



LIQUOR LICENSEE HANDBOOK

aglc.ca

Liquor Licensee Handbook

Table of Contents

GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Definitions
- 1.3 Contacting AGLC
- 1.4 Legislation and Compliance
- 1.5 Licensee's Responsibilities
- 1.6 ProServe Liquor Staff Training Program (ProServe)
- 1.7 ProTect Security Staff Training Program (ProTect)
- 1.8 Staff Training Sessions

2. APPLICATIONS

- 2.1 Licence Classifications
- 2.2 Licence Fees
- 2.3 Application Review
- 2.4 Objection(s) to an Application
- 2.5 Change of Status (Sale, Assignment, Transfer or Closure)

3. CLASSES OF LICENCES

- 3.1 Class A Licence - Minors Allowed
- 3.2 Class A Licence - Minors Prohibited
- 3.3 Class B Licence - Entrance or User Fee
- 3.4 Class C Licence - Not Open to the General Public
- 3.5 Class D Licence - Retail / General Merchandise Liquor Store
- 3.6 Class D Licence - General Off Sales
- 3.7 Class D Licence - Delivery Service
- 3.8 Class D Licence - Sacramental Wine Resale
- 3.9 Class D Licence - Commercial Caterer
- 3.10 Class F – Ferment on Premises (Added, Oct. 2018)

3.11 Duty Free Store Licence

Please Note: The following sections are now located in the [Liquor Manufacturer Handbook](#):

Class A Licence - Manufacturer Taproom (Community Hub)

Class A Licence - Manufacturer Lounge

Class D Licence - Manufacturer Off Sales

Class E Licence - Manufacturer

Class E Licence - Small Manufacturer

Class E Licence - Cottage Winery

Class E Licence - Collaboration and Contract Manufacturing

Class E Licence - Packaging

4. CLASS A, B AND C LICENCE EXTENSIONS

4.1 Guest Rooms, Banquet Rooms and Meeting Rooms

4.2 Patio Extension

4.3 Caterer's Extension

4.4 Site-Wide Licensing for Hotels

5. PREMISES MANAGEMENT

5.1 Hours of Liquor Sales and Consumption

5.2 Liquor Pricing

5.3 Liquor Service

5.4 Food Service

5.5 Minors

5.6 Supervision of Patrons

5.7 Collection of Personal Information

5.8 Intoxicated Persons

5.9 Illegal Drugs

5.10 General Entertainment, Games and Dancing

5.11 Nude Entertainment

5.12 Separation of a Licensed Premises

5.13 *Section deleted December 2020*

5.14 Structural Changes

5.15 Golf Courses

6. LIQUOR PURCHASES AND RETURNS

6.1 General Information

6.2 Purchases from AGLC (Connect Logistics Services Inc.)

6.3 Purchases from Class E Manufacturers

6.4 Purchases from Class D Retailers

6.5 Purchases from a Private Party or Estate

6.6 Liquor Cost and Payment

6.7 *Section deleted December 2020*

6.8 Refunds for Faulty Product

6.9 Empty Container Returns

7. ADVERTISING

7.1 General Information

7.2 Advertising by Class A, B and C Licensees

7.3 *Section deleted December 2020*

7.4 *Section deleted December 2020*

7.5 *Section deleted December 2020*

7.6 Exclusivity Agreements & Sponsorships

7.7 *Section deleted December 2020*

7.8 *Section deleted December 2020*

7.9 *Section deleted December 2020*

8. PRODUCT PROMOTIONS

8.1 General Information

8.2 Prohibited Inducements and Benefits

8.3 Buy/Sell Agreements (BSA)

8.4 Licensee Promotions

8.5 Liquor Tastings

8.6 *Section deleted February 2021*

- 8.7 *Section deleted February 2021*
- 8.8 General Product Promotions
- 8.9 *Section deleted December 2020*

9. SPECIAL EVENT LICENCES

Section deleted May 2018

10. VIDEO LOTTERY

- 10.1 Definitions
- 10.2 Eligibility
- 10.3 Application Procedures
- 10.4 Financial Security Requirements
- 10.5 VLT Allocation
- 10.6 Sale, Transfer or Assignment of a VLT Location
- 10.7 VLT Relocations Within a Retailer's Premises
- 10.8 Renovation or Repairs to a VLT Location
- 10.9 Liability for Loss or Damage / Relocation Costs
- 10.10 VLT Operations – General Information
- 10.11 Hours of Operation
- 10.12 Staff Training
- 10.13 Reel Facts VLT Staff Training
- 10.14 Security Standards
- 10.15 Signage, Advertising and Promotions
- 10.16 Game Structure
- 10.17 Payment of VLT Cash-Out Tickets
- 10.18 Cross-Validation
- 10.19 Cash-Out Ticket Retention and Destruction
- 10.20 Remuneration
- 10.21 Payment to AGLC
- 10.22 Violation of AGLC Policies
- 10.23 Contacts

11. VIDEO GAMING ENTERTAINMENT ROOMS

- 11.1 General Information
- 11.2 Eligibility
- 11.3 Background/Due Diligence Investigation
- 11.4 Change in Financial Interest or Operator
- 11.5 VLT Allocation
- 11.6 Physical Layout and Operating Requirements
- 11.7 Hours of Operation
- 11.8 Staffing Requirements
- 11.9 Security Standards
- 11.10 Signage, Advertising and Promotions
- 11.11 Violation of AGLC Policies

12. INSPECTIONS

- 12.1 General Information
- 12.2 Liquor Seizure and Analysis

13. LICENSEE DISCIPLINE

- 13.1 Incident Reports
- 13.2 *Section deleted November 2019*
- 13.3 *Section deleted November 2019*

SUBJECT: INTRODUCTION

POLICIES

- 1.1.1 Alberta Gaming, Liquor and Cannabis (AGLC) is established under the *Gaming, Liquor and Cannabis Act* (GLCA) and is governed by the requirements of the *Criminal Code*, the GLCA and the Gaming, Liquor and Cannabis Regulation (GLCR).
- 1.1.2 AGLC is the province's liquor authority, responsible for administering and regulating the liquor industry in Alberta.
- 1.1.3 Board policies are approved by the Board of AGLC and signed by its Chair, on behalf of the Board.
- 1.1.4 Board policies related to liquor licence activities are conditions of the licence. This includes policies approved or amended after the liquor licence is issued [Section 61(1) of the GLCA].
- 1.1.5 Guidelines are best business practices designed to help licensees meet operating requirements.
- 1.1.6 Board policies and guidelines are located in the Licensee Handbook, which is available on AGLC's website at aglc.ca.
- 1.1.7 *(Deleted Dec 2020)*
- 1.1.8 If a licence applicant, licensee or manager involved in the daily operation of a licensed premises does not have a working knowledge of the English language sufficient to understand the legislation and/or these policies, AGLC will ask that the licensee have an interpreter present whenever:
- a) discussing details of the licence application;
 - b) an Inspector visits the premises to review the licensee's responsibilities;
 - c) the licensee acknowledges its responsibilities by signing the Operating Procedures form; and
 - d) the licensee attends a Board hearing.

GUIDELINES

- 1.1.9 The Licensee Handbook may be accessed on AGLC's web site at aglc.ca
- 1.1.10 The GLCA and GLCR may be accessed on the Queen's Printer web site at <http://www.qp.alberta.ca/>



SECTION: GENERAL INFORMATION

NUMBER: 1.1

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: INTRODUCTION

1.1.10 The GLCA and GLCR or may be accessed on the Queen's Printer web site at <http://www.gp.alberta.ca/>

DATE ISSUED: December 14, 2020

AUTHORITY: _____

Original signed by
Len Rhodes

SUBJECT: DEFINITIONS

POLICIES

1.2.1 In this handbook,

- a) "AGLC" means Alberta Gaming, Liquor and Cannabis.
- b) "Board" means the Board of AGLC.
- c) "Common Carrier" means a business that provides merchandise transportation services to the general public in compliance with all applicable laws and regulations governing commercial transportation in Alberta. Examples of business that would be considered common carriers include, but are not necessarily limited to, national courier companies, postal services, and shipping companies. Examples of businesses that would not meet the definition of common carrier include restaurants, flower shops, and other businesses providing delivery of their own products and services, as well as specialized businesses that focus on a specific industry, like food delivery and/or passenger transportation. (Added Feb 2021)
- d) "GLCA" means the Gaming, Liquor and Cannabis Act.
- e) "GLCR" means the Gaming, Liquor and Cannabis Regulation.
- f) "Inspector" means an Inspector of AGLC, a police officer as defined in the Police Act or someone designated by AGLC as an Inspector under the GLCA.
- g) "licensed premises" means all areas associated with the operations of the licensee, including, but not limited to:
 - i) areas liquor may be sold or consumed; and
 - ii) any store room, lobby, kitchen, hallway or other service areas used by the licensee in support of the areas where liquor may be sold or consumed.
- h) "licensee" means the individual, partnership or corporation holding a liquor licence.
- i) "liquor" means beverages that are intended for human consumption containing over 1% alcohol by volume (e.g., spirits, wine, liqueur, coolers, cider or beer).
- j) "minor" means a person under the age of 18 years.



SECTION: GENERAL INFORMATION

NUMBER: 1.2

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: DEFINITIONS

- k) “staff” means any person employed by the licensee or contracted by the licensee or a third party to perform staff duties.
- l) “pub crawl” means a bus or tour transporting passengers from one licensed premises to multiple (two or more) licensed premises. *(Added Aug 2020)*

DATE ISSUED: February 18, 2021

AUTHORITY:

Original signed by
Len Rhodes



SECTION: GENERAL INFORMATION

NUMBER: 1.3

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: CONTACTING AGLC

GUIDELINES

1.3.1 There are five (5) AGLC offices in the province. Normal office hours are 8:15 a.m. to 4:00 p.m. Monday to Friday, excluding statutory holidays. Outside normal office hours and when staff is unavailable, messages may be left on voice mail.

