

Commercial Liquor Permittee Policy Manual



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CHAPTER I - GENERAL INFORMATION

1. Introduction

- a) Provincial laws typically define the rights and responsibilities of persons involved in the beverage alcohol industry in Saskatchewan. The Saskatchewan Liquor and Gaming Authority (SLGA), a corporate body created by law, issues permits to persons for the possession, sale, use, importation, or manufacturing of beverage alcohol and regulates the operation of the premises for which a permit has been issued. Throughout this Manual, the term “establishment” means any premises which operate under a permit issued by SLGA, unless there is something in the subject matter or context that is inconsistent.
- b) The operation of an establishment is governed by *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, and terms and conditions imposed on a permit or an endorsement. A permit holder (referred to as a permittee in the *Regulations* and in this Manual) must also operate an establishment in accordance with municipal, provincial, and federal laws.
- c) The purpose of this Manual is to provide a permittee and its employees with information respecting the permit. Specifically, this Manual highlights key provisions from *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2016*, and documents SLGA’s policies and standard permit terms and conditions.
- d) This Manual does not replace *The Alcohol and Gaming Regulation Act, 1997* or *The Alcohol Control Regulations, 2016*. It is the responsibility of a permittee and its employees to read and understand the *Act* and its regulations.

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 in identifying the name and location of each of the chapters.
 - Six chapters deal with specific classes of commercial permits, and each chapter has information relevant only to a specific class of commercial permit. *For more information about the different classes of permits, see the following: Chapter III - Restaurant Permit; Chapter IV - Tavern Permit; Chapter V - Special Use Permit; Chapter VI - U-Brew/U-Vin Operation Permit; Chapter VII – Direct to Consumer Delivery Permit; Chapter VIII – Retail Store Permit.*
 - The information in the remaining chapters applies equally to all classes of commercial permits unless otherwise indicated.
 - ii) To locate information on a particular topic, use either or both of the following methods:
 - Consult the Table of Contents located at the front of the Manual.

- Identify the class of permit that you hold or are interested in obtaining information on and consult the applicable chapter.

b) New or Revised Policies and Manual

- i) SLGA will periodically release new or revised policies between published editions of this Manual. These will be posted on the SLGA website in the form of standalone policies or bulletins. For the latest version of the Commercial Liquor Permittee Policy Manual, visit www.slga.com.

3. Permit Classes

SLGA issues the following classes of commercial liquor permits:

- i) Restaurant permit – Available where the primary business and source of revenue generated in the premises is the preparation and sale of food for consumption on the premises.
- ii) Tavern permit – Available where the primary purpose of the establishment is the sale of beverage alcohol for the consumption on the premises.
- iii) Special use permit – Available where the primary purpose of the establishment is not food or beverage alcohol service, but “special use “such as the provision of facilities for recreational, sport, social or entertainment activities or the provision of public conveyances for the purpose of providing public transportation or delivery of beverage alcohol. Establishments in this category include private clubs, golf clubs, billiard halls, sports stadiums, theatre or concert premises, military messes, curling clubs, bus, limousine, home delivery, etc.
- iv) U-Brew/U-Vin Operation permit – Available where the primary purpose of the establishment is the provision of a facility, ingredients and services to persons for the purpose of manufacturing beer, wine, cider or coolers for personal consumption in a private place or for consumption by others in a private place at no charge.
- v) Direct to Consumer Delivery permit – Available where the primary purpose of the permittee is the delivery of approved beverage alcohol from an authorized Canadian jurisdiction directly to an individual for personal consumption at a private place.
- vi) Retail Store permit – Available where the primary purpose of the permittee is the sale of beverage alcohol in closed containers for consumption off-site. Establishments in this category include standalone, integrated and transitional retail stores.

For information about manufacturer permits, see the Saskatchewan Alcohol Manufacturing Policy Manual. For Information about special occasion permits, see Special Occasion Permits Policy Manual.

4. SLGA Responsibilities

- a) SLGA is responsible for the regulation of establishments and the distribution of beverage alcohol in Saskatchewan and:

- i) Reviews permit and endorsement applications and renewals;
 - ii) Issues permits and endorsements;
 - iii) Inspects establishments;
 - iv) Enforces terms and conditions, regulations, and legislation respecting the operation of establishments;
 - v) Educates permittees about regulatory requirements for the purpose of preventing violations in establishments.
- b) A permittee or employees of an establishment may direct inquiries to SLGA by:
- i) *calling 1-800-667-7565; or*
 - ii) *contacting specific persons or branches of SLGA. For a list of contacts, see the Appendix of this Manual.*

5. Legislation, Regulations, Policies and Terms and Conditions

- a) *The Alcohol and Gaming Regulation Act, 1997*
- i) *The Alcohol and Gaming Regulation Act, 1997* is the primary legal source that grants rights to and imposes requirements and responsibilities on a permittee and its employees.
 - ii) SLGA may impose sanctions against a permittee where the permittee fails to comply with *The Alcohol and Gaming Regulation Act, 1997*.
- b) *The Alcohol Control Regulations, 2016*
- i) Regulations are also a form of law. They provide more details about topics addressed in an *Act*.
 - ii) SLGA may impose sanctions against a permittee where the permittee fails to comply with *The Alcohol Control Regulations, 2016*.
- c) SLGA Policies
- i) SLGA has developed policies over the years in its regulation of establishments under *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016*. These policies have proven useful:
 - In explaining to the public and permittees how SLGA interprets and applies *The Alcohol and Gaming Regulation Act, 1997*, and its regulations; and
 - In promoting consistency in the decisions made by SLGA.

- ii) SLGA may impose sanctions against a permittee where the permittee fails to comply with SLGA's policies.
 - iii) SLGA considers and applies its policies when determining permit refusals, suspensions, cancellations and administrative penalties. However, in unique or other appropriate circumstances, a permittee will have the option to justify, to SLGA's satisfaction, that a policy needs not to be adopted or applied.
 - iv) A permittee may contact Liquor Licensing Services if the permittee needs more information about SLGA's policies or wishes to make representations about the application of a policy to a particular situation. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- d) Terms and Conditions on a Permit or Endorsement
- i) SLGA may impose specific requirements respecting the operation of an establishment by setting terms and conditions on a permit or its endorsement.
 - ii) SLGA may set terms and conditions that apply to:
 - All classes of permits or endorsements;
 - Particular classes of permits or endorsements; or
 - An individual permit or endorsement.
 - iii) SLGA may impose sanctions against a permittee where the permittee fails to comply with any of the terms and conditions on a permit or its endorsement.

CHAPTER II - PERMIT APPLICATION, RENEWAL AND SALE OF ESTABLISHMENT

1. Application Process – General Information

- a) An applicant who wants to apply for a permit for an establishment or to change the class of permit for the existing establishment should consult this Manual to obtain information about the particular class of permit requested. *For more information about the different classes of permits, see the following: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit; Chapter VI – U-Brew/U-Vin Operation Permit; Chapter VII – Direct to Consumer Delivery Permit; Chapter VIII – Retail Store Permit. For information about manufacturer permits, see the Saskatchewan Alcohol Manufacturing Policy Manual.*
- b) To initiate an application for a permit, contact Liquor Licensing Services. *For a list of contacts, see the Appendix of this Manual.* Please be prepared to provide the following information:
 - i) The type of operation for the proposed establishment;
 - ii) The location of the proposed establishment;

- iii) Whether the establishment is currently operating under a liquor permit, and if so, whether the same type of operation is to be continued; and
 - iv) The name of the applicant (e.g. corporate name if permit is to be issued to a corporation, partnership name if issued to a partnership, etc.).
- c) The following supporting documents will be required to be submitted with a permit application (certain permit types may be exempt from some requirements. *For more information about the different classes of permits, see the following: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit; Chapter VI– U-Brew/U-Vin Operation Permit; Chapter VII – Direct to Consumer Delivery Permit; Chapter VIII– Retail Store Permit.*
- i) Document showing proof of the applicant's right to occupy the premises where the proposed establishment is to be located (e.g. lease, sale agreement, certificate of title, etc.);
 - ii) Personal History and Consent to Obtain and Release Information forms and Criminal Record Checks for all shareholders with 20% or more shares (voting, non-voting, or combined), as well as all directors and officers in:
 - The applicant company (not required if company is traded on a public exchange);
 - A company that holds 20% or more shares (voting, non-voting, or combined) in the applicant company (not required if either company is traded on a public exchange);
 - iii) Corporate information form (if applicable);
 - iv) Floor plan showing layout and dimensions of proposed establishment;
 - v) Proposed food menu (for restaurants, taverns, and special use facilities);
 - vi) Vehicle registration(s);
 - vii) Certificate of Registration issued by Transport Canada (for special use vessel applications);
 - viii) Public Eating Establishment licence issued by a public health authority (for special use food catering applications); and
 - ix) Any additional information requested by SLGA.
- d) Liquor Licensing Services reviews an application for a permit and the supporting documents by considering the following:
- i) Compliance with preliminary permit restrictions or pre-conditions;
 - ii) Eligibility and suitability of the applicant or those individuals associated with the applicant;
 - iii) Suitability of the location, construction, equipment, furnishings and/or operation of the proposed establishment;
 - iv) In the case of Retail Store Permit applications, whether:

- In a community with more than one Retail Store Permit, the permittee would control all available retail store permits in the community; and
 - If the applicant is buying an interest in a retail store permit or was the successful bidder in the open bid process for an opportunity to apply for a retail store permit.
- e) In cases where there has been no permitted premises or retail store in a municipality within the past year, *The Alcohol and Gaming Regulation Act, 1997* requires SLGA to advise the municipality upon receiving an application for a new permitted premises. The municipality then has 60 days to notify SLGA that it has passed a bylaw or is referring the bylaw to a vote. No action is required by the applicant to carry out this process, but SLGA is unable to proceed with the application until it is completed.
- f) *The Alcohol and Gaming Regulation Act, 1997* requires new applicants to advertise in a local newspaper to provide public notice of their intention to open a permitted establishment. Because this advertising must take a specific form, it is strongly recommended that applicants do not attempt to fulfill the advertising requirement until advised by Liquor Licensing Services that they can proceed.
- i) The advertisement must be in a newspaper published in the municipality in which the proposed outlet is to be situated, or if no newspaper is published in the area, then in a newspaper published in Saskatchewan and circulated in the municipality.
 - ii) The ad must be published once in each week for two successive weeks, and the public have the opportunity to object to the application within two weeks of the last published date.
 - iii) If an objection is received, the Liquor and Gaming Licensing Commission may conduct a hearing in accordance with *The Alcohol and Gaming Regulation Act, 1997*.
 - iv) Once the advertising is completed, the applicant must submit copies of the ads along with a statutory declaration in a form prescribed by SLGA.
- g) *The Alcohol and Gaming Regulation Act, 1997* also requires new applicants and existing permit holders seeking a tavern endorsement on a restaurant permit to advertise in a local newspaper to provide public notice of their intention to operate as a tavern after 8 p.m. The process for this advertisement is the same as that outlined in subsection (f) above, and can be conducted at the same time.
- h) In cases where a proposed restaurant, tavern, or special use premises has not held a liquor permit in that location for at least 60 consecutive days, SLGA may require an applicant to post a notice of the application on the proposed premises (known as on-site posting). SLGA may waive the requirement to advertise in a local newspaper. Because this notice must take a specific form, it is strongly recommended that applicants do not attempt to fulfill the notice requirement until advised by Liquor Licensing Services that they can proceed.
- i) The notice must be posted in a conspicuous place on the proposed premises for two consecutive weeks.

- ii) The notice must:
 - identify the type of permit applied for;
 - specify the date on which the notice was first posted; and
 - specify that any objection to the permit must be submitted in writing to SLGA within two weeks of the date the notice was first posted.
- iii) If an objection is received, the Liquor and Gaming Licensing Commission may conduct a hearing in accordance with Section 34 of *The Alcohol and Gaming Regulation Act, 1997*.
- iv) Once the notice period is ended, the applicant must submit a statutory declaration in a form prescribed by SLGA.
- i) Permittees are required to report to SLGA all changes to criminal history information that take place during the term of a permit. SLGA may also periodically obtain updated criminal history information from the Canadian Police Information Centre for all owners and significant shareholders.
- j) A permittee who wants a permit endorsement to sell beverage alcohol under specific circumstances (e.g. patio, etc.) should consult this Manual to obtain information about the particular endorsement requested. *For more information about the different endorsements, see Chapter IX – Permit Endorsements.*
 - i) To apply for a permit endorsement, contact Liquor Licensing Services. *For a list of contacts, see the Appendix of this Manual.*
 - ii) A permittee who wants a minors endorsement to allow minors in an establishment should consult this Manual to obtain information about minors endorsements. *For more information, see the Minors Section in the Chapter pertaining to your permit type: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit; Chapter VI – U-Brew/U-Vin Operation Permit.*

2. Application, Permit and Renewal Fees

- a) An applicant must pay a non-refundable application fee. The application fee does not apply to the renewal of the permit.
- b) The applicant must also pay an annual permit fee, for each year that the permit is in force. The permit is issued for three years. The fee may be paid in annual installments, if desired. The annual permit fee must be paid before the granting of the permit or its renewal.
- c) Application, Permit and Renewal Fees can be found at: <https://www.slga.com/permits-and-licences/permit-fees>
- d) A permittee, except a home delivery permittee, must ensure a copy of the permit is posted in a prominent position in the premise where the permit is issued.

3. Change of Ownership (Sale or Lease)

a) General

- i) As a general rule, a permit cannot be transferred to any person or to any other premises. An application for a new permit is required where there is:
 - a change of ownership for an existing establishment;
 - a relocation of an existing establishment; or
 - a requested change to the type of permit for an existing establishment.
- ii) If a permittee 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 (partners, shareholders, etc.) must be reported immediately to Liquor Licensing Services. In most cases, the proposed changes will require an evaluation of an individual's character for the purpose of *The Alcohol and Gaming Regulation Act, 1997*.
If this procedure is not followed, the permittee risks delays in having their permit renewed. SLGA may refuse renewal until it completes an evaluation of the individual's character. *To contact Liquor Licensing Services about this issue, see a list of contacts in the Appendix of this Manual.*

b) Change of Ownership – Commercial Liquor Permit (Except Retail Store Permit)

- i) A purchaser or tenant of an existing commercial liquor permitted establishment other than a retail store, such as a tavern or restaurant, must be granted a new permit before providing beverage alcohol sales or service in the establishment. The parties should provide sufficient time in the transaction to allow the purchaser or tenant to obtain a new permit before taking over the establishment's operation.
- ii) No floor plans are required unless the applicant proposes to change the layout of the establishment.
- iii) If a permittee 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 (partners, shareholders, etc.) must be reported immediately to Liquor Licensing Services. In most cases, the proposed changes will require an evaluation of an individual's character for the purpose of *The Alcohol and Gaming Regulation Act, 1997*.
If this procedure is not followed, the permittee risks delays in having their permit renewed. SLGA may refuse renewal until it completes an evaluation of the individual's character. *To contact Liquor Licensing Services about this issue, see a list of contacts in the Appendix of this Manual.*

c) Change of Ownership – Retail Store Permit

- i) An owner of a retail store can sell the interest in the retail store permit associated with their retail store to a new owner. The purchaser must apply for a new permit.

- ii) If a permittee 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 (partners, shareholders, etc.) must be reported immediately to Liquor Licensing Services. In most cases, the proposed changes will require an evaluation of an individual's character for the purpose of *The Alcohol and Gaming Regulation Act, 1997*.
If this procedure is not followed, the permittee risks delays in having their permit renewed. SLGA may refuse renewal until it completes an evaluation of the individual's character. *To contact Liquor Licensing Services about this issue, see a list of contacts in the Appendix of this Manual.*
- iii) The interest in a retail store permit may be sold with or without any associated permits or businesses. The purchaser of the interest in a retail store permit may apply for a retail store permit to continue operating in the same location or in a new location in the same municipality.
- iv) Purchasing the interest in a retail store permit does not automatically qualify the purchaser to be issued a retail store permit. SLGA reserves the right to deny an application for a retail store permit to any purchaser who does not qualify for permitting under *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016*.
- v) SLGA will issue a retail store permit to the purchaser if they:
 - Apply for and qualify for a retail store permit; and
 - Establish a retail store in compliance with SLGA's facility standards for a retail store permit.
- vi) In communities with a population greater than 5,000, before a permit will be issued a retail store must be established in compliance with the facility standards for a Stand-Alone Retail Store. This includes the purchase of the interest of a retail store permit associated with a Transitional Retail store.
- vii) In communities with a population of less than 5,000, the retail store may be either an Integrated Retail Store or a Stand-Alone Retail Store. Before a permit associated with an Integrated Retail Store is issued, the purchaser must establish a retail store in compliance with the facility standards for an Integrated Retail Store. Before a permit associated with a Stand-Alone Retail store is issued, the purchaser must establish a retail store in compliance with the facility standards for a Stand-Alone Retail store.

See Chapter VIII— Retail Store Permits for more information about retail store facility requirements for Stand-Alone, Integrated, and Transitional Retail Stores.
- viii) Before the purchaser can sell its interest in a retail store permit, it must be issued a retail store permit and open and operate a permitted retail store for one day.

4. Transfer of Permit

- a) SLGA may authorize the transfer of a permit for a transfer fee of \$105.00 in any of the following circumstances:

- i) If a partner withdraws from a partnership that was a permittee and the remaining partners apply for a transfer of the permit;
- ii) If the permittee is a sole proprietor who establishes a corporation in which he or she is the sole officer, director and shareholder and applies to SLGA for a transfer of the permit to the corporation;
- iii) If the permittee is composed of persons in a partnership who establish a corporation in which some or all of them are the sole officers, directors and shareholders and they apply to SLGA for a transfer of the permit to the corporation;
- iv) If the permittee is a corporation, the officers, directors and shareholders of which establish a new corporation in which some or all of them are the sole officers, directors and shareholders and they apply to SLGA for a transfer of the permit to the new corporation;
- v) If the permittee is a corporation, the sole officer, director and shareholder of which becomes a sole proprietor and applies to SLGA for a transfer of the permit from the corporation;
- vi) If the permittee is a corporation, some or all of the officers, directors and shareholders of which form a partnership and apply to SLGA for a transfer of the permit to the partnership;
- vii) If a trustee in bankruptcy or a court-appointed receiver acquires the business of a permittee as trustee in bankruptcy or as court appointed receiver and in that capacity applies to SLGA for a transfer of the permit from the permittee;
- viii) If a mortgagee, franchisor or lessor takes lawful possession of the permitted premises and applies to SLGA for a transfer of the permit from the mortgagor, franchisee or lessee, as the case may be.

Appropriate legal documentation will be required in all cases before a permit will be transferred. In cases involving a change in ownership structure, this documentation may include a sale of shares agreement in addition to the updated corporate information form.

For clarity, a security holder referenced in (vii) above is not required to operate the Retail Store prior to selling its interest in the permit.

- ix) SLGA shall not grant a transfer of a permit if:
 - At the time of the application SLGA is of the opinion that it would not issue a permit to the applicant were they applying for a permit at that time;
 - SLGA proposes to suspend or cancel the permit or any existing reviewable endorsement to the permit, unless the suspension is overturned by the Liquor and Gaming Licensing Commission or served by the existing permittee;
 - SLGA imposes new terms and conditions on the permit or any reviewable existing endorsement;
 - SLGA assesses a penalty against the existing permittee pursuant to Section 39.1 of *The Alcohol and Gaming Regulation Act, 1997*;
 - The good character requirement had not been met; and or
 - The permit was surrendered or is no longer in effect.

b) Death of Permittee

On the death of a permittee who is an individual (sole proprietor), a permit continues 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, or a manager of the establishment approved by SLGA.

If desired by the trustee, executor, or administrator of the estate of the deceased permittee, the permit may be transferred to that legal representative of the estate. Appropriate legal documentation is required before the new permit is issued. There will not be a fee for this permit when first issued however standard fees will apply on renewal of the permit.

5. Relocation of Establishment

a) Relocation of Establishment

- i) The permittee must apply for and receive a permit in the new location before providing sales or service of beverage alcohol in that location. SLGA will inspect the premises as part of the application process, so the permittee should allow sufficient time for this to take place before the new location can operate.
- ii) All retail store permits must remain in the municipality for which they were originally issued.
- iii) Under *The Alcohol Control Regulations, 2016*, retail store permittees were not allowed to relocate a Stand-Alone Retail Store until after October 8, 2018.
- iv) On or before October 8, 2018:
 - Integrated Retail Stores could only be relocated in conjunction with the parent business.
 - Transitional Retail Stores could only be relocated with the parent business in compliance with the Stand-Alone Retail Store requirements.
- v) After October 8, 2018, retail stores may be relocated within the municipality in which they are operating, with or without any associated permits or businesses.
 - If relocated, before a permit associated with an Integrated Retail Store is issued the store must be established in compliance with the Integrated Retail Store requirements.
 - If relocated, before a permit associated with a Transitional Retail Store is issued the store must be established in compliance with the Stand-Alone Retail Store requirements.

See Chapter VIII – Retail Store Permits for more information about retail store facility standards for Stand-Alone, Integrated, and Transitional Retail Stores.

6. Renewal of Permit

- a) A permit expires on the date specified on it as the expiry date. A permittee who has not renewed their permit on or before its expiry date is prohibited from selling beverage alcohol. It is an offence to sell or serve beverage alcohol in an establishment without a valid permit.

- b) Liquor Licensing Services sends a notice for permit renewal with a renewal application form approximately 30 days before the permit's expiry date. A permittee should immediately contact Liquor Licensing Services if the notification for permit renewal is not received. *For a list of contacts, see the Appendix of this Manual.*
- c) Liquor Licensing Services must receive a completed renewal application, the appropriate fees, and criminal record checks before it may consider and, if appropriate, renew the permit. All documentation and payments are to be submitted at least 10 business days prior to the expiration of the current permit to allow time for processing.
- d) SLGA may refuse to renew a permit for several reasons, including the following:
 - i) SLGA has evidence that the permittee is not of good character.
 - ii) The character of the permittee's employees and/or associates is in question.
 - iii) The character of any person who is a shareholder, partner, officer or director of the permittee is in question.
 - iv) The permittee has failed to comply with the rules governing the establishment, and the establishment's compliance history is poor.
 - v) The permittee has changed the layout of the establishment without SLGA's approval.
 - vi) The permittee is bound by an agreement to sell a particular kind or brand of beverage alcohol.
 - vii) The permittee unduly discourages the sale or consumption of other manufacturers' beverage alcohol products as a result of:
 - A manufacturer's interest or involvement in the property or operation of the establishment; or
 - A manufacturer's financial assistance to the applicant.
 - viii) The form of organization previously holding the permit has changed (e.g. sole proprietor becomes business corporation, etc.).
 - ix) The permittee 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 (partners, shareholders, etc.) without prior notification to Liquor Licensing Services. The changes require an evaluation of an individual's character for the purpose of *The Alcohol and Gaming Regulation Act, 1997*.
- e) If SLGA refuses to renew a permit, the permittee 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. The Commission is a body created by law which functions independently from SLGA. On a request for review, the Commission will hold a hearing concerning SLGA's refusal to renew a permit. If an oral hearing is held, SLGA, the permittee, the lawyers for the parties, and the public may be present. Generally, a hearing 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. The Commission will either grant or deny the renewal of the permit.

7. Changes to the Layout of an Existing Establishment

- a) A permittee, except a direct to consumer delivery permittee or a home delivery permittee, who wants to make changes to the layout of any area of an establishment, including adding, removing, or moving walls, pony walls, and other permanent structures should immediately contact the Liquor Licensing Services to obtain information about the approval procedure. *For a list of contact, see the Appendix of this Manual.*
- b) Permittees, except a direct to consumer delivery permittee or a home delivery permittee, are to obtain approval from Liquor Licensing Services before making any changes to the layout of the establishment.
- c) SLGA may suspend or cancel a permit if the layout of the establishment fails to meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, SLGA policies, and the terms and conditions on a permit or endorsement.
- d) To obtain approval, the permittee is to provide a floor plan with measurements showing the proposed changes in relation to the existing establishment. A liquor inspector reviews the floor plan, inspects the establishment, and completes a Floor Plan Report. The approval for the proposed changes will be communicated in writing to the permittee.

8. Rebuilding Damaged or Destroyed Premises

- a) Commercial Liquor Permit (excluding Retail Store Permit)
 - i) If a commercial liquor permitted establishment, such as a restaurant or a tavern, is damaged or destroyed the permittee may remain eligible for the commercial permit and be allowed to relocate to a temporary premises repaired, rebuilt, or relocated in the same municipality that does not comply with SLGA's facility standards for a commercial permit.
 - ii) A temporary premises may be permitted for up to 18 months from the date the damage occurred to allow the permittee time to relocate to a suitable permanent premises in a new location or to rebuild the establishment, which complies with SLGA's facility standards. If the permittee is not in legal possession of a permanent premise within 18 months the permit may be cancelled or not renewed.
 - iii) SLGA may extend the 18 month period at its discretion, where circumstances reasonably outside of the permittee's control exist. A request for extension must be submitted in writing to SLGA's Liquor Licensing & Inspections Branch, 60 days in advance of the 18 month period expiring, outlining the reason for the extension.
- b) Retail Store Permit
 - i) If the premises associated with a retail store is damaged or destroyed, the permittee will remain eligible for the retail store permit and be allowed to relocate the retail store to a temporary

premise in the same municipality that does not comply with SLGA's facility standards for a retail store.

- ii) A temporary premise may be permitted for up to 18 months from the date the damage occurred to allow the permittee time to relocate to a suitable permanent premise in a new location or to rebuild the premises, which complies with SLGA's facility standards.
- iii) The permittee must be in legal possession of a permanent location within 18 months or the permit may be cancelled or not renewed and SLGA may reallocate the retail store permit through an open bid process.
- iv) SLGA may extend the 18 month period at its discretion, where circumstances reasonably outside of the permittee's control exist. A request for extension must be submitted in writing to Liquor Licensing Services, 60 days in advance of the 18 month period expiring, outlining the reason for the extension.
- v) The permittee may sell the interest in the retail store permit associated with their retail store that was damaged or destroyed without rebuilding. SLGA may reallocate the permit through the open bid process, if within 18 months from the date the damage occurred, the purchaser does not:
 - Apply for and qualify for a retail store permit; or
 - Establish a permanent operational retail store in compliance with SLGA's facility standards for a retail store.

c) Daily Family Dining Endorsement

When a tavern with a Daily Family Dining endorsement closes because it is damaged or destroyed, and a permitted restaurant is located in the same municipality, the permittee will remain eligible for the Daily Family Dining endorsement for up to 18 months from the date that the damage occurred, subject to the following conditions:

- If the original permittee chooses not to repair, rebuild, or relocate the establishment, and the premises are sold or leased to another potential permittee with the intent to repair or rebuild a tavern in the original location, the Daily Family Dining endorsement will be available to the new applicant for up to 18 months from the date the damage occurred; and
- If, after 18 months, the destroyed or damaged premises have not been repaired, rebuilt or relocated in a suitable permanent location, the Daily Family Dining endorsement will not be available until such time as there is no permitted restaurant in the municipality.
- SLGA may extend this 18 month period at its discretion, where circumstances reasonably outside of the permittee's control exist. A request for extension must be submitted in writing to Liquor Licensing Services, 60 days in advance of the 18 month period expiring, outlining the reason for the extension.

For more information about the Daily Family Dining endorsement, see Chapter IV, Section 6(e).

9. Closed Premises

a) Retail Store Permit

- i) When a retail store closes its operations, for any reason other than being destroyed or damaged, the permittee will remain eligible for the permit in that premises for up to 180 days from the date of closure. If the store remains closed after 180 days, SLGA may reallocate the permit through the open bid process.
- ii) If the permittee advises SLGA in writing that they give up any claim to the retail store permit, the opportunity for the retail store permit will immediately become eligible for allocation through the open bid process.
- iii) If the interest in the retail store permit is sold, the purchaser must give notice to SLGA of the agreement for sale within 180 days of closure.
- iv) The purchaser of the interest in the retail store permit has 18 months from the date of the sale to meet all requirements for issuance of a retail store permit, as outlined in subsection 2(c) – Change of Ownership – Retail Store Permit.
- v) SLGA may extend the 18 month period at its discretion if there are circumstances reasonably outside the purchaser’s control. A request for extension must be submitted in writing to Liquor Licensing Services, 60 days in advance of the 18 month period expiring, outlining the reason for the extension.
- vi) SLGA may reallocate the permit through the open bid process if:
 - SLGA is not notified of the agreement of sale within 180 days of closure; or
 - If the purchaser does not meet all the requirements to be issued a retail store permit within 18 months from the date of the sale.

b) Daily Family Dining Endorsements

- i) When a tavern with a Daily Family Dining endorsement closes its operations, for any reason other than being destroyed or damaged, and a restaurant is located in the same municipality, the permittee will remain eligible for the Daily Family Dining endorsement for up to 180 days from the date of closure. SLGA may extend the 180 day period at its discretion.

- ii) Continued eligibility for the endorsement is subject to the following conditions:
 - If the premises are sold or leased to another individual, partnership, or corporation, the Daily Family Dining endorsement will be available to the purchaser for up to 180 days from the date of closure; and
 - If, after 180 days, the premises have not been re-opened by the original permittee or a new applicant, the Daily Family Dining endorsement will not be available until such time as there is no permitted restaurant in the municipality.

For more information about the Daily Family Dining endorsement, see Chapter IV, Section 6(e).

10. Mandatory Server Intervention Training (Restaurants, Taverns, Special Use, Manufacturers)

a) Background

Serve It Right Saskatchewan (SIRS) is a social responsibility training course provided by the Saskatchewan Tourism Education Council (STEC) that is designed to reduce underage drinking, over-consumption of beverage alcohol, impaired driving, violence, and other alcohol-related harms.

All liquor-permitted retail stores, restaurants, taverns, and special use facilities must ensure that owners and any paid employees who are involved in the sale and service of beverage alcohol in their premises are certified through SIRS. This requirement is mandated by S.7 of *The Alcohol Control Regulations, 2016*.

SLGA may hold renewal of a permit if the owner has not obtained a valid of SIRS certificate.

b) Who Must Complete Training

- i) The following persons must complete the SIRS training and obtain a valid SIRS certificate:
 - Owners of permitted premises when they will be actively involved in the sale and service of beverage alcohol must obtain their valid SIRS certification prior to the issuance of the permit
 - Employees must obtain their valid SIRS certification prior to starting work
 - Owners must ensure employees have obtained their valid SIRS certification prior to the employee starting work
- ii) The roles that require a valid SIRS certification include, but are not necessarily limited to:
 - All owners with a 20% or greater interest in a permitted premise and who are actively involved in the sale and service of beverage alcohol;
 - Managers and supervisors;
 - Bartenders;
 - Servers;
 - Hosts/hostesses;
 - Security;
 - Retail store sales clerks;
 - Off-sale sellers;
 - Manufacturer's agents providing samples; and
 - Home delivery staff.

Positions that are not directly involved with selling, serving, or delivering beverage alcohol, such as kitchen staff, bus persons, and cleaning staff, are not required to hold SIRS certification.

For clarity, volunteers (typically found in special use facilities run by non-profit organizations) are not employees and do not require the SIRS course; however, SLGA encourages permittees using volunteer workers to consider making SIRS certification a requirement to volunteer.

- iii) Where the owner is a corporation, the requirement for SIRS certification applies to all officers and directors of the corporation, and to any shareholders who hold 20% or more of shares, unless waived by SLGA. Owners who have no involvement in the decision-making or operation of the business do not need to be certified.
- iv) Owners and managers must complete the SIRS course (either online or in person) and pass an examination in order to be certified in Saskatchewan. Typically, employees will also be certified through completion of the SIRS course; however, STEC will also grant SIRS certification to employees who hold valid certificates for the following courses if they were obtained within the past 5 years while working outside Saskatchewan:
 - Alberta - ProServe
 - British Columbia - Serving It Right
 - Manitoba - Smart Choices
 - New Brunswick - It's Good Business
 - Newfoundland and Labrador - It's Good Business
 - Nova Scotia - It's Good Business
 - Ontario - Smart Serve
 - Prince Edward Island – It's Our Business
 - Quebec - Service in Action/Action Service
 - Yukon - Be a Responsible Server

Permittees that would like to use other training courses tailored to their specific business model should contact Liquor Inspection Services to find out whether the course can be accepted as equivalent to SIRS certification. *For contact information for Liquor Inspection Services, see the Appendix to this Manual.*

- v) SIRS certification is valid for five years. Recertification should be completed prior to the expiry of the existing certificate.

c) Record Keeping

Permittees are required to maintain and make available to SLGA on demand records of staff SIRS certification. This documentation must include:

- The name of the individual trained;
- The certificate number;
- The date the certificate was issued; and
- A copy of the certificate (where possible).

For more information about the SIRS course, visit the STEC website at <https://business.tourismsaskatchewan.com/en/courses-and-workshops/serve-it-right-saskatchewan> or see the list of contact in the Appendix of this Manual.

11. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2016* for the corresponding topics in this Chapter.

Application Process – Restrictions on Permit Applications

- *The Alcohol and Gaming Regulation Act, 1997* – Section 136.
- *The Alcohol Control Regulations, 2016* – Section 62.

Application Process for Premises with No Prior Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 47, 49, 56, 57, 58, 59, 59.1, 60, 61, 62, 136.
- *The Alcohol Control Regulations, 2016* – Sections 4, 60, 77, 78, 79.

Change of Ownership (Sale/Purchase) or Relocation of an Existing Establishment

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 42, 47, 57, 59, 59.1, 60, 61, 62, 64, 68, 69, 136.
- *The Alcohol Control Regulations, 2016* – Sections 4, 8, 11.

Permit Renewal

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(1)(a), 47, 54, 136, 137, 138(1).
- *The Alcohol Control Regulations, 2016* – Sections 4, 64.

Structural Changes and Renovations to an Existing Establishment

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 44(c), 56(1), 70.

Application, Permit, and Renewal Fees

- *The Alcohol and Gaming Regulation Act, 1997* – Section 41.
- *The Alcohol Control Regulations, 2016* – Section 63, 68.

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Serve It Right Saskatchewan (SIRS)

- *The Alcohol Control Regulations, 2016* – Section 7.

CHAPTER III - RESTAURANT PERMIT

1. Primary Business

A restaurant permit may be issued where the primary business and source of revenue generated in the premises is the preparation and sale of food for consumption on the premises.

2. Facility Standards

a) Suitability of a Restaurant Establishment

- i) A restaurant permit may be issued and continue to be in effect only if food is prepared and consumed on the premises and the location, construction, equipment, furnishings, and operation of the establishment consistently meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, and terms and conditions on a permit or endorsement and SLGA's policies.
- ii) If these standards are not met, SLGA may refuse to issue a permit or may impose sanctions against the restaurant permittee up to and including the cancellation of the restaurant permit.
- iii) The permittee is responsible to ensure that the establishment complies with the facility standards set out in building codes, health and fire regulations, and other relevant federal, provincial, and municipal legislation and regulations. SLGA Liquor Licensing and Inspections Branch may request additional information or proof of compliance from an applicant or permittee prior to issuing a permit.
- iv) There is to be a kitchen with equipment and appliances necessary for the preparation of the meals on the menu. The kitchen is to be staffed and in operation at all times that beverage alcohol is being served in the main restaurant area.
- v) The layout of the main restaurant area used for dining is to have tables with utensils, as appropriate, and seating sufficient to accommodate the capacity of the establishment.
- vi) Restaurant establishments may be located partially or entirely outdoors provided:
 - The establishment meets all applicable health, safety and fire standards;
 - The permittee is able to monitor and control access to the permitted area (either by doors/gates or by continuous staff monitoring);
 - The beverage alcohol purchased under the permit is securely stored in a building on the premises; and
- vii) Washrooms are to be inside the permitted establishment in an area generally accessible to patrons or in a common area just outside the permitted establishment if shared with other establishments in the same building. Washrooms that are outside the permitted establishment will not be included as part of the permitted area.
- viii) The required washroom facilities for a given establishment is based on capacity, and operators may be required to install accessible washroom facilities. Consult your local municipality for

requirements and approvals, or the provincial Building Standards and Licensing Branch for further information about building code requirements.

For contact information for the Building Standards and Licensing Branch, see the Appendix of this Manual.

b) Co-Located Establishments

- i) Separate outside entrances are required for each of the permitted establishments, excluding retail stores. Entrances that would require walking through one permitted area en route to another would not be acceptable.
- ii) Permitted establishments are to be reasonably marked as separate and distinct areas, though open doorways may be allowed. In most cases, dividers at least six feet high would be appropriate. In cases where both establishments have VLTs, SLGA will impose additional requirements to separate and visually distinguish the two establishments. Typically, where two premises are adjacent and directly connected by a door or similar access, SLGA will not install VLTs in both establishments.

For more information about facility requirements for VLTs, contact the VLT Operations Branch. See Appendix for contact information.

- iii) The establishments may have common washrooms adjacent to both permitted areas; however, if one of the permitted areas allows minors while the other does not, patrons must have indoor access to the washrooms without entering the minors prohibited permitted area.
- iv) Patrons may be allowed to carry beverage alcohol between adjoining premises as long as both permittees agree and the alcohol is not carried through an unpermitted area.

3. Endorsements Available to Restaurant Permits

- a) An endorsement is an addition or an addendum to a permit. When combined with a permit, an endorsement allows a restaurant permittee to sell beverage alcohol under specific circumstances. Each type of endorsement has its own rules that must be followed.
For more information about eligibility and requirements for specific endorsements, see Chapter IX – Permit Endorsements.
- b) An applicant for a restaurant permit or a restaurant permittee may apply for one or more endorsements. The following endorsements may be issued on a restaurant permit:
 - i) A **banquet room endorsement** authorizes the sale of beverage alcohol in a banquet room connected to the restaurant establishment.
 - ii) A **catering endorsement** authorizes beverage alcohol service at events held under a Special Occasion Permit held in locations away from the restaurant establishment (e.g. community hall).

- iii) A **lounge endorsement** authorizes the sale of beverage alcohol in a lounge connected to the restaurant establishment. Endorsed lounge areas may include or consist of liquor permitted karaoke rooms. For more information about karaoke rooms, see Section 7(b) of this Chapter.
- iv) A **tavern endorsement** authorizes a restaurant establishment (including its lounge or patio, or both) to operate as a tavern after 8:00 pm nightly.
- v) A **patio endorsement** authorizes the sale of beverage alcohol in a patio area suitably connected to the restaurant establishment.
- vi) A **room service endorsement** authorizes the sale of beverage alcohol to guests in the guest rooms of a hotel or motel where the restaurant has a written agreement with that hotel or motel to provide such services.
- vii) A **mini-bar endorsement** authorizes the sale of beverage alcohol from compartments located in the guest rooms of a hotel or motel where the restaurant has a written agreement with that hotel or motel to provide such services.
- viii) A **minors endorsement** allows minors to be present as non-drinking patrons or employees in a restaurant establishment. *For more information about a minors endorsement for a restaurant establishment, see Section 9 of this Chapter.*

4. Food Service

a) Restaurant Food Service

The food service requirements in subsection (a) only apply to the main restaurant area and home delivery, and are known as restaurant food service requirements. These requirements do not apply to the adjacent areas of the restaurant establishment (lounge, patio, and the banquet room unless it is in use for dining overflow), nor to the restaurant establishment when it is operating as a tavern under a restaurant-tavern endorsement.

To qualify for a restaurant permit, a restaurant is to provide a reasonable number of meal choices, consistent with the dining concept of the establishment, and sufficient enough to constitute a person's lunch or supper. At the time of application for a restaurant permit, SLGA will review the proposed menu to ensure that it meets the requirements in this section.

For example, a restaurant that specializes in chicken wings would qualify for a restaurant permit if other menu choices such as side dishes (e.g. fries, rice, potato, soup, salad, etc.) were also offered.

- i) A reasonable amount of meal choices must be available to patrons in the main dining area at all times that area is operating as a restaurant. However, patrons may be served beverage alcohol without a meal at any time.
- ii) A restaurant permittee must maintain the food-beverage alcohol sales ratio specified in *The Alcohol Control Regulations, 2016*. The required sales ratio is at least one dollar of food sales for each dollar of beverage alcohol sales calculated on a monthly basis. Food and liquor consumed in the dining room, and sold for delivery or take out will be counted toward this

ratio (food and alcohol sold to be consumed in the lounge, patio, banquet room, or to hotel or motel guests for which the permit is endorsed are not counted).

b) General Food Service

The food service requirements in subsection b) only apply to the adjacent areas of a restaurant establishment (lounge, patio, banquet room) or to the restaurant establishment when it operates as a tavern under a restaurant-tavern endorsement. These are known as general food service requirements.

A light meal generally consists of one item or a smaller serving commonly referred to as an appetizer (e.g. nachos, dry ribs, chicken ribs, chicken fingers, sandwiches, salads, etc). Snacks such as chips, peanuts, or other items typically found in vending machines are not sufficient to meet the general food service requirements.

