis or equivalent in a public place. Adults may also share cannabis with other adults, but not sell. Provinces and territories can set a limit lower than 30 grams;
- ⇒ A maximum height of 100 cm was removed from the Bill. Provinces and territories can reduce the number of plants, introduce a maximum height and limit where or how it can be grown on one's property; and,
- ⇒ Subject to provincial laws, individuals can grow limited amounts at home for personal use.

Illegal Activities

- ⇒ Except for licensed commercial producers, cannabis cannot be grown, exported or imported;
- ⇒ Youth possession of more than 5 grams of cannabis is a criminal offence and subject to the *Youth Criminal Justice Act* processes and penalties;
- ⇒ There will be strict criminal penalties for anyone operating outside of the legal system; and,
- ⇒ Officers will have the discretion to address minor offences (e.g., carrying more than 30 g but less than 50 g of cannabis) by issuing a ticket for a fine of \$200.

Restrictions on Advertising, Promotions and Packaging

- ⇒ Advertising and promotion of cannabis, accessories, etc. is prohibited except in very limited circumstances (much like tobacco) and cannot be appealing to youth;
- ⇒ No false, misleading or deceptive promotion (health claims, glamorous way of life, etc.);
- ⇒ No sponsorships or endorsements (no health claims);
- ⇒ No depictions of a person, celebrity, character or animal;
- ⇒ Packaging and labelling restrictions are similar to tobacco and cannot be appealing to youth;
- ⇒ No false or misleading information;
- ⇒ No lifestyle elements or branding (must use plain packaging and health warnings like tobacco); and,
- ⇒ Restrictions on the display of cannabis and cannabis accessories at the point of sale.

Commercial Production

- ⇒ Health Canada will license commercial cannabis growers and provide oversight to the cannabis supply chain through a cannabis tracking system;
- ⇒ As is the current practice with medical cannabis, Health Canada will continue to license the commercial production, import, export and sale of cannabis at the point of source;
- ⇒ Cannabis products cannot contain nicotine, caffeine, or alcohol; and,
- ⇒ Licensed producers can grow and sell product for both the medicinal and non-medicinal markets.

Retail of Non-Medicinal Cannabis

- ⇒ Provinces and territories are given authority over the distribution and sale of non-medical cannabis;
- ⇒ This enables them to determine their own regime for distribution and retail as well as the regulation and inspection of those outlets; and,
- ⇒ Retailers must follow record-keeping requirements (e.g., demonstrate that all product is sourced from licensed producers; due diligence in avoiding sales to youth).

Protection of Public Health and Safety

- ⇒ Health Canada may establish a federal tracking and reporting system; and,
- ⇒ *The Non-smokers' Health Act* will be amended to prohibit the smoking and vaping of cannabis in regulated places, similar to the restrictions in place for tobacco smoking.

Edible Cannabis Products

- ⇒ Bill C-45 originally prohibited the sale of cannabis edibles and concentrates; however, the Bill was amended to include a provision that will provide for the legalization of edibles and concentrates by the one-year anniversary of cannabis legislation.

Framework for Cannabis Legalization Within Saskatchewan

This document outlines the results received from the Saskatchewan Cannabis Survey conducted in September-October 2017 and how those results relate to the legalization framework for non-medical cannabis in the province.

This document uses the term cannabis to refer to 'pot', 'marijuana', and 'weed'. This is in reference to non-medical cannabis which differs from medicinal cannabis, which will remain under Federal legislation and control after July 2018.

Thank you to all residents who participated in the public online cannabis legalization survey. There were 34,681 respondents, and of those 26,199 were complete surveys. This is the highest response rate received for any Saskatchewan survey.

In addition to the completed survey, more than 9,800 short answer responses were submitted. The Government of Saskatchewan values the time respondents took when providing their thoughtful feedback, and has taken the time to consider the input provided.

The following will outline what we heard from Saskatchewan citizens as well as layout the framework for cannabis legalization in Saskatchewan.

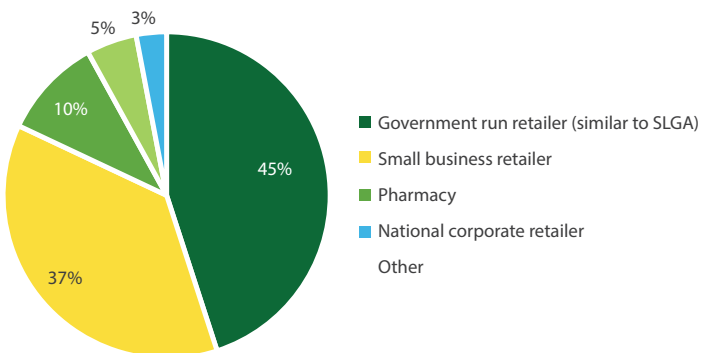
i. Wholesale, Distribution, and Retail Sales

a. The Model

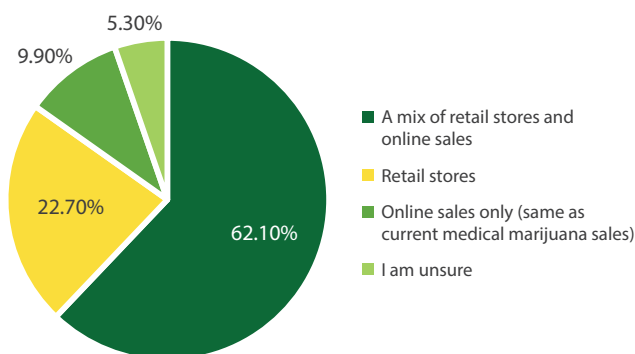
In addition to feedback from public consultations, the Government of Saskatchewan was guided by four key principles in developing the wholesale, distribution, and retail sales model for non-medical cannabis in the province:

- ⇒ **Protecting public health and safety, including keeping cannabis away from children and youth;**
- ⇒ **Eliminating the illegal market;**
- ⇒ **Minimizing taxpayer exposure to risk; and**
- ⇒ **Incorporating regulatory best practices and building on experiences from other jurisdictions.**

If retail stores are considered, who should sell retail cannabis?



How should cannabis be made available for purchase in Saskatchewan?



In conjunction with feedback from public consultations, the Government concluded that the four principles are best served by a competitive private model for the wholesale/distribution and retail sale of non-medical cannabis in Saskatchewan. This model minimizes the upfront cost to taxpayers and has been successful in other jurisdictions in combatting the illegal market and in protecting public health and safety by ensuring a safe regulated supply of cannabis to those of legal age. The Saskatchewan Liquor and Gaming Authority (SLGA) will act as the regulator.

SLGA will establish a licensing regime for wholesalers/distributors and retailers, with strict qualifying criteria including criminal background checks and inventory tracking and reporting capabilities. Wholesalers/distributors and retailers will be required to purchase non-medical cannabis from a federally licensed producer.

The number of retail licences will be restricted for the first three years of legalization (the “early sales period”) to ensure a cautious and controlled roll-out of the retail footprint. The number of retail licences available in Saskatchewan will be determined by SLGA based on population density and geography, with retailers selected using a two-phase process involving initial screening followed by random selection (lottery) of qualified applicants for each opportunity. Additional details of the selection and application processes are still to be announced.

At the end of the early sales period, a thorough review will take place to ensure that the regulatory framework is protecting public health and safety, keeping cannabis out of the hands of youth, and contributing to the elimination of the illegal market. Necessary changes will be made to the legislative and regulatory framework at that time.

b. Safeguards for the Sale of Non-Medicinal Cannabis

The province will continue to work with First Nations regarding cannabis legalization on reserve.

As the regulator, SLGA will provide clear oversight over wholesale/distribution and retail sales in Saskatchewan. SLGA will establish rules for retail stores to protect public health and safety, discourage excessive consumption, and keep non-medicinal cannabis out of the hands of children and youth. These rules include:

- ⇒ Restricting minors from entering retail stores;
- ⇒ Restricting the number of retail locations in the province;
- ⇒ Requiring that all staff are of legal age and properly trained to provide information and education to customers; and
- ⇒ Establishing stiff penalties and fines, including revocation of licences.

In addition to the measures set out above, SLGA will employ a number of other tools to protect public health and safety including:

1. Cannabis Tracking and Reporting Tools

The federal government is developing a cannabis reporting system to ensure that products grown, manufactured or sold by federally licensed entities are subject to the cannabis excise tax and not diverted to the illegal market. SLGA will consider additional tracking and reporting measures to ensure a safe, regulated supply of non-medicinal cannabis for Saskatchewan consumers of legal age.

2. Mandatory Training for Staff in the Non-Medicinal Cannabis Industry

A training program will be developed and required for all owners, managers, and employees working in the non-medicinal cannabis industry in Saskatchewan. This program would be similar to *Serve It Right Saskatchewan* in place for employees working in establishments that serve and sell alcohol. The program will ensure that staff are trained to ask for identification, recognize impaired customers, and are able to provide information and education on cannabis use.

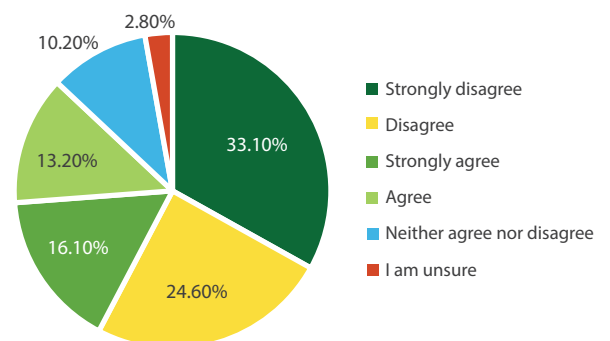
3. Proof of Age for Online Sales

Cannabis retailers will be required to demand proof of age from all in-store purchasers. All online sales of non-medical cannabis in Saskatchewan will require proof of age and proof of purchase upon delivery.

4. Municipalities

Municipalities already have broad authority through bylaw, land use and zoning, and business licensing to deal with a variety of business-related issues, including where businesses can be located. They can decide how best to use this existing authority regarding cannabis wholesalers/distributors and retailers.

Municipalities should be given the option to pass bylaws to more strictly regulate cannabis:

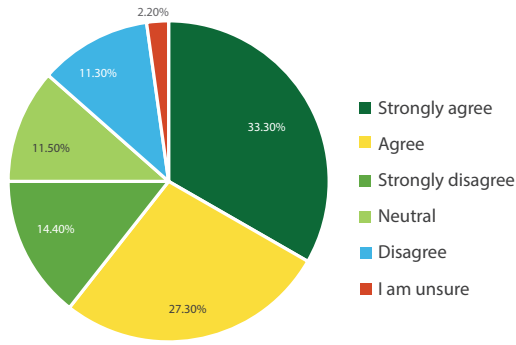


ii. Taxation

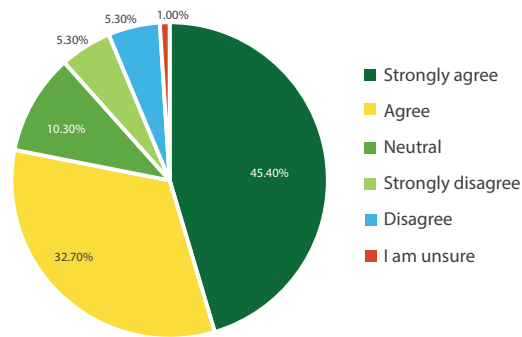
Revenue generation through taxation must ensure a balance between establishing a final price that is competitive to deter from the illegal market, but not so low as to encourage over consumption or compromise public health and safety objectives.

Saskatchewan will adopt the proposed federal excise taxation framework for cannabis products. This framework applies to all cannabis products, not just non-medicinal. Ministers of Finance met recently to discuss the allocation of the proposed excise tax. It was announced after the meeting that seventy-five per cent of the excise tax collected on non-medicinal sales would go to provinces and territories. This amount is well above the originally proposed 50 per cent split of revenue, and it better reflects the responsibilities placed on the provinces.

Should an excise tax be applied to cannabis?



Should a portion of tax collected from the sale of cannabis be directed to areas such as enforcement, public education and harm reduction?



When asked to prioritize areas when considering where to spend tax revenue from the sale of cannabis, respondents provided the following ranking:

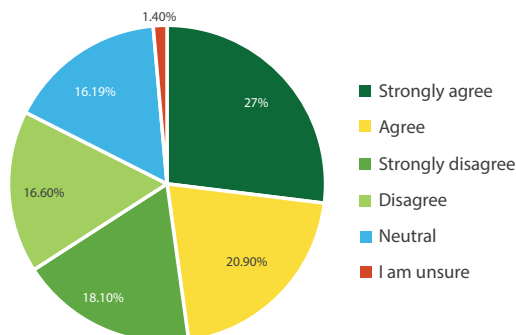
1. Mental health and addictions treatment
2. Public education and prevention of harms
3. Impaired driving prevention
4. Enforcement
5. I do not agree that a portion of tax revenue should be directed to any of these areas

iii. Minimum age and Possession Limits

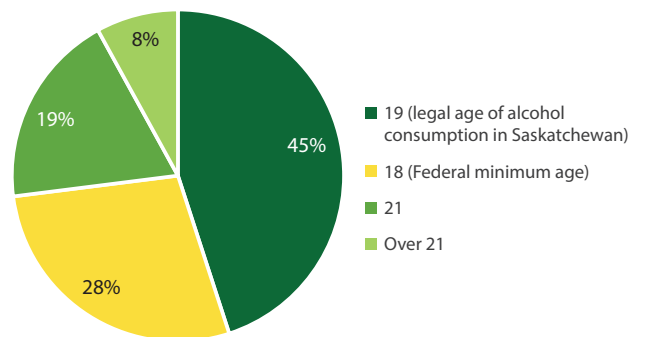
A national minimum age of consumption for non-medicinal cannabis has been set at 18 by the federal government; provinces however have the authority to provide additional restrictions on the provincial age of consumption. Saskatchewan is electing to use this authority, and the provincial age of consumption for non-medicinal cannabis is 19 years of age, the same as alcohol.

The federal government has established a maximum public possession amount of 30 grams per legal-aged consumer, the province has decided to maintain this limit within the province.

Do you think there should be restrictions on the amount of cannabis a person can purchase?



What age should non-medical cannabis be legal for consumption in Saskatchewan?



Saskatchewan is introducing laws to prohibit the possession of any amount of non-medicinal cannabis by a minor – anyone under the legal age within the province. Possession of more than 5 grams is a criminal offence and subject to the *Youth Criminal Justice Act* processes and penalties.

iv. Keeping Saskatchewan Roads Safe

a. Zero Tolerance Approach for Drugs and Driving

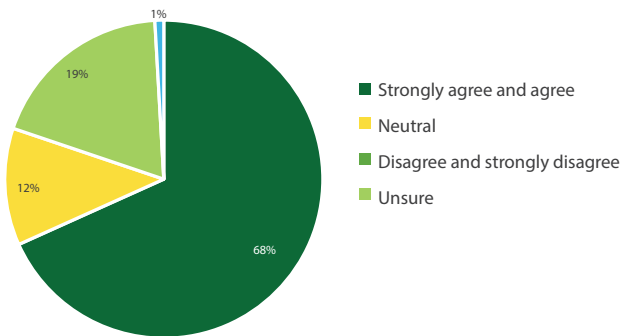
Survey respondents made it clear they felt drug use and driving should not mix, and Government should place a priority on ensuring safety on our roads and highways. That is why Saskatchewan is taking a zero tolerance approach to drugs and driving for drivers of all ages.

The majority of respondents feel that cannabis consumption should be prohibited in vehicles. Similar to legislation for alcohol, consumption of cannabis in one's vehicle will be prohibited. Cannabis can be transported from a place it can be legally purchased to a place where it can be legally consumed, or from one location of legal consumption to another.

b. Impairing Impacts of Cannabis

A driver who has used cannabis will not react or make decisions as quickly as a sober driver. Attention, judgment, motor skills, balance and co-ordination are all impacted. If drivers make the poor decision to get behind the wheel while impaired, there will be tough and immediate consequences.

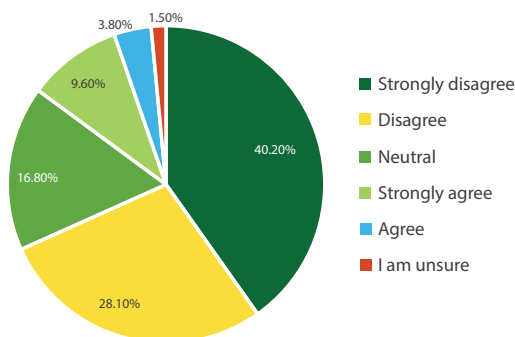
Do you feel cannabis consumption should be prohibited in vehicles?



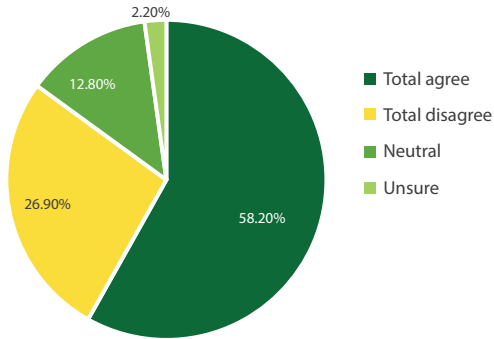
c. Police Actions

It's important to remember that police can detect drug impairment through driver actions such as weaving within a lane, delayed reaction times and inability to follow instructions. Cannabis can also be detected by odor, and by the driver's physical appearance – including dilated pupils, poor balance and co-ordination. Police can legally request a Standard Field Sobriety Test (SFST) at roadside or a Drug Recognition Evaluation (DRE) if they have reasonable grounds to suspect a driver is impaired. Oral fluid – saliva – testing will be allowed under a revised *Criminal Code*.

Do you believe the penalties for drug-impaired driving should be tougher than alcohol-impaired penalties?



Do you believe there should be zero tolerance for cannabis or any other impairing drugs for any drivers, no matter their age or licence status?

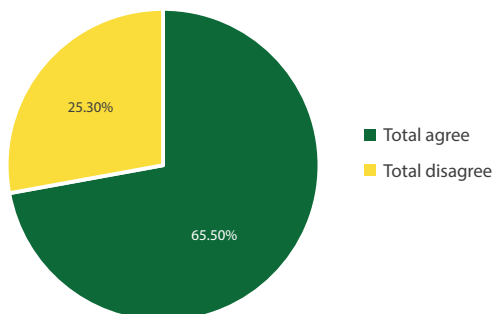


Immediate and Severe Penalties for Driving High

- ⇒ Significant licence suspension periods
- ⇒ Roadside vehicle seizures from a minimum of 3 days to a maximum of 60 days
- ⇒ Required to complete alcohol and drug education programming
- ⇒ Stiff financial penalties under SGI's Safe Driver Recognition Program

Mixing drugs or mixing drugs with alcohol can significantly increase impairment levels. Some people mistakenly believe that driving while using cannabis is "safer" than driving when impaired by alcohol. This is not true; cannabis impairs one's driving ability.

Do you believe the same penalties for alcohol-impaired driving, including licence suspension, fines and vehicle seizures, should apply to drug impaired driving?



d. Consequences – Impacts of the Federal Government’s Bill C-46

The federal government’s new legislation under Bill C-46 adds three new drug-impaired driving offences and prescribed “per se” unacceptable blood-drug concentration levels for impaired driving under the *Criminal Code*. These offences cover driving with low threshold levels of drug concentration, high threshold levels of drug concentration, and combinations of drugs and alcohol. Bill C-46 is currently before the Senate and it is anticipated the Bill will come into force spring 2018.

To understand what this means for drivers in Saskatchewan, one must first understand the current state:

Current State	
Criminal Code – section 253	Consequences under <i>The Traffic Safety Act</i> (same for ALL drivers)
<p>Exceeds .08 Blood Alcohol Content (BAC) CC 253(1)(b)</p> <p><i>“Everyone commits an offence who operates a motor vehicle or vessel or operates or assists in the operation of an aircraft or of railway equipment or has the care or control of a motor vehicle, vessel, aircraft or railway equipment, whether it is in motion or not:</i></p> <p><i>(b) having consumed alcohol in such a quantity that the concentration in the person’s blood exceeds eighty milligrams of alcohol in one hundred millilitres of blood.”</i></p>	<p>Criminal Code Charge (can occur immediately, at roadside):</p> <ul style="list-style-type: none"> ⇒ Immediate licence suspension until the court has disposed of the charge ⇒ 30-day vehicle seizure if BAC is less than .16 ⇒ 60-day vehicle seizure if BAC is .16 or more <p>Criminal Code Conviction:</p> <ul style="list-style-type: none"> ⇒ Minimum 1 year driving suspension to a maximum of 5 years, depending on number of previous <i>Criminal Code</i> convictions ⇒ SGI Safe Driver Recognition (SDR) program impacts: <ul style="list-style-type: none"> ↳ BAC less than .16 = financial penalty of \$1,250 ↳ BAC of .16 BAC or more = financial penalty of \$2,250 ↳ If conviction includes injury or death = financial penalty of \$2,500 ⇒ Mandatory participation in the Ignition Interlock program; length of participation determined by BAC at the time of the incident and number of previous impaired driving convictions ⇒ Completion of prescribed education program, as applicable, depending on number of previous <i>Criminal Code</i> convictions
<p>Impaired by drugs or alcohol CC 253(1)(a)</p> <p><i>“Everyone commits an offence who operates a motor vehicle or vessel or operates or assists in the operation of an aircraft or of railway equipment or has the care or control of a motor vehicle, vessel, aircraft or railway equipment, whether it is in motion or not:</i></p> <p><i>(a) while the person’s ability to operate the vehicle, vessel, aircraft or railway equipment is impaired by alcohol or a drug”</i></p>	<p>Criminal Code Charge (can occur immediately, at roadside):</p> <ul style="list-style-type: none"> ⇒ 30-day vehicle seizure (NOTE: Recent amendments to <i>The Traffic Safety Act</i> will see this changed to allow for “immediate licence suspension until the court has disposed of the charge.” This change is not yet in effect as the amendments have not yet passed in the Saskatchewan Legislature) <p>Criminal Code Conviction:</p> <ul style="list-style-type: none"> ⇒ Minimum 1 year driving suspension to a maximum of 5 years, depending on number of previous <i>Criminal Code</i> convictions ⇒ SDR impacts: financial penalty of \$1,250, or \$2,500 if conviction includes injury or death ⇒ Mandatory participation in the Ignition Interlock program; length of participation determined by the number of previous impaired driving convictions ⇒ Completion of prescribed education program, as applicable, depending on number of previous <i>Criminal Code</i> convictions

Current State

Criminal Code – section 253	Consequences under <i>The Traffic Safety Act</i> (same for ALL drivers)
<p>Refuse to comply with a demand (for blood draw, breath sample, Standard Field Sobriety Test or evaluation by a Drug Recognition Evaluator)</p> <p>CC 254(5) <i>“Everyone commits an offence who, without reasonable excuse, fails or refuses to comply with a demand made under this section”</i></p>	<p>Criminal Code Charge (can occur immediately, at roadside):</p> <ul style="list-style-type: none"> ⇒ Immediate licence suspension until the court has disposed of the charge ⇒ 60-day vehicle seizure <p>Criminal Code Conviction:</p> <ul style="list-style-type: none"> ⇒ Minimum 1 year driving suspension to a maximum of 5 years, depending on number of previous <i>Criminal Code</i> convictions ⇒ SDR impacts: financial penalty of \$2,250, or \$2,500 if conviction includes injury or death ⇒ Mandatory participation in the Ignition Interlock program; length of participation determined by the number of previous impaired driving convictions ⇒ Completion of prescribed education program, as applicable, depending on number of previous <i>Criminal Code</i> convictions

Once Bill C-46 is in place, police will have the authority to use federally approved roadside drug screening devices for impaired driving (as well as the existing SFSTs) if they have reason to suspect that a driver has used drugs. These devices will test saliva for the presence of THC (the impairing ingredient in cannabis) as well as some other drugs. Where a driver tests positive or fails the SFST, police can demand a blood sample or a drug recognition evaluator test.

Criminal Code Charges

There are stiff consequences resulting from the new *Criminal Code* charges as outlined in the following chart:

Future State Once Bill C-46 Receives Royal Assent From The Governor General (antic. spring 2018)		
CC – section 253 (new charges) <i>Can be laid by police as soon as Bill C-46 receives royal assent.</i>	<i>THC (impairing ingredient in cannabis)</i>	Consequences under <i>The Traffic Safety Act</i> (same for ALL drivers)
<p>Low Drug Level CC 253(3)(b)</p> <p><i>“A blood drug concentration that is equal to or exceeds the blood drug concentration for the drug that is prescribed by regulation and that is less than the concentration prescribed for the purposes of paragraph (a).”</i></p>	2-5 nanograms	<p>Criminal Code Charge (can occur immediately, at roadside):</p> <ul style="list-style-type: none"> ⇒ Immediate licence suspension until the court has disposed of the charge ⇒ 30-day vehicle seizure <p>Criminal Code Conviction:</p> <ul style="list-style-type: none"> ⇒ Minimum 1 year driving suspension to a maximum of 5 years, depending on number of previous <i>Criminal Code</i> convictions ⇒ SDR impacts: financial penalty of \$1,250, or \$2,500 if conviction includes injury or death ⇒ No ignition interlock impacts (n/a) ⇒ Completion of prescribed education program, as applicable, depending on number of previous <i>Criminal Code</i> convictions

**Future State
Once Bill C-46 Receives Royal Assent From The Governor General (antic. spring 2018)**

CC – section 253 (new charges) <i>Can be laid by police as soon as Bill C-46 receives royal assent.</i>	<i>THC (impairing ingredient in cannabis)</i>	Consequences under <i>The Traffic Safety Act</i> (same for ALL drivers)
<p>Exceeds Drug Level CC 253(3)(a)</p> <p><i>“A blood concentration that is equal to or exceeds the blood drug concentration for the drug that is prescribed by the regulation.”</i></p>	<p>5 nanograms or more</p>	<p>Criminal Code Charge (can occur immediately, at roadside):</p> <ul style="list-style-type: none"> ⇒ Immediate licence suspension until the court has disposed of the charge ⇒ 30-day vehicle seizure <p>Criminal Code Conviction:</p> <ul style="list-style-type: none"> ⇒ Minimum 1 year driving suspension to a maximum of 5 years, depending on number of previous <i>Criminal Code</i> convictions ⇒ SDR impacts: financial penalty of \$1,250, or \$2,500 if conviction includes injury or death ⇒ No ignition interlock impacts (n/a) ⇒ Completion of prescribed education program, as applicable, depending on number of previous <i>Criminal Code</i> convictions
<p>Combination Drugs and Alcohol CC 253(3)(c)</p> <p><i>“A blood alcohol concentration and a blood drug concentration that is equal to or exceeds the blood alcohol concentration and the blood drug concentration for the drug that are prescribed by regulation for instances where alcohol and that drug are combined.”</i></p>	<p>.05 BAC + 2.5 nanograms</p>	<p>Criminal Code Charge (can occur immediately, at roadside):</p> <ul style="list-style-type: none"> ⇒ Immediate licence suspension until the court has disposed of the charge. ⇒ 30-day vehicle seizure if BAC is less than .16 ⇒ 60-day vehicle seizure if BAC is .16 or more <p>Criminal Code Conviction:</p> <ul style="list-style-type: none"> ⇒ Minimum 1 year driving suspension to a maximum of 5 years, depending on number of previous <i>Criminal Code</i> convictions ⇒ SDR impacts: <ul style="list-style-type: none"> ⇒ BAC less than .16 = financial penalty of \$1,250 ⇒ BAC of .16 BAC or more = financial penalty of \$2,250 ⇒ If conviction includes injury or death = financial penalty of \$2,500 ⇒ Mandatory participation in the Ignition Interlock program. Length of participation determined by BAC at the time of the incident and number of previous impaired driving convictions ⇒ Completion of prescribed education program, as applicable, depending on number previous <i>Criminal Code</i> convictions

NOTE: Bill C-46 deals with prescribed amounts for various other drugs, not just cannabis

Administrative Sanctions – No Criminal Code Charge

Saskatchewan has administrative sanctions in place for both drug-related and alcohol-related impaired driving incidents where no *Criminal Code* charge is laid. The following chart explains what happens for all drivers in Saskatchewan if police decide to impose drug-impaired driving sanctions (but no *Criminal Code* charge is laid).

Consequences largely mirror what happens for alcohol-impaired driving:

Administrative Sanctions (No Criminal Code charge) SGL is administrator of the <i>Traffic Safety Act</i> (TSA). The TSA sets out the authority to enable law enforcement to issue these sanctions immediately at roadside: Blood Alcohol Content (BAC) of 0-.08 (new drivers), .04-.08 (experienced drivers) and drug-impaired driving		
	Current .01-.08 BAC (zero tolerance), or fail an SFST, but <u>no</u> <i>Criminal Code</i> charge is laid	Once Bill C-46 receives Royal Assent (anticipated Spring 2018) A driver tests positive for recent drug use using an approved drug-screening device, fails an SFST, .01-.08 BAC (zero tolerance), but <u>no</u> <i>Criminal Code</i> charge is laid
New drivers	Zero drug and alcohol tolerance for drivers in the Graduated Driver's Licensing (GDL) programs and all drivers 21 years of age and under. 1st offence <ul style="list-style-type: none"> ⇒ 60-day immediate roadside licence suspension ⇒ 3-day immediate roadside vehicle seizure ⇒ Required to complete the Driving Without Impairment (DWI) course ⇒ 4 demerits under the SDR program 2nd offence <ul style="list-style-type: none"> ⇒ 120-day immediate roadside licence suspension ⇒ 7-day immediate roadside vehicle seizure ⇒ After serving a 60-day suspension period, can opt for voluntary ignition interlock for 120 days ⇒ Required to complete the Alcohol and Drug Education (ADE) course ⇒ 4 demerits under the SDR program 	All sanctions remain the same since there is already zero tolerance for drugs and alcohol for new drivers (with the exception of no ignition interlock requirement if only drugs are involved, as ignition interlock devices can't currently detect drugs) 1st offence <ul style="list-style-type: none"> ⇒ All consequences at left apply 2nd offence <ul style="list-style-type: none"> ⇒ All consequences at left apply, except ignition interlock will only be available in conjunction with alcohol-related offences
New drivers	3rd and subsequent offences <ul style="list-style-type: none"> ⇒ 18-month immediate roadside licence suspension ⇒ 7-day immediate roadside vehicle seizure ⇒ Mandatory ignition interlock for 1 year, can apply after serving a 1-year suspension period ⇒ Addiction assessment ⇒ 4 demerits under the SDR program 	3rd and subsequent offences <ul style="list-style-type: none"> ⇒ All consequences at left apply, except ignition interlock will only be available in conjunction with alcohol-related offences

Administrative Sanctions (No Criminal Code charge)

SGI is administrator of the *Traffic Safety Act* (TSA). The TSA sets out the authority to enable law enforcement to issue these sanctions immediately at roadside:

Blood Alcohol Content (BAC) of 0-.08 (new drivers), .04-.08 (experienced drivers) and drug-impaired driving

	Current Drivers with a BAC between .04-.08 or fail an SFST, but <u>no</u> Criminal Code charge is laid	Once Bill C-46 receives Royal Assent (anticipated Spring 2018) A driver tests positive for recent drug use using an approved drug-screening device, fails an SFST or has a BAC between .04-.08, but <u>no</u> Criminal Code charge is laid
Experienced drivers	<p>1st offence</p> <ul style="list-style-type: none"> ⇒ 3-day immediate roadside licence suspension ⇒ 3-day immediate roadside vehicle seizure ⇒ Required to complete the DWI course ⇒ 4 demerits under the SDR program <p>2nd offence</p> <ul style="list-style-type: none"> ⇒ 21-day immediate roadside licence suspension ⇒ 7-day immediate roadside vehicle seizure ⇒ Required to complete the ADE course ⇒ 4 demerits under the SDR program <p>3rd and subsequent offences</p> <ul style="list-style-type: none"> ⇒ 90-day immediate roadside licence suspension ⇒ 14-day immediate roadside vehicle seizure ⇒ Mandatory ignition interlock for 1 year following the 90-day suspension period ⇒ Addiction assessment ⇒ 4 demerits under the SDR program 	<p>All sanctions remain the same (with the exception of no ignition interlock requirement if only drugs are involved, as ignition interlock devices can't currently detect drugs)</p> <p>1st offence</p> <ul style="list-style-type: none"> ⇒ All consequences at left apply <p>2nd offence</p> <ul style="list-style-type: none"> ⇒ All consequences at left apply <p>3rd and subsequent offences</p> <ul style="list-style-type: none"> ⇒ All consequences at left apply, except ignition interlock will only be available in conjunction with alcohol-related offences

NOTE: Suspension and seizure periods may increase if there are passengers under 16 in the vehicle

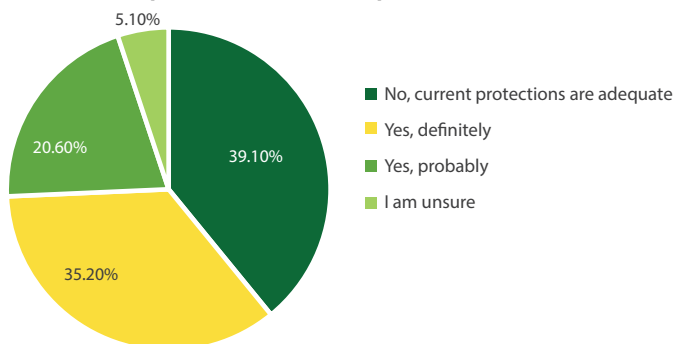
Bottom line – driving impaired by drugs or alcohol is a bad idea. Even when it becomes legal to use cannabis, it remains illegal in Saskatchewan to drive while impaired – whether by drugs or alcohol. Never drive while impaired, and don't get into a vehicle where you know a driver has been using drugs or alcohol. It's important to plan a safe ride ahead of time – make arrangements for a designated driver, take a bus, cab, or a safe ride service, or plan a to stay the night. And friends should never let impaired friends drive – be a good wingman, and look out for them to make sure they get home safe.

Remember: driving while impaired poses a significant safety risk to yourself and others, and the punishment and financial penalties are severe. Police can lay the new drug-impaired driving charges as soon as Bill C-46 receives royal assent.

v. Workplace Safety

Many respondents expressed concern about the impact legal cannabis may have on workplace safety. Occupational health and safety requirements already place general responsibility on workplaces to ensure healthy and safe work environments. Impairment while working, regardless of cause would violate these general requirements. Government is currently exploring additional ways of addressing impairment in the workplace to further strengthen health and safety.

Does the introduction of legal cannabis require more to be done to keep workers and workplaces safe?



vi. Home Cultivation

The majority of survey respondents expressed a belief that private citizens should be allowed to grow non-medical cannabis plants within their private home.

The majority of respondents indicated that either notification to, or approval of, the condo board be required for residents to grow cannabis. The majority of respondents believe that cannabis use should be permitted on rental properties at the discretion of the landlord.

The Government has introduced legislation, *The Residential Tenancies Amendment Act 2017*, to address concerns from landlords with regards to the upcoming legalization of cannabis. The Act gives landlords the right to impose rules prohibiting the possession, use, growth, and sale of cannabis in the rental unit.

The province will adopt the federal minimum standards around home production, including a limit of four cannabis plants grown per household. No decision has been made regarding the federal regulations regarding home cultivation and a decision will be forthcoming in Spring 2018. The Government of Saskatchewan will continue to explore additional rules around where cannabis can be grown, including issues concerning multi-unit residences and rental properties, and how cannabis can be grown.

vii. Public Health

When asked to rank the Government's priorities regarding cannabis, survey respondents ranked priorities in the following order:

1. Prohibit minors
2. Location – not near schools or anywhere youth and young children frequent
3. Security requirements
4. Accessibility of retail outlets
5. Hours of operation
6. Market saturation

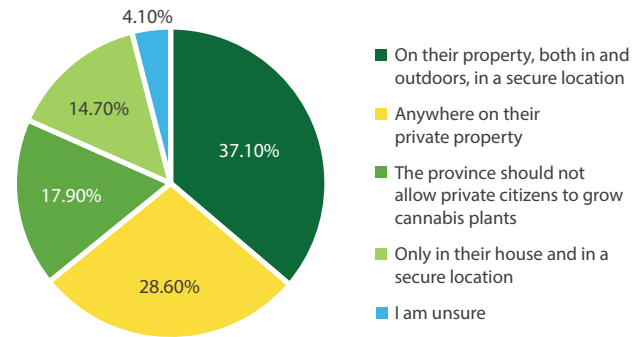
a. Public Education

Results from the public survey clearly showed that ensuring cannabis is inaccessible by children and youth is of high importance to residents.

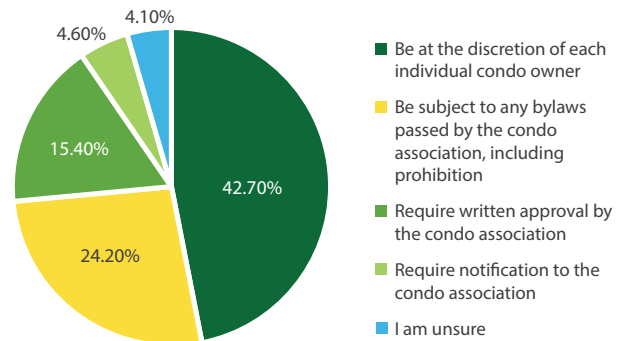
We heard from respondents that public education and awareness is a priority for minimizing the risks and harms associated with cannabis use. Respondents said the Government of Saskatchewan should focus on responsible use campaigns, public education in schools and universities, retail stores, and medical offices to ensure that the public has the information needed to make responsible and healthy choices about cannabis use. Respondents prioritized the need for public education and awareness in a number of areas, including:

- ⇒ Impaired driving laws and prevention
- ⇒ Health risks for children, youth, and young adults under the age of 25
- ⇒ Cannabis use and mental health and addictions
- ⇒ Cannabis use before, during and after pregnancy, and while breastfeeding
- ⇒ General health risks associated with cannabis use

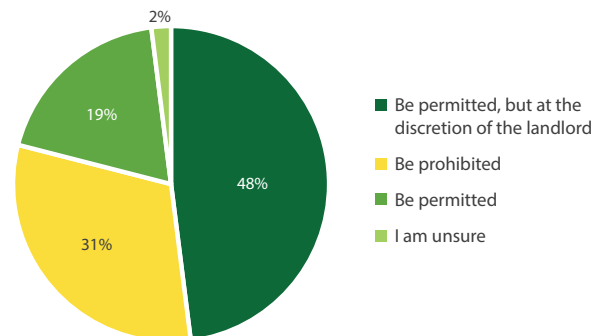
Where should the province allow private citizens to grow cannabis plants?



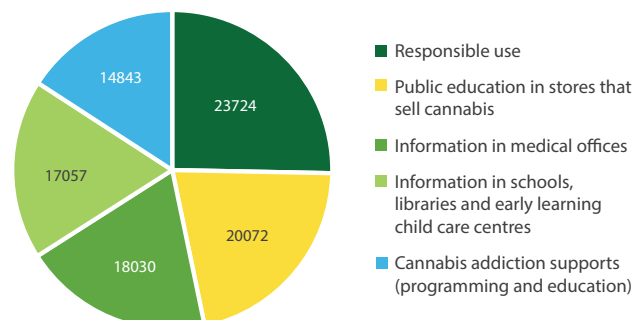
Growing cannabis in condos should:



Growing cannabis in rental properties should:



Which of the following approaches should be considered to ensure the public has the information they need to make responsible and healthy choices about cannabis use?



The Government of Saskatchewan recognizes the importance of public education and awareness in reducing risks and harms associated with cannabis use, and protecting the safety of the public. All provinces, territories, and the federal government share these objectives. Saskatchewan is working collaboratively with other jurisdictions and partner organizations on the development of clear, consistent and credible public education materials. Partners plan to focus on areas such as impaired driving, and the information needs of higher risk populations (including children, young adults, pregnant women, and individuals at increased risk of developing mental illness).

The Government of Saskatchewan will publish online information about the risks associated with cannabis use, including resources to help the public answer questions about cannabis. These resources will expand significantly over the coming months as more information becomes available, and will be updated regularly. This online source will be used to keep the public informed about Saskatchewan's cannabis framework and risks associated with cannabis use.

b. Harm Reduction

Bill C-45 contains restrictions regarding the promotion, marketing, and labeling of cannabis to prevent use by youth. This includes anything that:

- ⇒ Would be considered appealing to youth;
- ⇒ Use false or misleading information, testimonials and endorsements; and,
- ⇒ Includes lifestyle elements or shows a person, character, or animal.

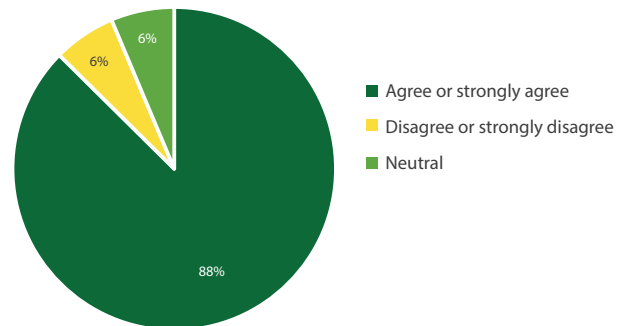
The province views these restrictions as appropriate and will support their enforcement.

c. Use in Public Places

Similar to smoking cigarettes, consuming cannabis in public places will be prohibited for public health considerations.

The majority of respondents believe that cannabis consumption should be prohibited in public spaces. Regulations will restrict cannabis consumption in public spaces and around minors.

Cannabis use in public spaces should be prohibited



Going Forward

Thank you again to all the Saskatchewan residents who took the time to complete the survey and provide your thoughts on cannabis legalization within Saskatchewan.

The Government of Saskatchewan is implementing legislation focused on the health and safety of our residents as we transition to legal cannabis use. We will continue to update you with information as the process moves forward. For more information on cannabis use, including its health implications, please visit [Saskatchewan.ca/cannabis](https://saskatchewan.ca/cannabis).

Cannabis Regulatory Policy Manual



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Chapter 1 – General Information

1. Introduction

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

2. How to Use this Manual

- a. Overall Organization
 - i. This Manual is organized into chapters, as outlined in the Table of Contents. Section breaks assist identifying the name and location of each of the chapters.
 1. Three chapters deal with specific classes of cannabis permits or cannabis registrations, each of which has information relevant only to the specific class of cannabis permit or registration. *For more information about the different classes of permits or registrations, see the following: Chapter 3 – Cannabis Retail Store Permit; Chapter 4 – Cannabis Wholesale Permit; Chapter 5 –Registration for Federal Cannabis Licensees.*
 2. The information in the remaining chapters applies equally to all classes of cannabis permits and registrations unless otherwise indicated.
- b. Revisions to Material in Manual
 - i. SLGA will post new or revised material on the SLGA website as required. For a quick and easy *Cannabis Regulatory Policy Manual* update visit: www.slga.com.