St. Albert (Head Office)

50 Corriveau Avenue	Phone:	780-447-8600
St. Albert, Alberta	Fax:	780-447-8911
T8N 3T5	Fax:	780-447-8912

Calgary

310, 6715 - 8 Street NE		
Calgary, Alberta	Phone:	403-292-7300
T2E 7H7	Fax:	403-292-7302

Red Deer

#3, 7965 – 49 Avenue		
Red Deer, Alberta	Phone:	403-314-2656
T4P 2V5	Fax:	403-314-2660

Grande Prairie

100, 11039 – 78 Avenue		
Grande Prairie, Alberta	Phone:	780-832-3000
T8W 2J7	Fax:	780-832-3006

Lethbridge

655 WT Hill Blvd South		
Lethbridge, Alberta	Phone:	403-331-6500
T1J 1Y6	Fax:	403-331-6506

1.3.2 AGLC's web site address is: aglc.ca

DATE ISSUED: June 1, 2012

AUTHORITY: Original signed by
Marguerite Trussler

SUBJECT: LEGISLATION AND COMPLIANCE

POLICIES

- 1.4.1 Licensees and their staff must comply with:
- a) the GLCA; *(Amended Jul 2018)*
 - b) the GLCR; *(Amended Jul 2018)*
 - c) Board policies; and
 - d) all federal, provincial and municipal legislation.
- 1.4.2 Non-compliance with the legislation or Board policies may result in disciplinary action by the Board pursuant to Part 4 of the GLCA.
(Amended Jul 2018)
- 1.4.3 A licensee or manager approved by AGLC must notify AGLC immediately if charged with or convicted of an offence under:
- a) the *Criminal Code* (Canada);
 - b) the *Excise Act* (Canada);
 - c) the *Food and Drugs Act* (Canada);
 - d) the *Controlled Drugs and Substances Act* (Canada);
 - e) a foreign Act or Regulation substantially similar to an offence under a), b), c) or d);
 - f) the GLCA; or *(Amended Jul 2018)*
 - g) the GLCR. *(Amended Jul 2018)*
- 1.4.4 If a licensee is at any time charged or convicted of an offence set out in any of the legislation listed in Section 1.4.3, the Board may take disciplinary action including, but not limited to, suspension or cancellation of the liquor licence/registration.
- 1.4.5 If a licensee misleads AGLC, fails to provide information or provides inaccurate information, the Board may take disciplinary action including, but not limited to, suspension or cancellation of the liquor licence.

SUBJECT: LICENSEE'S RESPONSIBILITIES

POLICIES

1.5.1 *(Deleted Dec 2020)*

1.5.2 The operation of a licensed premises shall be carried out in a socially responsible manner (see Subsection 1.5.4).

1.5.3 A licensee and its staff with information about illegal activities related to liquor, tobacco or gaming is required to contact the nearest AGLC office (see Section 1.3). This includes:

- a) smuggled liquor or tobacco;
- b) stolen liquor or tobacco;
- c) homemade liquor, such as moonshine, wine or beer when sold or offered for sale;
- d) tobacco not marked for sale in Alberta; and
- e) illegal gaming devices or illegal gaming house.

GUIDELINES

1.5.4 Examples of operating a premises in a socially responsible manner include:

- a) training staff to understand violations of the legislation and polices, in accordance with ProServe, ProTect and Reel Facts training as specified in Sections 1.6, 1.7 and 10.13.
- b) placing a high priority on maintaining a safe premises, considering patrons are consuming an intoxicating substance;
- c) taking steps to reduce the risk of assault among patrons; and
- d) demonstrating care in ensuring a safe return home for intoxicated patrons.

(Amended Dec 2020)

1.5.5 Licensee management should also implement a program to reduce impaired driving. For example, the Designated Driver Program encourages groups to identify one person who will abstain from alcoholic beverages and take responsibility for driving others in the group safely home.



SECTION: GENERAL INFORMATION
NUMBER: 1.5

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: LICENSEE'S RESPONSIBILITIES

1.5.6 Licensees should be aware that liquor service carries a risk of potential liability. Questions on liability should be directed to a lawyer.

DATE ISSUED: December 14, 2020 **AUTHORITY:** Original signed by Len Rhodes

SUBJECT: PROSERVE LIQUOR STAFF TRAINING

POLICIES

- 1.6.1 A licensee must meet ProServe Liquor Staff Training certification requirements. Equivalency may be granted for programs offered in other provinces if the program was taken within the last five years. The person must apply to the SMART Training Programs at smartprograms.aglc.ca to have the certification recognized.
- 1.6.2 ProServe certification is mandatory for the following full time and part time staff:
- a) positions where liquor is provided under the authority of a Class A, B, D, E, F and Duty Free licence (excluding Class D - Sacramental Wine Resale licence): *(Amended Oct 2018)*
 - i) licensed premises owners that are responsible for directly managing a licensed premises;
 - ii) licensed premises managers, supervisors, retailers, bartenders, servers, greeters, hosts and delivery service drivers; *(Amended Dec 2020)*
 - iii) security staff (directly employed or contracted by the licensee); and
 - iv) owners and managers of a company contracted to provide security.
 - b) positions where liquor is provided under the authority of a Special Event Licence (SEL) Public Resale - Commercial:
 - i) managers, supervisors, bartenders, servers, and drink ticket sellers;
 - ii) security staff (directly employed or contracted by the licensee); and
 - iii) owners and managers of a company contracted to provide security.
 - c) positions where liquor is provided under the authority of a SEL Public Resale - Community:
 - i) the licensee and designate(s); and
 - ii) a minimum of 25% of all bartenders/servers on-site.
(Amended July 2019)

SUBJECT: PROSERVE LIQUOR STAFF TRAINING

- d) persons registered with AGLC as a liquor agency and their employees, or a third-party agent acting on their behalf, whose duties include the sampling of liquor products.

1.6.3 ProServe certification is not required for staff working full time or part time:

- a) as kitchen staff, bus persons, and cleaning staff in licensed premises;
- b) *(Deleted Mar 2019)*
- c) where liquor is provided under the authority of a Private Special Event licence;
- d) where liquor is provided under the authority of a Class C licence (Note: the Board may require the licensee to meet ProServe training requirements if the Class C licensee has violated the GLCA, GLCR, or Board policies); and
- e) where liquor is provided under the authority of a Class D Sacramental Wine Resale licence.
- f) as a volunteer at a Class B licensed premises. *(Added Jul 2021)*

1.6.4 Persons requiring ProServe must be certified:

- a) within 30 days of the employment start date for all new hires to positions identified in Section 1.6.2 a) and 1.6.2 d) or;
- b) before a SEL Public Resale for staff in positions identified in Section 1.6.2b) and c). *(Amended Mar 2019)*

1.6.5 *(Deleted Dec 2020)*

1.6.6 *(Deleted Dec 2020)*

1.6.7 ProServe certification must be maintained by successfully repeating the ProServe course (including passing the exam) before the certification expiration date.

1.6.8 Licensee staff must provide proof of ProServe certification at the request of an AGLC Inspector. Proof of ProServe certification includes: *(Amended Dec 2020)*

- a) paper printed certification card that has a QR code; *(Amended Dec 2020)*
- b) *(Deleted Dec 2020)*

DATE ISSUED: July 13, 2021

AUTHORITY: Original signed by Len Rhodes

SUBJECT: PROSERVE LIQUOR STAFF TRAINING

- c) a plastic card (that does not have a QR code); or
- d) clear images of either of the above (i.e. image, photograph or screen shot) saved on the staff member's mobile device/phone. *(Amended Dec. 2020)*

1.6.9 It is the responsibility of the licensee to ensure:

- a) *(Deleted Dec 2020)*

at least one (1) ProServe certified staff member is on shift at all times.

1.6.10 An industry worker's ProServe certification will be placed into conditional status when an employee at a licensed premises is found to violate any of the following:

- a) Section 75 GLCA: give, sell, or supply liquor to a minor;
- b) Section 75.1 GLCA: sell or provide liquor to an intoxicated person, permit an intoxicated person to consume liquor or take part in a gaming activity or provincial lottery that is conducted in the licensed premises; and
- c) AGLC Board policy: failure to ask for proof of age for those persons who appear to be under 25 years of age.

1.6.11 Industry workers whose ProServe certification is placed into conditional status may continue working at a licensed premises, however, they are required to successfully retake ProServe certification and pay all required fees within 30 days from the date of notification by AGLC. Failure to do so will cancel their ProServe certification.

1.6.12 Industry workers placed on conditional status may appeal the violation in writing to the Vice President, Regulatory Services, within 14 days of the date of notification by AGLC. The decision of the Vice President is final.

1.6.13 Industry workers whose appeal of the violation is unsuccessful will have 30 days from the date of the appeal outcome to recertify.

1.6.14 If an industry worker incurs three violations within a five-year period they will be ineligible for further ProServe certification.

GUIDELINES

DATE ISSUED: July 13, 2021

AUTHORITY: Original signed by
Len Rhodes



SECTION: GENERAL INFORMATION

NUMBER: 1.6

LICENSEE HANDBOOK

PAGE 4 OF 4

SUBJECT: PROSERVE LIQUOR STAFF TRAINING

1.6.15 To aid compliance with ProServe Liquor Staff Training certification requirements, it is suggested licensees keep a log of employees that are ProServe certified. The log should include the following information: *(Amended Dec 2020)*

- a) employee name as it appears on the certification card;
- b) SMART Training registration number; and
- c) expiry date.