- i) Light meals and non-alcoholic beverages must be available to patrons during all hours that beverage alcohol service is available.
- ii) If the main dining area of a restaurant establishment closes prior to its adjacent areas, the general food service requirement remains in effect.
- iii) Light meals must be available to patrons in adjacent areas on demand. However, patrons may be served beverage alcohol without a meal in a restaurant's adjacent areas.

c) Additional Food Service Requirements

Additional food service requirements apply to a lounge authorized to alter its style of operation on Sundays by focusing on food service (Sunday Brunch). *For more information about food service requirements during the authorized period, see Section 7(a) of this Chapter.*

5. Wine and High Alcohol Beer Recorking

a) Wine Recorking

- i) When requested by a customer, a permittee is to recork at no charge a bottle of wine that was purchased by the customer at the permitted establishment or wine that was brought into the establishment by the customer. This includes auxiliary areas such as patios, lounges, and banquet rooms. This allows the customer to legally remove and transport the unfinished bottle from the premises.
- ii) Permittees may choose whether to provide recorking services for wine provided on the table at no additional charge at banquet events. If they choose to do so, they may also choose whether to charge an additional service fee for such services. In such cases, the customer is the event organizer, not the individual who may have been consuming the wine.

b) High Alcohol Beer Recorking

- i) For the purposes of this section, **“high alcohol beer”** is defined as beer that meets the following criteria:
 - The beer must be originally packaged in a bottle at least 500 ml in size; and
 - The beer must have a minimum alcohol content of 8.0 per cent.
- ii) When requested by a customer, a permittee is to recork at no charge a bottle of high alcohol beer that was purchased by the customer at the permitted establishment. This includes auxiliary areas such as patios, lounges, and banquet rooms. This allows the customer to legally remove and transport the unfinished bottle from the premises.
- iii) High alcohol beer can only be recorked in the original bottle in which it was packaged by the manufacturer. Draft beer is not eligible for recorking.

c) Additional Requirements and Information

- i) Unfinished bottle(s) of wine or high alcohol beer, including bottles that originally had a twist-off cap, are to be sealed with a:
 - Cork (natural or synthetic) that is flush with the top of the bottle. Permittees may re-use the original cork by pushing it into the bottle as far as possible and then cutting off the excess ; or
 - Twist-off cap with a tamper evident ring or twist-off cap with heat sealed shrink wrap.
- ii) Recorking is allowed only with bottles of wine and high alcohol beer that have been served for consumption in a permitted establishment.
- iii) Permittees shall not recork coolers, spirits, or any beer that does not meet the definition of high alcohol beer noted in subsection (b)(i) above.
- iv) A recorked bottle cannot be taken to another permitted establishment and re-opened.
- v) Patrons are required to transport recorked bottle(s) of wine and/or high alcohol beer in compliance with The Alcohol and Gaming Regulation Act, 1997 and any other applicable laws regarding the transportation and consumption of beverage alcohol in a vehicle. Beverage alcohol in closed containers may be transported in a vehicle from the place at which it was lawfully obtained to a place where it may be lawfully kept or consumed.

6. Bring Your Own Wine (BYOW)

A restaurant permittee may allow patrons to bring their own wine to the permitted establishment for consumption with a meal.

- a) Permittees may allow patrons to bring only unopened bottles of commercially produced wine. The patron is responsible for ensuring that the wine has been purchased in or imported into Saskatchewan legally.

- b) The permittee is responsible for the service of the wine, including ensuring that minors and intoxicated individuals do not consume alcohol on the permitted premises.
- c) The permittee may charge corkage fees on wine brought by patrons to the permitted premises. Liquor Consumption Tax must be paid on these fees.
- d) Patrons may not bring their own wine during any period that the establishment is operating under a tavern endorsement.

7. Additional Options for Operation

a) Sunday Brunch – Lounge Connected to Restaurant

- i) A restaurant permittee with a lounge endorsement may be authorized by SLGA to allow minors in a lounge **on a Sunday** for the sole purpose of eating a meal (Sunday Brunch).
- ii) The hours for Sunday Brunch are between 8:00 a.m. and 3:00 p.m. **Beverage alcohol may only be served from 9:30 a.m. to 2:00 a.m.** *For more information about the maximum regulated hours, see Section 11 of this Chapter.*
- iii) During Sunday Brunch hours, a brunch/luncheon buffet or comparable meal service must be available to patrons in the lounge. Minors may be present for the sole purpose of eating a meal, and need not be accompanied by an adult. The restriction prohibiting minors from accessing or viewing the play of VLTs remains in effect.
- iv) When Sunday Brunch hours cease, the general food service requirement applies (light meals and non-alcoholic beverages) and minors can no longer be present in the lounge.

For more information about restaurant food service and general food service requirements, see Section 4 of this Chapter.

b) Karaoke Rooms – Lounge connected to Restaurant

A restaurant with a lounge endorsement may be authorized to include private karaoke rooms where each room is equipped with its own sound system and can be rented for private parties. Karaoke rooms are considered part of the lounge for the purpose of calculating the total size and/or capacity.

- i) Minors are prohibited from accessing private karaoke rooms at all times.
- ii) Lounges with a karaoke room endorsement may be eligible for a Sunday Brunch dining endorsement allowing minor access for the purpose of consuming a meal in the lounge common area only. Minors may not access private karaoke rooms during Sunday Brunch dining.
- iii) Karaoke rooms must have a glass wall or window that allows full visibility of the patrons in the karaoke room.

- iv) Staff shall monitor the karaoke room at all times when the karaoke room is in use.
- v) Permittees shall not use electronic ordering systems; staff must interact directly with patrons to take orders for beverage alcohol.
- vi) Karaoke rooms shall not be fitted with locks or other similar devices.
- vii) Karaoke rooms must have security cameras that are supported by a recording system. Recordings must be kept for one month and made available to SLGA and local law enforcement officials on demand.
- viii) Karaoke rooms must not have private exterior doors. Patrons must enter and exit these rooms from the restaurant or lounge.
- ix) Karaoke rooms may be converted for temporary use as a DJ booth for events taking place in the restaurant/lounge common areas only. Permittees may not provide in-room DJ services for patrons in a private karaoke room.

8. Temporary Endorsements

A temporary endorsement may also be granted which allows a permittee to sell beverage alcohol under specific circumstances for a specific time frame. A temporary endorsement is issued via a letter from SLGA and must be attached to the permit for the duration that the temporary endorsement is in effect.

a) Description and Eligibility

- i) A **temporary patio endorsement** authorizes the sale of beverage alcohol during a specific event in a designated outdoor area adjacent to the main establishment. Adequate security is required to ensure proper supervisory control.
- ii) A **temporary extension endorsement** authorizes the sale of beverage alcohol during a social function in a designated indoor area that is not a permanent part of the permit. The extension area is to be within the same building and adjacent to the permitted establishment. An extension is granted where a large social function requires an additional area to accommodate increased capacity. Adequate security is required to ensure proper supervisory control.

b) Food Service

- i) The general food service requirement applies in a temporary patio or extension area (light meals and non-alcoholic beverages). The food-beverage alcohol sales ratio does not apply at any time in the temporary patio or extension area. *For more information about the food service requirement, see Section 4 of this Chapter.*

c) Minors

- i) Minors may be allowed in a temporary patio or extension area adjoining a restaurant unless otherwise restricted by SLGA.

- ii) Minors are prohibited in a temporary patio or extension area adjoining a lounge unless the permittee chooses to include the temporary area under a Sunday Brunch endorsement, in which case all Sunday Brunch requirements apply to the temporary area. *For more information about the requirements and restrictions for minors, see Section 9 of this Chapter. For more information about the requirements and restrictions for Sunday Brunch, see Section 7(a) of this Chapter.*

9. Minors

a) General Prohibition Against Minors

- i) A minor is a person under the age of 19 years. A restaurant permittee or the employees of an establishment must not:
 - Sell or give beverage alcohol to a minor.
 - Allow a minor to consume beverage alcohol in the restaurant establishment or its adjacent areas, or
 - Allow a minor to be present in the restaurant establishment or its adjacent areas unless authorized by *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, or a minors endorsement on a permit.
- ii) A restaurant permit requires a minors endorsement before minors may be allowed to be present as non-drinking patrons or employees in the restaurant establishment or its adjacent areas. Generally speaking, SLGA will grant this endorsement automatically at the time the permit is issued, but reserves the right to refuse or revoke the endorsement if warranted by a permittee's history or method of operation.
- iii) Minors cannot be present in a liquor permitted area regardless of endorsement while an establishment is offering adult entertainment involving minimal clothing, wet clothing contests, pole dancing, burlesque, or similar performances. *For more information about restrictions on adult entertainment, see Chapter X, Section 7(b) of this Manual.*

b) Restaurant Establishment (No Tavern Endorsement)

- i) Minors may be present as non-drinking patrons or employees in the main restaurant, patio, or banquet room. However, the following restrictions apply:
 - Minors may be employed to provide non-alcohol related services only (i.e., food service, etc.). They must not act in any way in the sale, handling, or service of beverage alcohol, which includes taking or placing beverage alcohol orders.
 - Minors are allowed to bus tables, including removing beverage alcohol containers. They are allowed to ring through bills that include beverage alcohol (including taking tips) after the sale, service, and consumption of beverage alcohol has already taken place.

c) Restaurant Establishment (With Tavern Endorsement)

- i) Minors may be present as non-drinking patrons during restricted hours or as employees in the main restaurant, patio, or banquet room. However, the following restrictions apply:
 - Minors must not be present as patrons after 8:00 p.m.
 - Minors may be employed to provide professional entertainment and emergency maintenance (e.g., plumbing, heating, etc.).
 - If there are no VLTs, minors may be employed to provide non-alcohol related services (e.g., food service, coat check, etc.) prior to 8:00 p.m, but may not be in the establishment when it is operating under the tavern endorsement. Minors must not act in any way in the sale, handling, or service of beverage alcohol, which includes taking or placing beverage alcohol orders.
 - Minors can not be present in a liquor permitted area regardless of endorsement while an establishment is offering adult entertainment involving minimal clothing, wet clothing contests, pole dancing, burlesque, or similar performances. *For more information about minor entertainment, see Chapter X, Section 2(b) of this Manual. For more information about restrictions on adult entertainment, see Chapter X, Section 7(b) of this Manual.*

d) Lounge

- i) A lounge is typically minors-prohibited. However, a Sunday Brunch endorsement from SLGA allows limited access by minors as non-drinking patrons.
- ii) Under a Sunday Brunch endorsement, the restrictions include:
 - Minors may be present only on Sundays for the sole purpose of eating a meal during Sunday Brunch hours. The maximum hours for Sunday Brunch are between 8:00 a.m. and 3:00 p.m.
 - Minors need not be accompanied by an adult.
 - Minors are prohibited from accessing or viewing the play of VLTs.
- iii) Minors may be employed in a lounge. However, the following restrictions apply:
 - Minors may provide professional entertainment, emergency maintenance (e.g. plumbing, heating, etc.).
 - If there are no VLTs, minors may provide non-alcohol related services (food service, coat check, etc.).
 - Minors must not act in any way in the sale, handling or service of beverage alcohol (includes taking or placing beverage alcohol orders).
 - Minors may not be present in a liquor permitted area regardless of endorsement while an establishment is offering adult entertainment involving minimal clothing, wet clothing contests, pole dancing, burlesque, or similar performances. *For more information about restrictions on adult entertainment, see Chapter X, Section 8(b) of this Manual.*
- iv) *This section highlights only rules pertaining to minors. For more information about eligibility and general requirements for a Sunday Brunch endorsement, see Section 7(a) of this Chapter.*

e) Son, Daughter or Spouse who is a Minor

A minor who is a son, daughter or spouse of a restaurant permittee or of a manager of a restaurant establishment may be present in the establishment or its adjacent areas (lounge, patio, etc.) when beverage alcohol service is prohibited.

f) Checking Identification for Minors

- i) A restaurant permittee or the employees of a restaurant establishment must demand proof of age from a person if it appears that the person is a minor and the person:
 - Is attempting to enter the restaurant establishment where minors are prohibited or any of its adjacent areas where minors are prohibited;
 - Is attempting to purchase beverage alcohol.
- ii) If a minor or an individual who appears to be a minor fails or refuses to produce satisfactory proof of age identification, the permittee or the employees of the establishment must deny service of beverage alcohol, and if applicable, must ask the person to leave the minors-prohibited area of the establishment immediately.
- iii) SLGA suggests that all permittees adopt SLGA's Check 25 Identification standards as an effective measure to prevent minors from purchasing beverage alcohol or accessing minors-prohibited areas.
 - Under the Check 25 program, anyone who appears to be under the age of 25 years must show either:
 - A government-issued photo identification with a birth date; or
 - Three other pieces of identification, at least one of which must have a birth date.
- iv) SLGA considers the following to be acceptable forms of photo identification (must be current and valid):
 - Photo Driver's Licence
 - Firearms Licence
 - Passport
 - Armed Forces I.D. Card
 - Government Photo I.D.
 - Landed Immigrant Photo I.D.
 - Certificate of Indian Status

SLGA considers the following to be acceptable forms of secondary identification:

- Post Secondary Photo I.D. Card
 - Credit/Debit Card
 - Birth Certificate
 - An expired photo identification from the above list
- v) The identification produced by a person should be carefully examined to ensure that:
- The Photograph Is Authentic And Has Not Been Substituted;
 - Any Plastic Laminate Has Not Been Tampered With;
 - The Name And Date Of Birth Has Not Been Altered;
 - The Signature is verified on photo identification to other forms of identification;

- The Authenticity Of The Identification 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; And
- A Cell phone photo of this identification is not acceptable.

For more information about identifying a minor and verifying the authenticity of identification, see the Appendix of this Manual.

10. Capacity and Floor Area

- a) The capacity for a restaurant establishment, including any auxiliary areas such as patios, lounges, and banquet rooms, is determined by the *National Fire Code of Canada* (Maximum Occupant Load Certificate). The Maximum Occupant Load Certificate capacity is to be issued by the local municipal government. SLGA will provide the capacity for the permitted establishment if no municipal authority is capable of providing the permittee with the capacity.
- b) The permittee is responsible for ensuring that the establishment is compliant with the *National Fire Code of Canada* requirements, and that the total number of all individuals on the permitted premises, including staff, does not exceed the maximum rated capacity at any time. SLGA reserves the right to refuse or revoke a permit or endorsement or to impose sanctions where an establishment is not compliant with fire and building codes. *For more information about compliance with these requirements, contact your local fire or building inspector.*
- c) SLGA will assign a maximum capacity in cases where it is necessary to restrict an establishment below its rated fire or building capacity in order to be compliant with requirements under *The Alcohol and Gaming Regulation Act, 1997, The Alcohol Control Regulations, 2016*, and related policies.
- d) The permittee shall prominently and publicly display the Maximum Occupant Load Certificate or the SLGA Capacity Rating Card.
- e) The floor area for a restaurant lounge may not exceed 100% of the restaurant permitted premises floor area.
- f) Auxiliary areas such as a patio may have a separate capacity from the capacity of the main restaurant area. However, the capacity of the main restaurant area does not increase with the addition of a patio. The permittee is to ensure that the rated capacity of any area of the establishment that has a designated capacity is not exceeded. It should be noted that the capacity of an establishment usually decreases if a stage is built, or if the floor area is used for entertainment or other activities.

For more information about fire and building code requirements, contact your local fire or building inspector.

11. Hours and Days of Operation

a) Maximum Hours and Days of Beverage Alcohol Service

- i) A restaurant permittee may open the restaurant establishment every day for beverage alcohol service.
- ii) Beverage alcohol may be sold and served only within the maximum regulated hours for the sale of beverage alcohol:
 - Daily, 9:30 a.m. to 2:00 a.m. of the following day;
 - 9:30 a.m. to 2:30 a.m. of the following day on December 31.

iii) Tolerance Period or Cut-Off

After the lawful sale of beverage alcohol ceases, a restaurant permittee must keep the establishment open for at least one half hour to allow patrons to finish their drinks of beverage alcohol. No patrons may be present in the lounge area, and no open alcohol may be present anywhere in the establishment later than 3:00 a.m. (3:30 a.m. on January 1).

b) Adjacent Areas

- i) A restaurant permittee may operate adjacent areas, including lounge, banquet room, and patio, only on the days that the restaurant area is open to the public. The restaurant area may operate at different hours of the day than the adjacent areas, but the restaurant must remain the primary focus of the operation in order to remain eligible for a restaurant permit.

For more information about food service requirements in adjacent areas, see Section 4(b) of this Chapter.

- ii) A restaurant permittee operating an integrated or transitional retail store, or a stand-alone retail store that can be accessed only through the restaurant, may sell beverage alcohol in the retail store for consumption off the premises until the end of the maximum tolerance period (3:00 a.m. of the following day on all days except December 31, and 3:30 a.m. of the following day on December 31), even if the restaurant closes to the public earlier than the maximum hours. The retail store may operate on days when the restaurant is not open to the public.

c) Sunday Brunch Hours

- i) If SLGA authorizes Sunday Brunch in a lounge adjoining a restaurant establishment, the maximum hours for Sunday Brunch are between 8:00 a.m. and 3:00 p.m. Beverage alcohol service is prohibited before 9:30 a.m.

12. Use of Restaurant Establishment When Beverage Alcohol Service Prohibited

- a) A restaurant establishment may remain open for food service after the lawful period for beverage alcohol service and the tolerance period cease. Beverage alcohol sales, service, and consumption are prohibited.

13. Compliance with Additional Rules and Requirements

- a) Additional chapters of this Manual describe rules and requirements that apply to the operation of all classes of establishments and a restaurant permittee must also comply with these obligations. *For more information, see the following: Chapter II – Permit Application, Renewal and Sale of Establishment; Chapter X – Operation of Establishment; Chapter XI – Advertising and Promotions; Chapter XII – Inspections; Chapter XIII – Disciplinary Action.*
- b) A restaurant permittee who is authorized to provide beverage alcohol service under an endorsement (e.g. lounge, patio, room service, catering, etc.) must also comply with the rules and requirements governing the area or service associated with the endorsement. *For more information about the rules for specific endorsements, see Chapter IX – Permit Endorsements.*

14. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2016*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2016* for the corresponding topics in this Chapter.

Primary Business

- *The Alcohol and Gaming Regulation Act, 1997* – Section 47, 92.
- *The Alcohol Control Regulations, 2016* – Section 12, 13.

Facility Standards

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(1)(b), 44(c), 70.
- *The Alcohol Control Regulations, 2016* – Section 4, 15.

Endorsements on Restaurant Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 38, 39, 92.
- *The Alcohol Control Regulations, 2016* – Section 4, 14, 15, 42, 43, 46, 47, 48, 82(3).

Food Service

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2016* – Sections 12, 13, 15, 16, 68.

Recorking

- *The Alcohol and Gaming Regulation Act, 1997* – Section 75.
- *The Alcohol Control Regulations, 2016* – Sections 13(3).

Bring Your Own Wine

- *The Alcohol and Gaming Regulation Act, 1997* – Section 116.2
- *The Alcohol Control Regulations, 2016* – sections 13, 14.

Additional Options for Operation

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.

Minors

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 110, 111, 113, 114, 115, 129(1)(e).
- *The Alcohol Control Regulations, 2016* – Section 46, 47.

Capacity and Floor Area

- *The Alcohol and Gaming Regulation Act, 1997* – Section 120.
- *The Alcohol Control Regulations, 2016* – Section 5.

Hours and Days of Operation

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 71, 129(1)(e).
- *The Alcohol Control Regulations, 2016* – Sections 49, 50, 51, 53.

Use of Restaurant Establishment When Beverage Alcohol Service Prohibited

- *The Alcohol and Gaming Regulation Act, 1997* – Section 116.
- *The Alcohol Control Regulations, 2016* – Sections 52, 53.

CHAPTER IV - TAVERN PERMIT

1. Primary Business

- a) A tavern permit may be issued for any premises on which the primary business to be conducted is the sale of beverage alcohol for consumption on the premises.
- b) The other key feature of a tavern establishment is that minors are prohibited.

2. Facility Standards

a) Suitability of a Tavern Establishment

- i) A tavern permit may be issued and continue to be in effect only if the location, construction, equipment, furnishings, and operation of the establishment consistently meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, and terms and conditions on a permit or endorsement and SLGA's policies.
- ii) If these standards are not met, SLGA may refuse to issue a permit or may impose sanctions against the tavern permittee up to and including the cancellation of the tavern permit.
- iii) The permittee is responsible to ensure that the establishment complies with the facility standards set out in building codes, health and fire regulations, and other relevant federal, provincial and municipal legislation and regulations. SLGA Liquor Licensing and Inspections Branch may request additional information or proof of compliance from an applicant or permittee prior to issuing a permit.
- iv) Washrooms are to be inside the permitted establishment in an area generally accessible to patrons or in a common area just outside the permitted establishment if shared with other establishments in the same building. Washrooms that are outside the permitted establishment will not be included as part of the permitted area.
- v) The required washroom facilities for a given establishment is based on capacity, and operators may be required to install accessible washroom facilities. Consult your local municipality for requirements and approvals, or the provincial Building Standards and Liquor Licensing Services for further information about building code requirements. *For contact information for the Building Standards and Licensing Branch, see the Appendix of this Manual.*

b) Co-Located Establishments

- i) Separate outside entrances are required for each of the permitted establishments (excluding retail stores). Entrances that require walking through one permitted area en route to another are not acceptable.
- ii) Permitted establishments must be reasonably marked as separate and distinct areas, though open doorways may be allowed. In most cases, dividers at least six feet high would be

appropriate. In cases where both establishments have VLTs, SLGA will impose additional requirements to separate and visually distinguish the two establishments. Typically, where two premises are adjacent and directly connected by a door or similar access, SLGA will not install VLTs in both establishments. *For more information about facility requirements for VLTs, contact the VLT Operations Branch. See Appendix for contact information.*

- iii) The establishments may have common washrooms adjacent to both permitted areas. If one of the areas allows minors while the other does not, patrons must have indoor access to the washrooms without entering the minors prohibited establishment.
- iv) Patrons may be allowed to carry beverage alcohol between adjoining premises as long as both permittees agree and the alcohol is not carried through an unpermitted area.

3. Endorsements Available to Tavern Permits

- a) An endorsement is an addition or an addendum to a permit. When combined with a permit, an endorsement allows a tavern permittee to sell beverage alcohol under specific circumstances. Each type of endorsement has its own rules that must be followed. *For more information about eligibility and requirements for specific endorsements, see Chapter IX – Permit Endorsements.*
- b) An applicant for a tavern permit or a tavern permittee may apply for one or more endorsements, if the tavern is eligible for the endorsement.
- c) The following endorsements may be issued on a tavern permit:
 - i) A **catering endorsement** authorizes beverage alcohol service at events held under a Special Occasion Permit held in locations away from the tavern establishment (e.g. community hall). All tavern establishments are eligible for this endorsement.
 - ii) A **patio endorsement** authorizes the sale of beverage alcohol in a patio area suitably connected to the tavern establishment. All tavern establishments are eligible for this endorsement.
 - iii) A **room service endorsement** authorizes the sale of beverage alcohol by any restaurant or tavern to guests in the guest rooms of a hotel or motel where the permitted establishment has a written agreement with that hotel or motel to provide such services.
 - iv) A **mini-bar endorsement** authorizes the sale by any restaurant or tavern of beverage alcohol from compartments located in the guest rooms of a hotel or motel where the permitted establishment has a written agreement with that hotel or motel to provide such services.
 - v) A **minors endorsement** allows minors to access a tavern establishment in limited circumstances as non-drinking patrons or employees.
For more information about a minors endorsement for a tavern establishment, see Section 8 of this Chapter.

4. Food Service

a) General Food Service

The food service requirements in this section apply to a tavern establishment and its adjacent areas (patio, etc.), and are known as general food service requirements.

- i) Light meals and non-alcoholic beverages must be available to patrons before 11:00pm. A light meal generally consists of one item or a smaller serving commonly referred to as an appetizer (e.g. nachos, dry ribs, chicken fingers, sandwiches, salads, etc). Snacks such as chips or peanuts are not sufficient to meet the general food service requirements.
- ii) After 11:00pm, pre-packaged snacks such as chips or peanuts are sufficient.
- iii) Although a tavern establishment may choose to contract with an outside source to provide light meal service, it must maintain adequate facilities and food supplies to provide this service in-house if necessary.
- iv) Additional food service requirements apply to a tavern establishment authorized to alter its style of operation by focusing on food service. *For more information about food service requirements during the authorized period, see Section 6 of this Chapter.*

5. Wine and High Alcohol Beer Recorking

a) Wine Recorking

- i) When requested by a customer, a permittee is to recork at no charge a bottle of wine that was purchased by the customer at the permitted establishment or wine that was brought into the establishment by the customer. This includes auxiliary areas such as patios. This allows the customer to legally remove and transport the unfinished bottle from the premises.
- ii) Permittees may choose whether to provide recorking services for wine provided on the table at no additional charge at banquet events. If they choose to do so, they may also choose whether to charge an additional service fee for such services. In such cases, the customer is the event organizer, not the individual who may have been consuming the wine.

b) High Alcohol Beer Recorking

- i) For the purposes of this section, **“high alcohol beer”** is defined as beer that meets the following criteria:
 - The beer must be originally packaged in a bottle at least 500 ml in size; and
 - The beer must have a minimum alcohol content of 8.0 per cent.
- ii) When requested by a customer, a permittee is to recork at no charge a bottle of high alcohol beer that was purchased by the customer at the permitted establishment. This includes auxiliary areas such as patios. This allows the customers to legally remove and transport the unfinished bottle from the premises.

- iii) Permittees may choose whether to provide recorking services for high alcohol beer provided on the table at no additional charge at banquet events. If they choose to do so, they may also choose whether to charge an additional service fee for such services. In such cases, the customer is the event organizer, not the individual who may have been consuming the beer.
 - iv) High alcohol beer can only be recorked in the original bottle in which it was packaged by the manufacturer. Draft beer is not eligible for recorking.
- c) Additional Requirements and Information
- i) Unfinished bottle(s) of wine or high alcohol beer, including bottles that originally had a twist-off cap, are to be sealed with a:
 - cork (natural or synthetic) that is flush with the top of the bottle. Permittees may re-use the original cork by pushing it into the bottle as far as possible and then cutting off the excess; or
 - twist-off cap with a tamper evident ring or twist-off cap with heat sealed shrink wrap.
 - ii) Recorking is allowed only with bottles of wine and high alcohol beer that have been served for consumption in a permitted establishment.
 - iii) Permittees shall not recork coolers, spirits, or any beer that does not meet the definition of high alcohol beer noted in subsection (b)(i) above.
 - iv) A recorked bottle cannot be taken to another permitted establishment and re-opened.
 - v) Patrons are required to transport recorked bottle(s) of wine and/or high alcohol beer in compliance with *The Alcohol and Gaming Regulation Act, 1997* and any other applicable laws regarding the transportation and consumption of beverage alcohol in a vehicle. Beverage alcohol in closed containers may be transported in a vehicle from the place at which it was lawfully obtained to a place where it may be lawfully kept or consumed.

6. Additional Options for Operation

- a) General Information
 - i) A permittee must receive an appropriate authorization or minors endorsement from SLGA in order to alter the style of operation in a tavern establishment.
 - ii) The following options are available:
 - An **After Hours** authorization for an occasional non-alcoholic event – all tavern establishments.
 - A minors endorsement for an occasional **All Ages Non-Alcoholic Event** – all tavern establishments.
 - An authorization for **Early Hours** opening for meal service – all tavern establishments.
 - A minors endorsement for **Daily Family Dining** (Monday to Sunday) – specific tavern establishments in rural communities, and
 - A minors endorsement for **Sunday Family Dining** – Tavern establishments in rural communities.

- iii) To apply for an authorization or minors endorsement, a permittee should contact Liquor Licensing Services. *For a list of contact, see the Appendix of this Manual.*

b) After Hours Non-Alcoholic Event – All Tavern Establishments

- i) A tavern permittee may be authorized to open a tavern establishment to hold an occasional event between the hours of 3:00 a.m. (3:30 a.m. on January 1) and 9:30 a.m. when the establishment ordinarily must be vacant.
- ii) Beverage alcohol service is prohibited.
- iii) Minors must not be present unless SLGA issues a minors endorsement.
- iv) The tavern permittee must submit a written application to Liquor Licensing Services providing complete and accurate details of the proposed event at least ten days prior to the date of the event.
- v) When conducting the after hours event, the tavern permittee must:
 - Post SLGA’s authorization of the event beside the beverage alcohol permit posted in the establishment;
 - Ensure that no beverage alcohol is served, sold, or consumed by anyone in the establishment;
 - Provide adequate security to ensure proper supervisory control, and to ensure no consumption of beverage alcohol; and
 - Ensure that minors do not view or have access to the play of VLTs in the establishment.

c) All-Ages Non-Alcoholic Event - All Tavern Establishments

A tavern permittee may be authorized to use a tavern establishment to hold an occasional alcohol-free event attended by minors. The eligibility requirements and the restrictions during the authorized event include the following:

- i) The tavern permittee must submit a written application to the Liquor Licensing Services providing complete and accurate details of the proposed event at least ten days prior to the date of the event. Where the proposed event is scheduled to commence between the hours of 3:00 a.m. (3:30 a.m. on January 1) and 9:30 a.m., an After Hours Non-Alcoholic Event authorization is required.
- ii) When conducting the alcohol-free all ages event, the tavern permittee must:
 - Post SLGA’s authorization of the event beside the beverage alcohol permit posted in the establishment;
 - Advertise the event as alcohol-free and post a notice at the establishment’s entrance informing patrons of the event;
 - Store any beverage alcohol remaining in the space in a locked compartment during the event so that it is not visible or accessible to patrons attending the event;
 - Ensure that no beverage alcohol is served, sold, or consumed by anyone in the establishment (including any off-sale area);

- Provide adequate security to ensure proper supervisory control, and to ensure no consumption of beverage alcohol; and
 - Ensure that minors do not view or have access to the play of VLTs in the establishment.
- iii) SLGA may consider authorizing a tavern permittee to operate an alcohol-free all ages event on the same day that the establishment also operates as a tavern under the following additional conditions:
- The establishment must be closed for a minimum of one hour before and after the all ages event before re-opening for regular business operation;
 - During the mandatory closure time, and prior to unlocking the beverage alcohol or uncovering any VLTs, all patrons must leave the establishment; and
 - Upon re-opening the establishment for normal operation, the permittee must ensure that minors do not re-enter.
- iv) SLGA may consider authorizing a tavern permittee to operate an alcohol-free all ages event in a portion of the establishment while operating as a tavern in the rest of the space under the following additional conditions:
- The two spaces must be completely separate, with no sightlines and no ability for patrons to pass directly between the two spaces;
 - Separate washrooms must be available to each space; shared washrooms are not allowed;
 - Entry/exit points for the all ages space must be reasonably separate from the tavern entry/exit points, and adequate security must be available to minimize the risk of conflicts between patrons of the tavern and patrons of the all-ages event;
- d) Early Hours Opening for Meal Service – All Tavern Establishments
- i) A tavern permittee may open the establishment between 5:00 a.m. and 9:30 a.m. every day for the purpose of providing meal service to patrons.
- ii) The tavern must be in possession of a licence issued by public health authorities allowing the establishment to operate as a public eating establishment. This document is not required to be submitted to SLGA as part of the application, but must be available for inspection on demand.
- iii) Beverage alcohol service is prohibited.
- iv) Minors are prohibited unless SLGA issues a minors endorsement.
- v) A tavern permittee is not required to obtain authorization for early hours opening from SLGA unless minors are to be present. To apply for an authorization or minors endorsement, a permittee should contact the Licensing Branch Liquor Licensing Services. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- e) Daily Family Dining (Monday to Sunday) – Specific Tavern Establishments in Rural Communities

If a rural community has **no permitted restaurant** but has a **tavern establishment**, a tavern permittee may be authorized to allow minors in the tavern establishment from **Monday to Sunday** for the sole purpose of eating a meal. If a permitted restaurant is established in a rural community where a Daily Family Dining endorsement exists, the endorsement will remain in effect subject to

the conditions for withdrawal noted below. The eligibility requirements and restrictions during the authorized period include the following:

- i) The tavern permittee requesting a Daily Family Dining endorsement must:
 - Receive municipal approval for Daily Family Dining
 - Be in possession of a public health licence that allows the tavern establishment to operate as a public eating establishment (not required to submit to SLGA, but must be available for inspection on demand), and
 - Receive SLGA's approval of the proposed food menu.
 - ii) The maximum hours for Daily Family Dining are between 9:30 a.m. and 12:00 midnight. Beverage alcohol service is available during the standard operating hours allowed for a tavern permit.
 - iii) During Daily Family Dining hours, a brunch/luncheon, supper buffet or comparable meal service must be available to patrons. Minors may be present for the **sole purpose of eating a meal**. However, minors **must be accompanied by an adult** and must not view or access the play of VLTs.
 - iv) When Daily Family Dining hours cease, the general food service requirement applies (light meals and non-alcoholic beverages).
 - v) A Daily Family Dining endorsement may be withdrawn:
 - If the municipality withdraws its approval for the endorsement, or
 - As a consequence of violations of the Act, Regulations, or policies applicable to the liquor permit, particularly with respect to minors.
- f) Sunday Family Dining – All Tavern Establishments in Rural Communities

If a tavern establishment is located in a **rural community**, a tavern permittee may be authorized to allow minors in the tavern establishment **on a Sunday** for the sole purpose of eating a meal. The eligibility requirements and restrictions during the authorized period include the following:

- i) The tavern permittee requesting a Sunday Family Dining endorsement must:
 - Receive municipal approval for Sunday Family Dining.
 - Be in possession of a public health licence that allows the tavern establishment to operate as a public eating establishment (not required to provide to SLGA on application, but must be available for inspection on demand), and
 - Receive SLGA's approval of the proposed food menu.
- ii) The maximum hours for Sunday Family Dining are between 9:30 a.m. and 12:00 midnight. Beverage alcohol service is available during the standard operation hours allowed for a tavern permit.
- iii) During Sunday Family Dining hours, brunch/luncheon, supper buffet or comparable meal service must be available to patrons. Minors may be present for the sole purpose of eating a meal; however, they must be accompanied by an adult. The restriction prohibiting minors from viewing or accessing the play of VLTs remains in effect.

- iv) When Sunday Family Dining hours cease, the general food service requirement applies (light meals and non-alcoholic beverages).

g) Karaoke Rooms – Tavern

A Tavern may be authorized to include private karaoke rooms where each room is equipped with its own sound system and can be rented for private parties. Karaoke rooms are considered part of the tavern for the purpose of calculating the total size and/or capacity.

- i) Minors are prohibited from accessing private karaoke rooms at all times.
- ii) Karaoke rooms must have a glass wall or window that allows full visibility of the patrons in the karaoke room.
- iii) Staff shall monitor the karaoke room at all times when the karaoke room is in use.
- iv) Permittees shall not use electronic ordering systems; staff must interact directly with patrons to take orders for beverage alcohol.
- v) Karaoke rooms shall not be fitted with locks or other similar devices.
- vi) Karaoke rooms must have security cameras that are supported by a recording system. Recordings must be kept for one month and made available to SLGA and local law enforcement officials on demand.
- vii) Karaoke rooms must not have private exterior doors. Patrons must enter and exit these rooms from the tavern.
- viii) Karaoke rooms may be converted for temporary use as a DJ booth for events taking place in the tavern common areas only. Permittees may not provide in-room DJ services for patrons in a private karaoke room.

7. Temporary Endorsements

A temporary endorsement may also be granted which allows a permittee to sell beverage alcohol under specific circumstances for a specific time frame. A temporary endorsement is issued via a letter from SLGA and must be attached to the permit for the duration that the temporary endorsement is in effect. *For more information about temporary endorsements, see Chapter IX Section 5 of this Manual.*

a) Description and Eligibility

- i) A **temporary patio endorsement** authorizes the sale of beverage alcohol during a specific event in a designated outdoor area adjacent to the main establishment.
- ii) A **temporary extension endorsement** authorizes the sale of beverage alcohol during a social function in a designated indoor area that is not a permanent part of the permit. The extension area is to be within the same building and adjacent to the permitted establishment. An extension is granted where a large social function requires an additional area to accommodate increased capacity. Adequate security is required to ensure proper supervisory control.

b) Food Service

- i) The general food service requirement applies in a temporary patio or extension area (light meals and non-alcoholic beverages) unless the permittee wishes to include the temporary area under an endorsement that alters the style of operation, such as a Daily Family Dining endorsement.
- ii) If a dining endorsement is applied to a temporary area, all requirements of that endorsement apply. *For more information about food service requirements, see Section 4 of this Chapter. For more information about food service requirements relating to a specific dining endorsement, see Section 6 of this Chapter.*

c) Minors

Minors are prohibited from being in a temporary patio or extension area adjoining a tavern establishment unless the permittee wishes to include the temporary area under an endorsement that alters the style of operation, such as a Daily Family Dining endorsement, in which case all requirements of that endorsement apply to the temporary area. *For more information about the requirements and restrictions for minors, see Section 8 of this Chapter.*

8. Minors

a) General Prohibition Against Minors

- i) A minor is a person under the age of 19 years. A tavern permittee or the employees of an establishment must not:
 - Sell or give beverage alcohol to a minor.
 - Allow a minor to consume beverage alcohol in the tavern establishment or its adjacent areas, or
 - Allow a minor to be present in the tavern establishment or its adjacent areas unless authorized by *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016* or a minors endorsement on a permit.
- ii) A tavern establishment and its adjacent areas are minors-prohibited. However, a minors endorsement issued by SLGA may allow limited access by minors as non-drinking patrons or employees. To obtain a minors endorsement, contact Liquor Licensing Services. *For a list of contacts, see the Appendix of this Manual.*
- iii) This section highlights the rules pertaining only to minors. *For more information about eligibility and general requirements for specific minors endorsements, see Section 3 of this Chapter.*

b) Employment of Minors – All Tavern Establishments

- i) Under a minors endorsement, minors may only be employed to provide professional entertainment or emergency maintenance (e.g. plumbing, heating, etc.). Minors may not be present in a liquor permitted area regardless of endorsement while an establishment is offering adult entertainment involving minimal clothing, wet clothing contests, pole dancing, burlesque, or similar performances.

For more information about minors providing entertainment, see Chapter X, Section 2(b) of this Manual. For more information about restrictions on adult entertainment, see Chapter X, Section 7(b) of this Manual.

- ii) Minors must not enter or provide any other services or duties in the permitted tavern area.
- c) Sunday Family Dining – All Tavern Establishments in Rural Communities
 - i) If a tavern permittee has a Sunday Family Dining authorization, minors may be present as patrons in the tavern establishment on a Sunday for the sole purpose of eating a meal.
 - ii) Minors must be accompanied by an adult during Sunday Family Dining hours. The maximum hours for Sunday Family Dining are 9:30 a.m. to 12:00 midnight.
 - iii) The restriction prohibiting minors from viewing or accessing the play of VLTs remains in effect.
- d) Daily Family Dining – Specific Tavern Establishments in Rural Communities
 - i) If a tavern permittee has a Daily Family Dining authorization, minors may be present as patrons in the tavern establishment from Monday to Sunday for the sole purpose of eating a meal.
 - ii) Minors must be accompanied by an adult during Daily Family Dining hours. The maximum daily hours for Daily Family Dining are from 9:30 a.m. to 12:00 midnight.
 - iii) The restriction prohibiting minors from viewing or accessing the play of VLTs remains in effect.
- e) All Ages Non-Alcoholic Event – All Tavern Establishments
 - i) If a tavern permittee has an all ages non-alcoholic event authorization, minors may be present as non-drinking patrons at the event in the tavern establishment. The restriction prohibiting minors from viewing or accessing the play of VLTs remains in effect.
- f) After Hours Non-Alcoholic Event – All Tavern Establishments
 - i) If a tavern permittee has an authorization to open a tavern establishment for a non-alcoholic occasional event between the hours of 3:00 a.m. (3:30 a.m. on January 1) and 9:30 a.m., minors must not be present unless SLGA issues a minors endorsement.
- g) Early Hours Opening for Meal Service – Specific Tavern Establishments
 - i) If a tavern permittee provides meal service between the hours of 5:00 a.m. and 9:30 a.m., minors must not be present unless SLGA issues a minors endorsement.

h) Son, Daughter, or Spouse who is a Minor

- i) A minor who is a son, daughter or spouse of a tavern permittee or of a manager of the tavern establishment, may be present in the tavern establishment or its adjacent areas (e.g. patio) when beverage alcohol service is prohibited.

i) Checking Identification for Minors

- i) A tavern permittee or the employees of a tavern establishment must demand proof of age from a person if it appears that the person is a minor and the person:
 - Is attempting to enter the tavern establishment or any of its adjacent areas where minors are prohibited, or
 - Is attempting to purchase beverage alcohol.

- ii) If a minor or an individual who appears to be a minor fails or refuses to produce satisfactory proof of age identification, the permittee or the employees of the establishment must deny service of beverage alcohol, and must ask the person to leave the establishment immediately.

- iii) SLGA suggests that all permittees adopt SLGA's Check 25 Identification standards as an effective measure to prevent minors from purchasing beverage alcohol or accessing minors-prohibited areas.
 - Under the Check 25 program, anyone who appears to be under the age of 25 years must show either:
 - A government-issued photo identification with a birth date, or
 - Three other pieces of identification, at least one of which must have a birth date.

- iv) SLGA considers the following to be acceptable forms of photo identification (must be current and valid):
 - Photo Driver's Licence
 - Firearms Licence
 - Passport
 - Armed Forces I.D. Card
 - Government Photo I.D.
 - Landed Immigrant Photo I.D.
 - Certificate of Indian Status

SLGA considers the following to be acceptable forms of secondary identification:

- Post Secondary Photo I.D. Card
 - Credit/Debit Card
 - Birth Certificate
 - An expired photo identification from the above list
- v) The identification produced by a person should be carefully examined to ensure that:
 - The photograph is authentic and has not been substituted;
 - Any plastic laminate has not been tampered with;
 - The name and date of birth has not been altered;
 - The signature is verified on photo identification to other forms of identification;

- The authenticity of the identification 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; and
- A cell phone photo of the identification is not acceptable.