3. Federal, Provincial, and Municipal Responsibilities
 - a. The federal government is responsible for:
 - i. Establishing a common legal cannabis framework that applies across Canada;
 - ii. Licensing and regulating businesses involved in the production, processing, and packaging of cannabis;
 - iii. Regulating production and access to medical cannabis;
 - iv. Establishing and enforcing product and production standards;
 - v. Establishing and enforcing packaging and labelling standards;
 - vi. Establishing and enforcing advertising and promotion standards across all levels of the cannabis industry; and
 - vii. Overseeing industry-wide tracking and reporting requirements, including reporting by SLGA on behalf of cannabis retail permittees, cannabis wholesale permittees and registrants.
 - b. SLGA is responsible for the regulation of the distribution and sale of cannabis in Saskatchewan. In this capacity, SLGA:
 - i. Reviews permit and registration applications and renewals;
 - ii. Issues permits and registrations;
 - iii. Inspects permitted establishments;
 - iv. Investigates complaints;
 - v. Enforces terms and conditions, regulations, and legislation respecting the operation of establishments;
 - vi. Educates permittees and registrants about the regulatory requirements for the purposes of preventing violations in establishments.
 - c. Municipalities and First Nations are responsible for determining where (if anywhere) cannabis permits can be located in a municipality or First Nation. In this capacity, municipalities and First Nations may also establish rules relating to:
 - i. Buffer distance between cannabis businesses or cannabis businesses and any specified facility type (e.g. schools or playgrounds);
 - ii. Business licensing;
 - iii. Business signage; and
 - iv. Limiting hours of operation.
4. Legislation, Regulations, Policies and Terms and Conditions

- a. *Cannabis Act*
 - i. The *Cannabis Act* is the federal legislation that creates the legal framework for the possession, distribution, and sale of cannabis in Canada.
- b. *Cannabis Regulations*
 - i. The *Cannabis Regulations* provide additional details about the legal framework outlined in the *Cannabis Act*.
- c. *The Cannabis Control (Saskatchewan) Act*
 - i. *The Cannabis Control (Saskatchewan) Act* is the primary legal source that grants SLGA the authority to issue cannabis permits and impose requirements and responsibilities on Saskatchewan permittees and registrants, and their employees.
 - ii. SLGA may impose sanctions on a cannabis permittee or registrant where it fails to comply with *The Cannabis Control (Saskatchewan) Act*.
- d. *The Cannabis Control (Saskatchewan) Regulations*
 - i. Regulations are also a form of law. They provide additional details about topics addressed in the *Act*.
 - ii. SLGA may impose sanctions on a cannabis permittee or registrant where it fails to comply with *The Cannabis Control (Saskatchewan) Regulations*.
- e. Terms and Conditions on a Permit or Registration
 - i. SLGA may impose specific requirements respecting the operation of an establishment by setting terms and conditions on a permit or registration.
 - ii. SLGA may set terms and conditions that apply to:
 - 1. All classes of permits or registrations;
 - 2. Particular classes of permits or registrations; or
 - 3. An individual permit or registration.
 - iii. SLGA may impose sanctions on a cannabis permittee or registrant where it fails to comply with any of the terms and conditions on a permit or registration.
- f. SLGA Policies
 - i. SLGA has developed policies to aid its regulation of establishments under *The Cannabis Control (Saskatchewan) Act*, and *The Cannabis Control (Saskatchewan) Regulations*. These policies will help:
 - 1. In explaining to the public and permittees how SLGA interprets and applies *The Cannabis Control (Saskatchewan) Act* and its regulations; and
 - 2. In promoting consistency in the decisions made by SLGA.

- ii. SLGA considers and applies its policies when determining permit refusals, suspensions, cancellations and administrative penalties (fines). However, in unique or other appropriate circumstances, a permittee will have the option to justify, to SLGA's satisfaction, that a policy need not be adopted or applied.
 - iii. A permittee or registrant may contact the Cannabis Licensing and Inspections Branch to get more information about SLGA's policies or to discuss the application of a policy to a particular situation. *For a list of contact persons, telephone numbers, and addresses, see Appendix: Contact Information.*
5. Permit and Registration Classes
- a. SLGA issues the following classes of cannabis permits:
 - i. Cannabis Retail Store Permit – Available to businesses that want to engage in the retail sale of cannabis for consumption and use off the premises.
 - ii. Cannabis Wholesale Permit – Available to businesses that want to engage in the wholesale purchase and distribution of cannabis.
 - iii. SLGA issues cannabis registration to federal cannabis licensees (commonly known as licensed producers or LPs) that are authorized to package and sell finished cannabis products. Federal cannabis licensing changes implemented on October 17, 2018 resulted in the elimination of the license category 'licensed producer' (LP) and most such licenses were converted to processing licences and remain eligible to register with SLGA. Entities with cultivation or nursery licences may also be eligible to register with SLGA to sell cannabis plant seeds or cannabis plants. Federal cannabis licensees should only apply for registration once they are able to sell products to permittees.

Chapter 2 – Permitting Processes

Application forms for cannabis wholesale and cannabis retail store permits are available on SLGA's website at www.sлга.com/permits-and-licences/cannabis-permits. For a list of contact persons, telephone numbers, and addresses, see Appendix: Contact Information. Federal cannabis licensees interested in registering with SLGA should see Chapter 5 of this manual.

1. General Considerations

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

- a. Compliance with preliminary permit restrictions or pre-conditions;
- b. Eligibility and suitability of the applicant or those individuals associated with the applicant;
- c. Suitability of the location, construction, equipment, furnishings and/or operation of the proposed establishment;
- d. Suitability of any related social media, retail website, and/or any other online presence;

2. Cannabis Permit Applications

a. Information Required

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

b. Personal and Corporate Information

SLGA is required under *The Cannabis Control (Saskatchewan) Act* and by corporate policy to determine whether or not an applicant for a cannabis permit is of good character. When determining good character, SLGA considers the business itself, its owners and key decision-

makers, and if necessary, any other businesses and individuals that have direct or indirect control in the business applying for the permit.

- i. Personal disclosure forms, including personal, employment, and criminal history, personal financial information, and consent for SLGA to obtain and release all necessary information, are generally required for:
 - Any individual applicants or partners;
 - If an applicant or partner is an Indian Band, the chief and council members;
 - If an applicant or partner is a corporation, all officers and directors of the corporation, and all shareholders who hold at least 10% or more beneficial and/or voting shares;
 - If a shareholder is a corporation, a personal disclosure form is required for all officers and directors of that corporation, and all shareholders who hold at least 10% or more beneficial and/or voting shares;
 - If a shareholder is an Indian Band, a personal disclosure form is required for the chief and council members;
 - If a shareholder is a trust, a personal disclosure form is required for the trustee and all non-minor beneficiaries who hold at least 10% of legal or beneficial ownership, along with a copy of the trust agreement or a lawyer's undertaking describing the trust structure.
 - Depending on the ownership and accountability structure of the applicant, SLGA reserves the right to require a personal disclosure form for other stakeholders, including investors, key operating personnel, and associates.
- ii. Corporate disclosure forms, including corporate history, corporate financial information, and consent for SLGA to obtain and release all necessary information, are generally required for:
 - Any applicant or partner corporations;
 - Corporations and trusts that hold at least 10% of beneficial or voting shares of applicant or partner corporations;
 - Depending on the ownership and accountability structure of the applicant, SLGA reserves the right to require a corporate disclosure form for other stakeholders, including investors and shareholders that hold less than 10% of shares.
- c. Proof of Possession
 - i. A permit can only be issued for physical premises that are in the legal possession of the permittee. This means that the same legal entity(s) named on the permit application must also have legal possession of the retail store, storage facility, and/or warehouse under the same legal structure. For example, if the application is submitted under the

partnership “John Doe and ABC Corporation”, the same partnership must hold the lease or title for the premises.

- ii. Documents typically accepted as proof of possession and that demonstrate the applicant’s legal right to occupy the premises include a lease or sublease, a certificate of title, or an agreement for sale.
 - iii. Applicants who would like SLGA to process applications for two or more permits within the same community at the same time must provide proof of possession for each application. Applicants applying for only one permit within a municipality do not need to provide proof of possession at the time the application is submitted but will need to do so before a permit can be issued.
- d. Municipal approval and building inspection
- i. Under *The Cannabis Control (Saskatchewan) Act* and *The Cannabis Control (Saskatchewan) Regulations*, SLGA cannot issue a cannabis retail store or wholesale permit in a community where the municipal or band council has prohibited those types of businesses. Upon receiving an application, if there is no existing retail store in that community, SLGA will notify the municipality or band that an application has been received, but will not release the name of the applicant or any specific proposed location.
 - ii. A copy of your business licence and/or written approval of the facility location for all wholesale, retail, and related storage facilities must be provided before the permit can be issued. SLGA encourages all applicants and prospective applicants to contact the local government of the community where the store is to be located as early in the process as possible, as local governments have the authority to impose restrictions on the number of businesses that can operate as well as where they can be located.
 - iii. A copy of the building inspection approval for all facilities (may be completed by a class 2 or 3 building inspector as required by provincial building standards) must be provided before the permit can be issued.

e. Security Requirements

See *Appendix: Facility Security* for information about security requirements for cannabis facilities located in Saskatchewan. Note that these requirements are based in part on current information available about Health Canada’s federal tracking and reporting system, and are subject to change at any time.

f. Inventory Management and Sales Tracking and Reporting System

Permitted wholesalers and retailers are required to track all additions and reductions to inventory, and to report that information to SLGA on a monthly basis. SLGA will then report that information to Health Canada on behalf of its permitted wholesalers and retailers.

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

g. Processing Time

SLGA recommends that applicants allow at least 180 days for permit application processing. SLGA will not issue a cannabis retail store permit until the physical storefront is approved and ready to begin operating. Cannabis retail store permittees cannot sell cannabis online without also operating a physical storefront.

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

- i. Any incomplete, missing, or incorrect information on the application;
- ii. Review of personal and corporate information, and any related investigations, to establish that the applicant is of suitable character to operate a cannabis business;
- iii. Construction or renovation of physical premises, followed by SLGA inspection;
- iv. Configuration of inventory tracking and reporting systems, followed by SLGA confirmation; and
- v. Confirmation that all owners and employees have taken mandatory social responsibility training.

3. Permit Fees

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

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

- b. The application fee is required at the time the completed application is submitted, and is non-refundable. SLGA will not begin processing an application without the fee.
- c. In addition to the application fee, a refundable annual fee is required for all permits, with the first annual fee due before the permit can be issued.
- d. The annual fee can be paid for all three years up front, or in annual installments. The 2nd and 3rd annual fees are due on or before the anniversary of the date the permit was issued. If the fee is not received by the due date, the permit will be immediately suspended, and the

business must cease operation until the permit is reinstated. If the fee is not received within 90 days after the due date, the permit will be cancelled.

- e. When a permit is renewed, the annual fees continue to apply but no application fee is required.

4. Permit Renewal

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

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

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

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

a. Sale of Business

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

b. Restructuring

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

c. Limited Transfer Options

- i. SLGA may change the named owner(s) on an existing permit under the following limited circumstances (a transfer application is required in all cases):
 1. One of the permitted partners is removed from the list of owners;
 2. A sole proprietor establishes a corporation in which he or she is the sole officer, director and shareholder;
 3. A partnership establishes a corporation in which some or all of partners are the sole officers, directors and shareholders;
 4. A permitted corporation establishes a new corporation in which some or all of the officers, directors and shareholders are the sole officers, directors and shareholders (any new shareholders must hold less than 10% of the shares of the new corporation);
 5. A permitted corporation whose sole officer, director and shareholder establishes a sole proprietorship;
 6. A permitted corporation whose officers, director and shareholders form a partnership;
 7. A trustee in a bankruptcy case or a court-appointed receiver acquires the business of a permittee as trustee in bankruptcy or as court appointed receiver;
 8. A mortgagee, franchisor or lessor takes lawful possession of the permitted premise.

- ii. SLGA will not grant a transfer of a permit if:
 1. At the time of the application, SLGA is of the opinion that it would not issue a permit to the applicant if they were applying for a new permit at that time;
 2. SLGA proposes to suspend or cancel the permit, unless the suspension is overturned by the Liquor and Gaming Licensing Commission or served by the existing permittee;
 3. SLGA imposes new terms and conditions on the permit;
 4. SLGA assess a penalty against the existing permittee pursuant to Section 5-6 of the Act (administrative penalties section);
 5. The good character requirement has not been met; and
 6. The permit was surrendered or is no longer in effect.

6. Death of Permittee (Wholesale and Retail Permits)

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

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

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

- a. A cannabis retail store permit may be issued for only one retail store facility at a time, and may have one or more storage facilities associated with that permit.
- b. A Cannabis Wholesale Permit may have one or more warehouse facilities associated with a permit.
- c. The permittee must obtain SLGA approval of any new location before beginning to operate a cannabis business in that location. SLGA will inspect the premises as part of the approval process, so the permittee should allow sufficient time for this to take place. The following information will be required for SLGA's review:
 - i. Proof of possession;
 - ii. Building inspection approval;
 - iii. Floor plan;
 - iv. Information about compliance with security requirements; and
 - v. Proof of compliance with municipal zoning and any restrictions on the location.

8. Changes to the Layout of a Permitted Facility

- a. A permittee who wants to change the layout of any area of a permitted cannabis facility must obtain approval from SLGA before beginning renovations. Details of the requested changes, including revised floor plans and an engineer's report for any changes to cannabis storage areas should be sent to the Cannabis Licensing and Inspections Branch. *For a list of contact persons, telephone numbers, and addresses, see Appendix: Contact Information of this.*

Information about requirements for the physical layout of a retail store can be found in Chapter 3 – Cannabis Retail Store Permit. For information about security requirements, please consult Appendix: Facility Security.

9. Damaged/Destroyed Facilities (Wholesale and Retail Permits)

- a. If a cannabis retail store, off-site storage facility, or cannabis warehouse is destroyed, the permit will continue in effect for up to 12 months or until it expires, whichever comes first, unless SLGA is advised by the permittee that the facility will not reopen under existing ownership. SLGA may amend the permit to reflect:
 - i. New premises constructed on the site of the destroyed premises; or
 - ii. New premises occupied or constructed on any other site within the same municipality.

10. Temporary and Permanent Closures (Wholesale and Retail Permits)

- a. A cannabis retail store or cannabis warehouse may close for any reason for up to 90 days without affecting the permit. The permittee must notify SLGA in writing at the time of closure and prior to re-opening. Cannabis retail stores may not sell cannabis using any other method (for example, online) if the physical storefront is inactive.
- b. If the store or warehouse has not re-opened after 90 days, the permit will be closed permanently and a new application will be required to re-open the business, except as noted below:
 - i. When a retail store or warehouse closes because it is damaged or destroyed, the permittee will remain eligible for the permit in premises repaired, rebuilt, or relocated in the same municipality for up to 12 months from the date the damage occurred. SLGA may extend this period at its discretion.

11. Handling of cannabis upon closure or permit cancellation

- a. When a cannabis permit is cancelled or closed a cannabis permittee will forfeit to SLGA all cannabis in their possession unless SLGA has provided authorization for the cannabis permittee to dispose of the cannabis after the cannabis permit is no longer in effect. The authorization provided by SLGA will be for a limited period of time.
- b. Authorization to possess cannabis after a permit is no longer in effect must be sought and provided before the cannabis permit has been cancelled or closes.
- c. If a cannabis permittee does not request authorization or authorization is not granted, cannabis in the possession of the cannabis permittee when the permit ceases to be in effect will immediately be forfeited to SLGA.
- d. Cannabis permittees that SLGA has authorized to possess cannabis after their permit is no longer in effect must only do so in accordance with the terms and conditions of SLGA's authorization. For instance, cannabis permittees may be able return cannabis to a supplier, sell or transfer cannabis to another cannabis permittee, or destroy cannabis.
- e. Any remaining cannabis at the conclusion of the authorization period is forfeited to SLGA.
- f. If cannabis is forfeited to SLGA, SLGA will apply to the court for the appointment of a trustee who will be responsible for the cannabis.

Chapter 3 – Cannabis Retail Store Permit

1. Primary Business and Eligibility

- a. The primary purpose of a standalone cannabis retail store permit is the retail sale of cannabis, cannabis accessories, and cannabis ancillary items. Standalone cannabis retail stores may not provide any other goods or services.
- b. Integrated cannabis retail store permits may sell cannabis, cannabis accessories, and cannabis ancillary items alongside other goods or services. SLGA will consider issuing an integrated cannabis retail store permit where the premises and any adjacent businesses with direct access:
 - i. Are located in a municipality or reserve with fewer than 2,500 residents (In cases where a reserve is located within an urban municipality, SLGA will use the combined population of the reserve and urban municipality);
 - ii. Are not subject to a liquor permit issued by SLGA;
 - iii. Are not located in a residence or on residential property;
 - iv. Comply with any municipal restrictions for cannabis retail; and
 - v. Are not primarily focused on providing goods and/or services to minors, such as a school, day care, or arcade.
- c. SLGA will consider issuing integrated cannabis retail store permits where the associated business is a service provider, such as a hotel, salon, spa, or non-commercial operation such as a town office. A hotel that has a liquor permitted area may be eligible for a cannabis retail store permit as long as there is no direct access between the liquor and cannabis permitted areas.
- d. Cannabis retail store permittees must operate a retail storefront, and may also sell cannabis, cannabis accessories, and cannabis ancillary items to individuals in Saskatchewan via a website using delivery or pick-up at the retail store.
- e. Cannabis retail store permittees may also make wholesale sales of cannabis, cannabis accessories, or cannabis ancillary items to other Saskatchewan cannabis retail store permittees. There is no limit on the volume of these sales.
- f. Where the cannabis permitted business can be accessed directly from an adjacent business, the adjacent business may be owned by the cannabis retail store permittee or a separate legal entity.

2. Facility Standards

- a. Suitability of a Cannabis Retail Store Facility

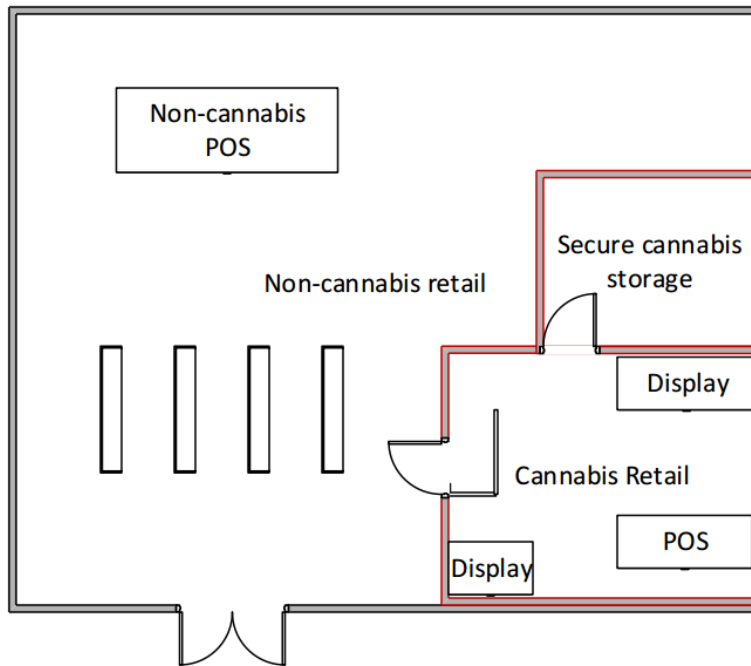
- i. SLGA allows a cannabis retail store permit to be issued and continue to remain in effect only if the location, construction, equipment, furnishings, and operation of the premises consistently meet the standards set out in *The Cannabis Control (Saskatchewan) Act*, *The Cannabis Control (Saskatchewan) Regulations*, and terms and conditions on a permit. If these standards are not met, SLGA may refuse to issue or renew a permit or may impose sanctions against the cannabis retail permittee up to and including the cancellation of the permit.
 - ii. The cannabis retail store permittee is responsible for ensuring that the premises complies with the facility standards set out in building codes, health and fire regulations, and other relevant federal, provincial and municipal legislation and regulations.
 - iii. Cannabis retail store permittees must provide bona fide retail storefront facilities sufficient to serve the local market.
- b. Standalone Definition
- i. To be considered standalone, a cannabis retail store must operate its cannabis sales physically independent from any other business activity, and must have the following characteristics:
 1. Is customer-accessible via an exterior door and/or a door that opens onto a common entry space (for example, a foyer or hallway in a shopping mall);
 2. Operates in a retail space that is enclosed and separated from any other business by floor-to-ceiling walls, with no open doorways or direct access between it and another business activity;
 3. Has a point of sale terminal that is not shared by any other business and, if the terminal is part of another system, it must be able to keep records and reporting separate from other business points of sale in that system;
 4. Displays and sells only cannabis, cannabis accessories, and cannabis ancillary items as defined by SLGA in subsection 12, Product Offerings and Price, below;
 5. Prevents individuals from viewing or otherwise accessing cannabis, cannabis accessories or cannabis ancillary items from outside the cannabis retail store premises.
- c. Integrated Definition
- i. An integrated cannabis retail store is defined as a store that has either of the following characteristics:
 1. Can be accessed through or has direct access to an adjacent business; or
 2. Sells products or services other than cannabis, cannabis accessories, and cannabis ancillary items.

- ii. An integrated cannabis retail store may be minors-prohibited (Type 1) or minors may be allowed (Type 2).
- d. Type 1 (minors-prohibited) integrated store configuration
 - i. In this configuration, the cannabis retail area is a minors-prohibited room enclosed by permanently-installed, solid floor-to-ceiling dividers that prevent individuals from viewing cannabis, cannabis accessories, and cannabis promotions from outside the room. This room may be accessible from within an adjacent business and/or through an exterior door.
 - ii. The cannabis permitted premises shall include only the cannabis retail area and any related areas legally possessed and exclusively used by the cannabis retail store permittee, including any areas where cannabis is stored. The cannabis retail business may share other spaces, including office and shipping/receiving facilities, with another business as long as cannabis is not stored or left unmonitored in a shared space at any time. These shared spaces are not considered part of the cannabis permitted premises.
 - iii. Only cannabis, cannabis accessories, and cannabis ancillary items may be sold inside the cannabis retail area. All sales of these products must take place at a point of sale terminal located within the cannabis retail area. Customers must not remove cannabis, cannabis accessories, or cannabis ancillary items from the cannabis permitted premises until they are purchased and paid for.
 - iv. Interior and exterior entry points must be designed to ensure that cannabis products are not visible when customers enter and leave the cannabis retail area.
 - v. Cannabis and cannabis accessories displayed in the cannabis retail area must be displayed in accordance with standards outlined in Section 12(g) and (h).
 - vi. Information and brand preference promotions may be displayed within the cannabis permitted premises. All such promotional material must not be visible from outside the cannabis retail area.
 - vii. Integrated cannabis retail stores with a minors-prohibited area may have exterior signage or signage in any adjacent business with direct access to the cannabis retail area that indicates that cannabis is available for sale in the premises. All promotional information, including the use of brand elements, must comply with the requirements of the *Cannabis Act* (Canada) and *Cannabis Regulations* (Canada).
 - viii. Outside of legal cannabis retailing hours:
 - The cannabis permitted premises must cease to operate and be secured against unauthorized access;
 - Cannabis, excluding cannabis edibles and cannabis samples, must be stored according to the standards outlined in *Appendix: Facility Security*; and

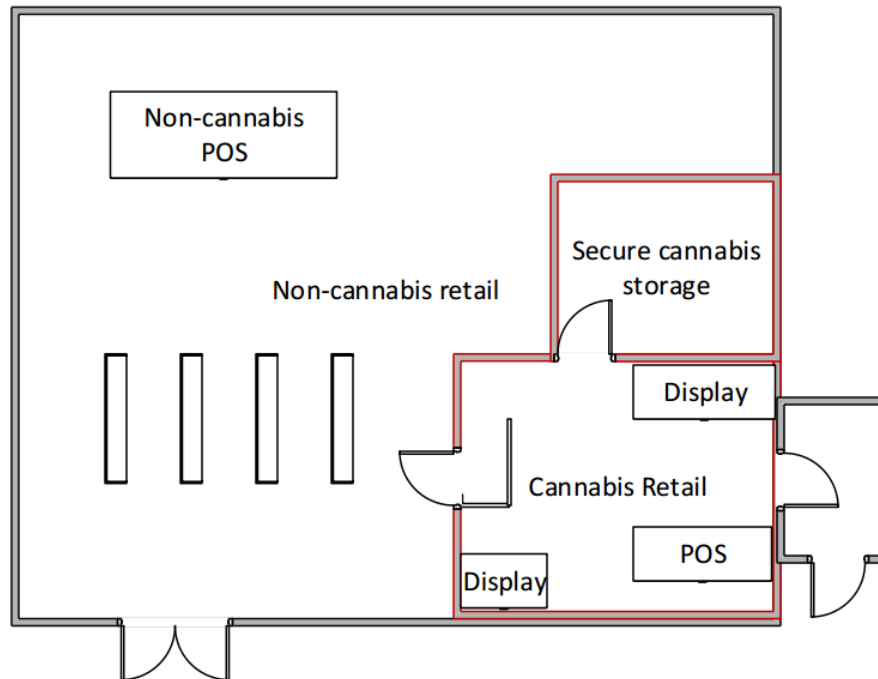
- Cannabis edibles and cannabis samples may be stored within the cannabis retail area or stored securely according to the standards outlined in *Appendix: Facility Security*.

ix. Sample configurations:

Type 1 – Minors prohibited
Internal entrance only



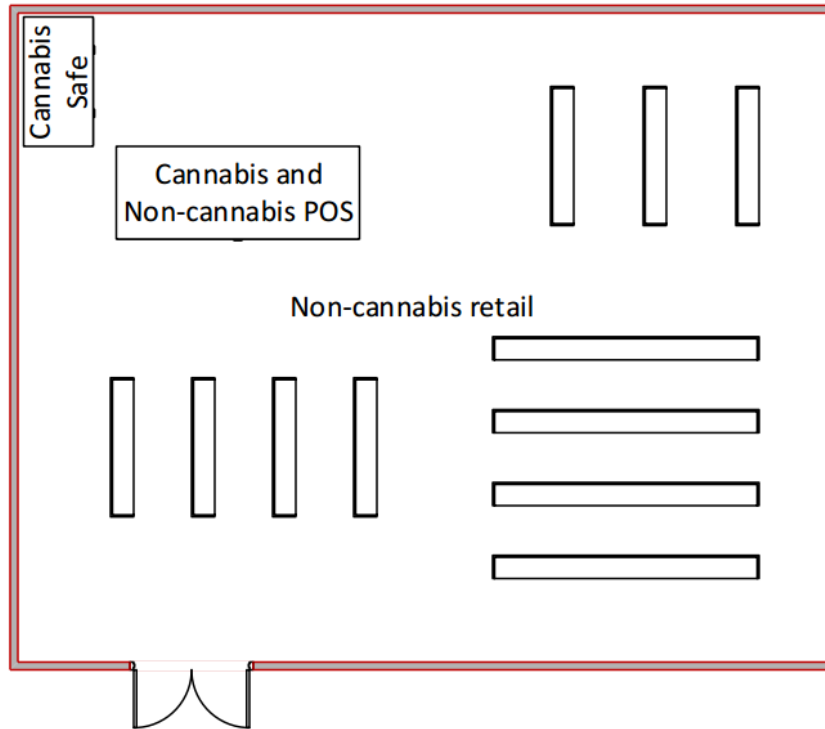
Type 1 – Minors prohibited
Internal and external entrance



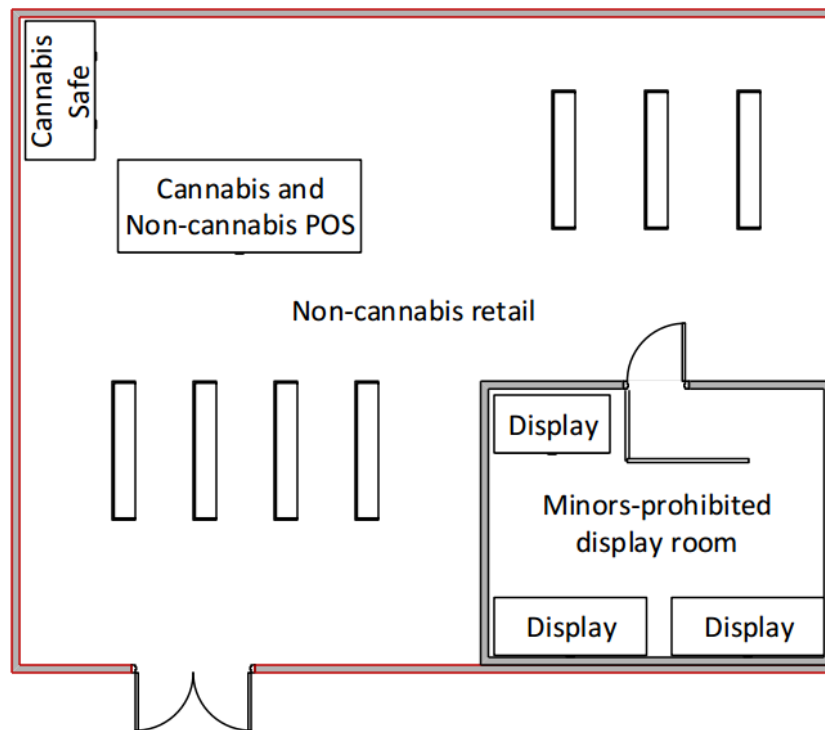
- e. Type 2 (minors-allowed) integrated store configuration
- i. In this configuration, the cannabis retail area is located in a business that provides products and/or services other than cannabis to adults and also allows minors to access the premises. Cannabis and cannabis accessories may be sold from behind a counter if the cannabis and cannabis accessories are not visible to minors or accessible to minor employees.
 - ii. The cannabis permitted premises shall include the entire retail area and any areas where cannabis is stored and may also include any other areas of the facility that are in the legal possession and exclusive use of the cannabis retail store permittee. Cannabis must not be stored or left unmonitored outside of the cannabis permitted premises, and within the permitted premises must be monitored by an adult at all times unless stored securely according to the standards outlined in *Appendix: Facility Security*.
 - iii. Sales of cannabis and cannabis accessories as well as other goods and services may take place at a common point of sale terminal located within the cannabis permitted premises and till records must clearly identify all sales of cannabis. Customers must not remove cannabis and cannabis accessories from the cannabis permitted premises until they are purchased and paid for.
 - iv. Cannabis and cannabis accessories may not be displayed in the cannabis permitted premises unless located in a monitored, minors-prohibited room. Sensory displays (including smell jars) are prohibited unless located in a monitored, minors-prohibited room.

- v. Information and brand preference promotions may not be displayed in the cannabis permitted premises except within a monitored, minors-prohibited room. Signage within the permitted premises and on the exterior of the facility may indicate that cannabis is available for sale in the premises. All promotional information materials, including the use of brand elements, must comply with the requirements of the *Cannabis Act* (Canada) and *Cannabis Regulations* (Canada).
- vi. Outside of legal cannabis retailing hours:
- The business may continue to provide non-cannabis product and services subject to any other applicable laws;
 - Any product and promotion display room must cease to operate and be secured against unauthorized access; and
 - Cannabis, excluding cannabis edibles and cannabis, must be stored according to the standards outlined in *Appendix: Facility Security*;
 - Cannabis edibles must be stored in locked and immobilized containers or locked refrigeration units within the retail area if they are not stored securely according to the standards outlined in *Appendix: Facility Security*; and
 - Cannabis samples may be stored in the secured display room or stored securely according to the standards outlined in *Appendix: Facility Security*.
- vii. Sample configurations:

Type 2 – Minors allowed



Type 2 – Minors allowed
Display room variation



f. Security Standards

See Appendix: Facility Security for information about the security standards for retail stores.

g. Off-site Storage Facilities

- i. The cannabis retail store may acquire sufficient off-site storage facilities to maintain inventory for the cannabis retail store and/or the processing of online sales conducted under the cannabis retail permit. It may also provide wholesale sales to other Saskatchewan cannabis retail store permittees from the retail store and/or storage facility. Storage facilities associated with a cannabis permitted premises may be used to store only products owned by the cannabis permittee and intended for sale in the cannabis permitted premises and any related online store.
- ii. Minors are prohibited access to off-site cannabis storage facilities at all times.
- iii. If cannabis is stored at a location away from the retail store, the address of the storage facility must be provided to SLGA. This storage facility does not have to be located in the same municipality as the retail store.
- iv. Where the cannabis retail store permittee operates more than one cannabis retail store, it is not necessary to have a separate storage facility for each store. For example, a cannabis retail permittee that operates a store in each of Saskatoon and Regina could have a single storage facility to hold inventory for both stores in Davidson.
- v. All storage facilities used by a cannabis retail store permittee must satisfy the security requirements established for cannabis retail stores. *See Appendix: Facility Security for more information.*
- vi. Off-site storage facilities will be subject to inspection on the same terms as the premises of a cannabis retail store.

h. Use of SLGA Logo

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

3. Business Name

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

Health Canada, which is responsible for enforcing the Cannabis Act (Canada). See Appendix: Contact Information for Health Canada contact information.

4. Staffing

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

5. Minors

- a. A minor is a person under the age of 19.
- b. The sale of cannabis or cannabis accessories to minors is prohibited. A cannabis retail store permittee or the employees of a cannabis retail store permittee must demand proof of age on all transactions involving cannabis and cannabis accessories, including cannabis or cannabis accessories being delivered.
- c. Minors are not allowed under the *Cannabis Act (Canada)* to view cannabis or cannabis accessories or related advertising, either in a retail store or on a website. Cannabis retail store permittees must take reasonable steps to ensure that minors do not access any promotional information on the retail website except information about availability and/or price
- d. A standalone or type 1 integrated cannabis retail store permittee must take reasonable steps to ensure that minors do not enter the retail store premises. Minors may be present as employees and non-cannabis customers in businesses adjacent to type 1 integrated cannabis retail stores.
- e. Minors may be present as employees and non-cannabis customers in type 2 integrated cannabis retail stores, except in secure cannabis storage areas, cannabis and cannabis accessory display rooms, and any other areas that are designated on the permit as minors-prohibited. Permittees must take reasonable precautions to ensure that minors do not access such areas, such as physically controlling access to those spaces or continuously monitoring them for unauthorized access.

- f. Minors must not handle cannabis or be involved in any way in the operation of the cannabis business, including but not limited to taking orders and payments, making and receiving deliveries, stocking shelves, managing inventory, or providing maintenance services to cannabis permitted premises.
 - g. If any person fails or refuses to produce satisfactory age identification when requested, the cannabis retail permittee or the employees of the cannabis retail permittee must deny service and require the person to leave the minors-prohibited area immediately or refuse to complete the delivery.
6. Intoxicated Patrons
- a. The sale of cannabis to intoxicated patrons is prohibited.
 - b. Intoxication happens when a person's physical and mental capabilities are diminished by alcohol or a drug. When a person consumes a substance such as alcohol or a drug faster than their body can get rid of it, they become intoxicated. Their behaviour begins to change and they will show signs of intoxication. People who are intoxicated behave and think differently than they normally would.
 - c. *The Cannabis Control (Saskatchewan) Act* prohibits cannabis retail store permittees and employees from selling cannabis to anyone who appears to be intoxicated by alcohol or a drug. A person who appears to be intoxicated by alcohol or a drug may:
 - i. Stagger or have an unsteady walk;
 - ii. Have poor coordination;
 - iii. Slur their words;
 - iv. Have bloodshot eyes and/or breath that smells of alcohol;
 - v. Be messy in appearance; or
 - vi. Behave in an overly bold, disruptive manner
 - d. Common signs of intoxication cannabis retail store permittees and their employees should consider when determining whether a customer appears intoxicated include:
 - i. The customer's physical appearance:
 - Bloodshot, glassy, or watery eyes
 - Flushed face
 - Droopy eyelids
 - Blank stare or dazed look
 - Twitching or body tremors
 - Disheveled clothing

- ii. The way the customer speaks:
 - Thick, slurred speech
 - Loud, noisy speech
 - Speaking loudly, then quietly
 - Rambling train of thought
 - Unusually fast or slow talking
 - Slow response to questions or comments
 - Repetitive statements
 - Bravado, boasting
 - Making irrational statements
- iii. The customer's attitude:
 - Annoying other guests and employees
 - Argumentative
 - Aggressive or belligerent
 - Obnoxious or mean
 - Inappropriate sexually aggressive advances
 - Overly friendly to other guests or employees
 - Boisterous
- iv. The way the customer behaves:
 - Swaying, staggering, or stumbling
 - Unable to sit straight
 - Careless with money
 - Difficulty making change
 - Restless
 - Depressed or sullen
 - Crying or moody
 - Extreme or sudden change in behavior
 - Overly animated or entertaining
 - Crude, inappropriate speech or gestures

- Drowsiness or falling asleep
 - Lack of focus and eye contact
 - Difficulty standing up
 - Unusual walk
 - Falling down or falling off of chair
 - Clumsy
 - Difficulties with memory and attention
 - Disoriented
 - Agitated, anxious
 - Grinding teeth
 - Vomiting
- v. Other signs:
- Odour of alcohol, cannabis or chemicals
 - Excessive perspiration
 - Repeated trips to restroom or outside area
- e. Cannabis retail store permittees and their employees may not know definitively if a customer has consumed an intoxicating substance, but staff are expected to decide if a customer appears intoxicated. It is against the law to sell cannabis to anyone who appears intoxicated by any substance: alcohol, prescription drugs, over-the-counter medication, recreational or illicit drugs, or inhalants.

7. Mandatory identification verification

- a. A cannabis retail store permittee or the employees of a cannabis retail store must demand proof of age from customers attempting to purchase cannabis or cannabis accessories and before a sale or delivery is completed.
- b. A permittee or employee must demand proof of age from any individuals who appear to be minors that are in a cannabis retail store areas where minors are prohibited. If suitable identification cannot be provided then the individual must be asked to leave the premises.
- c. Age and identity of an individual can be confirmed by examining a single form of primary identification or, alternatively, two pieces of secondary identification. If a customer is using two pieces of secondary identification at least one of the documents examined must be an expired form of primary identification.

- d. If an individual fails or refuses to produce satisfactory proof of age identification, the permittee or the employees of the establishment must refuse any sales and ask the person to leave the cannabis retail store immediately.
- e. To be considered primary identification the document must include a photo and a date of birth and be government issued. Forms of identification that satisfy all other requirements but do not have an expiry date are acceptable. SLGA considers the following examples to be acceptable forms of government-issued identification:
- Photo Driver's Licence
 - Firearms Possession and Acquisition Licence (PAL)
 - Permanent Resident Card
 - Certificate of Indian Status
 - Passport
 - Citizenship card Government Photo I.D.
 - Government-issued Trusted Traveller Membership cards (e.g. Nexus)

There are likely additional forms of government issued photo identification that satisfy SLGA's requirements that have not been included on the above list.

- f. To be considered secondary identification the document must include a date of birth and be government issued. Forms of identification that may satisfy these requirements but do not have an expiry date are acceptable. SLGA considers the following examples to be acceptable forms of secondary identification:
- Post secondary photo identification card;
 - Birth Certificate;
 - Health card with date of birth; or
 - An expired form of primary identification.
- g. The identification produced by a person should be carefully examined to ensure that:
- i. the photograph is authentic and has not been substituted;
 - ii. any plastic laminate has not been tampered with; and
 - iii. the name and date of birth have not been altered;
 - iv. the authenticity of the document is verified by comparing it to a known legitimate piece of identification. For example, compare an individual's driver's licence with your own driver's licence.
- h. A cannabis retail store permittee or the employees of a retail establishment should request a secondary form of identification if they have any concerns about the identification provided by the retail customer. A secondary form of identification should be requested if the photo is dated or not obviously identifiable as the person providing proof of age.

- i. For SLGA employees, police officers, or employees of other government agencies entering cannabis retail stores for official purposes employer-provided identification, if available, is sufficient to establish that the individual is not a minor and can remain in the cannabis retail store.

8. Hours and Days of Operations

a. Maximum Hours and Days of Cannabis Sale

- i. A cannabis retail store permittee may open the retail store every day for cannabis sale.
- ii. Subject to clause iii, cannabis may be sold or delivered only within the maximum regulated hours for the sale of cannabis and cannabis accessories:
 - Daily, 8:00 a.m. to 3:00 a.m. of the following day;
 - On December 31, 8:00 a.m. to 3:30 a.m. on the following day.
- iii. The cannabis retail store permittee must comply with all applicable federal, provincial or municipal legislation, by-laws and regulations governing the hours of operation of retail store premises. In particular, cannabis retail store permittees must comply with more restrictive hours of operations for the cannabis retail store permittees if established by the municipality.

b. Minimum Operating Days and Hours

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

9. Product Knowledge

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

10. Promotional events open to the public

- a. Cannabis retail store permittees may participate in trade shows or promotional events open to the public at which no cannabis is displayed only if:
 - i. The area in which the promotional activities are taking place are age restricted by law;
 - ii. Promotional materials, including brand elements, are not visible from areas that are not age restricted by law; and
 - iii. All promotional activities are compliant with all federal and provincial legislative and regulatory obligations.

11. Cannabis trade shows at which cannabis is displayed

- a. Cannabis retail store permittees may only participate in trade shows at which cannabis is displayed if:
 - i. the location is a location in which minors are not permitted by law; and
 - ii. attendance at the trade show is limited to:
 1. cannabis retail store permittees or their employees, agents or contractors,
 2. cannabis wholesale permittees or their employees, agents or contractors;
 3. businesses providing services to cannabis permittees or their employees, agents or contractors;
 4. federal cannabis licensees or their employees, agents, or contractors; or
 5. representatives of municipal, provincial or federal governments or regulators.
- b. All cannabis present at industry-focused trade shows must be accounted for through personal possession limits (i.e. no more than 30 g or equivalent of cannabis per vendor representative present).
- c. All promotional activities must be compliant with federal and provincial legislative and regulatory obligations.

12. Product Offerings and Pricing

a. Product Source

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

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

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

b. Product Standards

i. Product Types

1. Permittees may sell the following classes of cannabis only:

- Dried cannabis;
- Cannabis oil;
- Fresh cannabis;
- Cannabis plants;
- Cannabis plant seeds;
- Edible cannabis;
- Cannabis extracts; and
- Cannabis topicals.

2. Permittees may not modify or open cannabis products before they are sold (for example, harvesting flowers from cannabis plants and selling the flowers as either dried or fresh cannabis).

ii. Product Packaging

1. All cannabis products must be sold as packaged for final sale by federally licensed processors and sealed with Saskatchewan excise stamps (unless the products qualify for the low-THC excise exemption). Packaging standards are federally regulated by the *Cannabis Act* (Canada) and the *Cannabis Regulations* (Canada).
2. Permittees are prohibited from modifying packages and from selling packages that have been opened.

iii. Product Labelling

1. All products must comply with the *Cannabis Act* (Canada) and all applicable Provincial and Federal legislation, regulations, and by-laws pertaining to label standards, promotions, advertising, package sizes, and case markings.
2. SLGA does not establish standards for case markings.

iv. Product Quality

1. The cannabis retail store permittee must comply with any quality assurance policies implemented by SLGA. As of the date of publishing, quality assurance policies have not been specified.
 2. The cannabis retail store permittee must accept returns of cannabis and cannabis accessories that are subject to recalls issued by the manufacturer, supplier, Health Canada, or SLGA.
 3. The cannabis retail store permittee must not sell cannabis or cannabis accessories that are subject to recalls initiated by the federally licensed processor, manufacturer, supplier, Health Canada, or SLGA.
 4. The cannabis retail store permittee must comply with all Health Canada reporting requirements regarding returns and complaints related to product quality and adverse reactions.
- c. Maximum Quantity Sold
- i. In a single transaction, cannabis retail store permittees may sell no more than 30 grams of dried cannabis, or its equivalent, to a retail customer. *See Appendix: Cannabis Equivalencies & Maximum Sales Limits for more information.*
 - ii. In a single transaction, cannabis retail store permittees may sell no more than 4 cannabis plants to a retail customer.
 - iii. 1 gram of dried cannabis is equivalent to:
 - 5 grams of fresh cannabis;
 - 15 grams of solids containing cannabis;
 - 70 grams of non-solids containing cannabis;
 - 0.25 grams of cannabis concentrates; or
 - 1 cannabis plant seed.
- d. Product Pricing
- i. Permittees may set their own retail and wholesale prices. Retail pricing must comply with any SLGA Social Reference Price policies.
- e. Social Reference Pricing
- i. SLGA has the authority to establish minimum retail prices for cannabis products. As of the date of publishing, no minimum retail price has been set.
- f. Display of Packaged Products
- i. Cannabis and cannabis accessories must not be sold or distributed via a self-service display.