1.6.16 *(Deleted Dec 2020)*

1.6.17 The ProServe certification program is found on the SMART Training website at smartprograms.aglc.ca. *(Amended Dec 2020)*

DATE ISSUED: July 13, 2021

AUTHORITY: Original signed by
Len Rhodes

SUBJECT: PROTECT SECURITY STAFF TRAINING

POLICIES

1.7.1 A licensee must meet ProTect Security Staff Training (ProTect) certification requirements. Equivalency will not be granted for certification offered in other provinces.

1.7.2 ProTect certification is mandatory for full-time and part-time industry staff working in a Class A Minors Prohibited premises and at a Commercial Public Resale Special Event in the following positions:

- a) all individuals who manage or supervise security staff;
- b) security staff (directly employed or contracted by the licensee); and
- c) owners and managers of a company contracted to provide security.

The specific responsibilities associated with these positions are described in Sections 1.7.15 and 1.7.16.

1.7.3 ProTect certification is not required for staff working full time or part time:

- a) at Class A Minors Allowed, Class B, Class C, Class D, Class E and Duty Free premises;
- b) at a Class A Minors Prohibited premises in a position not listed in Section 1.7.2;
- c) at a function licensed as a Community Public Resale Special Event; and
- d) at a function licensed as a Private Special Event.

1.7.4 All individuals required to successfully complete ProTect Security Staff Training are also required to successfully complete ProServe Liquor Staff Training.

1.7.5 Persons requiring ProTect as identified in Section 1.7.2 must be certified:

- a) within 30 days of the employment start date for all new hires in a Class A Minors Prohibited Premises or;
- b) before a Commercial Public Resale Special Event

1.7.6 *(Deleted Dec 2020)*

SUBJECT: PROTECT SECURITY STAFF TRAINING

1.7.7 *(Deleted Dec 2020)*

1.7.8 ProTect certification must be maintained by successfully repeating the ProTect course (including passing all assignments and the exam) before the certification expiry date.

1.7.9 Licensee staff must provide proof of ProTect certification at the request of an AGLC Inspector. Proof of Protect certification includes:
(Amended Dec 2020)

- a) paper printed certification card that has a QR code; *(Amended Dec 2020)*
- b) *(Deleted Dec 2020)*
- c) a plastic card (that does not have a QR code); or
- d) clear images of either of the above (i.e. image, photograph or screen shot) saved on the staff member's mobile device/phone.

1.7.10 It is the responsibility of the licensee to ensure:

- a) *(Deleted Dec 2020)*
- b) at least one (1) ProTect certified staff member is on shift at all times.

GUIDELINES

1.7.11 To aid compliance with ProTect Liquor Staff Training certification, it is suggested licensees keep a log of employees that are ProTect certified. The log should include the following information:

- a) employee name as it appears on the certification card;
- b) SMART Training registration number; and
- c) expiry date. *(Amended Dec 2020)*

1.7.12 *(Deleted Dec 2020)*

1.7.13 *(Deleted Dec 2020)*

1.7.14 Although required only for Class A Minors Prohibited licensed premises and Commercial Public Resale Special Events, ProTect training is also recommended for individuals who work or volunteer in a security position in any other class of licensed premises or special event function.

SUBJECT: PROTECT SECURITY STAFF TRAINING

- 1.7.15 The manager/supervisor of security (or owner/manager of a security company contracted to provide security) is responsible for the security and surveillance of the licensed premises. This includes:
- a) developing and implementing policies and procedures for security;
 - b) preparing a security plan, including planning for emergency situations; and
 - c) hiring and training security staff (includes door persons and floor persons).
- 1.7.16 Security staff (directly employed or contracted by the licensee) are responsible for the security and physical safety of the licensed premises, patrons in the licensed premises, and premises employees. Specific responsibilities of security staff include:
- a) monitoring and controlling access to the premises (door person) at all entrances open to the public;
 - b) checking for proper identification to ensure only patrons of legal drinking age enter the premises;
 - c) ensuring compliance to GLCA, GLCR and AGLC policies;
 - d) ensuring patrons banned from entering or remaining on the premises do not enter or remain;
 - e) ensuring the occupant load under the fire code is not exceeded (crowd control duties);
 - f) staying highly visible and circulating through the licensed premises (floor person); and
 - g) monitoring patrons and intervening early to prevent fights and other aggressive acts.
- 1.7.17 The ProTect certification program is found on the SMART Training website at smartprograms.aglc.ca. *(Amended Dec 2020)*



SECTION: GENERAL INFORMATION

NUMBER: 1.8

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: STAFF TRAINING SESSIONS

GUIDELINES

- 1.8.1 AGLC Inspectors are available to provide training sessions to licensee staff to help them gain a better understanding of their responsibilities and authority regarding liquor sales and service and the operation of a licensed premises.
- 1.8.2 *(Deleted, Jan., 2018)*
- 1.8.3 To arrange a staff training session, contact your nearest AGLC office (see Section 1.3 for AGLC contact information).

DATE ISSUED: February 11, 2010

AUTHORITY: Original signed by
Marguerite Trussler

SUBJECT: LICENCE CLASSIFICATIONS

POLICIES

2.1.1 The Board may issue the following classes of liquor licences:

- a) Class A for the sale and consumption of liquor on licensed premises open to the general public.
- b) Class B for the sale and consumption of liquor on licensed premises open to persons who pay an entrance or user fee or buy a ticket, or on some other basis acceptable to the Board.
- c) Class C for the sale and consumption of liquor on licensed premises not open to the general public, but established primarily for the use of members and their guests, residents and their guests, or on some other basis acceptable to the Board.
- d) Class D for the sale of liquor for consumption off the licensed premises.
- e) Class E for the manufacture of liquor in Alberta.
- f) Class F for the production of beer, wine or cider at a ferment-on-premises facility. *(Added Oct 2018)*

SUBJECT: LICENCE FEES

POLICIES

2.2.1 A one-time, non-refundable fee of \$200 must be submitted with all new liquor licence applications, with the following exceptions:

- a) No application fee is required for a Class C senior citizens' residence.
- b) No application fee is required for a new licence following expiry of the existing licence.
- c) A single fee of \$200 is required when an application is made for more than one (1) licence for the same premises at the same time.

2.2.2 An annual licence fee is due on the date of licence issue according to the following schedule:

- a) Class A, B, C (except for a senior citizens' residence) \$200
- b) Class C senior citizens' residence \$25
- c) Class D
 - i) General Off Sales \$100
 - ii) Manufacturer Off Sales \$100
 - iii) Retail Liquor Store \$700
 - iv) General Merchandise Liquor Store \$300
 - v) Delivery Service \$200
 - vi) Commercial Caterer \$200
 - vii) Sacramental wine resale licence \$25
- d) Class E \$500
- e) Class F \$500
(Added Oct 2018)
- f) Duty Free Store Licence \$500

2.2.3 The licence application form and the applicable annual fee (see Section 2.2.2) must be received by AGLC before a licence is issued.

SUBJECT: APPLICATION REVIEW

POLICIES

2.3.1 Liquor licence applications are subject to review and approval by AGLC.

2.3.2 When reviewing applications, AGLC considers:

- a) the appropriateness of the proposed premises;
- b) the applicant's eligibility; and
- c) the expressed views of the local community.

2.3.3 If AGLC does not support a licence application due to operational problems, operational style changes or major structural changes to the premises made by the applicant, the application will be referred to the Board for decision.

2.3.4 If a licence expires, the licensee must stop liquor service until a new licence is issued.

Reasons for Licence Refusal

2.3.5 AGLC may refuse to issue a liquor licence if, within the five (5) years prior to the application date, the applicant, any of the applicant's employees, any of the applicant's associates or any person associated with the applicant fails to pass a records check (see Section 2.3.6).

2.3.6 A person will fail to pass a records check if the person has:

- a) within the five (5) years prior to the application date, been charged with or convicted of:
 - i) an offence under the *Criminal Code* (Canada), the *Excise Act* (Canada), the *Food and Drugs Act* (Canada) or the *Controlled Drugs and Substances Act* (Canada); or
 - ii) an offence under a foreign act or regulation that, in the Board's opinion, is substantially similar to an offence described in Section 2.3.6a i); or
- b) at any time been charged with or convicted of:
 - i) an offence under the *Criminal Code* (Canada), the *Excise Act* (Canada), the *Food and Drugs Act* (Canada) or the *Controlled Drugs and Substances Act* (Canada); or

SUBJECT: APPLICATION REVIEW

- ii) an offence under a foreign act or regulation that, in the Board's opinion, is substantially similar to an offence described in Section 2.3.6b i);

that, in the opinion of the Board, is sufficiently serious to detract from the integrity of lawful gaming, lottery and/or licensed liquor activities in Alberta; or

- c) within the five (5) years prior to the application date, been in prison serving a term of three (3) years or more.

2.3.7 AGLC may refuse to issue a liquor licence if satisfied the applicant, any of the applicant's employees or associates, or any person or entity connected to or associated with the applicant:

- a) has not acted or may not act in accordance with the law, with honesty and integrity or in the public interest, based on their past conduct;
- b) would be a detriment to the integrity or lawful conduct of gaming or liquor activities or provincial lotteries; or
- c) has a background, reputation and/or associations that may cause adverse publicity for the gaming or liquor industry in Alberta.

2.3.8 AGLC may refuse to issue a liquor licence if, within the five (5) years prior to the application date, the applicant, any of the applicant's employees or any person associated with the applicant has contravened:

- a) the GLCA or the GLCR;
- b) a predecessor of the GLCA or the GLCR; or
- c) a condition imposed on a licence or registration issued or made under the GLCA.

2.3.9 AGLC may also refuse to issue a liquor licence:

- a) if the applicant is not eligible to receive the licence; and
- b) if the requirements of the GLCA, GLCR and Board policies have not been met.