For more information about identifying a minor and verifying the authenticity of identification, see the Appendix of this Manual.

9. Capacity and Floor Area

- a) The capacity for a tavern establishment, including any auxiliary areas such as patios, is determined by the *National Fire Code of Canada* (Maximum Occupant Load Certificate). The Maximum Occupant Load Certificate capacity is to be issued by the local municipal government. SLGA will provide the capacity for the permitted establishment if no municipal authority is capable of providing the permittee with the capacity.
- b) The permittee is responsible for ensuring that the establishment is compliant with the *National Fire Code of Canada* requirements, and that the total number of all individuals on the permitted areas, including staff, does not exceed the maximum rated capacity at any time. SLGA reserves the right to refuse or revoke a permit or endorsement or to impose sanctions where an establishment is not compliant with fire and building code requirements. *For more information about compliance with these requirements, contact your local fire or building inspector.*
- c) SLGA will assign a maximum capacity in cases where it is necessary to restrict an establishment below its rated fire or building capacity in order to be compliant with requirements under *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, and related policies.
- d) The permittee shall prominently and publicly display the Maximum Occupant Load Certificate or the SLGA Capacity Rating Card.
- e) Auxiliary areas such as a patio may have a separate capacity from the capacity of the main restaurant area. The capacity of a permitted establishment does not increase with the addition of a patio. The permittee is to ensure that the rated capacity of any area of the establishment that has a designated capacity is not exceeded. The capacity of an establishment usually decreases if a stage is built, or if the floor area is used for entertainment or other activities.

For more information about fire and building code requirements, contact your local fire or building inspector.

10. Hours and Days of Operation

- a) Maximum Hours and Days of Beverage Alcohol Service
 - i) A tavern permittee may open the tavern establishment every day for beverage alcohol service.

- ii) Beverage alcohol may be sold and served only within the maximum regulated hours for the sale of beverage alcohol:
 - Daily, 9:30 a.m. to 2:00 a.m. of the following day;
 - 9:30 a.m. to 2:30 a.m. on the following day on December 31.

- iii) Tolerance Period or Cut-Off

After the lawful sale of beverage alcohol ceases, a tavern permittee must keep the establishment open for at least one-half hour to allow patrons to finish their drinks of beverage alcohol. No patrons or open alcohol may be present in the establishment later than 3:00 a.m. (3:30 a.m. on January 1).

- iv) Retail Store

A tavern establishment with an integrated or transitional retail store (or a stand-alone retail store that can only be accessed through the tavern) may sell beverage alcohol for consumption off the premises until the end of the maximum tolerance period (3:00 a.m. of the following day on all days except December 31, and 3:30 a.m. of the following day on December 31), even if the tavern closes to the public earlier than the maximum hours. A retail store can operate even if the tavern does not open to the public that day.

- b) Additional Options for Hours of Operation

- i) If SLGA authorizes Daily or Sunday Family Dining in a tavern establishment, the maximum hours for Daily or Sunday Family Dining are between 9:30 a.m. to 12:00 midnight. Beverage alcohol service may be available only from 9:30 a.m. to 2:00 a.m. (2:30 a.m. on January 1).
- ii) If SLGA authorizes an all-ages non-alcoholic event in a tavern establishment, beverage alcohol service is prohibited during the authorized period.
- iii) If SLGA authorizes an after-hours non-alcoholic event in a tavern establishment, beverage alcohol service is prohibited during the authorized period.
- iv) Where a tavern in a hotel or motel provides meal service during early hours (commencing 5:00 a.m.), beverage alcohol service is prohibited during this period.

11. Use of Tavern Establishment when Beverage Alcohol Service Prohibited

- a) General Rule

When lawful beverage alcohol service and the tolerance period cease in a tavern establishment, all patrons must vacate the tavern establishment.

- b) Exceptions

- i) The tavern establishment may be occupied by patrons between the hours of 5:00 a.m. and 9:30 a.m. on any day for the purpose of consuming food only. Beverage alcohol sales, service, and

consumption are prohibited. Minors are prohibited unless authorized by SLGA. *For more information about Early Hours, see Section 6(d) of this Chapter.*

- ii) The permittee, its employees, and family members of the permittee (including minors) may be present in the tavern establishment for work purposes between the hours of 3:00 a.m. and 9:30 a.m. Beverage alcohol sales, service, and consumption are prohibited.
- iii) A tavern permittee may be authorized to open a tavern establishment to hold an occasional event when the establishment ordinarily must be vacant. Beverage alcohol service is prohibited. *For more information about After Hours authorization, see Section 6(b) of this Chapter.*
- iv) A tavern establishment with an integrated or transitional retail store (or a stand-alone retail store that can only be accessed through the tavern) may allow retail store patrons to access the retail store through the tavern premises between 8:00 a.m. and 9:30 a.m. Beverage alcohol service and consumption on the premises are prohibited. A retail store can operate even if the tavern does not open to the public that day.

12. Compliance with Additional Rules and Requirements

- a) Additional chapters of this Manual describe rules and requirements that apply to the operation of all classes of establishments and a tavern permittee must also comply with these obligations. *For more information, see the following: Chapter II – Permit Application, Renewal and Sale of Establishment; Chapter X – Operation of Establishment; Chapter XI – Advertising and Promotions; Chapter XII – Inspections; Chapter XIII – Disciplinary Action.*
- b) A tavern permittee who is authorized to provide beverage alcohol service under an endorsement (e.g. patio, etc.) must also comply with the rules and requirements governing the area or service associated with the endorsement. *For more information about the rules for specific endorsements, see Chapter IX – Permit Endorsements.*

13. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2016*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016* for the corresponding topics in this Chapter.

Primary Business

- *The Alcohol and Gaming Regulation Act, 1997* – Section 47, 92.
- *The Alcohol Control Regulations, 2016* – Section 17, 18.

Establishments that Qualify for a Tavern Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Section 51.
- *The Alcohol Control Regulations, 2016* – Sections 2, 17, 18, 40.

Facility Standards

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(1)(b), 44(c), 70.
- *The Alcohol Control Regulations, 2016* – Section 4.

Endorsements on Tavern Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 38, 39, 92.
- *The Alcohol Control Regulations, 2016* – Section 4, 42, 43, 47, 48.

Food Service

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2016* – Section 68.

Additional Options for Operation

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.

Minors

- *The Alcohol and Gaming Regulation Act, 1997* – Section 67, 110, 111, 113, 114, 115, 129(1)(d).
- *The Alcohol Control Regulations, 2016* – Section 46.

Capacity and Floor Area

- *The Alcohol and Gaming Regulation Act, 1997* – Section 120.
- *The Alcohol Control Regulations, 2016* – Section 5.

Hours and Days of Operation

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 71, 129(1)(e).
- *The Alcohol Control Regulations, 2016* – Sections 49, 50, 53.

Use of Tavern Establishment when Beverage Alcohol Service Prohibited

- *The Alcohol and Gaming Regulation Act, 1997* – Section 116.
- *The Alcohol Control Regulations, 2016* – Sections 52, 53.

Recorking

- *The Alcohol and Gaming Regulation Act, 1997* – Section 75.
- *The Alcohol Control Regulations, 2016* – Section 18.

CHAPTER V - SPECIAL USE PERMIT

1. Primary Business

A special use permit may be issued for a variety of establishments that do not focus on food or beverage alcohol service, but have a “special use” such as the provision of facilities for recreational, sport, social, or entertainment activities or for the delivery of beverage alcohol to a residence.

2. Establishments that Qualify for a Special Use Permit

Special use permits are restricted to the types of establishments set out in *The Alcohol Control Regulations, 2016*. They are:

- i) Private clubs.
- ii) Sports facilities.
- iii) Public conveyances used for the purpose of providing public transportation (e.g. railway cars, limousines, airplanes, buses).
- iv) Theatre or concert premises (including designated convention centres).
- v) Premises in airports.
- vi) Premises in university or post-secondary educational institutions.
- vii) Military messes.
- viii) Sports stadiums.
- ix) Camps located in remote northern Saskatchewan where dining and lodging is provided.
- x) Premises where fairs and exhibitions are held.
- xi) Special care facilities (e.g. seniors’ homes, health rehabilitation centres, etc.);
- xii) Casinos.
- xiii) Bingo halls.
- xiv) Home delivery.
- xv) Food catering companies without permitted premises.
- xvi) Salons and spas, and
- xvii) Cooking classes premises.

3. Facility Standards

a) Suitability of a Special Use Establishment

- i) SLGA allows a special use permit to be issued and to continue to remain in effect only if the location, construction, equipment/vehicles, furnishings and operation of the establishment consistently meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, and terms and conditions on a permit or endorsement and SLGA's policies.
- ii) If these standards are not met, SLGA may refuse to issue a permit or may impose sanctions against the special use permittee up to and including the cancellation of the special use permit.
- iii) The permittee is responsible to ensure that the establishment complies with the facility standards set out in the building codes, health and fire regulations and all other relevant federal, provincial, and municipal legislations and regulations. SLGA Liquor Licensing and Inspections Branch may request additional information or proof of compliance from an applicant or permittee prior to issuing a permit.
- iv) Washrooms are to be inside the permitted establishment in an area generally accessible to patrons or in a common area just outside the permitted establishment if shared with other establishments in the same building. Washrooms that are outside the permitted establishment will not be included as part of the permitted area.
- v) The required washroom facilities for a given establishment are based on capacity, and operators may be required to install accessible washroom facilities. Consult your local municipality for requirements and approvals, or the provincial Building Standards and Licensing Branch for further information about building code requirements. *For contact information for the Building Standards and Licensing Branch, see the Appendix of this Manual.*

b) Co-Located Establishments

- i) Separate outside entrances are required for each of the permitted establishments. Entrances that would require walking through one permitted area en route to another are not acceptable.
- ii) Permitted establishments must be reasonably marked as separate and distinct areas, though open doorways may be allowed. In most cases, dividers at least six feet high would be appropriate. In cases where both establishments have VLTs, SLGA will impose additional requirements to separate and visually distinguish the two establishments. Typically, where two premises are adjacent and directly connected by a door or similar access, SLGA will not install VLTs in both establishments. *For more information about facility requirements for VLTs, contact the VLT Operations Branch. See Appendix for contact information.*
- iii) The establishments may have common washrooms adjacent to both permitted areas. However, if one of the areas allows minors while the other does not, patrons must have indoor access to the washrooms without entering the minors prohibited establishment.

- iv) Patrons may be allowed to carry beverage alcohol between adjoining premises as long as both permittees agree and the alcohol is not carried through an unpermitted area.

4. Endorsements Available to Special Use Permits

- a) An endorsement is an addition or an addendum to a permit. When combined with a permit, an endorsement allows a special use permittee to sell beverage alcohol under specific circumstances. Each type of endorsement has its own rules that must be followed.
- b) An applicant for a special use permit or a special use permittee may apply for one or more endorsements. However, some special use establishments are not eligible for particular endorsements. The following endorsements may be issued on a special use permit:
 - i) An **off-sale endorsement** authorizes the sale of beverage alcohol in closed containers for consumption in the guest rooms of a remote northern camp. Other special use establishments are ineligible for this endorsement.
 - ii) An **on course endorsement** authorizes the sale of beverage alcohol on the golf course pertaining to a golf club establishment. Other special use establishments are ineligible for this endorsement.
 - iii) A **patio endorsement** authorizes the sale of beverage alcohol in a patio area suitably connected to the special use establishment. Cooking class premises, home delivery, food catering and public conveyances are ineligible for this endorsement.
 - iv) A **catering endorsement** authorizes beverage alcohol service at events held under a Special Occasion Permit held in locations away from the special use establishment. All special use permitted establishments are eligible for a general catering endorsement enabling them to provide beverage alcohol service at special occasion permitted events away from their permitted areas.
 - v) A **trade show endorsement** authorizes the sale of beverage alcohol at a trade show where beverage alcohol is showcased by manufacturers' representatives and commercial permittees to the general public. The special use permittees that qualify for a trade show endorsement are: theatres, concert premises, convention centres, premises in university or post-secondary educational institutions, or premises where fairs and exhibitions are held. Other special use permitted establishments are ineligible for this endorsement.
 - vi) A **minors endorsement** may allow minors to be present as non-drinking patrons or employees in a special use establishment. *For more information about a minors endorsement for a special use establishment, see Section 7 of this Chapter.*

For more information about eligibility and requirements for specific endorsements, see the following:

- i) *For an on course endorsement pertaining to a golf club establishment, see Section 12(b) of this Chapter;*
- ii) *For a temporary extension and a temporary patio, see Section 10 of this Chapter;*

- iii) *For other endorsements pertaining to special use establishments, see Chapter IX – Permit Endorsements.*

5. Food Service

a) General Food Service

Except for theatres, concert premises, convention centre premises, public conveyances, home delivery, and salons and spas, the food service requirements in this section apply to all special use establishments. These are known as general food service requirements.

- i) Light meals and non-alcoholic beverages must be available to patrons during all hours that beverage alcohol service is available.
- ii) A light meal generally consists of one item or a smaller serving commonly referred to as an appetizer (e.g. nachos, dry ribs, chicken fingers, sandwiches, salads, etc). Snacks such as chips or peanuts are not sufficient to meet the general food service requirements.
- iii) Although a special use establishment may choose to contract with an outside source to provide light meal service, it must maintain adequate facilities and food supplies to provide this service in-house if necessary.

6. Wine and High Alcohol Beer Recorking (Excluding Home Delivery Permittees)

a) Wine Recorking

- i) When requested by a customer, a permittee is to recork at no charge a bottle of wine that was purchased by the customer at the permitted establishment. This includes auxiliary areas such as patios. This allows the customer to legally remove and transport the unfinished bottle from the premises.
- ii) Permittees may choose whether to provide recorking services for wine provided on the table at no additional charge at banquet events. If they choose to do so, they may also choose whether to charge an additional service fee for such services. In such cases, the customer is the event organizer, not the individual who may have been consuming the wine.

b) High Alcohol Beer Recorking

- i) For the purposes of this section, **“high alcohol beer”** is defined as beer that meets the following criteria:
 - The beer must be originally packaged in a bottle at least 500 ml in size; and
 - The beer must have a minimum alcohol content of 8.0 per cent.
- ii) When requested by a customer, a permittee is to recork at no charge a bottle of high alcohol beer that was purchased by the customer at the permitted establishment. This includes auxiliary areas such as patios. This allows the customer to legally remove and transport the unfinished bottle from the premises.

- iii) Permittees may choose whether to provide recorking services for high alcohol beer provided on the table at no additional charge at banquet events. If they choose to do so, they may also choose whether to charge an additional service fee for such services. In such cases, the customer is the event organizer, not the individual who may have been consuming the beer.
 - iv) High alcohol beer can only be recorked in the original bottle in which it was packaged by the manufacturer. Draft beer is not eligible for recorking.
- c) Additional Requirements and Information
- i) Unfinished bottle(s) of wine or high alcohol beer, including bottles that originally had a twist-off cap, are to be sealed with a:
 - cork (natural or synthetic) that is flush with the top of the bottle. Permittees may re-use the original cork by pushing it into the bottle as far as possible and then cutting off the excess; or
 - twist-off cap with a tamper evident ring or twist-off cap with heat sealed shrink wrap.
 - ii) Recorking is allowed only with bottles of wine and high alcohol beer that have been served for consumption in a permitted establishment.
 - iii) Permittees shall not recork coolers, spirits, or any beer that does not meet the definition of high alcohol beer noted in subsection (b)(i) above.
 - iv) A recorked bottle cannot be taken to another permitted establishment and re-opened.
 - v) Patrons are required to transport recorked bottle(s) of wine and/or high alcohol beer in compliance with *The Alcohol and Gaming Regulation Act, 1997* and any other applicable laws regarding the transportation and consumption of beverage alcohol in a vehicle. Beverage alcohol in closed containers may be transported in a vehicle from the place at which it was lawfully obtained to a place where it may be lawfully kept or consumed.

7. Minors

a) General Prohibition Against Minors

- i) A minor is a person under the age of 19 years. A special use permittee or the employees of an establishment must not:
 - Sell or give beverage alcohol to a minor.
 - Allow a minor to consume beverage alcohol in the special use establishment or its adjacent areas.
 - Allow a minor to be present in the special use establishment or its adjacent areas unless authorized by *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016* or a minors endorsement on a permit; or
 - Allow a minor to be present in the special use establishment or its adjacent areas, regardless of endorsement, while the establishment is offering adult entertainment involving minimal clothing, wet clothing contests, pole dancing, burlesque, striptease, or

similar performances. *For more information about restrictions on adult entertainment, see Chapter X, Section 7(b) of this Manual.*

b) Special Use Establishments other than Casinos, Theatres, Concert Premises, Convention Centres, Salons and Spas

- i) Minors may be present as non-drinking patrons or employees in the main area and any adjacent areas (e.g. patio, etc.). However, the following restrictions apply:
 - Minors may be employed to provide non-alcohol related services (food service, coat check, maintenance, etc.). They must not act in any way in the sale, handling, or service of beverage alcohol (including taking or placing beverage alcohol orders). *For more information about minor entertainment, see Section 2(b) of Chapter X – Operation of Establishment.*
- ii) If the majority of patrons in a limousine, tour bus, vessel, or private room of a salon or spa are minors, beverage alcohol cannot be served or consumed. *See the Section relating to the specific permit type in this Chapter for more information about minors and liquor service.*

c) Casinos

- i) Minors are prohibited from being in the gaming area or areas of the casino where the gaming area is in view.
- ii) Minors may be allowed in the casino for specific events, such as providing entertainment, or for educational purposes. SLGA will consider approval to allow minors to access a casino on a case by case basis upon receipt of an application, outlining the specific purpose, date and period.

d) Theatres, Concert Premises, and Convention Centres

- i) Minors may be present as non-drinking patrons or employees in areas of the theatre, concert premises, or convention centre where minors are allowed under the liquor permit. *For more information about areas of theatre and concert premises that minors may be allowed, see Sections 16(c) and (d) of this Chapter.*

e) Salons and Spa

- i) Minors may be present as non-drinking patrons or employees in areas of the salon or spa premises where minors are allowed under the liquor permit. *For more information about areas of salons and spas where minors may be allowed, see Sections 23(b)(ii) of this Chapter.*

f) Son, Daughter or Spouse who is a Minor

- i) A minor who is a son, daughter, or spouse of a special use permittee or of a manager of a special use establishment may be present in the special use establishment or its adjacent areas (patio, etc.) when beverage alcohol service is prohibited.

g) Checking Identification for Minors

- i) A special use permittee or the employees of a special use establishment must demand proof of age from a person if it appears that the person is a minor and the person:
- Is attempting to enter the special use establishment or any of its adjacent areas where minors are prohibited;
 - Is attempting to purchase beverage alcohol;

For more information about proof of age requirements for home delivery permittees, see Section 21 of this Chapter.

- ii) If a minor or an individual who appears to be a minor fails or refuses to produce satisfactory proof of age identification, the permittee or the employees of the establishment must deny service of beverage alcohol, and if applicable, must ask the person to leave minors-prohibited areas of the establishment immediately.
- iii) SLGA suggests that all permittees adopt SLGA's Check 25 Identification standards as an effective measure to prevent minors from purchasing beverage alcohol or accessing minors-prohibited areas.
- Under the Check 25 program, anyone who appears to be under the age of 25 years must show either:
 - A government-issued photo identification with a birth date; or
 - Three other pieces of identification, at least one of which must have a birth date.
- iv) SLGA considers the following to be acceptable forms of photo identification (must be current and valid):
- Photo Driver's Licence
 - Firearms Licence
 - Passport
 - Armed Forces I.D. Card
 - Government Photo I.D.
 - Landed Immigrant Photo I.D.
 - Certificate of Indian Status

SLGA considers the following to be acceptable forms of secondary identification:

- Post Secondary Photo I.D. Card
 - Credit/Debit Card
 - Birth Certificate
 - An expired photo identification from the above list
- v) The identification produced by a person should be carefully examined to ensure that:
- The photograph is authentic and has not been substituted;
 - Any plastic laminate has not been tampered with;
 - The name and date of birth has not been altered;
 - The signature is verified on photo identification to other forms of identification;
 - The authenticity of the identification 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; and
 - A cell phone photo of the identification is not acceptable.

For more information about identifying a minor and verifying the authenticity of identification, see the Appendix of this Manual.

8. Capacity and Floor Area

- a) The capacity for a special use permitted establishment, including any auxiliary areas such as patios, is determined by the *National Fire Code of Canada* (Maximum Occupant Load Certificate). The Maximum Occupant Load Certificate capacity is to be issued by the local municipal government. SLGA will provide the capacity for the permitted establishment if no municipal authority is capable of providing the permittee with the capacity.
- b) The permittee is responsible for ensuring that the establishment is compliant with the *National Fire Code of Canada* requirements, and that the total number of all individuals on the permitted premises, including staff, does not exceed the maximum rated capacity at any time. SLGA reserves the right to refuse or revoke a permit or endorsement or to impose sanctions where an establishment is not compliant with fire and building code requirements. *For more information about compliance with these requirements, contact your local fire or building inspector.*
- c) SLGA will assign a maximum capacity in cases where it is necessary to restrict an establishment below its rated fire or building capacity in order to be compliant with requirements under *The Alcohol and Gaming Regulation Act, 1997, The Alcohol Control Regulations, 2016*, and related policies.
 - i) The maximum number of seats in a billiard hall (sports facility) is restricted to 50% of the billiard hall's capacity.
 - ii) The maximum capacity available for a golf simulator facility (sports facility) is 24 persons per simulated golf machine.
- d) The permittee shall prominently and publicly display the Maximum Occupant Load Certificate or the SLGA Capacity Rating Card.
- e) Auxiliary areas such as a patio may have a separate capacity from the capacity of the main area of the establishment. However, the capacity of the main area does not increase with the addition of a patio. The permittee is to ensure that the rated capacity of any area of the establishment that has a designated capacity is not exceeded. The capacity of an establishment usually decreases if a stage is built, or if the floor area is used for entertainment or other activities.
- f) The Maximum Occupant Load Certificate or the SLGA Capacity Rating Card is to be prominently and publicly displayed in each area of the establishment where a capacity has been designated.

For more information about compliance with fire and building code requirements, contact your local fire or building inspector.

9. Hours and Days of Operation

- a) Maximum Hours and Days of Beverage Alcohol Service

- i) Unless the days of operation are restricted on a permit, a special use permittee may open the establishment every day for beverage alcohol service.
- ii) Unless further restricted on the permit, beverage alcohol may be sold and served only within the maximum regulated hours for the sale of beverage alcohol:
 - Daily, 9:30 a.m. to 2:00 a.m. of the following day;
 - 9:30 a.m. to 2:30 a.m. on the following day on December 31.
- iii) Tolerance Period or Cut-off
 - After the lawful sale of beverage alcohol ceases, a special use permittee must keep the establishment open for at least one-half hour to allow patrons to finish their drinks of beverage alcohol. No open alcohol may be in the permitted area or vehicle later than 3:00 a.m. (3:30 a.m. on January 1);
 - A special use tour bus permittee must allow passengers at least one-half hour after the lawful sale of beverage alcohol ceases on a tour bus or prior to the destination arrival time or the Saskatchewan border to finish their drinks of beverage alcohol. No open alcohol may be in the tour bus when the vehicle is inside the municipal boundaries of its destination or when it is outside of Saskatchewan unless authorized by the laws of that jurisdiction;
 - A special use home delivery permittee must complete all deliveries of beverage alcohol before the end of the maximum tolerance period.
- iv) In the case of a stadium, theatre, concert premises, or convention centre, the hours and days of beverage alcohol service may be restricted on the permit. Beverage alcohol service may be provided during an organized sporting event or other authorized event type with the hours of beverage alcohol service coinciding with the duration of the event.
- v) In the case of a salon or spa, the hours and days of beverage alcohol service may be restricted on the permit. Beverage alcohol service may only be provided during hours and days when regular salon and spa services are available.

10. Temporary Endorsements

A temporary endorsement may be granted allowing a permittee to sell beverage alcohol under specific circumstances for a specific time frame. A temporary endorsement is issued via a letter from SLGA and must be attached to the permit for the duration that the temporary endorsement is in effect.

For more information about temporary endorsements, see Chapter IX Section 5 of this Manual.

a) Description and Eligibility

- i) A **temporary patio endorsement** authorizes the sale of beverage alcohol during a specific event in a designated outdoor area adjacent to the main establishment. Adequate security is required to ensure proper supervisory control.
- ii) A **temporary extension endorsement** authorizes the sale of beverage alcohol during a social function in a designated indoor area that is not a permanent part of the permit. The extension area is to be within the same building and adjacent to the permitted establishment. An extension is granted where a large social function requires additional area to accommodate

increased capacity. The social function must be related to the establishment's permit type (e.g. curling club bonspiel). Adequate security is required to ensure proper supervisory control.

b) Food Service

- i) The general food service requirement applies in a temporary patio or extension area (Light meals and non-alcoholic beverages). *For more information about the food service requirement, see Section 5 of this Chapter.*

c) Minors

- ii) Minors are generally allowed in a temporary patio or extension area adjoining a special use establishment except as may be prohibited by SLGA. *For more information about the requirements and restrictions for minors, see Section 7 of this Chapter.*

11. Private Clubs

a) Eligibility

- i) To be eligible for a special use permit, a private club must be a non-profit corporation or a service club.
- ii) A special use private club permittee must restrict admission to the “membership only” area of the establishment offering beverage alcohol service to members, guests accompanied by members, and visitors. A “visitor” is a person who has a member's privileges based on reciprocal privileges granted to members of affiliated clubs.

b) Membership Documentation

SLGA requires a special use permittee (private club) to be maintained in the private club's establishment:

- i) **A membership list** which shows the name and address of each member, and the date of admission to the membership.
- ii) **A guest register** which shows the name of a guest, the name of the member sponsoring a guest, and the date and time of a guest's attendance; and
- iii) **A visitor's register** which shows the name of a “visitor”, the name and address of a visitor's affiliated club, and the date and time of a visitor's attendance.

c) Event Rentals

The area within the private club establishment that is not designated as “membership only” may be rented to members of the public. The private club permittee may serve alcohol at these events.

d) General Operating Requirements

All private club establishments that are issued special use permits must comply with the general requirements outlined in this Chapter. *The topics include: Section 3, Facility Standards; Section 5, Food Service; Section 7, Minors; Section 8, Capacity and Floor Area; Section 9, Hours and Days of Operation; and Section 25, Compliance with Additional Rules and Requirements.*

12. Sports Facility Establishments

a) General Criteria

- i) A special use permit may be issued to an establishment in a sports facility if the owner or operator of the sports facility restricts admission to patrons:
 - Who have paid a membership fee or service charge to participate in a sport; or
 - Who are spectators of a sport.
- ii) Establishments that may be eligible for a special use permit (sports facility) include, but are not necessarily limited to, golf clubs, hockey rinks, curling clubs, billiard halls, golf simulator facilities, bowling alleys, escape rooms, and racquet sports clubs.
- iii) A special use permit for an indoor sports facility may include the entire facility (including dressing rooms) with the exception of exposed ice surfaces and related areas such as players' boxes in a hockey rink or walkways between sheets of ice in a curling rink. The permittee is responsible for ensuring all permitted areas are adequately monitored and suitable for the consumption of liquor. The facility owner and/or the permittee may choose to restrict the areas where liquor may be sold and consumed. Only beverage alcohol sold by the permittee may be served or consumed in the permitted premises.
- iv) A special use permit for an outdoor sports facility must be for an enclosed area that can be effectively monitored by the permittee.
- v) Beverage alcohol may be sold in the sports facility under the special use permit only in the following circumstances:
 - At sporting events:
 - To participants who have paid a membership fee to participate in a sport;
 - To participants who have paid a service charge (individually or as a club) to participate in a non-member sporting event; and
 - To spectators.
 - In a seasonal sports facility during the off-season, when:
 - An off-season endorsement is issued;
 - The establishment is licensed to operate as a public eating establishment;
 - The establishment offers a reasonable amount of meal choices; and
 - Beverage alcohol service is provided only as part of a meal.
 - At private events, when:
 - A reasonable amount of meal choices is to be catered or provided to the group;

- The event is private; and
- There is no public advertising of the event.

If a sports facility wishes to rent out all or part of the facility for an event that does not meet the above private event criteria, beverage alcohol may be served only under a Special Occasion Permit issued to the host of the event. It is not necessary to suspend the special use permit during such events.

- vi) All sports facility establishments that are issued special use permits must comply with the general requirements outlined in this Chapter. *The topics include: Section 3, Facility Standards; Section 5, Food Service; Section 7, Minors; Section 8, Capacity and Floor Area; Section 9, Hours and Days of Operation; and Section 25, Compliance with Additional Rules and Requirements.*
- vii) Golf clubs with on-course endorsements, billiard halls, and golf simulator facilities must comply with specific requirements outlined in the remainder of this section.

b) Golf Clubs with “On Course” Endorsements

A golf club operating a special use permit may be endorsed to serve beverage alcohol on the entire golf course. Golf clubs that serve or allow beverage alcohol to be consumed on the course are subject to the following requirements:

- i) Signs shall be posted at the entrance to the golf course advising that only alcohol purchased from the club is allowed on the course.
- ii) Signs shall be posted at the exit from the course onto any public crossing, parking lot or public roadway indicating that no alcohol is allowed beyond that point of exit.
- iii) Motorized vending carts and/or kiosks are subject to the following conditions:
 - Non-alcoholic drinks and snack items such as chips and peanuts must be available for sale; and
 - The vending cart/kiosk shall be operated by an employee or staff member of the permittee who is 19 years of age or older.
- iv) Beer may be served on the course in closed containers, but must be consumed on the course and not carried off the permitted areas.
- v) Beverage alcohol lawfully purchased in the permitted clubhouse premises may be brought onto the course provided it is not carried into or across non-permitted areas such as a parking lot. Hallways and stairwells within the clubhouse premises are considered permitted areas for the purpose of carrying alcohol onto the course.
- vi) A Course Marshall or other designated club employee or staff member who is 19 years of age or older shall be on duty on the course at all times alcohol is being served to ensure that patrons are complying with the provisions of *The Alcohol and Gaming Regulation Act, 1997*, any regulations pursuant to the Act, and these conditions of approval.

c) Billiard Halls (Refers to Both Pool Halls and Billiard Halls)

- i) SLGA requires a minimum number of regular-sized pool or billiard tables in a billiard hall, based on the population of the community in which the billiard hall is to be situated. SLGA applies the following standards:

Minimum Number of Billiard/Pool Tables in Billiard Hall

<i>Population of Community</i>	<i>Minimum Number of Billiard Tables in Billiard Hall</i>
less than 30,000	8
30,000 or more	15

- ii) SLGA does not allow:
- Live entertainment in a billiard hall; and
 - The number of seats in a billiard hall to exceed 50% of the billiard hall's capacity.
- iii) All billiard hall establishments that are issued special use permits must comply with the general requirements outlined in this Chapter. *The topics include: Section 3, Facility Standards; Section 5, Food Service; Section 7, Minors; Section 8, Capacity and Floor Area; Section 9, Hours and Days of Operation; and Section 25, Compliance with Additional Rules and Requirements.*

d) Golf Simulator Facilities

- i) The golf simulator activity area must simulate the skill of the game and provide official size equipment or a substitute that maintains the integrity of the sport.
- ii) SLGA does not allow:
- Live entertainment in the golf simulator facility; and
 - A capacity greater than 24 persons per simulated golf machine.
- iii) Golf simulator establishments that are issued a special use permit must comply with the general requirements outlined in this Chapter. *The topics include: Section 3, Facility Standards; Section 5, Food Service; Section 7, Minors; Section 8, Capacity and Floor Area; Section 9, Hours and Days of Operation; and Section 25, Compliance with Additional Rules and Requirements.*

13. Limousines

a) Definitions

“Limousine” shall mean a large, chauffeur driven luxury vehicle that typically has a partition between the driver compartment and the rear passenger compartment and has a seating capacity of three (3) to twenty (20) passengers in the rear compartment.

b) Eligibility

- i) A limousine permit may be issued to limousine owner(s) or operator(s) when travelling within the province. Beverage alcohol may not be served outside of Saskatchewan unless authorized by the laws of that jurisdiction.
- ii) The primary business of the limousine permittee must be that of public transportation and not liquor sales.
- iii) Vehicles must be registered as class PB - Transporting Passengers for Hiring. Private vehicles are not eligible for licensing.

c) Minors

- i) The purchase and consumption of beverage alcohol by minors is prohibited.
- ii) Beverage alcohol shall not be present in the passenger compartment if the majority of passengers are minors.

d) General Operation

- i) Beverage alcohol may be provided as part of the transportation package. *For more information about how permittees may offer promotional packages that include beverage alcohol, see Chapter X, Section 12(c).*
- ii) The permittee shall maintain a supply of non-alcoholic beverages for sale or provision to passengers for consumption in the limousine.
- iii) Beverage alcohol consumption under this permit is limited to the area within the vehicle and is not allowed in any other place.
- iv) Beverage alcohol may only be sold to and consumed by passengers of the vehicle.
- v) All beverage alcohol stock must be purchased under the permit number specific to the permit. Passengers are prohibited from providing their own beverage alcohol.
- vi) Self-service of beverage alcohol that is provided by the permittee is allowed.
- vii) Beverage alcohol stock that has not been sold to the passengers must be stored in a locked area or compartment.
- viii) The permit allows the purchase, sale, and service of beverage alcohol only within Saskatchewan.
 - If the final destination is outside of Saskatchewan, the permittee shall indicate that beverage alcohol consumption is not allowed beyond the borders of Saskatchewan unless the vehicle is permitted to sell and serve alcohol in the other province, territory or country.

- If the vehicle is leaving Saskatchewan and is not permitted to sell and serve alcohol in the other jurisdiction, all beverage alcohol must be removed from the passenger area and stored in a locked area or compartment prior to crossing the border.
 - ix) On arrival at the destination, or when outside the lawful hours for the sale and consumption of beverage alcohol, all beverage alcohol stock must be removed from the passenger area and stored in a locked area or compartment. Partially consumed product, excluding recorked wine or high alcohol beer, must be left in the vehicle and shall be destroyed immediately by the permittee.
 - x) At the request of the purchaser, wine and high alcohol beer may be recorked as per Section 6 of this Chapter.
- e) Responsibilities of Driver and Other Employees Present in Vehicle
- i) Under no circumstances is the driver or server (where applicable) allowed to consume beverage alcohol.
 - ii) The driver and any other employees present in the vehicle are responsible to ensure that minors and intoxicated individuals do not have access to beverage alcohol.
 - If alcohol is present, the driver and any other employees present are expected to maintain awareness of the activities taking place in the passenger compartment, and to take appropriate actions to address situations where minors or intoxicated individuals may be accessing beverage alcohol, up to and including terminating transportation.

14. Tour Bus

a) Definitions

“Tour Bus” means a motor vehicle for the transportation of people with a minimum capacity of fourteen (14) passengers, for exclusive use for a specific trip or for a specific time.

b) Eligibility

- i) A special use permit may be issued to bus charter owner(s) or operator(s) when travelling within the province. The primary business of the permittee must be that of transportation and not liquor sales.
- ii) Vehicles must be registered as class PB - Transporting Passengers for Hiring. Private vehicles are not eligible for licensing.

c) Minors

- i) The purchase and consumption of beverage alcohol by minors is prohibited.
- ii) Beverage alcohol shall not be present in the passenger compartment if the majority of passengers are minors.

d) General Operation

- i) Beverage alcohol may be provided as part of the transportation package. *For more information about how permittees may offer promotional packages that include beverage alcohol, see Chapter X, Section 12(c).*
- ii) The permittee shall maintain a supply of non-alcoholic beverages for sale or provision to passengers for consumption on the bus.
- iii) Beverage alcohol consumption under this permit is limited to the area within the vehicle and is not allowed in any other place.
- iv) Beverage alcohol may only be sold to and consumed by passengers of the vehicle.
- v) All beverage alcohol stock must be purchased under the permit number specific to the permit. Passengers are prohibited from providing their own beverage alcohol.
- vi) Self-service of beverage alcohol provided by the permittee under the supervision of an employee other than the bus driver is allowed.
- vii) Service of beverage alcohol is to be from the aisle of the bus using a beverage service cart or from a designated area on the bus.
- viii) All beverage alcohol and non-alcoholic beverages are to be served in non-breakable containers. No glass containers are allowed.
- ix) Beverage alcohol stock that has not been sold to the passengers must be stored in a locked area or compartment.
- x) Service of beverage alcohol from point of departure shall not commence until the vehicle is outside the city, town or municipality limits.
- xi) All service of beverage alcohol must cease one-half hour prior to the estimated destination arrival time or to the Saskatchewan border, whichever is earliest.
- xii) The permit allows the purchase, sale, and service of beverage alcohol only within Saskatchewan.
 - If the final destination is outside of Saskatchewan, the permittee shall indicate that beverage alcohol consumption is not allowed beyond the borders of Saskatchewan unless the vehicle is permitted to sell and serve alcohol in the other province, territory or country.
 - If the vehicle is leaving Saskatchewan, all beverage alcohol must be removed from the passenger area and stored in a locked area or compartment prior to crossing the border
- xiii) On arrival at the destination, or when outside the lawful hours for the sale and consumption of beverage alcohol, all beverage alcohol stock must be removed from the passenger area and stored in a locked area or compartment. Partially consumed product, excluding recorked wine and high alcohol beer, must be left in the vehicle and shall be destroyed immediately by the permittee.

xiv) At the request of the purchaser, wine and high alcohol beer may be recorked as per Section 6 of this Chapter.

e) Responsibilities of Driver and Other Employees Present in Vehicle

- i) Under no circumstances is the driver or server allowed to consume beverage alcohol.
- ii) During transportation, the driver should not be accessible to passengers who are consuming beverage alcohol (i.e. driver is typically separated from the passenger area by some form of permanent barrier behind the driver's seat).
- iii) The driver and any other employees present on the bus are responsible to ensure that minors and intoxicated individuals do not have access to beverage alcohol.
 - The driver and any other employees present are expected to maintain awareness of the activities taking place in the passenger compartment, and to take appropriate actions to address situations where minors or intoxicated individuals may be accessing beverage alcohol, up to and including terminating transportation.

15. Vessel

a) Definition

“Vessel” means a ship or boat used in the business of providing public transportation on water.

b) Eligibility

- i) A special use permit may be issued to a vessel owner(s) or operator(s). The primary business of the vessel permittee must be that of public transportation and not liquor sales.
- ii) The applicant must provide a Transport Canada Certificate of Registration with the application to be eligible for a special use permit. This Certification must be maintained, and any restrictions adhered to, for the duration of the liquor permit.

c) Minors

- i) The purchase and consumption of beverage alcohol by minors is prohibited.
- ii) Beverage alcohol shall not be present in passenger areas if the majority of passengers are minors.

d) General Operation

- i) Beverage alcohol may be provided as part of the transportation package. *For more information about how permittees may offer promotional packages that include beverage alcohol, see Chapter X, Section 12(c)*
- ii) The permittee shall maintain a supply of non-alcoholic beverages for sale or provision to passengers for consumption on the vessel.

- iii) Beverage alcohol consumption under this permit is limited to the area on board the vessel and is not allowed in any other place.
 - iv) Beverage alcohol may only be sold to and consumed by passengers of the vessel.
 - v) All beverage alcohol stock must be purchased under the permit number specific to the permit. Passengers are prohibited from providing their own beverage alcohol.
 - vi) Self service of beverage alcohol provided by the permittee under the supervision of an employee other than the vessel operator is allowed.
 - vii) Beverage alcohol stock that has not been sold to the passengers must be stored in a locked area or compartment.
 - viii) The permit allows the purchase, sale, and service of beverage alcohol only within Saskatchewan.
 - If the final destination is outside of Saskatchewan, the permittee shall indicate that beverage alcohol consumption is not allowed beyond the borders of Saskatchewan unless the vessel is permitted to sell and serve alcohol in the other province, territory or country.
 - If the vehicle is leaving Saskatchewan, all beverage alcohol must be removed from the passenger area and stored in a locked area or compartment prior to crossing the border.
 - ix) On arrival at the destination, or when outside the lawful hours for the sale and consumption of beverage alcohol, all beverage alcohol stock must be removed from the passenger area and stored in a locked area or compartment. Partially consumed products, excluding recorked wine and high alcohol beer, must be left in the vehicle and shall be destroyed immediately by the permittee.
 - x) At the request of the purchaser, wine and high alcohol beer may be recorked as per Section 6 of this Chapter.
- e) Responsibilities of Operator and Other Employees Present on Vessel
- i) Under no circumstances is the operator or server allowed to consume beverage alcohol.
 - ii) The operator and any other employees present on the vessel are responsible to ensure that minors and intoxicated individuals do not have access to beverage alcohol.
 - If alcohol is present, the operator and any other employees present are expected to maintain awareness of the activities taking place in the passenger areas, and to take appropriate actions to address situations where minors or intoxicated individuals may be accessing beverage alcohol, up to and including terminating transportation.

16. Theatres or Concert Premises and Convention Centres

- a) Eligibility
 - i) In order to qualify for a theatre or concert premises permit, an establishment must offer as its primary business one or more of the following:
 - Live theatrical and/or musical arts events.

- Televised or pre-recorded theatrical and/or musical arts events, or
- Movies.

These events may be provided by the permittee directly, or organized and promoted by the permittee but performed by a third party.