- ii. All cannabis and cannabis accessories displayed in a customer area must be accessible only by authorized staff (for example, contained in a locked display case or from a glassed-in counter display to which only staff have access).
 - iii. Cannabis retail store permittees must ensure that cannabis and cannabis accessories in a cannabis retail store are not visible to minors.
 - iv. During any hours that the store is not in operation, all cannabis on the store premises other than edible cannabis and cannabis samples stored according to subsection 12(g) below must be stored in a secure cannabis storage area as outlined in *Appendix: Facility Security*.
 - v. During any hours that the store is not in operation, edible cannabis may be stored outside a secure cannabis storage area. In a Type 2 integrated store, edible cannabis must be stored in locked and immobilized containers or locked refrigeration units within the retail area if they are not stored securely according to the standards outlined in *Appendix: Facility Security*.
- g. Display of Product Samples
- i. Cannabis retail store permittees may display cannabis that the retailer has removed from its original packaging for customers to view and smell, under the following conditions:
 - 1. The displayed product cannot be touched or otherwise directly handled by retail customers. Display units must be sealed or otherwise closed to prevent direct access to cannabis by a retail customer.
 - 2. The displayed product is secured against loss. Tethers or RFID tags and receivers are two examples of mechanisms that can be used to secure against loss.
 - 3. The displayed cannabis cannot be sold, and must either be returned to the supplier or destroyed.
 - ii. Containers for displaying product may carry product information and brand preference information in compliance with the *Cannabis Act (Canada)*.
 - iii. Cannabis retail store permittees may not display flowering or budding cannabis plants.
 - iv. Cannabis retail store permittees may display non-functional vape cartridges and batteries so that consumers can touch and examine these items.
 - v. All displays of product samples must be compliant with the *Cannabis Act (Canada)* and *The Cannabis Control (Saskatchewan) Act*.
 - vi. Cannabis retail store permittees may store cannabis product samples in the retail area during hours when the cannabis retail store is not in operation. In a Type 2 integrated store, samples may be stored in a secured display room or stored securely according to the standards outlined in *Appendix: Facility Security*.

- h. Cannabis Accessories
 - i. Cannabis accessories are defined under the *Cannabis Act (Canada)* and *The Cannabis Control (Saskatchewan) Act* as items that are intended to be used in the consumption of cannabis and may be sold in a cannabis retail store. Cannabis accessories are subject to the same restrictions around advertising, promotions, display, accessibility and visibility as cannabis products themselves.
 - ii. Cannabis retail store permittees must ensure that all cannabis accessories sold in the cannabis retail store comply with the *Cannabis Act (Canada)* and all applicable Provincial and Federal legislation, regulations, and by-laws pertaining to label standards, safety standards, advertising, package sizes, case markings and display.
 - iii. Cannabis retail store permittees must ensure that cannabis accessories are not accessible in self-service displays.
 - iv. Cannabis retail store permittees may not sell any materials intended for uses contrary to the *Cannabis Act (Canada)* or *The Cannabis Control (Saskatchewan) Act*. **Prohibited cannabis accessories include, for example, organic solvents (including large-volume butane canisters) or other products or equipment typically associated with the extraction of cannabinoids through the use of organic solvents.**
 - v. Cannabis retail stores cannot sell any cannabis accessories that contain tobacco or nicotine.
 - vi. Cannabis retail stores cannot sell cannabis accessories that, in SLGA's opinion, may encourage the overconsumption of cannabis, the consumption of illicit cannabis, or the consumption of cannabis by minors.
 - vii. SLGA retains the ability to further restrict which cannabis accessories can be sold at cannabis retail stores.
- i. Cannabis Ancillary Items
 - i. Cannabis ancillary items are defined by SLGA, and may be sold in a cannabis retail store.
 - ii. Ancillary items must directly relate to cannabis. Examples of acceptable products include cannabis cookbooks, cannabis magazines, branded or themed apparel, cultivation equipment, or home extraction equipment. Examples of products not considered ancillary items include any tobacco products, alcoholic beverages, hemp products (that do not otherwise fit into a category of products that can be sold), lottery tickets, snack foods and beverages, and organic solvents.
 - iii. Cannabis retail stores cannot sell ancillary items that, in SLGA's opinion, may encourage the overconsumption of cannabis, the consumption of illicit cannabis, or the consumption of cannabis by minors.
 - iv. SLGA may adopt further guidelines that restrict the volume and/or types of ancillary items a cannabis retail store may carry.

- j. Gift Cards
 - i. Cannabis retail store permittees may sell gift cards to be redeemed for cannabis, cannabis accessories, or cannabis ancillary items in cannabis retail stores.
 - ii. Cannabis retail store permittees must sell gift cards for the face value of the gift card and may not provide free or discounted gift cards.
 - k. Tipping
 - i. Tipping is not allowed in cannabis retail stores.
 - l. Non-retail Sales
 - i. Cannabis retail store permittees may sell cannabis products to other cannabis retail store permittees.
 - ii. Cannabis retail store permittees are not permitted to sell cannabis to cannabis wholesale permittees or registered LPs.
 - iii. Records of sales to other cannabis retail permittees must identify the purchasing permittee in addition to the information generally required on all cannabis sales.
 - m. Special Occasion Permits
 - i. Cannabis retail store permittees may conduct promotional activities at an event that is subject to a minors-prohibited Special Occasion Permit (SOP). An SOP will be issued only if the event and premises meet all of the requirements laid out in the Special Occasion Permit: Policy Manual. A SOP will not be issued for a cannabis retail store permitted premises.
 - ii. Cannabis promotional activities that take place at an SOP event must comply with all legal and regulatory requirements to which a cannabis retail store permittee is subject.
13. Online, Phone and Fax Orders
- a. Cannabis retail store permittees may take orders online, by phone, or by fax for cannabis, cannabis accessories, or cannabis ancillary items to be delivered to the customer.
 - b. Orders for delivery must be delivered by a common carrier, cannabis retail store employee, or liquor home delivery special use permittee. Orders must be delivered in accordance with Subsection 14 - Delivery below.
 - c. Orders for pick-up may be picked up only at the retail store address listed on the permit.
 - d. Each sale transaction must not exceed 30 grams of dried cannabis or the equivalent, as defined in Subsection 12(c) above. For online sales, this means that each sale transaction of no more than 30 grams must be shipped separately.
 - e. All sales made online, by phone or by fax, and any related deliveries, must be made only to persons located in Saskatchewan.

- f. All sales, including deliveries, must take place within Saskatchewan and must comply with any relevant municipal, provincial, and federal laws.
- g. Sales made online, by phone or fax, including any websites through which such sales are conducted, must be in compliance with all provincial and federal legal obligations, particularly those outlined in the *Cannabis Act (Canada)*.
- h. All sales made online, by phone or fax must be placed by a retail customer directly with the cannabis retail store permittee. Cannabis retail store permittees are only allowed to accept online orders through the online store owned and operated by the cannabis retail store permittee and are not allowed to process orders initially placed through third-party websites or apps not operated by a cannabis retail store permittee. These restrictions are not intended to prohibit cannabis retail store permittees from using services provided by companies to facilitate their own e-commerce, inventory management and regulatory compliance.
- i. All cannabis retail store websites and e-commerce platforms must be compliant with all provincial and federal legal obligations, particularly those outlined in the *Cannabis Act (Canada)* regarding advertising and promotions and the requirement to prevent minors from accessing any information about cannabis other than availability and price. Retail websites are subject to regulation by Health Canada under the *Cannabis Act (Canada)*.
- j. Permittees are responsible under federal legislation to ensure that they take reasonable steps to prevent minors from accessing any promotional materials on their website other than factual information about availability and price. Informational and brand preference promotion must be visible only to individuals who are not minors, and may include such things as:
 - i. Informational:
 - Cannabinoid content
 - Species or subspecies
 - Strain (variety) name
 - Terpene profile
 - Production methods such as hand-harvested, hand-trimmed, organic
 - Price
 - Company's contact information
 - ii. Brand preference:
 - Brand name
 - Proprietary strain name
 - Trademark

- Tradename
- Distinguishing guise
- Logo
- Graphic arrangement
- Slogan
- Brand production methods

14. Delivery

- a. Orders, including any delivery or service fees, must be paid for by the customer before they are sent for delivery.
- b. Orders may be processed for delivery from either the retail store or an approved storage facility listed on the permit.
- c. Delivery must not be completed if the recipient is or appears to be intoxicated.
- d. Before completing a delivery, the delivery person must ensure that the recipient is not a minor. Common carriers are required to demand proof of age for any recipient who appears to be 25 years old or less, while all other delivery persons must demand proof of age from all recipients regardless of apparent age.
- e. Minors cannot be used in any way to deliver cannabis or cannabis accessories, and cannot be present in the delivery vehicle.
- f. Cannabis and cannabis accessories to be distributed by delivery must be packaged to ensure that they are not visible to minors.
- g. The delivery agent must retain a copy of the receipt signed by the recipient confirming delivery.
- h. Cannabis retail store permittees may contract with a common carrier or liquor home delivery permittee to deliver cannabis to retail customers. Permittees are responsible for ensuring that the delivery company complies with all applicable legislation, regulations, policies, and terms and conditions related to cannabis promotions, sales, and delivery.
- i. A common carrier or liquor home delivery company delivering cannabis on behalf of a cannabis retail store permittee may not independently solicit or facilitate cannabis orders (e.g. the delivery agent must not have a website or app that either accepts orders for cannabis or cannabis accessories, that directs potential customers to cannabis or cannabis accessory retailers, or that in any way facilitates cannabis or cannabis accessory orders).
- j. If a cannabis retail store permittee becomes aware that deliveries made by common carriers or liquor home delivery special use permittees are not being delivered according to these standards the cannabis retail store permittee must immediately notify SLGA and cease using

that entity to conduct deliveries until the necessary changes have been made to ensure compliance.

- k. For the purposes of retail cannabis delivery, a common carrier is defined as a business that provides merchandise transportation services to the general public in compliance with all applicable laws and regulations governing commercial transportation in Saskatchewan. Examples of business that would be considered common carriers include but are not necessarily limited to national and local courier companies, postal services, and shipping companies. Examples of businesses that would not meet the definition of common carrier include restaurants, flower shops, and other businesses providing delivery of their own products and services, as well as specialized businesses that focus on a specific industry, like food delivery. Businesses that provide liquor home delivery service under authority of a special use liquor permit issued by SLGA are not considered common carriers but are eligible to contract with cannabis retailers to provide cannabis delivery services as per Section 3-7(1)(c) of *The Cannabis Control (Saskatchewan) Regulations*. Questions about whether a particular business meets SLGA’s definition of a common carrier should be addressed to cannabisinquiries@slga.gov.sk.ca.

15. Loyalty Programs Prohibited

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

16. Social Responsibility initiatives

- a. Cannabis retail store permittees shall distribute a print copy of Health Canada’s *Consumer Information – Cannabis* document with each cannabis sale. Cannabis suppliers are obligated to provide a copy of this document for each unit of cannabis in an order unless the cannabis retail store permittee provides written confirmation that copies of the document will be independently sourced by the cannabis retail store permittee.
- b. Cannabis retail store permittees making cannabis sales to other cannabis retail store permittees must provide a print copy of Health Canada’s *Consumer Information – Cannabis* document with each unit of cannabis sold unless the purchasing cannabis retail store permittee provides written confirmation that copies of the document will be independently sourced.
- c. Cannabis retail permittees shall display or distribute any responsible use materials or campaigns that are, from time to time, developed or mandated by SLGA.
- d. Every person employed in the sale and service of cannabis in the cannabis retail store must successfully complete the CannaSell SK: Responsible Cannabis Sales training program before selling or providing services related to cannabis or cannabis accessories in a cannabis

retail store. *See Appendix: CannaSell SK Responsible Cannabis Sales for more information about the mandatory training program.*

17. Waste Disposal – Cannabis products

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

18. Returns to Retailer

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

- a. Returns – saleable cannabis
 - i. Cannabis retail store permittees may accept returns of saleable cannabis. Only product that is returned in a sealed package with the Saskatchewan excise stamp intact is considered saleable.
 - ii. Returned cannabis in saleable condition may be re-sold by the cannabis retail store permittee.
 - iii. Cannabis retail store permittees are not obligated to re-sell cannabis that is considered saleable, in which case it must be treated as non-saleable product and either returned to the supplier or destroyed.
- b. Returns – non-saleable cannabis
 - i. Cannabis retail store permittees must accept returns of cannabis subject to a recall or that are otherwise defective.

- ii. Returned cannabis that is open, stale-dated, subject to a recall or otherwise known to be defective must not be re-sold by a cannabis retail store permittee.
- iii. Cannabis retail store permittees may decide to accept returns of open products that are open but not stale-dated, subject to a recall or otherwise known to be defective.
- iv. All cannabis products that are returned in open packages must be handled in accordance with Subsection 20 - Unsealed Cannabis below.
- v. Cannabis that is non-saleable but in sealed packages may either be returned to the supplier or destroyed.

19. Returns to suppliers

- a. Cannabis retail store permittees may return saleable or non-saleable cannabis to suppliers on terms agreed to with the supplier.
- b. Any unsealed cannabis, including edible cannabis, that is in the cannabis retail store and intended for return to a supplier must be handled in accordance with Subsection 20 - Unsealed Cannabis below.

20. Unsealed cannabis

- a. When cannabis, including edible cannabis, is removed from a sample display unit, returned by a customer or open for any other reason the cannabis retail store permittee must immediately seal the cannabis in such a way to prevent access to the cannabis without the destruction of the seal.
- b. The seal enclosing the cannabis must include the date on which the cannabis was sealed and the reason the cannabis was opened.
- c. In the case of cannabis used for display purposes, each time the package is opened it must be resealed, and the new seal must include the information included on previous seals about the quantity of product in the package and when it was sealed.
- d. All open cannabis must be tracked in the cannabis retail store permittee's inventory management system and included on monthly reports until it is transferred or destroyed.

21. Bulk Transportation

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

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

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

store permittee's premises, records and accounts, including any off-site warehouse spaces used by the cannabis retail permittee.

- f. Any deviation between the actual inventory and the inventory level projected by the inventory management system must be reported to SLGA with the subsequent monthly report. If known, the reason for the difference must be identified. Cannabis retail store permittees must take steps to ensure the accuracy of the inventory levels as maintained by the inventory management system.
- g. Physical inventory must be reconciled with the records maintained in the inventory management system at least twice annually or more often as directed by SLGA.

23. Additional Statutory and Operational Requirements

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

Chapter 4 – Cannabis Wholesale Permit

1. Primary Business
 - a. A cannabis wholesale permit may be issued where a source of revenue generated is the wholesale distribution and sale of cannabis and cannabis products to cannabis wholesale permittees and cannabis retail permittees.

2. Facility Standards
 - a. Suitability of Cannabis Wholesale
 - i. The cannabis wholesale permittee must acquire sufficient warehousing facilities for the storage and processing of sales of cannabis conducted under the auspices of the cannabis wholesale permit.
 - ii. The cannabis wholesale permittee must ensure that all cannabis in a warehouse is stored securely and that reasonable steps are taken to minimize the risk of theft. See *Appendix: Facility Security*.
 - iii. The cannabis wholesale permittee must store cannabis separately from any and all other products stored in a warehouse subject to a cannabis wholesale permit.
 - iv. Facilities subject to a cannabis wholesale permit must be inaccessible to individuals under 19.

3. Staffing
 - a. The cannabis wholesale permittee shall ensure that all persons working in the cannabis wholesale operation are familiar with, understand and comply with the federal *Cannabis Act*, the federal *Cannabis Regulations*, *The Cannabis Control (Saskatchewan) Act, 2018*, *The Cannabis Regulations, 2018*, policies and terms and conditions at all times.
 - b. The cannabis wholesale permittee shall not employ an individual under the age of 19 to handle or sell cannabis or cannabis accessories in any manner.

4. Minors
 - a. Minors are not allowed to enter a cannabis wholesale facility or a vehicle in which cannabis is being transported for commercial purposes.

5. Product Knowledge
 - a. Cannabis Permittees

- i. Any information about cannabis or cannabis accessories or cannabis or cannabis accessory samples provided by a cannabis wholesale permittee to a cannabis permittee must be compliant with the *Cannabis Act (Canada)* and *The Cannabis Control (Saskatchewan) Act*, and *The Cannabis Control (Saskatchewan) Regulations* restrictions on samples and promotions.
 - ii. Cannabis wholesale permittees are able to provide cannabis and cannabis accessory samples and information to cannabis permittees for the purposes of making listing decisions or product knowledge.
 - b. Employees
 - i. Any samples provided by a cannabis wholesale permittee to a cannabis wholesale permittee employee must be compliant with the *Cannabis Act (Canada)* and *The Cannabis Control (Saskatchewan) Act*, and *The Cannabis Control (Saskatchewan) Regulations* restrictions on samples and promotions.
 - ii. Cannabis wholesale permittees can provide employees with samples for the purposes of making listing decisions or product knowledge.
 - c. Retail consumers
 - i. Cannabis wholesale permittees are not allowed to provide free samples of cannabis or cannabis accessories to retail customers.
6. Promotional events open to the public
 - a. Cannabis wholesale permittees may participate in trade shows or promotional events open to the public at which no cannabis is displayed only if:
 - i. The area in which the promotional activities are taking place are age restricted by law;
 - ii. Promotional materials are not visible from areas that are not age restricted by law; and
 - iii. All promotional activities are compliant with all federal and provincial legislative and regulatory obligations.
7. Cannabis trade shows at which cannabis is displayed
 - a. Cannabis wholesale permittees may only participate in trade shows at which cannabis is displayed if:
 - i. the location is a location in which minors are not permitted by law; and
 - ii. attendance at the trade show is limited to:
 1. cannabis retail store permittees or their employees, agents or contractors,
 2. cannabis wholesale permittees or their employees, agents or contractors;

3. businesses providing services to cannabis permittees or their employees, agents or contractors;
 4. federal cannabis licensees or their employees, agents, or contractors; or
 5. Representatives of municipal, provincial or federal governments or regulators.
- b. All cannabis present at industry-focused trade shows must be accounted for through personal possession limits (i.e. no more than 30 g or equivalent of cannabis per vendor representative present). *See Appendix: Cannabis Equivalencies & Maximum Sales Limits for more information.*
- c. All promotional activities must be compliant with federal and provincial legislative and regulatory obligations and promotions must not be visible from outside the age restricted area.
8. Product Offerings and Pricing
- a. Product Source
 - i. All cannabis products offered for sale by a cannabis wholesale permittee must be cannabis legally obtained from an approved supplier. It is illegal for a cannabis wholesale permittee to offer for sale cannabis not purchased from an approved supplier. The only approved sources of cannabis for a cannabis wholesale permittee are:
 1. A cannabis wholesale permittee; or
 2. A federal cannabis licensee registered with SLGA.
 - b. Product Standards
 - i. Product labeling
 1. All cannabis sold by a cannabis wholesale permittee must comply with the *Cannabis Act* (Canada) and all applicable provincial and federal legislation, regulations, and by-laws pertaining to packaging and labeling standards, promotions, advertising, package size, and case markings.
 - ii. Product packaging
 1. All cannabis sold by a cannabis wholesale permittee must be sold as packaged for final sale by federal cannabis licensees and sealed with Saskatchewan excise stamps.
 2. All cannabis must be packaged in accordance with packaging standards established in the *Cannabis Act* (Canada) and the *Cannabis Regulations*.
 - iii. Product Quality
 1. The cannabis wholesale permittee must comply with any quality assurance policies implemented by SLGA.

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

- e. Sales Area
 - i. Cannabis wholesale permittees may only make cannabis sales to cannabis retail store permittees and cannabis wholesale permittees located in Saskatchewan.
 - ii. Aside from when a cannabis wholesale permittee is returning cannabis to a registered federal cannabis licensee, cannabis wholesale permittees cannot cause cannabis to leave the province. For example, a cannabis wholesale permittee cannot deliver cannabis to a cannabis retailer in another province.

9. Cannabis Orders

- a. Online
 - i. Cannabis wholesale permittees may operate online stores that are accessible only to cannabis permittees through which cannabis and cannabis accessories can be ordered. Cannabis wholesale permittees must ensure that any such online store is compliant with the advertising and promotions provisions in the *Cannabis Act* (Canada).
- b. Other
 - i. Cannabis wholesale permittees must ensure that methods used to solicit and accept cannabis and cannabis accessory orders are compliant with the advertising and promotions provisions in the *Cannabis Act* (Canada).

10. Responsible Use Initiatives

- a. Consumer Information Materials
 - i. Federal cannabis licensees are required to provide a printed copy of *Consumer Information – Cannabis* for each cannabis item included in an order sent to a cannabis wholesale permittee if the cannabis wholesale permittee has not declared in writing that they will accept responsibility for independently obtaining copies of the document.
 - ii. Cannabis wholesale permittees are required to provide a printed copy of *Consumer Information – Cannabis* for each item included in an order sent from the cannabis wholesale facility to each cannabis permittee that has not declared in writing that they will accept responsibility for independently obtaining copies of the document.

11. Waste Disposal – Cannabis Products

- a. The destruction of cannabis must be witnessed by a cannabis enforcement officer and completed to their satisfaction.
- b. Cannabis is considered to be destroyed when it is altered or denatured to such an extent that its consumption and propagation is rendered impossible or improbable. For example,

cannabis shredded and mixed 50/50 with organic compost would be considered to be denatured.

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

12. Cannabis Returns

a. Returns - saleable cannabis

- i. Cannabis wholesale permittees may accept returns of saleable cannabis. Only product that is returned in a sealed package with the Saskatchewan excise stamp intact is considered saleable.
- ii. Returned cannabis in saleable condition may be re-sold by the cannabis wholesale permittee.
- iii. Cannabis wholesale permittees are not obligated to re-sell cannabis that has been returned but is still considered saleable, in which case it must be treated as non-saleable product.
- iv. Cannabis wholesale permittees may return saleable cannabis to registered processors or cannabis wholesale permittees on terms agreed to by the parties.

b. Returns - non-saleable cannabis

- i. Cannabis wholesale permittees must accept returns of cannabis products subject to a recall or that are otherwise defective.
- ii. Returned cannabis products that are open, stale-dated, subject to a recall or otherwise known to be defective may not be re-sold by a cannabis wholesale permittee.
- iii. Cannabis wholesale permittees may decide to accept returns of open products that are open but not stale-dated, subject to a recall or otherwise known to be defective.
- iv. All cannabis products that are returned in open packages must be handled in accordance with Subsection 13 - Unsealed Cannabis below.
- v. Cannabis wholesale permittees may return non-saleable cannabis to registered processors or cannabis wholesale permittees on terms agreed to by the parties.

13. Unsealed Cannabis

- a. If the cannabis wholesale permittee is in possession of open cannabis the cannabis wholesale permittee must immediately seal the cannabis in such a way to prevent access to the cannabis without the destruction of the seal.
- b. The seal enclosing the cannabis must include the date on which the cannabis was sealed and the reason the cannabis was opened.
- c. In the case of cannabis used for display purposes, each time the package is opened it must be resealed, and the new seal must include the information included on previous seals about the quantity of product in the package and when it was sealed.
- d. All open cannabis must be tracked in the cannabis wholesale permittee's inventory management system and included on monthly reports until it is transferred or destroyed.

14. Bulk Transportation

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

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

- a. Cannabis wholesale permittees must use inventory management software and hardware systems that are capable of maintaining a real-time inventory of all cannabis in the cannabis wholesale facilities. The software used by the cannabis wholesale permittee must also be capable of preparing automated monthly inventory and sales reports in a CSV format specified by SLGA. Monthly reports are to be submitted digitally to the Cannabis Licensing and Inspections Branch within five business days of the conclusion of the reporting period. Permittees are also required to provide any other information reasonably required by SLGA. *See Appendix: Cannabis Tracking and Reporting.*
- b. Cannabis wholesale permittees must keep detailed records, specific to each cannabis permitted business, of all additions and reductions to inventory as specified by SLGA.

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

16. Additional Statutory and Operational Requirements

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

Chapter 5 – Registration for Federal Cannabis Licensees

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

1. Application process – General Information

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

2. Fees

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

	Application	Annual
Registration	\$500	\$1,500

- b. The application fee is required at the time the completed application is submitted, and is non-refundable. SLGA will not begin processing an application without the fee.
- c. In addition to the application fee, a refundable annual fee is required for all registrations, with the first annual fee due before the registration can be issued.
- d. The annual fee can be paid for up to three years or in annual installments. The second and third annual fees are due on or before the anniversary of the date the registration was issued. If the fee is not received by the due date, the registration will be immediately suspended, and the business must cease sending or selling cannabis to cannabis permittees

until the registration is reinstated. If the fee is not received within 90 days after the due date, the registration will be cancelled.

- e. When a registration is renewed, the annual fees continue to apply but no application fee is required.

3. Application Processing Time

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

4. Change of Status

a. General

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

- i. A change of ownership for an existing establishment; or
- ii. A relocation of an existing establishment.

b. Change of Ownership

- i. A purchaser or tenant of an existing establishment must be granted a new registration before providing cannabis sales or service from the establishment. The parties should provide sufficient time in the transaction to allow the purchaser or tenant to obtain a new registration before taking over the establishment's operation.
- ii. If a registrant is a business corporation or any other form of organization (e.g. partnership, non-profit corporation, etc.), any proposed changes to its executive management (e.g. officers, directors, etc.) or ownership/membership (e.g. partners, shareholders, etc.) must be reported immediately to the Cannabis Licensing and Inspections Branch.

c. Facility Sites

- i. Each registration applies only to the licensee for which the registration was granted. Federal cannabis licensees must only send cannabis to cannabis permittees from facilities that have been registered.
- ii. Federal cannabis licensees should provide sufficient time to obtain a new registration before relocating an establishment.

- iii. Registrants must notify the Cannabis Licensing and Inspections Branch immediately if they will be closing premises for which a registration has been issued. Registrants may not send or sell cannabis to cannabis permittees after the date on which the premises will be closed.
 - iv. Registrants must notify the Cannabis Licensing and Inspections Branch immediately if they will be relocating or rebuilding because their premises have been damaged or destroyed. Registrants must not send or sell cannabis to cannabis permittees until the new or temporary location has been approved by the federal licensing authority and SLGA.
5. Registration Renewal
- a. A registration expires on the date specified on it as the expiry date. A registrant who has not renewed the registration on or before its expiry date is prohibited from selling cannabis to Saskatchewan cannabis permittees. It is an offence for an entity requiring a registration to sell cannabis without a valid registration.
 - b. The Cannabis Licensing and Inspections Branch sends an application or notice for registration renewal approximately 30 days before the registration's expiry date. A registrant should contact the Cannabis Licensing and Inspections Branch if the notification for registration renewal is not received in the designated timeframe. *For a list of contact persons, telephone numbers, and addresses, see Appendix: Contact Information.*
 - c. The Cannabis Branch must receive a completed renewal application and the appropriate fees before it may consider and, if appropriate, renew the registration. Applications must be submitted well in advance to allow time for processing.
 - d. SLGA may refuse to renew a registration for several reasons, including the following:
 - i. SLGA has evidence that the registrant is not of good character;
 - ii. The character of the registrant's employees and/or associates is in question;
 - iii. The character of any person who is a shareholder, partner, officer or director of the registrant is in question;
 - iv. The registrant has failed to comply with the rules governing the establishment, and the establishment's compliance history is poor; or
 - v. The form of organization previously holding the registration has changed (e.g. sole proprietor becomes partnership, etc.); or
 - vi. The registrant is an organization (e.g. partnership, business or non-profit corporation, etc.) and it has changed its executive management (e.g. officers, directors, etc.) or ownership/membership (e.g. partners, shareholders, etc.) without prior notification to the Cannabis Licensing and Inspections Branch.

- e. If SLGA refuses to renew a registration, the registrant may within fifteen (15) days after receiving notice of SLGA's decision request a review of this decision by the Liquor and Gaming Licensing Commission.
6. Delivery to end user
- a. Deliveries of cannabis may only be made to addresses for which a cannabis wholesale permit or cannabis retail store permit (or its approved warehouse site) has been issued.
 - b. Registrants are responsible for ensuring that all cannabis deliveries and shipments are compliant with federal, provincial, and municipal legal requirements.
7. Product Offerings and Pricing
- a. Cannabis products
 - i. Registrants may only sell those classes of cannabis approved for sale by cannabis wholesale permittees and cannabis retail store permittees, which include:
 - 1. Dried cannabis;
 - 2. Fresh cannabis;
 - 3. Cannabis plants;
 - 4. Cannabis plant seeds;
 - 5. Edible cannabis;
 - 6. Cannabis extracts; and
 - 7. Cannabis topicals.
 - ii. Registrants must not sell any cannabis not approved for sale by cannabis wholesale permittees or cannabis retail store permittees.
 - b. Product Standards
 - i. Product Labelling
 - 1. All products must comply with the *Cannabis Act* (Canada) and the *Cannabis Regulations* (Canada) and all applicable provincial and federal legislation, regulations pertaining to label standards, advertising, package sizes and case markings.
 - ii. Product Packaging
 - 1. All cannabis products must be sold as packaged for final sale by federally licensed processors and sealed with Saskatchewan excise stamps.

2. All cannabis products must be packaged in accordance with packaging standards established in the *Cannabis Act* (Canada) and the *Cannabis Regulations* (Canada).
 - iii. Product Quality
 1. Registrants must comply with any quality assurance policies implemented by SLGA.
 2. Registered suppliers must accept returns of cannabis and cannabis accessories subject to recalls issued by the manufacturer, supplier, Health Canada, or SLGA.
 3. Registered suppliers must not sell cannabis or cannabis accessories subject to a recall initiated by the registrant, Health Canada, the manufacturer, the supplier, or SLGA.
8. Returns
 - a. Registrants must accept returns of all cannabis subject to cannabis recalls initiated by the registrant, Health Canada, the manufacturer, the supplier, or SLGA.
9. Record-keeping, Inventory Management, and Reporting Requirements
 - a. Registrants must use inventory management software and hardware systems that are capable of maintaining a real-time record of all cannabis sold to cannabis permittees. Registrants must submit monthly reports as .csv files in a format specified by SLGA. Monthly reports are to be submitted digitally to the Cannabis Licensing and Inspections Branch by the 15th of the month following the conclusion of the reporting period. Registrants are also required to provide any other information reasonably required by SLGA. *See the Appendix: Cannabis Tracking and Reporting.*
 - b. Only sales of cannabis to cannabis permittees in Saskatchewan should be included in the monthly report submitted to SLGA.
 - c. Registrants must keep detailed records, specific to each registration, of all additions and reductions to inventory as a result of sales to cannabis permittees as specified by SLGA.
 - d. Registrants shall prepare and keep for a period of not less than two (2) years (or longer as may be required by the Canada Revenue Agency, Health Canada, or Saskatchewan Finance), all original records which would normally be examined by an independent professional accountant in performing an audit of the financial statements for the registration, including:
 - i. Perpetual inventory records;
 - ii. Purchase records and receipts from sales, including cash register tapes or, if applicable, serially numbered sales invoices or registered receipts;
 - iii. Records of returns of cannabis by cannabis permittees;

- iv. Returns showing payments to the relevant authorities of all amounts collected, paid and remitted.
- e. SLGA shall have the right during normal business hours and without prior notice to the registrant, to inspect or audit, or cause to be inspected or audited the financial books, records, bookkeeping and accounting records, documents or other materials in respect of the facility for which the registration is issued or other relevant premises of the registrant, to check, verify and tabulate records and accounts, and/or to examine accounting records and procedures affecting the determination of records and accounts. The registrant and facilities for which a registration was issued shall be subject to inspections and/or audits by SLGA representatives from time to time to ensure the registrant is in compliance with the Act, Regulations, permit terms and conditions and all applicable policies.
- f. On inspection and/or audit, the registrant shall provide SLGA representatives with all requested documentation and full access to the registrant's premises, records and accounts, including any off-site warehouse spaces used by the registrant.
- g. Any deviation between the actual inventory and the inventory level projected by the inventory management system must be reported to SLGA with the subsequent monthly report. If known, the reason for the difference must be identified. Registrants must take steps to ensure the accuracy of the inventory levels as maintained by the inventory management system.

10. Additional Statutory and Operational Requirements

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

Chapter 6 – Inspections

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

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

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

3. Audit Services

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

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

Chapter 7 – Disciplinary Action

1. General Principles

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

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

- e. In investigating and making its decision concerning a complaint of an alleged violation, SLGA typically applies the following procedure:
 - i. SLGA receives the complaint, which may originate from a variety of sources, including the local police force, government agencies (health, fire, etc.), a competitor, or a member of the public.
 - ii. The Cannabis Licensing and Inspections Branch investigates the complaint and prepares a report for the Director of the Branch. The Director reviews and evaluates all information and determines the disciplinary action, which may include a recommendation of sanction to SLGA’s Vice President, Regulatory Services Division.
 - iii. If the Vice President is satisfied that a violation has occurred, the Vice President reviews the recommendation and makes a decision about the proposed sanction against the permittee.
 - iv. If SLGA’s Vice President, Regulatory Services Division proposes a sanction, the decision is communicated in writing to the cannabis permittee or registrant, and the cannabis permittee or registrant has the right to request a review of the decision to the Commission within 15 days after receiving notice of SLGA’s decision. *For more information about the role of the Commission and the Review process, see Section X of this Chapter.*

2. Warning

- a. SLGA considers voluntary compliance as the preferred solution in its enforcement program and therefore, less serious violations may be informally resolved between a cannabis permittee or registrant and an inspector.
- b. An inspector may issue a notification of non-compliance advising the cannabis permittee or registrant of a violation to be corrected.
- c. Where an inspector formally reports a violation a warning letter may be issued, if appropriate.
- d. A warning letter describes the violation and relevant facts, and warns the cannabis permittee to take immediate corrective action. The establishment is monitored to ensure future compliance.

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

4. Administrative Penalties (Fines)
 - a. SLGA is authorized to use administrative penalties (fines) as an additional enforcement tool. SLGA may assess an administrative penalty upon a cannabis permittee or registrant to a maximum of \$25,000.
 - b. Based on a progressive system of discipline and the nature of the violation, SLGA may propose an administrative penalty upon cannabis permittee or registrant. In cases of serious misconduct or violations such as making sales to minors, SLGA may move to a stronger sanction immediately, such as an immediate administrative penalty, suspension or cannabis permit or registration cancellation.
 - c. *The Cannabis Control (Saskatchewan) Act* establishes that an administrative penalty may be assessed to a maximum of \$25,000.
 - d. Where SLGA proposes to assess an administrative penalty, SLGA will provide a written notice to a cannabis permittee or registrant outlining several particulars, including:
 - i. The facts and circumstances surrounding the violation;
 - ii. The amount of the proposed administrative penalty;
 - iii. In default of payment of the proposed administrative penalty, a proposed suspension period of the cannabis permit or registration; and
 - iv. The right to request a review of SLGA's decision.
 - e. The cannabis permittee or registrant has the right to request a review of SLGA's decision to propose an administrative penalty. A request for review must be filed with the Commission within 15 days after receiving written notice of SLGA's decision. *For more information about the review process, see Subsection 8 of this Chapter.*

5. Cannabis Permit or Registration Suspension

- a. SLGA may propose a cannabis permit or registration suspension where considered appropriate. A case of serious misconduct, repeated violations, threats to public safety, or concerns about the ability of other sanctions to act as a sufficient deterrent may prompt a suspension.
- b. Although the length of a proposed suspension period varies with the circumstances of each case, SLGA primarily takes into account the following factors:
 - i. The nature of the violation;
 - ii. The particular facts surrounding the violation; and
 - iii. The compliance record of the cannabis permittee or registrant.
- c. Except in rare cases, SLGA must provide a written notice to a cannabis permittee or registrant of its decision to propose a suspension of a cannabis permit or registration. The written notice outlines several particulars, including:
 - i. The facts and circumstances surrounding the violations;
 - ii. The length of the proposed suspension period; and
 - iii. The right to request a review of SLGA's decision.
- d. The cannabis permittee or registrant has the right to request a review of SLGA's decision to propose a suspension. A request for review must be filed with the Commission within 15 days after receiving written notice of SLGA's decision. *For more information about the review process, see Subsection 8 of this Chapter.*

6. Permit Cancellation

- a. In extreme cases, SLGA may propose cancellation of a cannabis permit. Serious violations affecting public safety or a complete disregard for the regulatory scheme are circumstances that may prompt a cancellation.
- b. SLGA must provide a written notice to a permittee of its decision to propose cancellation of a cannabis permit. The written notice outlines the facts and circumstances which justify SLGA's proposed cancellation and the cannabis permittee's right to request a review of SLGA's decision.
- c. The cannabis permittee has the right to request a review of SLGA's decision to propose a cancellation. A request for review must be filed with the Commission within 15 days after receiving written notice of SLGA's decision. *For more information about the review process, see Subsection 8 of this Chapter.*
- d. Where a cannabis permit is cancelled by SLGA, all cannabis in the possession of the cannabis permittee must be disposed of before the cancellation of the permit or as authorized by SLGA. Any cannabis not properly disposed of by the cannabis permittee will be forfeited to

SLGA. For additional information about how cannabis is handled in cases of permit cancellation see Chapter 2, section 11.

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

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

8. Liquor and Gaming Licensing Commission Review

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

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

9. Offences and Court Sanctions

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

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

10. Posting of Warnings and Sanctions

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

Appendix: Contact Information

Canada Revenue Agency

t: 1-800-330-3304

cannabis@cra-arc.gc.ca

CannaSell SK Responsible Sales

Saskatchewan Tourism Education Council

202 4th Avenue North

Saskatoon, SK S7K 0K1

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

f: (306) 933-6250

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

Health Canada

Cannabis Legalization and Regulation Branch

t: 1-866-337-7705

cannabis@canada.ca

Ministry of Finance

Tax Information and Compliance Branch

2350 Albert Street, 3rd Floor

Regina SK S4P 4A6

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

f: (306) 798-3045

sask.tax.info@gov.sk.ca

SLGA

Cannabis Licensing and Inspections Branch

Box 5054

2500 Victoria Ave, 12th Floor

Regina SK S4P 3M3

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

f: (306) 787-8981

cannabisinquiries@slga.gov.sk.ca

Audit Services Branch

Box 5054

2500 Victoria Avenue, 12th Floor

Regina SK S4P 3M3

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

f: (306) 787-8981

Appendix: Cannabis Tracking and Reporting

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

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

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

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

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

PERMITTEES – monthly reporting requirements

Product inventory, quantity and book value (including excise duty but excluding any sales taxes) for:

- Opening inventory, by category
- All additions to inventory, by category, including:
 - Purchases
 - Transfers
 - Customer returns
- All reductions to inventory, by category, including:
 - Online sales to end consumers

- In-person sales to end consumers
- Sales to Saskatchewan retailers
- Sales to Saskatchewan wholesalers (cannabis wholesale permittees only)
- Transfers
- Returns to suppliers (including recalls)
- Product used for sampling purposes
- Destroyed product
- Lost or stolen product
- Employee count information, including
 - Management
 - Administrative
 - Sales
 - Production
 - Other

REGISTERED FEDERAL LICENSEES – monthly reporting requirements

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

- Sales, by category, to Saskatchewan permittees
- Transfers, by category, to Saskatchewan Permittees, Customer returns, by product category, from Saskatchewan permittees

Appendix: Facility Security

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

Subsection 1 describes requirements for cannabis wholesale, standalone retail, and off-site retail storage facilities. Physical security requirements for integrated retail stores, described separately in subsection 2, have been modified on the assumption that integrated stores in small communities will not typically have large amounts of cannabis on the premises at a given time. However, SLGA reserves the right to impose additional security requirements before or after permitting as deemed necessary depending on individual business models and operations.

1. Wholesale, standalone retail, and off-site storage

a. Alarm System

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

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

b. Digital Camera Security System

- i. A cannabis permitted premises must have a digital camera security system with the following minimum features. All malfunctions must be immediately repaired by a professional technician.
- ii. cameras that are enclosed in the ceiling or domes and linked to a monitor and recording system located in a secure area within the premises;
- iii. cameras and lighting that are positioned to clearly capture 24 hour coverage of activity identifying all individuals entering/exiting the premises and all individuals within the premises including the:
 - point of sale area(s) (retail stores only);

- customer area(s) (retail stores only);
 - areas where cannabis is displayed for sale (retail stores only);
 - receiving area(s);
 - offices and other staff area(s); and
 - any cannabis storage areas.
- iv. system must have on premises 60 calendar day minimum recording retention in a common format that is easily accessible, captured, viewed and capable of producing real time digital colour video (meaning at least 30 frames per second) and still images that clearly identify individuals and contain a time/date stamp not obscuring the image;
 - v. recording and viewing system must be located in a secure location within the premises along with a maintained surveillance plan showing camera numbers, locations, coverage, authorized users list and operating instructions;
 - vi. if the permittee has knowledge, or should have had knowledge, of any pending criminal or regulatory investigation, recorded data and relevant information must not be destroyed after the 60 calendar day minimum recording retention period and must be provided to SLGA and police upon request; and
 - vii. the system must be tested weekly to ensure all cameras and recording equipment are functioning properly and a log of the test results must be kept and available to SLGA upon request.
- c. Perimeter Security
- i. Standalone cannabis retail stores, off-site retail storage facilities, and cannabis wholesale warehouses must secure perimeter entry points against unauthorized access by, at a minimum:
 - ii. the use of 1.5mm (16 gauge) hollow metal doors with 1.9mm (14 gauge) metal frame and tamper-proof hinges at all entry points;
 - iii. commercial grade non-residential locks on all access points with secured tamper-proof strike plate and locking device that penetrates the doorframe at minimum 1.25cm;
 - iv. an overhead receiving door (if required) constructed of commercial grade material and locking device sufficient to secure against unauthorized access;
 - v. perimeter locking devices not on a master key system;
 - vi. loading/unloading bay and entry door areas located outside the secure structure for cannabis storage, with any walls or interior access doors adjoining the secure structure meeting the requirements outlined in subsection d below; and
 - vii. a customer entrance constructed of commercial grade material sufficient to secure against unauthorized access (retail stores only).

d. Cannabis Storage

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

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

- i. walls, floors, and ceiling constructed of Flattened Metal Mesh, EMMA 557-99 style ¾-9F, nominal strand thickness of 0.120" (0.108" to 0.132") diamond opening of 0.563" x 1.688" or Sheet steel 16ga, A1008/A1008M (cold rolled) or A1011/A1011M (hot rolled) or equivalent, OR
30 cm (12") high density cement blocks with cores filled with type "M" mortar and reinforced to meet structural codes, OR
20 cm (8") thick poured concrete (20.7 MPa (3000 lbs/in2) minimum), reinforced to meet structural codes;
- ii. if sheet steel or steel mesh is used, it is to be mounted on the outside (attack side) of the room, including the ceiling, in the following manner:
 - support all edges by anti-spread bracing, studs or corners;
 - align sheet edges at every vertical and horizontal seam on centre-line of steel stud or anti-spread bracing; and
 - secure all sheets with screws, welds or rivets.
- iii. 16 gauge (1.6mm) steel sheets, HR Commercial quality, ASTM A366, matte finish, shall extend 1200mm around doorframe on inside of room and attached to the doorframe with screws, welds or rivets. Where the dimensions of the secure structure do not allow for 1200mm clearance around the doorframe, the steel sheets may be bent to conform to the inside of the secure structure walls and/or ceiling);
- iv. minimum 1.5mm (16 gauge) hollow metal door(s) not exceeding 91.44cm (36 inches) width with 1.9mm (14 gauge) metal frame;
- v. commercial grade door lock(s) with locking device(s) that penetrates doorframe at least 1.25cm and tamper- proof hinges;
- vi. locking device(s) not on a master key system; and
- vii. ventilation openings with one dimension 15cm (6 inches) or less and the total area of the opening not exceeding 619 cm² (96 inches²).

e. Alternative Cannabis Storage (retail stores only)

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

- i. the safe is a burglary resistant safe (according to either standard ULC-S324 or standard UL-687 rated at TL-15 or higher.);
- ii. has a locking system that secures the door in multiple parts of the door structure as well on more than one axis; and
- iii. the safe weighs at least 341 kilograms or is anchored to the permanent structure of the building in such a manner that it cannot be removed without first opening the door to the safe.