GUIDELINES



SECTION: APPLICATIONS

NUMBER: 2.3

LICENSEE HANDBOOK

PAGE 3 OF 3

SUBJECT: APPLICATION REVIEW

- 2.3.10 First-time applicants should contact AGLC (see Section 1.3 for AGLC contact information).
- 2.3.11 A licensee should first consult this handbook and then contact AGLC when:
- a) seeking a new licence or a new class of licence;
 - b) seeking an endorsement to an existing licence (e.g., a patio or banquet room endorsement);
 - c) planning to renovate their premises; or
 - d) planning to relocate.
- 2.3.12 Licensees are sent a reminder notice before their existing licence expires.

DATE ISSUED: February 11, 2010

AUTHORITY: Original signed by
Marguerite Trussler

SUBJECT: OBJECTION TO AN APPLICATION

POLICIES

Class A, B, C, D, E or F Premises *(Amended Dec 2020)*

2.4.1 AGLC will post all applications for the following types of licences on its website (aglc.ca/licences):

- a) Class A, B, C, D, E and F liquor licence(s) for new premises;
(Amended Oct 2018)
- b) existing licensed premises applying for additional Class A, B, C, D, E or F licence(s); *(Amended Oct 2018)*
- c) changes to the Class of liquor licence; and
- d) relocations of existing licensed premises.
(Amended Dec 2020)

2.4.2 The following information will be posted on AGLC website:

- a) name of the applicant;
- b) name of the proposed premises;
- c) municipal address of the proposed premises;
- d) licence(s) applied for; and
- e) the date that a written objection must be received by AGLC.

2.4.3 AGLC may not consider objections of the following nature as they are considered the responsibility of the municipality:

- a) number of licensees in a community;
- b) location;
- c) space between licensed premises;
- d) matters involving retail competition, community image and property values; and
- e) objections of a social/moral concern regarding the sale of liquor, generally.

(Added Aug 2019)

2.4.4 For all new premises, objections must be submitted in writing and received by AGLC within 7 calendar days from the date the application is posted on AGLC website in order for the objection to be

SUBJECT: OBJECTION TO AN APPLICATION

considered during the current licensing process (See Subsection 2.4.16). *(Amended Apr and Dec 2020)*

2.4.5 For existing licensed premises, only written objections received by AGLC at least 90 days prior to the expiration of the current licence will be provided to the Board for consideration.

2.4.6 The objector(s) will be contacted to obtain detailed information regarding the objection. The municipality, local law enforcement and any other applicable agencies may also be contacted to make inquiries as to the potential impact, specific to the objection, of the licence being issued in that community.

2.4.7 The applicant will be notified in writing of all objections received, other than those described in Section 2.4.3. *(Amended Aug 2019)*

2.4.8 The applicant will be given 14 days from the date of notification to respond in writing to the objection; an extension may be requested by the applicant. No licence(s) will be issued until the objection and the applicant's response, if any, have been considered by the Board.

2.4.9 The applicant and the person(s) filing the objection will be advised in writing of the Board's decision. *(Amended Aug 2019)*

2.4.10 If no objections to the issue of a new licence are received within the 7 calendar days AGLC will continue with the licensing process. *(Amended Apr and Dec 2020)*

2.4.11 If no objections to the issue of an existing licence are received within the 90 calendar days prior to the expiration of the current licence AGLC will continue with the licensing process. *(Amended Dec 2020)*

2.4.12 The Board will not consider an objection for an existing licensed premises where there is a sale, transfer or change in control. Should an objection be received during a sale, transfer or change in control, the Board will deal with the objection at least 90 days before the expiration of the new licence term.

Appearances Before the Board

2.4.13 Section 94 of the *Gaming, Liquor and Cannabis Act* (GLCA) provides the right to request a hearing only to a licensee or applicant. A person who objects to the issuance of a licence does not have the right to request a hearing before a Panel. *(Added Aug 2019)*

SUBJECT: OBJECTION TO AN APPLICATION

2.4.14 If an application is to be heard by a Panel of the Board under Section 94 of the GLCA, AGLC may, at its discretion, call an objector as a witness before such a hearing. *(Added Aug 2019)*

Other Liquor Licence(s)/Registrations

2.4.15 If any written objection to an application for a liquor licence not referred to above is received by AGLC, the following policies apply:

- a) The applicant will be notified in writing of all objections received.
- b) The applicant for the licence will be given 14 days from the date of notification to respond to the objection; an extension may be requested by the applicant;
- c) The objection and the applicant's response, if any, will be submitted to the President & Chief Executive Officer (CEO) of AGLC for consideration. Should an objection to the issue of a licence be received by AGLC without sufficient time to consider the objection, a new licence may be issued and the objection will be considered by the President & CEO at the earliest possible date.

2.4.16 Any objection to an application for a licence received after the specified time frames noted above will not be taken into consideration. The objector(s) will be advised accordingly.

GUIDELINES

2.4.17 A person requesting the floor plan/site plan of the applicant's proposed premises will be given 7 days from the date the application is posted to view the plans and to submit a written objection. *(Amended Dec 2020)*

2.4.18 Objections and/or requests to view the plans of proposed premises may be forwarded to:

Alberta Gaming, Liquor and Cannabis Commission
Director, Inspections
50 Corriveau Avenue
St. Albert, AB. T8N 3T5
Fax: 780-447-8913
Email: Inspections.Mailbox@aglc.ca



SECTION: APPLICATIONS

NUMBER: 2.4

LICENSEE HANDBOOK

PAGE 4 OF 4

SUBJECT: OBJECTION TO AN APPLICATION

2.4.19 If a request to view the plans is received, AGLC will contact the stakeholder to arrange a time to view the floor plan/site plan at the nearest AGLC office to the proposed premises. (See Section 1.3).

DATE ISSUED: December 14, 2020

AUTHORITY:

Original signed by
Len Rhodes

SUBJECT: CHANGE OF STATUS (SALE, ASSIGNMENT, TRANSFER OR CLOSURE)

POLICIES

2.5.1 A liquor licensee cannot sell, assign or transfer a liquor licence.

2.5.2 A liquor licence is automatically cancelled when:

- a) a licensee sells, assigns or transfers a portion of the business in which activities authorized by the liquor licence are carried out; and
- b) the sale, assignment or transfer results in a change in control of the business.

2.5.3 A sale, assignment or transfer of 5% or more of a business:

- a) that is a sole proprietorship, a partnership or a corporation; or;
- b) that is a distributing corporation as defined in the *Business Corporations Act*; and
- c) under which the activities authorized by a liquor licence are carried out;

must be reported to and approved by AGLC prior to the effective date of the sale, assignment or transfer.

(Amended Dec 2020)

2.5.4 *(Deleted Dec 2020)*

2.5.5 AGLC may, with respect to a sale, assignment or transfer as per Sections 2.5.3:

- a) approve it without conditions;
- b) approve it with conditions;
- c) approve it with changes to or removal of existing conditions; or
- d) refuse to approve it.

2.5.6 Where AGLC refuses to approve a sale, assignment or transfer, after the sale, assignment or transfer takes effect AGLC may treat the licensee as ineligible to hold a liquor licence and:

- a) cancel or suspend the licence;
- b) require a person to dispose of an interest in the business under which the activities authorized by the licensee are carried out; and/or

SUBJECT: CHANGE OF STATUS (SALE, ASSIGNMENT, TRANSFER OR CLOSURE)

- c) require a person to dispose of an interest in a licensed premises.
- 2.5.7 When a licensed premises must be closed due to significant damage by fire or other natural event, the licence is cancelled by AGLC. However, the licensee may obtain a new licence if the premises is restored to an acceptable condition, complies with current policies and the licensee continues to qualify to hold a liquor licence.
- 2.5.8 Existing licences may remain in effect if a licensee is placed in receivership or bankruptcy. The licence may continue for a period determined by the Board of AGLC and is subject to any conditions imposed on the licence by the Board.
- 2.5.9 AGLC shall refuse to grant a licence to a new owner when an Incident Report or disciplinary action is in progress against the existing licensee until such time as the Incident Report or disciplinary action has been dealt with by AGLC.
- 2.5.10 A licence application fee will not be charged when:
- a) individual owners incorporate and a controlling interest in the business continues to be held by the original owners;
 - b) the transfer or assignment of shares does not result in a transfer of control of the business; or
 - c) only the name of the company or premises changes.
- 2.5.11 The seller of a licensed premises may apply for a refund of the annual licence fee when:
- a) the premises have been sold; and
 - b) the licence certificate has been returned.
- 2.5.12 A refund will not be paid when:
- a) the premises are destroyed by fire;
 - b) the premises are closed or licence surrendered;
 - c) the licence has been cancelled by the Board;
 - d) there is a change of licence class; or
 - e) the licence is seasonal.
- 2.5.13 Refunds are based on the original annual licence fee less:



SECTION: APPLICATIONS

NUMBER: 2.5

LICENSEE HANDBOOK

PAGE 3 OF 3

SUBJECT: CHANGE OF STATUS (SALE, ASSIGNMENT, TRANSFER OR CLOSURE)

- a) the prorated portion during which the licence was in effect;
and
- b) a \$100 administration charge.

GUIDELINES

2.5.14 A licensee selling or closing their premises permanently may sell their remaining liquor stocks to another licensee. The purchaser of the liquor stocks is responsible to ensure the product is legal and of acceptable quality (i.e., not adulterated or contaminated).

DATE ISSUED: December 14, 2020

AUTHORITY:

Original signed by
Len Rhodes

SUBJECT: CLASS A LICENCE MINORS ALLOWED

POLICIES

- 3.1.1 A Class A Minors Allowed licence may be issued for the sale and consumption of liquor on licensed premises that serves the general public where food is the primary source of business. Sealed liquor may also be sold for consumption off the licensed premises (see Subsection 3.1.11). *(Amended Mar 2020)*
- 3.1.2 The licensed premises must be located in a permanent facility and contain equipment to support the primary business of food service. Food service must be available during all hours of liquor service. *(Amended Dec 2020)*
- 3.1.2.1 Staff must be:
- a) available to prepare food, serve food and liquor and supervise patrons during all hours of liquor service; and
 - b) at least 18 years of age to carry or serve liquor, or to manage the licensed premises.
- 3.1.3 The licensee must post AGLC's Fetal Alcohol Spectrum Disorder poster in a prominent location in its licensed premises. The poster is available for download on AGLC website at aglc.ca/liquor/responsible-liquor-service/posters-and-brochures.