- ii) SLGA also issues permits under this category to convention centres that, in addition to occasional theatrical and/or musical arts events provided or organized and promoted by the permittee, provide public facilities serving and substantially benefitting the community.

b) Places and Times When Sale May Occur

- i) The permittee may sell and serve beverage alcohol only in areas of the premises that are listed on the permit. Areas that can be permitted may include, but are not necessarily limited to, lobby areas, auditoriums, meeting rooms and banquet rooms.
- ii) Sale and consumption of beverage alcohol may occur under the special use permit during:
 - Theatrical and musical arts events.
 - Conventions and exhibitions.
 - Televised or pre-recorded events and Movies
 - Trade shows (with endorsement).
 - Fairs and expositions, and
 - Private or public functions that are hosted by an outside individual or organization and are unrelated to the intended use of the facility.

c) Minor Access

Minors may access the entire permitted area during the events mentioned in subsection (b)(ii), subject to minor access restriction at a trade show event.

For more information about minor access at a trade show event, see Chapter X, Section 8 of this manual.

d) “Outside” Events

- i) During events hosted by an outside individual or organization, the permittee may sell beverage alcohol at the event under the following conditions:
 - The event is held in the permitted areas of the theatre or concert premises; and
 - A minimum of light meals are available at the event (may be provided by an external caterer or by the permittee).
- ii) A special use theatre and concert permittee may allow outside groups to rent the facility for a public or private function where the beverage alcohol is purchased and sold under a Special Occasion Permit. The special use permit may remain in effect during such events, but liquor may not be sold under that permit except in circumstances as described in the Special Occasion Permits Policy Manual.

e) Nudity

For more information about nudity in movies and pre-recorded events, see Chapter X, Section 7(b) of this Manual.

f) Food Service

Special use theatre and concert premises permittees shall maintain a supply of non-alcoholic beverages for sale to customers for consumption on the premises.

17. Sports Stadiums

a) Eligibility

- i) A stadium is a structure primarily designed for the conduct of spectator sporting events and entertainment performances with patrons seated in tiered seats and other approved areas. The council of the municipality where the stadium is to be situated must approve a permit application for a sports stadium.
- ii) A stadium that hosts sanctioned sporting events affiliated with a professional or minors sports league or association may be considered for a special use permit. SLGA will consider the provision of beverage alcohol service on a case-by-case basis.

b) General Operation

- i) Beverage alcohol service may generally be provided only during a sanctioned sporting event of a recognized league or association with the hours of beverage alcohol service coinciding with the duration of the event. Patrons usually are allowed to consume beverage alcohol on the concourse level, in tiered seats, and in other approved areas. SLGA may apply specific terms to a sports stadium permit depending on the type of facility being permitted.
- ii) In cases where the permit is held by the municipality or some other organization with a broad community purpose, SLGA may consider authorizing the use of the facility for non-sporting events. Any such requests will be considered on a case-by-case basis.
- iii) A special use permittee for a stadium must ensure that patrons:
 - Only possess or consume beverage alcohol purchased from the stadium.
 - Only possess or consume beverage alcohol in the designated areas of the stadium, and
 - On their departure, leave any unconsumed beverage alcohol in the stadium.
- iv) SLGA may require that beverage alcohol service occur from areas designated and approved by SLGA that are physically separate from other concession areas.
- v) All sports stadiums that are issued special use permits must comply with the general requirements outlined in this Chapter. *The topics include: Section 3, Facility Standards; Section 4, Endorsements on Special Use Permit; Section 5, Food Service; Section 7, Minors; Section 8, Capacity and Floor Area; Section 9, Hours and Days of Operation; and Section 25, Compliance with Additional Rules and Requirements.*

c) Private Viewing Suites

The selling and serving of beverage alcohol in private viewing suites may occur as follows:

- i) Beverage alcohol may be sold and consumed until the end of the sporting event, with a tolerance period of one-half hour to one hour allowing patrons to remain in the suite and finish purchased drinks.
- ii) Patrons in the suite may serve themselves from pre-stocked bars and refrigerators when the suite is monitored by the permittee or staff to ensure all aspects of the regulations governing the sale and consumption of beverage alcohol are met.
- iii) Patrons may purchase beverage alcohol from the designated bar areas of the stadium and return to the suite to consume the beverage alcohol, and
- iv) The permittee or staff may provide table service to patrons in the suite, either from a bar located in the suite or from a designated bar area of the stadium.

d) Security

For the safety and security of patrons, a special use permittee for a stadium must:

- i) Provide adequate security throughout the stadium to ensure proper supervisory control.
- ii) Employ an on-site manager or designated employee to be on duty to ensure compliance with *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, and the terms and conditions on the permit, and
- iii) Supply the name of the on-site manager or designated employee at SLGA's request.

e) Non-Alcoholic Beverages

Non-alcoholic beverages must be served in containers that are easily distinguished from containers with beverage alcohol. SLGA may impose additional terms on the service of liquor in cases where it deems it appropriate for the safe operation of the premises.

18. Northern Camps

- a) A proposed special use northern camp permit must provide proof of the issuance of an outfitters licence by the Ministry of Environment, Fish and Wildlife Branch. *For a list of contacts, see the Appendix of this Manual.*
- b) A special use permit may be issued to a fly-in camp in the Northern Administration District that provides dining and overnight accommodation to registered guests.
- c) A special use permittee for a northern camp may sell and serve beverage alcohol to a registered guest of the camp:

- i) On table service in a main lodge or comparable area of the camp; or
 - ii) In closed containers (wine, beer, coolers, spirits) for consumption in a guest room where authorized by an off-sale endorsement.
- d) A special use permittee for a northern camp must comply with the general requirements outlined in this Chapter. *The topics include: Section 3, Facility Standards; Section 5, Food Service; Section 7, Minors; Section 8, Capacity and Floor Area; Section 9, Hours and Days of Operation; and Section 25, Compliance with Additional Rules and Requirements.*

19. Special Care Facilities

- a) A special use permit may be issued respecting a special care facility, which provides staffed accommodations for residents.
- b) A special use permittee for a special care facility must restrict admission to the permitted area of the establishment to residents and guests accompanied by residents.
- c) The permitted area of a special use care facility is not for use by outside organizations/groups.
- d) The special care facility must have a staffed dining facility on the premises that provides meals on a daily basis to the residents.
- e) A special use permittee (special care facility) must ensure that patrons:
 - i) Only possess or consume beverage alcohol purchased from the special care facility while in the permitted area(s).
 - ii) Leave any unconsumed beverage alcohol in the designated permitted area(s).
- f) All special care facility establishments that are issued special use permits must comply with the general special use permit requirements outlined in this Chapter. *The topics include: Section 3, Facility Standards; Section 5, Food Service; Section 7, Minors; Section 8, Capacity and Floor Area; Section 9, Hours and Days of Operation; and Section 25, Compliance with Additional Rules and Requirements.*

20. Bingo Halls

A special use permit may be issued respecting premises where the primary purpose is the conduct of bingo and the bingo hall facility is operated by a “Class A” bingo licensee.

- a) Minors may be allowed in a liquor-permitted area of a bingo hall.
- b) The permitted area may include the entire playing floor of the bingo hall facility.
- c) Bingo hall establishments that are issued a special use permit must comply with the general requirements outlined in this Chapter. *The topics include: Section 3, Facility Standards; Section 5,*

Food Service; Section 8, Capacity and Floor Area; Section 9, Hours and Days of Operation; and Section 25, Compliance with Additional Rules and Requirements.

21. Home Delivery

A special use permit may be issued respecting home delivery, which provides the authority to deliver beverage alcohol to a private place for a fee.

a) Eligibility

A person or company who does not hold any other type of liquor permit (e.g. a food delivery company, taxi company, or gift basket business wishing to include beverage alcohol in gift baskets for home delivery).

b) Application Requirements

- i) Home delivery permit applicants are not required to provide all the information requested of establishments that provide on-site consumption. Along with the application form and applicable fees, applicants are required to provide:
 - A Corporate Information Form.
 - Personal History and Consent to Obtain and Release Information forms and Criminal Record Checks for all shareholders with 20% or more shares (voting, non-voting, or combined), as well as all directors and officers in:
 - The applicant company (not required if company is traded on a public exchange);
 - A company that holds 20% or more shares (voting, non-voting, or combined) in the applicant company (not required if either company is traded on a public exchange);
 - Statutory Declaration form and proof of advertising (advertising not to be carried out until authorized by SLGA).
- ii) Home delivery companies are not eligible for interim permitting.
- iii) Permittees are required to report to SLGA all changes to criminal history information that take place during the term of a permit. SLGA may also periodically obtain updated criminal history information from the Canadian Police Information Centre for all owners and significant shareholders.

c) Delivery Requirements

- i) Beverage alcohol may be delivered under a home delivery permit by the permittee, its employee, or an independent contractor hired by the permittee.
- ii) The delivery person is to have valid Serve It Right Saskatchewan (SIRS) certification.
- iii) The home delivery permittee is responsible for the actions of its contractors, including any non-compliance with *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, and the terms and conditions of the permit.

- iv) The permittee is to have the customer's purchase order prior to purchasing beverage alcohol. The purchase order is to contain:
 - The name and address of the Home Delivery permittee;
 - The kinds and quantities of the beverage alcohol to be purchased; and
 - The address where the beverage alcohol is to be delivered.
 - v) All orders must be accepted and processed by the company identified on the permit.
 - vi) Beverage alcohol is to be delivered:
 - To a person who is not a minor and does not appear to be intoxicated;
 - To a private place within the province of Saskatchewan where it is lawful to store and consume the beverage alcohol, excluding hospitals, institutions or facilities where the nature of the facility is to treat alcohol/substance abuse addictions; and
 - Between 9:30 a.m. and 3:00 a.m. *For more information about Hours and Days of Operation, see Section 9 of this Chapter.*
 - vii) The charge for home delivery of beverage alcohol must be the same price paid by customers at a retail store, craft alcohol on-site store or off-site off-sale, or permitted establishment, plus a separate delivery charge and any other applicable service fees. Customers are to be informed of both the purchase price and the delivery charge, and other applicable fees at the time of placing the order.
 - viii) Passengers are not to be transported when beverage alcohol for delivery is in the vehicle.
 - ix) A permittee who ceases to deliver beverage alcohol shall immediately surrender the permit to SLGA.
 - x) If a retail store permittee, craft alcohol producer, or permitted establishment contracts with an individual or company (e.g. taxi or food delivery company) to deliver beverage alcohol on its behalf, it is to obtain proof that the individual or company has a valid home delivery permit.
- d) Filling Orders/Inventory
- i) Orders must be filled during the hours and days that beverage alcohol may be lawfully sold, and
 - ii) The home delivery permittee may not keep an inventory of beverage alcohol.
- e) Minors
- i) Beverage alcohol may only be delivered by persons 19 years of age and older.
 - ii) Beverage alcohol may only be delivered to, and accepted by, persons 19 years of age and older.
- f) Identification Required on Delivery

- i) The permittee, its employee, or contractor shall, upon delivering beverage alcohol to a customer, require the customer to provide legal identification to verify the customer is not a minor.

Identification is required from all home delivery customers, regardless of apparent age. *For more information about identifying a minor and verifying the authenticity of identification, see Section 7(g) of this Chapter or the Appendix of this Manual.*

- ii) The permittee, its employee, or contractor shall refuse to complete the delivery of beverage alcohol if the customer:
 - Is unable or refuses to meet the requirements noted in subsection (i);
 - Is a minor; or
 - Appears to be intoxicated.
- iii) Any beverage alcohol that is not delivered must be returned by the permittee to the place of purchase or disposed of in a manner satisfactory to SLGA.
- iv) The home delivery permittee is to ensure that any records regarding the delivery of beverage alcohol are kept as may be required by the Canada Revenue Agency and is to be available for inspection by SLGA upon request. *For contact information for the Canada Revenue Agency, see the Appendix of this Manual.*
- v) The home delivery permittee is to maintain an up-to-date list of all its contractors and proof of their completion of SIRS certification, and provide the same to SLGA if requested.

22. Food Catering Business (Businesses Without Restaurant, Tavern, or Special Use Permits)

a) Eligibility

- i) This type of permit is issued to individuals and businesses cater food and alcohol and does not hold a permit for a restaurant, tavern, or special use premises (all of which are eligible for a catering endorsement on their existing permit).
- ii) In order to qualify for a special use food catering permit, an applicant must provide a copy of a Public Eating Establishment licence issued by a public health authority.

b) Operation at Catered Event

- i) A special use food catering permittee providing beverage alcohol at a catered event must ensure that the individual or organization hosting the event has a Special Occasion Permit. Both the special use food catering permit and the Special Occasion Permit must be posted in a prominent location at the event.
- ii) The caterer is responsible at the event for proper beverage alcohol service and other duties, including:
 - Exercising crowd control.
 - Monitoring beverage alcohol consumption to avoid over service.
 - Checking identification for minors, and refusing beverage alcohol service to minors.

- Obtaining liability insurance.
- Providing adequate staff.

c) Food Service

- i) A special use food catering permittee may only provide beverage alcohol service at an event where the permittee is also providing the food service. The general food service requirement applies to all events held under a Special Occasion Permit.
 - Light meals and non-alcoholic beverages must be available to patrons during the event.
 - Light meals mean a serving of one item, typically a smaller serving commonly referred to as an appetizer (e.g. nachos, dry ribs, chicken ribs, chicken fingers, sandwiches, salads, etc). Snacks such as chips, peanuts, or other items typically found in vending machines are not sufficient to meet the general food service requirements.

23. Salons and Spas

a) Eligibility

- i) In order to qualify for a spa or salon special use permit, an establishment must offer, as its primary business:
 - Spa services, such as massage, manicures, pedicures, body waxing, salt scrubs or other therapeutic health procedures;
 - Esthetic services, such as haircuts, hair colouring, and makeup application; or
 - A combination of both types of services.
- ii) An establishment whose primary source of business is the retail sale of spa or salon related products, such as hair care or facial care products, is not eligible for a spa or salon special use permit.
- iii) An establishment must be operated from a location with municipal zoning for commercial/retail activity in order to qualify for a spa or salon special use permit. An establishment that is located within a residential property is not eligible for a permit.

b) Places and Times When Sale May Occur

- i) The permittee may only serve and sell beverage alcohol to customers who are attending the establishment to receive spa or salon services, while they are receiving or waiting to receive the services.
- ii) The permittee may serve and sell beverage alcohol only in areas of the premises that are listed on the permit. When determining the areas of the premises that beverage alcohol may be served in an establishment, SLGA will apply the following guidelines:
 - Areas of an establishment where minors are prohibited may be eligible for service of beverage alcohol, subject to approval by SLGA.
 - Areas of an establishment where minors are allowed will only be considered eligible for service of beverage alcohol where, in SLGA's opinion, the area is regularly monitored by the permittee or its employees to prevent access to beverage alcohol by minors.

- iii) The sale and consumption of beverage alcohol on the premises may only take place during the hours and days that regular spa or salon services are available at the establishment. Permittees that wish to serve beverage alcohol at the establishment for events that take place when regular services are not available, such as customer appreciation nights, are required to obtain a Special Occasion Permit from SLGA.

c) General Operating Requirements

- i) All spa and salon special use permittees must comply with the general requirements outlined in this Chapter.
- ii) Spa and salon special use permittees shall maintain a supply of pre-packaged snacks (such as chips, nuts, cheese and crackers, etc.) and non-alcoholic beverages for sale or provision to customers for consumption in the premises. If a salon or spa wants to prepare food on-site, food preparation facilities must meet Saskatchewan Health requirements.
- iii) Beverage alcohol may be provided as part of a spa or salon package. *For more information about how permittees may offer promotional packages that include beverage alcohol, see Chapter X, Section 12(c).*

24. Cooking Class Premises

- a) SLGA will issue a permit only to businesses where students participate in a cooking class and then consume on the premises the meal that they have helped prepare.
- b) SLGA may issue a permit for a cooking class premises that is indoors, outdoors, or a combination of both, as long as the premises comply with any building, health, and fire safety standards that may apply.
- c) Beverage alcohol may be consumed by participants in the cooking class who are not minors during cooking and during the subsequent meal.

25. Compliance with Additional Rules and Requirements

- a) Additional chapters in this Manual describe rules and requirements that apply to the **operation of all classes of establishments** and a special use permittee must also comply with these obligations. *For more information, see the following: Chapter II – Application, Renewal and Sale of Establishment; Chapter X – Operation of Establishment; Chapter XI – Advertising and Promotions; Chapter XII – Inspections; Chapter XIII – Disciplinary Action.*
- b) A special use permittee who is authorized to provide beverage alcohol service under an endorsement (e.g. patio, etc.) must also comply with the rules and requirements governing the area or service associated with the endorsement. *For more information about the rules for specific endorsements, see Chapter IX – Permit Endorsements.*

26. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2016*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016* for the corresponding topics in this Chapter.

Primary Business

- *The Alcohol and Gaming Regulation Act, 1997* – Section 47, 92.
- *The Alcohol Control Regulations, 2016* – Section 19.

Establishments that Qualify for a Special Use Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 51.
- *The Alcohol Control Regulations, 2016* – Section 19.

Facility Standards

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(1)(b), 44(c), 70.
- *The Alcohol Control Regulations, 2016* – Sections 4.

Endorsements on Special Use Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 38, 39, 92.
- *The Alcohol Control Regulations, 2016* – Sections 4, 20, 42, 43.

Food Service

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2016* – Section 68.

Minors

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 110, 111, 113, 114, 115, 129(1)(d).
- *The Alcohol Control Regulations, 2016* – Section 46.

Capacity and Floor Area

- *The Alcohol and Gaming Regulation Act, 1997* – Section 120.
- *The Alcohol Control Regulations, 2016* – Section 5.

Hours and Days of Operation

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 71, 129(1)(e).
- *The Alcohol Control Regulations, 2016* – Sections 49, 50.

Sports Facility Establishments

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2016* – Section 19(1)(b).

Private Clubs

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2016* – Section 19(1)(a).

Sports Stadiums

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2016* – Section 19(1)(h).

Northern Camps

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2016* – Section 19(1)(i).

Recorking

- *The Alcohol and Gaming Regulation Act, 1997* – Section 75.
- *The Alcohol Control Regulations, 2016* – Sections 19(2).

Home Delivery

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2016* – Section 19(1)(n).

Bingo Halls

- *The Alcohol Control Regulations, 2016* – Section 19(1)(m).

CHAPTER VI - U-BREW/U-VIN OPERATION PERMIT

1. Primary Business

A U-Brew/U-Vin Operation permit may be issued to a business that provides goods, facilities and services to persons manufacturing beer, wine, cider or coolers, within the facility for personal consumption in a private place or for consumption by others in a private place at no charge.

2. Facility Standards

a) Suitability of a U-Brew/U-Vin Establishment

- i) A U-Brew/U-Vin Operation permit shall be issued by SLGA and continue to remain in effect only if the location, construction, equipment, furnishings, and operation of the establishment consistently meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, and terms and conditions on a permit or endorsement, and SLGA's policies.
- ii) U-Brew/U-Vin operations are not permitted to be located on residential property.
- iii) The location of the U-Brew/U-Vin establishment must comply with municipal zoning.
- iv) The permittee may lay out the production, bottling, and retail areas in any manner suitable to the business, but remains responsible for ensuring:
 - The integrity of the manufacturing process; and
 - That minors are not able to consume or participate in the manufacture of beverage alcohol.
- v) The permittee is responsible to ensure that the establishment complies with the standards set out in building codes, health and fire regulations, and other relevant federal, provincial, and municipal legislation and regulations. SLGA Liquor Licensing and Inspections Branch may request additional information or proof of compliance from an applicant or permittee prior to issuing a permit.

3. Roles and Responsibilities

a) Role of the Customer

Customers are required to make at least two visits (more if required by the permittee) to the U-Brew/U-Vin operation. During those visits, customers are required to carry out the following mandatory activities:

- i) First Visit:
 - Pay for all ingredients prior to starting the manufacturing process as this transfers ownership of the product to the customer; and
 - Sign a declaration stating that he or she is using the product for personal use or for use at no charge by others, such as friends and family, to be consumed in a private place.

Sample declaration

*I, _____ on this date _____
have purchased the ingredients and started the fermentation in order to
produce this product for my own personal consumption in a private place
or for consumption by others in a private place at no charge.*

*I will not resell this product nor provide it for consumption at a liquor
permitted event, including that held under a Special Occasion Permit.*

- Mix all the ingredients necessary to start the fermentation process.

ii) Second Visit:

- Wash and sterilize the bottles and prepare them for bottling;
- Bottle and seal the product (labels may be affixed to the bottle);
- Remove the product from the U-Brew/U-Vin establishment immediately after bottling, or make arrangements with the permittee for delivery within a reasonable time.

Friends and family of the customer (not including minors) may accompany the customer and aid in the manufacturing process.

Customers may request help from the permittee during the process and the permittee may provide physical assistance if the customer is physically incapable of completing the task. The customer shall be present when assistance is provided.

b) Responsibility of the Permittee

The permittee is responsible for:

- ensuring that customers complete all necessary paperwork;
- making sure that customers combine and mix their beer wort, wine juice concentrate, other juice concentrate, or any other allowed ingredients needed to begin the fermentation process;
- ensuring that customers bottle their own product;
- immediately after the bottling process has been completed, ensuring that customers either remove their bottled product from the U-Brew/U-Vin premises or make arrangements for the product to be delivered by a U-Brew/U-Vin Operation permittee or employee within a reasonable time. *For more information about delivery by the U-Brew/U-Vin Operation, see Section 10 of this Chapter.*
- asking for identification from individuals who are requesting U-Brew/U-Vin services and appear to be a minor.
- Ensuring all destruction of alcohol is done in manner approved by the municipality.

4. Record Keeping

a) Record Keeping Shall Include:

- i) Before a customer starts to manufacture U-Brew/U-Vin products, the permittee shall prepare and provide the customer with a sales invoice for each customer declaration and retain a copy for audit and inspection purposes. The invoice shall include:
 - Name, address and telephone number of the customer(s);
 - Product type and the quantity (volume);
 - Date manufacturing is to start; and
 - A notice to the customer(s) that product manufactured is for personal consumption in a private place or for consumption by others in a private place at no charge.
- ii) Before a customer starts the manufacturing of any U-Brew/U-Vin products, the customer shall sign a customer declaration for each batch of beer, wine, cider or cooler to be manufactured on the premises. The declaration shall be attached to the customer invoice and a copy retained for audit purposes.
- iii) No additional names can be added to a product batch after the manufacture start date.
- iv) The permittee shall for at least two years:
 - Retain a copy of each sales invoice;
 - Retain a copy of each customer declaration; and
 - All records of destruction of alcohol
- v) The permittee shall submit an annual report to SLGA, as of March 31 setting out the number of customers and the volume of beer, wine, cider and coolers produced and destroyed on the premises, in a form provided by SLGA. The report is to be submitted to Liquor Licensing Services by April 30.

b) Carboy Tags

- i) The permittee shall ensure that carboys are tagged or labelled with the invoice number and the product start date.
- ii) The permittee shall ensure individual, group and employee carboys are easily identified by a tag or label.

5. Minors

a) Production Process

- i) A U-Brew/U-Vin Operation permittee or employee shall ensure that minors are not allowed to manufacture beverage alcohol products in the U-Brew/U-Vin establishment.
- ii) Minors who are not employees are not allowed in the areas where beverage alcohol is manufactured or stored unless accompanied by a parent or legal guardian, and may not manufacture beverage alcohol or assist a parent or legal guardian in the production process.

- iii) Anyone who appears to be a minor and is attempting to obtain U-Brew/U-Vin services to produce beverage alcohol shall be asked to show identification as outlined in Subsection (c) below.

b) Employment

- i) Minors may be employed to perform retail and maintenance functions but may not be involved in the production of beverage alcohol.
- ii) Minor employees must be supervised by an adult and may not be left alone in charge of the establishment.
- iii) Minors must not handle carboys that contain product or sediment. All sediment must be removed or disposed of by the customer.
- iv) Minors must not be involved in the washing of bottles or the bottling process.

c) Checking Identification for Minors

- i) A U-Brew/U-Vin Operation permittee and its employees are responsible for ensuring that minors do not acquire the services of the U-Brew/U-Vin to produce beverage alcohol. This responsibility includes a requirement to demand proof of age identification in cases where a minor or an individual who appears to be a minor is attempting to purchase U-Brew/U-Vin services.
- ii) If a minor or an individual who appears to be a minor fails or refuses to produce satisfactory proof of age identification, the permittee or employees of the establishment must deny the services of the U-Brew/U-Vin.
- iii) SLGA suggests that all permittees adopt SLGA's Check 25 Identification standards as an effective measure to prevent minors from acquiring the services of the U-Brew/U-Vin to produce beverage alcohol.
 - Under the Check 25 program, anyone who appears to be under the age of 25 years must show either:
 - A government-issued photo identification with a birth date; or
 - Three other pieces of identification, at least one of which must have a birth date.
- iv) SLGA considers the following to be acceptable forms of photo identification (must be current and valid):
 - Photo Driver's Licence
 - Firearms Licence
 - Passport
 - Armed Forces I.D. Card
 - Government Photo I.D.
 - Landed Immigrant Photo I.D.
 - Certificate of Indian Status

SLGA considers the following to be acceptable forms of secondary identification:

- Post Secondary Photo I.D. Card
 - Credit/Debit Card
 - Birth Certificate
 - An expired photo identification from the above list
- v) The identification produced by a person should be carefully examined to ensure that:
- The photograph is authentic and has not been substituted;
 - Any plastic laminate has not been tampered with;
 - The name and date of birth has not been altered;
 - The signature is verified on photo identification to other forms of identification; and
 - The authenticity of the identification 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; and
 - A cell phone photo of the identification is not acceptable.

For more information about identifying a minor and verifying the authenticity of identification, see the Appendix of this Manual.

6. Barrel Aging

A U-Brew/U-Vin Operation permittee may offer barrel aging service within the permitted establishment. Barrel aging is when a customer's product is placed in a barrel for aging after fermentation.

- a) The carboy tags of every customer whose product is stored in the barrel must be affixed to the barrel.
- b) Once the barrel aging is complete, the permittee must pour the product back into the customers' carboy, and the customers must then return to the facility and complete the bottling process.
- c) The permittee may maintain a customer sign-up sheet for barrel aging. The permittee may add product (equivalent to one kit) to complete a barrel.

7. Sampling

The sampling requirements for U-Brew/U-Vin Operations have been developed in accordance with the *Excise Act* (U-Brew establishments) and *Excise Act, 2001* (U-Vin establishments).

For more information regarding sampling, contact the Canada Revenue Agency, Federal Excise Duty. See the Appendix of this Manual for contact information.

- a) Customers identified on the sales invoice for the manufacture of beverage alcohol at a U-Brew/U-Vin Operation may sample beverage alcohol they are manufacturing for quality assurance purposes.
- b) Customer sampling can only take place prior to bottling the beverage alcohol. Customers may not drink their finished product during the bottling process.

- c) The sample(s) of beverage alcohol cannot exceed a total of 200 ml per batch, regardless of the number of customers identified on the sales invoice for that batch.
- d) A U-Brew/U-Vin Operation permittee is prohibited from offering samples of beverage alcohol within the permitted establishment, due to *Excise Act* restrictions prohibiting the use of U-Brew/U-Vin products for commercial purposes.

8. Topping Up and Fortification

- a) Topping up wine lost during fermentation and aging process
 - i) A permittee is prohibited from supplying beverage alcohol for top up.
 - ii) A permittee may top up with water or non-alcoholic substance only, when requested by customers.
 - iii) Customers may top up their product with any commercial spirit or wine, or with U-Vin wine.
 - iv) Customers are not allowed to leave beverage alcohol at the U-Brew/U-Vin establishment to be used for top up at a later point in the process.
- b) Fortification of wine to make port or sherry
 - i) A permittee is prohibited from supplying beverage alcohol for use in fortification.
 - ii) Fortification of wine to make port or sherry must be done by the customer.
 - iii) Beverage alcohol used to fortify wine for port or sherry must be purchased by the customer from a retail store permittee, a craft alcohol producer, or be legally imported by the customer into the province.
 - iv) Customers are not allowed to leave beverage alcohol at the U-Brew/U-Vin establishment to be used for fortification at a later point in the process.

9. Finished Product

- a) The permittee is not allowed to sell, store, trade or organize trading of finished product. Once bottling has been completed, customers are required to remove the product immediately or make arrangements with the permittee to deliver the product within a reasonable time.
- b) The permittee is not allowed to manufacture product to sell to customers.
- c) Trading racks – customers are prohibited from leaving finished product on the premises in exchange for another customer's product.
- d) The permittee may not post any notices or lists in the establishment that encourage the trading of product among customers.

10. Delivery of Finished Product

- a) Delivery must be completed within a reasonable time of completion of bottling.
- b) Delivery may be made by the permittee or a non-minor employee to the customer at a private place where beverage alcohol may be legally kept and consumed.
- c) The permittee or employee shall ensure that the finished product is delivered to the customer named on the invoice, who is not a minor.
- d) Beverage alcohol may not be delivered to an intoxicated individual.

11. Group and Employee Batches

- a) Group Batches
 - i) A group consists of 2 or more individuals.
 - ii) Group batches are allowed. However, each individual of the group must be involved in all of the first visit steps of the production process.
 - iii) All names are to be stated on the invoice and each must sign a declaration.
 - iv) At least one participant is required to be present for the second visit.
 - v) The permittee may facilitate group batches, including inviting customers to participate and coordinating participation in a group. However, the permittee and employees may not participate directly in customer group batches.
- b) Employee Batches
 - i) Employee batches are subject to the same regulatory requirements as any other customer.
 - ii) Employee batches require an invoice and declaration to be completed and kept for two years even if there is no charge.
 - iii) Employee carboy tags must be visually different (a different colour, for example) from those of regular customers.
 - iv) Production must occur during normal business hours and once bottled, the product must be removed immediately from the facility, or arrangements made to deliver the product within a reasonable time.

12. Customer Returns

- a) It is up to the permittee if they want to accept returns of unsatisfactory product.

- b) If returns are accepted, the permittee or employee must destroy the product immediately and record that the product was destroyed in accordance with Section 4(iv) of this chapter.
- c) Product that has been returned cannot be sold or used as top up product.
- d) The permittee may offer the customer the opportunity to make a new batch of product. Even if there is no charge, the permittee must prepare an invoice, keep record of the production and get the customer to sign a new declaration.
- e) Returned product cannot be replaced with new finished product that the customer did not produce.

13. Unclaimed Product

- a) If a customer does not return to the facility to bottle the product, or if delivery cannot be completed, the permittee must destroy the product after a reasonable number of attempts have been made by the permittee to contact the customer.

14. Hours of Operation

- a) The U-Brew/U-Vin may set its own hours of operation in compliance with municipal bylaws.

15. Advertising and Promotion

- a) Prohibited advertising and promotions
 - i) Imply that the customer has no input in making the product;
 - ii) Market products and services in a way that would promote the illegal use of finished products. For example, promoting the use and consumption of wine or beer produced at your establishment at an event subject to a Special Occasion Permit, such as a wedding, a function held in a public place, or inside a commercial permitted establishment.

For more information about advertising and promotions, see Chapter XI – Advertising and Promotions.

16. Provincial Sales Tax (PST) and Goods and Services Tax (GST)

- a) The Provincial Sales Tax (PST) is a tax applied to the purchase, rental, or importation of most goods and certain services in Saskatchewan. If your business sells goods or services to which the PST applies, you must apply for a Vendor's Licence.

For more information visit the Ministry of Finance website at www.finance.gov.sk.ca or call 1-800-667-6102.

- b) Goods and Services Tax (GST) is a tax applied to the supply of most goods and services in Canada. Although the consumer ultimately pays GST, businesses are responsible for collecting and remitting it to the government.

For more information contact the Canada Revenue Agency, Business Inquiries, at 1-800-959-5525, or visit its website at www.cra.gc.ca.

17. Federal Excise Act

- a) There is a requirement that all persons who possess bulk beer or wine other than excise licensees, licensed manufacturers or individuals who make beer or wine for their personal use at a place or residence, be registered with the Canada Revenue Agency. Since U-Brew/U-Vin operators have in their possession bulk beer belonging to their customers, U-Brew/U-Vin operators are required to be excise registrants and may only possess bulk beer and wine that is owned by an individual and that was produced at the U-Brew/U-Vin operator's premises.

For more information contact the Canada Revenue Agency, Federal Excise Duty, at (403) 231-4124 or visit its website at www.cra.gc.ca.

18. Compliance with Additional Rules and Requirements

- a) To ensure general food safety and hygiene hazards are avoided, use of the *General Principles of Food Hygiene Composition and Labelling* is recommended by the Canadian Food Inspection Agency (CFIA). *For contact information for the Canadian Food Inspection Agency, see the Appendix of this Manual.*
- b) Additional chapters in this Manual describe rules and requirements that apply to the operation of all classes of establishments and a U-Brew/U-Vin Operation permittee must also comply with these obligations. *For more information, see the following: Chapter II – Permit Application, Renewal and Sale of Establishment; Chapter X – Operation of Establishment; Chapter XI – Advertising and Promotions; Chapter XII – Inspections; Chapter XIII – Disciplinary Action.*

19. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2016*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016* for the corresponding topics in this Chapter.

Primary Business

- *The Alcohol Control Regulations, 2016* – Sections 22, 23.

Facility Standards

- *The Alcohol and Gaming Regulation Act, 1997* – Section 107.01.

Roles and Responsibilities

- *The Alcohol Control Regulations, 2016* – Section 24.

Record Keeping and Reporting

- *The Alcohol Control Regulations, 2016* – Section 25.

General Prohibition Against Minors

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 110, 111, 113, 114, 115, 129(1)(d).
- *The Alcohol Control Regulations, 2016* – Section 46.

Sampling

- *The Alcohol and Gaming Regulation Act, 1997* – Section 131.
- *The Alcohol Control Regulations, 2016* – Sections 23, 67.

Unclaimed Product

- *The Alcohol Control Regulations, 2016* – Section 26.

CHAPTER VII - DIRECT TO CONSUMER DELIVERY PERMIT

1. Primary Business

A direct to consumer delivery permit may be issued to a business that delivers approved beverage alcohol from an authorized Canadian jurisdiction directly to an individual for personal consumption at a private residence or other private place where it is lawful to store and consume beverage alcohol.

2. Eligibility

- a) The permittee must have an office or other permanent facility located in Saskatchewan;
- b) A restaurant, tavern, or special use permittee (excluding a home delivery permittee) is not eligible to obtain a direct to consumer delivery permit.

3. Approved Beverage Alcohol

- a) Approved beverage alcohol includes:
 - i) Wine manufactured in an authorized Canadian jurisdiction by a licensed winery; and
 - ii) Spirits manufactured in an authorized Canadian jurisdiction by a licensed craft distillery.

4. Authorized Canadian Jurisdictions

- a) British Columbia is the sole authorized jurisdiction.

5. Application requirements

- a) Direct to consumer delivery permit applicants are not required to provide all the information requested of establishments that provide on-site consumption. Along with the application form and applicable fees, applicants are required to provide:
 - A Corporate Information form.
 - Personal History and Consent to Obtain and Release Information forms and Criminal Record Checks for all shareholders with 20% or more shares (voting, non-voting, or combined), as well as all directors and officers in:
 - The applicant company (not required if company is traded on a public exchange);
 - A company that holds 20% or more shares (voting, non-voting, or combined) in the applicant company (not required if either company is traded on a public exchange);
 - Statutory Declaration form and proof of advertising (advertising not to be carried out until authorized by SLGA).
- b) Permittees are required to report to SLGA all changes to criminal history information that take place during the term of a permit. SLGA may also periodically obtain updated criminal history information from the Canadian Police Information Centre for all owners and significant shareholders.

6. Delivery Requirements

- a) Beverage alcohol delivery orders may be accepted under a direct to consumer delivery permit only from a licensed winery or craft distillery located in an authorized Canadian jurisdiction.
- b) Beverage alcohol must be obtained directly from the licensed manufacturer, and may be transported and delivered under a direct to consumer delivery permit only by the permittee, an employee, or an agent acting under contract for general delivery services.
- c) All beverage alcohol sales must be made through the manufacturer that provides the beverage alcohol, with payment made either at the point of sale or at the time of delivery. The direct to consumer delivery permittee may not take orders directly from the end consumer, and may not add an additional surcharge to the cost of the alcohol. The permittee may charge for delivery of the beverage alcohol.
- d) Beverage alcohol must be delivered to a person who is not a minor at:
 - i) A private residence;
 - ii) A private place where it is lawful to store and consume the beverage alcohol; or
 - iii) The permittee's place of business, including authorized depots.
- e) Beverage alcohol must not be delivered to a minor nor to any person who appears to be intoxicated at the time of delivery.
- f) Beverage alcohol may not be delivered to hospitals, institutions or facilities where the nature of the facility is to treat alcohol/substance abuse addictions.
- g) Beverage alcohol may not be delivered to a liquor permitted premises.
- h) A permittee or his or her employee may refuse to sell or complete the delivery of beverage alcohol ordered.
- i) A permittee who ceases to deliver beverage alcohol shall immediately surrender the permit to SLGA.

7. Filling Orders/Inventory

- a) Orders must be filled from a winery or craft distillery licensed and located in the authorized Canadian Jurisdiction;
- b) The direct to consumer delivery permittee may not keep an inventory of beverage alcohol.

8. Minors

- a) Beverage alcohol may only be transported and delivered by persons 19 years of age and older;

- b) Beverage alcohol may only be delivered to, and accepted by, persons 19 years of age and older.

9. Identification and Signature Required on Delivery

- a) The permittee or an employee of the permittee shall, upon delivering beverage alcohol to a customer, require the customer to:
 - i) Provide legal identification to verify the customer is not a minor; and
 - ii) Sign and return a copy of the invoice, delivery receipt, or similar document as certification that the customer is not a minor and has received the delivery either for him/herself or on behalf of the purchaser.

Identification and a signature are required from all direct to consumer delivery customers, regardless of apparent age. *For more information about identifying a minor and verifying the authenticity of identification, see Section 7(g) of this Chapter or the Appendix of this Manual.*

- b) If a customer is unable or refuses to meet the requirements noted in subsection (a)(i), the permittee or employee of the permittee shall refuse to complete the delivery of beverage alcohol to the customer. Arrangements may be made to complete delivery at another time when the customer is able to meet the requirements.
- c) The direct to consumer delivery permittee must ensure that signed invoices/delivery receipts and any other records regarding the delivery of beverage alcohol are kept as may be required by the Canada Revenue Agency and made available for inspection by SLGA upon request. *For contact information for the Canada Revenue Agency, see the Appendix of this Manual.*

10. Reporting

- a) The permittee shall provide SLGA with an annual report of deliveries completed under the direct to consumer delivery permit for the period April 1 to March 31. The report is to be submitted to SLGA's Licensing Branch within 30 days of the end of the period, and must include the following information:
 - i) Name and address of the recipient; and
 - ii) Date of delivery.

11. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2016*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016* for the corresponding topics in this Chapter.

Primary Business

- *The Alcohol Control Regulations, 2016* – Section 59(2)

Approved Beverage Alcohol

- *The Alcohol and Gaming Regulation Act, 1997* – Section 19.1(3)(a), 185(1)(y.1)(i), 185(1)(y.1)(iii)
- *The Alcohol Control Regulations, 2016* – Section 58

Authorized Canadian Jurisdictions

- *The Alcohol and Gaming Regulation Act, 1997* – Section 19.1(2), 185(1)(y.1)(ii)
- *The Alcohol Control Regulations, 2016* – Section 58(3)

Storage and Re-Sale Prohibited

- *The Alcohol Control Regulations, 2016* – Section 59(3)

Importation for Personal Use Only

- *The Alcohol and Gaming Regulation Act, 1997* – Section 107(2)(e)
- *The Alcohol Control Regulations, 2016* – Section 58(5)(c), 59(2)(d)

Minors and Intoxicated Individuals

- *The Alcohol Control Regulations, 2016* – Section 59(5)

Identification on All Deliveries

- *The Alcohol Control Regulations, 2016* – Section 59(6)

Refusing Delivery

- *The Alcohol Control Regulations, 2016* – Section 59(7)

Record Keeping

- *The Alcohol Control Regulations, 2016* – Section 59(5)(c)

CHAPTER VIII - RETAIL STORE PERMIT

1. Primary Purpose

The primary purpose of a retail store permit is the sale of beverage alcohol in closed containers for consumption off-site.

In communities with a population of less than 5,000, the retail sales of beverage alcohol may occur in association with other business activities. *See Section 2(a)(iv) in this Chapter for more information about Stand-Alone, Integrated, and Transitional Retail Stores.*

2. Facility Standards

a) Suitability of a Retail Store Establishment

- i) SLGA allows a retail store permit to be issued and to continue to remain in effect only if the location, construction, equipment/vehicles, furnishings and operation of the establishment consistently meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, and terms and conditions on a permit or endorsement and SLGA's policies.
- ii) If these standards are not met, SLGA may refuse to issue or renew a permit or may impose sanctions against the Retail Store Permittee up to and including the cancellation of the retail store permit.
- iii) The Retail Store Permittee is responsible for ensuring that the establishment complies with the facility standards set out in building codes, health and fire regulations, and other relevant federal, provincial and municipal legislation and regulations. SLGA Liquor Licensing and Inspections Branch may request additional information or proof of compliance from an applicant or permittee prior to issuing a permit.
- iv) A Retail Store may operate only in one of the following configurations:

- Stand-Alone Retail Store

A Stand-Alone Retail Store is a facility where the primary purpose is the retail sale of beverage alcohol. A Stand-Alone Retail Store must operate independently from any other affiliated business.