2. Integrated retail

a. Alarm System

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

- i. motion sensors that indicate entry at common entry points (such as exterior windows and doors); and
- ii. panic/robbery button(s) installed at all cannabis point of sale positions.

b. Digital Camera Security System

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

- i. cameras that are enclosed in the ceiling or domes and linked to a monitor and recording system located in a secure area within the premises;
- ii. cameras and lighting that are positioned to clearly capture 24 hour coverage of activity identifying all individuals entering/exiting the cannabis permitted premises and any secure storage areas, and all individuals within the cannabis retail area including the:
 - cannabis point of sale area(s);
 - any areas where cannabis is visibly displayed for sale; and
 - any areas where cannabis is stored.
- iii. system must have on premises 60 calendar day minimum recording retention in a common format that is easily accessible, captured, viewed, and capable of producing

real time digital colour video and still images that clearly identify individuals and contain a time/date stamp not obscuring the image;

- iv. recording and viewing system must be located in a secure location within the premises along with a maintained surveillance plan showing camera numbers, locations, coverage, authorized users list and operating instructions.
 - v. if the permittee has knowledge, or should have had knowledge, of any pending criminal or regulatory investigation, recorded data and relevant information must not be destroyed after the 60 calendar day minimum recording retention period and must be provided to SLGA and police upon request; and
 - vi. the system must be tested weekly to ensure all cameras and recording equipment are functioning properly and a log of the test results must be kept and available to SLGA upon request.
- c. Perimeter Security

A cannabis permitted premises must secure perimeter entry points against unauthorized access by ensuring that all entry points are secured with commercial grade non-residential locks.

d. Cannabis Storage

Cannabis products, excluding edibles and display samples, must be secured after operating hours using one of the methods described below. SLGA may also consider equivalent methods on a case by case basis.

- i. a commercial safe, gun locker, or similar device located within the cannabis permitted premises that meets the following minimum requirements:
 - is rated by the Underwriter Laboratories (UL) as a residential storage container (according to standard UL-1037) or a burglary resistant safe (according to either standard ULC-S324 or standard UL-687).
 - has a locking system that secures the door in multiple parts of the door structure as well as on more than one axis; and
 - weighs at least 341 kilograms or is anchored to the permanent structure of the building in such a manner that it cannot be removed without first opening the door to the safe.
- ii. a secure storage area within the same facility as the cannabis permitted premises that meets the following minimum requirements:
 - minors are prohibited access at all times;
 - is used to store only products owned by the cannabis retail store permittee and intended for sale in the cannabis permitted premises and any related online store;

- is protected by an alarm system and digital camera security system as described in subsections a and b above;
 - is secured using 1.5mm (16 gauge) hollow metal doors with 1.9mm (14 gauge metal frame and tamper-proof hinges, plus commercial grade nonresidential locks, a secured tamper-proof strike plate and locking device that penetrates the doorframe at minimum 1.25cm; and
 - is secured with automatic locking doors on any entry points that open onto an unpermitted area or an area not monitored by staff at all times.
- iii. An off-site secure storage facility that is authorized as part of the cannabis retail store permit and meets the off-site storage security requirements outlined in subsection 1 above, as well as any operating requirements described elsewhere in this document.

Appendix: Cannabis Transportation Security

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

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

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

Appendix: CannaSell SK Responsible Cannabis Sales

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

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

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

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

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

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

The CannaSell SK course includes:

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

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

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

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

[How to access CannaSell SK:](#)

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

Appendix: Cannabis Equivalencies and Maximum Sales Limits

Class	Equivalent to 1 gram of dried cannabis	Maximum sale/public possession limit	Examples of products	Maximum THC per package	Special considerations
Dried cannabis	1 g	30 g	Dried flower, pre-rolls	n/a	
Fresh cannabis	5 g	150 g	Fresh flowers, leaves	n/a	
Cannabis plants	n/a	4 cannabis plants	Clones, seedlings	n/a	Public possession of any cannabis plants that are budding or flowering is prohibited. The maximum possession limit is not just the personal possession limit, but also the maximum number of plants that are allowed in a single dwelling house.
Cannabis plant seeds	1 seed	30 seeds	Cannabis plant seeds	n/a	
Edible cannabis (solids)	15 g	450 g	Cookies, chocolate, gummies, mints, tea bags	10 mg	Any products with more than 3% THC by weight will be considered cannabis concentrates and subject to reduced possession limits
Edible cannabis (non-solids)	70 g	2.1 kg	Infused cooking oil, ready to drink beverages	10 mg	Any products with more than 3% THC by weight will be considered cannabis concentrates and subject to reduced possession limits
Cannabis extracts (solids)	15 g	450 g	Sublingual strips, CBD hash	1,000 mg	Any products with more than 3% THC by weight will be considered cannabis concentrates and subject to reduced possession limits
Cannabis extracts (non-solids)	70 g	2.1 kg	Cannabis oil, soft gels, CBD vape cartridges, intimate sprays	1,000 mg	Any products with more than 3% THC by weight will be considered cannabis concentrates and subject to reduced possession limits
Cannabis topicals (solids)	15 g	450 g	Massage bars	1,000 mg	Any products with more than 3% THC by weight will be considered cannabis concentrates and subject to reduced possession limits
Cannabis topicals (non-solids)	70 g	2.1 kg	Lotions, massage oils	1,000 mg	Any products with more than 3% THC by weight will be considered cannabis concentrates and subject to reduced possession limits
Cannabis concentrates	0.25 g	7.5 g	Hash, vape cartridges, vape pens, shatter, rosin, kief	1,000 mg	Includes any cannabis edibles, extracts, or topicals that contain more than 3% THC by weight

Revision History

Edition 1 – **October 17, 2018**

Edition 2 – **April 1, 2020**

Edition 2.1– **September 1, 2020**

- Chapter 2
 - 2(c)(ii) – Clarification of requirements
 - 2(c)(iii) – Clarification of requirements
 - 2(d)(i) – Clarification of process
 - 2(d)(ii) – Addition of local authority to limit business numbers and locations
- Chapter 3
 - 12(c)(i) – Added reference to *Appendix: Cannabis Equivalencies & Maximum Possession Limit*
 - 12(l)(ii) – Corrected typo
 - 18(b)(iv) – Corrected reference
 - 19(b) – Corrected reference
- Chapter 4
 - 7(b) - Added reference to *Appendix: Cannabis Equivalencies & Maximum Possession Limit*
- Chapter 5
 - 9(a) – Clarification of reporting obligation for registrants
- Chapter 7
 - 4(e) – Corrected reference
 - 5(d) – Corrected reference
 - 6(c) – Corrected reference
 - 6(d) – Corrected reference
- Appendix: Cannabis Tracking and Reporting
 - Clarified scope of inventory management system requirement
- Appendix: Facility Security
 - 1(e)(i) – Modified to include references to specific UL/ULC standards
 - 2(b)(ii) – Corrected formatting error
 - 2(d)(i) – Modified to include references to specific UL/ULC standards
- Appendix: Cannabis Equivalencies & Maximum Possession Limits
 - New appendix added

Item	Quantity	Rate	Cost	Revised Quantity	Revised Cost	Penalty Clause (approx)	
Mobilization	2	12500	25000	2.00	25000	60000	
Hill Cut	55000	4	220000	46500	186000		
Clay Capping	25500	5.85	149175	44500	235627.5	(31,150m ³ of clay and 13,350m ³ of waste at \$5.85/m ³ and \$4.00/m ³ respectively)	
Roadway Subgrade Reshaping	84400	0.2	16880	80180	16036		
Incorporation	61000	1.61	98210	57950	93299.5		
Traffic Gravel	61000	0.99	60390	57950	57370.5		
450mm Culverts	64	75	4800	64	4800		
500mm Culverts	86	75	6450	86	6450		
Hauling	193000	0.2	38600	193000	38600		
Watering	250	30	7500	250	7500		
Traffic Control	1	10000	10000	1	10000		
Original Total			\$637,005.00	Revised Total	\$680,683.50	Minus--> \$60,000.00	Final Total \$620,683.50

CSO

- First meeting of CSO Committee held Oct28 at 7 PM.
- Don Gabel elected as Chair
- Joan Corneil appointed as Secretary
- Minutes attached
- Summary: Meeting went very well. Councillor Diederichs joined the meeting and a request is on this Council meeting to have him join the committee. A representative from the RM of Fish Creek attended with a request to consider them as part of the committee. I have since received notification that they will not be joining the partnership.

Staff Meetings

- Staff meetings are typically held every Friday morning unless extenuating circumstances dictate otherwise.
 - Discussion centers around previous weeks work, upcoming work, sharing of information amongst staff regarding common projects.

Evaluation

- The HR Committee met on Oct 19 and 26 to complete the evaluations on the outside employees. All staff were rated as satisfactory. Layoff notices have been issued; however, some are staying on to install posts for civic addressing.

Ratepayer Meetings

- Met with residents of Balone Beach to discuss storage lots. Meeting was very positive and the residents were appreciative of the information provided by Garth. Ashley attended as well as part of orientation into planning

From previous meeting.

- Processed discretionary Use permits
- Scholarship information sent to schools
- Letter of engagement for water hauling out of storage tanks- Wakaw and Cudworth to A1 Septic and Water Hauling
- Survey agreement signed and submitted to Geo Verra
- Sand on Hoodoo Beach- meeting with committee on Nov 15 to fill out application
- Schitka Beach road damage repair not yet started

Storage Lots.

- Bonne Madonne

General Office

- Transcribed two sets of minutes and submit tasks
- Respond to council direction
- Sask Power webinar on nuclear
- Asset Management training Gord Molnar- all office staff participated along with Garth and Mike.
- Completed a mandatory stats Canada survey regarding assets
- Conducted tours of all beaches regarding the identification of the location of seacans. Also noted numerous storage lots with multiple buildings.
- Toured Smuts with Garth on Tuesday Nov 02 and with Remi on Nov 04- great improvement in two days.
- Met with Town of Wakaw re fire agreement
- Prepared reports for Council
- Reviewed reports for Council
- SARM Virtual meeting

Submitted by: Joan Corneil

Committee - Community Service Officer
7:00 PM October 28, 2021
Cudworth Senior Centre

1. Approval of Acting Chair- Don Gabel- Consensus of group
2. Meeting opened at 7:05 pm
3. Attending:
 - Rm of Hoodoo- Hal Diederichs, Bruce Cron, Don Gabel, Joan Corneil
 - Town of Wakaw- Terrance Schneider, Michael Romanchuk
 - Town of Cudworth- Roxanne Koening, Yvonne Gobolos
 - Resort village of Wakaw Lake- Ed Brockman, Doug Ebert
 - Regional Park- Chad Parenteau, Maurice Werezak
 - RM of Fish Creek- may be added
4. Approval of agenda
 - Motion # 01-2021 Bruce Cron/ Doug Ebert***
 - That the agenda be adopted as presented. CARRIED***
5. Updated contact list to be sent
6. Ratification of TOR- Final TOR to be forwarded for signing
 - Motion # 02-2021 Mike Romanchuk/ Bruce Cron***
 - That the Terms of Reference (ToR) as amended be adopted and sent to participating members for signing. CARRIED***
7. Nominations for Chair
 - Mike Romanchuk nominated Don Gabel for Chair
 - Motion # 03-2021 Chad Parenteau moved nominations cease. Carried***
8. Election of Chair
 - Motion # 04, 2021 Bruce Cron/ Maurice Werezak***
 - That Don Gabel be elected as chair of the CSO Committee. CARRIED***
9. Appointment of Secretary
 - Motion # 05-2021 Chad Parenteau/ Ed Brockman***
 - That Joan Corneil be appointed as Secretary for the CSO Committee. CARRIED***
10. Review of material
 - **Policy Manual**
 - Task:**
 - a. members to read policy manual and flow chart for next meeting
 - b. Members to bring back information (assessment, # of properties, population and other relevant information) and suggestions regarding cost sharing option- information to be sent to Yvonne Gobolos for compilation and distribution at town.cudworth@sasktel.net
11. Open discussion- Moving forward
 - **Cost sharing**
 - i. Member jurisdictions to take turns hosting CSO Committee meetings
 - **Cost sharing CSO program**
 - i. Break out startup costs versus annual

- ii. Options to be explored once information comes in
 - iii. May be a cost per day/hourly charge
- Time allocations
 - i. Some may be on contract with partner agencies
 - ii. Each jurisdiction to determine needs
- Main office
- Main office for CSO Committee to be RM of Hoodoo office
- Main office for CSO program to be determined in Business Plan

12. Next meeting date

- Town of Wakaw Rec Centre- Tuesday November 30, 2021 7PM

13. Motion #06-21 Chad Parenteau/Maurice Werezak

That this meeting adjourns at 9:10PM. CARRIED

R.M. OF HOODOO
Summary of account balances

As at October 31, 2021

Cash	31-Oct-21	30-Sep-21	Change
Chequing account	1,331,484.23	1,466,052.47	(134,568.24)
Dedicated Lands	137,297.98	137,245.53	52.45
Servicing Agreement	-	-	-
Reserve	1,087,712.15	1,087,619.78	92.37
Hamlet Reserve	141,539.30	141,485.23	54.07
	2,698,033.66	2,832,403.01	(134,369.35)

Accounts receivable - general			OCT	SEPT	Change
Category	Current	Arrears	Total	Total	
Building Permits	13,094.65	207.05	13,301.70	4,641.40	8,660.30
Custom Work	-	20,777.03	20,777.03	21,604.15	(827.12)
Fire Agreements	-	-	-	-	-
Fire Calls	83,534.01	55,424.87	138,958.88	130,197.73	8,761.15
General	-	17,670.15	17,670.15	17,606.51	63.64
Sale of Gravel	-	759.64	759.64	919.57	(159.93)
Office Services	1,500.00	-	1,500.00	1,500.00	-
Water Sales	20,238.47	13,385.37	33,623.84	99,721.60	(66,097.76)
Well Key Receipts	-	913.75	913.75	900.00	13.75
Sewage	-	8,900.00	8,900.00	9,400.00	(500.00)
	118,367.13	118,037.86	236,404.99	286,490.96	(50,085.97)

Taxes receivable		<i>* negative indicates prepayment</i>		OCT		SEPT	Change
Taxing Authority	Current	Arrears	Total taxes	Interest	Total outstanding	Total outstanding	
100 - Municipal (Ag)	117,895.27	23,594.24	141,489.51	2,360.22	143,849.73	189,223.63	(45,373.90)
101 - Municipal (Lake)	109,135.00	49,539.62	158,674.62	4,686.17	163,360.79	199,405.39	(36,044.60)
102 - Municipal (Ag)	141,215.81	99,837.64	241,053.45	9,983.92	251,037.37	295,901.31	(44,863.94)
103 - Balone Hamlet	3,621.84	-	3,621.84	-	3,621.84	5,362.87	(1,741.03)
104 - Cudsaskwa Hamlet	17,057.48	201.30	17,258.78	20.15	17,278.93	23,075.01	(5,796.08)
200 - Horizon	144,893.42	156,386.11	301,279.53	15,315.63	316,595.16	366,322.60	(49,727.44)
202 - PSSD	-	-	-	-	-	-	-
203 - St. Paul's	2,605.36	-	2,605.36	-	2,605.36	2,605.36	-
300 - NCRPA	-	19,423.53	19,423.53	1,942.40	21,365.93	21,171.69	194.24
400 - Hail	57,089.24	501.11	57,590.35	50.11	57,640.46	78,022.33	(20,381.87)
500 - St. Louis C&D	821.72	167.30	989.02	16.70	1,005.72	1,058.65	(52.93)
501 - Reynaud C&D	-	-	-	-	-	-	-
700 - Tax enforcement	3,559.50	37,603.09	41,162.59	3,744.53	44,907.12	44,543.52	363.60
	597,894.64	387,253.94	985,148.58	38,119.83	1,023,268.41	1,226,692.36	(203,423.95)

Loans	Outstanding		Change
	OCTOBER	SEPTEMBER	
Lagoon loan	44,116.94	46,973.35	(2,856.41)
Scraper loan	463,199.13	471,997.60	(8,798.47)
777 Debenture	544,373.33	544,373.33	-
	1,051,689.40	1,063,344.28	(11,654.88)

R.M. OF HOODOO
Statement of Financial Activities - Detailed
For the Period Ending October 31, 2021

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>	<u>Prior year total</u>
REVENUES						
TAXATION						
Municipal Taxes						
410-110-100 - General Municipal Levy		1,677,320.27	1,679,840.00	(2,519.73)	0.15-	1,622,968.01
410-110-105 - General Municipal Levy-Resort		886,745.35	886,142.00	603.35	0.07	827,160.13
410-120-100 - Abatements and Adjustments		(3,870.55)		(3,870.55)		(647.52)
410-130-100 - Discount on Municipal Tax - Property	(3,324.02)	(82,126.13)	(85,000.00)	2,873.87	3.38	(80,697.57)
410-130-105 - Discount on Municipal Tax - Resort Prop	(1,511.61)	(43,295.06)	(45,000.00)	1,704.94	3.79	(40,363.77)
	(4,835.63)	2,434,773.88	2,435,982.00	(1,208.12)	0.05-	2,328,419.28
Trailer License Fees						
410-300-100 - Trailer License Fees			17,900.00	(17,900.00)	100.00-	27,487.88
	0.00	0.00	17,900.00	(17,900.00)	100.00-	27,487.88
Penalties on Tax Arrears						
410-400-210 - Penalty on Mun Taxes Arrears - Property	1,672.48	18,399.57	17,500.00	899.57	5.14	20,646.18
410-400-215 - Penalty on Mun Taxes Arrears-Resort	263.29	6,832.45	8,900.00	(2,067.55)	23.23-	8,973.50
	1,935.77	25,232.02	26,400.00	(1,167.98)	4.42-	29,619.68
TOTAL TAXATION:	(2,899.86)	2,460,005.90	2,480,282.00	(20,276.10)	0.82-	2,385,526.84
FEES AND CHARGES						
Custom Work						
420-100-100 - F&C - Custom Work		2,168.75	10,300.00	(8,131.25)	78.94-	16,940.00
	0.00	2,168.75	10,300.00	(8,131.25)	78.94-	16,940.00
Sale of Supplies and Gravel						
420-200-100 - F&C - Sale of Gravel			26,300.00	(26,300.00)	100.00-	29,771.62
420-200-105 - Gravel Extraction Fees			10,000.00	(10,000.00)	100.00-	15,516.10
420-200-200 - F&C - Sale of Supplies - Office	238.70	1,106.61	2,000.00	(893.39)	44.67-	3,568.54
420-200-210 - F&C - Sale of Supplies - Misc.		25.00		25.00		
420-200-600 - F&C - Sale of Supplies - Calcium Chlorid		5,727.00	3,000.00	2,727.00	90.90	3,795.00
420-200-900 - F&C - Subdivision Development Fees						119,338.84
420-200-910 - F&C - Well Key Receipts		2,350.00	2,100.00	250.00	11.90	2,375.00
420-200-925 - F&C - Utility Lot Leases	64,170.28	133,575.03	22,000.00	111,575.03	507.16	12,661.90

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	64,408.98	142,783.64	65,400.00	77,383.64	118.32	187,027.00
Rentals						
420-300-110 - F&C - Maruschak Lease		2,500.00	2,500.00			2,500.00
420-300-115 - F&C - NCRPA	1,500.00	16,657.34	50,800.00	(34,142.66)	67.21-	42,968.03
	1,500.00	19,157.34	53,300.00	(34,142.66)	64.06-	45,468.03
Policing and Fire Fees						
420-400-200 - F&C - Fire Agreements		144,786.00	154,786.00	(10,000.00)	6.46-	160,750.00
420-400-300 - F&C - Fire Fees - Cudworth	1,204.00	26,890.94	46,400.00	(19,509.06)	42.05-	48,060.43
420-400-305 - F&C - Fire Fees - Wakaw	9,930.26	103,180.01	148,100.00	(44,919.99)	30.33-	151,928.02
	11,134.26	274,856.95	349,286.00	(74,429.05)	21.31-	360,738.45
Licenses and Permits						
420-710-100 - F&C - Permits - Rural	9,989.95	14,348.35	3,700.00	10,648.35	287.79	3,962.45
420-710-105 - F&C - Permits - Lake	150.00	16,758.48	8,100.00	8,658.48	106.89	16,397.12
	10,139.95	31,106.83	11,800.00	19,306.83	163.62	20,359.57
Other						
Tax Certificate						
420-800-100 - F&C - Tax Certificate	250.00	1,730.00	1,500.00	230.00	15.33	775.00
	250.00	1,730.00	1,500.00	230.00	15.33	775.00
Tax Enforcement						
420-800-110 - Tax Enforcement		5,826.00	20,000.00	(14,174.00)	70.87-	14,478.76
Total Tax Enforcement:	0.00	5,826.00	20,000.00	(14,174.00)	70.87-	14,478.76
General Office Services Provided						
420-800-220 - F&C - Appeal Fees		300.00		300.00		50.00
	0.00	300.00	0.00	300.00	0.00	50.00
Pound Fees						
420-910-105 - F & C - Hay land rent		1,000.00	1,000.00			1,000.00
	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00

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	250.00	8,856.00	22,500.00	(13,644.00)	60.64-	16,303.76
TOTAL FEES AND CHARGES:	87,433.19	478,929.51	512,586.00	(33,656.49)	6.57-	646,836.81
MAINTENANCE AND DEVELOPMENT CHARGES						
Road Maintenance and Restoration Agreements						
430-100-100 - M&D - Road Maintenance Fees		41,953.00	40,000.00	1,953.00	4.88	36,384.83
	0.00	41,953.00	40,000.00	1,953.00	4.88	36,384.83
Public Reserve						
430-300-100 - M&D - Public Reserve		136,500.00		136,500.00		
	0.00	136,500.00	0.00	136,500.00	0.00	0.00
TOTAL MAINTENANCE AND DEVELOPMENT CHARGES:	0.00	178,453.00	40,000.00	138,453.00	346.13	36,384.83
UTILITIES						
Water						
440-100-100 - Hoodoo Water Station Sales - Cudworth	766.39	100,528.28	107,000.00	(6,471.72)	6.05-	92,523.34
440-110-100 - Hoodoo Water Station Sales-Wakaw	4,421.81	163,784.42	175,000.00	(11,215.58)	6.41-	157,115.34
440-140-300 - Water - Water Fob Sales		840.00	600.00	240.00	40.00	8,580.00
	5,188.20	265,152.70	282,600.00	(17,447.30)	6.17-	258,218.68
Sewer						
440-220-100 - Sewer - Charges - North		29,015.00	29,016.00	(1.00)		19,016.31
440-220-105 - Sewer - Charges - South		6,000.00	6,000.00			
	0.00	35,015.00	35,016.00	(1.00)	0.00	19,016.31
TOTAL UTILITIES:	5,188.20	300,167.70	317,616.00	(17,448.30)	5.49-	277,234.99
UNCONDITIONAL TRANSFERS						
Unconditional Transfers						
450-105-100 - Unconditional Provincial Grants		3,400.47		3,400.47		40,266.00
450-110-100 - Unconditional - (Revenue Sharing)	48,408.25	145,224.75	193,633.00	(48,408.25)	25.00-	196,723.00
450-120-100 - Unconditional - Balone		1,888.00	1,888.00			1,894.00
450-120-105 - Unconditional - Cudsaskwa		8,215.00	8,215.00			8,279.00
450-130-100 - Unconditional - Road Preservation						272.00

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450-140-100 - Unconditional - Other		6,331.50		6,331.50		
	48,408.25	165,059.72	203,736.00	(38,676.28)	18.98-	247,434.00
TOTAL UNCONDITIONAL TRANSFERS:	48,408.25	165,059.72	203,736.00	(38,676.28)	18.98-	247,434.00
CONDITIONAL GRANTS						
Provincial						
450-300-100 - Conditional - Prov - Infrastructure		260,670.00		260,670.00		
450-320-100 - Conditional - Prov - Heavy Haul			8,150.00	(8,150.00)	100.00-	8,150.00
450-350-100 - Conditional - Prov - Other			47,904.00	(47,904.00)	100.00-	
450-350-110 - Conditional - Prov - New Deal		82,248.75	40,000.00	42,248.75	105.62	59,737.50
	0.00	342,918.75	96,054.00	246,864.75	257.01	67,887.50
Local						
450-410-100 - Conditional - Local - Pest Control			775.00	(775.00)	100.00-	775.00
	0.00	0.00	775.00	(775.00)	100.00-	775.00
TOTAL CONDITIONAL GRANTS:	0.00	342,918.75	96,829.00	246,089.75	254.15	68,662.50
GRANTS IN LIEU OF TAXES						
Provincial						
450-600-100 - GIL - Provincial		1,627.78	3,000.00	(1,372.22)	45.74-	3,013.28
	0.00	1,627.78	3,000.00	(1,372.22)	45.74-	3,013.28
TOTAL GRANTS IN LIEU OF TAXES:	0.00	1,627.78	3,000.00	(1,372.22)	45.74-	3,013.28
CAPITAL ASSET PROCEEDS						
Capital Asset Proceeds						
460-200-100 - GG - Land Sales - Gain/Loss						6,000.00
460-220-500 - TS - Sale of Machinery/Eqmt - Gain/Loss		50,500.00		50,500.00		(74,476.00)
	0.00	50,500.00	0.00	50,500.00	0.00	(68,476.00)
TOTAL CAPITAL ASSET PROCEEDS:	0.00	50,500.00	0.00	50,500.00	0.00	(68,476.00)
INVESTMENT INCOME AND COMMISSIONS						
Investment and Income Revenue						

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470-100-100 - Interest Revenue	939.31	5,331.94	6,000.00	(668.06)	11.13-	14,759.43
470-120-140 - Wheatland Rail Earnings (Loss)						226,746.68
470-130-100 - Commission Revenue			2,400.00	(2,400.00)	100.00-	2,437.90
	939.31	5,331.94	8,400.00	(3,068.06)	36.52-	243,944.01
TOTAL INVESTMENT INCOME AND COMMISSIONS:	939.31	5,331.94	8,400.00	(3,068.06)	36.52-	243,944.01
OTHER REVENUES						
Other Revenue						
480-110-100 - Misc. revenue						1,152.35
480-120-100 - SARM Disability						21,929.16
480-120-110 - WCB Benefits						671.80
480-120-115 - Refunds & rebates		2,764.34		2,764.34		
480-150-110 - Non Revenue Receipts						7,066.13
	0.00	2,764.34	0.00	2,764.34	0.00	30,819.44
TOTAL OTHER REVENUES:	0.00	2,764.34	0.00	2,764.34	0.00	30,819.44
TOTAL REVENUES:	139,069.09	3,985,758.64	3,662,449.00	323,309.64	8.83	3,871,380.70

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EXPENDITURES						
GENERAL GOVERNMENT SERVICES						
Wages & Benefits						
Wages						
510-110-110 - GG - Council - Indemnity - Council meeti		7,420.00		(7,420.00)		27,324.56
	0.00	7,420.00	0.00	(7,420.00)	0.00	27,324.56
510-110-140 - GG - Council - Admin meetings		737.42	28,100.00	27,362.58	97.38	
510-110-230 - GG - Salaries - Administrator	7,633.75	108,394.80	101,500.00	(6,894.80)	6.79-	163,864.51
510-110-330 - GG - Salaries - Assistant	10,649.78	85,436.46	99,200.00	13,763.54	13.87	83,213.07
510-110-535 - GG - Employee Wages	(0.01)	(0.01)		0.01		
	18,283.52	201,988.67	228,800.00	26,811.33	11.72	274,402.14
Benefits						
510-120-110 - GG - Council - Benefits		1,387.67	3,929.00	2,541.33	64.68	2,174.33
	0.00	1,387.67	3,929.00	2,541.33	64.68	2,174.33
510-130-230 - GG - Benefits - Administrator		3,043.78	6,350.00	3,306.22	52.07	6,084.18
510-130-234 - GG - Benefits - Worker Compensation		10,057.74		(10,057.74)		
510-140-330 - GG - Benefits - Assistant		8,531.17	4,700.00	(3,831.17)	81.51-	2,183.76
	0.00	23,020.36	14,979.00	(8,041.36)	53.68-	10,442.27
	18,283.52	225,009.03	243,779.00	18,769.97	7.70	284,844.41
Professional/Contract Services						
510-200-110 - GG - Cont. - Legal		2,880.91	2,000.00	(880.91)	44.05-	741.29
510-200-130 - GG - Cont. - Audit/Accounting		10,769.69	10,600.00	(169.69)	1.60-	10,764.22
510-200-150 - GG - Cont. - Assessment - SAMA		30,390.09	30,000.00	(390.09)	1.30-	28,966.60
510-200-160 - GG - Cont. - Appeal Fees		150.00		(150.00)		
510-200-170 - GG - Cont. - Advertising		3,802.60	4,000.00	197.40	4.94	1,984.29
510-200-200 - GG - Cont. - Printing RM Maps		37.93	1,000.00	962.07	96.21	839.54
510-210-110 - GG - Reeve/Mayor - Travel & Meals						16.97
510-210-120 - GG - Council - Meeting/Travel/Meals	86.08	3,775.19	4,000.00	224.81	5.62	3,171.39
510-210-150 - GG - Council - Convention/Travel/Meals		410.10	350.00	(60.10)	17.17-	1,466.74
510-210-160 - GG - Travel, Meals & Subsistence			500.00	500.00	100.00	

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	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>	<u>Prior year total</u>
510-210-170 - GG - Admin. - Training, Travel & Meals	40.20	2,940.74	8,300.00	5,359.26	64.57	15,195.94
510-210-175 - GG - Admin - OH&S		313.09	2,200.00	1,886.91	85.77	2,074.43
510-210-180 - GG - Admin - NCRPA	3,270.24	30,155.47	37,500.00	7,344.53	19.59	39,436.53
510-230-100 - GG - Cont. - Insurance - General & Bond		22,803.35	22,830.00	26.65	0.12	20,589.43
510-240-100 - GG - Cont. - Memberships & Subscriptions		8,560.79	8,500.00	(60.79)	0.72-	8,718.34
510-250-100 - GG - Cont. - Communications	178.12	4,037.02	7,000.00	2,962.98	42.33	10,816.49
510-260-100 - GG - Cont. - Tax Enforcement/Collection		6,101.40	20,000.00	13,898.60	69.49	17,032.21
510-260-150 - GG - Cont. - Elections						412.19
510-280-150 - GG - Cont. - Asset Management		29,940.00	60,000.00	30,060.00	50.10	
510-290-100 - GG - Cont. - Bank Charges	182.23	1,718.38	2,000.00	281.62	14.08	1,995.85
	3,756.87	158,786.75	220,780.00	61,993.25	28.08	164,222.45
Utilities						
510-300-140 - GG - Utility - Telephone	439.59	4,624.31	6,600.00	1,975.69	29.93	6,394.43
510-300-150 - GG - Utility - Office	170.23	3,150.38	4,300.00	1,149.62	26.74	4,145.14
	609.82	7,774.69	10,900.00	3,125.31	28.67	10,539.57
Maintenance, Material and Supplies						
510-400-110 - GG - Maint. - Stationery & Postage		5,627.22	8,000.00	2,372.78	29.66	6,310.29
510-410-140 - GG - Maint. - Office Supplies	498.29	10,959.30	17,000.00	6,040.70	35.53	16,422.11
510-410-160 - GG - Maint. - PR		1,270.14	4,000.00	2,729.86	68.25	3,736.19
510-410-180 - GG - Maint. - Elevator/Scale		1,517.25	1,518.00	0.75	0.05	
510-490-100 - GG - Maint. - Office Repairs & Maint.	500.00	5,828.75	8,820.00	2,991.25	33.91	9,476.35
510-490-115 - GG - Main - Office Renovations		3,415.00	160,000.00	156,585.00	97.87	
	998.29	28,617.66	199,338.00	170,720.34	85.64	35,944.94
Grants and Contributions						
510-500-110 - GG - Grants and Contributions		200.00		(200.00)		100.00
	0.00	200.00	0.00	(200.00)	0.00	100.00
Capital Expenditures						
510-600-599 - GG - Amort - Office & Information Tech			1,784.00	1,784.00	100.00	1,784.00
	0.00	0.00	1,784.00	1,784.00	100.00	1,784.00
Interest						
510-700-115 - GG - Bank Charges Line of Credit			500.00	500.00	100.00	6,305.60
	0.00	0.00	500.00	500.00	100.00	6,305.60

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Allowance for Uncollectibles						
510-800-110 - GG - Allowance for Uncollectibles		5,232.19		(5,232.19)		10,117.24
	0.00	5,232.19	0.00	(5,232.19)	0.00	10,117.24
Other						
510-900-110 - GG - Non Expenditure Payments						1,146.77
	0.00	0.00	0.00	0.00	0.00	1,146.77
TOTAL GENERAL GOVERNMENT SERVICES:	23,648.50	425,620.32	677,081.00	251,460.68	37.14	515,004.98
PROTECTIVE SERVICES						
POLICE PROTECTION						
Professional/Contractual Services						
520-210-100 - PS - Police - Justice Requisition		33,383.81	33,000.00	(383.81)	1.16-	32,511.30
520-260-100 - PS - Police - Bylaw Enforcement Officer	2,155.10	11,956.22	6,500.00	(5,456.22)	83.94-	5,640.31
	2,155.10	45,340.03	39,500.00	(5,840.03)	14.78-	38,151.61
TOTAL POLICE PROTECTION:	2,155.10	45,340.03	39,500.00	(5,840.03)	14.78-	38,151.61
FIRE PROTECTION						
Wages and Benefits						
Wages						
525-110-105 - PS-Fire-Administration		210.00	2,000.00	1,790.00	89.50	1,105.71
525-110-110 - PS - Fire - Salaries Cudworth	1,000.00	10,000.00	17,500.00	7,500.00	42.86	17,325.36
525-110-115 - PS - Fire - Salaries Wakaw	1,150.00	11,500.00	28,300.00	16,800.00	59.36	28,161.31
525-110-140 - PS - Fire - Training - Cudworth		773.80	11,000.00	10,226.20	92.97	10,346.80
525-110-145 - PS - Fire - Training - Wakaw		724.70	13,000.00	12,275.30	94.43	13,313.53
	2,150.00	23,208.50	71,800.00	48,591.50	67.68	70,252.71
	2,150.00	23,208.50	71,800.00	48,591.50	67.68	70,252.71
Professional/Contractual Services						
525-210-100 - PS - Fire - EMS Contract - 911			886.00	886.00	100.00	
525-220-100 - PS - Fire - Travel & Meals - Cudworth			300.00	300.00	100.00	294.70
525-220-105 - PS - Fire - Travel & Meals - Wakaw		200.25	500.00	299.75	59.95	422.39

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525-230-100 - PS - Fire - Insurance - Cudworth		2,771.38	2,771.00	(0.38)	0.01-	2,739.30
525-230-105 - PS - Fire - Insurance - Wakaw		1,010.30	2,000.00	989.70	49.49	2,261.10
	0.00	3,981.93	6,457.00	2,475.07	38.33	5,717.49
Utilities						
525-300-140 - PS - Fire - Communication - Cudworth	1,252.66	3,852.09	6,432.00	2,579.91	40.11	6,242.81
525-300-145 - PS - Fire - Communication - Wakaw	33.77	1,251.95	5,919.00	4,667.05	78.85	4,801.80
525-300-150 - PS - Fire - Storage Fee - Cudworth			12,000.00	12,000.00	100.00	12,000.00
525-300-155 - PS - Fire - Storage Fees - Wakaw			18,000.00	18,000.00	100.00	35,568.87
	1,286.43	5,104.04	42,351.00	37,246.96	87.95	58,613.48
Maintenance, Materials and Supplies						
525-430-100 - PS - Vehicle/Equip. Repair - Cudworth		172.43	5,000.00	4,827.57	96.55	4,097.92
525-430-105 - PS - Vehicle/Equip. Repairs - Wakaw	165.36	10,782.88	35,000.00	24,217.12	69.19	22,295.90
525-430-110 - PS - Fire - Oil & Gas - Cudworth		603.49	1,500.00	896.51	59.77	418.89
525-430-115 - PS - Fire - Oil & Gas - Wakaw		1,473.52	5,000.00	3,526.48	70.53	2,072.12
525-440-100 - PS - Fire - Small Tools - Cudworth		649.57	3,000.00	2,350.43	78.35	2,072.04
525-440-115 - PS - Fire - Small Tools - Wakaw		539.06	5,000.00	4,460.94	89.22	716.74
525-445-100 - PS - Fire - Equipment - Cudworth		17,355.70	36,600.00	19,244.30	52.58	10,291.09
525-445-115 - PS - Fire -Equipment - Wakaw		5,483.83	32,800.00	27,316.17	83.28	12,725.40
	165.36	37,060.48	123,900.00	86,839.52	70.09	54,690.10
Capital Expenditures						
525-600-399 - PS - Fire - Amort - Machinery & Eqmt			36,500.00	36,500.00	100.00	36,239.00
	0.00	0.00	36,500.00	36,500.00	100.00	36,239.00
Allowance for Uncollectibles						
525-820-110 - PS - Fire - Allow for Uncollect Wakaw	(390.05)	13,960.96	5,000.00	(8,960.96)	179.22-	16,646.13
	(390.05)	13,960.96	5,000.00	(8,960.96)	179.22-	16,646.13
TOTAL FIRE PROTECTION:	3,211.74	83,315.91	286,008.00	202,692.09	70.87	242,158.91
TOTAL PROTECTIVE SERVICES:	5,366.84	128,655.94	325,508.00	196,852.06	60.48	280,310.52
TRANSPORTATION SERVICES						
MAINTENANCE						
Wages & Benefits						
Wages						

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	Current	Year To Date	Budget	Variance	%	Prior year total
530-110-110 - TS - Maint. - Council - Supervision		11,502.85	58,500.00	46,997.15	80.34	58,228.47
530-110-120 - TS - Maint. - Wages/Benefits	28,994.24	135,925.56	149,000.00	13,074.44	8.77	136,455.56
530-110-130 - TS - Maint. - Salaries - Custom Work	248.43	4,331.26	3,500.00	(831.26)	23.75-	3,478.27
	29,242.67	151,759.67	211,000.00	59,240.33	28.08	198,162.30
Benefits						
530-120-120 - TS - Maint. - Benefits - Foreman		3,762.72		(3,762.72)		
530-130-130 - TS - Maint. - Benefits - Operators	651.31	16,820.06		(16,820.06)		
	651.31	20,582.78	0.00	(20,582.78)	0.00	0.00
	29,893.98	172,342.45	211,000.00	38,657.55	18.32	198,162.30
Professional/Contractual Services						
530-200-110 - TS - Maint. - Engineering			2,000.00	2,000.00	100.00	
530-250-100 - TS - Maint. - Travel, Meal & Subsistence		425.13	1,500.00	1,074.87	71.66	1,497.25
530-250-105 - TS - Maint. - Rail Line Retention			1,000.00	1,000.00	100.00	796.00
530-250-110 - TS - Maint. - Council - Travel & Meals		286.29	2,500.00	2,213.71	88.55	842.44
530-260-100 - TS - Maint. - Insurance/Vehicle Reg.	3,882.46	15,407.58	25,000.00	9,592.42	38.37	21,857.76
	3,882.46	16,119.00	32,000.00	15,881.00	49.63	24,993.45
Utilities						
530-300-120 - TS - Maint. - Utility - Power/Heat	280.93	6,873.07	8,600.00	1,726.93	20.08	8,396.50
530-300-140 - TS - Maint. - Utility - Telephone	218.11	2,125.21	4,300.00	2,174.79	50.58	4,220.42
	499.04	8,998.28	12,900.00	3,901.72	30.25	12,616.92
Maintenance, Materials & Supplies						
530-410-100 - TS - Maint. - Shop Supply & Small Tools		17,995.24	30,000.00	12,004.76	40.02	26,424.68
530-410-110 - TS-Maint.-Personal Protective Equipment		3,982.67	3,000.00	(982.67)	32.76-	6,760.06
530-420-100 - TS - Machinery Repairs - Wages	12,028.40	91,274.35	105,700.00	14,425.65	13.65	104,527.01
530-420-101 - TS - Maint. - Repair/Parts/Tools	7,593.01	49,174.74	90,000.00	40,825.26	45.36	69,145.70
530-420-102 - TS - Maint. - Administrative Costs	1,737.33	15,502.43	40,000.00	24,497.57	61.24	41,922.52
530-420-103 - TS - Maint. - Training			2,000.00	2,000.00	100.00	220.00
530-425-110 - TS - Maint. - Machine Fuel	26,912.60	156,834.67	150,000.00	(6,834.67)	4.56-	147,022.41
530-430-120 - TS - Maint. - Machine - Blades		15,676.76	15,000.00	(676.76)	4.51-	13,600.86
530-430-135 - TS - Maint. - Balone Hamlet	452.62	4,847.08	1,840.00	(3,007.08)	163.43-	2,370.72
530-430-140 - TS - Maint. - Cudsaskwa Hamlet	44.01	38,585.16	26,620.00	(11,965.16)	44.95-	3,604.63

R.M. OF HOODOO
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	Current	Year To Date	Budget	Variance	%	Prior year total
530-430-145 - TS - Maint - Resort	5,266.39	86,319.98	25,000.00	(61,319.98)	245.28-	20,682.80
530-440-100 - TS - Maint. - Gravel/Sand	9,579.46	444,918.29	450,000.00	5,081.71	1.13	291,072.57
530-450-100 - TS - Maint. - Culverts/Drainage		18,054.32		(18,054.32)		24,244.66
530-460-101 - TS - Maint. - 777 road		5,395.22		(5,395.22)		
530-460-110 - TS - Maint. - Dust Control		22,619.75	45,000.00	22,380.25	49.73	62,683.48
530-470-100 - TS - Maint. - Road/Street Signs	660.65	2,432.97	12,000.00	9,567.03	79.73	3,746.16
530-490-110 - TS - Maint. - Roads		2,804.30	3,000.00	195.70	6.52	4,651.45
	64,274.47	976,417.93	999,160.00	22,742.07	2.28	822,679.71
Capital Expenditures						
530-600-140 - TS - Purchase of Cap Assets - Equipment		8,469.40		(8,469.40)		
530-600-299 - TS - Maint. - Amort - Bldgs/Impr&Eng Str			4,000.00	4,000.00	100.00	4,000.00
530-600-399 - TS - Maint. - Amort - Machinery & Eqmt			140,517.00	140,517.00	100.00	140,517.00
530-600-699 - TS - Maint. - Amort - Infrastructure			150,000.00	150,000.00	100.00	144,560.00
	0.00	8,469.40	294,517.00	286,047.60	97.12	289,077.00
Interest						
530-700-110 - TS - Maint. - Interest	950.46	29,412.82	18,725.00	(10,687.82)	57.08-	19,521.15
	950.46	29,412.82	18,725.00	(10,687.82)	57.08-	19,521.15
Other						
530-900-110 - TS - Maint. - Roads Other						4,271.50
	0.00	0.00	0.00	0.00	0.00	4,271.50
TOTAL MAINTENANCE:	99,500.41	1,211,759.88	1,568,302.00	356,542.12	22.73	1,371,322.03
CONSTRUCTION						
Wages & Benefits						
Wages						
535-110-120 - TS - Const. - Wages/Benefits	18,359.81	32,944.67	23,400.00	(9,544.67)	40.79-	23,540.02
	18,359.81	32,944.67	23,400.00	(9,544.67)	40.79-	23,540.02
	18,359.81	32,944.67	23,400.00	(9,544.67)	40.79-	23,540.02
Maintenance, Materials & Supplies						
535-425-110 - TS - Const. - Oil & Gas			50,000.00	50,000.00	100.00	
535-450-100 - TS - Const. - Culverts/Drainage		24,998.46	30,000.00	5,001.54	16.67	