GUIDELINES

- 3.1.4 *(Deleted Dec 2020)*
- 3.1.5 *(Deleted Dec 2020)*
- 3.1.6 *(Deleted Dec 2020)*
- 3.1.7 *(Deleted Dec 2020)*
- 3.1.8 *(Deleted Dec 2020)*
- 3.1.9 A Class A Minors Allowed licensee may apply to AGLC to change the style of operation during evening hours (usually after 9 p.m.) to a Minors Prohibited licensed premises (adults only including staff). If approved, no one under the age of 18 is allowed to enter the licensed premises during these hours.
- 3.1.10 A Class A Minors Allowed licensee may request:
- a) an extension to banquet and other rooms located within the same complex (see Section 4.1);



SECTION: CLASSES OF LICENCES

NUMBER: 3.1

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: CLASS A LICENCE MINORS ALLOWED

- b) an extension to a patio area (see Section 4.2); or
- c) a Caterer's Extension to provide food and liquor to events away from the licensed premises (see Section 4.3).

3.1.11 If liquor is sold for off premises consumption, the liquor must be in a sealed, commercial container. In the case of draught beer, the cap design of the container (e.g. growlers or crowlers) should demonstrate the container has not been opened during transportation. *(Amended Mar 2020)*

3.1.12 A Class A licensee may deliver liquor subject to the conditions specified in Subsections 3.7.4 – 3.7.7. *(Added May 2020)*

DATE ISSUED: December 14, 2020

AUTHORITY:

Original signed by
Len Rhodes

SUBJECT: CLASS A LICENCE MINORS PROHIBITED

POLICIES

3.2.1 A Class A Minors Prohibited licence may be issued for the sale and consumption of liquor on licensed premises that are open to the general public and where liquor is the primary source of business or a licensed gaming facility. Sealed liquor may also be sold for consumption off the licensed premises (see Subsection 3.2.12). *(Amended Mar 2020)*

3.2.2 The licensed premises must be in a permanent facility and meet the requirements detailed below:

- a) *(Deleted Dec 2020)*
- b) Full-height solid walls enclosing the premises [full height wall means a wall at least 2.44 metres (eight (8) feet) high, normally floor to ceiling]; *(Amended Dec 2020)*
- c) Food service must comprise of a minimum of a snack-type food menu(e.g., potato chips, nuts or other preserved snacks); Food service is not required after 11 p.m. *(Amended Dec 2020)*
- d) Liquor service must be provided from a staffed and suitably equipped bar.
- e) Staff must be:
 - i) available to provide liquor and food service and to supervise patrons during all hours of liquor service; and
 - ii) at least 18 years of age.

3.2.3 *(Deleted Dec 2020)*

3.2.4 The licensee must post AGLC's Fetal Alcohol Spectrum Disorder poster in a prominent location in its licensed premises. The poster is available for download on AGLC website at aglc.ca/liquor/responsible-liquor-service/posters-and-brochures.

3.2.5 *(Deleted Dec 2020)*

GUIDELINES

3.2.6 *(Deleted Dec 2020)*

3.2.7 *(Deleted Dec 2020)*

3.2.8 *(Deleted Dec 2020)*

SUBJECT: CLASS A LICENCE MINORS PROHIBITED

3.2.9 An adjacent Minors Allowed licensed premises may also share the liquor service bar.

3.2.10 *(Deleted Dec 2020)*

3.2.11 A Class A Minors Prohibited licensee may request:

- a) an extension to banquet and other rooms located within the same complex (see Section 4.1);
- b) an extension to an adjoining patio area (see Section 4.2); or
- c) a Caterer's Extension to provide food and liquor to events away from the licensed premises (see Section 4.3).

3.2.12 If liquor is sold for off premises consumption, the liquor must be in a sealed, commercial container. In the case of draught beer, the cap design of the container (e.g. growlers or crowlers) should demonstrate the container has not been opened during transportation. *(Added Mar 2020)*

3.2.13 A Class A licensee may deliver liquor subject to the conditions specified in Subsections 3.7.4 – 3.7.7. *(Added May 2020)*

SUBJECT: CLASS B LICENCE

POLICIES

3.3.1 A Class B licence may be issued for the sale and consumption of liquor:

- a) on premises open to persons who pay an entrance or user fee or buy a ticket, or on some other basis acceptable to the Board (i.e. recreational facilities, billiard halls, bingo halls, tourist facilities, race tracks, sports stadiums, convention centres, theatres or public conveyances;
- b) for a business that offers goods or services to members of the public, where its primary purpose is not the sale of food or beverages (including, but not limited to, spas, salons, barbershops, funeral homes, specialty boutique stores, farmers' markets, artisan markets and repair shops) where the class of business is approved by the Board.

(Amended Dec 2020)

3.3.2 For the purposes of licensing, a farmers' market and/or an artisan market is defined as:

- a) a market that operates on a year round basis or on a seasonal basis (minimum three months in duration);
- b) a farmers' market that is approved by Alberta Agriculture and Forestry; and
- c) an artisan market that meets the conditions listed in subsection 3.5.3 of the Liquor Manufacturer Handbook and is approved in advance by AGLC.

3.3.3 *(Deleted Dec 2020)*

3.3.4 *(Deleted Dec 2020)*

3.3.5 *(Deleted Dec 2020)*

3.3.6 *(Deleted Dec 2020)*

3.3.7 If the applicant is a bingo hall and e-daubers are provided, minors must be prohibited. *(Amended Dec 2020).*

3.3.8 *(Deleted Dec 2020)*

3.3.9 *(Deleted Dec 2020)*

3.3.10 *(Deleted Dec 2020)*

DATE ISSUED: December 21, 2020

AUTHORITY:

Original signed by
Len Rhodes

SUBJECT: CLASS B LICENCE

3.3.11 *(Deleted Dec 2020)*

3.3.12 *(Deleted Dec 2020)*

3.3.13 Businesses/facilities described in Subsection 3.3.1 may be eligible for licensing if:

- a) a selection of light food snacks, such as potato chips, nuts or other preserved snacks are offered; and
- b) the premises is equipped with a beverage preparation area.

(Added Dec 2020)

3.3.14 Food service is not required when serving liquor at a theatre.

3.3.15 If the applicant is a farmers' market or artisan market and does not provide its own food service, a minimum of two vendors who operate and provide food for on-premises consumption are available.

3.3.16 If the applicant is a business that provides goods or services for sale to members of the public, the areas for liquor service and consumption must:

- a) exclude private rooms where services are rendered; and
- b) be clearly identified.

Public Conveyances

3.3.17 Public conveyances mean vehicles which provide transportation to members of the public for a fee, such as commercial aircraft, trains, buses, limousines and large-format bikes. Taxis are ineligible for a Class B license. *(Amended Nov 2019)*

3.3.18 Public conveyances must comply with the following conditions:

- a) liquor must be purchased from AGLC or authorized outlets when the trip is entirely within Alberta;
- b) liquor may be served and consumed only while on route;
- c) for charter trips, liquor service is allowed only when the majority of passengers are adults (excluding limousines, as noted in Subsection 3.3.21g);
- d) only adult passengers may receive liquor service;

SUBJECT: CLASS B LICENCE

- e) in addition to the operator, an attendant employed by the licensee must normally be on duty to serve liquor and supervise passengers (excluding limousines as noted in Subsection 3.3.21j);
- f) food service is not required but non-alcoholic beverages must be available; and
- g) the licensee complies with all federal, provincial and municipal legislation regarding the legal operation of the vehicle.

3.3.19 In this subsection, seating capacity means the rated passenger load originally assigned to the vehicle by its manufacturer. AGLC will not consider any changes to the seating capacity regardless of the modifications completed to a vehicle.

3.3.20 Vehicles with a seating capacity over 20, with the exception of buses as defined in Subsection 3.3.22, are not permitted to serve liquor or allow self-service of liquor.

Limousines and Buses *(Amended Sept 2020)*

3.3.21 "Limousine" means a luxury, chauffeur-driven vehicle not equipped with a meter, with a maximum seating capacity of 20.

3.3.22 "Bus" means a vehicle with a passenger seating capacity greater than 20 intended for destination travel outside of a municipality.

3.3.23 Limousine and bus licensees must comply with the following conditions: *(Amended Sept 2020)*

- a) limousine licensees must provide AGLC with the Vehicle Identification Numbers of all licensed limousines;
- b) a copy of the Class B licence must be retained in each licensed vehicle;
- c) *(Deleted Sept 2020)*
- d) *(Deleted Sept 2020)*
- e) the licensee, drivers and attendants must have ProServe certification (see Section 1.6); *(Amended Sept 2020)*
- f) the purchase of liquor cannot be required as a condition of booking a vehicle;
- g) no minors are allowed in a limousine when liquor is provided;

SUBJECT: CLASS B LICENCE

- h) the use of a licensed vehicle for "pub crawls" (conveying passengers from bar to bar) conducted or organized by the licensee is not allowed;
- i) all liquor purchased, provided or consumed in a licensed vehicle must be from the licensee, with the exception of wine;
- j) self service is permitted in a limousine;
- k) *(Deleted Sept 2020)*
- l) licensees are not permitted to advertise the availability of liquor service in limousines with seating capacities over 20;
- m) *(Deleted Sept 2020)*
- n) nude entertainment is not allowed;
- o) prior approval of AGLC is required if a licensed vehicle is rented or operated by anyone other than the licensee or employees of the licensee; and
- p) the use of a licensed bus for travel solely within a municipality is not allowed.