A Stand-Alone Retail Store operating within or while connected to another business must:

- Clearly demarcate the premises of the Retail Store.
- Post notices indicating that minors must be accompanied by a parent, legal guardian, or spouse of legal age on the premises of the Retail Store.
- Display and sell beverage alcohol only on the premises of the Retail Store.
- Prohibit customers from leaving the Retail Store with unsold beverage alcohol.
- Conduct retail sales on a separate point of sale terminal and require that all beverage alcohol transactions are conducted through this terminal. Only items offered for sale

within the premises of the Retail Store may be transacted on this point of sale terminal. {updated: September 14, 2018}

- Be separated from any other businesses by walls, windows or barriers at least 6 feet in height that prevent access to beverage alcohol products from outside the store, and
- Have gates or doors that can be closed and locked to prevent all access to beverage alcohol and allow the closure of the Retail Store while allowing any connected businesses to remain in operation.

- Integrated Retail Store

An Integrated Retail Store is a facility that provides retail sales of beverage alcohol while operating as part of another business in a community with a population of less than 5,000.

An Integrated Retail Store with a liquor display area, operating within or while connected to another liquor permitted business, such as a tavern or restaurant:

- Must have a clear delineation between the retail store space and the other business. The space must clearly alert an individual that they are exiting the permitted area or other business and entering retail store space;
- An Integrated Retail Store with a liquor display area, operating within or while connected to a tavern or restaurant:
- If the tavern or restaurant with lounge has VLTs, the minimum size requirement of 390 sq. ft. for having VLTs continues to apply. This area must be one continuous area.

An Integrated Retail Store may provide retail sales of beverage alcohol as part of another liquor permitted business without a liquor display area (e.g., over-the-counter sales). In these cases, there is no requirement for a dedicated retail area space and the restaurant/tavern requirements apply.

An Integrated Retail Store operating within other business formats (i.e., grocery store) shall as much as reasonably possible display liquor within a single area.

- Transitional Retail Store

A Transitional Retail Store is a facility that provides retail sales of beverage alcohol while operating in a community with a population of more than 5,000 as part of:

- Another liquor permitted business, such as a restaurant or tavern; or
- Other business, such as a convenience store or grocery store.

Only former franchises and off-sales that were in operation as of October 8, 2016 and continue to operate in the same location under the same ownership and business model are eligible for this configuration.

A Transitional Retail Store may continue to operate until the permit is cancelled, the retail store is relocated, the associated business is closed or the permit is sold. After October 8, 2018, if a Transitional Retail Store is sold, relocated or rebuilt after it is damaged or destroyed. Permit will only be issued if the retail store complies with the Retail Store Stand-Alone requirements outlined above.

b) Public Notices and Use of SLGA Logo

The Retail Store Permittee must display materials supplied or required by SLGA and shall not use SLGA's name or logo otherwise without the written consent of SLGA. Materials distributed by SLGA for display may include, but are not limited to, social responsibility messaging or recall notices.

c) Staffing

- i) The Retail Store Permittee shall ensure that all persons working in the Retail Store are familiar with, understand and comply with the Act, Regulations, policies, and terms and conditions at all times.
- ii) The Retail Store Permittee shall not employ or allow a minor to handle, sell or have access to beverage alcohol in any manner.
- iii) Retail Store Permittees operating Integrated or Transitional Retail stores may employ minors that are not involved in the handling or sale of beverage alcohol as long as they are not prohibited from doing so by the terms and conditions of any other permit issued by SLGA.
- iv) Every person employed in the sale and service of beverage alcohol in the Retail Store must successfully complete, within a period determined by SLGA, a server intervention training program approved by SLGA. *See Chapter II, Section 10 of this Manual for more information about mandatory server intervention training.*

d) Drive-Throughs

A Retail Store may sell beverage alcohol through a drive-through window. A floor plan identifying the placement of the drive-through window in the establishment is to be submitted to Liquor Licensing Services for approval prior to construction commencing.

e) Warehouse Space

- i) The Retail Store may acquire sufficient warehousing facilities to maintain inventory requirements for the Retail Store. The warehousing facilities may be attached to the Retail Store or located at one or more separate locations.
- ii) If beverage alcohol is warehoused at a location away from the retail store, the address of the warehousing facility must be provided to SLGA.
- iii) Warehousing facilities will be subject to inspection on the same terms as the premises of a Retail Store.
- iv) The Retail Store Permittee must ensure that all beverage alcohol in a warehouse is stored securely and that reasonable steps are taken to minimize the risk of theft.
- v) Any beverage alcohol that spoils as a result of inadequate warehousing facilities is the responsibility of the Retail Store Permittee and cannot be returned to SLGA.

- vi) Where the Retail Store Permittee operates more than one Retail Store, it is not necessary to have a separate warehouse space for each store. For example, a Retail Store Permittee that operates a store in each of Saskatoon and Regina could have a single warehouse to hold inventory for both stores in Davidson.
- vii) A Retail Store Permittee cannot sell product from its warehouse facilities. A Retail Store Permittee may deliver product to a commercial permittee directly from the Retail Store Permittee's warehouse. The Retail Store Permittee may allow commercial permittees to pick up beverage alcohol that was pre-ordered from the Retail Store Permittee, from the warehouse. A commercial permittee is not allowed to enter the warehouse. The Retail Store Permittee may not allow individual retail customers to pick up beverage alcohol at the warehouse nor to enter the warehouse.
- viii) Two or more retail store permittees may share a warehouse facility. If more than one RSP is operating within the same warehouse, each retail store must ensure that their beverage alcohol is safely secured away from the beverage alcohol of any other retail store permittee.

3. Minors

- a) Minors may be allowed to enter a Stand-Alone retail store as long as they are accompanied by their parent, legal guardian, or spouse of legal age.
- b) Minors may be allowed to enter an Integrated or Transitional retail store unaccompanied. Minors shall not be allowed to enter a Transitional or Integrated retail store if it is co-located in a permitted premise that would otherwise prohibit minors from entering (for example, a tavern).
- c) Minors shall not be employed to work in a warehouse facility.
- d) Minors shall not pick up beverage alcohol from a warehouse facility.
- e) The sale of beverage alcohol to minors is prohibited.
- f) A retail store permittee or the employees of a retail store permittee must demand proof of age from a person if it appears that the person is a minor and the person is attempting to purchase beverage alcohol.
- g) If a minor or an individual who appears to be a minor fails or refuses to produce satisfactory proof of age identification, the retail store permittee or the employees of the retail store permittee must deny service of beverage alcohol and ask the person to leave the retail store immediately.

4. Intoxicated Patrons

- a) The sale of beverage alcohol to intoxicated patrons is prohibited. *See Chapter X, Section 3 of this Manual for more information about over serving and intoxication.*

5. Hours and Days of Operation

- a) Retail Stores may establish their hours of operation any time between 8:00 a.m. and 3:00 a.m. (3:30 a.m. on January 1).
- b) Integrated or Transitional Retail Stores co-located in a permitted premises may open at 8:00 a.m. for the sale of beverage alcohol in closed containers for off-site consumption, but may not sell beverage alcohol for on-site consumption prior to 9:30 a.m.

6. Sampling

a) In-Store Sampling

- i) The Retail Store or a supplier of beverage alcohol authorized by the Retail Store may offer samples of beverage alcohol at the Retail Store.
- ii) All sample products must be purchased under the Retail Store Permit, another Retail Store, or from a craft alcohol (on-site) store or (off-site) off-sale. All applicable taxes, including the Liquor Consumption Tax, must be paid on the cost of all beverage alcohol used for sampling.
- iii) Samplings may be conducted by the Retail Store Permittee, an employee of the Retail Store Permittee, a supplier or a representative of a supplier. The Retail Store Permittee or supplier of beverage alcohol, at their discretion, may charge for samples of beverage alcohol. If charges for samples are instituted, prices for samples must comply with SLGA's policies on minimum pricing for beverage alcohol sold for on-site consumption. Product sampling sessions cannot resemble on-table service of beverage alcohol. *For more information about minimum prices, see Chapter X, Section 12 of this Manual.*
- iv) Retail Store Permittees are responsible to ensure participants are not served samples to the point of intoxication. Retail Store Permittees shall ensure that the maximum sample size requirements provided in subsection (c) of this section are adhered to.

b) Off-Site Sampling – Special Occasion Permit Required

- i) The Retail Store Permittee may apply to SLGA for a Special Occasion Permit (SOP) to provide beverage alcohol samples to invited guests at a location other than the Retail Store. The Retail Store Permittee is prohibited from charging an admission fee to attend the off-site sampling but may charge for the beverage alcohol samples provided where it is issued a sale SOP by SLGA. Per SLGA liquor licensing policy, the Retail Store Permittee will be limited to six Sale SOPs per year.
- ii) Food service must be provided at SOP events as outlined in the Special Occasion Permits Policy Manual. The maximum sample size requirements provided in subsection (c) of this section as well as the terms and conditions of the SOP apply to off-site samplings. The Retail Store Permittee is responsible to ensure no individuals are served to the point of intoxication. *Further information regarding SOPs may be found in the Special Occasion Permits Policy Manual.*

- iii) All products used for off-site samplings must be purchased under the Special Occasion Permit from SLGA, a Retail Store, or from a craft alcohol (on-site) store or (off-site) off-sale. All applicable taxes, including the Liquor Consumption Tax and any applicable re-sale levy as outlined in the Special Occasion Permits Policy Manual, must be paid on the cost of all beverage alcohol used for sampling.
- iv) Off-site samplings may not be held outside the maximum hours of operation for special occasion permitted events as defined in the Special Occasion Permits Policy Manual.
- v) No open bottles of beverage alcohol may leave the area approved in the SOP.

c) Sample Sizes

The sample sizes of beverage alcohol for on-premises consumption must not exceed the following amounts as set out in *The Alcohol Control Regulations, 2016*:

- i) Spirits – ½ ounce or 14.25 millilitres;
- ii) Wine – 2 ounces or 57 millilitres; and
- iii) Beer or cooler – 4 ounces or 114 millilitres.

7. Product Knowledge

a) Beverage Alcohol Knowledge Seminars

- i) The Retail Store Permittee may offer product knowledge seminars at the Retail Store for the purpose of providing beverage alcohol tastings or food and beverage alcohol pairings. A Special Occasion Permit (SOP) is not required for in-store seminars. The Retail Store Permittee may charge an admission fee to attend the beverage alcohol knowledge seminars. Beverage alcohol knowledge seminars may be sponsored and conducted by the Retail Store Permittee or a supplier of beverage alcohol.
- ii) The Retail Store Permittee shall ensure that all participants in the beverage alcohol knowledge seminars are of legal drinking age, adequate food service is available, no individual is over-served (Retail Store Permittees are responsible to ensure participants are not served to the point of intoxication) and the maximum sample size requirements provided in subsection (c) are adhered to.
- iii) All products used in a beverage alcohol knowledge seminar must be purchased under the Retail Store Permit from SLGA, another Retail Store, or from a craft alcohol (on-site) store or (off-site) off-sale. All applicable taxes, including the Liquor Consumption Tax, must be paid on the cost of all beverage alcohol used for seminars.
- iv) Beverage alcohol knowledge seminars may not be held outside the maximum hours of operation
- v) No open bottles of beverage alcohol may leave the Retail Store.

b) In-store Receptions – Special Occasion Permit Required

- i) From time to time, the Retail Store Permittee may apply to SLGA for a non-sale SOP to host a reception at the Retail Store. SLGA will only consider an application for a non-sale SOP for store openings and customer appreciation nights. Retail Store Permittees will be eligible for up to 25 combined sale and non-sale SOPs per year as per the Special Occasion Permits Policy Manual.
- ii) Receptions must be by invitation only, at no charge to the guests.
- iii) All applicable terms and conditions relevant to a SOP will apply to a reception held in a Retail Store. It is the Retail Store Permittee's responsibility to learn and comply with the terms and conditions. *Further information regarding SOPs may be found in the Special Occasion Permits Policy Manual.*
- iv) Receptions may not be held outside the maximum hours of operation defined in the Special Occasion Permits Policy Manual.
- v) No open bottles of beverage alcohol may leave the Retail Store.

c) Sample Sizes

The sample sizes of beverage alcohol must not exceed the following amounts as set out in *The Alcohol Control Regulations, 2016*:

- i) Spirits – ½ ounce or 14.25 millilitres;
- ii) Wine – 2 ounces or 57 millilitres; and
- iii) Beer or cooler – 4 ounces or 114 millilitres.

d) Restrictions

- i) Any unfinished bottles of beverage alcohol samples must be disposed of at the Retail Store.

8. Sales at Permitted Liquor Trade Shows

- a) Retail Store Permittees with approval from SLGA may sell beverage alcohol in closed containers for off-site consumption at a permitted liquor trade show. A liquor trade show is an event where beverage alcohol is showcased by liquor suppliers to the general public. Liquor suppliers include manufacturers, their representatives, agents, or any other liquor permittees who are authorized to sell or serve alcohol to the public.
- b) Retail Store Permittees must apply in writing to SLGA and receive approval before operating an off-site location at a permitted liquor trade show. To apply, contact the Liquor Licensing and Inspections Branch **at least fifteen (15) days before the event** to allow sufficient time to process your request. The applicant must submit a sketch showing the location and dimensions of the

temporary off-site location, a description of the material used for the enclosure, a description of the event, and the dates requested.

See Chapter X, Section 8 of this Manual for more information about trade shows.

9. Product Offerings and Pricing

a) Product Source

All beverage alcohol products offered for sale in a Retail Store must be sourced through SLGA, a SLGA approved Specialty Liquor Warehouse (e.g. Brewer's Distributors Ltd.), a Retail Store, or a craft alcohol (on-site) store or (off-site) off-sale. It is illegal for a Retail Store to offer for sale beverage alcohol that is not purchased from an approved source. *For more information about permitted sources of beverage alcohol, see Chapter X, Section 10 of this Manual.*

b) Product Standards

i) Product Labelling

- All products that are not on the core list offered for sale in a Retail Store must comply with the *Food and Drugs Act* (Canada) and all applicable Provincial and Federal legislation, regulations and by-laws pertaining to label standards, bottle sizes and case markings.
- The Retail Store Permittee will be responsible to ensure that product that is not on the general list purchased and sold by the Retail Store meets standards established by Federal and Provincial law, including labelling standards.

ii) Product Quality

- The Retail Store must comply with any quality assurance policies implemented by SLGA. *See the Beverage Alcohol Quality Assurance Policy at:*
<https://www.slga.com/liquor/partners/for-liquor-suppliers>
- Any product liability issues arising from the purchase or sale of products that are not on the core list by the Retail Store will be the sole responsibility of the Retail Store Permittee. SLGA will be responsible for Listed Products provided those products have not been altered in any manner, including content or packaging standards, or damaged as a result of the Retail Store Permittee's action or negligence.
- The Retail Store must accept returns of beverage alcohol products sold by the Retail Store that are subject to recalls issued by SLGA.

iii) Product Packaging

With the exception of products sold in growlers, all beverage alcohol must be sold in its original packaging. This does not prohibit a Retail Store from opening a package of individually packaged units and selling each unit individually. *See Chapter X, Section 11(c) of this Manual for more information about growler fills.*

iv) Growlers

- Subject to limitations outlined below, retail stores may sell craft beer, craft mead, craft cider, and craft refreshment beverages with a maximum strength of 14.5% alcohol by volume for off-site consumption, in containers provided by the customer.
 - Acceptable containers provided by the customer are reusable howlers and growlers previously purchased from a brewery, or a third-party container, the purpose of which is to be filled with beverage alcohol.
 - The permittee must ensure the reusable container that has been packaged and sold to the customer is sealed so that if opened, it is immediately apparent to a casual observer (e.g. a cork flush with the top of the opening, or a shrink-wrapped plastic seal surrounding a screw-cap or clamp-down covering the lid).
 - Wine and spirits may not be packaged and sold in containers provided by customers.
- Retail store permittees that offer howler and growler fills are subject to the following labelling requirements:
 - The labelling must be identifiable on the container either by the addition of a sticker or tag;
 - The labelling must clearly indicate the type of beverage alcohol and the alcohol by volume of the packaged beverage alcohol;
 - The size of the applicable container must be clearly identifiable on the labelling; and
 - The required labelling information must be legible and permanent.
- Retail store permittees providing howler or growler fills with four or fewer howler/growler filling taps must ensure that Saskatchewan made craft beer, craft mead, craft cider, or craft refreshment beverages is one of the available options. Retail Store permittees providing howler or growler fills with more than four howler/growler filling taps must ensure that at least two of the options are craft beer, craft mead, or craft cider, or craft refreshment beverages made in Saskatchewan.
- Customers are prohibited from filling their own growlers or having access to taps at growler filling stations.
- SLGA maintains a list of approved craft breweries whose products can be sold in growlers. Only products from producers on this list can be sold in growlers.
- Growlers, once filled with craft beer by a Retail Store, must be sealed so that if opened it is immediately apparent to a casual observer.

c) Product Pricing

All Retail Store Permittees may set their own retail and wholesale prices. All Retail Store retail prices must comply with SLGA's Social Reference Price (SRP) policy.

d) Social Reference Prices (SRP)

Retail sales, including sales made to special occasion permittees, must be priced in compliance with the Social Reference Prices (SRP) established by SLGA. Wholesale prices for sales to commercial permittees or Retail Stores may be lower than the Social Reference Price. Beverage alcohol sold to suppliers for the purpose of conducting samplings in the Retail Store may be sold for lower than the Social Reference Price

e) Display of Prices

Retail Stores must display retail prices. The retail price may be as either before or after taxes and deposits.

f) Non-Beverage Alcohol Products

- i) While Stand-Alone Retail Stores may sell non-beverage alcohol products, the primary focus of the Stand-Alone Retail Store is to be the sale of beverage alcohol and the store cannot resemble a grocery or convenience store.
- ii) Non-beverage alcohol products will occupy no more than 25% of the total retail space of Stand-Alone Retail Stores.
- iii) Integrated and Transitional Retail Stores may offer for sale non-beverage alcohol items and services associated with the parent business.
- iv) Retail Stores cannot sell items that, in SLGA's opinion, may encourage the over-consumption of beverage alcohol or the consumption of beverage alcohol by minors.
- v) SLGA may adopt further guidelines that restrict the volume and/or types of non-beverage alcohol products that a Retail Store may carry.

g) Sales Area

All sales made by Retail Stores must occur within the Province of Saskatchewan.

10. Responsible Use Initiatives

The Retail Store Permittee shall implement at the Retail Store any responsible use initiatives or campaigns developed by SLGA from time to time regarding beverage alcohol consumption in addition to any initiatives the Retail Store Permittee may pursue independent of SLGA.

11. Delivery to End User

- a) Retail Stores may deliver products directly to retail and commercial permittees and special occasion permittees. Deliveries to special occasion permittees must be made to the site where the permitted event is to occur.
- b) A Retail Store Permittee is allowed to deliver products directly to retail consumers without a home delivery special use permit.

12. Records

- a) Retail Store Permittees must keep records that distinguish between beverage alcohol sold to:
 - Retail customers;
 - Special occasion permittees; and
 - Retail store and commercial permittees.

For beverage alcohol sold to special occasion, retail store, and commercial permittees, the records must include the permit number.

- b) Integrated and Transitional Retail Stores must keep records that distinguish between beverage alcohol sold in closed containers and beverage alcohol sold for on-site consumption.
- c) Stand-Alone Retail Stores that are operated adjacent to another liquor-permitted business must keep records that distinguish between beverage alcohol sold in the retail store and beverage alcohol sold in the adjacent business.
- d) The Retail Store Permittee shall furnish to SLGA in the form from time to time prescribed by SLGA, and together with such detail and breakdown and copies of supporting records as SLGA may from time to time require respecting the sale of beverage alcohol, the inventory of beverage alcohol then held by the Retail Store Permittee and any other information which SLGA may from time to time deem necessary.
- e) The Retail Store Permittee shall prepare and keep for a period of not less than two (2) years (or longer as may be required by Canada Revenue Agency 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 Retail Store Permittee, 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 returned beverage alcohol;
 - iv) records showing the disposition of beverage alcohol removed for any reason except sales from the Retail Store inventory, such as off premises tasting; and
 - v) returns showing payments to the relevant authorities of all amounts collected, paid and remitted.

13. Additional Statutory and Operational Requirements

- a) A Retail Store Permittee must operate the 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 Retail Store Permittee's responsibility to ensure compliance with all relevant federal, provincial and municipal legal obligations. Additional legal obligations may include, but are not limited to:
 - i) The Environmental Management and Protection Act, 2010;
 - ii) The Litter Control Regulations, 1973;
 - iii) The Liquor Consumption Tax Act;

- iv) Food and Drugs Act; and
- v) Municipal Bylaws.

14. Retail Store Permit Allocation

a) Availability and Eligibility

- i) *The Alcohol Control Regulations, 2016* restricts the number of retail store permits allowed in a municipality based on its population and requires a municipality to have a minimum population of 500 to be eligible for a retail store permit.
- ii) In municipalities with more than one retail store permit, no retail store permittee will be allowed to control all available retail store permits in the municipality.
- iii) The following table outlines the number of retail store permits available in municipalities:

Retail Store Permits Availability	
<i>Population of Municipality</i>	<i>Maximum Number of Retail Store Permits</i>
0 - 499	0
500 - 1,000	1
1,001 - 2,500	2
2,501 - 5,000	3
5,001 - 10,000	4
10,001 - 15,000	5
15,001 - 20,000	6
20,001 and above – every additional 7,500	+1

- iv) SLGA will determine the number of retail store permits for which a municipality is eligible based on its population using current Statistics Canada census information.
- v) If the number of retail stores operating in a municipality meets or exceeds the number of retail store permits available based on its population, SLGA will only issue a permit when the interest in an existing retail store permit is sold to a new applicant who meets all the requirements for a retail store permit.
- vi) If a permittee gives up their claim to a permit (i.e., advises SLGA in writing or closes for more than 180 days) SLGA will not reissue the permit if one is not available to the municipality based on its population.

See subsection 2 and 5 of Chapter II – Permit Application for additional requirements specific to change of ownership and the availability of retail store permits where premises are damaged or destroyed.

- vii) A municipality with a population under 500 that does not have a retail store is exempt from the minimum population requirement, if it had a former franchise or off-sale that closed between July 1, 2014 and October 8, 2016. In these cases, a municipality may be eligible for one retail store permit at SLGA's sole discretion to re-establish its service levels that existed during that time.
- viii) In the Northern Saskatchewan Administration District (NSAD), a retail store permit may only be issued if it is located at least 40 kilometers by road from the nearest retail store. Incorporated municipalities within the NSAD are not part of the district.

b) Expression of Interest

- i) SLGA may initiate an open bid process seeking applicants for retail store permit opportunities if:
 - An expression of interest is submitted to the SLGA;
 - A retail store permit is available; and
 - The municipality or Indian Band has not passed a bylaw prohibiting the operation of a retail store.
- ii) An expression of interest is to be submitted to SLGA's Liquor Licensing Services identifying the municipality where the proposed retail store will be located. *See the Appendix for a list of SLGA contact information.*

c) Open Bid Process

- i) Opportunities to apply for available retail store permits will be allocated through an open bid process and will go to the highest bidder.
- ii) A notification of upcoming auctions will be:
 - Posted on SLGA's website (www.slga.com); and
 - Advertised once a week, for two consecutive weeks, in a newspaper circulated in the municipality where the retail store will be located.
- iii) Open bids are conducted by a third party through an online real time auction and bids are accepted for 10 calendar days.
- iv) Bidders are required to pay a refundable deposit of \$5,000 to participate, with the deposit from the successful bidder applied towards the first down payment of the permit. If the successful bidder subsequently chooses not to proceed with the RSP application, the deposit will be forfeited.
- v) Within 5 business days of the closing date of the auction, SLGA will conclude the open bid process by confirming and awarding the winning bid.
- vi) The successful bidder must be the applicant for the retail store permit.
- vii) SLGA will only issue the retail store permit if, within 18 months following the conclusion of the open bid process, the successful bidder has:

- Applied and qualified for a retail store permit, which includes paying all the applicable permit fees (*See Chapter II – Permit Application*).
- Made all partial bid payments within the following payment schedule:

<i>From the conclusion of open bid process</i>	<i>% of total bid amount</i>
Within 30 days	25%
Within 12 months	Additional 50% (total, 75%)
Within 18 months	Final 25% (total, 100%)

- Established a permitted retail store in compliance with SLGA’s facility standards for retail stores, as outlined in subsection 2 of this Chapter (i.e., Stand-Alone or Integrated Retail Store).
- viii) A successful bidder will lose its claim to the opportunity for a retail store permit if it fails to:
- Make a bid payment on time; or
 - Meet all requirements to be issued a permit within 18 months of SLGA confirming it as the winning bid, which includes not:
 - Completing an application and providing all the necessary information to assess an application for a retail store permit.
 - Qualifying for a retail store permit; or
 - Establishing an operational retail store in compliance with the facility standards.
- ix) Any bid amount already paid by the successful bidder may be refunded, at the SLGA’s discretion, if they do not qualify for a retail store permit because there is credible and reliable evidence to confirm the applicant is not of good character or the bylaws of the municipality prohibit the operation of retail stores.
- x) Any partial bid amounts paid will not be refunded if:
- The successful bidder does not complete the application process for a permit
 - The total bid amount is not paid; or
 - A retail store is not operational within 18 months.
- xi) If the applicant does not qualify to be granted a retail store permit, they may request a review of the decision to the Liquor and Gaming Licensing Commission within 15 days after receiving notice of SLGA’s decision.

A review does not apply to situations where the successful bidder loses their claim to the retail store permit because they fail to:

- Pay the permit application fees;
- Pay the full bid amount; or
- Establish a permitted retail store within 18 months from the date of the open bid process ending.

See Section 11 of Chapter XIII for information specific to the Commission Review Process.

- xii) If the successful bidder is no longer eligible for the opportunity, SLGA may offer the opportunity to apply for the retail store permit:

- To the second highest bidder, if it has been less than six months since the open bid process concluded. The second highest bidder must meet all the requirements set out above in order to be issued a permit. There will not be a roll-down to the third or other bidders if the second highest bidder declines the opportunity or fails to meet the requirements for a permit.
- Through another open bid process, if more than six months have elapsed from the conclusion of the open bid process. The successful bidder who lost their claim to apply for the retail store permit is not eligible to bid on this subsequent auction.

xiii) Before a successful bidder is allowed to sell its interest in a retail store permit, it must be issued a retail store permit and open and operate a permitted retail store.

See section 3 of Chapter II for information specific to the change in ownership of an existing retail store.

15. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016* for the corresponding topics in this Chapter.

Primary Business

- *The Alcohol and Gaming Regulation Act, 1997* – Section 47, 92.
- *The Alcohol Control Regulations, 2016* – Section 19.

Establishments that Qualify for a Retail Store Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections X.
- *The Alcohol Control Regulations, 2016* – Section X

Facility Standards

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(1)(b), 44(c), 70.
- *The Alcohol Control Regulations, 2016* – Sections 4.

Food Service

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2016* – Section 68.

Minors

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 110, 111, 113, 114, 115, 129(1)(d).
- *The Alcohol Control Regulations, 2016* – Section 46.

Capacity and Floor Area

- *The Alcohol and Gaming Regulation Act, 1997* – Section 120.
- *The Alcohol Control Regulations, 2016* – Section 5.

Hours and Days of Operation

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 71, 129(1)(e).
- *The Alcohol Control Regulations, 2016* – Sections 49, 50.

Sampling

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 131.
- *The Alcohol Control Regulations, 2016* – Sections 67.

Open bidding process

- *The Alcohol Control Regulations, 2016* – Sections 10.1.

CHAPTER IX - PERMIT ENDORSEMENTS

1. Introduction

An endorsement is an addition or addendum to a permit. When combined with a permit, an endorsement allows a permittee to sell beverage alcohol under specific circumstances. For example, a restaurant permit with a room service endorsement authorizes beverage alcohol service to registered guests in the guest rooms of a hotel or motel.

2. Endorsements Available for Different Permit Classes

The following table summarizes the availability of each type of endorsement for each permit class:

TYPE OF ENDORSEMENT	PERMIT CLASS		
	RESTAURANT PERMIT	TAVERN PERMIT	SPECIAL USE PERMIT
Banquet Room	yes	no	no
Catering	yes	yes	yes
Lounge	yes	no	no
Tavern	yes	no	no
Off-Sale	N/A see chapter 2 for restaurant off sale	no	yes - northern camps only
Patio	yes	yes	yes, except for cooking class premises, home delivery, public conveyances, food catering.
Room Service	yes	yes	no
Trade Show	no	no	yes, only theatres, concert premises, convention centres, post-secondary and exhibition/fairs
On-Course	no	no	yes – golf courses only
Off-Season	no	no	yes, only seasonal sports facilities
Self-Service Mini Bar	yes	yes	no

Note: The U-Brew/U-Vin Operation permit class is not eligible for any endorsements.

- This chapter describes the available endorsements and highlights the eligibility requirements and rules for each type of endorsement.
- The rules for each type of endorsement are found in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016* and this policy manual.

- c) Where a permittee violates an endorsement's rules, SLGA may impose sanctions against the permittee. *For more information about possible disciplinary action taken by SLGA, see Chapter XIII – Disciplinary Action.*
- d) In addition, many restrictions and rules which are in effect in the main establishment (restaurant, tavern, special use establishment) equally apply to the area or service associated with the endorsement.
 - i) For example, a patio endorsement may be granted to a restaurant, tavern, or special use permittee. Minors may be present as non-drinking patrons in a restaurant establishment and similarly, in its adjoining patio. In contrast, minors are prohibited in a patio adjacent to a lounge because the lounge is minors-prohibited. Minors are prohibited from being present in a tavern establishment and similarly, in its adjoining patio.
 - ii) *For more information about the restrictions and rules for the main establishment and as a consequence, for the area or service associated with the endorsement, see the following:*
 - *For a restaurant permit with an endorsement, see Chapter III – Restaurant Permit;*
 - *For a tavern permit with an endorsement, see Chapter IV – Tavern Permit;*
 - *For a special use permit with an endorsement, see Chapter V – Special Use Permit; and*
 - *For all endorsements, also see Chapter X – Operation of Establishment; Chapter XI – Advertising and Promotions; Chapter XII – Inspections; and Chapter XIII – Disciplinary Action.*
- e) An applicant may apply for an endorsement when obtaining a permit or subsequent to the granting of a permit. For some endorsements, the applicant must pay a fee before the granting of an endorsement and subsequently, at the time of its renewal.
- f) This Chapter does not deal with “minors endorsements”. A minors endorsement allows minors limited access to an establishment as non-drinking patrons or employees. *For more information about the eligibility requirements and restrictions respecting minors endorsements, see Section “Minors” in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit.*

3. Fees for Endorsement Application and Renewal

The fees for endorsement applications and renewals can be found at the following link:

<https://www.slga.com/permits-and-licences/permit-fees>

4. Additional Options for Operation

- a) SLGA may authorize an additional option for operation which allows a permittee to sell beverage alcohol under specific circumstances for a specific time frame. An additional option for operation is listed on the permit.

The following table summarizes the various additional options for operation for each permit class.

ADDITIONAL OPTIONS FOR OPERATION	PERMIT CLASS		
	RESTAURANT PERMIT	TAVERN PERMIT	SPECIAL USE PERMIT
Daily and Sunday Family Dining	no	yes, <i>see Chapter IV - Tavern Permit</i>	no
Early Hours	no	yes, <i>see Chapter IV - Tavern Permit</i>	no
After Hours Non-Alcoholic Event	no	yes, <i>see Chapter IV - Tavern Permit</i>	no
All-Ages Non- Alcoholic Event	no	yes, <i>see Chapter IV - Tavern Permit</i>	no

5. Temporary Endorsements

A temporary endorsement may be granted which allows a permittee to sell beverage alcohol under specific circumstances for a specific time frame. A temporary endorsement is issued via a letter from SLGA and must be attached to the permit for the duration that the temporary endorsement is in effect.

A temporary endorsement may be granted to restaurant permittees, tavern permittees, and special use permittees.

a) Description and Eligibility

- i) A **temporary patio endorsement** authorizes the sale of beverage alcohol during a specific event in a designated outdoor area adjacent to the main establishment. Adequate security is required to ensure proper supervisory control.
- ii) A **temporary extension endorsement** authorizes the sale of beverage alcohol during a social function in a designated indoor area that is not a permanent part of the permit. The extension area is to be within the same building and adjacent to the permitted establishment. An extension is granted where a large social function requires additional area to accommodate increased capacity. Adequate security is required to ensure proper supervisory control.

b) Facility Standards

- i) SLGA applies the standards described in this section respecting the location and construction of a temporary patio.
 - A temporary patio is to be defined and segregated by a portable enclosure that visibly distinguishes the patio from the surrounding area.
 - Because events held on temporary patios tend to have higher associated risks or impacts on the surrounding area, SLGA will typically expect that the portable enclosure be 1.524 metres (5 feet) high and constructed of materials that prevent the passing of beverage alcohol through the enclosure.

- The temporary patio is to be on the same property as the main permitted area or on an outdoor area connected to the property. If the temporary patio is not directly connected to the permitted establishment, it must be adequately staffed to monitor patrons, including ensuring that alcohol is not carried through an unpermitted area.
 - Portable washrooms may be required to meet building and health codes.
- ii) The maximum capacity for a temporary patio is set in accordance with the *National Fire Code of Canada* and must not be exceeded by the total of all individuals on the permitted temporary patio, staff included.
- c) Food Service
- i) The general food service requirement applies in a temporary patio or extension area (light meals and non-alcoholic beverages).
- d) Operation of a Temporary Patio or Temporary Extension Area
- i) Minors may be allowed in a temporary patio or extension area adjoining a restaurant unless otherwise restricted by SLGA.
- ii) Minors are allowed on a temporary patio or extension area adjoining a restaurant or special use establishment, but they are prohibited from being on an area adjoining a lounge or a tavern establishment. However, different rules may apply if the permittee alters the style of operation in the establishment (e.g. Daily Family Dining in taverns; restaurants with tavern endorsement). *For more information about the requirements and restrictions for minors, see Section “Minors” in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit.*
- iii) Unless restricted on the temporary patio or extension endorsement, a temporary patio or extension area may operate within the maximum regulated hours on any day that the main establishment is open to the public
- iv) The temporary patio or extension area is to be controlled and operated by the permittee of the main establishment that adjoins the temporary patio or extension area.
- e) Application Process
- i) To apply for a temporary patio or extension endorsement, contact Liquor Licensing Services **at least fifteen (15) days before the event to allow sufficient time to process your request.** *For a list of contacts, see the Appendix of this Manual.*
- ii) For a temporary patio endorsement, an applicant must submit:
- Where necessary, a copy of the municipal approval authorizing beverage alcohol service (e.g. municipal property used as temporary patio);
 - A sketch showing location and dimensions of the proposed temporary patio and main establishment; and description of material used for the enclosure surrounding the temporary patio; and
 - Security plans for the event.

- iii) For a temporary extension endorsement, an applicant must submit a description of the function for which the extension area is to be used, and the requested dates for a temporary extension endorsement.

6. Banquet Room Endorsement – Restaurant Establishment

a) Description, Eligibility, and Facility Standards

- i) A banquet room endorsement authorizes the sale of beverage alcohol by a restaurant permittee in a banquet room located in the same facility as the restaurant establishment.
- ii) The banquet room endorsement may be granted only to a restaurant permittee.
- iii) The permittee is responsible to ensure that the banquet room complies with the facility standards set out in the building codes, health and fire regulations, and other federal, provincial, and municipal legislation and regulations.

b) Capacity

- i) Capacity for a banquet room is based on the maximum number of persons allowed to be present at any one time according to the *National Fire Code of Canada*. *For more information about capacity and floor area for restaurants, see Chapter III, Section 10 of this Manual.*

c) Food Service

- i) The general food service requirement (light meals and non-alcoholic beverages) applies to banquet rooms at all times, except when the banquet room is in use for dining overflow, in which case the restaurant food service requirement applies.
- ii) The food-beverage alcohol sales ratio does not apply at any time in the banquet room. *For more information about the food service requirement for restaurants, see Chapter III, Section 4 of this Manual.*

d) Operation of a Banquet Room

- i) Unless restricted on the endorsement, a restaurant permittee may operate a banquet room on any day that the restaurant area is open to the public. The restaurant area may operate different hours of the day than the banquet room, but the restaurant must remain the primary focus of the operation in order to remain eligible for a restaurant permit. Liquor service is restricted to hours that alcohol may legally be sold and served. *For more information about this issue, see Chapter III, Section 11 of this Manual.*
- ii) Liquor service to banquet rooms may take place after the restaurant is closed on the condition that the banquet room remains accessible to regulatory authorities including SLGA and local police.
- iii) A banquet room may be rented to an outside event host with all sale and service of beverage alcohol during the event taking place under the restaurant permit.

- iv) A banquet room may be rented to a special occasion permittee. The sale and service of beverage alcohol during the event may occur as follows:
 - The Special Occasion Permit covers all of the beverage alcohol at the event and the special occasion permittee is responsible for the sale and service of beverage alcohol during the event; or
 - The Special Occasion Permit covers only the beverage alcohol that is being served either (1) under a non-sale permit; or (2) under a sale permit where there is no direct charge for the beverage alcohol being provided (e.g. wine provided on table at a wedding). The Special Occasion Permit may be in effect during the same time that the restaurant is operating a cash bar.
 - The restaurant permittee and the special occasion permittee are both responsible for the service of the beverage alcohol under the Special Occasion Permit.
 - v) Under a minors endorsement, minors may be present as non-drinking patrons. However, they are prohibited from being in a banquet room if an event under a Special Occasion Permit is minors-prohibited. *For more information about the requirements and restrictions for minors in restaurants, see Chapter III, Section 9 of this Manual.*
- e) Application Process
- i) To apply for a banquet room endorsement, contact Liquor Licensing Services. *For a list of contact, see the Appendix of this Manual.*
 - ii) Where a restaurant establishment requires renovation for a banquet room, an applicant must follow the procedure for making changes to the layout of a restaurant establishment. *For more information about this issue, see Chapter II, Section 7 of this Manual.*

7. Catering Endorsement – Tavern, Restaurant, Special Use Permittee

a) Description, Eligibility, and Facility Standards

- i) A general catering endorsement authorizes beverage alcohol service by a tavern, restaurant, or special use permittee at events held under a Special Occasion Permit held in locations away from the establishment (e.g. community hall).
- ii) A catering endorsement may be granted only to restaurant, tavern, and special use permittees.
- iii) A permittee providing beverage alcohol under a catering endorsement (caterer) must ensure that:
 - The individual or organization hosting the special occasion event has a Special Occasion (Sale) Permit;
 - A copy of the caterer's permit is posted in the premises where the special occasion event is held.

b) Operation at Catered Event

The caterer is responsible at the event for proper beverage alcohol service and other duties, including:

- Exercising crowd control;
- Monitoring beverage alcohol consumption to avoid over service;
- Checking identification for minors, and refusing beverage alcohol service to minors;
- Obtaining liability insurance;
- Providing adequate staff.

c) Food Service

A permittee providing liquor service under a catering endorsement is not required to provide food service at the special occasion event unless requested by the special occasion permittee. However, the general food service requirement applies to all events held under a Special Occasion Permit.

- Light meal and non-alcoholic beverages must be available to patrons during the special event.
- Light meal means a serving of one item, typically a smaller serving commonly referred to as an appetizer. Snacks such as chips, peanuts, or other items typically found in vending machines are not sufficient to meet the general food service requirements.

d) Application Process

To apply for a catering endorsement, contact Liquor Licensing Services. *For a list of contacts, see the Appendix of this Manual.*

8. Lounge Endorsement – Restaurant Establishment

a) Description, Eligibility, and Facility Standards

- i) A lounge endorsement authorizes the sale of beverage alcohol by a restaurant permittee in a lounge connected to the restaurant establishment.
- ii) The lounge endorsement may be granted only to a restaurant permittee.
- iii) The lounge area must be divided by a railing or similar physical barrier to ensure there is a clear and distinct delineation between the lounge area and restaurant area. Typically, the barrier is expected to be at least four (4) feet high.
- iv) The permittee is responsible to ensure that the establishment complies with the facility standards set out in building codes, health and fire regulations, and other relevant federal, provincial, and municipal legislation and regulations. SLGA Liquor Licensing and Inspections Branch may request additional information or proof of compliance from an applicant or permittee prior to issuing an endorsement.

b) Capacity and Floor Area

- i) The capacity for permitted restaurants and lounges is determined by the *National Fire Code of Canada* (Maximum Occupant Load Certificate). The Maximum Occupant Load Certificate capacity is to be issued by the local municipal government.

- ii) The permittee is responsible for ensuring that the establishment is compliant with the *National Fire Code of Canada* requirements, and that the total number of all individuals on the permitted premises, including staff, does not exceed the maximum rated capacity at any time. SLGA reserves the right to refuse or revoke a permit or endorsement or to impose sanctions where an establishment is not compliant with fire and building code requirements. *For more information about compliance with fire and building code requirements, contact your local fire or building inspector.*
- iii) SLGA will assign a maximum capacity in cases where it is necessary to restrict an establishment below its rated fire or building capacity in order to be compliant with requirements under *The Alcohol and Gaming Regulation Act, 1997, The Alcohol Control Regulations, 2016*, and related policies.
- iv) The maximum floor area for a restaurant lounge may not exceed 100% of the restaurant permitted premises floor area.
- v) The capacity of an establishment usually decreases if the floor area is used for entertainment or other activities.