R.M. OF HOODOO
Statement of Financial Activities - Detailed
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	Current	Year To Date	Budget	Variance	%	Prior year total
535-490-125 - TS - Const - Smuts RRI	308,521.48	316,193.98		(316,193.98)		
TOTAL CONSTRUCTION:	308,521.48	341,192.44	80,000.00	(261,192.44)	326.49-	0.00
	326,881.29	374,137.11	103,400.00	(270,737.11)	261.83-	23,540.02
SNOW REMOVAL						
Wages and Benefits						
Wages						
537-110-120 - TS - Snow Rem - Municipal Force		19,601.43	34,700.00	15,098.57	43.51	34,249.56
	0.00	19,601.43	34,700.00	15,098.57	43.51	34,249.56
	0.00	19,601.43	34,700.00	15,098.57	43.51	34,249.56
Professional/Contractual Services						
537-210-100 - TS - Snow - Contracted Removal		750.00	1,500.00	750.00	50.00	1,400.00
	0.00	750.00	1,500.00	750.00	50.00	1,400.00
Maintenance, Materials & Supplies						
537-420-100 - TS - Vehicle Equip. Repair/Parts/Tools		104.02		(104.02)		
537-420-110 - TS - Snow - Oil & Gas		2,706.82	13,000.00	10,293.18	79.18	10,260.24
	0.00	2,810.84	13,000.00	10,189.16	78.38	10,260.24
TOTAL SNOW REMOVAL:	0.00	23,162.27	49,200.00	26,037.73	52.92	45,909.80
TOTAL TRANSPORTATION SERVICES:	426,381.70	1,609,059.26	1,720,902.00	111,842.74	6.50	1,440,771.85
ENVIRONMENTAL SERVICES						
Professional/Contractual Services						
540-200-110 - EH - Cont. - Waste Collection/Disposal	25,001.66	85,172.21	110,000.00	24,827.79	22.57	93,045.14
540-200-120 - EH - Waste Collection/Disposal - Hamlet						65.00
540-210-100 - EH - Cont. - Pest Control	270.00	11,248.58	25,000.00	13,751.42	55.01	20,612.07
540-210-200 - EH - Cont. - Weed Control			400.00	400.00	100.00	370.50
	25,271.66	96,420.79	135,400.00	38,979.21	28.79	114,092.71
Capital Expenditures						
540-600-399 - EH&W - Amort - Machinery & Equipment			3,330.00	3,330.00	100.00	3,329.00

R.M. OF HOODOO
Statement of Financial Activities - Detailed
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	Current	Year To Date	Budget	Variance	%	Prior year total
	0.00	0.00	3,330.00	3,330.00	100.00	3,329.00
TOTAL ENVIRONMENTAL SERVICES:	25,271.66	96,420.79	138,730.00	42,309.21	30.50	117,421.71
PUBLIC HEALTH AND WELFARE SERVICES						
Wages and Benefits						
550-110-110 - H&W - Council Indemnity		2,350.86	4,500.00	2,149.14	47.76	4,415.83
550-120-110 - H&W - Wages/Benefits			500.00	500.00	100.00	
	0.00	2,350.86	5,000.00	2,649.14	52.98	4,415.83
Grants and Contributions						
550-500-110 - H&W - Grants and Contributions		31,000.00	28,000.00	(3,000.00)	10.71-	23,200.00
	0.00	31,000.00	28,000.00	(3,000.00)	10.71-	23,200.00
Total PUBLIC HEALTH AND WELFARE SERVICES:	0.00	33,350.86	33,000.00	(350.86)	1.06-	27,615.83
PLANNING AND DEVELOPMENT SERVICES						
Wages and Benefits						
560-110-110 - P&D - Salaries	4,849.75	42,508.44	52,250.00	9,741.56	18.64	50,518.58
560-120-110 - P&D - Benefits		1,488.96	3,475.00	1,986.04	57.15	1,914.98
	4,849.75	43,997.40	55,725.00	11,727.60	21.05	52,433.56
Professional/Contractual Services						
560-200-110 - P&D - Cont. - Other Services	24.00	3,255.25	25,000.00	21,744.75	86.98	49,585.54
560-200-115 - P & D - Cont. - Weir		858.60	2,500.00	1,641.40	65.66	2,322.64
560-200-160 - P&D - Cont. - Civic Addressing	4,117.77	51,174.23		(51,174.23)		
560-200-170 - P&D - Buildtech inspections	1,449.00	13,383.48		(13,383.48)		
560-210-100 - P&D - Cont. - Advertising	277.20	1,611.60	1,000.00	(611.60)	61.16-	829.80
	5,867.97	70,283.16	28,500.00	(41,783.16)	146.61-	52,737.98
Maintenance, Materials and Supplies						
560-400-110 - P&D - Building Maint. Materials & Suppli						296.78
	0.00	0.00	0.00	0.00	0.00	296.78
Capital Expenditures						
560-600-190 - P&D - Purchase of Capital Assets - Other		218,892.59		(218,892.59)		
	0.00	218,892.59	0.00	(218,892.59)	0.00	0.00

R.M. OF HOODOO
Statement of Financial Activities - Detailed
For the Period Ending October 31, 2021

	Current	Year To Date	Budget	Variance	%	Prior year total
Other						
560-900-110 - P&D -Utility Lease Lot Expenses	8,335.00	31,285.84	22,000.00	(9,285.84)	42.21-	
	8,335.00	31,285.84	22,000.00	(9,285.84)	42.21-	0.00
TOTAL PLANNING AND DEVELOPMENT SERVICES:	19,052.72	364,458.99	106,225.00	(258,233.99)	243.10-	105,468.32
RECREATION AND CULTURAL SERVICES						
Professional/Contractual Services						
570-200-110 - R&C - Cont. - Advertising						183.60
570-220-100 - R&C - Cont. - Travel, Meal & Subsistence		1,066.85	2,600.00	1,533.15	58.97	2,651.85
	0.00	1,066.85	2,600.00	1,533.15	58.97	2,835.45
Grants and Contributions						
570-500-110 - R&C - Grants and Contributions		7,500.00	7,500.00			7,645.71
570-500-130 - R&C - Grants - Library/Museum		13,177.50	12,340.00	(837.50)	6.79-	12,840.00
	0.00	20,677.50	19,840.00	(837.50)	4.22-	20,485.71
Capital Expenditures						
570-600-399 - R&C - Amort - Machinery & Equipment			6,530.00	6,530.00	100.00	6,531.00
	0.00	0.00	6,530.00	6,530.00	100.00	6,531.00
TOTAL RECREATION AND CULTURAL SERVICES:	0.00	21,744.35	28,970.00	7,225.65	24.94	29,852.16
UTILITIES						
WATER						
Wages and Benefits						
580-110-110 - UT - Water - Salaries - Cudworth	144.92	921.48	1,000.00	78.52	7.85	1,020.49
580-110-115 - UT - Water - Salaries - Wakaw	144.92	1,247.00	1,800.00	553.00	30.72	1,762.56
	289.84	2,168.48	2,800.00	631.52	22.55	2,783.05
Professional/Contractual Services						
580-230-100 - UT - Water - Travel, Meals & Subsistence			300.00	300.00	100.00	240.00
580-275-100 - UT - Water - Water Testing - Cudworth	831.25	8,296.17	12,500.00	4,203.83	33.63	11,981.16
580-275-105 - UT - Water - Water Testing - Wakaw	916.67	9,092.13	13,500.00	4,407.87	32.65	13,059.01
	1,747.92	17,388.30	26,300.00	8,911.70	33.88	25,280.17
Utilities						

R.M. OF HOODOO
Statement of Financial Activities - Detailed
For the Period Ending October 31, 2021

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>	<u>Prior year total</u>
580-300-120 - UT - Water - Power - Cudworth	190.98	2,524.77	3,500.00	975.23	27.86	3,278.97
580-300-125 - UT - Water - Power - Wakaw	130.75	2,236.00	3,500.00	1,264.00	36.11	2,437.45
580-300-130 - UT - Water - Water - Cudworth						73,904.06
580-300-135 - UT - Water - Water - Wakaw						110,209.82
580-300-140 - UT - Water - Telephone - Cudworth	59.05	562.94	675.00	112.06	16.60	654.52
580-300-145 - UT - Water - Telephone - Wakaw	59.05	579.64	675.00	95.36	14.13	654.55
580-300-160 - UT - Water - Pumpout Cudworth	100.00	1,200.00	2,200.00	1,000.00	45.45	1,920.00
580-300-165 - UT - Water - Pumpout Wakaw	210.00	1,610.00	2,200.00	590.00	26.82	2,060.00
	749.83	8,713.35	12,750.00	4,036.65	31.66	195,119.37
Maintenance, Materials and Supplies						
580-430-100 - UT - Water - Material/Supply - Cudworth		4,476.45	2,500.00	(1,976.45)	79.06-	5,982.53
580-430-105 - UT - Water - Material/Supply - Wakaw		4,569.08	2,500.00	(2,069.08)	82.76-	2,794.51
580-430-110 - UT - Water - Public Well-Balone Hamlet	45.62	434.21		(434.21)		512.88
580-430-120 - UT - Water - Public Well Ens	32.56	562.22	750.00	187.78	25.04	725.50
580-450-200 - UT - Water - Hoodoo Wt Stn-Cudworth		41,654.37	75,000.00	33,345.63	44.46	6,666.27
580-450-205 - UT - Water - Hoodoo Wt Stn-Wakaw		54,690.06	110,000.00	55,309.94	50.28	12,077.54
	78.18	106,386.39	190,750.00	84,363.61	44.23	28,759.23
Capital Expenditures						
580-600-399 - UT - Water - Amort - Machinery & Eqmt			1,050.00	1,050.00	100.00	1,053.00
580-600-699 - UT - Water - Amort - Infrastructure			18,450.00	18,450.00	100.00	18,430.00
	0.00	0.00	19,500.00	19,500.00	100.00	19,483.00
Allowance for Uncollectibles						
580-800-110 - UT - Water - Allowance for Uncollectible		1,059.60		(1,059.60)		
	0.00	1,059.60	0.00	(1,059.60)	0.00	0.00
TOTAL WATER:	2,865.77	135,716.12	252,100.00	116,383.88	46.17	271,424.82
SEWER						
Professional/Contractual Services						
585-200-110 - UT - Sewer - Legal Fees						1,999.14
585-250-100 - UT - Sewer - Memberships/Subscriptions	265.24	265.24		(265.24)		
	265.24	265.24	0.00	(265.24)	0.00	1,999.14
Utilities						

R.M. OF HOODOO
Statement of Financial Activities - Detailed
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	Current	Year To Date	Budget	Variance	%	Prior year total
585-300-120 - UT - Sewer - Power - North	47.06	669.47	800.00	130.53	16.32	576.39
585-300-125 - UT - Sewer - Power - South	39.83	345.69	800.00	454.31	56.79	671.05
	86.89	1,015.16	1,600.00	584.84	36.55	1,247.44
Maintenance, Materials and Supplies						
585-430-130 - UT - Sewer - Lagoon North	562.59	243,404.27	401,500.00	158,095.73	39.38	3,841.07
585-430-135 - UT - Sewer - Lagoon South		59.93	1,500.00	1,440.07	96.00	1,202.35
	562.59	243,464.20	403,000.00	159,535.80	39.59	5,043.42
Capital Expenditures						
585-600-699 - UT - Sewer - Amort - Infrastructure			18,500.00	18,500.00	100.00	18,266.00
	0.00	0.00	18,500.00	18,500.00	100.00	18,266.00
Interest						
585-700-110 - UT - Sewer - Interest	94.59	1,218.32	1,500.00	281.68	18.78	1,918.62
	94.59	1,218.32	1,500.00	281.68	18.78	1,918.62
TOTAL SEWER:	1,009.31	245,962.92	424,600.00	178,637.08	42.07	28,474.62
TOTAL UTILITIES:	3,875.08	381,679.04	676,700.00	295,020.96	43.60	299,899.44
TOTAL EXPENDITURES:	503,596.50	3,060,989.55	3,707,116.00	646,126.45	17.43	2,816,344.81
CHANGE IN NET-FINANCIAL ASSETS	(364,527.41)	924,769.09	(44,667.00)	969,436.09	2170.36	1,055,035.89
Change in Non-Financial Assets		(38,352.98)		(38,352.98)		7,860,777.29
CHANGE IN NET ASSETS	(364,527.41)	963,122.07	(44,667.00)	1,007,789.07	2256.23	(6,805,741.40)
TRANSFERS						
590-110-100 - Transfer to Reserves						(294,004.00)
590-190-100 - Transfer to Hamlets						38,487.43
CHANGE IN SURPLUS	(364,527.41)	963,122.07	(44,667.00)	1,007,789.07	2256.23	(6,550,224.83)

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R.M. OF HOODOO
List of Accounts for Approval
As of 2021-10-31
Batch: 2021-00130

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
28377 1	2021-10-14	Fontaine, Reanne 510-900-110 - GG - Non Expendit	Refund Discretionary Use Refund Discretionary Use	400.00	400.00
Other:					
1-Man Oct 15/21	2021-10-15	Altrogge Gerald 510-110-535 - GG - Employee Wa	Oct 15/21 Payroll Oct 15/21 Payroll	1,621.97	1,621.97
2-Man Oct 15/21	2021-10-15	Burkart Garth 510-110-535 - GG - Employee Wa	Oct 15/21 Payroll Oct 15/21 Payroll	2,191.72	2,191.72
3-Man Oct 15/21	2021-10-15	Corneil, Joan 510-110-535 - GG - Employee Wa	Oct 15/21 Payroll Oct 15/21 Payroll	2,811.85	2,811.85
4-Man Oct 15/21	2021-10-15	Doerksen Michael 510-110-535 - GG - Employee Wa	Oct 15/21 Payroll Oct 15/21 Payroll	1,707.33	1,707.33
5-Man Oct 15/21	2021-10-15	Kardos Dale 510-110-535 - GG - Employee Wa	Oct 15/21 Payroll Oct 15/21 Payroll	1,735.52	1,735.52
6-Man Oct 15/21	2021-10-15	Mazurkewich Catherine 510-110-535 - GG - Employee Wa	Oct 15/21 Payroll Oct 15/21 Payroll	2,094.49	2,094.49
7-Man Oct 15/21	2021-10-15	Pfeiffer, Ashley 510-110-535 - GG - Employee Wa	Oct 15/21 Payroll Oct 15/21 Payroll	1,099.78	1,099.78
8-Man Oct 15/21	2021-10-15	Pozniak, Shelby 510-110-535 - GG - Employee Wa	Oct 15/21 Payroll Oct 15/21 Payroll	1,185.52	1,185.52
9-Man Oct 15/21	2021-10-15	Roach, Joe 510-110-535 - GG - Employee Wa	Oct 15/21 payroll Oct 15/21 payroll	1,675.71	1,675.71
10-Man Oct 15/21	2021-10-15	Shupe, Thomas 510-110-535 - GG - Employee Wa	Oct 15/21 Payroll Oct 15/21 Payroll	1,476.86	1,476.86
11-Man Oct 15/21	2021-10-15	St. Germaine, Pernell 510-110-535 - GG - Employee Wa	Oct 15/21 Payroll Oct 15/21 Payroll	1,576.63	1,576.63
				Total for AP:	19,577.38

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R.M. OF HOODOO
List of Accounts for Approval
As of 2021-10-31
Batch: 2021-00130

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
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Certified Correct this 10th day of November 2021

Reeve

Administrator

Report Date
2021-11-01 4:22 PM

R.M. OF HOODOO
List of Accounts for Approval
As of 2021-10-31
Batch: 2021-00132

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
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Bank Code: AP - AP GENERAL

Computer Cheques:

28378	2021-10-21	B.C.E. Earthworks Ltd.	Smuts Grid		
BCE120		535-490-125 - TS - Const - Smuts	Smuts Grid	308,521.48	
		110-340-100 - GST Receivable - 1	Both Tax Code	14,552.90	
		900-110-110 - GST Paid	Both Tax Code	14,552.90	323,074.38

Other:

1-Man	2021-10-29	Altrogge Gerald	Oct 29/21 Payroll		
Oct 29/21		510-110-535 - GG - Employee Wa	Oct 29/21 Payroll	1,564.47	1,564.47
2-Man	2021-10-29	Burkart Garth	Oct 29/21 Payroll		
Oct 29/21		510-110-535 - GG - Employee Wa	Oct 29/21 Payroll	2,191.72	2,191.72
3-Man	2021-10-29	Corneil, Joan	Oct 29/21 Payroll		
Oct 29/21		510-110-535 - GG - Employee Wa	Oct 29/21 Payroll	2,811.85	2,811.85
4-Man	2021-10-29	Doerksen Michael	Oct 29/21 Payroll		
Oct 29/21		510-110-535 - GG - Employee Wa	Oct 29/21 Payroll	893.30	893.30
5-Man	2021-10-29	Kardos Dale	Oct 29/21 payroll		
Oct 29/21		510-110-535 - GG - Employee Wa	Oct 29/21 payroll	1,792.02	1,792.02
6-Man	2021-10-29	Mazurkewich Catherine	Oct 29/21 Payroll		
Oct 29/21		510-110-535 - GG - Employee Wa	Oct 29/21 Payroll	2,240.87	2,240.87
7-Man	2021-10-29	Pfeiffer, Ashley	Oct 29/21 Payroll		
Oct 29/21		510-110-535 - GG - Employee Wa	Oct 29/21 Payroll	1,094.78	1,094.78
8-Man	2021-10-29	Pozniak, Shelby	Oct 29/21 Payroll		
Oct 29/21		510-110-535 - GG - Employee Wa	Oct 29/21 Payroll	892.57	892.57
9-Man	2021-10-29	Roach, Joe	Oct 29/21 Payroll		
Oct 29/21		510-110-535 - GG - Employee Wa	Oct 29/21 Payroll	1,411.39	1,411.39
10-Man	2021-10-29	Shupe, Thomas	Oct 29/21 Payroll		
Oct 29/21		510-110-535 - GG - Employee Wa	Oct 29/21 Payroll	1,367.55	1,367.55
11-Man	2021-10-29	St. Germaine, Pernell	Oct 29/21 Payroll		
Oct 29/21		510-110-535 - GG - Employee Wa	Oct 29/21 Payroll	1,587.97	1,587.97

Total for AP: 340,922.87

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Other:					
1-Man October FirePay	2021-10-31	Koenning Brent 525-110-110 - PS - Fire - Salaries	October FirePay October FirePay	300.00	300.00
2-Man October FirePay	2021-10-31	Kohle Jeff 525-110-115 - PS - Fire - Salaries	October FirePay October FirePay	200.00	200.00
3-Man October FirePay	2021-10-31	Lariviere Dar 525-110-110 - PS - Fire - Salaries	October FirePay October FirePay	400.00	400.00
4-Man October FirePay	2021-10-31	Leuschen Dallas 525-110-110 - PS - Fire - Salaries	October FirePay October FirePay	150.00	150.00
5-Man October FirePay	2021-10-31	Lieffers Kreig 525-110-110 - PS - Fire - Salaries	October FirePay October FirePay	150.00	150.00
6-Man October FirePay	2021-10-31	Pichette Brandon 525-110-115 - PS - Fire - Salaries	October FirePay October FirePay	200.00	200.00
7-Man October FirePay	2021-10-31	Venne Albert 525-110-115 - PS - Fire - Salaries	October FirePay October FirePay	750.00	750.00
				Total for AP:	2,150.00

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
28379	2021-10-31	Pfeiffer, Ashley	Oct Cleaning & Mileage		
		Oct21 Cleaning	510-490-100 - GG - Maint. - Office Oct Cleaning	500.00	
			510-210-170 - GG - Admin. - Train Balone Beach Meeting	40.20	540.20
28380	2021-10-31	Stewart, Fay	Vision		
	2021-10-28	510-110-535 - GG - Employee Wa	Vision	472.19	472.19
Other:					
1-Man	2021-10-31	Sask Power	Oct Cudworth Shop		
	093000697900	530-300-120 - TS - Maint. - Utility	Oct Cudworth Shop	95.83	
		110-340-100 - GST Receivable - 1	Both Tax Code	4.72	
		900-110-110 - GST Paid	Both Tax Code	4.72	100.55
2-Man	2021-10-31	Sask Power	Oct - Wakaw Shop		
	2448-0060-0634	530-300-120 - TS - Maint. - Utility	Oct - Wakaw Shop	38.96	
		110-340-100 - GST Receivable - 1	Both Tax Code	1.93	
		900-110-110 - GST Paid	Both Tax Code	1.93	40.89
3-Man	2021-10-31	Sask Power	Oct Cudsaskwa Street Lights		
	3702-0033-4992	530-430-140 - TS - Maint. - Cudsa	Oct Cudsaskwa Street Ligh	44.01	
		110-340-100 - GST Receivable - 1	Both Tax Code	2.44	
		900-110-110 - GST Paid	Both Tax Code	2.44	46.45
4-Man	2021-10-31	Sask Power	Oct Wakaw Water Station		
	0930-0069-7996	580-300-125 - UT - Water - Power	Oct Wakaw Water Station	130.75	
		110-340-100 - GST Receivable - 1	Both Tax Code	7.24	
		900-110-110 - GST Paid	Both Tax Code	7.24	137.99
5-Man	2021-10-31	Sask Power	October Office		
	1953-0066-2527	510-300-150 - GG - Utility - Office	October Office	119.66	
		110-340-100 - GST Receivable - 1	Both Tax Code	5.90	
		900-110-110 - GST Paid	Both Tax Code	5.90	125.56
6-Man	2021-10-31	Sask Power	South Lagoon		
	3438-0041-0632	585-300-125 - UT - Sewer - Power	South Lagoon	39.83	
		110-340-100 - GST Receivable - 1	Both Tax Code	2.07	
		900-110-110 - GST Paid	Both Tax Code	2.07	41.90
7-Man	2021-10-31	Sask Power	Cudworth Water Station		
	1854-0066-5079	580-300-120 - UT - Water - Power	Cudworth Water Station	190.98	
		110-340-100 - GST Receivable - 1	Both Tax Code	10.57	
		900-110-110 - GST Paid	Both Tax Code	10.57	201.55
8-Man	2021-10-31	Receiver General	Oct 1/21		
	Oct1/21	510-110-535 - GG - Employee Wa	Oct 1/21	10,840.23	10,840.23

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
9-Man Oct 1/21	2021-10-31	MEPP 510-110-535 - GG - Employee Wa	Oct 1/21 Oct 1/21	4,038.72	4,038.72
10-Man Oct 15/21	2021-10-31	Receiver General 510-110-535 - GG - Employee Wa	Oct 15/21 Oct 15/21	8,682.12	8,682.12
11-Man Oct 15/21	2021-10-31	MEPP 510-110-535 - GG - Employee Wa	Oct 15/21 Oct 15/21	3,945.44	3,945.44
12-Man Oct Cud Shop	2021-10-31	Sask Tel 530-300-140 - TS - Maint. - Utility 110-340-100 - GST Receivable - 1 900-110-110 - GST Paid	October Cudworth Shop October Cudworth Shop Both Tax Code Both Tax Code	72.89 3.44 3.44	76.33
13-Man Office/Water	2021-10-31	Sask Tel 510-300-140 - GG - Utility - Teleph 580-300-140 - UT - Water - Teleph 580-300-145 - UT - Water - Teleph 110-340-100 - GST Receivable - 1 900-110-110 - GST Paid	October October Office October Cudworth October Wakaw Both Tax Code Both Tax Code	439.59 59.05 59.05 26.30 26.30	583.99
14-Man OctWakaw Shop	2021-10-31	Sask Tel 530-300-140 - TS - Maint. - Utility 110-340-100 - GST Receivable - 1 900-110-110 - GST Paid	Wakaw Shop Wakaw Shop Both Tax Code Both Tax Code	62.29 2.94 2.94	65.23
15-Man 96446	2021-10-31	Sask Energy 530-300-120 - TS - Maint. - Utility 110-340-100 - GST Receivable - 1 900-110-110 - GST Paid	Cudworth Shop Cudworth Shop GST Tax Code GST Tax Code	91.85 4.59 4.59	96.44
16-Man Oct2021	2021-10-30	Sask Energy 530-300-120 - TS - Maint. - Utility 110-340-100 - GST Receivable - 1 900-110-110 - GST Paid	Wakaw Shop Wakaw Shop GST Tax Code GST Tax Code	54.29 2.71 2.71	57.00
17-Man Oct2021Office	2021-10-31	Sask Energy 510-300-150 - GG - Utility - Office 110-340-100 - GST Receivable - 1 900-110-110 - GST Paid	Office Office GST Tax Code GST Tax Code	50.57 2.53 2.53	53.10
18-Man 2646-0058-8825	2021-10-31	Sask Power 585-300-120 - UT - Sewer - Power 110-340-100 - GST Receivable - 1 900-110-110 - GST Paid	North Lagoon North Lagoon Both Tax Code Both Tax Code	47.06 2.45 2.45	49.51
19-Man	2021-10-31	Sask Power	Balone Street Lights		

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
3075-0052-3391		530-430-135 - TS - Maint. - Balone	Balone Street Lights	12.62	
		110-340-100 - GST Receivable - 1	Both Tax Code	0.70	
		900-110-110 - GST Paid	Both Tax Code	0.70	13.32
20-Man	2021-10-31	Sask Tel	October		
Oct 23/21		530-300-140 - TS - Maint. - Utility	October - Office	82.93	
		525-300-140 - PS - Fire - Commur	October - Cudworth Fire	33.77	
		525-300-145 - PS - Fire - Commur	October - Wakaw Fire	33.77	
		110-340-100 - GST Receivable - 1	Both Tax Code	5.30	
		900-110-110 - GST Paid	Both Tax Code	5.30	155.77
21-Man	2021-10-31	Sask Power	Ens Well - Oct 2021		
1524-0070-4393		580-430-120 - UT - Water - Public	Ens Well - Oct 2021	32.56	
		110-340-100 - GST Receivable - 1	Both Tax Code	2.03	
		900-110-110 - GST Paid	Both Tax Code	2.03	34.59
22-Man	2021-10-31	MEPP	Oct 29 2021 Payroll		
Oct 29 21		510-110-535 - GG - Employee Wa	Oct 29 2021 Payroll	3,490.64	3,490.64
23-Man	2021-10-31	Receiver General	Oct 29/21 Payroll		
Oct 29/21		510-110-535 - GG - Employee Wa	Oct 29/21 Payroll	7,604.28	7,604.28
24-Man	2021-10-31	Sask Power	Balone Beach Well		
3438-0040-8822		580-430-110 - UT - Water - Public	Balone Beach Well	45.62	
		110-340-100 - GST Receivable - 1	Both Tax Code	2.37	
		900-110-110 - GST Paid	Both Tax Code	2.37	47.99
				Total for AP:	41,541.98

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
28381	2021-11-10	A1 Septic & Water Hauling Ltd.	Septic Pump Out		
16423		580-300-160 - UT - Water - Pump	Septic Pump Out-Cudworth	160.00	
		580-300-165 - UT - Water - Pump	Septic Pump Out-Wakaw	60.00	
		110-340-100 - GST Receivable - 1	GST Tax Code	11.00	
		900-110-110 - GST Paid	GST Tax Code	11.00	231.00
28382	2021-11-10	Acklands - Grainger Inc.	Fire Dept		
9092887323		525-445-100 - PS - Fire - Equipme	Fire Dept-Pike Pole	466.76	
		110-340-100 - GST Receivable - 1	Both Tax Code	22.02	
		900-110-110 - GST Paid	Both Tax Code	22.02	488.78
9092887331		525-445-100 - PS - Fire - Equipme	Fire Dept-Cleaning Fluid	9.23	
		110-340-100 - GST Receivable - 1	Both Tax Code	0.44	
		900-110-110 - GST Paid	Both Tax Code	0.44	9.67
9110141968		525-445-100 - PS - Fire - Equipme	Pike Pole	109.21	
		110-340-100 - GST Receivable - 1	Both Tax Code	5.15	
		900-110-110 - GST Paid	Both Tax Code	5.15	114.36
			Payment Total:		612.81
28383	2021-11-10	Armtec Inc.	Coupler. bolts, nuts		
6-260428		530-450-100 - TS - Maint. - Culver	Coupler. bolts, nuts	325.31	
		110-340-100 - GST Receivable - 1	Both Tax Code	15.35	
		900-110-110 - GST Paid	Both Tax Code	15.35	340.66
28384	2021-11-10	Aurora Sign Works	Fire Dept		
111852		525-300-145 - PS - Fire - Commur	Fire Dept - Maps	89.04	
		110-340-100 - GST Receivable - 1	Both Tax Code	4.20	
		900-110-110 - GST Paid	Both Tax Code	4.20	93.24
111977		510-410-140 - GG - Maint. - Office	Letterhead	409.16	
		110-340-100 - GST Receivable - 1	Both Tax Code	19.30	
		900-110-110 - GST Paid	Both Tax Code	19.30	428.46
			Payment Total:		521.70
28385	2021-11-10	Berard Marcel	Bonne Madonne Storage lots		
Bonne Madonne		560-600-190 - P&D - Purchase of	Bonne Madonne Storage lot	95,000.00	95,000.00
28386	2021-11-10	Borstmayer Parts + Service	JB Weld - Gas Tank Repair		
45750		530-420-101 - TS - Maint. - Repair	JB Weld - Gas Tank Repair	23.50	
		110-340-100 - GST Receivable - 1	Both Tax Code	1.11	
		900-110-110 - GST Paid	Both Tax Code	1.11	24.61
45780		530-420-101 - TS - Maint. - Repair	One Gallon Seaf	80.24	
		110-340-100 - GST Receivable - 1	Both Tax Code	3.79	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		900-110-110 - GST Paid	Both Tax Code	3.79	84.03
45907		530-420-101 - TS - Maint. - Repair	Anti-Seize	26.19	
		110-340-100 - GST Receivable - 1	Both Tax Code	1.24	
		900-110-110 - GST Paid	Both Tax Code	1.24	27.43
				Payment Total:	136.07
28387	2021-11-10	Brandt Tractor Ltd	Oil Filter, Seal, Filter		
02-4255339		530-420-101 - TS - Maint. - Repair	Oil Filter, Seal, Filter	222.20	
		110-340-100 - GST Receivable - 1	Both Tax Code	10.48	
		900-110-110 - GST Paid	Both Tax Code	10.48	232.68
28388	2021-11-10	BTI Trucking & Excavating Ltd.	Excavator Siba Beach		
598		530-430-140 - TS - Maint. - Cudsa	Excavator Siba Beach	2,941.50	
		110-340-100 - GST Receivable - 1	Both Tax Code	138.75	
		900-110-110 - GST Paid	Both Tax Code	138.75	3,080.25
612		585-430-130 - UT - Sewer - Lagoo	Excavator North Lagoon	2,729.50	
		110-340-100 - GST Receivable - 1	Both Tax Code	128.75	
		900-110-110 - GST Paid	Both Tax Code	128.75	2,858.25
				Payment Total:	5,938.50
28389	2021-11-10	BuildTECH	Hnidy Farms 8-plex		
BTK1796		560-200-170 - P&D - Buildtech ins	Hnidy Farms 8-plex	9,389.95	
		110-340-100 - GST Receivable - 1	GST Tax Code	469.50	
		900-110-110 - GST Paid	GST Tax Code	469.50	9,859.45
BTK1802		560-200-170 - P&D - Buildtech ins	McEwen Addition	250.00	
		110-340-100 - GST Receivable - 1	GST Tax Code	12.50	
		900-110-110 - GST Paid	GST Tax Code	12.50	262.50
BTK1806		560-200-170 - P&D - Buildtech ins	MacDougall Shop	100.00	
		110-340-100 - GST Receivable - 1	GST Tax Code	5.00	
		900-110-110 - GST Paid	GST Tax Code	5.00	105.00
				Payment Total:	10,226.95
28390	2021-11-10	Bunker Fire Ltd	4 Hoses		
4256		525-445-100 - PS - Fire - Equipme	4 Hoses	757.84	
		110-340-100 - GST Receivable - 1	GST Tax Code	37.89	
		900-110-110 - GST Paid	GST Tax Code	37.89	795.73
4271		525-445-100 - PS - Fire - Equipme	Shipping on hoses	55.69	
		110-340-100 - GST Receivable - 1	GST Tax Code	2.78	
		900-110-110 - GST Paid	GST Tax Code	2.78	58.47
				Payment Total:	854.20

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
28391	2021-11-10	Community Bigway Foods	Coffee, water		
89263		510-410-140 - GG - Maint. - Office	Coffee, water	39.23	39.23
89577		510-210-120 - GG - Council - Mee council meeting snacks		23.37	
		110-340-100 - GST Receivable - 1 Both Tax Code		1.04	
		900-110-110 - GST Paid Both Tax Code		1.04	24.41
93176		530-250-100 - TS - Maint. - Travel Toilet Paper		28.60	
		110-340-100 - GST Receivable - 1 Both Tax Code		1.35	
		900-110-110 - GST Paid Both Tax Code		1.35	29.95
93195		510-410-160 - GG - Maint. - PR Toilet paper and dish soa		14.08	
		110-340-100 - GST Receivable - 1 Both Tax Code		0.66	
		900-110-110 - GST Paid Both Tax Code		0.66	14.74
93679		510-410-160 - GG - Maint. - PR Office-Napkins		6.04	
		110-340-100 - GST Receivable - 1 Both Tax Code		0.28	
		900-110-110 - GST Paid Both Tax Code		0.28	6.32
94533		510-210-120 - GG - Council - Mee Meeting Snacks		24.92	
		110-340-100 - GST Receivable - 1 Both Tax Code		0.98	
		900-110-110 - GST Paid Both Tax Code		0.98	25.90
96362		530-250-100 - TS - Maint. - Travel Shop - Coffee		34.62	
		110-340-100 - GST Receivable - 1 Both Tax Code		0.12	
		900-110-110 - GST Paid Both Tax Code		0.12	34.74
96987		510-410-160 - GG - Maint. - PR Office - Coffee		18.49	18.49
97116		510-410-160 - GG - Maint. - PR Office - Water		11.38	11.38
97584		510-410-160 - GG - Maint. - PR Halloween Candy		78.83	78.83
97796		510-410-160 - GG - Maint. - PR Halloween Candy		12.99	12.99
				Payment Total:	296.98
28392	2021-11-10	Cory's Tire Service	2012 GMC - New Tires		
17340		530-420-101 - TS - Maint. - Repair 2012 GMC - New Tires		1,282.98	
		110-340-100 - GST Receivable - 1 Both Tax Code		60.52	
		900-110-110 - GST Paid Both Tax Code		60.52	1,343.50
28393	2021-11-10	Cudworth Prairie Lumber	insulation water station		
32518		580-430-100 - UT - Water - Materi: insulation water station		49.81	
		110-340-100 - GST Receivable - 1 Both Tax Code		2.35	
		900-110-110 - GST Paid Both Tax Code		2.35	52.16
32816		530-470-100 - TS - Maint. - Road/Lumber - signs		318.93	
		110-340-100 - GST Receivable - 1 Both Tax Code		15.04	
		900-110-110 - GST Paid Both Tax Code		15.04	333.97

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				Payment Total:	386.13
28394	2021-11-10	Dave's Welding	Weld patch on fuel truck		
2021-4703		530-420-100 - TS - Machinery Rep	Weld patch on fuel truck	212.00	
		110-340-100 - GST Receivable - 1	Both Tax Code	10.00	
		900-110-110 - GST Paid	Both Tax Code	10.00	222.00
28395	2021-11-10	Doc's Truck & Ag Repair	antifreeze		
12574		525-430-105 - PS - Vehicle/Equip.	antifreeze	43.40	
		110-340-100 - GST Receivable - 1	Both Tax Code	2.05	
		900-110-110 - GST Paid	Both Tax Code	2.05	45.45
12601		530-420-101 - TS - Maint. - Repair	hydraulic hose	160.06	
		110-340-100 - GST Receivable - 1	Both Tax Code	7.55	
		900-110-110 - GST Paid	Both Tax Code	7.55	167.61
12605		530-420-101 - TS - Maint. - Repair	hydraulic hose	32.27	
		110-340-100 - GST Receivable - 1	Both Tax Code	1.52	
		900-110-110 - GST Paid	Both Tax Code	1.52	33.79
				Payment Total:	246.85
28396	2021-11-10	Fringe Consulting	Monthly Licensing Fee		
583		510-250-100 - GG - Cont. - Comm	Monthly Licensing Fee	178.12	
		110-340-100 - GST Receivable - 1	Both Tax Code	8.40	
		900-110-110 - GST Paid	Both Tax Code	8.40	186.52
28397	2021-11-10	GFL Green for Life Environment	Oil Disposal		
Oct29/21		530-425-110 - TS - Maint. - Machir	Oil Disposal	88.06	
		110-340-100 - GST Receivable - 1	GST Tax Code	4.40	
		900-110-110 - GST Paid	GST Tax Code	4.40	92.46
28398	2021-11-10	Online Payment			
28399	2021-11-10	Industrial Scale	Scale recalibration		
42767		510-410-180 - GG - Maint. - Eleva	Scale recalibration	1,463.33	
		110-340-100 - GST Receivable - 1	Both Tax Code	69.03	
		900-110-110 - GST Paid	Both Tax Code	69.03	1,532.36
28400	2021-11-10	Information Services Corp	ACCT #100056361		
Oct 31/21		560-200-110 - P&D - Cont. - Other	ACCT #100056361	30.00	30.00
28401	2021-11-10	Korpan Tractor	Analog Solenoid		
S09481		530-420-101 - TS - Maint. - Repair	Analog Solenoid	935.70	
		110-340-100 - GST Receivable - 1	Both Tax Code	44.14	
		900-110-110 - GST Paid	Both Tax Code	44.14	979.84
28402	2021-11-10	Lake Country Co-Operative Assi	October Cardlock		
Oct/21 Cardlock		525-430-115 - PS - Fire - Oil & Ga	October Cardlock-Wakaw FD	191.55	
		530-425-110 - TS - Maint. - Machir	October Cardlock-Shop	4,685.70	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		110-340-100 - GST Receivable - 1	GST Tax Code	243.87	
		900-110-110 - GST Paid	GST Tax Code	243.87	5,121.12
28403	2021-11-10	Lake Country Co-Operative Assi	Shop?		
1		530-410-100 - TS - Maint. - Shop	Shop?	48.11	48.11
InterestOct2021		510-290-100 - GG - Cont. - Bank	Interest Charge	0.96	0.96
				Payment Total:	49.07
28404	2021-11-10	LM By-Law Enforcement	Oct 29/21 - 8 Hours		
5		560-200-110 - P&D - Cont. - Other	Oct 29/21 - 8 Hours	612.00	
		110-340-100 - GST Receivable - 1	GST Tax Code	30.60	
		900-110-110 - GST Paid	GST Tax Code	30.60	642.60
28405	2021-11-10	Konica Minolta Business Sol'ns	Paper use October 2021		
October 2021		510-410-140 - GG - Maint. - Office	Paper use October 2021	198.54	
		110-340-100 - GST Receivable - 1	Both Tax Code	9.37	
		900-110-110 - GST Paid	Both Tax Code	9.37	207.91
28406	2021-11-10	Munisoft	CISCO Router		
2021/22-02829		510-410-140 - GG - Maint. - Office	CISCO Router	27.65	
		110-340-100 - GST Receivable - 1	GST Tax Code	1.38	
		900-110-110 - GST Paid	GST Tax Code	1.38	29.03
2021/22-02944		510-250-100 - GG - Cont. - Comm	Antivirus Software	122.96	
		110-340-100 - GST Receivable - 1	Both Tax Code	5.80	
		900-110-110 - GST Paid	Both Tax Code	5.80	128.76
				Payment Total:	157.79
28407	2021-11-10	Online payment			
28408	2021-11-10	Wrong vendor			
28409	2021-11-10	Pillar Systems Inc.	.25 of Contract		
PS20006-03		510-280-150 - GG - Cont. - Asset	.25 of Contract	23,952.00	
		110-340-100 - GST Receivable - 1	GST Tax Code	1,197.60	
		900-110-110 - GST Paid	GST Tax Code	1,197.60	25,149.60
28410	2021-11-10	Poundmaker Pork Farm Inc.	Reimburse Water		
2021-00740		440-100-100 - Hoodoo Water Stati	Reimburse Water	519.63	519.63
28411	2021-11-10	React Waste Management	Sept 2021		
146594		540-200-110 - EH - Cont. - Waste	Sept 2021	657.30	657.30
147080		540-200-110 - EH - Cont. - Waste	Sept & Oct 2021	891.45	891.45
				Payment Total:	1,548.75
28412	2021-11-10	Voided by the print process			

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28413	2021-11-10	SARM Trading Department	Fuel		
PF-4508-45		530-425-110 - TS - Maint. - Machir Fuel		5,233.55	
		110-340-100 - GST Receivable - 1 GST Tax Code		261.68	
		900-110-110 - GST Paid	GST Tax Code	261.68	5,495.23
PF-4510-45199		530-425-110 - TS - Maint. - Machir Fuel		3,534.38	
		110-340-100 - GST Receivable - 1 GST Tax Code		176.72	
		900-110-110 - GST Paid	GST Tax Code	176.72	3,711.10
SARM806480		530-420-101 - TS - Maint. - Repair Motor G Elec, nut, bolts		2,374.23	
		110-340-100 - GST Receivable - 1 Both Tax Code		112.04	
		900-110-110 - GST Paid	Both Tax Code	112.04	2,486.27
SARM806481		530-420-101 - TS - Maint. - Repair Battery		1,085.06	
		110-340-100 - GST Receivable - 1 Both Tax Code		51.18	
		900-110-110 - GST Paid	Both Tax Code	51.18	1,136.24
PF-4520-45		530-425-110 - TS - Maint. - Machir Fuel		5,934.70	
		110-340-100 - GST Receivable - 1 GST Tax Code		296.74	
		900-110-110 - GST Paid	GST Tax Code	296.74	6,231.44
BEN118424		510-110-535 - GG - Employee Wa Credit - Benefits		44.73-	44.73-
SARM806615		530-420-101 - TS - Maint. - Repair Finning - Service		450.00	
		110-340-100 - GST Receivable - 1 GST Tax Code		22.50	
		900-110-110 - GST Paid	GST Tax Code	22.50	472.50
SARM806629		530-420-101 - TS - Maint. - Repair Filter & Element		596.06	
		110-340-100 - GST Receivable - 1 Both Tax Code		28.12	
		900-110-110 - GST Paid	Both Tax Code	28.12	624.18
SARM806663		510-410-140 - GG - Maint. - Office Paper & Stapler		79.07	
		110-340-100 - GST Receivable - 1 Both Tax Code		3.73	
		900-110-110 - GST Paid	Both Tax Code	3.73	82.80
SARM806669		510-250-100 - GG - Cont. - Comm Conference Phone		636.25	
		110-340-100 - GST Receivable - 1 Both Tax Code		30.01	
		900-110-110 - GST Paid	Both Tax Code	30.01	666.26
SARM806714		510-400-110 - GG - Maint. - Statio Employee Files		52.42	
		110-340-100 - GST Receivable - 1 Both Tax Code		2.47	
		900-110-110 - GST Paid	Both Tax Code	2.47	54.89
PF-4527-45		530-425-110 - TS - Maint. - Machir Fuel		3,736.23	
		110-340-100 - GST Receivable - 1 GST Tax Code		186.81	
		900-110-110 - GST Paid	GST Tax Code	186.81	3,923.04
SARM806741		530-420-101 - TS - Maint. - Repair Halogen Lamp		28.43	
		110-340-100 - GST Receivable - 1 Both Tax Code		1.34	
		900-110-110 - GST Paid	Both Tax Code	1.34	29.77