Large-format Bikes *(Added Nov 2019)*

3.3.24 "Large-format bikes" (bikes) means a four (4) wheeled bicycle-like vehicle, with two (2) wheels connected with an axle in the front and two (2) wheels connected with an axle in the rear; that is primarily pedal-powered.

3.3.25 Bikes are to be equipped with:

- a) horn or bell;
- b) mounted mirrors;
- c) brakes, reflectors, headlights; and
- d) grab rails.

3.3.26 Licensees are to comply with the following conditions:

- a) a copy of the Class B licence is to be retained in each bike;
- b) a minimum two (2) staff members is to be present at all times during operation:
 - i) one (1) operator/driver; and

SUBJECT: CLASS B LICENCE

- ii) one (1) attendant to serve liquor and supervise.
- c) the operator and attendant must have ProServe certification (see Section 1.6) and ProTect certification (see Section 1.7);
- d) patron self-service of liquor is prohibited;
- e) minors are prohibited on the bike when liquor service is provided;
- f) each passenger must have a seat;
- g) all liquor purchased, provided or consumed on the bike must be from the licensee, with the exception of wine as per Subsection 5.3.4;
- h) liquor may be served and consumed while bike is in motion;
- i) non-alcoholic refreshments must be available; and
- j) glass bottles/containers are prohibited for service to patrons. Glass bottles and containers accessible only to staff are permitted.

3.3.27 Liquor service and consumption may commence at 9:00 a.m. and must terminate by 2:00 a.m.; unless otherwise restricted by a municipality.
(Amended Dec 2020)

LICENCE EXEMPTIONS *(Added Nov 2019)*

3.3.28 The following are not eligible for a Class B Licence:

- a) businesses that offer manipulation of the body of an adult or erotic nature (i.e. "body rub parlours");
- b) businesses where their primary focus caters to children (i.e., children's clothing store, toy store, etc.); and
- c) businesses where their primary focus is the sale of food or beverages (i.e., grocery store).

3.3.29 *(Deleted Dec 2020)*

SUBJECT: CLASS C LICENCE

POLICIES

3.4.1 A Class C licence may be issued for the sale and consumption of liquor on a permanent licensed premises open to members and their invited guests, or other basis acceptable to the Board. Examples of premises/businesses eligible for a Class C licence include clubs, travellers' lounges, canteens, educational institutions and adult residences. *(Amended Dec 2020)*

Clubs

3.4.2 "Club" means an association or organization incorporated or registered under the laws of Alberta or Canada and operated solely for the non-profit benefit of the registered membership.

(Deleted Dec 2020)

(Deleted Dec 2020)

(Deleted Dec 2020)

Travellers' Lounges

3.4.6 A Class C licence may be issued for one or more areas established for the sole use of passengers waiting to board a public conveyance (e.g., commercial aircraft, passenger train or bus).

3.4.7 Liquor may be served 24 hours a day in a Class C airport lounge.

Canteens

3.4.8 A Class C licence may be issued for one or more areas established primarily for the use of military, police or correctional personnel and their guests.

3.4.9 Hours of liquor service are as authorized by the officer in charge.

Educational Institutions

3.4.10 A Class C licence may be issued to:

- a) a post-secondary institute for one or more areas established primarily for the use of its students; or
- b) a school board-operated premises for one or more areas established for the use of its adult staff.

Adult Residences

DATE ISSUED: December 14, 2020

AUTHORITY:

Original signed by
Len Rhodes



SECTION: CLASSES OF LICENCES

NUMBER: 3.4

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: CLASS C LICENCE

3.4.11 A Class C licence may be issued for one or more areas established primarily for the use of residents.

GUIDELINES

3.4.12 *(Deleted Dec 2020)*

3.4.13 *(Deleted Dec 2020)*

3.4.14 A licensee may provide liquor service to private non-member events on the licensed premises with the following conditions:

- a) a meal must be catered or provided; and
- b) no public advertising is allowed.

3.4.15 *(Deleted Dec 2020)*

DATE ISSUED: December 14, 2020

AUTHORITY: Original signed by
Len Rhodes

SUBJECT: CLASS D LICENCE - RETAIL AND GENERAL MERCHANDISE LIQUOR STORES

POLICIES

3.5.1 A Class D licence may be issued to the owner of a Retail Liquor Store or General Merchandise Liquor store.

GUIDELINES

3.5.2 Additional Board policies related to Class D licences for retail and general merchandise liquor stores are detailed in the Retail Liquor Stores Handbook and the General Merchandise Liquor Store Handbook. These handbooks may be accessed on AGLC's website at the following links:

Retail Liquor Store Handbook:

http://aglc.ca/pdf/handbooks/retail_liquor_stores.pdf

General Merchandise Liquor Store Handbook:

http://aglc.ca/pdf/handbooks/general_merchandise_handbook.pdf

SUBJECT: CLASS D LICENCE - GENERAL OFF SALES

POLICIES

3.6.1 "Hotel" means an integrated facility that:

- a) provides overnight guest room accommodation for the travelling public;
- b) *(Deleted Dec 2020)*
- c) *(Deleted Dec 2020)*
- d) *(Deleted Dec 2020)*

3.6.2 A Class D licence may be issued to a hotel owner from the following locations: *(Amended Dec 2020)*

- a) *(Deleted Dec 2020)*
- b) a specific "off sales area" on the Class A licensed premises and accessible only from the licensed premises; or
- c) an "off sales room" (see Subsection 3.6.6).

3.6.3 *(Deleted Dec 2020)*

3.6.4 A Class D licensee is authorized to:

- a) set their own prices for off sales;
- b) sell liquor to other licensees; and
- c) *(Deleted Dec 2020)*

3.6.5 Liquor sold under a Class D licence must be in sealed containers and removed from the premises by the patron immediately after purchase.

3.6.6 An off sales room must:

- a) be located under the same roof as the hotel guest rooms, unless the hotel is in a resort complex with guest rooms separate from the main lodge;
- b) *(Deleted Dec 2020)*
- c) be separated by solid walls from any unlicensed area, (windows to the outside are acceptable);

DATE ISSUED: February 18, 2021

AUTHORITY: Original signed by
Len Rhodes

SUBJECT: CLASS D LICENCE - GENERAL OFF SALES

- d) not exceed a total of 92.9 sq. metres (1000 sq. feet), including all areas (display, service counter, storage, coolers, etc.), with the following conditions:
 - i) the retail sales area (up to the face of the coolers) must be a maximum of 69.68 sq. metres (750 sq. feet); and
 - ii) where an adjacent cooler (storage space) is shared with a Class A licensed premises, a larger combined area may be considered; however, the retail sales area still must not exceed a maximum of 69.68 sq. metres (750 sq. feet).

3.6.7 *(Deleted Dec 2020)*

3.6.8 A licensee may offer liquor tasting sessions for educational purposes to private groups, on or off premises (e.g., a wine tasting session at a private club). A Private Resale Special Event licence is required to conduct these sessions and must be by invitation only. For more information, see Section 8.5).

3.6.9 *(Deleted Dec 2020)*

3.6.10 Apart from legitimate tasting sessions, liquor consumption is allowed only during customer appreciation, anniversary and grand opening events. Guests must be invited and at least 18 years of age.

3.6.11 No area within the off sales room may be set aside for casual liquor consumption (i.e., as a bar or lounge).

3.6.12 No food of any type may be offered in an off sales room except during:

- a) customer appreciation, anniversary and grand opening events;
or
- b) liquor tastings (see Section 8.5)

(Amended Dec 2020)

3.6.13 Maximum hours of liquor off sales are from 9:00 a.m. to 2:50 a.m.
(Amended Dec 2020)

3.6.14 A list of non-liquor items an off sales room may sell include the following (items not listed below are prohibited):

- a) soft drinks, juices and water (maximum size not to exceed two litres);

SUBJECT: CLASS D LICENCE - GENERAL OFF SALES

- b) non-food items used in the preparation of cocktails (e.g. Tabasco sauce, Worcestershire sauce, hot buttered rum mix, mulled wine mixes and spices, hibiscus flowers, margarita rimmers and Clamato rimmers);
- c) ice and ice buckets;
- d) de-alcoholized beer, wine and coolers (products that have less than 1% alcohol by volume or less);
- e) liquor flasks, wine containers, decanters, wineskins, wine racks, wine brushes and wine preservers;
- f) beer containers and beer can holders/attachable handles;
- g) disposable drink containers, coasters, and cocktail napkins;
- h) glassware (beer mugs, wine glasses, shot glasses);
- i) bottle openers, pour spouts, corkscrews, cocktail shakers, stir sticks (e.g. lite straws), wine stoppers and bottle tops;
- j) bottle bags, gift bags, gift boxes, gift wrapping, bottle neck greeting tags and personalized stick-on bottle labels;
- k) liquor-related books, magazines and videos;
- l) bar towels;
- m) legal-limit breathalyzers;
- n) gift baskets, provided the contents of the baskets are limited to liquor and authorized non-liquor product items; and
- o) gift certificates.

3.6.15 *(Deleted Dec 2020)*

3.6.16 Off sales from a drive-through window are not allowed.

3.6.17 Signage for an off sales room must not:

- a) use words or acronyms that suggest government ownership or sponsorship (i.e., "Alberta Liquor Store," "ALCB" or "AGLC");
- b) *(Deleted Feb 2021)*
- c) include the name(s) or logo(s) of liquor or non-liquor brands or manufacturers;

SUBJECT: CLASS D LICENCE - GENERAL OFF SALES

d) feature images of:

i) *(Deleted Dec 2020)*

ii) a cartoon character which appeals to minors;

iii) a character drinking or about to drink alcohol; or

iv) a character that appears to be intoxicated.