For more information about capacity and floor area, see Chapter III, Section 10 of this Manual. For more information about fire and building code requirements, contact your local fire or building inspector.

c) Food Service

- i) The general food service requirement applies in a lounge (light meal and non-alcoholic beverages). However, if Sunday Brunch is offered in a lounge, the restaurant meal service requirements apply during that time.
- ii) The food-beverage alcohol sales ratio does not apply at any time in the lounge. *For more information about the food service requirement, see Chapter III, Section 4 of this Manual.*

d) Operation of a Lounge

- i) A lounge is minors-prohibited; however, a Sunday Brunch endorsement from SLGA allows limited access by minors as non-drinking patrons. *For more information about the requirements and restrictions for minors, see Chapter III, Section 9 of this Manual.*
- ii) A lounge may operate only on the days that the restaurant is also open to the public. The lounge may continue to operate after the restaurant closes, within the maximum hours of operation. *For more information about options for operating adjacent areas and related food service requirements, see Chapter III, Sections 4 and 11(d) of this Manual.*

e) Karaoke Rooms – Lounge Connected to Restaurant

A restaurant with a lounge endorsement may be authorized to include private karaoke rooms where each room is equipped with its own sound system and can be rented for private parties. Karaoke

rooms are considered part of the lounge for the purpose of calculating the total size and/or capacity.

- i) Minors are prohibited from accessing private karaoke rooms at all times.
 - ii) Lounges with a karaoke room endorsement may be eligible for a Sunday Brunch dining endorsement allowing minor access for the purpose of consuming a meal in the lounge common area only.
 - iii) Karaoke rooms must have a glass wall or window that allows full visibility of the patrons in the karaoke room.
 - iv) Staff shall monitor the karaoke room at all times when the karaoke room is in use.
 - v) Permittees shall not use electronic ordering systems; staff must interact directly with patrons to take orders for beverage alcohol.
 - vi) Karaoke rooms shall not be fitted with locks or other similar devices.
 - vii) Karaoke rooms must have security cameras that are supported by a recording system. Recordings must be kept for one month and made available to SLGA and local law enforcement officials on demand.
 - viii) Karaoke rooms must not have private exterior doors. Patrons must enter and exit these rooms from the restaurant or lounge.
 - ix) Karaoke rooms may be converted for temporary use as a DJ booth for events taking place in the restaurant/lounge common areas only. Permittees may not provide in-room DJ services for patrons in a private karaoke room.
- f) Application Process
- i) To apply for a lounge endorsement, contact Liquor Licensing Services. *For a list of contacts, see the Appendix of this Manual.*
 - ii) Where a restaurant establishment requires renovation for a lounge, an applicant must follow the procedure for making changes to the layout of a restaurant establishment. *For more information about this issue, see Chapter II, Section 7 of this Manual.*

9. Mini Bar Services – Restaurant or Tavern Establishment

a) Eligibility

- i) SLGA may authorize any restaurant or tavern permittee to provide mini bar services to guest rooms of hotels or motels. Generally speaking, SLGA will grant this authorization automatically at the time the permit is issued, but reserves the right to refuse or revoke such authorization in cases of non-compliance.

- ii) A permittee may not provide mini bar services to a hotel or motel unless it has entered into a written agreement with that hotel or motel owner/operator to do so. This document does not have to be provided to SLGA at the time of application, but must be available for inspection on demand.

b) Operation of Mini Bar Services

- i) The permittee is responsible for ensuring that beverage alcohol provided through a mini bar service is accessible only by registered guests of the hotel or motel who are not minors. Typically, this would mean that the mini bar compartment would be kept locked or else stocked only if the registered guest is not a minor.
- ii) The self-service mini bar compartment must contain non-alcoholic beverages and snack food that does not require any preparation (such as peanuts, beef jerky, chips, etc.).
- iii) Social Reference Pricing applies to all beverage alcohol sales in closed containers under a mini bar endorsement. *For more information about Social Reference Pricing requirements, see the Appendix of this Manual.*

10. Off-Sale Endorsement for Northern Camp

a) Description and Eligibility

A northern camp off-sale endorsement authorizes the sale of beverage alcohol in closed containers for consumption in the guest rooms of a camp in northern Saskatchewan that has been issued a special use permit.

b) Operation of Off-Sale Area

- i) An off-sale endorsement at a northern camp authorizes the sale of beer, coolers, spirits, and wine in closed containers for consumption in the guest rooms of a northern camp with a special use permit.
- ii) A special use permittee with an off-sale endorsement for a northern camp may sell off-sale product to individuals who are not minors and who are guests of the camp.
- iii) The minimum price for beer, wine, spirits and coolers, including any container deposit, liquor consumption tax (LCT) and goods and services tax (GST), cannot be less than the Social Reference Price for that type of alcohol. *For more information about Social Reference Pricing, see the Appendix of this Manual.*
- iv) The hours and days of operation for the off-sale area correspond to those available for beverage alcohol service in the northern camp establishment. In addition, the off-sale area may operate during the tolerance period. *For more information about the hours and days of operation, see Chapter V, Section 9.*

c) Application Process

- i) The off-sale endorsement will be applied to any northern camp permits automatically. Unless the establishment requires renovations for the off-sale area, there is no need to contact Liquor Licensing Services.
- ii) Where a northern camp establishment requires renovation for an off-sale area, an applicant must follow the procedure for making changes to the layout of the special use establishment. *For more information about making changes to the layout of a special use establishment, see Chapter II, Section 7 of this Manual.*

11. Off-Season Endorsement

a) Operation of Off-Season Restaurant

A seasonal special use sports facility may request an off-season endorsement to continue to operate the facility for the sale and service of beverage alcohol during the sports' off-season under the following conditions:

- i) Beverage alcohol service is provided only as part of a meal. The establishment offers a reasonable amount of meal choices. The menu must be provided to SLGA at the time of application; and
- ii) The establishment holds a licence issued by a public health authority authorizing it to operate as a public eating establishment. The licence must be available for inspection on demand but does not have to be provided to SLGA as part of the application.

For more information about meals and light meals, see Chapter III, Section 4(a) of this Manual.

b) Application Process

To apply for an off-season endorsement, contact Liquor Licensing Services. *For a list of contacts, see the Appendix of this Manual.*

12. Patio Endorsements – Restaurant, Tavern, and Special Use Establishments

a) Description and Eligibility

- i) Restaurants, taverns, and special use permits may be eligible for a patio endorsement.
- ii) A patio endorsement authorizes the sale of beverage alcohol on a patio.
- iii) A patio is an enclosed outdoor area suitably connected to the main establishment.
- iv) A permittee must obtain municipal approval for a patio before a patio endorsement may be issued if the patio is on property that is owned by the municipality but will be controlled by the permittee. Each municipality specifies the types of establishments that are eligible to operate a patio. A permittee should obtain information about the eligibility requirements by contacting the municipality where the proposed patio is to be situated. The patio endorsement is valid only as long as the municipality's approval for a patio remains in effect.

- v) A patio endorsement may be granted to a restaurant, tavern, or special use permit holder;

b) Facility Standards

- i) The permittee is responsible to ensure that the establishment complies with the facility standards set out in building codes, health and fire regulations, and other relevant federal, provincial, and municipal legislation and regulations. SLGA Liquor Licensing and Inspections Branch may request additional information or proof of compliance from an applicant or permittee prior to issuing an endorsement.
- ii) A permanent patio shall be defined and segregated by a permanent enclosure that visibly distinguishes the patio from the surrounding area.
- iii) A seasonal patio shall be defined and segregated by either a permanent or portable enclosure (e.g. rope, railing, etc.) that visibly distinguishes the patio from the surrounding area.
- iv) Generally speaking, the enclosure around a patio must be at least 0.6 metres (2 feet) in height. However, in cases where SLGA deems the potential impact on the surrounding area or the risk of injury to patrons to be high, additional height up to 1.524 metres (5 feet) total may be required. In cases where the impact and/or risks have been demonstrated to be high, SLGA may require that an existing patio increase the height of the enclosure to 1.524 metres (5 feet).
- v) The permittee must be able to control access to the space (either by doors/gates or by continuous staff monitoring).
- vi) The permittee must be able to monitor consumption of alcohol in the space, and to prevent minors and intoxicated individuals from accessing and consuming alcohol.
- vii) The permittee must be able to serve the space, either:
- By direct access to a space immediately adjacent to the permitted establishment;
 - By access via a short walkway legally possessed and/or controlled by the permittee; or
 - By access via a short walkway owned and controlled by another individual or business, or by the municipality, with the written consent of the owner of the walkway.
- viii) The patio may extend in front of entrance/exit to restaurant, as long as it is compliant with Fire requirements.
- ix) Floor covering for the area is to be of a suitable material that meets building code and health requirements, as well as any other applicable legislation.
For more information about what types of floor coverings may be considered suitable, contact your local municipal authority and/or your local health inspector.
- x) Under section 11 of *The Tobacco Control and Vapour Products Act*, patrons may not smoke in an enclosed patio. The permittee is responsible for ensuring that any permitted patio area is compliant with the requirements of *The Tobacco Control and Vapour Products Act*. SLGA provides the following guidelines for informational purposes to permittees interested in operating a partially enclosed patio:
- A fully enclosed patio has both a full roof covering and full walls, floor to ceiling;

- In order for a patio to not be considered enclosed, generally:
 - at least two of the exterior walls, except the host building wall(s), must have at least three feet of open space between the roof and the top of the wall; or
 - if all walls extend to roof height, there can be no permanent or temporary roof covering.

For more information about The Tobacco Control and Vapour Products Act requirements, contact your local health authority.

c) Capacity and Floor Area

- i) The capacity for an establishment, including any patio area, is determined by the *National Fire Code of Canada* (Maximum Occupant Load Certificate). The Maximum Occupant Load Certificate capacity is to be issued by the local municipal government.
- ii) The permittee is responsible for ensuring that the establishment is compliant with the *National Fire Code of Canada* requirements, and that the total number of all individuals on the permitted premises, including staff, does not exceed the maximum rated capacity at any time. SLGA reserves the right to refuse or revoke a permit or endorsement or to impose sanctions where an establishment is not compliant with fire and building codes. *For more information about compliance with fire and building code requirements, contact your local fire or building inspector.*
- iii) SLGA will assign a maximum capacity in cases where it is necessary to restrict an establishment below its rated fire or building capacity in order to be compliant with requirements under *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, and related policies.
- iv) The permittee shall prominently and publicly display the Maximum Occupant Load Certificate or the SLGA Capacity Rating Card.
- v) A patio may have a separate capacity rating from the capacity of the main area of the establishment. However, the capacity of the main area does not increase with the addition of a patio. The permittee is to ensure that the rated capacity of any area of the establishment that has a designated capacity is not exceeded.
- vi) SLGA has no restriction on the maximum floor area of a patio. However, such a restriction may be imposed by the municipality.
For more information about fire and building code requirements, contact your local fire or building inspector.

d) Food Service

- i) The municipal approval for a patio may impose additional food service requirements on a patio. To ensure compliance with the food service standards of SLGA and the municipality, SLGA requires that the permittee comply with the more stringent food service requirements.
- ii) The general food service requirement applies to a patio (light meals and non-alcoholic beverages). However, additional requirements apply if the style of operation is altered through

a Daily or Sunday Family Dining endorsement in a tavern establishment with a patio. In cases where the patio area is a minors-prohibited area subject to a family dining endorsement, a reasonable amount of meal choices must be available for the duration that the endorsement is in effect. Minors may access the area only for the purpose of eating a meal, but other patrons are not required to purchase a meal in order to consume beverage alcohol.

In the case of a restaurant establishment, the food-beverage alcohol sales ratio does not apply at any time to the patio area. *For more information about the food service requirement, see Section “Food Service” in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit.*

e) Operation of a Patio Area

- i) Minors are allowed on a patio area adjoining a restaurant or special use establishment, but they are prohibited from being on an area adjoining a lounge or a tavern establishment. However, different rules may apply if the permittee alters the style of operation in the establishment (e.g. Daily Family Dining in taverns; restaurants with tavern endorsement). *For more information about the requirements and restrictions for minors, see Section “Minors” in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit.*
- ii) Unless restricted on the endorsement or on the municipal approval, a patio area may operate within the maximum regulated hours on any day that the main establishment is open to the public. *For more information about this issue, see Section “Hours and Days of Operation” in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit.*
- iii) Entertainment is allowed on a patio; however, SLGA requires that a permittee contact the municipality to obtain any information, restrictions, or bylaws that may apply.

f) Application Process

- i) To apply for a patio endorsement, contact Liquor Licensing Services. *For a list of contacts, see the Appendix of this Manual.* The following information will generally be required:
 - a floor plan showing the location and dimensions of the patio area in relation to the main establishment;
 - a description of the material used for the enclosure to surround the patio; and
 - a copy of the municipal approval to operate the area, if an approval is required.
- ii) Where an establishment requires renovation for a patio, an applicant is to follow the procedure for making changes to the layout of an establishment. *For more information about this issue, see Chapter II, Section 7 of this Manual.*
- iii) In evaluating an application for a patio endorsement, SLGA considers several factors, including:
 - location of the area in relation to the community;
 - impact of the patio on the surrounding residential area, including any additional noise or traffic;

- compliance with municipal bylaws;
- any other relevant information.

- iv) When renewing a patio endorsement, an applicant is not required to submit a floor plan of the area or a description of the enclosure unless the location, dimensions, or enclosure of the area have changed from the previous year.

13. Room Service – Restaurant or Tavern Establishment

a) Eligibility

- i) SLGA may authorize any restaurant or tavern permittee to provide room service to guest rooms of hotels or motels. Generally speaking, SLGA will grant this authorization automatically at the time the permit is issued, but reserves the right to refuse or revoke such authorization in cases of non-compliance.
- ii) A permittee may not provide room service to a hotel or motel unless it has entered into a written agreement with that hotel or motel owner/operator to do so. This document must be available for inspection by SLGA on demand, but does not have to be provided at the time of application.

b) Operation of Room Service

- i) Beverage alcohol may be sold and delivered to registered guests who are not minors and who are not intoxicated.
- ii) The establishment may provide room service within the maximum regulated hours on any day that the establishment is open to the public. Room service may be provided during hours when food is not available.
- iii) Wine, beer, spirits, miniatures of spirits and coolers may be served in their opened original containers or dispensed into containers (glass, pitcher, carafe, etc.).
- iv) The minimum pricing requirements apply to all beverage alcohol sales. *For more information about minimum pricing requirements, see Chapter X, Section 12(a) of this Manual.*

14. Tavern Endorsement – Restaurant Permit

a) Description, Eligibility, and Facility Standards

A tavern endorsement authorizes a restaurant establishment and its adjacent areas (lounge or patio, or both) to operate as a tavern after 8:00 p.m.

A tavern endorsement may be granted only to a restaurant permittee who receives approval by a resolution of council of the municipality where the restaurant-tavern is to be situated.

b) Food Service

- i) The general food service requirement applies when the restaurant establishment operates as a tavern (light meals and non-alcoholic beverages).
- ii) The food-beverage alcohol sales ratio does not apply in the restaurant establishment when it operates as a tavern.

For more information about the food service requirement, see Chapter III, Section 4.

c) Operation of Restaurant-Tavern

- i) A restaurant permittee with a tavern endorsement must convert the restaurant establishment into a tavern operation by 8:00 p.m. on those days that it is open.
- ii) Any provision in *The Alcohol and Gaming Regulation Act, 1997* or *The Alcohol Control Regulations, 2016* that applies to a tavern permit equally applies to the restaurant establishment when operating as a tavern.

d) Minors

Minors are prohibited from being in a restaurant-tavern after 8:00 p.m. *For more information about the requirements and restrictions for minors, see Chapter III, Section 9.*

e) Off-Sale

A restaurant permittee is prohibited from providing off-sale when operating as a tavern.

15. Trade Show Endorsement

- a) A trade show endorsement authorizes the sale of beverage alcohol at a trade show on the special use premise where beverage alcohol is showcased by liquor suppliers to the general public. Beverage alcohol can be showcased at a liquor trade show or a general trade show in Saskatchewan.
- b) Generally speaking, SLGA will automatically issue a trade show endorsement to a permit for:
 - Special use theatres, concert premises, or convention centres;
 - Special use premises in a university or post-secondary educational institution;
 - Special use premises in which exhibitions or fairs are presented.

However, SLGA reserves the right to refuse or revoke this endorsement in the case of non-compliance.

16. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2016*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2016* for the corresponding topics in this Chapter.

Introduction

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(1)(a.1), 19(1)(b), 19(1)(c), 38, 39, 41, 44(a), 44(b), 47.
- *The Alcohol Control Regulations, 2016* – Sections 4, 62, 63.

Self-Service Mini Bar Endorsement – Restaurant or Tavern Establishment

- *The Alcohol Control Regulations, 2016* – Section 45.

Room Service – Restaurant or Tavern Establishment

- *The Alcohol Control Regulations, 2016* – Section 45.

Patio Endorsement – Restaurant, Tavern and Most Special Use Establishments

- *The Alcohol and Gaming Regulation Act, 1997* – Section 120.
- *The Alcohol Control Regulations, 2016* – Sections 13, 43, 46, 49, 50, 68.

Temporary Patio Endorsement for Outdoor Event – All Establishments

- *The Alcohol and Gaming Regulation Act, 1997* – Section 120.
- *The Alcohol Control Regulations, 2016* – Sections 46, 49, 50, 68.

Banquet Room Endorsement

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 70, 71, 92, 110, 111, 113, 114, 115, 120, 121, 129(1)(d), 129(1)(e).
- *The Alcohol Control Regulations, 2016* – Sections 13, 15, 46, 49, 50, 68.

Lounge Endorsement

- *The Alcohol and Gaming Regulation Act, 1997* – Section 120.
- *The Alcohol Control Regulations, 2016* – Sections 13, 15, 46, 49, 50, 68.

Caterer's Endorsement – Tavern and Restaurant Permit

- *The Alcohol Control Regulations, 2016* – Section 42.

Tavern Endorsement – Restaurant Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Section 120.
- *The Alcohol Control Regulations, 2016* – Sections 16, 46, 49, 50, 68.

Wine and Approved Beer Off-Sale Endorsement for Restaurant

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 70, 71, 92, 110, 111, 113, 114, 115, 129(1)(e), 129(1)(f).
- *The Alcohol Control Regulations, 2016* – Sections 46, 49, 50, 82(3).

Off-Sale Endorsement for Northern Camp

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(2)(a), 47.
- *The Alcohol Control Regulations, 2016* – Sections 19(1)(i), 44, 46, 49, 50.

CHAPTER X - OPERATION OF ESTABLISHMENT

1. General Information

SLGA allows a permit to be issued and to remain in effect only if the operation of the establishment consistently meets the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, and the terms and conditions on a permit or an endorsement. If these standards are not met, SLGA may refuse to issue a permit or may impose sanctions against the permittee, up to and including revoking the permit.

This chapter describes rules and requirements that apply to the operation of all establishments. However, additional rules and requirements apply to the operation of each establishment based on the class of permit, endorsement or authorization issued to that establishment. *For more information about these requirements, see the following: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit; Chapter VI – U-Brew/U-Vin Operation Permit; Chapter VII – Direct to Consumer Delivery Permit; Chapter VIII – Retail Store Permit; Chapter IX – Permit Endorsements, Chapter XI – Advertising and Promotions; Chapter XII – Inspections; and Chapter XIII – Disciplinary Action.*

2. Minors

a) General Prohibition Against Minors

- i) A minor is a person under the age of 19 years. A permittee or the employees of an establishment must not:
 - Sell or give beverage alcohol to a minor;
 - Allow a minor to consume beverage alcohol in the establishment or its adjacent areas; or
 - Allow a minor to be present in the establishment unless authorized by *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, or a minors endorsement on a permit.

For more information about identifying a minor and verifying the authenticity of identification, see the Appendix of this Manual.

- ii) A permittee must obtain a “minors endorsement” from SLGA before minors may be allowed to be present as non-drinking patrons in an establishment or its adjacent areas. Specific minors endorsements provide minors with limited access to establishments that are typically minors-prohibited (e.g. Sunday Brunch in lounges, Daily or Sunday Family Dining in taverns, etc.).
- iii) Minors may be employed to provide emergency maintenance (e.g. plumbing, heating, etc.) in a minors-prohibited establishment. Minors providing emergency maintenance must immediately proceed directly to the area where emergency service is required and exit immediately upon completion of their required services.

b) Minors Providing Entertainment

- i) Minors may be present in minors-prohibited liquor permitted premises (including taverns, and lounges) for the purpose of providing professional entertainment in accordance with the following restrictions:
 - When minors are involved in providing professional entertainment, a portion of the premises must be clearly defined as the stage area, and liquor shall not be allowed in this defined area. All performances by minors must take place within the defined stage area, and patrons must be prohibited from entering it.
 - Minor performers may only enter the permitted premises immediately prior to the start of the performance, must proceed directly to the stage area, and remain there for the duration of the performance.
 - Minor performers must leave the stage area and exit the permitted premises during breaks and immediately after the performance ends.
 - The exemption allowing minors to provide professional entertainment applies only to performers; all stage hands, lighting and music operators, managers, etc. must be 19 years of age or older in order to enter the permitted premises.
- ii) The exemption allowing minors to provide professional entertainment does not apply to adult entertainment involving minimal clothing, wet clothing contests, pole dancing, burlesque, striptease, or similar performances. In the case of this type of performance, all performers must be 19 years of age or older. *For more information about restrictions on adult entertainment, see Section 7(b) of this Chapter.*

For more information about the requirements and restrictions for minors, see Section “Minors” in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit; Chapter VI – U-Brew/U-Vin Operation Permit or Section 2(b) of this Chapter. To obtain a minors endorsement, contact Liquor Licensing Services. For a list of contacts, see the Appendix of this Manual.

c) Checking Identification for Minors

- i) A permittee or its employees must demand proof of age from a person if it appears that the person is a minor and the person:
 - is attempting to enter the establishment or any of its adjacent areas where minors are prohibited;
 - is attempting to purchase beverage alcohol; or
 - is attempting to consume beverage alcohol.
- ii) If a minor or an individual who appears to be a minor fails or refuses to produce satisfactory proof of age identification, the permittee or its employees must deny service of beverage alcohol, and if applicable, must ask the person to leave the minors-prohibited area immediately.
- iii) SLGA suggests that all permittees adhere to SLGA’s Check 25 Identification standards as an effective measure to prevent minors from purchasing beverage alcohol or accessing minors-prohibited areas.
 - Under the Check 25 program, anyone who appears to be under the age of 25 years must show either:

- A government-issued photo identification with a birth date; or
 - Three other pieces of identification, at least one of which must have a birth date.
- iv) SLGA considers the following to be acceptable forms of photo identification (must be current and valid):
- Photo Driver's Licence
 - Firearms Licence
 - Passport
 - Armed Forces I.D. Card
 - Government Photo I.D.
 - Landed Immigrant Photo I.D.
 - Certificate of Indian Status
- SLGA considers the following to be acceptable forms of secondary identification:
- Post-Secondary Photo I.D. Card
 - Credit/Debit Card
 - Birth Certificate
 - An expired photo identification from the above list
- v) The identification produced by a person should be carefully examined to ensure that:
- The photograph is authentic and has not been substituted;
 - Any plastic laminate has not been tampered with;
 - The name and date of birth has not been altered;
 - The signature is verified on photo identification to other forms of identification;
 - The authenticity of the identification 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; and
 - A cell phone photo of this identification is not acceptable.

For more information about identifying a minor and verifying the authenticity of identification, see the Appendix of this Manual.

3. Over Serving and Intoxicated Patrons

a) Signs of Intoxication

Common signs of intoxication include: Staggering; general lack of coordination; inability to understand simple instructions; overly loud, boisterous behaviour; disorderly appearance; bloodshot eyes; slurred speech; inappropriate speech volume; decreased alertness; noticeably shallow breathing; or strong smell of beverage alcohol on breath.

b) Permittee Responsibilities

- i) A permittee and its employees must not:
- Sell, deliver or serve beverage alcohol to a patron who is or appears to be intoxicated;
 - Allow an intoxicated patron to consume beverage alcohol; or
 - Allow an intoxicated person to remain in the establishment, except in accordance with subsection (d) below.

- ii) A permittee also has a broader legal responsibility with respect to intoxicated patrons. Personal injury law requires a permittee to take measures to prevent intoxicated patrons from injuring themselves or other persons both inside and outside an establishment. If injury occurs to intoxicated patrons or others, the permittee may be sued for significant monetary damages.

For more information about the possible lawsuits resulting from intoxicated patrons, see an information bulletin in the Appendix of this Manual. The information bulletin is an overview of some of the legal risks concerning intoxicated patrons. A lawyer should be contacted to obtain advice about particular situations.

c) Reducing Risk of Patron Intoxication

To reduce the risk of patron intoxication, a permittee and its employees may consider adopting the following practices:

- i) Promote the consumption of food, low-alcohol, or non-alcoholic drinks in the establishment.
- ii) Train the door staff to detect early signs of intoxication and refuse entry to persons who are or appear to be intoxicated.
- iii) Create, communicate, and enforce house rules about responsible beverage alcohol service.

d) Intoxicated Patrons May Temporarily Remain in the Establishment

- i) Where a patron appears to be intoxicated, a permittee may allow the patron to temporarily remain in the establishment while reasonable arrangements are made to ensure the safety of the patron.
- ii) Some examples of reasonable arrangements include:
 - Having the patron wait for a taxi ride; or
 - Having the patron wait until a family member or friend arrives to pick them up from the establishment.
- iii) Where possible, the permittee should have the patron wait in a non-permitted area of the establishment where beverage alcohol service is not available.
- iv) If the patron remains within a permitted area of the establishment, the permittee or its employee is required to monitor the patron at all times. An example of a suitable arrangement would be to have the patron wait beside a bouncer near the exit of the establishment or in a booth or area that may be easily observed by staff members.
- v) The permittee must ensure that the patron has no access to beverage alcohol while they remain in the establishment. This would include preventing other patrons from providing beverage alcohol to the intoxicated individual.
- vi) Where the patron does not co-operate with the permittee in making arrangements for the patron's safety, and the permittee believes that the patron may pose a risk to him or herself or other individuals, the permittee should contact the police.

4. Fundraising Events

- a) Permittees may allow individuals and organizations to host fundraising events in a permitted establishment, but the permittee remains responsible for ensuring that all beverage alcohol service is conducted in compliance with the requirements of the permit. Specific issues to consider include, but are not necessarily limited to:
 - i) Minor access;
 - ii) Promoting and allowing over service;
 - iii) Re-selling (the sale of alcohol by an individual or group other than the permittee and its employees);
 - iv) Minimum pricing requirements; and
 - v) Inducements.
- b) SLGA has developed the following guidelines to help permittees that wish to operate fundraising events in a socially responsible manner that complies with the requirements of their liquor permit:
 - i) Minors may not be present at events that are focused on liquor sales and consumption, including fundraising events such as beer nights where liquor service is the main draw to attract patrons to the event. The permittee is responsible to ensure that minors do not access such events.
 - ii) Neither the permittee, the event host, nor any other party may advertise or promote an event by stating or implying that alcohol service will be “all you can drink”, or by promoting immoderate consumption. *For more information about CRTC advertising standards, see Chapter XI, Section 4 of this Manual;*
 - iii) The permittee is responsible to ensure that beverage alcohol is not served to or consumed by intoxicated individuals;
 - iv) The minimum level of food service required under the permit continues to apply during any fundraising events;
 - v) Patrons must not be required to make a minimum purchase of alcohol in order to attend the event;
 - vi) Only the permittee may sell beverage alcohol. The event host is prohibited from purchasing beverage alcohol from the permittee in order to re-sell it to patrons attending the event;
 - vii) Upon agreement with a permittee, an event host may sell fundraising tickets for an event held at a permitted establishment to persons of legal drinking age, and may retain all or a portion of the revenue from those ticket sales.

- viii) When beverage alcohol is included as part of the package price, the permittee must ensure that the number of servings of beverage alcohol included in any package price is in compliance with the minimum pricing requirements, and that Liquor Consumption Tax is paid on each serving. Free drinks or drinks priced under the minimum price are prohibited; *For more information about minimum pricing requirements and package pricing, see Section 12 of this Chapter;*
- ix) Permittees, with the exception of special use sports stadiums, theatres, concert premises, and convention centre premises, are prohibited from accepting any type of inducement from a liquor manufacturer, including payments, discounts, and free product. *For more information about inducements, see Chapter XI, Section 5.*

5. Unruly Patrons

- a) A permittee and its employees must maintain a high level of control and supervision of patrons in an establishment. Patrons must not be allowed to engage in unruly (i.e. riotous, violent, disorderly, or quarrelsome) behaviour.
- b) To minimize or diffuse unruly behaviour in an establishment, a permittee should adopt the following practices:
 - i) Develop in-house training sessions to educate employees about dealing with unruly patrons.
 - ii) Create, communicate, and enforce house rules about unruly patrons.
 - iii) Require employees to wear clothing that clearly identifies them as on-duty staff.
 - iv) Ensure employees monitor the behaviour and mood of the patrons, and report to management and other employees about potential problems.
- c) Practical suggestions for dealing with an unruly patron include:
 - i) Prominently display signs at entrances to an establishment outlining house rules (e.g. no weapons, unruly patrons refused beverage alcohol service, etc.);
 - ii) Enlist the aid of the patron's friends to diffuse problems;
 - iii) Firmly but politely talk to the patron to diffuse problems;
 - iv) Request the patron to leave the establishment and give him or her an opportunity to do so without using any physical force;
 - v) Contact police for assistance where warranted;
 - vi) If necessary and appropriate, cautiously restrain aggressive patrons from each other (remove patrons at different times and/or from different exits);
 - vii) Hire supervisors, security, and door staff who are diplomatic and tactful;

- viii) Keep a detailed and accurate logbook to record all incidents; and
- ix) Support police “walk-through” programs.
- d) Precautions must be taken when a permittee or its employee uses physical force to deal with or remove patrons from the establishment. Under the *Criminal Code of Canada*, a person can be held criminally responsible for the use of excessive force, and personal injury law also requires the removal of a patron without injury to the patron or others.
 - i) If injury occurs to the patron or others, the permittee or its employees may be subject to criminal prosecution, or be sued for significant monetary damages.
 - ii) The Liquor Licensing Branch may assist a permittee with any questions about the information provided in this Manual and the permittee’s responsibility under *The Alcohol and Gaming Regulation Act, 1997*. However, a lawyer should be contacted to obtain advice about particular situations.

6. Refusal of Admission and Removal of Persons From Establishment

- a) A permittee or its employees may forbid a person’s entry or ask a person to leave an establishment. However, this right does not allow contravention of any laws such as non-compliance with *The Saskatchewan Human Rights Code*.
- b) A person who refuses to leave an establishment or re-enters an establishment on the same business day may be charged by the police for committing an offence.
- c) Precautions must be taken when a permittee or its employee uses physical force to deal with or remove patrons from the establishment. Under the *Criminal Code of Canada*, a person can be held criminally responsible for the use of excessive force, and personal injury law also requires the removal of a patron without injury to the patron or to others. If injury occurs to the patron or others, the permittee or its employee may be subject to criminal prosecution, or be sued for significant monetary damages.

7. Entertainment, Games, Gambling and Sports In An Establishment

- a) General Prohibition and General Standards
 - i) *The Alcohol and Gaming Regulation Act, 1997* prohibits a permittee from allowing any entertainment, game, sport, or other activity in an establishment that:
 - Is unlawful (e.g. Illegal gambling);
 - May be detrimental to the orderly operation of the establishment;
 - Has been prohibited by the municipality; or
 - Is prohibited by The Alcohol Control Regulations, 2016 (e.g. entertainment featuring nudity, strip tease, etc.).
 - ii) Precautions must be taken when offering different forms of entertainment or activity in an establishment. The permittee may be sued for significant monetary damages if a patron is injured while acting as a participant or spectator.

- iii) The Liquor Licensing Branch may assist a permittee with any questions about the information provided in this Manual and the permittee's responsibility under *The Alcohol and Gaming Regulation Act, 1997*. However, a lawyer should be contacted for advice about whether or not any particular form of entertainment, game, sport, or other activity contravenes the law.
 - iv) A permittee may sponsor a contest, tournament, or competition in an establishment unless prohibited by some other law. SLGA applies the following standards:
 - An entrance fee may be charged to a participant respecting skill type competitions.
 - Beverage alcohol must not be offered or given as a prize except as may be allowed under a licensed raffle. Alcohol awarded as a prize in a licensed raffle held in a permitted premises may only be given to the winner in a closed container as he or she is leaving the premises. *For more information about eligibility and restrictions concerning raffle licensing, see the list of contacts in the Appendix of this Manual.*
 - v) A permittee may charge a cover charge or sell an admission ticket for entry into its establishment. However, SLGA prohibits the cover charge or admission ticket from including beverage alcohol.
 - vi) An establishment may be required to provide specific forms of sports or other activity based on the class of permit or endorsement issued to the establishment (e.g. sports facilities, etc.) *For more information about mandatory forms of entertainment, see subsection (d) below.*
- b) Adult Entertainment, Striptease, and Nudity
- i) Except circumstances described in subsections (iii), (iv), and (v) below, Section 74 of *The Alcohol Control Regulations, 2016* prohibits permittees from having or allowing:
 - Any nude activity or entertainment; or
 - Any activity or entertainment that consists of a striptease performance.
 - ii) The following general conditions apply to all permitted establishments offering adult entertainment involving minimal clothing, wet clothing contests, pole dancing, burlesque, striptease, or similar performances:
 - Such entertainment may be offered only in minors-prohibited areas, such as a tavern or lounge, or in an area where minors have been excluded for the duration of the performance;
 - Entertainers shall not be visible from outside the minors-prohibited area. Any doorways, windows or openings into the area must be entirely shielded to prevent a line of sight into the area;
 - All performers, participants, or any other individuals who play a role in providing the entertainment, such as lighting or sound, must be 19 years of age or older; and
 - Except as described in subsections (iii), (iv), and (v) below, permitted establishments that offer adult entertainment must ensure that entertainers do not perform striptease. (For further guidance, entertainers are to be suitably clothed and not remove any article of clothing during the performance. Typically, a non-transparent bikini or non-transparent bra and panties would be considered suitable minimum clothing.)
 - iii) Striptease entertainment may be allowed on an occasional basis in certain permitted premises as part of a fundraising event to support charitable or community purposes. The charitable or

community cause must be publicly identified in advance and the charity/community beneficiary must agree to being associated with the event. At the event:

- Female nipples may not be exposed; and
- Genitals (male or female) may not be exposed.

See (vi) below for further guidance.

- iv) To be eligible to host a striptease entertainment event, a permitted premise must meet the following conditions:
 - The premises must be subject to a special use permit for a theatre/concert hall/convention centre, casino, or fair/exhibition;
 - The permitted premises must not have hosted striptease entertainment within the previous 12 months; and
 - All minors, including patrons, employees, entertainers, and emergency service providers, must be excluded from the permitted premises on the day on which the striptease entertainment is to occur.
 - v) In communities where there is no authorized special use permitted premises, occasional striptease entertainment may be approved by SLGA to take place at an event subject to a Special Occasion Permit (SOP). *See the Special Occasion Permits Policy Manual for more information about SOP events.*
 - vi) When determining what constitutes ‘exposure’ of genitals or female nipples, the following guidelines apply:
 - Genital areas must be covered by non-transparent fabric at all times;
 - The nipples of female performers must be covered by non-transparent fabric at all times;
 - Fabric that is partially transparent, such as lace, is allowable provided that non-transparent fabric covers the nipples and genital areas;
 - Non-fabric materials, such as body paint or mud, are not an acceptable form of coverage for genital areas or nipples.
 - vii) Movies and televised events in liquor permitted premises may involve incidental nudity; however, recorded entertainments that show genitalia or female nipples and are primarily sexual in nature (including but not necessarily limited to recorded strip tease performances and X-rated movies) are considered a violation of *The Alcohol Control Regulations, 2016*.
 - viii) Pursuant to the *Criminal Code of Canada*, permittees are prohibited from offering any entertainment or performance that is immoral, indecent or obscene. A permittee that wishes to offer adult entertainment should consult a lawyer to obtain advice about acceptable forms of entertainment.
 - ix) A permittee is required to comply with any additional municipal bylaws regarding adult entertainment, including zoning bylaws that may prohibit those forms of entertainment within certain areas of the municipality.
- c) Gambling and Forms of Gaming
- (Including Texas Hold’em Poker Tournaments, Monte Carlo Events, Pari-Mutuel Betting, VLTs and Breakopen Tickets)

- i) The *Criminal Code of Canada* prohibits gambling and games of chance, subject to specific exceptions. Based on those exceptions the Government of Saskatchewan, SLGA, exhibition associations, and licensed charitable or religious organizations may legally conduct and manage specific forms of gaming.
- ii) A permittee and its employees are responsible for ensuring that all activity taking place in a permitted establishment is conducted in compliance with the *Criminal Code*, *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, the policies, terms and conditions relating to the permit, and any other applicable legislation. Certain promotions or contests may not fall within the *Criminal Code of Canada* restrictions; however, it will depend on the manner in which the contest is conducted. Machines or devices that offer games may be illegal depending upon their design, construction, and use. For example, a court ruling in Ontario has determined that some plush toy cranes/crane diggers contravene the *Criminal Code of Canada*.
- iii) Beverage alcohol may not be offered or given as a prize in any promotion or contest except as may be allowed under a licensed raffle. Alcohol awarded as a prize in a licensed raffle held in a permitted premises may only be given to the winner in a closed container as he or she is leaving the permitted premises. *For more information about eligibility and restrictions concerning raffle licensing, see the list of contacts in the Appendix of this Manual.*
- iv) SLGA licenses the sale of breakopen tickets from particular types of establishments on behalf of the Hospitals Foundation. Breakopen tickets purchased from an authorized distributor may be sold in a tavern or a lounge adjoining a restaurant. *For more information about eligibility and restrictions concerning the sale of breakopen tickets, see the list of in the Appendix of this Manual.*
- v) Permittees may donate or rent their permitted premises to charitable organizations licensed by SLGA to hold Texas Hold'em Poker tournaments and Monte Carlo events. *For more information about charitable gaming licensing, see the list of contact persons in the Appendix of this Manual.*

SLGA provides the following guidelines for informational purposes to permittees interested in holding Texas Hold'em Poker tournaments and Monte Carlo events in a permitted premises.

- The charitable organization must hold a gaming licence issued by SLGA for the event;
- Restaurant and special use permittees may allow events to operate or continue after the end of liquor service hours of operation, but liquor service and consumption must end as required under the Regulations and the terms of the permit.
- Minors may be present as spectators at events held in premises where minors are allowed. Minors may not participate in the event as players or volunteers;
- Charitable gaming licensees may pay a reasonable flat fee for facility rental. Rental fees based on the gross or net proceeds of the gaming event are prohibited;
- Only registered gaming suppliers may charge a fee to supply gaming equipment or to assist charitable organizations in conducting and managing charitable gaming events. A permittee cannot be involved in that conduct and management or charge a fee for supplying gaming equipment unless registered with SLGA as a gaming supplier;
- All funds raised through the Texas Hold'em poker tournaments and Monte Carlo events belong to the charities.

For more information about eligibility and restrictions concerning Texas Hold'em Poker tournaments and Monte Carlo events, see the list of contacts in the Appendix of this Manual.

- vi) Pari-mutuel betting licensed by SLGA's Gaming Integrity Branch is acceptable entertainment in a permitted establishment. Pari-mutuel betting is used in both live and simulcast horse racing in Canada. All pari-mutuel wagering in Canada is conducted under the supervision of the Canadian Pari-Mutuel Agency. Contact the Gaming Integrity Branch for more information. *For more information about eligibility and restrictions concerning pari-mutuel betting, see the list of contacts in the Appendix of this Manual.*
- vii) The *Criminal Code of Canada* and *The Alcohol and Gaming Regulation Act, 1997* allow only SLGA to conduct and manage video lottery terminals (VLTs). Therefore, an establishment may be eligible to have VLTs if SLGA, in its sole discretion, grants approval for VLTs and installs them in the establishment. VLTs are currently restricted to exhibition, tavern establishments, lounges adjoining restaurants, and a limited number of veteran clubs with special use permits. To obtain VLTs, a permittee must:
 - Ensure That The Establishment Is Eligible For VLTs;
 - Submit A Complete Application And Supporting Documents To SLGA; And
 - Sign An Agreement Outlining The Rights, Duties, And Responsibilities Associated With The Operation of VLTs, if SLGA approves the permittee's application.

The Video Lottery Program of SLGA regulates VLTs. *For more information about eligibility and restrictions concerning VLTs, see the list of contacts in the Appendix of this Manual.*

d) Mandatory Forms of Sport or Activity

- i) An establishment may be required to provide specific forms of sport, or other activity based on the class of permit or type of endorsement issued to an establishment.
- ii) A sports facility with a special use permit must provide the sport that allowed it to qualify for the permit.