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
				Payment Total:	24,868.99
28414	2021-11-10	Schewaga, Taras	Beaver 2021		
Oct 2021		540-210-100 - EH - Cont. - Pest C	Beaver 2021	600.00	600.00
28415	2021-11-10	Stericycle ULC	Office Shredding		
8100031806		510-490-100 - GG - Maint. - Office	Office Shredding	800.00	
		110-340-100 - GST Receivable - 1	GST Tax Code	40.00	
		900-110-110 - GST Paid	GST Tax Code	40.00	840.00
28416	2021-11-10	St. Louis C & D	October Collections		
October 2021		210-215-190 - St. Louis C & D - R	October Collections	52.42	52.42
28417	2021-11-10	Town Of Wakaw	Fire Materials & Supplies		
2021-00107		525-445-115 - PS - Fire -Equipme	Fire Materials & Supplies	136.84	136.84
2021-00109		525-300-145 - PS - Fire - Commur	Fire Radio Expense 2021	4,583.10	4,583.10
				Payment Total:	4,719.94
28418	2021-11-10	The Wakaw Recorder	Seacan - Nelson		
002100		510-200-170 - GG - Cont. - Advert	Seacan - Nelson	165.00	
		110-340-100 - GST Receivable - 1	GST Tax Code	8.25	
		900-110-110 - GST Paid	GST Tax Code	8.25	173.25
002095		510-200-170 - GG - Cont. - Advert	Discretionary Use - NE24-	156.60	
		110-340-100 - GST Receivable - 1	GST Tax Code	7.83	
		900-110-110 - GST Paid	GST Tax Code	7.83	164.43
				Payment Total:	337.68
28419	2021-11-10	Wheatland Rail Inc.	Ens Well Road		
Oct 12 2021		580-430-120 - UT - Water - Public	Ens Well Road	826.84	
		110-340-100 - GST Receivable - 1	GST Tax Code	41.34	
		900-110-110 - GST Paid	GST Tax Code	41.34	868.18
28420	2021-11-10	Winacott Equipment Group	Wire harness		
R800004380		530-440-100 - TS - Maint. - Gravel	Wire harness	245.17	
		110-340-100 - GST Receivable - 1	Both Tax Code	11.56	
		900-110-110 - GST Paid	Both Tax Code	11.56	256.73
28421	2021-11-10	Northbound	General Consult		
IN210795		560-200-110 - P&D - Cont. - Other	General Consult	31.25	
		110-340-100 - GST Receivable - 1	GST Tax Code	1.56	
		900-110-110 - GST Paid	GST Tax Code	1.56	32.81
Other:					
1-Man	2021-11-05	Horizon School Division #205	Collections		

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		Issued To: Minister of Finance			
	Oct 2021	210-210-190 - Horizon SD #48 - R Collections		51,007.11	51,007.11
1-Man	2021-11-01	SaskWater	Sept Tank Fill		
SW073897		580-275-100 - UT - Water - Water	Sept Tank Fill-Cudworth	831.25	
		580-275-105 - UT - Water - Water	Sept Tank Fill-Wakaw	916.67	
		110-340-100 - GST Receivable - 1	GST Tax Code	87.40	
		900-110-110 - GST Paid	GST Tax Code	87.40	1,835.32
2-Man	2021-11-05	Sask Municipal Hail Insurance	Oct 2021		
Oct 2021		210-230-190 - SK Municipal Hail -	Oct 2021	19,668.35	19,668.35
2-Man	2021-11-04	Collabria	Prairie Mobile-PA		
Oct21-Prairie M		510-410-160 - GG - Maint. - PR	Prairie Mobile-PA	44.37	44.37
3-Man	2021-11-04	Collabria	Bolt Supply		
7543223-00		530-410-100 - TS - Maint. - Shop	Bolt Supply	71.43	
		110-340-100 - GST Receivable - 1	Both Tax Code	3.37	
		900-110-110 - GST Paid	Both Tax Code	3.37	74.80
4-Man	2021-11-04	Collabria	Oct 13 Council Meeting		
001-477-0		510-210-120 - GG - Council - Mee	Oct 13 Council Meeting	124.58	
		110-340-100 - GST Receivable - 1	Both Tax Code	5.88	
		900-110-110 - GST Paid	Both Tax Code	5.88	130.46
5-Man	2021-11-04	Collabria	5 rolls of stamps		
105913		510-400-110 - GG - Maint. - Statio	5 rolls of stamps	460.00	
		110-340-100 - GST Receivable - 1	GST Tax Code	23.00	
		900-110-110 - GST Paid	GST Tax Code	23.00	483.00
6-Man	2021-11-05	Collabria	Adobe monthly fee - Oct21		
AB00213202624CC		510-410-140 - GG - Maint. - Office	Adobe monthly fee - Oct21	21.19	
		110-340-100 - GST Receivable - 1	Both Tax Code	1.00	
		900-110-110 - GST Paid	Both Tax Code	1.00	22.19
7-Man	2021-11-04	Collabria	Mike Doerksen - SWWA		
11910040		585-260-100 - UT - Sewer - Confe	Mike Doerksen - SWWA	494.99	
		110-340-100 - GST Receivable - 1	GST Tax Code	24.75	
		900-110-110 - GST Paid	GST Tax Code	24.75	519.74
8-Man	2021-11-04	Collabria	Garth Burkhart - SWWA		
11910030		585-260-100 - UT - Sewer - Confe	Garth Burkhart - SWWA	494.99	
		110-340-100 - GST Receivable - 1	GST Tax Code	24.75	
		900-110-110 - GST Paid	GST Tax Code	24.75	519.74
9-Man	2021-11-04	Collabria	Ashley - LAFOIP webinar		
2001044		510-210-170 - GG - Admin. - Train	Ashley - LAFOIP webinar	446.25	446.25

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
				Total for AP:	260,135.76

Certified Correct this 10th day of November 2021

Reeve

Administrator

SRC Group # 2021-10220

Aug 11, 2021

RM of Hoodoo, No.401
Box 250
Cudworth, SK S0K 1B0
Attn: Joan Corneil

Date Samples Received: Aug-10-2021

Client P.O.:

All results have been reviewed and approved by a Qualified Person in accordance with the Saskatchewan Environmental Code, Corrective Action Plan Chapter, for the purposes of certifying a laboratory analysis

Results from Lab Section 8 approved by Yuan, Hongda

- * Test methods and data are validated by the laboratory's Quality Assurance Program.
- * Routine methods follow recognized procedures from sources such as
 - * Standard Methods for the Examination of Water and Wastewater APHA AWWA WEF
 - * Environment Canada
 - * US EPA
 - * CANMET
- * The results reported relate only to the test samples as provided by the client.
- * Samples will be kept for 30 days after the final report is sent. Please contact the lab if you have any special requirements.
- * Additional information is available upon request.
- * Where applicable, unless otherwise noted, Measurement Uncertainty has not been accounted for when stating conformity to the referenced standard.

This is a final report.

SRC Group # 2021-10220

Aug 11, 2021

RM of Hoodoo, No.401
Box 250
Cudworth, SK S0K 1B0
Attn: Joan Corneil

Date Samples Received: Aug-10-2021

Client P.O.:

38915 SK05HH0411 08/09/2021 09:55 RM OF HOODOO #401 - CUDWORTH TANK FILL - SSIW *WATER*

Analyte	Units	38915
Lab Section 8		
Free chlorine (by Client)	mg/L	1.20
Total chlorine (by Client)	mg/L	1.38
Turbidity (by Client)	NTU	0.11
E. coli	MPN/100mL	Not Reported
Total coliform	MPN/100mL	<1

Symbol of "<" means "less than". This indicates that it was not detected at level stated above. Most Probable Number (MPN) is equivalent to counts (CTS).

E. coli is not reported when Total coliform is not detected.

The temperature of the cooler was 19.8 °C upon receipt.

The information in this report will be shared with the Water Security Agency.

SRC Group # 2021-10220
 Aug 11, 2021

RM of Hoodoo, No.401

Analyte Methods

Name	Units	Method
Free chlorine (by Client)	mg/L	
Total chlorine (by Client)	mg/L	
Total coliform	MPN/100mL	Chm-410
E. coli	MPN/100mL	Chm-410
Turbidity (by Client)	NTU	

SRC Group # 2021-10215

Aug 11, 2021

RM of Hoodoo, No.401
Box 250
Cudworth, SK S0K 1B0
Attn: Joan Corneil

Date Samples Received: Aug-10-2021

Client P.O.:

All results have been reviewed and approved by a Qualified Person in accordance with the Saskatchewan Environmental Code, Corrective Action Plan Chapter, for the purposes of certifying a laboratory analysis

Results from Lab Section 8 approved by Yuan, Hongda

-
- * Test methods and data are validated by the laboratory's Quality Assurance Program.
 - * Routine methods follow recognized procedures from sources such as
 - * Standard Methods for the Examination of Water and Wastewater APHA AWWA WEF
 - * Environment Canada
 - * US EPA
 - * CANMET
 - * The results reported relate only to the test samples as provided by the client.
 - * Samples will be kept for 30 days after the final report is sent. Please contact the lab if you have any special requirements.
 - * Additional information is available upon request.
 - * Where applicable, unless otherwise noted, Measurement Uncertainty has not been accounted for when stating conformity to the referenced standard.

This is a final report.

SRC Group # 2021-10215
 Aug 11, 2021

RM of Hoodoo, No.401
 Box 250
 Cudworth, SK S0K 1B0
 Attn: Joan Corneil

Date Samples Received: Aug-10-2021

Client P.O.:

38904 SK05HH0412 08/09/2021 09:20 RM OF HOODOO #401 - WAKAW TANK FILL - MROM *WATER*

Analyte	Units	38904
Lab Section 8		
Free chlorine (by Client)	mg/L	1.32
Total chlorine (by Client)	mg/L	1.55
Turbidity (by Client)	NTU	0.06
E. coli	MPN/100mL	Not Reported
Total coliform	MPN/100mL	<1

Symbol of "<" means "less than". This indicates that it was not detected at level stated above.
 Most Probable Number (MPN) is equivalent to counts (CTS).

E. coli is not reported when Total coliform is not detected.

The temperature of the cooler was 19.5 °C upon receipt.

The information in this report will be shared with the Water Security Agency.

SRC Group # 2021-10215
 Aug 11, 2021

RM of Hoodoo, No.401

Analyte Methods

Name	Units	Method
Free chlorine (by Client)	mg/L	
Total chlorine (by Client)	mg/L	
Total coliform	MPN/100mL	Chm-410
E. coli	MPN/100mL	Chm-410
Turbidity (by Client)	NTU	

SRC Group # 2021-10890

Aug 25, 2021

RM of Hoodoo, No.401
Box 250
Cudworth, SK S0K 1B0
Attn: Joan Corneil

Date Samples Received: Aug-24-2021

Client P.O.:

All results have been reviewed and approved by a Qualified Person in accordance with the Saskatchewan Environmental Code, Corrective Action Plan Chapter, for the purposes of certifying a laboratory analysis

Results from Lab Section 8 approved by Yuan, Hongda

- * Test methods and data are validated by the laboratory's Quality Assurance Program.
- * Routine methods follow recognized procedures from sources such as
 - * Standard Methods for the Examination of Water and Wastewater APHA AWWA WEF
 - * Environment Canada
 - * US EPA
 - * CANMET
- * The results reported relate only to the test samples as provided by the client.
- * Samples will be kept for 30 days after the final report is sent. Please contact the lab if you have any special requirements.
- * Additional information is available upon request.
- * Where applicable, unless otherwise noted, Measurement Uncertainty has not been accounted for when stating conformity to the referenced standard.

This is a final report.

SRC Group # 2021-10890
 Aug 25, 2021

RM of Hoodoo, No.401
 Box 250
 Cudworth, SK S0K 1B0
 Attn: Joan Corneil

Date Samples Received: Aug-24-2021

Client P.O.:

41171 SK05HH0411 08/23/2021 10:15 RM OF HOODOO #401 - CUDWORTH TANK FILL - MROM *WATER*

Analyte	Units	41171
Lab Section 8		
Free chlorine (by Client)	mg/L	0.99
Total chlorine (by Client)	mg/L	1.15
Turbidity (by Client)	NTU	0.06
E. coli	MPN/100mL	Not Reported
Total coliform	MPN/100mL	<1

Symbol of "<" means "less than". This indicates that it was not detected at level stated above.
 Most Probable Number (MPN) is equivalent to counts (CTS).

E. coli is not reported when Total coliform is not detected.

The temperature of the cooler was 18.7 °C upon receipt.

The information in this report will be shared with the Water Security Agency.

SRC Group # 2021-10890
 Aug 25, 2021

RM of Hoodoo, No.401

Analyte Methods

Name	Units	Method
Free chlorine (by Client)	mg/L	
Total chlorine (by Client)	mg/L	
Total coliform	MPN/100mL	Chm-410
E. coli	MPN/100mL	Chm-410
Turbidity (by Client)	NTU	

SRC Group # 2021-10999

Aug 26, 2021

RM of Hoodoo, No.401
Box 250
Cudworth, SK S0K 1B0
Attn: Joan Corneil

Date Samples Received: Aug-25-2021

Client P.O.:

All results have been reviewed and approved by a Qualified Person in accordance with the Saskatchewan Environmental Code, Corrective Action Plan Chapter, for the purposes of certifying a laboratory analysis

Results from Lab Section 8 approved by Yuan, Hongda

-
- * Test methods and data are validated by the laboratory's Quality Assurance Program.
 - * Routine methods follow recognized procedures from sources such as
 - * Standard Methods for the Examination of Water and Wastewater APHA AWWA WEF
 - * Environment Canada
 - * US EPA
 - * CANMET
 - * The results reported relate only to the test samples as provided by the client.
 - * Samples will be kept for 30 days after the final report is sent. Please contact the lab if you have any special requirements.
 - * Additional information is available upon request.
 - * Where applicable, unless otherwise noted, Measurement Uncertainty has not been accounted for when stating conformity to the referenced standard.

This is a final report.

SRC Group # 2021-10999
 Aug 26, 2021

RM of Hoodoo, No.401
 Box 250
 Cudworth, SK S0K 1B0
 Attn: Joan Corneil

Date Samples Received: Aug-25-2021

Client P.O.:

41398 SK05HH0412 08/24/2021 09:30 RM OF HOODOO #401 - WAKAW TANK FILL - MROM *WATER*

Analyte	Units	41398
Lab Section 8		
Free chlorine (by Client)	mg/L	1.18
Total chlorine (by Client)	mg/L	1.32
Turbidity (by Client)	NTU	0.09
E. coli	MPN/100mL	Not Reported
Total coliform	MPN/100mL	<1

Symbol of "<" means "less than". This indicates that it was not detected at level stated above.
 Most Probable Number (MPN) is equivalent to counts (CTS).

E. coli is not reported when Total coliform is not detected.

The temperature of the cooler was 17.8 °C upon receipt.

The information in this report will be shared with the Water Security Agency.

SRC Group # 2021-10999
 Aug 26, 2021

RM of Hoodoo, No.401

Analyte Methods

Name	Units	Method
Free chlorine (by Client)	mg/L	
Total chlorine (by Client)	mg/L	
Total coliform	MPN/100mL	Chm-410
E. coli	MPN/100mL	Chm-410
Turbidity (by Client)	NTU	

Wakaw Station - Routine Testing				
August 2021	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Turbidity (NTU)	Volume (m3)
Aug 01	1.10	1.40	0.19	66
02	1.15	1.50	0.22	79
03	1.24	1.54	0.14	68
04	1.26	1.57	0.15	111
05	1.17	1.37	0.19	99
06	1.49	1.77	0.37	321
07	1.46	1.68	0.29	146
08	1.42	1.66	0.30	94
09	1.32	1.55	0.06	58
10	1.29	1.59	0.12	140
11	1.24	1.53	0.13	82
12	1.43	1.68	0.08	77
13	1.29	1.46	0.08	107
14	1.37	1.59	0.08	111
15	1.41	1.60	0.32	113
16	1.54	1.74	0.08	119
17	1.48	1.67	0.09	132
18	1.08	1.30	0.17	96
19	1.29	1.48	0.14	148
20	1.04	1.25	0.27	102
21	1.31	1.52	0.12	107
22	1.31	1.49	0.11	43
23	1.30	1.44	0.28	73
24	1.18	1.34	0.09	74
25	1.19	1.48	0.10	71
26	1.23	1.80	0.13	50
27	1.20	1.55	0.11	158
28	1.13	1.40	0.10	44
29	1.11	1.37	0.14	58
30	1.19	1.43	0.11	38
31	1.23	1.51	0.13	45
Minimum	1.04	1.25	0.06	38
Maximum	1.54	1.80	0.37	321
Average	1.27	1.52	0.16	98
Exceedences	0			
Total				3030
Count	31	31	31	

Date	Time	Comment
August 2021		Daily water testing and meter reads taken, then volumes calculated.

Wakaw Station - Bacteriological

August 2021	Total Coliform (Count)	E. Coli (Count)	Background Bacteria (Count)	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Turbidity (NTU)
Aug 09	0	0	0	1.32	1.55	0.06
Aug 24	0	0	0	1.18	1.32	0.09
Minimum				1.18	1.32	0.06
Maximum	0	0	0	1.32	1.55	0.09
Average				1.25	1.44	0.08
Count	2	2	2	2	2	2
Exceedences	0	0	0	0	0	

Wakaw Station - Lead & Copper (Year)

August 2021	Lead (µg/L)	Copper (µg/L)
Jul 12	0.10	<8.29
Maximum	0.10	8.29
Exceedences	0	0

Cudworth Station				
August 2021	Free Chlorine (Continuous) (ppm)			Volume (m3)
	Min	Max	Avg	
Aug 01	0.96	1.01	0.99	7
02	0.96	1.21	1.10	8
03	1.10	1.53	1.30	58
04	1.30	1.57	1.47	132
05	1.36	1.51	1.43	117
06	1.28	1.40	1.33	127
07	1.23	1.43	1.34	41
08	1.26	1.40	1.32	108
09	1.04	1.26	1.19	11
10	1.10	1.18	1.14	128
11	1.10	1.20	1.13	27
12	1.14	1.20	1.17	55
13	1.10	1.20	1.15	57
14	1.06	1.16	1.10	0
15	0.98	1.10	1.03	0
16	1.00	1.10	1.05	142
17	0.96	1.11	1.02	15
18	0.93	1.20	1.07	3
19	1.11	1.27	1.20	76
20	1.11	1.24	1.19	96
21	1.04	1.24	1.21	60
22	1.06	1.22	1.14	114
23	0.99	1.08	1.05	3
24	0.92	1.06	0.98	17
25	0.83	1.31	1.02	0
26	1.19	1.38	1.28	69
27	1.28	1.38	1.32	95
28	1.15	1.28	1.21	0
29	1.06	1.49	1.20	10
30	1.28	1.88	1.58	60
31	1.17	1.79	1.46	110
Minimum			0.83	0
Maximum			1.88	142
Average			1.20	56
Count			8925	
Total				1746
Exceedences			0	

Cudworth Station - Bacteriological						
August 2021	Total Coliform (Count)	E. Coli (Count)	Background Bacteria (Count)	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Turbidity (NTU)
Aug 09	0	0	0	1.20	1.38	0.11
Aug 23	0	0	0	0.99	1.15	0.06
Minimum				0.99	1.15	0.06
Maximum	0	0	0	1.20	1.38	0.11
Average				1.10	1.27	0.09
Count	2	2	2	2	2	2
Exceedences	0	0	0	0	0	

Cudworth Station - Lead & Copper (Year)		
August 2021	Lead (µg/L) (µg/L)	Copper (µg/L) (µg/L)
Jul 13	0.10	<8.29
Maximum	0.10	8.29
Exceedences	0	0

Date	Time	Comment
August 2021		Weekly calibration of the Free Chlorine Analyzer and daily volumes recorded via AMI Meter Read Program.
August 2021		Weekly site verification meter reads at the Cudworth TF Station.

Civic Addressing – November 10, 2021

1. Ashley has input the majority of the civic addresses around the lake. The process has actually gone much quicker than we thought. There must not be many municipalities working on their civic addressing at this time. There are a few special situations that need to be identified & input into the CARS system.
2. We need to make a change on Berard Beach Drive. There are 8 lots that branch off of the main beach road into what was formerly identified as Berard Place on the registered plan of Survey. We would like to change that to Berard Beach Place.
3. Berard Beach and Stoney Point are being marked for posts as well this winter. The posts have been installed on Hegedus Beach so far, West Osze & Bonne Madonne should be next. Garth & I will figure out the time needed to install each post & sign, once we have a few signs ready to go in order to determine what will be required for labour next year.
4. We will need to make the street name changes with ISC. There is a process for that, it will take some time, as we need to go to the original plan of survey, with the date it was approved, the name of the surveyor, etc. Thankfully, we have mostly all of the original plans in the office. Not all in the best of shape, but will suffice for the purpose we need it for.
5. Still looking into the process to make all of the road name changes with the Department of Highways. There are guidelines to follow in our CARS manual.
6. Still aiming to have all of the information put into the CARS registry by the end of December.
7. Albert would like to start on the signs, he has someone that could help him during the winter. I would think that we won't start installing the signs on the beaches, until we are fully registered with CARS, ISC & the Department of Highways. I can see that would be very confusing if we put up the signs & people couldn't start using that address for deliveries, etc.

Submitted by

Catherine Mazurkewich
Assistant

Midterm Convention



[Home](#) / [Events](#) / Midterm Convention

About Midterm

Midterm convention is our two day, no-frills working convention. The midterm focuses on providing a variety of workshops and educational plenaries. Midterm draws an average of 1,000 delegates and visitors from throughout the province. Midterm location also alternates between Regina and Saskatoon.

2021 Midterm Convention Updates

- [Midterm Convention Update - October 1, 2021](#)
- [Midterm Convention Update - October 7, 2021](#)
- [A message from President Ray Orb - October 14, 2021](#)

2021 Virtual Format

SARM has paired down its usual midterm convention programming due to the move from an in-person to virtual event. The plenary session of the convention will be held on November 9th and will consist of SARM's opening ceremonies, addresses from SARM's President, the Minister of Government Relations, and the Commanding Officer of the Saskatchewan RCMP, followed by the resolutions session. All additional convention programming will be hosted throughout the month of November in a series of webinars.

Registration

Registration for the November 9th plenary session will be facilitated through an online form similar to annual convention. Please complete the registration form linked below by **October 31st**. Make sure to indicate which of your council members are voting delegates. Each RM is allowed two (2) voting delegates. Voting delegates must be an Elected Official of a member municipality who have been appointed by the council of the member municipality to have voting privileges at a

convention. All voter details must be submitted by the registration deadline to ensure the associated credentials are sent out in time for convention.

RMs who have previously registered for the “in-person” convention must log in and update their registration form with email addresses for all delegates attending. This will allow logins to be sent.

Note: In order to register for midterm convention through the online form, please create a new set of login credentials. To make any registration revisions after your initial submission, please log in using your new set of login credentials.

- [SARM Delegate Registration](#)
- [SARM Guest Registration](#)

Agenda

Please find a draft agenda below for the November 9th convention proceedings, but note the agenda is subject to change.

- [2021 SARM Midterm Convention Agenda - Draft](#)

Resolutions

Please find the final 2021 SARM Midterm Convention resolutions listing below.

- [2021 SARM Midterm Convention Resolutions](#)

How to Vote/Speak at Convention

We know that having your vote counted and your voice heard is an integral part of our resolution session, so we are happy to provide accessible ways for you to give feedback.

In the week prior to convention, registered voting council members will receive credentials from Simply Voting. Like the voting pads used at in-person conventions, these voting credentials will be used to vote during the resolution session. Please see the documents below for further details on speaking and voting at convention.

Note: All voting council members must be registered by October 31, 2021 end of day in order to receive credentials in time for convention. Late voter registrations will not be accepted.

- [SARM Resolution Procedures](#)
- [How to Vote at Convention](#)
- [How to Speak at Convention](#)

Webinar Series Registration

Mental Wellness in Agriculture – Fostering Resiliency

Date: November 12, 2021

Time: 10:00 a.m. to 11:00 a.m.

Speakers: Adam Chomos - *Bridges Health*,
Kendra Ulmer - *Agricultural Health and Safety Network*,

[Register Here](#)

Tendering and Procurement Best Practices

Procurement and tendering can be complex and challenging. In this session, participants will learn how to acquire the goods and services they need to support their communities in a way that

complies with their legal obligations, including trade agreements. Participants will learn practical steps they can take to reduce risk and succeed in the procurement process.

Date: November 16, 2021

Time: 10:00 a.m. to 11:00 a.m.

Speakers: Andrew Konopelny - Associate, *MLT Aikins*,
Robbie McLellan - Counsel, *MLT Aikins*

[Register Here](#)

Municipal Leaders' Roles and Responsibilities

The MLRR Seminar, which is typically held the day before the midterm convention, will be held virtually by webinar. Those attending this seminar will be given credit for MLDP Module 1, so please ensure that everyone attending is registered separately (even if you are watching as a group) for tracking purposes.

Date: November 18, 2021

Time: 1:00 p.m. to 4:30 p.m.

Speakers: Ken Acton - *Executive in Residence, Johnson Shoyama Graduate School of Public Policy*,
Diane Aldridge - *Executive Director of Compliance, OIPC*,
Keith Comstock - *Executive in Residence, Johnson Shoyama Graduate School of Public Policy*,
Judy Kanak - *Manager, Advisory Services, Ministry of Government Relations*,
Ron Kruzeniski Q.C. - *Saskatchewan Information and Privacy Commissioner, OIPC*,
Courtney Riviere - *Legal Counsel, SARM*

[Register Here](#)

Civic Addressing

Date: November 23, 2021

Time: 10:00 a.m. to 11:00 a.m.

Speakers: Cynthia Mamer - *Civic Addressing Administrator, PECC*,
Murray Gunville - *Information Technology Manager, SPSA*,

[Register Here](#)

Municipal Safety Manual

Date: November 25, 2021

Time: 10:00 a.m. to 11:00 a.m.

Speaker: Darcy Nolte - *Southeast College*

[Register Here](#)

Fire Bans and Emergency Preparedness

Date: November 30, 2021

Time: 10:00 a.m. to 11:00 a.m.

Speakers: Steve Roberts - *Vice President, Saskatchewan Public Safety Agency (SPSA)*,
Jason Rumancik - *Manager of Strategic Policy, Saskatchewan Public Safety Agency (SPSA)*

[Register Here](#)

Sponsorship

If you are interested in becoming a 2022 SARM Annual and/or Midterm Convention sponsor, please email convention@sarm.ca to receive a package. We are always looking for new and exciting partners.

Future Midterm Convention Dates

YEAR	DATES	CITY	VENUE
2021	November 9	Regina	Virtual
2022	November 16-17	Saskatoon	TCU Place
2023	November 8-9	Regina	Evrax Place
2024	November 20-21	Saskatoon	TCU Place
2025	November 5-6	Regina	Evrax Place

Workshop Materials

To view midterm convention workshop materials and handouts, please visit [past presentations](#).

Convention Accommodations

Room blocks are arranged, a year in advance, in the host city for those attending. Please visit our [Hotel Program Listing](#) for participating hotels.

[SARM Hotel Program](#)

Contact

Amy Roettger, Manager of Events

convention@sarm.ca or 306.761.3730

[Contact](#) [Classifieds](#) [Member Login](#)

T 306.757.3577 2301 Windsor Park Road
F 306.565.2141 Regina, SK S4V 3A4
E sarm@sarm.ca



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Saskatchewan Association of Rural Municipalities
2021 Virtual Midterm Convention
November 9, 2021

AGENDA

Tuesday, November 9

Opening Ceremonies

9:00am

- Opening Remarks & Welcome
- National Anthem
- Moment of Silence
- Executive Director's Announcements
 - Electronic Voting Device Testing
 - Adoption of Agenda

Addresses

9:15am

- Ray Orb, President, SARM
- The Honourable Don McMorris, Minister of Government Relations, Province of Saskatchewan
- Assistant Commissioner Rhonda Blackmore, Commanding Officer for F Division RCMP

10:00am

Resolutions

SARM.ca | The Voice of Rural Saskatchewan
2301 Windsor Park Road, Regina, SK S4V 3A4, 306-757-3577



NORTH CENTRAL TRANSPORTATION PLANNING COMMITTEE

November 1, 2021

Dear Municipality:

The North Central Transportation Planning Committee (NCTPC) is committed to providing services and information to municipalities within its boundaries; recent examples of this are the OH&S Workshops, the Municipal Bridge Inventory and the Municipal Bridge Inspection Video.

The challenges and opportunities which sustainable infrastructure development presents to the province of Saskatchewan prompted the NCTPC to launch the Municipal Support Program. This program will be offered free of charge to members of the NCTPC; non-members will be charged \$150/day and \$0.50/km to cover mileage for the advisor to come out to your municipality.

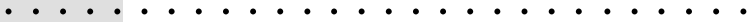
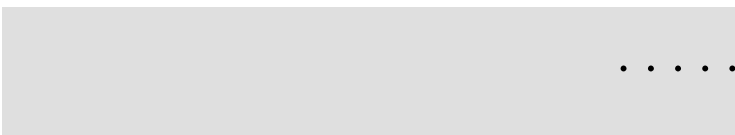


The Municipal Support Program is geared towards assisting municipalities in the following:

- Assist municipalities with bidding on Road Building tenders
- Assist municipalities in tender opening
 - Ensure criteria are being met prior to awarding of tender
- Assist municipalities with direction in developing credible for Asset Management Plans
- Assist municipalities in locating gravel sources within your municipality
- Assist municipalities with development of gravel specifications within your municipality
- Assist municipalities with review of gravel tenders prior to posting
- Assist municipalities with road maintenance agreements
 - For one time users, concentrated hauls, new developments
- Assist municipalities with liaising between municipality and third parties
 - Contractors, government agencies, etc
- Assist municipalities with review of general tenders prior to posting
- Assist municipalities with contract agreements
- Assist municipalities with Operator Competencies
- Assist municipalities with planning road maintenance
 - Patrol cycle, gravel quantities, etc
- Assist municipalities with direction for formulating overall municipal operating plans
 - Rehabilitation of existing infrastructure, supporting development, etc.
- Assist municipalities with direction for formulating Official Community Plans
- Assist municipalities with access plans, detour plans, traffic accommodation plans
- Assist municipalities with direction for formulating emergency plans (EMO)

The NCTPC believes this is a program that will assist municipalities in meeting their obligations to their tax/rate payers and will allow for sustainable growth throughout Saskatchewan.

The NCTPC is committed to ensuring the continued prosperity of its membership and hopes that your municipality will allow the NCTPC to assist you, when necessary, through the Municipal Support Program.



November 1, 2021

Page 2

The NCTPC fully realizes that the challenges faced by each municipality are unique and certain action items may not appear on the program list above, the NCTPC welcomes you to contact us at (306)747-7694 to discuss your unique situation and to determine whether the NCTPC has the capacity to assist with your inquiry.

The North Central Transportation Planning Committee believes that a comprehensive, proactive approach to municipal support is one way to ensure the public's safety and prosperity into the future. If you would like additional information on the NCTPC Municipal Support Program or wish to register your municipality's participation in the program, please contact me at (306) 747-7694.

Sincerely,
Richard Porter

A handwritten signature in cursive script that reads "Richard Porter". The signature is written in dark ink and is positioned below the typed name.

Chairperson, NCTPC

RP/al

Rural Municipality of Hoodoo No.401 Report

For: RM of Hoodoo - council
Date: October 29, 2021
From: Ashley Pfeiffer
Title: Royal Canadian Legion Donation

Options:

1. Receive & file
2. That Council authorizes donation payment of \$100 to be made to the Royal Canadian Legion
3. Other (Council)

Background: The Royal Canadian Legion dropped off their wreath & poppies and asked if the RM would be giving a contribution for 2021.

Discussion: In 2018, 2019, and 2020, a donation of \$100 was given to the Legion by the RM

Financial Implications: \$100.00 would be allocated to the PR Budget.

Attachments: n/a

Conclusion: Council needs to decide if they would like to donate money towards the legion for 2021.

Respectfully submitted,



Ashley Pfeiffer

WINTER WEIGHT BULLETIN 2021-2022

For Rural Municipalities

This bulletin has been developed to assist Rural Municipalities in administering Winter Weights

- The Winter Weight Season runs from November 16th at 12:01 AM to March 15th at 12:01 AM.
- Restrictions on the winter weights **can be** in effect from November 16th to November 30th **and also** from March 1st to March 14th.
- That is to say, winter weights will not be allowed during the above time periods if the weather has been mild and the roads aren't frozen enough.

If your Rural Municipality wishes to be included in whatever the Ministry of Highways chooses to do with the provincial highways in your area, you need not do anything.

- If the Ministry chooses to allow winter weights effective November 16th at 12:01, your Rural Municipality will also be shown as allowing winter weights in the ORDER
- If the Ministry chooses to restrict winter weights and remain at the summer weights, an order will be posted on the website reflecting this decision effective November 16th at 12:01 am.
- The same will be true for the period between March 1st and March 15th.
- **However**, if you do not wish to follow what the Ministry of Highways is doing, you must notify the Highway Hotline by fax or email prior to November 12th and prior to the end of February with your preference.

Procedure for Opting In/Out of the Winter Weight Season Restriction Orders

Orders are published each Tuesday and Friday, at approximately 12:30 P.M. CST, for the two-week period at the beginning, and the two-week period at the end of the Winter Weight Season. The Order issued on Tuesday comes into effect on the following Thursday midnight (Friday 12:01 am) and the Friday Order comes into effect on the following Sunday at midnight (Monday 12:01am). If your municipality wishes to opt in or out of the Order, you must advise the Highway Hotline as follows:

1. For inclusion/exclusion on the Tuesday Order, you must notify the Highway Hotline no later than noon, Monday. This restriction would come into effect on the following Thursday, midnight.
2. For inclusion/exclusion on the Friday Order, you must notify the Highway Hotline no later than noon Thursday. This order would come into effect on the following Sunday, midnight.
3. The option to opt in and out of minister orders, multiple times is not allowed during the winter weights season, unlike spring road bans.

All requests for inclusion/exclusion to the Order must be approved by your RM's road committee or by resolution of council, and a signed copy of the request must be sent by mail or by fax to the Highway Hotline hotline@gov.sk.ca and ana.eering@gov.sk.ca . Telephone requests will not be considered.

Important Information: Limitations Re: The Publication of Rural Municipality Road Bans

- The entire rural municipality must be shown as included or excluded on the published Orders. The Ministry does not have the ability to identify specific roads in a rural municipality. Weight restrictions will be set at the standard used for provincial highways.
- The option to opt in and out of Winter Weights multiple times is not allowed.
- If a municipality implements Winter Weights outside the period in which the Ministry publishes the official Orders, the rural municipality is responsible to provide the appropriate notification to affected parties.

Special Restrictions

Setting Limits at Less than Those Specified in a Minister's Order

**Special restrictions on municipal roads will not be included with the Minister's Winter Weight Road Restriction Order.*

If your municipality sets weights at limits other than those in the Minister's Order, the rural municipality is responsible to provide the appropriate notification to affected parties.

General Guidelines for Implementing Road Restrictions on Municipal Roads

- The allowable weights on Winter Weight Restriction ORDERS published by the Saskatchewan Ministry of Highways:
****If a Highway or Road is shown as restricted, weights revert back to, or remain at, regulated non-winter weights. In other words, summer weights. That means Secondary weights for municipal roads.**
- If your council does not participate in the Saskatchewan Highways Official Orders, you may implement winter weight road restrictions by:
 - Orders issued by the road committee or by a resolution of Council.
 - The rural municipality shall provide notice (copy of any Order) to the Road Information Manager at the Saskatchewan Ministry of Highways.

Email: Lana.eering@gov.sk.ca and Hotline@gov.sk.ca

Fax to: 306-798-0111

Mail to: Road Information Manager
Saskatchewan Ministry of Highways
1100 -1855 Victoria Avenue
Regina SK S4P 3T2

Information Sources for the Published Orders

- Recorded road restriction information is available 24 hours a day by calling any of the provincial Highway Hotline Road Information Service numbers (attached, page 4). Callers may select one of the following:
 - Weight restrictions on provincial highways
 - Access roads subject to year round weight restrictions
 - Road restrictions in rural municipalities
 - Information on calculating allowable weights during road restriction season

You may then select the appropriate number for the highway or municipality for which you want information.

- The Orders are also published on the Saskatchewan.ca website at:
<http://www.saskatchewan.ca/truckingweights>.

You can view the **Current Winter Order** or the **Previous Winter Order**.

The orders are published in Adobe PDF format. You can save (download) the orders to your computer, if required. They will print off in the original format as published.

How to Read the Orders

The official Winter Weight road restriction order issued by the Minister of Highways has two sections. The first section constitutes the official order. This order will show only new restrictions or the new removal of restrictions on provincial highways and rural municipalities. These restrictions come into effect on the date shown in the order. This information will appear before the signature of the person issuing the order. Once these restrictions come into effect, they will only appear in the second section of the next Order.

The second section is an informational section only and does not form part of the official order. It will list all provincial highways and rural municipalities which are already subject to restrictions by other (previous) orders and it will also list those provincial highways which are subject to special year round restrictions.

Official Winter Weight Road Restriction Orders are Prepared and Published by:

Saskatchewan Ministry of Highways
Regina SK S4P 3T2

CONTACT INFORMATION

Highway Hotline/Road Information Manager

Saskatchewan Ministry of Highways
Regina SK S4P 3T2
Tel. 306-787-3111
Lana.eering@gov.sk.ca

Saskatchewan Highway Hotline Telephone Numbers

Recorded information on road conditions, road restrictions and ferry crossings/ice roads is available 24 hours a day.

- Calling from all other parts of Canada toll free 1-888-335-7623
- Calling from Saskatoon City and surrounding area (306) 933-8333
- Calling from Regina City and surrounding area..... (306) 787-7623
- Calling from outside of Canada1-306-933-8333 or 306-787-7623

Saskatchewan Trucking Inquiry Line

For information on truck configurations or related regulations, please contact the Trucking Inquiry Line below:

Location	Contact	Telephone
Provincial Trucking Inquiry Line	Inquiry Line Toll Free Saskatchewan	1-866-933-5290
	Out of Province	(306) 933-5290

Permit Office – SGI

The Permit Office issues most overweight and over dimensional permits on provincial highways.

Note: Where an over weight load is required to use several provincial highways and/or municipal roads, the Permit Office will issue the permit after consultation with the Ministry and the rural municipalities.

Contacting the Permit Office

- Toll free in Saskatchewan 1-800-667-7575
- Out of province callers 1-306-775-6969
- Fax: 1-306-775-6909



November 2, 2021

Rural Municipality of Hoodoo No. 401
P.O. Box 250
Cudworth, SK, S0K 1B0

Attention: Joan Corneil, Administrator

Re: Asset Management Plan Report - Final

Please note attached final copy of the report based on feedback from the October 13th Council meeting.

As requested, we removed the Wacasa Lift Station from the inventory analysis. We checked and did not have related water or piping systems in the Wacasa area.

As per documentation received, we adjusted the dialogue around Policy and Strategy as now being approved by Council.

In the report, we reference Flagstaff County in Alberta as a rural municipality that has had success in implementing their road (subgrade) stabilization program. I recently spoke to the Flagstaff County Public Works Superintendent. They employ an engineered approach, which has proven instrumental to the success of their road stabilization initiatives. He is open to sharing his practices with you and your staff. I will forward you his contact information.

As you are aware, the data and analysis results from this study are uploaded in the Asset Management (AM) database. We view this as a beginning for you to manage your asset management program moving forward under the collective efforts of administration, operations, and Council.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gordon Molnar".

Gordon Molnar, M.A.Sc., P.Eng.

President

www.pillarsystems.ca

RM of Hoodoo #401

Asset Management Plan

- Final

Prepared by:

Pillar Systems Inc
23 Westerra Close
Stony Plain, AB, Canada T7Z 2W1

115-125 Avenue B North
Saskatoon, SK, S7L 1C9

Project Number:

PS20006

Date:

2021-11-02

Statement of Qualifications and Limitations

The attached Report (the “Report”) has been prepared by Pillar Systems Inc. (the “Consultant”) for the benefit of the RM of Hoodoo (the “Client”) in accordance with the agreed correspondence between Consultant and Client, including the scope of work and fees identified therein (the “Agreement”).

The information, data, recommendations and conclusions contained in the Report (collectively, the “Information”):

- is subject to the scope, schedule, and other constraints and limitations in the Agreement and the qualifications contained in the Report (the “Limitations”);
- represents the Consultant’s professional judgement in light of the Limitations and industry standards for the preparation of similar reports;
- may be based on information provided to the Consultant which has not been independently verified;
- has not been updated since the date of issuance of the Report and its accuracy is limited to the time period and circumstances in which it was collected, processed, made or issued;
- must be read as a whole and sections thereof should not be read out of such context;
- was prepared for the specific purposes described in the Report and the Agreement;
- Subsurface, environmental or geotechnical conditions may be based on limited testing and on the assumption that such conditions are uniform and not variable either geographically or over time.

The Consultant shall be entitled to rely upon the accuracy and completeness of information that was provided to it and has no obligation to update such information. The Consultant accepts no responsibility for any events or circumstances that may have occurred since the date on which the Report was prepared and, in the case of subsurface, environmental or geotechnical conditions, is not responsible for any variability in such conditions, geographically or over time.

The Consultant agrees that the Report represents its professional judgement as described above and that the Information has been prepared for the specific purpose and use described in the Report and the Agreement, but the Consultant makes no other representations, or any guarantees or warranties whatsoever, whether expressed or implied, with respect to the Report, the Information or any part thereof.

The Report is to be treated as confidential and may not be used or relied upon by third parties, except:

- as agreed in writing by Consultant and Client;
- as required by law;
- for use by governmental reviewing agencies.

The Consultant accepts no responsibility, and denies any liability whatsoever, to parties other than the Client who may obtain access to the Report or the Information for any injury, loss or damage suffered by such parties arising from their use of, reliance upon, or decisions or actions based on the Report or any of the Information (“improper use of the Report”), except to the extent those parties have obtained the prior written consent of the Consultant to use and rely upon the Report and the Information. Any damages arising from improper use of the Report or parts thereof shall be borne by the party making such use.

This Statement of Qualifications and Limitations is attached to and forms part of the Report and any use of the Report is subject to the terms hereof.

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The preparation of this project was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

Executive Summary

In compliance with the Canada-Saskatchewan administrative agreement and gas tax fund agreement, the RM of Hoodoo is developing its asset management program that will determine the asset’s current level of service, target (desired) level of service, and financial gap needed to attain this level of service. Asset Level of Service (LOS) is illustrated according to the following performance measures:

- Condition State – Very Good, Good, Fair, Poor, Very Poor
- Monetary Performance – Difference between the asset replacement cost (RC) and the write down value (WDV)
- Remaining Service Life (RSL)

Based on a condition assessment of each asset within each asset group, the following table summarizes the current (2021) level of service for each asset group.