3.6.18 *(Deleted Dec 2020)*

3.6.19 A Class D – General Off Sales licensee may deliver liquor subject to the conditions specified in Sections 3.7.4 – 3.7.7.

GUIDELINES

3.6.20 A Hotel Class D licensee may refer to its off sales room as a "liquor store."

SUBJECT: CLASS D LICENCE - DELIVERY SERVICE

POLICIES

3.7.1 A Class D Delivery Service licence may be issued to an individual or company to operate a liquor delivery service where the applicant:

a) provides other delivery services (e.g., delivers groceries or prepared foods; gift baskets; flower or balloon arrangements; or passengers, as in the case of a taxi company) where liquor delivery is not the primary source of business, but rather a complementary feature to the existing business; and

b) is not a Class A, B, C or F licensee.

(Amended Mar 2022)

3.7.2 Liquor to fill orders must be purchased from a licensed retail liquor store, general merchandise liquor store, general off sales, manufacturer's off sales or a Class A Minors Allowed or Class A Minors Prohibited licensee in Alberta. *(Amended Mar 2020)*

3.7.3 Liquor may be stored on the licensed premises or another location specified on the licence. *(Amended Mar 2022)*

3.7.4 Liquor delivery is subject to the following conditions:

a) Liquor must only be delivered to locations within Alberta where liquor possession and consumption is legal (i.e., a private residence, temporary residence or office).

b) The delivery person must be at least 18 years of age, and either be: *(Amended Dec 2020)*

i) the licensee; or

ii) staff of the licensee, including contracted staff, whose actions are the responsibility of the licensee; or *(Amended Dec 2019)*

iii) a delivery service licensee. If a store contracts with an individual or company (e.g. taxi) to deliver orders, that party must have a delivery service licence. The store must demand proof that the licence is in effect.

c) Liquor may be delivered by a common carrier (see Subsection 1.2.1). *(Amended Feb 2021)*

d) Liquor must not be delivered to a minor or intoxicated person.



SECTION: CLASSES OF LICENCES

NUMBER: 3.7

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: CLASS D LICENCE - DELIVERY SERVICE

- e) When an order is to be delivered to an individual who appears to be under age 25, the delivery person must check photograph identification (see Section 5.5). *(Amended Dec 2019)*

3.7.5 *(Deleted Dec 2019)*

3.7.6 *(Deleted Dec 2019)*

3.7.7 A liquor order must leave the licensed premises during regular business hours; however, delivery may continue for 30 minutes after closing (see Subsection 5.1.1).

GUIDELINES

3.7.8 A licensee may charge a fee for delivery services.

3.7.9 More than one order may be delivered at a time.

DATE ISSUED: March 8, 2022

AUTHORITY: Original signed by
Len Rhodes



SECTION: CLASSES OF LICENCES

NUMBER: 3.8

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: CLASS D LICENCE - SACRAMENTAL WINE RESALE

POLICY

- 3.8.1 A Class D Sacramental Wine Resale licence may be issued to a person who operates a church supply retail business.
- 3.8.2 A licensee may stock and sell sacramental wine only to authorities of a church or religious body, a priest, a minister or a member of a clergy.

DATE ISSUED: February 11, 2010

AUTHORITY: Original signed by
Marguerite Trussler

SUBJECT: CLASS D LICENCE - COMMERCIAL CATERER

POLICIES

3.9.1 A "private event" means a function open only to an individual or an organization's members and their guests, or a function held in a private residence for residents and their guests.

3.9.2 A "public catered event" means a function open to the general public. Public events are normally held by community-based organizations and include fairs, rodeos, exhibitions and sports days.

3.9.3 A Class D licence may be issued to a catering business to provide food and liquor services off premises to private and public functions.

3.9.4 A licensee must meet the following conditions:

- a) liquor service must be secondary to meal service.
- b) liquor service cannot be required as a condition of providing meal service.
- c) food must be prepared in a permanent, suitably equipped kitchen approved by AGLC, which also meets Health Authority requirements.
- d) staff must be available to prepare and/or serve food, provide or sell liquor and supervise patrons during all hours of liquor service.
- e) minors are not allowed to manage a catered event or to sell or serve liquor; and
- f) a copy of the licence shall be available during the event. *(Amended Dec 2020)*

g) *(Deleted Dec 2020)*

3.9.4.1 *(Deleted Dec 2020)*

3.9.5 Private Catered Event

- a) A licensee must provide advance written notice to AGLC, although approval is not required (see Subsection 3.9.7).
- b) The host organization or resident may advertise tickets for the function only to its members/residents and their guests; no public advertising is allowed.
- c) *(Deleted Dec 2020)*

SUBJECT: CLASS D LICENCE - COMMERCIAL CATERER

- d) Liquor may be served and consumed outdoors only in an enclosed area (e.g., hall, tent or fenced-in area).

3.9.6 Public Catered Event

- a) A licensee must submit an application to AGLC and receive prior approval (see Subsection 3.9.7).
- b) Tickets for the event may be advertised and sold to the public.

3.9.7 The following information is required by AGLC for both private and public catered events:

- a) type of function;
- b) host of the function (person or organization requesting catering);
- c) date and hours of the function;
- d) food service to be provided;
- e) location of the function; and
- f) expected attendance at the function.

GUIDELINES

3.9.8 *(Deleted Dec 2020)*

3.9.9 The following areas are suitable for commercial catered events:

- a) community halls;
- b) banquet rooms;
- c) meeting rooms;
- d) fenced areas;
- e) tents or other temporary structures, with prior approval of municipal authorities;
- f) schools/educational institutions, with prior approval of a school official (principal, trustee);
- g) buses, with the prior approval of AGLC;
- h) Class A, B or C licensed premises, or a portion of the licensed premises, where AGLC has approved a temporary suspension of the existing licence;



SECTION: CLASSES OF LICENCES

NUMBER: 3.9

LICENSEE HANDBOOK

PAGE 3 OF 3

SUBJECT: CLASS D LICENCE - COMMERCIAL CATERER

- i) party rooms in multiple family residential complexes; and
- j) private residences.

DATE ISSUED: December 14, 2020

AUTHORITY: Original signed by
Len Rhodes

SUBJECT: CLASS F LICENCE – FERMENT-ON-PREMISES

POLICY

3.10.1 In this section:

- a) “carboy” means a food-grade vessel used in the production process for beverages such as beer, wine, or cider.
- b) “customer” means an adult customer.
- c) “personal use” means beer, wine, and/or cider that is produced and used by a customer, provided as a gift, or served to another person.
- d) “trading racks” means a product left by a customer after bottling, in exchange for another customer’s product.

General

3.10.2 Only beer, wine, and cider may be produced at a ferment-on-premises facility. Spirits may not be produced at a ferment-on-premises facility.

3.10.3 Licensees may not produce beer, wine, or cider for customers to purchase.

3.10.4 The licensee must ensure that:

- a) products are produced in the licensed premises in accordance with all relevant federal or provincial enactments and municipal by-laws; and
- b) the licensed premises is operated in accordance with all relevant federal or provincial zoning, enactments and municipal by-laws.

3.10.5 Products produced at a ferment-on-premises facility must:

- a) be for a customer’s personal use; and
- b) not be produced or packaged for commercial purposes.

3.10.6 Minors may not produce liquor or be employed at a ferment-on-premises facility.

SUBJECT: CLASS F LICENCE – FERMENT-ON-PREMISES

Facility Requirements

- 3.10.7 A ferment-on-premises facility:
- a) must have its own entrance and exit separate from the exit and entrance for any other business, and;
 - b) may not be located on residential property.
- 3.10.8 The area where beer, wine, and cider is produced must not be accessible to the general public.
- 3.10.9 The ferment-on-premises licence must be posted in a prominent location within the facility.
- 3.10.10 The licensee must post AGLC's Fetal Alcohol Spectrum Disorder poster in a prominent location in its licensed premises. The poster is available for download on AGLC website at aglc.ca/liquor/responsible-liquor-service/posters-and-brochures.
- 3.10.11 In addition to ferment-on-premises kits, a ferment-on-premises facility may sell the following items (items not listed are prohibited):
- a) beer, wine, and cider making home kits;
 - b) additives and flavouring agents for beer, wine, and cider;
 - c) wine containers, decanters, wineskins, wine racks, wine brushes and wine preservers;
 - d) beer containers, beer can holders/attachable handles;
 - e) glassware (beer mugs, wine glasses);
 - f) bottle openers, corkscrews, wine stoppers, bottle tops;
 - g) bottle bags, gift bags, gift boxes, gift wrapping, bottle neck greeting tags, personalized stick on bottle labels;
 - h) liquor related books, magazines, and videos; and
 - i) other products, approved by AGLC beforehand, that are used in the sale, service and consumption of beer, wine, and cider.

Advertisements

- 3.10.12 *(Deleted Dec 2020)*

SUBJECT: CLASS F LICENCE – FERMENT-ON-PREMISES

3.10.13 Advertisements may:

- a) show liquor being made at the facility;
- b) indicate product prices (for example: “beer kit special for only \$50”, “Wine kits on sale: 20% off”, or “Make 50 litres of beer for \$120”).

3.10.14 Advertisements must not:

- a) mention or imply the availability of liquor (as a finished product) for sale;
- b) provide the price of the finished product per batch or per bottle, implying that the customer has no role in making the product (for example: “Wine at half the liquor store price”, “Wine \$10 per bottle”, or “Two dozen beer for \$20”); and/or
- c) offer price discounts for making more than one batch at a time (for example, second batch at half price or buy two get one free).

Brewing Process

3.10.15 The customer must be provided an invoice and pay for all ingredients used in the brewing or fermentation process before beginning production. The invoice must set out the details of the transaction, including the:

- a) contact information of the licensee, including name and telephone number;
- b) type and quantity of beverage to be made (beer, wine, or cider);
- c) ingredients (or name of the kit used to produce the product) and price of ingredients provided to the customer;
- d) any ingredients added to the batch after the fermentation process began, and their price (if purchased from the licensee);
- e) date fermentation began;
- f) amount paid by the customer; and
- g) a notice to the customer that the beer, wine, or cider must be for the customer’s personal use.