For more information about the equipment requirement for a billiard hall or simulated golf facility, see Chapter V, Section 12.

e) Fight Events and Other Forms of Entertainment that may have Legal Implications

- i) A permittee and its employees are responsible for ensuring that all activity taking place in a permitted establishment is conducted in compliance with the *Criminal Code*, *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, the policies, terms and conditions relating to the permit, and any other applicable legislation.
- ii) From time to time, a commercial permittee may wish to provide or allow entertainment to take place where the legal status of the entertainment is not immediately apparent (e.g. crane machines, professional fighting events, etc). SLGA makes no representation that such entertainments are legal, and reserves the right to issue sanctions against a permit in cases where a competent authority has determined that illegal activity has occurred.
- iii) Subject to subsection (ii) above, a permittee may host in a permitted premise a fight event that has been sanctioned by the provincial athletics commission or the appropriate amateur sport governing body. SLGA may ask the permittee to provide documentation that the event is appropriately sanctioned.
- iv) For amateur events that are sanctioned by the sport governing body, a majority of competitors must be of legal drinking age.
- v) For all fight events involving minors, the requirements for minors providing entertainment outlined in subsection 2(b) of this Chapter apply.
- vi) SLGA provides the following suggestions for commercial permittees that may wish to host fight events in a safe and socially responsible manner:
 - There should be at least one professionally licensed security personnel for every 100 patrons, as well as professional EMS and any other safeguards necessary to ensure the protection of employees, patrons and fighters;
 - A fight event should take place within the boundaries of a ring or cage;
 - A minimum space of two metres should separate the ring or cage from the patrons;
 - Patrons should not participate in the fight event;
 - Fighters should not consume beverage alcohol at the fight event; and
 - Beverage alcohol should not be allowed within the ring or cage.
- vii) The permittee and employees of an establishment remain responsible for maintaining a high level of control and supervision of patrons in the establishment.

For more information about unruly patrons, see Section 5 of this Chapter.

8. Trade Show

A trade show is where beverage alcohol is showcased by liquor suppliers to the general public. Beverage alcohol can be showcased at a liquor trade show or a general trade show in Saskatchewan.

- A liquor trade show is an event where beverage alcohol is showcased by liquor suppliers to the general public. Liquor suppliers include manufacturers, their representatives, agents, or any other liquor permittees who are authorized to sell or serve alcohol to the public.

- General trade shows are exhibitions where businesses in the liquor industry, as well as other industries, are both present to promote a variety of goods and services to the public. The layout of a general trade show can be individual display booths, a defined area, or a mix of both.
- The permitting and operation requirements for a trade show event are dependent on the type and the layout of the trade show.

a) Liquor Trade Shows

- Trade show organizer must apply for a Special Occasion Permit except when the tradeshow organizer is an authorized special use permittee (i.e. theatre/ concert/ convention center premises, university/post-secondary institution, or exhibition or fairs premises) regardless of the layout of the trade show. No additional approval or permit is required from the participating suppliers.
- Trade show organizer purchases the beverage alcohol that will be used for sampling/full drink servings at the trade show under its special use permit from:
 - A SK craft alcohol on-site store, craft alcohol off-site off-sale or
 - A retail store.
- Supplier may deliver their beverage alcohol for sampling to the trade show and serve them, provided it has been purchased in advance by the trade show organizer.
- Trade show organizer may serve or allow supplier to serve samples and/or full size drink.
- Samples can be done at a charge or no charge, full drink servings must be offered at a charge.
 - Beverage alcohol samples must generally be sold through the use of tokens, however SLGA may consider requests to include samples in a single, premium entry price on a case-by-case basis.
 - Samples and servings must be sold in accordance with minimum price requirement.
 - Samples and full size serving are for on-site consumption only.
 - The beverage alcohol sample must not exceed:
 - Spirits – one-half ounce or 14.25 millilitres
 - Wine – two ounces or 57 millilitres
 - Beer or Cooler – four ounces or 114 millilitres
- Trade show organizer is responsible for the sale and service of alcohol samples/full size drink provided to patrons by the supplier.
- The premise must be staffed at all times by personnel determined by the trade show organizer.
- Minors are prohibited from attending liquor trade shows.
- Minors and intoxicated persons cannot be served.
- Light meals and non-alcoholic beverages must be available during the trade show if full drinks are served.
- Supplier cannot sell a product for off-site consumption unless the supplier is a retail store permittee that obtained authorization from SLGA for a temporary location.
- Supplier can take orders at the tradeshow for a future sale.
- Liquor Consumption Tax must be charged and remitted by the trade show organizer when samples and full drinks are served at a charge.
- Trade show organizer can return unopened craft/beverage alcohol to the place of purchase, subject to their return policy. This can also occur on-site at the trade show. Proper documentation is to be retained.

- Trade show organization can return partial bottles of beverage alcohol purchased from an SK craft producer to the place of purchase. This can occur on-site at the trade show. Proper documentation is to be retained.
 - Partial bottles/containers are to be properly secured and sealed for transportation. The bottle/container is to be sealed so that if it has been opened, it is immediately apparent to a casual observer.
 - Saskatchewan Craft producers are able to use partial bottles in their hospitality suites or on-site store or off-site off-sale.
- Non-craft manufacturer permittees or agents are not able to use partial bottles/containers in future samplings as the product is the property of the special occasion or special use permittee.

b) General Trade Shows

i) Display Booth

- The display booth is integrated within the area of non-liquor display booths.
- Each supplier showcasing their product at a display booth obtains their own separate Special Occasion Permit.
For more information about Special Occasion Permit, see Special Occasion Permits Policy Manual
- Supplier purchases the beverage alcohol that will be used for sampling at the trade show under their Special Occasion Permit from:
 - A Saskatchewan craft alcohol on-site store, craft alcohol off-site off-sale or
 - A retail store.
- Supplier brings the beverage alcohol to the trade show.
- Sampling is allowed and can be served for a charge or no charge, consistent with whether a sale or a non-sale Special Occasion Permit has been obtained.
 - Beverage alcohol samples must generally be sold through the use of tokens, however SLGA may consider requests to include samples in a single, premium entry price on a case-by-case basis.
 - Samples and servings must be sold in accordance with the minimum price requirements.
 - Samples are for on-site consumption only.
 - Cannot offer or provide samples to minors or to intoxicated persons.
 - Patrons cannot walk freely with their samples. They must stay at the display booth until the sample is finished.
 - The beverage alcohol sample must not exceed:
 - Spirits – one-half ounce or 14.25 millilitres
 - Wine – two ounces or 57 millilitres
 - Beer or Cooler – four ounces or 114 millilitres
- Full size drink servings cannot be offered inside the individual booth.
- Minors are allowed on the general trade show premise.
- Minors or intoxicated persons cannot be served.
- Supplier is responsible for the sale and service of alcohol samples provided to patrons.
- Each display booth must be staffed at all times by the supplier.
- Supplier can take orders at the tradeshow for a future sale.
- Supplier can return unopened beverage alcohol to the place of purchase, subject to their return policy.

- Supplier can return partial bottles/containers of craft beverage alcohol purchased from a Saskatchewan craft producer, subject to their return policy. This can occur on-site at the trade show if the craft producer is present. Proper documentation is to be retained.
 - Partial bottles/containers are to be properly secured and sealed for transportation. The bottle/container is to be sealed so that if it has been opened, it is immediately apparent to a casual observer.
 - Saskatchewan Craft producers are able to use partial bottles in their hospitality suites or on-site store or off-site off-sale.
- Non-craft manufacture permittees or agents are able to use partial bottles/containers in future samplings.

ii) Defined Area

- Located separate and away from non-liquor display booths. The trade show organizer must physically define the area (i.e. barrier creating separation from non-liquor display booths).
- Trade show organizer must apply for a Special Occasion Permit except when the trade show organizer is an authorized special use permittee (i.e. theatre/ concert/ convention center premises, university/post-secondary institution, or exhibition or fairs premises). No additional approval or permit is required from the participating suppliers when there is defined area for the liquor display booths.
- Trade show organizer purchases the beverage alcohol that will be used for sampling/full drink servings under its special use permit at the trade show from:
 - A Saskatchewan craft alcohol on-site store, craft alcohol off-site off-sale or
 - A retail store.
- Supplier may deliver their beverage alcohol to the trade show, provided it has been purchased in advance by the trade show organizer.
- Trade show organizer may serve or allow producer/supplier to serve samples and full size servings.
- Samples may be done at a charge or no charge (in line with the terms of the permit); full drink servings must be offered at a charge.
 - Beverage alcohol samples must generally be sold through the use of tokens, however SLGA may consider requests to include samples in a single, premium entry price on a case-by-case basis.
 - Samples and servings must be sold in accordance with the minimum price requirement.
 - Samples and full size servings are for on-site consumption only.
 - Cannot offer or provide samples or full drink servings to minors or intoxicated persons.
 - Patrons cannot leave the defined area with their sample/full size drink.
 - The beverage alcohol sample must not exceed:
 - Spirits – one-half ounce or 14.25 millilitres
 - Wine – two ounces or 57 millilitres
 - Beer or Cooler – four ounces or 114 millilitres
- Minors are allowed on the general trade show premises.
- No minors are allowed within the defined area unless with a parent, legal guardian or spouse of legal age.

- Trade show organizer is responsible for the sale and service of alcohol samples or full drinks provided to patrons by the produce/supplier.
- The defined area must be staffed at all times by personnel determined by the trade show organizer.
- Supplier cannot sell a product for off-site consumption.
- Supplier can take orders at the tradeshow for a future sale.
- Light meals and non-alcoholic beverages must be available during the trade show if full drinks are served.
- Liquor consumption tax must be charged and remitted by the trade show organizer when samples and full size drinks are served at a charge.
- Trade show organizer can return unopened craft/beverage alcohol to the place of purchase, subject to their return policy. This can also occur on-site at the trade show. Proper documentation is to be retained.
- Trade show organizer can return partial bottles/containers of craft beverage alcohol purchased from a Saskatchewan craft producer, subject to their policy. This can occur on-site at the trade show if the supplier is present. Proper documentation is to be retained.
 - Partial bottles/containers are to be properly secured and sealed for transportation. The bottle/container is to be sealed so that if it has been opened, it is immediately apparent to a casual observer.
 - Saskatchewan Craft producers are able to use partial bottles in their hospitality suites or on-site store or off-site off-sale.
- Non-craft manufacturer permittees or agents are not able to use partial bottles/containers in future samplings as the product is the property of the special occasion or the special use permittee.

9. Illegal Activities

- a) In most instances, individuals that engage in illegal activities at an establishment do so without the authorization or approval of the permittee. Examples of such activities may include:
 - The sale and/or use of drugs;
 - Prostitution;
 - Assault against a patron; or
 - Carrying dangerous weapons.
- b) When a permittee or employee of a permittee becomes aware that illegal activities are taking place at the establishment, the permittee may be held accountable for the activities if they do not take appropriate actions to prevent those activities from continuing.
- c) SLGA does not consider it a permittee's responsibility to actively search for illegal activities that may be occurring at the establishment. A permittee's responsibility to address illegal activities only arises where the permittee or employee of the permittee becomes aware that such activities are actually taking place.
- d) When addressing illegal activities, a permittee should not take any steps that would put themselves or their employees in danger. In most instances, the appropriate action for the permittee will be to contact local police authorities to respond to the situation.

- e) Permittees are encouraged to keep a written record of any instances where illegal activities are found to be occurring at the establishment and the corresponding actions taken by the permittee to address the incident.
- f) There are a number of voluntary steps that a permittee may consider taking to help prevent illegal activities from occurring at the establishment, including:
 - Providing adequate lighting in hallways, corners, entrances/exits, or other areas of the establishment that may be susceptible to illegal activities;
 - Training staff to recognize signs of certain illegal activities, such as drug trafficking or drug use;
 - Checking washrooms for stashed drugs or weapons each night after closing; and
 - Posting signs around the premises indicating zero tolerance for illegal activities and notifying patrons that police will be contacted where the permittee becomes aware of illegal activities.
- g) Where a permittee finds or otherwise comes into possession of illegal substances or weapons, the permittee should contact the police immediately.

10. Beverage Alcohol Purchases for Establishment

- a) Legal Supplier of Beverage Alcohol
 - i) *The Alcohol and Gaming Regulation Act, 1997* designates SLGA as the sole legal supplier of beverage alcohol in Saskatchewan. Therefore, commercial permittees', not including retail stores, beverage alcohol inventory must be purchased from one of the following approved sources:
 - A retail store;
 - A craft alcohol (on-site) store or (off-site) off-sale;
 - A slga approved specialty liquor warehouse (e.g. Brewer's distributors ltd.); and
 - In the case of a sale or lease of an establishment, the beverage alcohol inventory of the former owner or tenant may be purchased by the new owner or tenant.
 - ii) Retail stores, beverage alcohol inventory must be purchased from one of the following approved sources:
 - SLGA
 - A retail store;
 - A craft alcohol (on-site) store or (off-site) off-sale;
 - An SLGA approved specialty liquor warehouse (e.g. Brewer's Distributors Ltd.); and
 - In the case of a sale or lease of an establishment, the beverage alcohol inventory of the former owner or tenant may be purchased by the new owner or tenant.
 - iii) Through SLGA's special order system, a retail store establishment may purchase beverage alcohol products not available through SLGA's core list.
 - iv) When purchasing an establishment's beverage alcohol inventory, a permittee must use its permit number for each beverage alcohol order.
 - v) In addition to alcohol purchased through the above-noted legal sources, a permittee may have on the premises:

- Beverage alcohol carried from an adjoining permitted premise where both permittees have agreed and the alcohol was not carried through an unpermitted area;
- Beverage alcohol brought by an event host to an event operating under a Special Occasion Permit (e.g. wedding hosted by Special Occasion Permittee in a banquet room). *For more information about beverage alcohol purchases for events held under a Special Occasion Permit, see a list of contacts in the Appendix of this Manual.*
- In restaurants only, commercially-produced wine that has been brought by a patron for consumption with a meal. *For more information about Bring Your Own Wine, see Chapter III, Section 5.*

b) Illegal Sources of Beverage Alcohol

- i) A permittee or its employees must not allow any unauthorized or illegal beverage alcohol to be present or sold in the establishment. Examples of unauthorized or illegal beverage alcohol include:
 - Any beverage alcohol acquired/purchased by the permittee from a source not listed in subsection (a) above, including beverage alcohol purchased in other Canadian provinces or from other countries;
 - Homemade wine, beer, cider, or spirits (including u-brew/u-vin product);
 - Any beverage alcohol brought into the establishment by the permittee, employees, patrons, or other members of the general public, excluding wine brought by a patron under the Bring Your Own Wine program; and
 - Any beverage alcohol brought into the establishment by a liquor representative. *For more information about manufacturer sampling programs, see the Saskatchewan Alcohol Manufacturing Policy Manual.*
- ii) *The Alcohol and Gaming Regulation Act, 1997* prohibits a permittee (except for exhibitions, sports stadiums, theatres, concert premises, and convention centres) from being bound by an agreement to sell a particular kind or brand of beverage alcohol. For example, a permittee cannot enter into an agreement with a beverage alcohol manufacturer which requires the manufacturer's product to be sold in the establishment. *For more information about the related topic of inducements and promotional items, see Chapter XI, Section 5.*

11. Dispensing, Selling and Serving Beverage Alcohol for On-Site Consumption

a) General Information

- i) To sell beverage alcohol in an establishment, a permittee must also hold a valid licence issued under *The Liquor Consumption Tax Act*. A permittee is prohibited from selling any beverage alcohol where the Ministry of Finance, Government of Saskatchewan suspends or cancels the licence for failure to pay taxes, fees, and other charges.
- ii) A permittee may sell any type or brand of beverage alcohol purchased from SLGA or approved sources, unless restricted on the permit.
- iii) A permittee must sell beverage alcohol for at least the minimum prices set by SLGA. *For more information about minimum pricing, see Section 12 of this Chapter.*

- iv) SLGA prohibits a permittee, the establishment's employee, or any person acting in connection with the sale of beverage alcohol in an establishment from receiving remuneration based upon the sales of beverage alcohol or upon anything related to such sales in the establishment.
 - v) Except for off-sale or retail store products, a patron who purchases beverage alcohol in the establishment must consume it only in the establishment or, with the agreement of both establishments, in an adjoining permitted space. Permittees are required to prevent patrons from taking open beverage alcohol outside of a permitted area. Any unconsumed beverage alcohol left in the establishment by a patron must be destroyed by the permittee.
 - vi) A permittee may not require a patron to make a minimum alcohol purchase.
 - vii) A permittee may not sell beverage alcohol to an individual, business, or organization to be re-sold to patrons in the permitted establishment (e.g. fundraising organizations, shooter sellers). All beverage alcohol must be sold directly by the permittee and its employees, with revenue from sales returning to the permittee.
- b) Method of Dispensing and Serving Beverage Alcohol in an Establishment
- i) Permittees must ensure that beverage alcohol is dispensed and served in compliance with any applicable health and safety standards, and in compliance with the permittee's obligations under *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, and any policies and terms and conditions applicable to the permit, including:
 - Ensuring that information about the quantity of alcohol contained in each drink is made reasonably available to patrons; and
 - Ensuring that the permittee and its employees are able to monitor and control access to and consumption of alcohol.
 - ii) Wine, beer, coolers, and miniatures of spirits may be sold and served in their original containers or dispensed into a container (glass, pitcher, carafe, mug, etc.). A permittee or its employees must open the original container before serving it to a patron.
 - iii) In minors-prohibited premises, permittees may use automated dispensing systems (for example, draught tables and automatic wine dispensers) to allow customers to self-serve beer and wine under the following conditions:
 - The amount of alcohol provided in a single sale must be limited, based on the number of patrons consuming that alcohol, to an amount that each patron can reasonably consume without becoming intoxicated;
 - Prior to each sale of alcohol, the permittee or an employee must interact directly with the purchaser to ensure that alcohol is not being sold to or consumed by minors or intoxicated individuals; and
 - The permittee or its employees must monitor the patrons on an ongoing basis to ensure that alcohol is not being accessed or consumed by minors or intoxicated individuals.

Automated dispensing systems may not be used in premises where minors may be present.
 - iv) Except for miniatures, spirits must be dispensed into a container (glass, pitcher, mug, etc.) and must not be sold or served to a patron in the original container or through an automated dispensing system.

- v) Self-service of spirits from the bottle is prohibited. As a result, permittees may not allow patrons to have possession of a bottle of spirits, even if patrons are instructed that employees must pour each serving. However, permittees may pre-sell the contents of a bottle of spirits to a patron under the following conditions:
 - The bottle must remain under the permittee's or its employee's control, either through physical possession or by employing a mechanism to prevent patrons from self-serving (e.g. a locked box);
 - The permittee or an employee must dispense each serving through personal interaction with the patron;
 - The permittee ensures that intoxicated individuals do not consume beverage alcohol; and
 - The permittee ensures that patrons do not remove opened bottles of spirits from the permitted premises. An unfinished bottle may be reserved to serve a specific patron on subsequent visits.
- vi) A permittee must maintain a measuring and dispensing system for spirits to ensure a patron receives the amount of spirits purchased. One of the following measuring systems must be used:
 - A measuring device clearly marked by a line at the level at which the amount of spirits to be contained in the drink will be measured; or
 - A mechanical or electronic measuring device.
- vii) Permittees must ensure that patrons do not consume beverage alcohol using a vaporizer or other such device or method intended to promote rapid intoxication.

12. Beverage Alcohol Pricing

a) Minimum Price Requirement

- i) Provided that a permittee complies with the minimum prices set by SLGA, the permittee has the discretion to set the price for beverage alcohol in an establishment or any areas or services associated with a permit endorsement (e.g. lounge, banquet room, patio, etc.).
- ii) Tables 1 and 2 below show the minimum price to be charged for beverage alcohol sold in various establishments, including most areas or services associated with a permit endorsement, including beverage alcohol sold to registered guests in a hotel or motel pursuant to a permit with a room service endorsement.

Key for Tables 1 & 2

LCT – Liquor Consumption Tax GST – Goods and Services Tax

Minimum Price – Minimum price for beverage alcohol sold in establishment for on-site consumption. **Note:** Minimum prices are subject to change by SLGA.

Table 1: Minimum price in tavern, restaurant, and most special use establishments (excludes alcohol sold in closed containers for consumption off the premises)

TYPE OF BEVERAGE ALCOHOL	MINIMUM PRICE CALCULATION			
	BASE PRICE	LCT (10%)	GST (5%)	MINIMUM PRICE
Spirits & Liqueurs (per oz.)	\$1.96	\$0.19	\$0.10	\$2.25
Bottled & Canned Beer (12 oz.)	\$1.96	\$0.19	\$0.10	\$2.25
Coolers & Bottled Pre-Mixed Drinks (12 oz.)	\$1.96	\$0.19	\$0.10	\$2.25
Draught Beer (per oz.)	\$0.14	\$0.01	\$0.01	\$0.16
Wine (per oz.)	\$0.30	\$0.03	\$0.02	\$0.35

Table 2: Minimum price in military and paramilitary messes, and veteran canteens *

TYPE OF BEVERAGE ALCOHOL	MINIMUM PRICE CALCULATION			
	BASE PRICE	LCT (10%)	GST (5%)	MINIMUM PRICE
Spirits & Liqueurs (per oz.)	\$0.87	\$0.09	\$0.04	\$1.00
Bottled & Canned Beer (12 oz.)	\$0.87	\$0.09	\$0.04	\$1.00
Coolers & Bottled Pre-Mixed Drinks (12 oz.)	\$0.87	\$0.09	\$0.04	\$1.00
Draught Beer (per oz.)	\$0.12	\$0.01	\$0.01	\$0.14
Wine (per oz.)	\$0.30	\$0.03	\$0.02	\$0.35

***Note:** Lower minimum prices apply due to the unique character of these establishments.

- iii) The minimum price requirements outlined in Table 1 above apply to any beverage alcohol sold to registered guests in a hotel or motel pursuant to a permit with a room service endorsement.

b) Social Reference Price

Social Reference Price requirements apply to all sales in closed containers to individuals, including by craft alcohol producers, retail stores, and through mini-bars in hotel or motel guest rooms. *For more information about Social Reference Prices for alcohol based on product type, container size and alcohol content, see the Appendix of this Manual.*

c) Additional Pricing Standards and Price Lists

- i) Based on the minimum price requirement, additional restrictions apply, including:

- “Two for one” or equivalent promotions are allowed provided that minimum prices are charged per serving.
- Daily price variations and price reduction for “Happy Hour” are allowed provided that minimum prices are charged per serving.
- Coupons may be used as promotions to reduce the price of on-table and off-sale beverage alcohol provided the discount does not lower the price below the minimum pricing requirements (for on-table sales) or the Social Reference Pricing Guidelines (for off-sale). Multiple coupons cannot be used to lower the price below the minimum price per serving. Coupons cannot be exchanged for cash.
- Beverage alcohol prices cannot be established by games of chance (e.g. wheels, draws, darts, etc.).
- Beverage alcohol must be sold by the serving. “All you can drink” service is not allowed.

ii) Promotional Packages

Permittees may offer promotional packages including beverage alcohol under the following conditions:

- The total package price, before all applicable taxes, must meet or exceed the minimum pricing requirements for the beverage alcohol included in the package.
- Permittees may provide both the beverage alcohol and the goods/services included in the package, or may partner with other businesses that would provide some or all of the goods/services; however, packages including beverage alcohol may be sold only by permittees;
- When a permittee partners with a retail store or craft producer to provide beverage alcohol to be included in a package minimum pricing requirements must be followed.
- The permittee must pay Liquor Consumption Tax on at least the minimum price per serving of all beverage alcohol provided as part of the package;
- Packages that do not include an overnight stay must specify a limited number of servings of beverage alcohol;
- All-inclusive packages that include an overnight stay in a hotel, motel, bed and breakfast, etc. are not required to specify a limit on the servings of beverage alcohol; however, minimum pricing requirements must still be met, and Liquor Consumption Tax must be paid on each drink served;
- Advertising for all-inclusive packages may not include messages such as “all you can drink” or promote immoderate consumption. *For more information about CRTC advertising standards, see Chapter XI, Section 4 of this Manual;* and
- The permittee remains responsible for ensuring that beverage alcohol is not sold/served to or consumed by individuals who are minors or appear to be intoxicated.

13. Reporting Changes to Permittee’s Organizational Structure (Officers, Directors, Shareholders, etc.)

- a) If a permittee is a private corporation or other form of organization (e.g. partnership, non-profit organization, etc.), any proposed changes to its executive management (officers, directors, etc.) or ownership/membership (partners, shareholders, etc.) must be reported immediately to Liquor Licensing Services. The proposed changes require an evaluation of an individual’s character for the purpose of *The Alcohol and Gaming Regulation Act, 1997*.

- b) If a permittee fails to follow this procedure, the permittee risks delays in having their permit renewed. At the time of permit renewal, SLGA may refuse renewal until it completes an evaluation of the individual's character. *To contact Liquor Licensing Services about this issue, see a list of contacts in the Appendix of this Manual.*

14. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2016*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016* for the corresponding topics in this Chapter.

General Information

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 38, 39, 92.

Minors

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 110, 111, 113, 114, 129(1)(d).
- *The Alcohol Control Regulations, 2016* – Section 46.

Over Serving and Intoxicated Patrons

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 125, 126.

Mandatory Server Intervention Training

- *The Alcohol Control Regulations, 2016* – Section 7.

Unruly Patrons

- *The Alcohol and Gaming Regulation Act, 1997* – Section 127.

Refusal of Admission and Removal of Persons from Establishment

- *The Alcohol and Gaming Regulation Act, 1997* – Section 122.

Entertainment, Games, Gambling and Sports in an Establishment

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 127, 128.
- *The Alcohol Control Regulations, 2016* – Section 74.

Beverage Alcohol Purchases for Establishment

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 14, 67, 124, 129.
- *The Alcohol Control Regulations, 2016* – Section 28(2)(c).

Dispensing, Selling and Serving Beverage Alcohol

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 74, 75.
- *The Alcohol Control Regulations, 2016* – Sections 4, 69.

Beverage Alcohol Minimum Pricing in Permitted Establishments

- *The Alcohol and Gaming Regulation Act, 1997* – Section 19(2)(a).

CHAPTER XI - ADVERTISING AND PROMOTIONS

1. Purpose

Section 134 of *The Alcohol and Gaming Regulation Act, 1997* provides in part that no person shall make any representation to the public for the purpose of promoting the sale or consumption of beverage alcohol that is inconsistent with the advertising standards established by the Saskatchewan Liquor and Gaming Authority (SLGA).

2. Persons Affected

The beverage alcohol advertising and promotion standards apply to all persons making any representation to the public for the purpose of promoting the sale or consumption of beverage alcohol in Saskatchewan.

3. Advertising Guidelines

The advertising standards set by the Canadian Radio-Television and Telecommunications Commission (CRTC) in the “Code for Broadcast Advertising of Alcoholic Beverages” shall be applied by SLGA to beverage alcohol advertising taking place in any medium in Saskatchewan. Other municipal, provincial, and federal standards may also apply. SLGA also recommends consulting legal counsel for greater clarity on compliance with CRTC Standards. *For more information about the CRTC Standards, see Section 4 of this Chapter.*

- a) The CRTC Standards prohibit beverage alcohol advertising from targeting minors. In Saskatchewan, this is interpreted to mean that no beverage alcohol advertising may be placed:
 - i) Within 200 metres of elementary or secondary schools or places of worship;
 - ii) On buses specifically intended for transporting minors;
 - iii) On websites or other media that are directed primarily at minors;
 - iv) On television or radio at times when the audience is likely to be composed primarily of minors;
 - v) Signage consisting solely of the name of the business is not considered advertising.
- b) The CRTC Standards prohibit beverage alcohol advertising that portrays immoderate alcohol consumption. In Saskatchewan, this has been interpreted to mean that permittees may not advertise beverage alcohol using languages, images, or concepts that promote or suggest excessive consumption. Such advertisings may also be considered by SLGA in relation to sanctions for over serving and disorderly behaviour.

- c) Permittees are required to sell beverage alcohol in compliance with minimum pricing and social reference pricing requirements as noted in Chapter X, Section 12 of this Manual. Advertising that includes references to beverage alcohol prices that are lower than those guidelines may be considered by SLGA in relation to sanctions for failure to meet minimum price requirements.

In cases where advertising conducted by or on behalf of a permittee is deemed to violate the requirements of the CRTC or any other relevant municipal, provincial, or federal authority, SLGA reserves the right to impose sanctions on the liquor permit involved.

4. CRTC Code for Broadcast Advertising

Commercial messages for alcoholic beverages shall not:

- a) Attempt to influence non-drinkers of any age to drink or to purchase alcoholic beverages;
- b) Be directed at persons under the legal drinking age, associate any such product with youth or youth symbols, or portray persons under the legal drinking age or persons who could reasonably be mistaken for such persons in a context where any such product is being shown or promoted;
- c) Portray the product in the context of, or in relation to, an activity attractive primarily to people under the legal drinking age;
- d) Contain an endorsement of the product, personally or by implication, either directly or indirectly, by any person, character or group who is or is likely to be a role model for minors because of a past or present position of public trust, special achievement in any field of endeavour, association with charities and/or advocacy activities benefiting children, reputation or exposure in the mass media;
- e) Attempt to establish the product as a status symbol, a necessity for the enjoyment of life or an escape from life's problems, or attempt to establish that consumption of the product should take precedence over other activities;
- f) Imply directly or indirectly that social acceptance, social status, personal success, or business or athletic achievement may be acquired, enhanced or reinforced through consumption of the product;
- g) Imply directly or indirectly that the presence or consumption of alcohol is, in any way, essential to the enjoyment of an activity or an event;
- h) Portray any such product, or its consumption, in an immoderate way;
- i) Exaggerate the importance or effect of any aspect of the product or its packaging;
- j) Show or use language that suggests, in any way, product misuse or product dependency, compulsive behaviour, urgency of need or urgency of use;
- k) Use imperative language to urge people to purchase or consume the product;
- l) Introduce the product in such a way or at such a time that it may be associated with the operation of any vehicle or conveyance requiring skill;
- m) introduce the product in such a way or at such a time as may associate the product with any activity requiring a significant degree of skill, care or mental alertness or involving an obvious element of danger;
- n) Contain inducements to prefer an alcoholic beverage because of its higher alcohol content;

- o) Refer to the feeling and effect caused by alcohol consumption or show or convey the impression, by behaviour or comportment, that the people depicted in the message are under the influence of alcohol;
- p) Portray persons with any such product in situations in which the consumption of alcohol is prohibited; or
- q) Contain scenes in which any such product is consumed, or that give the impression, visually or in sound, that it is being or has been consumed.

5. Inducements and Promotions

- a) Subject to the exceptions in subsection (c), (d) and (e), permittees, excluding special use sports stadiums, theatres, concert premises, or convention centres and any premises on which exhibitions or fairs are presented, are prohibited from accepting financial or material inducements from a manufacturer, supplier, retail store, or any directors, officers, shareholders, employees or agents of a manufacturer, supplier, or retail store. Prohibited inducements include:
 - i) Payments, credits, rebates, other price reductions, or marketing/promotional activities;
 - ii) Interior decorating or renovations;
 - iii) Furniture and equipment essential to the operation of the business (including shelving);
 - iv) Vacations;
 - v) Season tickets;
 - vi) Gift cards; and
 - vii) Personal benefits that do not contribute to marketing of beverage alcohol products or improved customer experience.
- b) Retail Store Permittees and Craft Alcohol Producers authorized to direct sell are prohibited from providing financial or material inducements when selling to other permittees. Prohibited inducements include:
 - i) Payments, credits, rebates, other price reductions, or marketing/promotional activities;
 - ii) Interior decorating or renovations;
 - iii) Furniture and equipment essential to the operation of the business (including shelving);
 - iv) Vacations;
 - v) Season tickets
 - vi) Gift cards; and

- vii) Personal benefits that do not contribute to marketing of beverage alcohol products or improved customer experience.
- c) Non Craft Alcohol Manufacturer Permittees may negotiate directly with beverage alcohol suppliers and manufacturers to establish Limited Times Offers (LTO) prices for beverage alcohol. LTOs negotiated by permittees are subject to the following requirements:
 - i) All beverage alcohol must be obtained from an approved source;
 - ii) When purchasing beverage alcohol from SLGA or a SLGA approved Specialty Liquor Warehouse, rebates for LTOs must be issued to the permittee directly from the supplier, manufacturer, or retail store;
 - iii) When purchasing beverage alcohol from a craft alcohol producer, LTOs must be provided to the permittee through the reduction of prices charged to permittees for beverage alcohol products;
 - iv) Permittees must pass on the full value of all LTOs to customers. Any LTO rebate that is retained by the permittee and not passed on to the customer in the form of reduced product pricing will be considered a prohibited inducement; and
 - v) Details of all LTOs must be documented and such documents maintained on the premises for 2 years or more as required by other agencies.
- d) Permittees may accept legitimate promotional items to promote a manufacturer, supplier, or its product or products. Details of all promotional items accepted by the permittee must be documented and such documents maintained on the premises. Acceptable promotional items include:
 - i) Items of nominal value provided by manufacturers to be included with beverage alcohol products (e.g. gift bags, corkscrews, glassware in unbreakable container);
 - ii) Up to four coolers or fridges, each no larger than 12 cubic feet;
 - iii) Branded product display stands for use in temporary product displays which last for period of less than three months;
 - iv) Brand-specific, non-essential promotional materials for use in premises or as prizes for customers; or,
 - v) Draught line cleaning services supplied directly to the permittee by the suppliers or their agents by the supplier/agent's own staff/personnel or indirectly through an independent cleaning service that has not financial connection to the permittee. A supplier/agent is prohibited from financially reimbursing a permittee for conducting or arranging their own draught line cleaning.

- e) Permittees may participate in legitimate promotional program or initiatives to promote a manufacturer, supplier or its product or products. Details of all promotional programs in which the permittee participates must be documented and such documents maintained on the premises. Acceptable promotional programs include:
 - i) Allowing up to 15% of available retail space to be used for paid temporary promotional displays that are up to 90 days in length;
 - ii) Non-essential, brand-specific signage for use in or on premises;
 - iii) Paid participation in fliers;
 - iv) Participation in manufacturer or supplier initiated billboard campaigns that promote the availability of products;
 - v) Travel and registration costs for beverage alcohol industry trips; or
 - vi) Tickets other than season tickets to sports or cultural events.
- f) Where the appropriateness of any items or services offered by a manufacturer or supplier is in question, the permittee should contact Liquor Licensing Services. *For a list of contacts, see the Appendix of this Manual.*

6. Treating

- b) Subject to the limitations in this section, a permittee, manager of a permitted premises, or manufacturer's representative may purchase drinks containing beverage alcohol for patrons in an establishment for the purpose of promoting products. This practice is commonly known as "treating".
- c) A permittee, manager of a permitted premises, or manufacturer's representative may purchase occasional drinks containing beverage alcohol for patrons for promotional purposes; however, the permittee, manager or manufacturer's representative is prohibited from purchasing drinks containing beverage alcohol for all or most of the patrons in the establishment.
- d) Where a permittee, manager of a permitted premises, or manufacturer's representative wishes to treat patrons in an establishment, the following requirements and restrictions apply:
 - i) The permittee, manager or manufacturer's representative must be seated at the same table as the patrons for whom the drinks containing beverage alcohol are purchased.
 - ii) In the case of a manufacturer's representative, the patrons' drinks containing beverage alcohol must be purchased from and served by the permittee or the employees of the permitted premises.
 - iii) The permittee or the employees of the permitted premises who serve patrons drinks containing beverage alcohol must comply with the restrictions and requirements which ordinarily apply to the establishment (e.g. prohibition against service to minors, intoxicated patrons, etc.).

- iv) A manufacturer's representative may also purchase drinks containing beverage alcohol for a permittee in the establishment for the purpose of promoting products. The permittee must be seated at the same table as the representative.
- v) For alcohol used for treating, sampling, cooking, and staff consumption, Liquor Consumption Tax must be paid on the cost of the alcohol paid by the permittee or manufacturer's representative, or in the case of a craft alcohol producer taking alcohol from its own off-sale, on the Social Reference Price established by SLGA.

For more information about Social Reference Prices, see the Appendix of this Manual. For more information about the Liquor Consumption Tax, see the contact information in the Appendix of this Manual.

7. Sampling

Manufacturers, manufacturers' representatives, and most commercial permittees (excluding special use home delivery and U-Brew/U-Vin operation permittees) may promote beverage alcohol products by providing samples in accordance with the following policies. SLGA reserves the right to limit or prohibit any promotional activities that may appear to promote immoderate consumption or consumption by minors, or that are otherwise inconsistent with the advertising standards set by the Canadian Radio-Television and Telecommunications Commission (CRTC). *For more information about CRTC advertising standards, see Chapter XI, Section 4 of this manual.*

- a) All sample products must be purchased from an SLGA (including special order service), a retail store, or from a craft alcohol (on-site) store or (off-site) off-sale. In the case of a commercial permittee, samples may be taken from stock purchased for the operation of the establishment. All applicable taxes, including the Liquor Consumption Tax, must be paid on all beverage alcohol used for sampling. For alcohol used for treating, sampling, cooking, and staff consumption, Liquor Consumption Tax must be paid on the cost of the alcohol paid by the permittee or manufacturer's representative, or in the case of a craft alcohol producer taking beverage alcohol from its own (on-site) store or (off-site) off-sale, on the Social Reference Price established by SLGA.

For more information about Social Reference Prices, see the Appendix of this Manual. For more information about the Liquor Consumption Tax, see the contact information in the Appendix of this Manual.

- b) Products used to provide samples at a permitted premises or special occasion premises (whether for consumption on premises or in closed containers for consumption away from the permitted premises) must be purchased by the permittee under the appropriate permit number. Manufacturers may not provide beverage alcohol to commercial permittees directly, but may reimburse the permittee for the cost of such samples.
- c) The sample sizes of beverage alcohol for on-premises consumption must not exceed the following amounts as set out in the Regulations:
 - i) Spirit – ½ ounce or 14.25 millilitres;
 - ii) Wine – 2 ounces or 57 millilitres; and

- iii) Beer or cooler – 4 ounces or 114 millilitres.
- d) To promote products, a commercial permittee (excluding a special use home delivery or U-Brew/U-Vin operation permittee) may provide samples at no charge to patrons for consumption in the permitted premises.
- e) To promote products, a manufacturer's representative may, with the consent of the commercial, retail or craft alcohol manufacturer, as the case may be, purchase sample products from the commercial, retail permittee or craft alcohol manufacturer to provide to patrons for consumption in:
 - i) The permitted commercial establishment;
 - ii) The retail store;
 - iii) The craft alcohol manufacturer's (on-site) store or (off-site) off-sale area.
- f) To promote products, a manufacturer's representative may purchase sample products from a retail store or from a craft alcohol (on-site) store or (off-site) off-sale area, in closed containers for consumption away from the establishment:
 - i) To patrons in a craft alcohol manufacturer's (on-site) store or (off-site) off-sale area;
 - ii) To a permittee and employees of the permitted premises;
 - iii) To customers in a retail store; or
 - iv) To the owner and employees of a retail store.
- g) To promote products, a manufacturer's representative may purchase sample products, in closed containers, from a retail store to provide to patrons of the store for consumption away from the store, if the samples are affixed to a beverage alcohol product purchased by the customer.
- h) Where a manufacturer's representative offers sample products in a retail store or off-sale area for on-premises consumption under subsection (e) and (f) above, the following additional requirements and restrictions apply:
 - i) The permittee or its employees must supervise the offering of sample products by a manufacturer's representative; and
 - ii) The permittee or its employees must ensure compliance with the restrictions and requirements that ordinarily apply to the service of alcohol (e.g. prohibition against service to minors, intoxicated patrons, etc.).
- i) A permittee and an establishment's employees may receive sample products for consumption away from the permitted premises from a manufacturer's representative in accordance with subsection (f) above.

8. Online Sale of Beverage Alcohol

Persons authorized by SLGA to sell beverage alcohol for off-site consumption may do so via a website in accordance with the policy described below:

a) Retail Stores and Restaurants

A retail store and restaurant may advertise and sell online beverage alcohol sold in the store. A retail store can also self-deliver beverage alcohol to individuals at private places. All retail stores may also deliver beverage alcohol sold online to commercial permittees. A restaurant can self-deliver beverage alcohol with a meal to individuals at private places.

Under no circumstances shall a retail store or restaurant ship beverage alcohol through Canada Post, a courier or any other common carrier. All online sales must be delivered in accordance with a valid home delivery special use permit or by the permittee, or be picked up by the customer making the purchase.

b) Home Delivery Companies

A home delivery special use permittee may advertise its service online and post specific products and prices or provide links to alcohol retailers' websites (such as Saskliquor.com), and take orders and payment for delivery.

c) Compliance

Nothing in these Advertising Standards precludes a permittee from complying with the terms and conditions of the *Act, Regulations*, or permit under which the permit operates. All provisions respecting the sale and service of beverage alcohol continue to apply.

9. Loyalty Program

- a) Subject to the limitations outlined below, retail store permittees and commercial permittees may offer loyalty programs to customers.
- b) Loyalty program rewards based on beverage alcohol sales must be provided on the basis of the accumulated value of purchases made by the customer over an ongoing series of transactions and must emphasize encouraging ongoing patronage by the customer. Typically, loyalty programs track the value of purchases made by a customer by issuing a number of points (or their equivalent) to customers based on the value of a customer's purchases. The rates at which points are issued must be made available to loyalty program participants. Bonus points in association with the purchase of specified products are allowed.
- c) Loyalty program points may not be redeemed for rewards on the same day qualifying purchases are made.
- d) Loyalty programs may include rewards that are credits to be redeemed against the total amount of a customer's bill. The use of such credits to lower a customer's bill is not considered a price reduction.

- e) All promotions and advertising provided only to loyalty program members must be compliant with all other requirements relating to promotions and advertising (e.g. minimum pricing requirements and social reference pricing).
- f) Discounts related to loyalty program membership cannot be used to reduce the price of beverage alcohol below minimum pricing or social reference pricing requirements. Punch card systems can be used to obtain a “no charge” beverage, as long as the total cumulative price paid exceeds minimum pricing for all products received (e.g. buy 4 growlers, get the 5th without charges – the total cost of the 4 growlers must meet or exceed the social reference pricing for five growlers.)
- g) Promotional activities that are non-transferable from one visit to the next (e.g. “2 for 1” drink specials or product bundling promotions) are not considered to be loyalty programs.