Existing (2021) Level of Service

Asset Group	Condition State					Monetary Performance		
	V. Good	Good	Fair	Poor	V. Poor	RC	WDV	RSL
Water Intake	0%	0%	100%	0%	0%	\$ 570,400	\$ 290,000	49%
Sanitary Treat	30%	70%	0%	0%	0%	\$ 1,026,400	\$ 80,200	92%
Roads-Gravel	21%	33%	22%	18%	6%	\$ 151,848,674	\$ 59,107,121	61%
Roads-Paved	41%	59%	0%	0%	0%	\$ 15,604,020	\$ 2,283,473	85%
Culverts	64%	15%	7%	0%	13%	\$ 367,349	\$ 76,441	79%
Marine	0%	94%	6%	0%	0%	\$ 262,800	\$ 23,600	91%
Buildings	0%	0%	25%	25%	50%	\$ 807,200	\$ 655,000	19%
Machinery	11%	17%	38%	31%	3%	\$ 6,290,370	\$ 3,233,925	49%
Totals						\$ 176,777,213	\$ 65,749,760	63%

Overall, the current state of the infrastructure is in relatively good condition with an average Remaining Service Life (RSL) of 63 percent.

The “Buildings” asset group stands out as being the most concerning with a current RSL of 19 percent. This is a result of the aging building structures, including the Public Works Shop in Cudworth.

The “Gravel Roads” asset group is the RM’s greatest asset comprising an asset value of \$151,849,000 of the total inventory replacement cost of \$176,777,000. Unique to this project is the application of Dynamic Cone Penetrometre (DCP) testing of the gravel road strength, which was used to determine the structural classification. While the tests varied from road to road, many roads showed greater strength in the top 200 mm (8 inches), which is largely due to the RM’s years of investment in applied gravel and incorporation of the gravel into the road surface. Two elements that impact road stability and surface condition are the amount of heavy haul traffic and the roadway strength. Higher class roadways (i.e. “Grid” Functional Classification), heavy haul traffic routes (i.e. “Heavy Haul” Capacity Classification), and lower strength roadways (i.e. “Poor” Structural Classification) drive the need for continuous renewal in part through conventional clay-capping, gravel application, and related treatments.

One recommended new spending initiative is the application of road (subgrade) stabilization. This is an evolution of traditional clay-capping for gravel roads that enhances the existing roadway surface. There is a chemical additive incorporated, which binds the gravel aggregate within the clay surface. This results in

a higher strength road with reduced maintenance needs, reduced gravel needs, dust free surface, and improved traffic safety. In addition, the surface can still be maintained with conventional equipment (i.e. motor graders and roto-mixers). While there is an initial investment, there are long-term benefits. This treatment was triggered on many of the roads with low road subgrade strength and high heavy haul traffic volume.

The gravel roads network also included a fair amount of partially developed roads. The program strategy included upgrading these with all the development features of a ditch grade and traffic gravel. Roads that were fully undeveloped, were left in an undeveloped state in the long-range (20-year) planning horizon.

The recommended target level of service (LOS) over the long-range (20-year) horizon, would improve overall asset LOS by 10 percent. This would improve the overall asset valuation and reduce the consequence of risk by \$17,455,000, which is the infrastructure deficit. To attain this LOS improvement would require an expenditure increase of approximately \$1,592,000 over the 20-year horizon. This is equivalent to a funding gap of \$80,000/year; distributed greater over the short-range horizon. Part of these new spending initiatives may be eligible under external capital grant funding programs. This has the potential to further narrow the funding gap and continue to run a balanced program.

The study's condition assessments, level of service analysis, and program strategy are housed in an Asset Management Database. The RM now has the tools and data in place to sustain, manage, and adjust its asset management program. However, sustaining an asset management program will require additional time and resource by the Administrator and associated staff. Moving forward, the following are expected new commitments the RM will need to allocate time and financial resources to:

- Conduct on-going condition assessments and infrastructure lifecycle analysis
- Train and develop staff on condition assessments and computing the current level of service
- Routinely update the asset management database based on reassessed condition assessments, completion of work, and adjusting the works program based on budget levels and level of service targets.
- Periodically outsource the lifecycle analysis to update the recommended maintenance and capital program strategy in line with on-going level of service targets set by the RM.

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Appendix A – Policy and Strategy

1. Introduction

As part of the Canada-Saskatchewan Administrative Agreement and the Municipal Gas Tax Fund Agreement, municipalities are required to:

- Make progress towards developing and/or implementing an asset management plan; and
- Report on progress made.

In accordance with this plan, administered by the Government of Saskatchewan, Gas Tax Program and Financial Management, municipalities are to attain the following asset management targets:

- June 30, 2018 – Completed an asset management policy and strategy
- June 30, 2019 – Determined the current level of service (assets condition) and target level of service moving forward
- June 30, 2020 – Determined the financial gap needed to attain the target level of service
- June 30, 2022 – Report back to the Provincial Government on initiatives to monitor and improve the asset management program moving forward

In September 2020, the Federation of Canadian Municipalities (FCM) approved grant funding for the given study under the Municipal Asset Management Program (MAMP). The study is to be complete by November 2021.

The objectives of the asset management study are as follows:

- Compile an asset listing for the various asset groups
- Complete a condition assessment of the assets and determine the current level of service
- Complete a lifecycle analysis and determine the targeted level of service
- Develop the infrastructure renewal plan/strategy and financial gap needed to attain the target level of service
- Implement an asset management database, housed with the data and results of this analysis, to help the municipality manage its asset management program moving forward.

2. Policy and Strategy

The RM has an Asset Management Policy and an Asset Management Strategy approved December 20, 2020. These documents are contained in Appendix A.

Within these documents is the “Approach”, which is the basis for this report. The following summarizes the asset management approach taken for this study:

- Assembly of the asset inventory
- Develop the condition assessment criteria
- Conduct field level condition assessments
- Determine the existing state of the infrastructure (i.e. Level of Service)
- Conduct infrastructure lifecycle analysis and determine the long-range sustainability plan
- Develop short-range maintenance and capital budget programs in line with delivering the sustainability plan
- Monitor and manage the asset management program including:
 - Implementation of an Asset Management Database that houses the condition assessments, assesses the level of service, and lists the 5-year maintenance and capital works program for each infrastructure asset.
 - Continuously updating the information within the Asset Management Database
 - Training and engaging operations staff on periodic condition assessments
 - Periodically seeking the support of professional serviced to reassess the long-range sustainability plan and corresponding maintenance and capital program

3. Asset Inventory

The asset inventory for the RM includes nine asset groups:

- Roads – Gravel
- Roads – Paved
- Culverts – Bridge File (large diameter) corrugated steel pipe
- Water Intake – Rural water fill stations
- Sanitary Treatment – Facultative lagoons serving the recreational subdivisions
- Marine – Boat launches and docks
- Buildings
- Machinery – Equipment and vehicles

The following table summarizes the quantities considered in the asset management analysis.

Asset Group	Functional Classification	Quantity	Description
Roads-Gravel	Primary Grid	20 km	
	Grid	92 km	
	Main Farm Access	238 km	
	Local	121 km	
	Undeveloped	203 km	<p>More trail-like in nature. Lacks ditch geometry and in some cases traffic gravel. Not a significant monetary investment structure.</p> <p>Not included in assessment, but in-place in the inventory. When developed later to a “Local” class or higher, these roads can be added to the assessment.</p>
Roads Paved	Primary Grid	8 km	
	Grid	12 km	
	Main Farm Access	0 km	
	Local	2 km	
Culverts (Bridge File)	N/A	10 structures	<p>Typically 1.5 m diameter or greater, but includes some identified 1.0 m diameter and greater.</p> <p>Some of the structures assessed were discovered in the field while conducting the road assessments. It is suspected there may be other culverts not identified.</p>
Sanitary Treatment	N/A	2	Facultative lagoons
Water Intake	N/A	3	<ul style="list-style-type: none"> • 2 - Rural fill stations with water supply from SaskWater • 1 – Backhoe dug spring and fill station for non-potable agricultural use
Marine	N/A	4	

Buildings	N/A	4 structures	
Machinery	N/A	56 units	

Each infrastructure asset is identified by an “Asset ID”. The linear assets (i.e. Roads, Bridges, Culverts) include a “Spatial ID” for mapping purposes. In many cases, the Spatial ID is more abbreviated in nature. The road segments are based on continuous sections from major intersection to major intersection. On average, each road segment is approximately 3-4 miles in length. Each segment may be an area of planned level of activity (i.e. regravelling, shoulder pull, widening, grade strengthening, etc.). A map illustrating the location of each of the linear assets is contained in the Asset Management (AM) Database.

4. Condition Assessment and Lifecycle Analysis Process

4.1 Condition Assessment Criteria

Condition rating criteria was developed for each asset (i.e. infrastructure) group. The condition rating criteria defined for the RM's infrastructure groups is contained in a separate document. As appropriate for the asset group, the assessment of each component is based on one of three fundamental performance measures.

- Physical Condition – The level of deterioration
- Capacity – A measure of the size needed to meet the volume desired
- Functional Adequacy – A measure of the component doing what it should be doing, including design resiliency

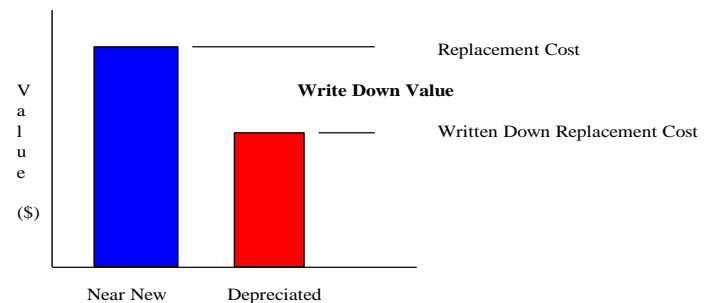
The following table summarizes the condition types assessed for each asset group.

<u>Asset Group</u>	<u>Condition Type</u>	<u>Comments</u>
Roads (Gravel)	Surface Condition	
	Surface Gravel	
	Dust	
	Crown	
	Drainage	
	Width	
	Sight Distance	Sight triangle (horizontal) and stopping sight distance (vertical)
Roads (Paved)	Rutting	
	Fatigue Cracking	
	Surface Condition	
	Lineal Cracking	
	Grade	Not applicable for rural roads
	Sight Distance	
Culverts	Embankment	
	Pipe (Structural)	
	Pipe Capacity	
Sanitary Treatment	All Included	Facultative lagoon
Water Intake	Building	
	Instrumentation	
	Wet Well	
	Pumping	
	Backup Power	
	Auxiliary Items	

Marine	Dock	The structure over water to board and tie down boats
	Pad	Concrete boat launch
Buildings	Civil	
	Exterior Building	
	Interior Building	
	Plumbing	
	HVAC	
	Electrical	
Machinery	Body & Frame	
	Power Train	
	Brakes & Steering	
	Fuel & Electrical	
	Cooling & Heating	
	Lights & Windshield	
	Hydraulics	
	Attachments	

The first level of service measure is condition state. The fundamental elements of deriving this in the condition assessment criteria for each asset group are severity and extent. Severity is a defined measure of the level of deterioration (i.e. minor, moderate, major, and severe). The extent is the proportion of the infrastructure segment within each of the defined severity levels. In relation to defined threshold levels, this determines the condition state, assessing the infrastructure to be very good, good, fair, poor, or very poor. Threshold levels are tolerance levels defined for each severity level; which in part determines how much risk can be endured. As example, the tolerance to minor (i.e. hairline) cracking can be rather high. However, major cracking cannot be tolerated to any significant amount, as it becomes the threshold to failure, expensive repair, disruption, and potential consequence to life and safety in some instances.

A second level of service measure is monetary performance. This is also derived through the condition assessment. It measures the amount of deterioration and depreciation of the infrastructure assets. This is the asset Write-Down-Value (WDV). It is a very effective measure as it provides a dollar to dollar comparison between input expenditures (i.e. maintenance and capital costs) to the output benefit (i.e. asset valuation).



In addition, we use the WDV to measure risk. One major risk is that associated with collision injury or fatality. The combination of the collision severity with the probability of the event is added to the WDV. This triggers proactive infrastructure renewal practices that will address the consequence of risk.

A third measure of level of service is the asset Remaining Service Life (RSL). This can be computed as the ratio between the asset write-down-value and its replacement cost.

Gravel Roads are the largest asset group comprising approximately 88 percent of the overall asset valuation. As such, it is the most impacting to budgets and requires the greatest level of effort in assessment. After the gravel roads condition data is collected, the analysis is in part influenced by various classification factors relating to the conditions and operations.

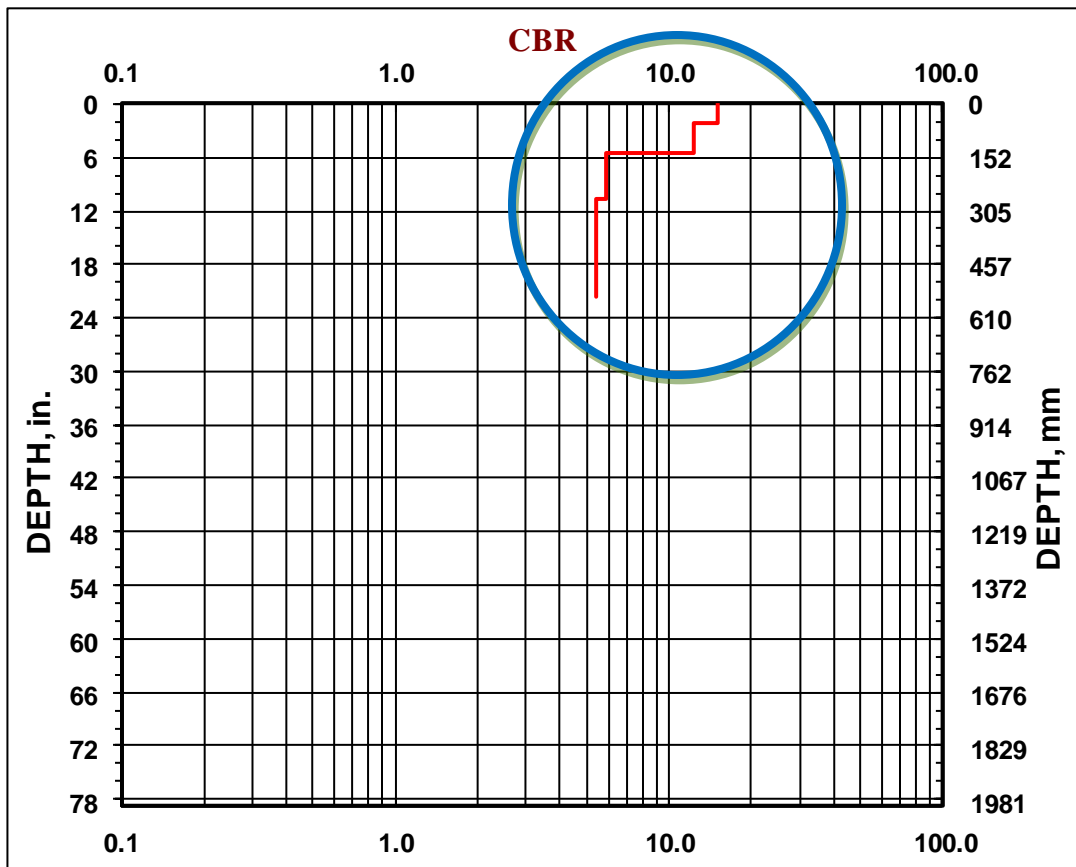
- The Functional classification is based on the hierarchy of roadways for Saskatchewan Rural Municipalities. Typically, the higher the roadway classification, the greater amount of heavy-haul traffic. This affects roadway deterioration rates and resulting maintenance and renewal expenditures.
- The Structural classification is based on field testing of the existing soils strength using a Dynamic Cone Penetrometre (DCP) during the condition assessment. The roadway strength is largely influenced by both the soil types used to construct the roadway as well as the gravel that over time is incorporated into the roadway surface. The standard measurement of roadway strength used by the Saskatchewan Ministry of Highways and Infrastructure (MHI) is the CBR. In this study, we collected the roadway strength data and placed the results into the following structural groupings.

Road Classifications

Class Group	Classification	Description
Functional	Primary Grid	High traffic volume and functional standard
	Grid	Major collector equivalency
	MFA	Main Farm Access – Minor collector equivalency
	LMG	Local Municipal Gravel – Low traffic volume and functional standard; primarily local access
Structural (Subgrade)	Very Good	Ave Depth CBR >20
	Good	Ave Depth CBR 15-20
	Fair	Ave Depth CBR 10-15
	Poor	Ave Depth CBR 5-10
	Very Poor	Ave Depth CBR <5

We computed the CBR based on measurements taken throughout the gravel road network to an approximate depth of 500 mm below the road surface. In the majority of the cases, most of the roadway strength is in the top 200 mm. This is due to the years of repeat traffic gravel applications that have incorporated into the road surface over time forming a structural cap. We computed the average CBR over the depth of testing. The following graph is an example illustrating the top 200 mm surface with a CBR of 12, but the soil below has a CBR of 5. The average CBR is 7, which we consider poor for classification purposes only. In Saskatchewan, this soil's strength example is typical. However, by considering the surface gravel, generated by years of traffic gravel application, this brings forward the ability to deliver the overall strength higher than the native soils can provide. This is the importance of protecting and enhancing the RM's investment in the roadway surface. This can be built into the asset management strategy.

Example - Roadway Strength Measurements



Based on MHI and AASHTO roadway design guidelines, both the roadway “Functional” and “Structural” classifications are calculated to have an impact on the load carrying capacity of the roadway. The following table summarizes the relative impacts, which are considered in the lifecycle analysis for each roadway. As example a structural classification with a “Poor” classification will deteriorate/fail approximately 5 times faster than a road with a “Fair” classification. This affects maintenance and renewal needs and associated costs over the roadway lifecycle.

Road Life Relative Effect on Roadway Classifications

Class Group	Classification	Relative Effect	Comments
Functional	Primary Grid	-2x	Half the road life in comparison to a MFA
	Grid	-1.5x	
	MFA	1x	Base Case
	LMG	5x	
Structural	Very Good	20x	20 times the road life in comparison to “Fair”
	Good	5x	
	Fair	1x	Base Case
	Poor	-5x	Interpolated – Below threshold of calculation
	Very Poor	-50x	Interpolated – Below threshold of calculation

Influencing the roadway service life are the treatments and maintenance operations. Gravel roads are inherently non-structural. They fail routinely due to weather (i.e. rain and snow melt) and heavy haul traffic. However, maintenance operations significantly influence their functionality and level of service. Grader maintenance makes numerous passes per year. Each pass provides a renewal of roadway failures. In addition, maintaining the surface with a relatively steep crown (i.e. cross slope), adequate traffic gravel, and non-impeding drainage will work to sustain roadways to a relatively good Level of Service, even with relatively poor structural subgrade characteristic (i.e. poor and very poor) and relatively high heavy haul traffic volumes (i.e. Grid and Primary Grid). As a result, the Functional and Structural Classifications are factors in the lifecycle analysis that influences the asset management outcome.

4.2 Lifecycle Analysis

Lifecycle analysis uses the collected condition data from each infrastructure asset. The objective of the analysis is as follows:

- Determine a long-range (20-year) infrastructure sustainability plan identifying the targeted (optimal) level of service and funding needs required to get there.
- Determine the detailed maintenance and capital program required to deliver that sustainability plan.

The type of analysis varies between the asset groups. Regardless of the analysis approach between the varying asset groups, the analysis reporting is seamless. This enables the RM to view all asset groups together in a single table and graph, providing effective decision management in the overall asset management program strategy. The analysis results are summarized into two horizons. The first is the short-range (5-year) horizon. This identifies immediate needs to be considered in the maintenance and capital budget programs. The second is the long-range (20-year) horizon. This illustrates the program strategy to deliver the targeted infrastructure sustainability plan.

Throughout the lifecycle analysis, multiple treatment options are tested given the current and forecast condition state. The sequence of treatment options that minimizes annualized costs over the lifecycle are selected. The following summarizes treatment options considered for each asset group.

- Gravel Roads
 - Routine Maintenance
 - Summer grader operations
 - Partial repair of problematic or failed road areas
 - Correction of shallow road crown (i.e. cross slope)
 - Dust suppression at some near-to-road yard sites
 - Sight Improvements - Sight corrections, including intersection signage, sight triangle clearing, and grading to address intersection/approach stopping sight distance deficiencies.
 - Spot Dust Suppression – Calcium Chloride dust suppression where house or other sensitive location (i.e. church or cemetery) is within close proximity.
 - Surface Gravel Replacement
 - Ditch Improvements
 - Additional minor grader maintenance of ridges at the shoulder.
 - Moderate shoulder pulling of slumping side-slopes.
 - Correcting major drainage deficiencies within the ditch and culverts.
 - Extensive construction to develop a ditch geometry.
 - Shoulder Widening
 - To address the more severe road width deficiencies.
 - Spot Strengthening

- Excavate problematic areas of weak soil locations, and back fill with pit-run and/or other subgrade strengthening materials.
- Road (Subgrade) Stabilization
 - A relatively new practice and evolution/hybrid between conventional clay capping and surfacing. The existing surface is chemically stabilized, gravel is incorporated and locked into place, and the resulting surface is dust-free. The roadway surface strength is improved by approximately three times; annual maintenance needs are significantly reduced; gravel replacement needs are significantly reduced; traffic safety is improved; and driver comfort is improved.
- Road Regrading (i.e. Reconstruction)
 - Full depth roadway reconstruction to address strength deficiencies and geometric deficiencies (i.e. lack of ditch grade)
- Paved Roads
 - Patching
 - Potholes and other major deficiencies impacting traffic safety.
 - Crack Filling
 - Micro Sealing
 - Specialized cost-effective treatment where the deficiency is open surface texture (i.e. raveling).
 - Resurfacing
 - Could involve reconstructing the entire granular substructure if it is unsuitable for the heavy haul traffic using the roadway.
- Culverts (Bridge File Size)
 - Routine Maintenance
 - Partial repairs of major deficiencies
 - Embankment Repair
 - Major maintenance or minor construction to correct eroded side-slope and/or piping under pipe inlets/outlets
 - Replacement
 - Excavate and replace the pipe culvert(s) usually due to major structural deterioration (i.e. corrosion or deformation).
 - Culvert Add
 - Add an additional culvert(s) if there is indication the existing culvert(s) are running below hydraulic capacity or projected to into the future.
- Water Intake
 - Repair
 - Upgrade
 - Replace
- Sanitary Lift Station
 - Repair
 - Upgrade
 - Replace
- Sanitary Treatment
 - Repair
 - Upgrade

- Replace
- Marine
 - Repair
 - Upgrade
 - Replace
- Buildings
 - Routine Maintenance
 - Special Identified Maintenance
 - Noted deficiencies
 - Can be above average expenditures requiring budget allocation
 - Replacement
- Machinery
 - Routine Maintenance
 - Special Identified Maintenance
 - Noted deficiencies
 - Can be above average expenditures requiring budget allocation
 - Replacement

The lifecycle analysis results for each infrastructure asset within each asset group are contained in the Asset Management Database for review, reporting, adjustment, and financial/operations management moving forward.

5. Current and Targeted Level of Service

The infrastructure level of service is based on compilation of lifecycle analysis completed for each infrastructure asset. The results are compiled for all the assets within each asset group.

Level of service is presented in the following three measures, which present a unique understanding of the state of the infrastructure. However, each of the three level of service measures were derived from the same base condition data.

- Condition State (Very Good, Good, Fair, Poor, and Very Poor)
- Monetary Performance (\$WDV)
- Remaining Service Life (%)

The level of service first illustrates the current state of the infrastructure. Then it is illustrated to show the targeted short-range (5-year) and long-range (20-year) level of service resulting from the recommended (optimal) program strategy expected to minimize costs and maximize infrastructure performance over the asset lifecycle.

5.1 Current Level of Service

The following table and graphs summarize the current state of the infrastructure for all asset groups.

Overall, the current level of service (LOS) is in relatively good condition with an overall Remaining Service Life (RSL) of 63 percent.

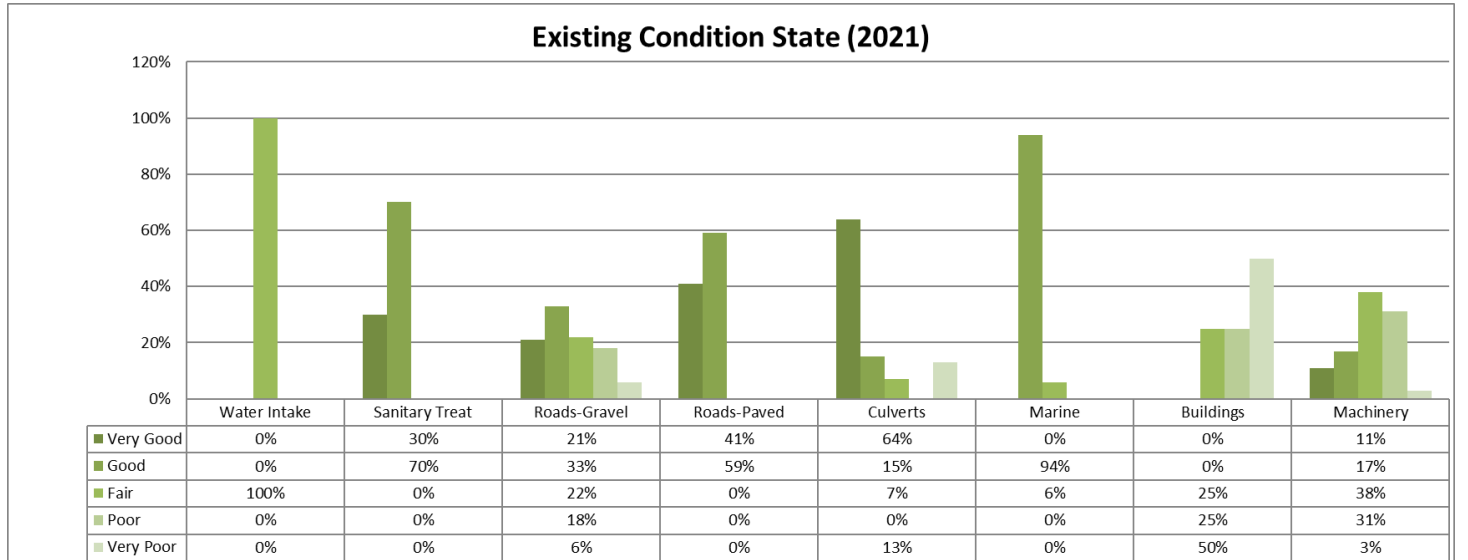
The overall Replacement Cost (RC) of all asset groups is \$176,777,000. The “Gravel Roads” asset group has a RC of \$151,849,000, comprising 86 percent of all the assets worth. Gravel roads are the primary asset group. Currently, their RSL on average is 61 percent.

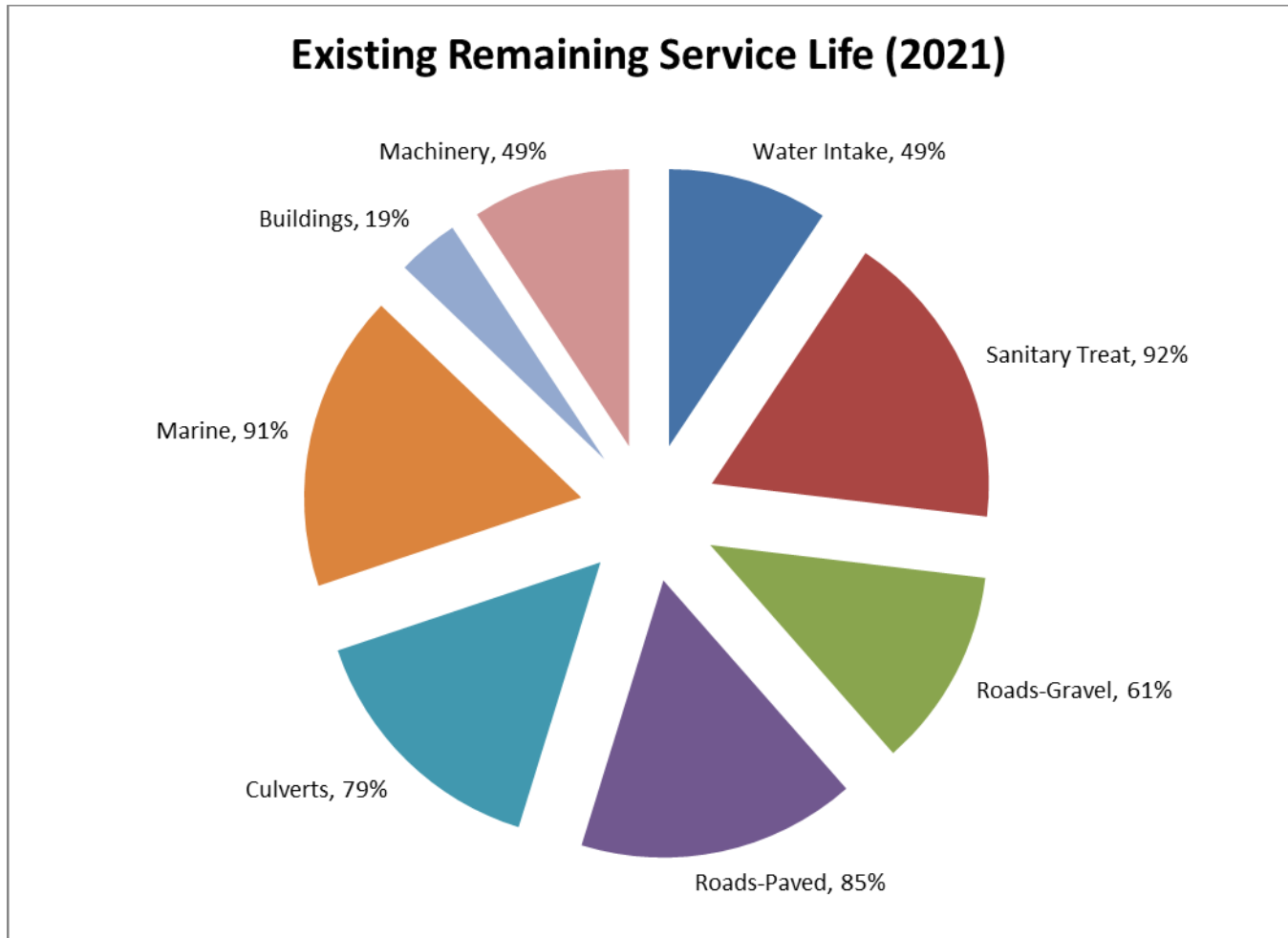
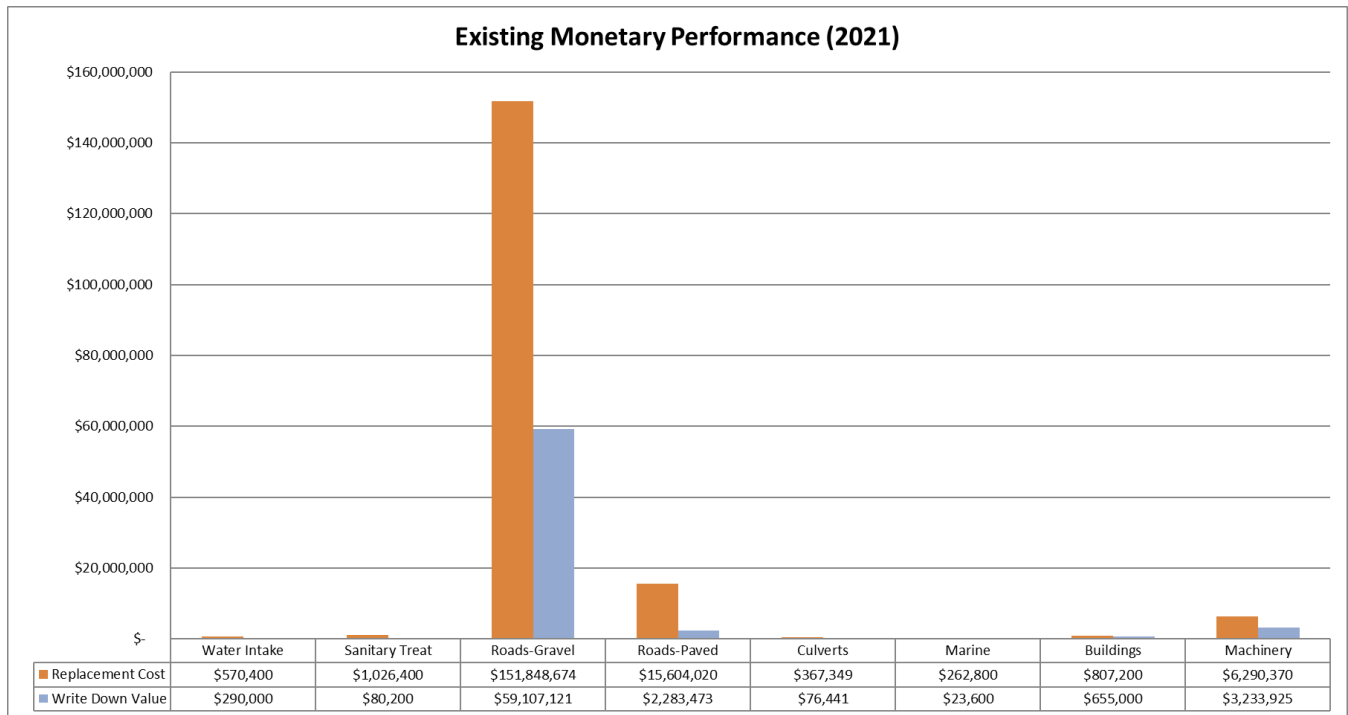
The “Buildings” asset group is the most concerning with a current RSL of 19 percent. This is due to normal deterioration and one of their major facilities (i.e. Public Works Shop in Cudworth) nearing the end of its service life.

The monetary performance is a key indicator noting the relative importance of each asset group. The “Gravel Roads” asset group by far dominates the relative importance of assets and preservation thereof. However, the overall integration of all nine asset groups is paramount to the functionality of the infrastructure network and the services they provide to the local rate payers.

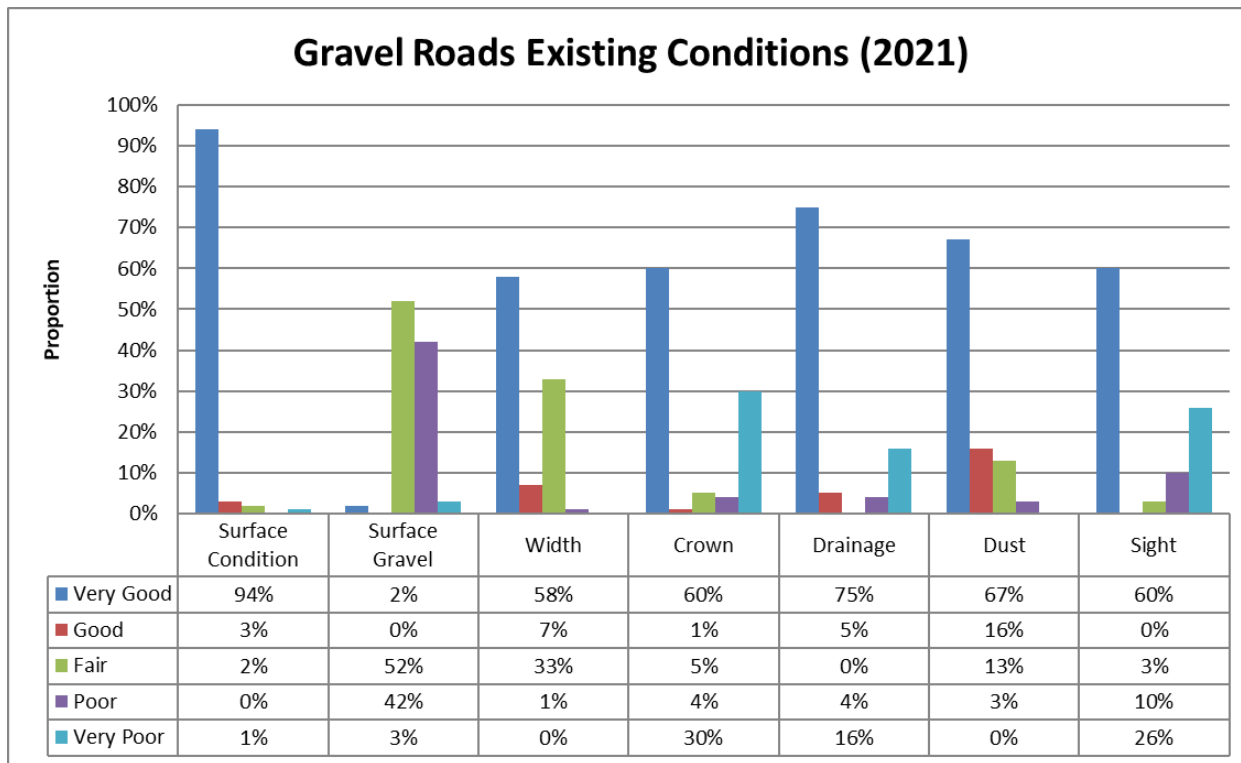
Existing (2021) Level of Service

Asset Group	Condition State					Monetary Performance		RSL
	V. Good	Good	Fair	Poor	V. Poor	RC	WDV	
Water Intake	0%	0%	100%	0%	0%	\$ 570,400	\$ 290,000	49%
Sanitary Treat	30%	70%	0%	0%	0%	\$ 1,026,400	\$ 80,200	92%
Roads-Gravel	21%	33%	22%	18%	6%	\$ 151,848,674	\$ 59,107,121	61%
Roads-Paved	41%	59%	0%	0%	0%	\$ 15,604,020	\$ 2,283,473	85%
Culverts	64%	15%	7%	0%	13%	\$ 367,349	\$ 76,441	79%
Marine	0%	94%	6%	0%	0%	\$ 262,800	\$ 23,600	91%
Buildings	0%	0%	25%	25%	50%	\$ 807,200	\$ 655,000	19%
Machinery	11%	17%	38%	31%	3%	\$ 6,290,370	\$ 3,233,925	49%
Totals						\$ 176,777,213	\$ 65,749,760	63%





Looking more specifically at the “Gravel Roads” asset group, the following chart illustrates the existing condition state broken down into the seven performance measures.



One of the more significant factors is the roadway “Crown” with 34 percent in the “Poor” and “Very Poor” condition states. A substandard crown will allow water to infiltrate into the subgrade, weakening the roadway. This is a relatively easy correction that can be applied during grader maintenance.

Another significant factor is the drivers “Sight” conditions with 36 percent in the “Poor” and “Very Poor” condition states. The magnitude of severity varies from a relatively minor correction of missing intersection signage (yield or stop sign), moderate level work clearing the sight triangle impedances, to major works involving roadway grading (reconstruction) to attain the required stopping sight distances at intersections or approaches.

The “Surface Gravel”, with 45 percent in the “Poor” and “Very Poor” condition state, is a low. However, it is not a significant concern as can be addressed with an accelerated re-gravelling program.

The “Drainage” is a concern with 20 percent in the “Poor” and “Very Poor” condition state. This is partially attributed to the natural shoving of the shoulder surface that is remedied though shoulder pull. However, a large part of the very poor condition state is attributed to partially developed roads with incomplete ditch degrades. This will require partial or full grading (i.e. construction) to develop the required roadway and ditch geometry. This is relatively costly.

The “Surface Condition” is in a “Very Good” condition state with only 3 percent of the network in “Fair” to “Very Poor” condition. This is an indication of sufficient and appropriate maintenance activities currently in place. Impacting the surface condition is the combination of high volumes of heavy haul traffic and relatively poorer soils conditions. This is conventionally addressed through “Clay Capping” and other related road stabilizing initiatives. The evolution of clay capping is “Road (Subgrade) Stabilization”. In addition to addressing the roadway stability issues, it has long-term benefits of reduced maintenance, reduced gravel needs, and improved traffic safety. Road (Subgrade) stabilization will be an alternative considered in the lifecycle analysis.

5.2 Short-Range (5-Year) Level of Service Targets

The short-range period made gains in improving the overall Level of Service (LOS) with the overall Remaining Service Life (RSL) improved from 63 percent to 72 percent.

The “Gravel Roads” asset group was a significant focus during this planning horizon. The planning activities included:

- Completing partially developed roadways either through full regrading (i.e. reconstruction) or major ditch improvements
- Minor adjustments to grader maintenance to address the deficient (flat) roadway crown
- Addressing the backlog of traffic gravel on the roads
- Addressing sight deficiencies for sixty-three locations of relatively minor corrections including missing signs and sight triangle clearing. Included also are five major areas involving excavating the roadway to address insufficient stopping sight distances required at intersections.
- Incorporating the evolution of “clay-capping” with a “road (subgrade) stabilization” treatment on the weaker roads of high volume and high heavy haul traffic (i.e. poor subgrade classification, grid functional classification, and heavy haul capacity classification).

The “Paved Roads” asset group was in reasonable shape. Some of the roads undertook midlife preservation initiatives, including the “Micro-Surfacing” treatment.

The “Culverts” addressed those that were at the end of their service life with replacement.

As a result of the initiatives proposed, the following table summarize the short-range (5-year) LOS targets expected.

Five-Year Target (2026) Level of Service

Asset Group	Condition State					Monetary Performance		
	V. Good	Good	Fair	Poor	V. Poor	RC	WDV	RSL
Water Intake	0%	0%	100%	0%	0%	\$ 570,400	\$ 287,422	50%
Sanitary Treat	30%	70%	0%	0%	0%	\$ 1,026,400	\$ 241,404	76%
Roads-Gravel	32%	43%	18%	8%	0%	\$ 151,848,674	\$ 42,204,143	72%
Roads-Paved	8%	92%	0%	0%	0%	\$ 15,604,020	\$ 1,671,822	89%
Culverts	80%	13%	2%	2%	2%	\$ 367,349	\$ 13,544	96%
Marine	0%	94%	0%	6%	0%	\$ 262,800	\$ 59,227	77%
Buildings	0%	0%	0%	50%	50%	\$ 807,200	\$ 707,093	12%
Machinery	14%	15%	16%	42%	13%	\$ 6,099,300	\$ 3,409,020	44%
Totals						\$ 176,586,143	\$ 48,593,676	72%

To obtain the above LOS targets, the following tables summarizes the projected maintenance and capital expenditure needs. More specific details, costing, and capital renewal strategy maps noting the locations of these works are contained in the Asset Management Database. Note no capital renewal expenditures forecast for the Group A utility assets in the short-range (5-year) horizon.

Five-Year Projected (2022-2026) Expenditure Levels – Asset Group A

Asset Group	Treatment	Annualized Costs (\$/yr)
Water Intake	Maintenace-Specific	\$ -
	Upgrade	\$ -
	Replace	\$ -
		\$ -
Sanitary Treat	Maintenace-Specific	\$ -
	Upgrade	\$ -
	Replace	\$ -
		\$ -

Note that in the lifecycle analysis for linear asset groups (i.e. Gravel Roads), the unit costs for each treatment option includes the full cost for equipment, labor, materials, and overhead. Included in this are the “Buildings” and “Machinery” costs. As we provide separate costing for the “Buildings” and “Materials” asset groups, we need to back these costs out of those calculated for the “Gravel Roads” asset groups.