10. Promotional Coupons/Vouches/Gift Cards/Give Away

Subject to the limitations outlined below, permittees can offer coupons/vouchers/gift cards programs to customers.

- a) Gift cards may be sold at face value for use in future purchases.
- b) Gift cards can be sold in a non-liquor business.
- c) Gift cards or liquor cannot be donated by a permittee under any circumstances except as outlined in the Special Occasion Permits Policy Manual or this manual.
- d) A permittee may exchange gift cards with a media company for advertising. In this case, the value of the gift cards provided must be equal to the fair market value of the advertising received.
- e) Promotional coupons/vouchers/gift cards representing no more than 10 per cent of the total purchase price (e.g., \$10 off a minimum \$100 purchase) for use on the purchase of liquor are allowed. The coupon/voucher/gift card cannot be:
 - i) Used to bring the total cost of product below the minimum pricing requirements or social reference price (SRP) (e.g., cannot be used by a retailer that sells all or most product at SRP); and
 - ii) In the case of on-table service, redeemed on the day it was obtained.
- f) Commercial permittees can cross promote with other businesses. The coupon/voucher/gift card used in the cross promotion may represent a reduction of no more than 10 per cent of the total purchase price (e.g., \$10 off a minimum \$100 purchase) when used in the purchase of liquor. The coupon/voucher/gift card cannot be:
 - i) used to bring the total cost of product below the minimum pricing requirements or social reference price (SRP) (e.g., cannot be used by a retailer that sells all or most product at SRP); and
 - ii) in the case of on-table service, redeemed on the day it was obtained.
- g) “Give away” of alcohol on social media for number of likes, shares, comments, etc. is prohibited.

11. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2016*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016* for the corresponding topics in this Chapter.

Advertising

- *The Alcohol and Gaming Regulation Act, 1997* – Section 134.

Inducements and Promotions

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 61, 135.1.
- *The Alcohol Control Regulations, 2016* – Section 61.

Treating

- *The Alcohol and Gaming Regulation Act, 1997* – Section 131.

Sampling

- *The Alcohol and Gaming Regulation Act, 1997* – Section 131.

Manufacturer Representatives

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 135, 135.1.

CHAPTER XII - INSPECTIONS

1. Overview of SLGA's Compliance Program

- a) The broad objectives of SLGA's compliance program are:
 - i) To minimize public health and safety risks associated with the service and consumption of beverage alcohol;
 - ii) To provide an orderly environment for establishments to conduct the sale and service of beverage alcohol; and
 - iii) To maintain the integrity of the beverage alcohol industry.
- b) There are presently two compliance areas within SLGA: Liquor Inspection Services and Audit Services Branch. Each area fulfills a specific role to ensure that the establishments are complying with *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, the terms and conditions on a permit or an endorsement, and SLGA's policies.
- c) SLGA shall have the right, during normal business hours and without prior notice to the 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 establishment. This includes the right without limitation, to have a person or persons on the premises of the establishment or other relevant premises of the 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 establishment and permittee shall be subject to inspections and/or audits by SLGA representatives from time to time to ensure the permittee is in compliance with *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, permit terms and conditions and all applicable policies.
- d) On inspection and/or audit, the permittee shall provide SLGA representatives with all requested documentation and full access to the establishment, records and accounts, including any off-site warehouse spaces used by the permittee.

2. Compliance, Education and Training

- a) Liquor Inspection Services conducts inspections and investigations concerning the operation of existing or proposed establishments, and also offers a proactive approach to compliance by educating permittees about the regulatory requirements for the purpose of preventing violations. Permittees may request an inspector to visit their facility for training, education, consultation and inspection purposes. 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, over service, and door person security for:
 - New permittees;
 - Permittees with a history of operational problems reported by SLGA or other regulatory agencies; and
 - Other permittees 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 liquor permit; or to assist permittees by offering guidance to ensure proper operation of an establishment.
- b) Where a permittee commits an alleged violation of *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, or any terms and conditions imposed on a permit or an endorsement, the inspector investigates the violation and reports the findings. Based on the investigation's findings, SLGA may impose sanctions against a permittee. However, SLGA considers voluntary compliance as a preferred solution and therefore, an inspector may resolve minor violations by requiring a permittee to take immediate corrective action.

To contact Liquor Inspection Services, see a list of contacts in the Appendix of the Manual.

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 permittees accepting inducements from manufacturers and compliance with food-alcohol ratio sales.

To contact the Audit Services Branch, see a list of contacts in the Appendix of the Manual.

4. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2016*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016* for the corresponding topics in this Chapter.

Role of Inspectors

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 95, 96.

CHAPTER XIII - DISCIPLINARY ACTION

1. General Principles

- a) SLGA monitors permittee compliance with the legal requirements and terms and conditions related to liquor permits. Disciplinary action may be taken by SLGA when a permittee is not in compliance with requirements and restrictions of their permit and forms part of the permittee's compliance record at SLGA.
- b) The enforcement of *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, and terms and conditions on a permit or an endorsement ensure the responsible sale and consumption of beverage alcohol in an establishment. SLGA imposes sanctions to protect the public and ensure future compliance.
- c) Where a permittee or its employees commit a violation, SLGA has the discretion to impose any of the following actions against the permittee:
 - i) Issue a warning;
 - ii) Attach new or amended terms or conditions to the permit or endorsement;
 - iii) Assess an administrative penalty to a maximum of \$10,000;
 - iv) Suspend a permit or endorsement; or
 - v) Cancel a permit or endorsement.
- d) SLGA's decision to propose a particular sanction against a permittee is based on its evaluation of several factors, including:
 - i) The compliance history of the permittee;
 - ii) The nature of the violation and the particular facts surrounding the violation;
 - iii) The effect of any sanction on the permittee, employees of the establishment, and the public; and
 - iv) The sanctions imposed on other permittees who committed similar violations.
- e) SLGA uses a progressive system of disciplinary action when it proposes a sanction against a permittee. Where a permittee commits consecutive 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.

Example: A general principle of SLGA's regulatory framework is the protection of minors from the negative impact of beverage alcohol use. A permittee's **first violation** of selling beverage alcohol to a **minor** will likely result in a harsher sanction (administrative penalty or permit suspension) than the one typically granted under a progressive system of discipline (warning letter).

- f) In investigating and making its decision concerning a complaint of an alleged violation, SLGA 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) Liquor Inspection Services 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 permittee, and the permittee has the right to request a review of the decision to the Liquor and Gaming Licensing 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 7 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 permittee and an inspector.
- b) An inspector may issue a notification of non-compliance advising the permittee 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 permittee to take immediate corrective action. The establishment is monitored to ensure future compliance.

3. **New or Amended Terms or Conditions on Permit or Endorsement**

- a) In appropriate circumstances, a violation may be resolved by imposing a specific course of conduct on the permittee by attaching terms and conditions on the permit or endorsement.
- b) SLGA may impose new terms and conditions, or amend existing terms and conditions.

- c) Where the permittee finds the terms and conditions on a permit or endorsement to be unsatisfactory, the permittee has the right to request a review of SLGA's decision to 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 Section 11 of this Chapter.*

4. Administrative Penalties

- a) SLGA is authorized to use administrative penalties as an additional enforcement tool. SLGA may assess an administrative penalty against a permittee to a maximum of \$10,000.
- b) Based on a progressive system of discipline, SLGA may propose an administrative penalty against a permittee. In cases of serious misconduct or violations such as over service or minors, SLGA may move to a stronger sanction immediately, such as an immediate administrative penalty, suspension or permit cancellation.
- c) *The Alcohol Control Regulations, 2016* establish monetary ranges for administrative penalties by defining specific ranges to correspond to specific violations.
 - i) **A table in the Regulations highlights common violations with corresponding monetary ranges** for administrative penalties. If a permittee commits a violation listed in the table, an administrative penalty may be assessed in accordance with the monetary ranges set out in the table. *For a copy of the table, see Section 10 of this Chapter.*
 - ii) **Where a violation with a corresponding monetary range is not found in the table**, an administrative penalty may be assessed in any amount within the range of \$500 - \$10,000.
- d) Where SLGA proposes to assess an administrative penalty, SLGA will provide a written notice to a permittee 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 permit; and
 - iv) The right to request a review of SLGA's decision.
- e) The permittee 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 Section 7 of this Chapter.*
- f) Where no request for a review is filed within 15 days after receiving the notice, or where a request is filed and the Commission upholds the proposed penalty, SLGA will assess an administrative penalty against the permittee in accordance with the written notice, advising the permittee of the

due date for full payment of the penalty and the alternative suspension dates if the penalty should not be paid. Where the permittee fails to make the payment by the due date, the permit is suspended for the period specified in the written notice.

- g) The administrative penalty scheme is completely separate and independent of any fines levied by the courts. *For more information about fines levied by the courts, see Section 8 of this Chapter.*

5. Permit or Endorsement Suspension

- a) SLGA may propose a permit or endorsement suspension where considered appropriate. A case of serious misconduct, repeated violations, or failure 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 permittee.
- c) Except in rare cases, SLGA must provide a written notice to a permittee of its decision to propose a suspension of a permit or an endorsement. The written notice outlines several particulars, including:
 - i) The facts and circumstances surrounding the violation;
 - ii) The length of the proposed suspension period; and
 - iii) The right to request a review of SLGA's decision.
- d) The permittee 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 Section 7 of this Chapter.*
- e) In exceptional cases, SLGA is authorized to impose an immediate suspension of a permit or an endorsement. SLGA may immediately suspend the permit or endorsement where it is considered necessary in the public interest. The authority shall serve on the permittee a copy of the order of suspension and a notice fixing a time and place for an oral hearing by the commission.

The maximum period for an immediate suspension is seven days and the following rights and restrictions apply:

- i) The suspension order takes immediate effect on being served on the permittee.

- ii) The Commission must conduct an oral hearing within the suspension period to determine whether or not the suspension should be revoked or extended, or whether the permit or endorsement should be cancelled. *For more information about the review process, see Section 7 of this Chapter.*

6. Permit or Endorsement Cancellation

- a) In extreme cases, SLGA may propose a permit or endorsement cancellation. Serious violations 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 permit or an endorsement. The written notice outlines the facts and circumstances which justify SLGA's proposed cancellation and the permittee's right to request a review of SLGA's decision.
- c) The 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 Section 7 of this Chapter.*
- d) Where a permit is cancelled by SLGA, all beverage alcohol in the possession of the permittee is to be delivered to SLGA at the permittee's expense. SLGA evaluates the condition of the beverage alcohol and may repurchase it or make an order for its disposal.
- 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;
 - if another permit is issued to that person and is cancelled, no permit shall be issued to the person after that time.
 - ii) No permit shall be issued with respect to the premises described in the permit for at least one month.

7. Liquor and Gaming Licensing Commission Review

- a) The Commission is a body created by law which functions independently from SLGA. A permittee may file a request for review with the Commission where SLGA proposes any of the following sanctions against a permittee:
 - i) attaching new or amended terms or conditions on a permit or endorsement;
 - ii) assessing an administrative penalty to a maximum of \$10,000; or
 - iii) suspending or cancelling a permit or an endorsement.
- b) A request for review must be filed with the Commission within 15 days after receiving written notice of SLGA's proposed sanction.

- c) Except in unusual situations, the Commission stays SLGA's decision pending its determination of the review. This means that any proposed sanction by SLGA is put on hold until the Commission makes its ruling on the review.
- d) The Commission must hold an oral hearing when the review relates to a proposed suspension or cancellation, or an assessment of an administrative penalty. When the review relates to the addition of new or amended terms and conditions, the Commission only holds an oral hearing if requested by the permittee when filing the request for review.
- e) If an oral hearing is held, SLGA, the permittee, the lawyers for the parties, and the public may be present and generally, the hearing resembles a court proceeding.
- f) Based on the evidence at the hearing and any written submissions, the Commission makes its ruling and communicates it to all parties. The Commission may make any ruling available to it under *The Alcohol and Gaming Regulation Act, 1997*. The Commission may confirm, vary or revoke the sanction proposed by SLGA.

8. Offences and Court Sanctions

- a) A permittee who violates any provision of *The Alcohol and Gaming Regulation Act, 1997* or *The Alcohol Control Regulations, 2016* is guilty of a summary conviction offence and may be liable to severe punishment. A summary offence proceeding engages the court system through charging, prosecuting and punishing a permittee.
- 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 permittee with an option to enter an "out of court" guilty plea by payment of a fine. If the permittee disputes the facts and wishes to enter a not guilty plea, a trial is held before a judge.
- c) In some cases, *The Alcohol and Gaming Regulation Act, 1997* defines specific forms of punishment to correspond to specific offences. For example, where a permittee sells or gives beverage alcohol to a minor, the permittee is guilty of an offence and liable on summary conviction to:
 - i) A fine of not more than \$10,000;
 - ii) Imprisonment for a maximum term of two months; or
 - iii) Both the fine and imprisonment described above.
- d) Where no specific form of punishment corresponds to a specific offence, the "general penalty" provision applies, which makes the permittee liable on summary conviction to:
 - i) A fine to a maximum of \$10,000 for an individual;
 - ii) A fine to a maximum of \$50,000 for a corporation;

- iii) Imprisonment for a maximum term of six months; or
- iv) Both the fine and imprisonment described above.
- e) If a permittee is charged with an offence and has questions or concerns about the matter, the permittee should consult a lawyer.

9. Posting of Warnings and Sanctions

The names of the permittees that have received a liquor sanction will be published on a quarterly basis on SLGA's external website at www.slga.com.

10. Monetary Ranges for Administrative Penalties

Key for Table

- a) The provisions set out in Column 3 are the provisions of *The Alcohol and Gaming Regulation Act, 1997* or *The Alcohol Control Regulations, 2016* that impose the requirements described in Column 2 on the permittee. Violations of the provisions set out in Column 2 may cause SLGA or on a request for review, the Commission to assess an administrative penalty.
- b) The range of an administrative penalty for a specific violation is set out in Column 4. The administrative penalty may be assessed by SLGA or on a request for review, by the Commission.

<i>Col. 1</i> Item Number	<i>Col. 2</i> Violation	<i>Col. 3</i> Section describing violation	<i>Col. 4</i> Ranges of Penalty Sum in Dollars
Minors (Under 19 Years of Age)			
1	Selling or giving beverage alcohol to a minor	110(1) – Act	1,000 – 10,000
2	Selling or providing beverage alcohol to a person who is a minor	129(1)-(d) – Act	1,000 – 10,000
3	Failing to demand proof of age when a minor: a) is attempting to purchase beverage alcohol; or b) is not entitled to be on the premises	111(4) – Act	500 – 10,000
4	Allowing minors in premises where the presence of minors is not authorized by the Act, regulations, or terms and conditions of the permit	111(6) – Act	500 – 10,000
5	Allowing a minor to act in any way in the sale, handling or serving of beverage alcohol in the premises	113(1)(b) – Act	500 – 10,000
6	Allowing a minor to consume beverage alcohol in premises where minors are allowed	113(1)(c) – Act	1,000 – 10,000
Over Serving			
7	Selling or supplying beverage alcohol to a person who appears intoxicated	125 – Act	1,000 – 10,000
8	Allowing a person who appears intoxicated to possess or consume beverage alcohol on the premises	126(2)(a) – Act	1,000 – 10,000
Over Crowding			
9	Allowing the entry of persons into a premises to exceed the maximum number of persons allowed to be present in the premises	120 – Act	500 – 10,000

Col. 1 Item Number	Col. 2 Violation	Col. 3 Section describing violation	Col. 4 Ranges of Penalty Sum in Dollars
Sale Or Consumption During Prescribed Hours or Days			
10	Selling beverage alcohol or allowing its consumption on premises except during hours that beverage alcohol may be lawfully served and consumed	71(1) – Act	\$500 – 10,000
11	Selling or supplying beverage alcohol during prohibited hours	129(1) (e) – Act	500 – 10,000
12	Failing to ensure that the premises remain open for at least one half-hour but not longer than one hour after the lawful sale of beverage alcohol has ceased	50 – Regulations	500 – 10,000
13	Allowing persons to enter or remain in the premises when the sale or consumption of beverage alcohol is prohibited	116 – Act	500 – 10,000
Illegal Purchase, Possession or Sale Beverage Alcohol			
14	Purchasing beverage alcohol from sources other than SLGA or a retail store	129(1)(a) – Act	500 – 10,000
15	Selling beverage alcohol not supplied by SLGA	129(1)(c) – Act	500 – 10,000
16	Having on the premises beverage alcohol not supplied by SLGA	129(1)(b) – Act	500 – 10,000
17	Selling beverage alcohol without holding a licence required pursuant to <i>The Liquor Consumption Tax Act</i>	4(2) – Regulations	500 – 10,000
Entertainment			
18	Permitting or allowing any activity that is unlawful, may be detrimental to the orderly operation of the premises, has been prohibited by the municipality in which the premises are located, or is prescribed in the regulations	128(1) and (2) – Act	500 – 10,000

<i>Col. 1</i> Number	<i>Col. 2</i> Violation	<i>Col. 3</i> Section describing violation	<i>Col. 4</i> Ranges of Penalty Sum in Dollars
Customer Service			
19	Failing to ensure that the food to beverage alcohol sales value ratio in the premises is one dollar of food for each dollar of beverage alcohol sales	13(1) – Regulations	500 – 10,000
20	Failing to maintain a supply of non-alcoholic beverages and food for customers	68 – Regulations	500 – 10,000
21	Adulterating or diluting beverage alcohol or offering adulterated or diluted beverage alcohol for sale	69(3) – Regulations	500 – 10,000
22	Failing to ensure that each sample of beverage alcohol is equal to or less than the prescribed amount	67(1) – Regulations	500 – 10,000
23	Failing to adhere to policies established by SLGA respecting sampling at a u-brew or u-vin operation	23(2) – Regulations	500 – 10,000
24	Allowing patrons to take and consume beverage alcohol off the premises	75 (3) – Act	500 – 10,000
Obstruction			
25	Refusing to allow an officer access to the permittee's premises, books, records or other documents for the purpose of making an inspection	45(1) – Act	500 – 10,000
26	Allowing a person who appears to be intoxicated to remain in the premises in a manner that is not in accordance with standards set by the authority	126(2) – Act	500 – 10,000

11. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2016*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016* for the corresponding topics in this Chapter.

General Principles

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 38, 39, 44, 92.

New or Amended Terms or Conditions on Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(1)(a.1), 26, 27, 28, 29, 30, 31, 32, 47.

Administrative Penalties

- *The Alcohol and Gaming Regulation Act, 1997* – Section 39.1.
- *The Alcohol Control Regulations, 2016* – Section 80.

Permit Suspension

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(f), 30, 31, 32, 33, 37, 44(b).

Permit Cancellation

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(j), 30, 31, 32, 33, 44(b), 64, 65.

Commission Review

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 21, 26, 27, 28, 29, 30, 31, 32, 35, 36, 37, 39.1.

Offences and Court Sanctions

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 110, 111, 113, 115, 138, 139.

APPENDIX

Lists of Documents:

- a) Saskatchewan Liquor and Gaming Authority Contacts
- b) External Contacts
- c) Permittee Liability for Actions of Patrons
- d) Retail Stores and Manufacturer's Off-sales – Re-sale Levy Summary Sheet
- e) Identifying a Minor and Verifying the Authenticity of Identification
- f) Social Reference Pricing for Manufacturers and Retail Stores

SASKATCHEWAN LIQUOR AND GAMING AUTHORITY CONTACTS**Charitable Gaming Licensing**

Texas Hold'em
Monte Carlo
Breakopen Tickets
Raffles
Bingos

Toll Free 1-800-667-7565
Regina (306) 787-5563
Fax: (306) 787-8637

Liquor Licensing and Inspections Branch

Director
Manager, Liquor Inspections and Security
Manager, Liquor Licensing
Commercial and Special Occasion Permits

(306) 787-8637
(306) 787-1896
(306) 787-1349
Toll Free 1-800-667-7565
Regina (306) 787-5563
Fax: (306) 787-8981

**Liquor and Gaming Licensing Commission
(Request for Review of SLGA Decisions)**

(306) 787-1746
Fax: (306) 798-0653

SLGA Website Address www.slga.com**Mailing Address - Regina**

Saskatchewan Liquor and Gaming Authority
Licensing Branch
P.O. Box 5054
REGINA SK S4P 3M3

Street Address – Regina

Saskatchewan Liquor and Gaming Authority
Licensing Branch
12th Floor, North Canadian Oils Building
2500 Victoria Avenue
REGINA SK S4P 3X3

Saskatoon Office

201 CN Towers
Midtown Plaza
201 1st Avenue South
SASKATOON SK S7K 2H6

EXTERNAL CONTACTS**Canadian Food Inspection Agency (CFIA)**

301-1800 11th Ave.
REGINA SK S4P 4E3

(306) 780-5180
Fax: (306) 780-5177

Federal Excise Duty (Manufacturing)

Canada Revenue Agency
Excise Duty Manager
Room 720 220-4th Avenue S.E.
CALGARY AB T2G 0L1

1-866-330-3304
(403) 231-4124
Fax: (403) 292-4075
www.cra.gc.ca

Federal Excise Tax (GST)

Canada Revenue Agency
PO Box 557
1758 Hamilton St.
REGINA SK S4P 2B6

Toll Free 1-800-959-5525
www.cra.gc.ca

Liquor Consumption Tax (LCT)

Ministry of Finance
2350 Albert St.
REGINA SK S4P 4A6

Toll Free 1-800-667-6102
(306) 798-5040
Fax: (306) 787-9644

**Ministry of Environment, Fish and Wildlife Branch
(Outfitters Licence)**

Regina 1-800-567-4224
Prince Albert (306) 953-2518

Building Standards and Licensing Branch

100 – 1855 Victoria Ave
REGINA SK S4P 3T2

(306) 787-4113
BuildingStandards@gov.sk.ca

Provincial Sales Tax (PST)

Ministry of Finance
2350 Albert St.
REGINA SK S4P 4A6

Toll Free 1-800-667-6102
(306) 787-6645
Fax: (306) 787-0776

“Serve It Right” Server Intervention Course

Saskatchewan Tourism Education Council
202 4th Ave. N.
SASKATOON SK S7K 0K1

Toll Free 1-800-331-1529
(306) 933-5900
www.sirs.ca

Boiler and Pressure Vessel Licensing

Technical Safety Authority of Saskatchewan
Boiler & Pressure Vessel Safety
330 – 1855 Victoria Ave
REGINA SK S4P 3T2

Toll Free 1-866-530-8599
(306) 798-7111

PERMITTEE LIABILITY FOR ACTIONS OF PATRONS

This is intended as an overview of potential liability issues. For advice on specific situations, contact legal counsel.

There are three typical scenarios in which permitted premises may attract liability:

- a) Where a patron injures himself either while inside the premises or in an auto accident after drinking beverage alcohol in the premises;
- b) A patron injures a third party following an auto accident after drinking beverage alcohol in the premises with the third party either being a passenger in the same vehicle or passenger or driver of a third party vehicle; or
- c) Circumstances where the permittee injures a patron intentionally, such as where a bouncer injures a patron while removing him from the premises.

The following will address each of these three circumstances.

i) Patron Injures Self

The leading case in this area is the Supreme Court of Canada decision of *Jorden House v. Menow* (1973), 38 D.L.R. (3d) 105. In this case a drunk patron left the bar and was injured while walking home along the highway. The patron was a “regular” and his drinking habits and behaviour were familiar to the staff.

The court concluded that the hotel had a higher duty of care to those patrons that were known to them. The court determined that the hotel might be required to take positive steps to protect such a patron against injury to himself.

In considering whether a duty of care was owed to an intoxicated patron, the court found that the existence of the invitor/invitee relationship and knowledge of the patron’s intoxicated condition made it a duty. The court was also of the opinion that the risk of harm to the patron was foreseeable.

Once a duty of care was established, the courts dealt with the requisite standard of care. It decided that the occupier was required to take some positive action because of the existence of a “special relationship” between the parties. This special relationship arose as a result of two factors:

1. An awareness of the patron’s level of intoxication;
2. The commercial nature of the enterprise (i.e. selling liquor for profit).

ii) Patron Injures Third Party

The Supreme Court decision in *Stewart v. Petite* (1995), I.S.C.R. 131 dealt with a situation in which an intoxicated patron caused injury to a third party. This decision follows several lower court decisions in which permittees were held liable for injuries caused to third parties by intoxicated persons.

This decision does not place any greater liability on permittees than the previous decisions, but it was the first time the Supreme Court of Canada dealt with this situation.

The significance of this case is that the decision provides a clear description of the duty that an occupier owes to the public. The court placed a positive duty in permittees to actually prevent an intoxicated person from causing harm to a third party. The occupier is, however, still able to rely upon the foreseeability of the risk as a defence. If the risk of harm is too remote, it is unlikely that the occupier will be held liable.

The court stated that a permittee's liability does not flow from observing by itself, but also, that the injury to the third party must be foreseeable.

In this case, the permittee was aware that the patron consumed between 10 and 14 ounces of alcohol (a running tab had been kept). The patron did not show any signs of intoxication, but nevertheless, a positive duty was found to exist and the patron was obliged to eliminate the risk of harm to third parties. In this case, the permittee would have been liable if he had not taken positive steps to prevent the patron from driving.

It was irrelevant whether or not the patron exhibited signs of intoxication. The key is whether the permittee ought to have known of the patron's intoxication.

The court also stated that a permittee could not absolve itself from responsibility by virtue of the way in which the establishment operated. For example, if the permittee was operating a stand up bar where it was more difficult to keep track of the consumption, this could not be used as an excuse. In this case, the permittee was relieved of liability due to the fact that the defendant driver left the establishment with two sober persons (one of whom became the victim) and it was reasonable for him to assume that the intoxicated defendant was now in the care of other sober persons.

Thus if a permittee has a situation where the patron has become impaired, the permittee should take positive steps to ensure that the individual does not drive, such as arranging for a taxi or having the person placed in someone else's car who is sober.

iii)Occupier Injures Patron

In the Saskatchewan Queen's Bench decision of *Waselick v. Bronze Motor Inn Ltd.* (1987), 55 Sask.R.225, the court dealt with a situation wherein an intoxicated patron was injured by the hotel's bouncers. The court found that:

1. The hotel owner must use reasonable care to prevent damage from unusual danger which he knows or ought to know exists;
2. Co-existent with this duty to the intoxicated patron, the occupier owes a duty to other patrons;
3. Occupiers have a right to protect their property;
4. No liability will attach to the occupier as long as no more force than is necessary in the circumstances is used to restrain or remove the intoxicated patron.

This is intended as an overview of host liability issues. Permittees should contact their own legal advisor for information tailored to their individual situations.

RETAIL STORES AND MANUFACTURER'S (ON-SITE) STORE/(OFF-SITE) OFF-SALE RE-SALE LEVY SUMMARY SHEET

FOR THE MONTH OF _____

A re-sale levy is to be collected on the Retail Price (base price plus LCT, GST and deposit) when selling beer, wine, coolers, or spirits to holders of special occasion permits. The levy is to be remitted to the Ministry of Finance, Revenue Division, along with your Liquor Consumption Tax return. The re-sale levy is to be calculated as follows:

DATE	SALE SPECIAL OCCASION PERMIT #	PRODUCT	RETAIL PRICE (base price plus LCT, GST and deposit)	RE-SALE LEVY RATE *	LEVY \$	TOTAL LEVY
<i>Example: Jan. 5/15</i>	<i>12345</i>	<i>Beer</i>	<i>\$ 246.00</i>	<i>10%</i>	<i>\$ 24.60</i>	
<i>Jan. 5/15</i>	<i>12345</i>	<i>Wine/Coolers</i>	<i>\$ 89.90</i>	<i>14%</i>	<i>\$ 12.59</i>	
<i>Jan. 5/15</i>	<i>12345</i>	<i>Spirits</i>	<i>\$ 137.95</i>	<i>18%</i>	<i>\$ 24.83</i>	<i>\$ 62.02</i>

		Beer		10%		
		Wine/Coolers		14%		
		Spirits		18%		

		Beer		10%		
		Wine/Coolers		14%		
		Spirits		18%		

		Beer		10%		
		Wine/Coolers		14%		
		Spirits		18%		

		Beer		10%		
		Wine/Coolers		14%		
		Spirits		18%		

		Beer		10%		
		Wine/Coolers		14%		
		Spirits		18%		

****ACCUMULATED MONTHLY TOTAL** \$ _____

Note: For the purposes of this form, beer includes bottles, kegs and canned product.
Returned amounts should be indicated as negative amounts.

Please retain this form for your records and in the event of an audit.

Page _____

IDENTIFYING A MINOR AND VERIFYING THE AUTHENTICITY OF IDENTIFICATION

In Saskatchewan, anyone under the age of 19 is a minor. Minors are not permitted to be in possession of, purchase, sell or consume beverage alcohol. A permittee is responsible to ensure that beverage alcohol is not sold or served to a minor. The following information may assist a permittee or its employees in identifying a minor.

Physical Characteristics:

- Slight physical build
 - Complexion
 - Skin surface or texture
 - Complexions can be very smooth or have a lot of acne
 - Fine facial hair on males
- Thin “unweathered” hands
- Hair & clothing styles
 - Hats worn backward or unusual head gear
 - Clothing seems inappropriate for weather conditions
- Footwear
 - Footwear seems inappropriate for someone over age 25
 - Shoes may be worn unlaced
- Fashion or fad accessories
- Jewellery
 - Pay particular attention to jewellery and accessories on both females and males that would not typically be worn by someone 25 years or age or older.
- Nervousness
 - Frequent throat-clearing
 - Unusual facial expressions
 - Lack of eye contact and/or “shifty” eye movements
- High pitched or cracking voice

Behaviour Patterns

- Enters during peak hours
- Makes excuses for being unable to produce proper identification
- Provides counterfeit, altered, expired or stolen ID
- Uses ID borrowed from older friend or relative
- Appears nervous and avoids eye contact
- Uses slang language
- Tries to rush
- Attempts to look older and act classy or sophisticated
- Is overly-friendly with staff
- Seems over-confident and becomes over-assertive
- Typically chooses alcohol “gateway” beverages
 - Young females: sweet-flavoured or fruity malt drinks
 - Young males: beer

How to Check ID

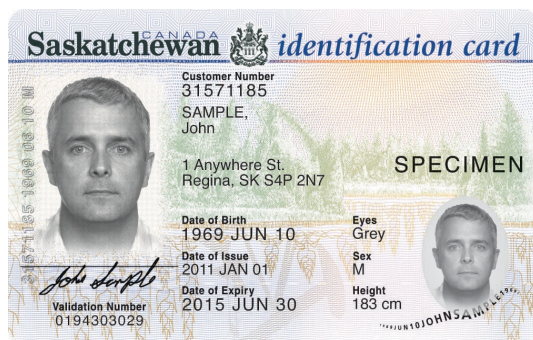
- Always ask the person to remove the ID card from their wallet or pocketbook and from protective plastic holders
- Take the ID from the person and take your time examining it
- Description and photo resemblance should match person presenting ID
- Pay particular attention to distinguishing facial features such as eye colour, large/small nose, broad face, etc.
- Look at date of birth to determine if the person appears old enough to be the person on the ID.
- Calculate that the date of birth on the ID does in fact confirm that they are 19 or older

Check to see that the ID provided proves both identity and age.

- The ID should be verifiable
- Check for tampering by handling and feeling the ID
- If irregularities are found, ask for another piece of ID

Security Features of Saskatchewan Driver's Licences and ID Cards

Saskatchewan driver's licences and identification cards offer enhanced international standard security features that prove they are authentic.

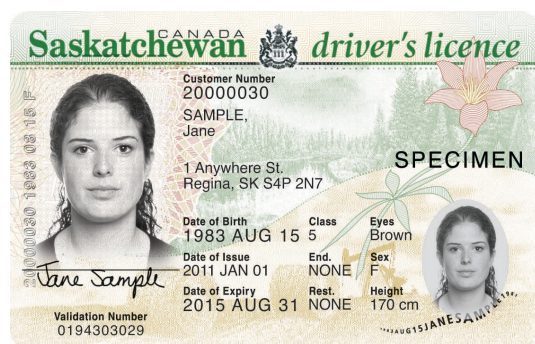


To determine if a card is authentic:

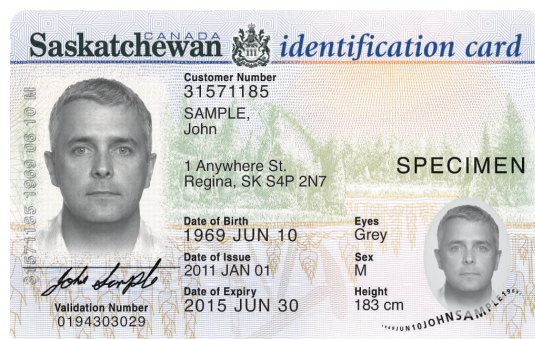
- LOOK for the following features:
 - Laser engraving – Personal information, including the photograph, wave, signature and bar code, is burned directly into the core of the card, and any attempt to alter the data will visibly damage the licence.
 - High quality photo with background – There is a fine linework pattern behind the photo, and if someone has attempted to substitute the photo there will be an obvious hard edge around the picture.
 - Signature – The cardholder's signature is laser-engraved into the core of the card and partially overlaps the photo.
 - Clear window – The card has an oval-shaped clear window containing a secondary photo image that can be viewed from the front and back of the card. When viewed from the back of the card, the photo of the cardholder is reversed (mirror image) and the wave feature text applied on the front of the card is partially visible.
 - Wave feature – A wavy line that can be felt runs at the bottom of the window and partially into the window area. The wave is variable size text containing the cardholder's date of birth and name.
- TOUCH the card to FEEL for the following features:
 - Tactile data fields – On the front of the card, the date of birth, date of expiry, customer number and wave are laser engraved to create the effect of raised printing that has a tactile feel when you run a finger over it.
 - Clear laser printing on the front of the card – A customer number and the date of birth and gender of the cardholder is clear laser etched along the left side of the photograph. This information is difficult to see but easy to feel.
 - Clear laser printing on the back of the card – The cardholder's date of birth is clear laser etched in the lower middle portion on the back of the card.
- If there is still doubt about whether a card is an authentic Saskatchewan driver's licence or identification card, LISTEN for the sound an authentic card makes. Saskatchewan driver's licence and identification cards are made from highly durable polycarbonate material that makes a distinct metallic sound when dropped on a hard surface such as a table or counter.

EXAMPLES OF VALID GOVERNMENT PHOTO IDENTIFICATIONS

Photo Driver's Licence



Non-Driver's Photo ID



Passport



Certificate of Canadian Citizenship



Canadian Forces Identification Card



Certificate of Indian Status



FRONT



BACK

Government of Canada Permanent Resident Card



If, in your judgment, there are any doubts about the validity of the primary ID, ask for a second piece of ID.

SOCIAL REFERENCE PRICING FOR MANUFACTURERS AND RETAIL STORES (Implemented April 1, 2010, updated April 1, 2013)

Effective April 1, 2010, retail prices for spirit, wine and beer products became subject to minimum social reference points. Social Reference Pricing (SRP) indexes minimum retail prices according to product category, size and alcohol content. Please refer to the following tables for categories and associated rates.

Social Reference Price (At Retail) for <u>Spirit, Liqueur, Brandy and Cognac</u> Products by Alcohol Content and Package Size					
Selling Unit Size (ml)	Alc/Vol				
	<=22.9%	23% to <=34.9%	35% to <=44.9%	45% to <=54.9%	55% plus
3000	\$51.70	\$67.70	\$90.20	\$112.90	\$135.40
1750	\$30.80	\$40.35	\$53.75	\$67.30	\$80.70
1140	\$20.50	\$26.85	\$35.75	\$44.75	\$53.65
1000	\$18.00	\$23.55	\$31.35	\$39.25	\$47.10
750	\$13.90	\$18.20	\$24.25	\$30.35	\$36.40
700	\$12.95	\$17.00	\$22.65	\$28.35	\$33.95
500	\$10.00	\$13.10	\$17.45	\$21.85	\$26.20
375	\$7.85	\$10.30	\$13.70	\$17.15	\$20.55
120	\$2.90	\$3.80	\$5.05	\$6.30	\$7.55
50	\$1.50	\$1.95	\$2.60	\$3.25	\$3.90

Social Reference Price (At Retail) for <u>Cocktail</u> Products by Alcohol Content and Package Size					
Selling Unit Size (ml)	Alc/Vol				
	<= 7%	>7% to <=13.7%	>13.7% to <=22.9%	23% to <=34.9%	35% plus
2046	\$11.00	\$15.70	\$26.70	\$47.15	\$62.85
1750	\$9.40	\$13.40	\$22.85	\$40.35	\$53.75
1420	\$7.65	\$10.90	\$18.55	\$32.75	\$43.60
1320	\$7.10	\$10.10	\$17.20	\$30.45	\$40.55
1140	\$6.25	\$8.90	\$15.20	\$26.85	\$35.75
750	\$4.25	\$6.05	\$10.30	\$18.20	\$24.25
375	\$2.40	\$3.40	\$5.80	\$10.30	\$13.70
270	\$1.80	\$2.55	\$4.40	\$7.75	\$10.30
200	\$1.35	\$1.90	\$3.25	\$5.75	\$7.65
120	\$0.90	\$1.25	\$2.15	\$3.80	\$5.05

Social Reference Price (At Retail) for <u>Cider and Cooler</u> Products by Alcohol Content and Package Size		
Selling Unit Size (ml)	Alc/Vol	
	$\leq 5.99\%$	6% plus
4092	\$17.75	\$20.90
3960	\$17.15	\$20.25
2130	\$9.25	\$10.90
2046	\$9.15	\$10.80
2000	\$8.95	\$10.55
1980	\$8.85	\$10.45
1420	\$6.35	\$7.50
1364	\$6.10	\$7.20
1320	\$5.90	\$6.95
1000	\$4.45	\$5.25
473	\$2.30	\$2.70
341	\$1.70	\$2.05
330	\$1.65	\$1.95

Social Reference Price (At Retail) for <u>Wine</u> Products by Alcohol Content and Package Size <i>table, sparkling, fruit, flavoured, fortified, aperitif</i>		
Selling Unit Size (ml)	Alc/Vol	
	$\leq 15.9\%$	$>15.9\%$
18000	\$133.55	\$180.60
16000	\$118.70	\$160.55
4000	\$33.90	\$45.85
3000	\$26.40	\$35.70
2000	\$18.00	\$24.35
1500	\$14.45	\$19.55
1140	\$11.35	\$15.35
1000	\$10.20	\$13.75
800	\$8.50	\$11.45
750	\$7.95	\$10.75
720	\$7.65	\$10.30
500	\$5.70	\$7.75
375	\$4.50	\$6.05
300	\$3.65	\$4.95
250	\$3.15	\$4.25
200	\$2.50	\$3.40

Social Reference Price (At Retail) for <u>Beer</u> Products by Alcohol Content and Package Size				
Selling Unit Size (ml)	Alc/Vol			
	<=6.5%	>6.5% to <=7.5%	>7.5% to <=8.5%	>8.5%
10650	\$45.00	\$57.35	\$65.40	\$70.60
8520	\$36.00	\$45.90	\$52.30	\$56.45
8184	\$34.60	\$44.10	\$50.25	\$54.25
7100	\$31.60	\$40.25	\$45.90	\$49.55
6138	\$27.30	\$34.80	\$39.70	\$42.80
5325	\$23.70	\$30.20	\$34.40	\$37.15
4260	\$18.95	\$24.15	\$27.55	\$29.70
4092	\$18.20	\$23.20	\$26.45	\$28.55
2840	\$13.40	\$17.05	\$19.45	\$21.00
2838	\$13.40	\$17.05	\$19.45	\$21.00
2130	\$10.05	\$12.80	\$14.60	\$15.75
2046	\$9.65	\$12.30	\$14.00	\$15.15
2000	\$9.45	\$12.00	\$13.70	\$14.80
1980	\$9.35	\$11.90	\$13.55	\$14.65
1420	\$6.70	\$8.55	\$9.75	\$10.50
1364	\$6.45	\$8.20	\$9.35	\$10.10
1320	\$6.20	\$7.95	\$9.05	\$9.75
1180	\$5.75	\$7.35	\$8.40	\$9.05
750	\$3.65	\$4.70	\$5.35	\$5.75
710	\$3.45	\$4.45	\$5.05	\$5.45
550	\$2.70	\$3.45	\$3.90	\$4.20
500	\$2.45	\$3.10	\$3.55	\$3.85
473	\$2.30	\$2.95	\$3.35	\$3.65
355	\$1.75	\$2.20	\$2.50	\$2.70
350	\$1.70	\$2.20	\$2.50	\$2.70
341	\$1.65	\$2.15	\$2.40	\$2.60
330	\$1.60	\$2.05	\$2.35	\$2.55

REVISION HISTORY

Implemented March 2022

Chapter	Section	Revision	Date
II	3	<ul style="list-style-type: none">• Clarification about when SLGA is to be notified of corporate changes.• Removal of expired provision.	April 17, 2023
	4	<ul style="list-style-type: none">• Correction re eligibility for transfer to new corporation (iv).	
VIII	14(a)(viii)	<ul style="list-style-type: none">• Clarification of NSAD.	April 17, 2023
VIII	14(c)	<ul style="list-style-type: none">• Reduce bid deposit of Regina, Saskatoon and Moose Jaw to align with the rest of the province.• Remove statement re public posting and ownership changes.• Update when bid may be refunded.	April 17, 2023