Five-Year Projected (2022-2026) Expenditure Levels – Asset Group B

Asset Group	Treatment	Annualized Costs (\$/yr)
Roads-Gravel	Maintain	\$ 130,512
	Regravel	\$ 435,744
	Sight Improvement	\$ 26,230
	Dust Control	\$ 28,293
	Drainage Improvement	\$ 622,323
	Shoulder Widen	\$ 74,053
	Roads Stabilize	\$ 268,295
	Regrade	\$ 741,190
	Upgrade	\$ -
		<u>\$ 2,326,640</u>
	Building & Machinery Allowance	\$ (347,987)
	Net	\$ 1,978,653
Roads-Paved	Patch	\$ -
	Crack Fill	\$ 4,420
	Sight Improvement	\$ 23
	Micro-Surface	\$ 245,093
	Resurface	\$ -
	<u>\$ 249,536</u>	
Culverts	Maintenace-Specific	\$ -
	Embankment Repair	\$ -
	Replace	\$ 15,168
	<u>\$ 15,168</u>	
Marine	Maintenace-Specific	\$ -
	Upgrade	\$ -
	Replace	\$ -
		<u>\$ -</u>
	\$ -	

Five-Year Projected (2022-2026) Expenditure Levels – Asset Group C

Asset Group	Treatment	Annualized Costs (\$/yr)
Buildings	Maintenace-Specific	\$ 1,000
	Demolish	\$ -
	Engineering	\$ -
	Upgrade	\$ 32,000
	Replace	\$ -
	<u>\$ 33,000</u>	
Machinery	Maintenace-Specific	\$ -
	Upgrade	\$ -
	Replace	\$ 314,987
	<u>\$ 314,987</u>	

5.3 Long-Range (20-Year) Level of Service Target

The long-range strategy sustains the roadway LOS with a modest improvement of 1 percent to 73 percent RSL over this horizon.

The “Buildings” asset group is a focus with the expectation that the PW Shop in Cudworth would be replaced.

The “Paved Roads” asset group is expected to require resurfacing on some of its rural road segments.

While the various utility asset groups are not forecasting the need for infrastructure renewal in the short and long-range horizons, some of these asset groups (i.e. Water Intake fill stations) will be nearing the end of their service life towards the end of the long-range (20-year) horizon and may be subject to renewal immediately following. Based on annual review, the renewal needs may come earlier.

Based on life-cycle analysis, the following table summarizes the projected level of service targets within this long-range (20-year) horizon.

20-Year Target (2041) Level of Service

Asset Group	Condition State					Monetary Performance		RSL
	V. Good	Good	Fair	Poor	V. Poor	RC	WDV	
Water Intake	0%	0%	0%	96%	4%	\$ 570,400	\$ 459,209	19%
Sanitary Treat	0%	0%	100%	0%	0%	\$ 1,026,400	\$ 583,538	43%
Roads-Gravel	23%	50%	20%	7%	0%	\$ 151,848,674	\$ 41,298,310	73%
Roads-Paved	0%	89%	11%	0%	0%	\$ 15,604,020	\$ 1,884,332	88%
Culverts	60%	35%	0%	2%	2%	\$ 367,349	\$ 13,420	96%
Marine	0%	6%	90%	4%	0%	\$ 262,800	\$ 158,641	40%
Buildings	0%	50%	0%	0%	50%	\$ 807,200	\$ 488,533	39%
Machinery	14%	15%	16%	42%	13%	\$ 6,099,300	\$ 3,409,020	44%
Totals						\$ 176,586,143	\$ 48,295,003	73%

To obtain the above LOS targets, the following tables summarizes the projected maintenance and capital expenditure needs. More specific details, costing, and capital renewal strategy maps noting the locations of these works are contained in the Asset Management Database. Note that no capital renewal initiatives are forecast for the long-range (20-year) horizon in the Utility asset group (i.e. Group A).

Projected (2027-2041) Expenditure Levels – Asset Group A

Asset Group	Treatment	Annualized Costs (\$/yr)
Water Intake	Maintenace-Specific	\$ -
	Upgrade	\$ -
	Replace	\$ -
		\$ -
Sanitary Treat	Maintenace-Specific	\$ -
	Upgrade	\$ -
	Replace	\$ -
		\$ -

Note that in the lifecycle analysis for linear asset groups (i.e. Gravel Roads), the unit costs for each treatment option includes the full cost for equipment, labor, materials, and overhead. Included in this are the “Buildings” and “Machinery” costs. As we provide separate costing for the “Buildings” and “Materials” asset groups, we need to back these costs out of those calculated for the “Gravel Roads” asset groups.

Projected (2027-2041) Expenditure Levels – Asset Group B

Asset Group	Treatment	Annualized Costs (\$/yr)
Roads-Gravel	Maintain	\$ 164,658
	Regravel	\$ 314,819
	Sight Improvement	\$ 384
	Dust Control	\$ 28,293
	Drainage Improvement	\$ 34,972
	Shoulder Widen	\$ 24,073
	Roads Stabilize	\$ -
	Regrade	\$ -
	Upgrade	\$ -
	Building & Machinery Allowance	<u>\$ (341,654)</u>
	Net	\$ 225,545
Roads-Paved	Patch	\$ 21,507
	Crack Fill	\$ 17,593
	Sight Improvement	\$ -
	Micro-Surface	\$ -
	Resurface	<u>\$ 514,317</u>
		\$ 553,417
Culverts	Maintenace-Specific	\$ -
	Embankment Replair	\$ -
	Replace	<u>\$ 2,962</u>
		\$ 2,962
Marine	Maintenace-Specific	\$ -
	Upgrade	\$ -
	Replace	<u>\$ 1,219</u>
		\$ -
		\$ 1,219

Projected (2027-2041) Expenditure Levels – Asset Group C

Asset Group	Treatment	(\$/yr)
Buildings	Maintenace-Specific	\$ -
	Demolish	\$ -
	Engineering	\$ -
	Upgrade	\$ -
	Replace	<u>\$ 26,667</u>
		\$ 26,667
Machinery	Maintenace-Specific	\$ -
	Upgrade	\$ -
	Replace	<u>\$ 314,987</u>
		\$ 314,987

5.4 Summary of Long-Range Financial Plan and Asset Performance

Based on the above short-range (5-year) and long-range (20-year) plans, the following table summarizes the financial needs in comparison to existing maintenance and capital renewal budget allocations.

Financial Summary

Asset Group	Annual Budget Allocation (\$/yr)	Short-Range (5 Year) Needs (\$/yr)	Long-Range (6-20 Year) Needs (\$/yr)	Financial Gap	
				Needs to Budget	
				Surplus (+); Deficit (-)	
				Short-Range (\$/yr)	Long-Range (\$/yr)
Water Intake	\$175,800	\$ -	\$ -	\$ 175,800	\$ 175,800
Sanitary Treat	\$7,700	\$ -	\$ -	\$ 7,700	\$ 7,700
Road-Gravel	\$881,800	\$ 2,326,640	\$ 567,199	\$ (1,444,840)	\$ 314,601
Road-Paved	\$321,400	\$ 249,536	\$ 553,417	\$ 71,864	\$ (232,017)
Culverts	\$8,500	\$ 15,168	\$ 2,962	\$ (6,668)	\$ 5,538
Marine	\$2,100	\$ -	\$ 1,219	\$ 2,100	\$ 881
Buildings	\$27,000	\$ 33,000	\$ 26,667	\$ (6,000)	\$ 333
Machinery	\$330,756	\$ 314,987	\$ 314,987	\$ 15,769	\$ 15,769
Total	\$1,755,056	\$ 2,939,331	\$ 1,466,451	\$ (1,184,275)	\$ 288,605

The historic budget allocations are estimated based on review of available budget drawing on expenditure allocations towards capital renewal. Currently the RM is spending approximately \$1,755,000/year for maintenance and capital renewal.

The recommended program strategy includes an expenditure increase of \$1,184,000/year over the short-range (5-year) horizon. However, with the level of service targets addressed over the short-range, the forecast indicates the expenditures may come into balance with a slight surplus of \$289,000/year. The average funding gap is \$80,000/year over the 20-year horizon.

The following table summarizes the projected long-range (20-year) asset performance resulting from the recommended asset management strategy.

Asset Performance Summary					
20-Year Performance (i.e. Level of Service) Targets					
Asset Group	Budget Allocation (\$)	Expenditure Needs (\$)	Expenditure Change (%)	WDV Change (Improve +) (\$)	RSL Change (Improve +) (%)
Water Intake	\$3,516,000	\$ -	-100%	\$ (169,209)	-30%
Sanitary Treat	\$154,000	\$ -	-100%	\$ (503,338)	-49%
Road-Gravel	\$17,636,000	\$ 20,141,185	14%	\$ 17,808,811	12%
Road-Paved	\$6,428,000	\$ 9,548,935	49%	\$ 399,141	3%
Culverts	\$170,000	\$ 120,270	-29%	\$ 63,021	17%
Marine	\$42,000	\$ 18,285	-56%	\$ (135,041)	-51%
Buildings	\$540,000	\$ 565,000	5%	\$ 166,467	21%
Machinery	\$6,615,120	\$ 6,299,744	-5%	\$ (175,095)	-4%
Total	\$ 35,101,120	\$ 36,693,419	5%	\$ 17,454,757	10%

Over the 20-year period, projected expenditures (i.e. costs) are not expected to increase above current funding levels. However, the overall level of service is expected to increase by 10%. This will work towards improving the value of the infrastructure assets and addressing risk at a combined benefit of \$17,455,000. This results in strong value for taxpayers in delivering a sustainable infrastructure plan. This value is considered the “infrastructure deficit”.

The short-range horizon includes \$622,000/year for drainage improvements and \$741,000/year for regrading (i.e. reconstruction). Much of this expenditure is related to completing the development of roads that are partially developed. If these initiatives were deferred, the RM’s capital renewal program would be in balance. It is an alternative to consider.

In addition, grant funding programs such as the “Rural Integrated Roads for Growth” (RIRG) program, formerly known as “Municipal Roads for the Economy Program” (MREP), will potentially fund 50 percent of capital costs up to \$500,000 per application. Tapping into such funding programs, for major works such as road (subgrade) stabilization as well as the above noted grading and drainage improvements. There may be other grant funding programs that would work to balance the expenditure needs with the RM’s current budget levels.

Overall, the plan requires a short-term investment, with long-term benefits including improved level of service at lower costs in the long-range horizon.

6. Implementation Plan

Based on the short-range (5-year) program strategy, the following table summarizes a step-by-step implementation plan the RM may use as a guide in delivering their asset management plan moving forward.

<u>Action Item</u>	<u>Year</u>	<u>Comments</u>
Asset Management Strategy	2021	Complete
LOS Targets and Corresponding Capital Renewal Strategy	2021	<p>Either adopt the LOS targets and corresponding capital renewal strategy as presented in this report; or use these as a guide to set RM generated LOS targets. The recommended targets include a 4% improvement LOS over the 20-year horizon.</p> <p>Special LOS commitments may be given towards those measures that reduce gravel needs over time and improve traffic safety & comfort (i.e. subgrade stabilization).</p>
Initiate usage of the Asset Management Database	2021	Upon installation of the AM Database including LOS data and recommended capital renewal program strategy, begin using the database to report on the current LOS and develop the detailed maintenance and capital works program for annual budget development.
Develop the Maintenance and Capital Renewal Annual Budget Program	2022-2026	<p>Initiate the program by developing the maintenance and capital renewal budget using the AM Database. Adjust as appropriate to do so. This should be an annual occurrence.</p> <p>Initiate design engineering and tender preparation as appropriate for the more significant and outsourced works Refer to AM Database for program specific details of location, condition state, and preliminary cost estimates.</p>
Deployment - Sight Triangle and Stopping Sight Distance Mitigation	2022-2023	<p>This report identified sixty-eight locations of sight distance (safety) deficiencies for a total estimated expenditure of \$131,000.</p> <p>Sixty-three of these locations are relatively minor in nature involving either signage (stop or yield) at the minor road and/or clearing of the sight triangle.</p> <p>five of these locations are more significant in nature involving earthworks and road grade alignment to address stopping sight deficiencies at the intersection/approach. These locations are as follows:</p> <ul style="list-style-type: none"> • R2251:434.4-440 • R2260:432-440 • R2261:400-402 • R2274:404-410 • T414:2262-H2

Deployment – Grader Maintenance and Gravel Enhancement	2022	<p>Initiate grader maintenance on 198 km of gravel roads addressing surface cross slopes where the crown is less than 3 percent.</p> <p>Initiate the backlog of surface gravel, including 117 km of re-gravelling for 2022 for and estimated cost of \$550,000.</p>
Apply for External Capital Grant Funding	2022	<p>The Road (Subgrade) Stabilization program could be an eligible candidate for such grant funding. As such, it would be prudent to apply for external grant funding to offset RM's capital expenditures. The application is the evolution of "Clay Capping", which is an eligible expenditure.</p> <p>Completing the partially developed roads, including Regrading (i.e. reconstruction) or major ditch improvements may also be an eligible expenditure.</p> <p>Program grant funding is currently estimated at \$500,000 per project application under the Rural Integrated Roads for Growth" (RIRG) program.</p>
Deployment – Road (Subgrade) Stabilization	2023-2026	<p>This report recommends implementation of subgrade stabilization within 45 km of roadway. These roads those that have high volume heavy haul traffic and poorer road strength.</p> <p>The estimated total cost for the above noted work is \$1,341,000.</p> <p>The following are the identified road segments:</p> <ul style="list-style-type: none"> • R2255:420-422 • R2255:433.9-440 • R2265:H41-430 • T412:2262-2265 • T425:2264-2265 • T434:2251-2252 <p>Engineering is required to determine both soils material needs and geometric needs. It is necessary to complete appropriate materials/geometric design. It will be required to develop tender packages if deploying through external contract forces.</p> <p>There are various chemical stabilization products on the market with varying levels of performance for the intended application. For this application, the balance between "resulting strength" and "maintenance workability" are key criteria. One product that is having positive reviews by some rural municipalities is "Gravelock". For further information, the RM may contact Flagstaff County and/or Sturgeon County in Alberta.</p>
Deployment – Shoulder Widening	2023	<p>There is one MFA class road segment that is currently 6.5 m wide that should undergo shoulder widening to a width of</p>

		8.0m for an estimated cost of \$370,000. The following is the road Asset ID: <ul style="list-style-type: none"> • R2262:403.8-777
Deployment – Drainage Improvements	2023-2026	This involves either addressing roadway drainage deficiencies through a combination of pulling the slumping side-slopes, correcting the ditch geometry, or completely reconstructing the road. This involves 45 km of gravel roadway for a total estimated cost of \$6,818,000. This can be used to balance the program budget, therefore the amount of work deployed pending on budget availability. The roads that are only in a partially developed state being the lowest priority in the deployment schedule.
Deployment – Pavement Maintenance (Crack Fill)	2024	The following two segments are projected to require lineal crack filling for a total distance of 12 km for a total cost of \$22,000 <ul style="list-style-type: none"> • R2294.5:54-54.5 • T54.5:2294.5-.7
Deployment – Pavement Preservation (Micro Seal)	2022-2026	For paved roads of with an aging open surface condition (raveling) and negligible cracking, this treatment is cost effective alternative. It is recommended applying to three segments for a total length of 20 km and a total cost of \$1,725,000. The following are the current recommended road segments. However, a year prior to implementation, there should be engineering confirmation verifying their suitability: <ul style="list-style-type: none"> • G777:2261-H2 • R2261:425-430 • T430:2260-H2
Deployment – Culvert Renewal	2022-2023	The following culverts need replacement for a total estimated cost of \$76,000 <ul style="list-style-type: none"> • C_SW29-42-25 • C_SW29-42-25 • C_SW29-42-25
Buildings Renewal	2022-2024	Two items expected during this horizon <ul style="list-style-type: none"> • RM Office (Cudworth) interior upgrades valued at \$160,000 • Machine Shop (Wakaw) furnace upgrade valued at \$5,000
Equipment and Machinery Replacement	2022-2026	As per existing replacement cycles. The specific units may include the following for a total estimated cost of \$1,506,000: <ul style="list-style-type: none"> • DOZER001 • FIREEQUIPMENT001 • FIREEQUIPMENT002 • FIREEQUIPMENT003 • FIREEQUIPMENT004

		<ul style="list-style-type: none"> • GRADER006 • GRADER007 • MOWER003 • MOWER004 • RESCUE UNIT 001 • TRACTOR002 • TRUCK003 • TRUCK004 • WASHER001 • WATERTRUCK003
<p>Infrastructure Condition Reassessment and Training</p>	<p>2023</p>	<p>Conduct a reassessment of all infrastructure groups involving operations staff that would be trained during the process of conducting future condition assessments. The assessments may be conducted during grader operations.</p> <p>The trained staff would enter the collected data into the AM Database and recomputed the updated level of service and assess the changes from the base year 2021. A module exists in the AM Database for conducting field entry, which could work while conducting grader operations.</p> <p>Alternatively, reassessments could be completed by trained summer staff.</p>
<p>Infrastructure Lifecycle Analysis - Update</p>	<p>2023</p>	<p>Consult an asset management specialist to utilize condition assessments by the RM to re-compute the lifecycle optimization maintenance & capital renewal strategy and update these planned works within the AM Database.</p>

7. Conclusions and Recommendations

The following summarizes key conclusions and recommendations for implementation moving forward so the RM may sustain and maintain a viable asset management program as part of its on-going administration and operations.

7.1 Conclusions

- In accordance with the Government of Saskatchewan, Gas Tax Program, this asset management plan attains the following:
 - Completes the Asset Management Policy and Strategy
 - Determines the current level of service (assets condition) and target level of service moving forward
 - Determines the financial gap needed to attain the target level of service
 - Develops an Asset Management Database, loaded with data analysis and results, so the RM can monitor and improve its asset management program moving forward
- The approved Asset Management Policy and Strategy is consistent with delivery of this report.
- The RM's asset groups are "Roads-Gravel", "Roads-Paved", "Culverts", "Water Intake (rural fill stations)", "Sanitary Treatment (lagoons)", "Buildings", and "Machinery".
- The current replacement cost (RC) value of all infrastructure assets is estimated at \$176,777,000. The "Roads-Gravel" asset group has the greatest value at \$151,849,000 and is the most critical in the infrastructure sustainability plan.
- While all asset groups integrate to function effectively, the "Buildings" and "Machinery" asset groups support the delivery of the publicly used asset groups (i.e. Roads-Gravel).
- The level of service (LOS) assessed the condition state (i.e. physical, functional, and capacity) of the infrastructure, the monetary performance including risk (i.e. write-down-value (WDV)), and corresponding remaining service life (RSL).
- The current LOS is in relatively good shape with an overall RSL of 63 percent. The most concerning asset groups are "Buildings" with a RSL of 19 percent. This is largely attributed to the PW Shop (Cudworth) nearing the end of its service life.
- The DCP testing of the roadway strength showed variability between the various gravel roads. However, a common trend among many roads showed higher strength in the top 200 mm (8 inches). This is due to the RM's cumulated activities over time of gravel application, clay capping, and grader operations incorporating the gravel into the surface. This is an investment the RM should look at preserving and even enhancing in its road strengthening activities moving forward.
- The two elements that impact roadway surface condition and stability are the volume of heavy haul traffic and roadway strength. The DCP testing classified the roadway strength for each roadway segment. The roads with the greatest road (subgrade) stabilization needs to be those roadways of the highest traffic volume (i.e. Grid functional classification), those roads noted to be heavy haul traffic routes (i.e. Heavy Haul capacity classification, and those with the lowest strength (i.e. poor structural classification). One conventional method of addressing roadway instability is "Clay Capping". An improvement to that is "Road (Subgrade) Strengthening", which has the added value of strengthening the roadway, locking in the surface gravel, and creating a dust-free surface. While traffic gravel replacement is a significant component of the RM's budget, this cost can be significantly reduced over time, with reduced maintenance costs, and improved traffic safety, when clay capping is upgraded to the enhanced practice of road (subgrade) stabilization.

- While both conventional roadway grading (reconstruction) and subgrade stabilization will both improve the strength of the roadway, it is often more effective to continue to build on the existing roadway surface instead of full grading reconstruction. While there are numerous means to strengthen the surface, subgrade (chemical) stabilization methods can be an effective way to achieve this. A major drawback of grading (reconstruction) is the loss of the RM's surface strengthening activities built up over time. Roadway grading (reconstruction) would only have advantage over stabilization if major geometric improvements were required to maintain traffic safety.
- New to the maintenance program is intersection safety, including signage, sight triangle clearing, and grading to improve stopping sight distance at intersections and approaches.
- New to the maintenance program is adjusted grader maintenance to address the flatter cross slopes and accelerated traffic gravel replacement to address the gravel deficit.
- The asset management plan includes improving the "Buildings" condition state with replacement of needed deteriorated structures (i.e. PW Shop in Cudworth) near the beginning of the long-range horizon. Pending funding availability, this may be accelerated into the short-range horizon.
- The "Machinery" asset group includes assets of relatively short Theoretical Service Life (TSL). They turn over quickly. Ideally, an average Remaining Service Life (RSL) of 50 percent is adequate for this asset group. The RM is currently running approximately 49 percent.
- There are approximately 45 km requiring drainage improvements in a variety of conditions. The value of these works is approximately \$6,818,000. Much of this is related to completing the development of partially developed roads. This could be the buffer to balance the capital renewal budget, thereby deploying what is affordable within the annual budget program.
- The LOS target over the long-range (20-year) horizon would improve the assets overall remaining service life (RSL) by 10 percent. This will result in an overall asset valuation (i.e. WDV) improvement by \$17,455,000, which is considered addressing the infrastructure deficit.
- To get to the targeted LOS, an incremental investment of \$1,592,000 over the 20-year horizon (i.e. \$80,000/year) is required. This would be considered the funding gap. This is relatively slight. However, the funding needs are currently front-loaded in the short-range (5-year) horizon with a current projected funding gap of \$1,184,000/year. The following are options to mitigate the short-range funding gap.
 - Some of the recommended capital cost initiatives (i.e. subgrade strengthening, major drainage improvements, and regrading) may be eligible for external grant funding, such as RIRG.
 - Defer part of the listed drainage improvements and regrading in completing the development on partially developed roads.
- The study's condition assessments, level of service analysis, and program strategy are housed in an Asset Management (AM) Database. The RM now has the tools and data in place to sustain and maintain its asset management program. However, sustaining an asset management program will require additional time and resources by the Administrator and staff. Moving forward, the following are expected new activities the RM will need to allocate time and financial resources to:
 - Routinely update the AM Database based on reassessed condition assessments, completion of work, and adjusting the works program based on budget levels and level of service targets.
 - Train and develop staff on condition assessments and computing the current level of service
 - Potentially outsourcing the lifecycle analysis to update the recommended maintenance and capital program strategy in line with on-going level of service targets set by the RM.

7.2 Recommendations

- i. That the RM uses the findings of this report to set its asset level of service (LOS) targets for the short-range and long-range horizons; including consideration for the recommended LOS targets which would improve the overall asset remaining service life (RSL) by 10 percent over the 20-year horizon.
- ii. That the RM consider the asset management recommended program that addresses the infrastructure deficit and leads to infrastructure sustainability.
- iii. That the RM recognize the average funding gap of \$80,000/year over the 20-year horizon, but front-loaded greater in the short-range (5-year) horizon, and take actions to reduce gap including the following:
 - a. Apply for external grant funding (i.e. Rural Integrated Roads for Growth (RIRG) program) on the major works eligible to receive the funds
 - b. Defer a portion of the major drainage improvements in completing the development on partially developed roads.
- iv. That the RM reviews the short-range capital renewal works program within this report and the Asset Management Database, conducts a field reality check, and deploys the program subject to changes as appropriate to do so.
- v. That the RM allocates the resources and incorporates the on-going activities of asset management within its administration and operations personnel.
- vi. That the RM invests as appropriate continued asset management training, including field level condition assessments by its operations staff.
- vii. That the RM use the data and analysis results of this study, housed within an Asset Management Database, as the foundation to manage its asset management program moving forward.

Appendix A

Policy and Strategy

RM of Hoodoo No. 401

ASSET MANAGEMENT POLICY

1.0 Purpose

The purpose of this "Policy" document is to set guidelines for implementing an effective and sustainable asset management program within the Rural Municipality (RM).

2.0 Scope

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The term "asset management" as used in this document is defined as the application of sound technical, social and economic principles that considers present and future needs of users, and the service from the asset. Asset management aims to leverage the lowest total life cycle cost of ownership with appropriate regard for required service levels that best meets the needs of the community and an understanding about an acceptable risk of failure.

This policy applies to all the RM's departments, officers, employees and contractors.

3.0 Objectives

To ensure adequate provision is made for the long-term management of major assets by:

● Ensuring that services and infrastructure are provided in a financially affordable manner, with the agreed levels of service to ratepayers and the environment.

- Safeguarding infrastructure assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout the organisation by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility allocated for delivering an effective asset management program.
- Demonstrating transparent and responsible asset management processes that align with Canadian best practices.
- Determining the current and targeted service levels these assets provide.
- Demonstrating the long-range sustainability of the infrastructure assets.
- Identifying the financial gap (i.e. infrastructure deficit) in attaining the infrastructure sustainability targets.
- Having the systems, processes, and resource allocations in place for continued monitoring and management of an asset management program.

4.0 Policy

4.1 Background

Asset management practices impact directly on the core business of the RM and appropriate asset management is required to achieve our service objectives.

Adopting asset management principles will assist in achieving long-term plans and long term financial objectives.

Sustainable service delivery ensures that services are delivered in a socially, economically and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.

Sound asset management practices enable sustainable service delivery by integrating customer values, priorities and an informed understanding of the trade-offs between risks, cost and service performance (i.e. level of service).

4.2 Principles

The RM's sustainable service delivery needs will be met by ensuring adequate provisions is made for the long-term planning, financing, operation, maintenance, renewal, upgrade and disposal of capital assets by:

1. Ensuring that the RM's capital assets are managed in a manner that fits within financial, cultural, economic and environmental sustainability;
2. Meeting all relevant legislative and regulatory requirements;
3. Demonstrating transparent and responsible asset management processes that align with demonstrable best-practices;
4. Implementing sound Asset Management plans and strategies and providing sufficient financial resources to do it by:
 - a. Asset management plans will be progressively completed for all major asset/service area.
 - b. Expenditure projections from asset management plans will be incorporated into the RM's long-term financial plan.
 - c. Regular and systematic reviews will be applied to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice.
 - d. Regular inspection condition assessments will be used as part of the asset management process to determine the current state of the infrastructure (i.e. level of service).
 - e. Inspection condition assessments will be used to complete lifecycle analysis to determine the optimal service levels.
 - f. The asset management program strategy will develop a maintenance and capital renewal budget treatment strategy that will attain the targeted levels of service.
 - g. Asset renewals should be in line with providing maximum value to taxpayers while ensuring infrastructure sustainability over time.

- h. Life cycle costs of assets will be considered in decisions relating to capital renewal of existing assets and the services they provide.
- i. Resource planning and staffing will provide for the necessary capacity and other operational capabilities so that asset management resource needs are effectively allocated to deliver the needed functions of an asset management program.
- j. A corporate culture is created where all employees play a part in the evolution of the asset management process, including awareness, training and professional development.
- k. An asset management database will be deployed and maintained with annual review of condition assessments, level of service assessment, and capital renewal treatment programming in line with delivering level of service targets.

l. 5.0 Related Documents

- Asset Management Strategy

6.0 Responsibility

The RM's Council is responsible for adopting periodic review of the policy, ensuring adequate resources are in place, and providing high level oversight in the delivery of the RM's asset management program.

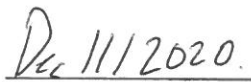
The Administrator has overall responsibility for developing an asset management strategy that will deliver a plan for infrastructure sustainability, detailing the capital renewal program, maintaining and monitoring the asset management program, and reporting to Council on the status and progress in delivering the level of service targets.

7.0 Review Date

This Policy has a life of 4 years or less, at the direction of the current Council.



Reeve



Date



RM of Hoodoo No. 401 Asset Management Strategy

1.0 Purpose

The purpose of this "Strategy" document is to outline the implementation of the asset management program in line with the "Policy" document approved on December 09, 2020.

2.0 Scope

This strategy supplements the "Asset Management Policy" and provides an approach to meeting the policy objectives. This strategy identifies the process around on-going asset management planning initiatives.

It should be realized that sustaining and maintaining an asset management program will realize additional resource needs by the Administrator and operations staff above their current functions. It may also require additional outsourced expenditures from time to time for professional services to support the program.

3.0 Canada-Saskatchewan Administrative Agreement and the Municipal Gas Tax Fund Agreement

The following are required timelines the asset management program must be compliant with:

- June 30, 2018 — Develop an approved policy and strategy on how the municipality will approach asset management
- June 30, 2019 — Have a progress check on monitoring and improving their asset management plan moving forward, including developing Level of Service targets
- June 30, 2020 — Identify the funding gap needed to attain the Level of Service targets
- June 30, 2022 — Report back on monitoring and improving their asset management program

4.0 Approach

The following is the approach used in delivering the RM's asset management program, which may employ the use of professional resources in setting up the program:

- Assembly of the Asset Inventory — The RM will identify the asset groups and prepare a current listing of each asset item using the existing TCA data and other information. The RM will cross reference the tabulated asset listings to mapping information for field reference during the condition assessments. Concurrently, the RM will develop asset classifications, such as "Functional" and "Structural" that depicts variations in asset deterioration rates and level of service targets.
- Develop the Condition Assessment Criteria —The RM will develop severity-extent condition assessment performance measures for each asset group within the asset inventory.
- Conduct Field Level Condition Rating Assessments — Based on the inventory and criteria established, the RM will conduct field level condition assessment. These assessments need to be repeated a minimum of every two years.
- Determine the Existing State of the Infrastructure (i.e. Level of Service) — Based on the condition assessment data, the RM has will determine the current level of service of each asset group. This provides a baseline to compare against future assessments and level of service targets. This process plays a function in budget allocation needs to achieve desired level of service targets moving forward.
- Conduct Infrastructure Lifecycle Analysis and Determine the Long-Range Sustainability Plan — Based on the condition assessment data, the RM will conduct performance prediction of the asset life and resource needs into the future (i.e. 20 years). This analysis determines the infrastructure deficit (funding gap), optimal (i.e. target) level of service, funding gap, and a funding plan to attain the desired level of service targets. This analysis should be repeated on completion of each condition rating assessment moving forward.
- Develop the Short-Range Maintenance and Capital Program — Based on the approved long-range sustainability plan, the RM will determine the detailed treatment strategy over the 5-year horizon to deliver that plan. This may be used by the RM administration in developing maintenance and capital budget programs.

Asset Management Database — The asset inventory, condition assessment data, level of service results, and resulting 5-year maintenance and capital works program will be loaded into an MS Access Asset Management Database for the RM to continue to manage the asset management program moving forward.

- Monitoring and Manage the Asset Management Program — Based on the initial asset management assessments and analysis completed in 2021, the following are requirements for the RM Administrator to sustain and manage an asset management program moving forward:
 - Continuously update the data within the Asset Management Database.
 - Train and engage operations staff to provide condition assessments and updates to the Administrator to update the data and level of service results.
 - On a periodic basis, seek the support of professional services to reanalyze the Long-Range Sustainability Plan and determine the corresponding Short-Range

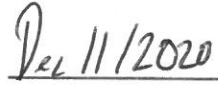
Maintenance and Capital Program in line with delivering the long-range level of service targets.

5.0 Review Date

This Strategy has a life of 4 years or less, at the discretion of the Current Council.



Reeve



Date

Rural Municipality of Hoodoo No.401 Report

For: RM of Hoodoo - council

Date: November 5, 2021

From: Ashley Pfeiffer

Title: Tax enforcement update – Rolls 3173, 3174, 3175, 3176 and 3177

Options:

1. Receive & file
2. THAT TAXervice, on behalf of the Rural Municipality of Hoodoo No. 401, be authorized to proceed under the Tax Enforcement Act to acquire title for the following described land:
 - LOT 3-BLK/PAR 15-PLAN 101965686 EXT 0, Title No. 136881793
 - LOT 4-BLK/PAR 15-PLAN 101965686 EXT 0, Title No. 136881838
 - LOT 5-BLK/PAR 15-PLAN 101965686 EXT 0, Title No. 136882121
 - LOT 6-BLK/PAR 15-PLAN 101965686 EXT 0, Title No. 136882446
 - LOT 7-BLK/PAR 15-PLAN 101965686 EXT 0, Title No. 136881336
3. Other (Council)

Background: On September 20, 2021, the 30-day final notice was sent to the ratepayer and was signed for. The Tax Enforcement Act provides that Council may, by resolution, authorize proceedings to acquire title.

Discussion: Taxervice reached out to the property owner, and they advised that they are unable to pay the arrears at this time.

Financial Implications: See attached Arrears by Year report. There is a combined total of \$16,397.65 in arrears on these properties. The fair market value is set at \$25,000.00 per lot for a total of \$125,000.00.

Attachments: Email from Tracey at Taxervice, Arrears by Year.

Conclusion: Council can agree to pass the resolution.

Respectfully submitted,



Ashley Pfeiffer

From: RM of Hoodoo No 401 <rm401@sasktel.net>
Sent: Wednesday, October 13, 2021 1:16 PM
To: Ashley
Subject: FW: Rural Municipality of Hoodoo - 2017 Arrears - Rolls 3173, 3174, 3175, 3176, 3177/[REDACTED]

R.M. of Hoodoo No. 401
Ph. 306-256-3281

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From: Tracy G. [mailto:TracyG@taxservice.com]
Sent: Wednesday, October 13, 2021 12:24 PM
To: rm401@sasktel.net
Subject: Rural Municipality of Hoodoo - 2017 Arrears - Rolls 3173, 3174, 3175, 3176, 3177/[REDACTED]

Good afternoon Ashley,

The 30 day/final notice was sent on September 20, 2021 and has been signed for. Our office contacted [REDACTED] Director, and he advised that he is unable to pay the arrears at this time. The Tax Enforcement Act provides that Council may, by resolution, authorize proceedings to acquire title. Below is the suggested wording for the required resolution:

THAT TAXervice, on behalf of the Rural Municipality of Hoodoo No. 401, be authorized to proceed under the Tax Enforcement Act to acquire title for the following described land:
LOT 3-BLK/PAR 15-PLAN 101965686 EXT 0, Title No. 136881793
LOT 4-BLK/PAR 15-PLAN 101965686 EXT 0, Title No. 136881838
LOT 5-BLK/PAR 15-PLAN 101965686 EXT 0, Title No. 136882121
LOT 6-BLK/PAR 15-PLAN 101965686 EXT 0, Title No. 136882446
LOT 7-BLK/PAR 15-PLAN 101965686 EXT 0, Title No. 136881366

We ask that you provide us with a copy of the resolution in due course. Kindly advise as to when this resolution with be brought before council and we will diarize accordingly.

In the meantime, please provide us with the fair market value of each roll/property. The fair market value is the price that would be arrived at between a willing, well-informed buyer and a willing, well-informed seller. Once we are in receipt of the FMV, we will prepare the documents with respect to the transfer of title.

Once we are in receipt of a copy of the resolution and the signed documents, title to these properties will be registered in the name of the municipality.

If you have any questions, please do not hesitate to contact me.

Tracy G.
Account Executive



T: 877.734.3113 Ext. 108
F: 877.734.1050
E: tracyg@taxervice.com
W: www.taxervice.com

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Rural Municipality Of Hoodoo No. 401
Arrears by Year
As of 2021-11-30

Date Printed
2021-11-05 8:51 AM

Page 1

Roll Number	Property Description	2020	2019	2018	2017	Prior	Total
00003173 000	3 15 101965686 W2	295.56	1,303.09	2,904.89	172.34	385.42	5,061.30
00003174 000	4 15 101965686 W2	298.09	1,305.60	664.23	173.44	442.37	2,883.73
00003175 000	5 15 101965686 W2	295.56	1,302.98	661.24	172.34	385.42	2,817.54
00003176 000	6 15 101965686 W2	295.56	1,302.98	661.24	172.34	385.42	2,817.54
00003177 000	7 15 101965686 W2	295.56	1,302.98	661.24	172.34	385.42	2,817.54
Grand Total:		<u>1,480.33</u>	<u>6,517.63</u>	<u>5,552.84</u>	<u>862.80</u>	<u>1,984.05</u>	<u>16,397.65</u>

Properties Printed: 5

Rural Municipality of Hoodoo No.401 Report

For: RM of Hoodoo - council
Date: November 7, 2021
From: Fay Stewart/Joan Corneil
Title: AR acct 543 – request for write off

Options:

1. Receive & file
2. That Council authorizes account 543, in the amount of \$287.52, to be written off.
3. Other (Council)

Background: Account 543 had a balance of \$301.88 outstanding from the following charges:

- Nov 22/12 – Old highways pit – gravel - \$210 + Hauling \$52.50
- Mar 12/13 – Grader charge - \$39.38

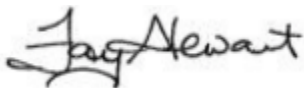
Discussion: We have been sending out customer statements this year, as well as starting to charge interest on overdue accounts. The ratepayer came in to the office and said Dave Yorke had agreed to have them written off years ago. Office cannot find record of these charges agreed to being written off by council. He made a payment on account of \$20 but that was all he agreed to.

Financial Implications: Balance outstanding of \$287.52 (includes \$5.64 of interest) would be written off.

Attachments: Ledger report

Conclusion: As office cannot find record of the request/approval for the account to be written off, council must approve it so record can be made.

Respectfully submitted,



Date Printed
2021-11-07 7:57 PM

R.M. OF HOODOO
Ledger Report for 543
As of 2021-11-30

Page 1

Account # Customer Name Description
543 ████████████████████ General

Date	Batch Number	Inv/Rec Number	Description	Amount	Balance
2011-11-28	2011-0123	2011-01641	BRUNO CONCRETE GRAVEL	367.50	367.50
2011-12-31	2011-0144	110927		-367.50	0.00
2012-11-22	2012-0113	2012-01604	OLD HIGHWAYS PIT - GRAVEL	262.50	262.50
2013-03-12	2013-0017	2013-00394	GRADER	39.38	301.88
2021-02-01	2021-0106	2021-00001	Interest Calculation for January	0.00	301.88
2021-03-01	2021-0107	2021-00002	Interest Calculation for February	0.00	301.88
2021-04-01	2021-0108	2021-00003	Interest Calculation for March	0.00	301.88
2021-05-01	2021-0109	2021-00004	Interest Calculation for April	0.00	301.88
2021-06-01	2021-0110	2021-00005	Interest Calculation for May	0.00	301.88
2021-07-01	2021-0111	2021-00006	Interest Calculation for June	0.00	301.88
2021-07-12	2021-0082	210037-021	Receipt Ref:	-20.00	281.88
2021-08-01	2021-0124	2021-00007	Interest Calculation for July	0.00	281.88
2021-09-01	2021-0131	2021-00008	Interest Calculation for August	0.00	281.88
2021-10-01	2021-0141	2021-00009	Interest Calculation for September	2.82	284.70
2021-11-01	2021-0150	2021-00010	Interest Calculation for October	2.82	287.52

Ledger Entries Printed: 15

rm401admin

From: Gabel, Sheri GR <sheri.gabel@gov.sk.ca>
Sent: November 8, 2021 9:03 AM
To: rm401admin
Cc: Provincial Program Grant Information GR
Subject: RE: extension RM of Hoodoo building project

Good morning Joan,

We received approval to extend the MEEP funding agreement until December 31, 2022.

An amended agreement will be sent to the RM for review and signature shortly.

Please let us know if you have any questions.

Sheri Gabel
Senior Program and Policy Advisor
Phone: (306) 787-3619

From: Gabel, Sheri GR **On Behalf Of** Provincial Program Grant Information GR
Sent: Thursday, October 21, 2021 9:45 AM
To: rm401admin <rm401admin@rmofhoodoo.ca>
Cc: Provincial Program Grant Information GR <mifprovgrants@gov.sk.ca>
Subject: RE: extension RM of Hoodoo building project

Hi Joan,

The MEEP funding agreement states the following:

- Section 2.1 - The term of this Agreement is from May 6, 2020 to March 31, 2022.
- Section 5.1 - The recipient shall fully expend the total financial contribution on Projects contained in the Project Plan no later than the 31st day of March, 2022.
- Supplementary reporting guidelines will be issued by the Ministry and provided to the Recipient. Interim reporting will be July 15, 2021 and the final report will be due no later than March 31, 2022.

Our office is currently seeking approval for an extension to the March 31, 2022 date in the agreement.

If the RM will have their total MEEP funding expended by March 31, 2022, an extension is not required even if the project is not 100 per cent completed by that date. An extension is required if the total MEEP allocation will not be expended by March 31, 2022.

Let me know if you have any questions.

Sheri Gabel
Senior Program and Policy Advisor
Phone: (306) 787-3619

Rural Municipality of Hoodoo No.401 Report

For: RM of Hoodoo - council

Date: November 4, 2021

From: Ashley Pfeiffer

Title: List of land with arrears – proceeding to tax enforcement

Options:

1. Receive & file
2. That Council authorizes the list of land with arrears presented to be sent to Taxervice for tax enforcement.
3. Other (Council)

Background: The list of land with arrears was printed on November 4, 2021. It includes all properties with arrears (balances that originated before Dec 2020 that have not yet been paid)

Discussion: Proceeding with tax enforcement (via Taxervice) begins the process of collecting on these accounts

Financial Implications: A total of \$23,620.88 remains outstanding per the report

Attachments:

- List of lands with arrears

Conclusion: Proceeding with tax enforcement will result in the RM starting to collect on the balance receivable.

Respectfully submitted,



Ashley Pfeiffer

**Rural Municipality Of Hoodoo No. 401
List of Lands with Arrears**

Date Printed
2021-11-05 1:38 PM

As of 2021-11-30

Page 1

Roll Number	Legal Description	Assessed Value	Total Arrears
00000366 100	Pt NW 15 40 27 W2	8,000	37.61
00000393 000	NW 21 40 27 W2	202,400	1,116.60
00000415 000	SW 25 40 27 W2	382,000	2,077.05
00001182 000	W 1/2 SW 16 43 25 W2	129,600	714.16
00001281 000	SE 04 43 26 W2	424,300	1,986.56
00001315 000	SW 12 43 26 W2	460,100	2,048.85
00001319 000	SW 13 43 26 W2	528,100	1,724.03
00001323 000	SW 14 43 26 W2	389,300	1,528.56
00001347 000	SW 19 43 26 W2	332,000	1,892.60
00001408 000	PT SW 33 43 26 W2	198,400	1,754.22
00001411 000	SE 34 43 26 W2	271,200	1,557.44
00001414 000	NW 35 43 26 W2	247,600	1,426.84
00001885 000	11 02 88PA01492 W2	383,400	4,780.28
00003267 000	A 101512550 W2	4,500	24.37
00003278 000	05 01 102092284 W2	36,000	257.04
00003280 000	07 01 102092284 W2	46,200	257.11
00003341 000	PT SW 25 40 27 W2	4,900	27.10
00003428 000	B 101717535	1,800	9.77
00003433 000	10 21 STORAGE	49,700	400.69
Grand Total:			<u>23,620.88</u>

This report does not include arrears on property where a tax lien has been registered.

Properties Printed: 19

Rural Municipality of Hoodoo No.401 Report

For: RM of Hoodoo - council
Date: November 5, 2021
From: Ashley Pfeiffer
Title: Christmas & New Years – Office Holidays

Options:

1. Receive & file
2. That Council authorizes the office to be closed on December 24, 2021.
3. That Council authorizes the office close early on December 24, 2021.
4. Other (Council)

Background: Christmas and New Year fall on weekends this year.

Discussion: December 25 and 26, 2021 are a Saturday and Sunday. Monday (December 27, 2021) will become a day off in lieu of December 25. Boxing day is not normally considered a day off but has been regularly given in the past.

January 1, 2022 is also on a Saturday, the following Monday (January 3, 2021) is in Lieu of New Year's Day.

Financial Implications: N/A

Attachments: N/A

Conclusion: In the past, only a half day was worked on the 24th and the 26th was treated as a STAT.

Respectfully submitted,