SUBJECT: CLASS F LICENCE – FERMENT-ON-PREMISES

- 3.10.16 The licensee is responsible for retaining and updating customer invoices throughout the brewing process. Invoices must be retained until customers take their finished product from the ferment-on-premises facility.
- 3.10.17 Before beginning production, the licensee must ensure that the customer signs a declaration that the product will be for personal use only and not for a commercial purpose.
- 3.10.18 Additional names cannot be added to a product batch after the date fermentation starts.
- 3.10.19 The licensee must attach a carboy tag/label to every carboy, fermentation vessel and barrel that clearly states:
- a) the invoice number provided to the customer; and
 - b) the date fermentation began.
- 3.10.20 The licensee or its staff may not produce or package product on behalf of the customer.
- 3.10.21 Customers must mix their own ingredients to begin the fermentation process, the licensee may provide only limited assistance.
- 3.10.22 Self-fermenting products are not permitted.
- 3.10.23 The licensee may offer a barrel aging service where more than one customer's product is placed in a barrel for aging after fermentation. Licensees offering a barrel aging service must:
- a) attach the carboy tags associated with each customer's batch that is stored in the barrel. Carboy tags must be reattached to the customer's carboy when pouring product from the barrel to the carboy;
 - b) pour the product back into carboys when emptying the barrel, and;
 - c) ensure customers complete the brewing process, including bottling.
- 3.10.24 The licensee must ensure that the customer performs all of the following tasks in manufacturing beer, wine, or cider in the facility:
- a) combining or mixing ingredients with any of the following:
 - i) beer wort;

SUBJECT: CLASS F LICENCE – FERMENT-ON-PREMISES

- ii) fruit, fruit juice or fruit concentrate; or
 - iii) fermentable liquids.
 - b) adding the yeast or enzymes to the materials above, or to any other raw material of beer, wine, or cider;
 - c) placing the beer, wine, or cider in bottles/containers;
 - d) labelling, corking, capping or shrink-wrapping the bottles; and
 - e) removing the bottled beer, wine, or cider from the establishment immediately after packaging.
- 3.10.25 Licensees may remove or deface commercial labels and sterilize bottles in preparation for customers to bottle their product.
- 3.10.26 A customer may be assisted in performing a task outlined in Subsection 3.10.23 by:
- a) an adult who is not associated with the operation of the facility;
 - b) the licensee or the employees of the licensee, if the task is performed primarily by the customer, or the customer is physically incapable of performing the task alone.
- 3.10.27 Assisting a customer may include:
- a) holding the carboy while the customer adds the ingredients;
 - b) transferring the wort to the carboy;
 - c) demonstrating the bottling process by filling one bottle for the customer;
 - d) demonstrating the corking/capping process by corking/capping one bottle for the customer;
 - e) placing the filled bottles in a case, and;
 - f) carrying the bottled product to the customer's vehicle.
- 3.10.28 Products being produced may only be stored onsite by the licensee. Offsite storage is prohibited.
- 3.10.29 The licensee may provide each customer participating in the batch with a 120 ml sample, per batch, of product prior to bottling.

SUBJECT: CLASS F LICENCE – FERMENT-ON-PREMISES

Customers may not consume more than one sample, per batch, onsite.

3.10.30 Wine lost during fermentation and aging may be topped-up by the licensee with water or non-alcoholic substance only, with the customer's consent. Any ingredients added to a batch after the fermentation process begins must be added to the customer's original invoice.

3.10.31 Licensees may not supply liquor for use in fortification, it must be provided and added by the customer. Customers may not leave beverage alcohol at the ferment-on-premises facility to be used later for top-up or fortification.

3.10.32 Additives and flavouring agents may be added by the customer to a batch at any time during the fermentation process. Ingredients added to a batch must be added to the customer's original invoice regardless of whether the customer purchased the additives at the ferment-on-premises facility or brought their own.

3.10.33 Trading racks is not permitted.

Employee Batches

3.10.34 The licensee and employees of the licensee may make their own beer, wine, and cider at the ferment-on-premises facility.

3.10.35 Licensee/employee batches must have carboy tags that are visually different from customer carboy tags (for example, different coloured tags).

3.10.36 The licensee and employees must comply with all policy requirements when brewing their own beer, wine, and cider.

Group Batches

3.10.37 Licensees may offer a sign-up for customers interested in producing and sharing a product to contact others interested in starting a shared batch.

3.10.38 A group of customers may produce liquor together. The group may either split a single batch or more than one person may make several batches.

3.10.39 All customers part of a group batch must:

SUBJECT: CLASS F LICENCE – FERMENT-ON-PREMISES

- a) visit the ferment-on-premises facility and be involved in beginning the fermentation process;
- b) have their names stated on the invoice; and
- c) sign the declaration indicating that the batch is for personal use.

3.10.40 At least one member of the group must return to bottle the product. After bottling, the members of the group may divide the product among themselves while on-site.

3.10.41 The licensee may not invite customers to participate in a group batch organized by the licensee.

Unsatisfactory or Unclaimed Product

3.10.42 If customers return a product they are not satisfied with, the licensee may provide the customer with the opportunity to make a free or discounted batch of product. A new invoice must be prepared, and a new declaration must be signed even if there is no cost.

3.10.43 The licensee must destroy all unsatisfactory or unclaimed product.

3.10.44 Product that has been returned cannot be sold or used as top-up product.

Reporting

3.10.45 The licensee must maintain a detailed record for each batch of beer, wine, and cider produced within the facility. Records must be retained by the licensee for at least two years, and be provided to AGLC upon request.

3.10.46 Records must include the following information:

- a) type and quantity (in litres) of beverage made (beer, wine, or cider);
- b) retail price paid by the customer;
- c) date fermentation began; and
- d) full amount paid by the customer for the service and materials provided.



SECTION: CLASSES OF LICENCES

NUMBER: 3.11

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: DUTY FREE STORE LICENCE

POLICIES

- 3.11.1 A Duty Free Store licence may be issued to a qualified retail outlet to sell liquor to persons taking the liquor out of Canada.
- 3.11.2 Only unopened liquor in an AGLC-approved container may be sold by the licensee, licensee staff or agents.
- 3.11.3 The retail outlet must be licensed under the *Customs Act* (Canada) to sell duty free merchandise. If the *Customs Act* licence expires or is cancelled, the Duty Free Store licence is also cancelled.

DATE ISSUED: February 11, 2010

AUTHORITY: Original signed by
Marguerite Trussler

SUBJECT: GUEST ROOMS, BANQUET ROOMS AND MEETING ROOMS

POLICIES

4.1.1 A Class A, Class B or Class C licence may be extended to include other rooms located within the same complex as the licensed premises.

4.1.2 Self-Service Bars in Guest Rooms

A hotel with a Class A licence may provide self-service bars in hotel guest rooms with the following conditions:

- a) Liquor must be stocked within a lockable bar.
- b) A selection of soft drinks and snacks must be provided.
- c) *(Deleted Dec 2020)*
- d) The bar key must be given only to an adult.

4.1.3 Room Service

A hotel with a Class A licence may provide liquor service to adults in hotel guest rooms with the following condition:

- a) *(Deleted Dec 2020)*
- b) *(Deleted Dec 2020)*
- c) *(Deleted Dec 2020)*
- d) where the licensee is not the building owner, the written authorization of the building owner is required.

4.1.4 Banquet Rooms and Meeting Rooms

A Class A, Class B or Class C licensee may request an extension to provide liquor service to adults attending private and occasional public functions in banquet rooms, banquet room foyer areas or meeting rooms with the following conditions:

- a) Maximum hours of liquor service are normally the hours endorsed on the licence; however, the AGLC will consider special requests.
- b) The licensee is responsible to maintain adequate supervision at all times.
- c) *(Deleted Dec 2020)*
- d) Public functions require prior approval from AGLC.



SECTION: CLASS A, B AND C LICENCE
EXTENSIONS

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: GUEST ROOMS, BANQUET ROOMS AND MEETING ROOMS

- e) Sponsorship of a public function by a liquor manufacturer must comply with Section 7.6. Co-sponsorship of a public function with a promoter or other group is acceptable provided that the licensee receives all proceeds from liquor sales.
- f) Attendance at a licensee-sponsored function is limited to the maximum occupant load under the Fire Code.
- g) *(Deleted Dec 2020)*
- h) *(Deleted Dec 2020)*

DATE ISSUED: December 14, 2020 AUTHORITY: Original signed by Len Rhodes

SUBJECT: PATIO EXTENSION

POLICIES

- 4.2.1 An outdoor patio that is approved for a Class A, B or C licence is considered part of the licensed premises and is subject to all of the conditions of the licence.
- 4.2.2 An application for a patio extension must be approved by AGLC in advance. *(Amended Dec 2020)*
- 4.2.3 The following requirements apply to Class A premises and Class B and/or Class C premises, such as billiard rooms, tourist facilities, service clubs, golf clubs, curling clubs and ski clubs:
- a) the patio must be on the same property as the licensed premises or on property located within the same municipality as the licensed premises;
 - b) the patio must be under the control of the licensee;
 - c) if the patio is not on the same property, the licensee must have care and control over the space between the licensed premises and the patio for the purpose of liquor conveyance;
 - d) the patio must be suitably defined (e.g., enclosed by planters, a rope, railing or similar barrier); and
 - e) *(Deleted Dec 2020)*
 - f) for a Class A Minors Prohibited licensed premises, signage prohibiting minors must be prominently displayed.
- (Amended May 2020)*
- 4.2.4 A Class A Minors Allowed licensed patio adjacent to a Class A Minors Prohibited licensed patio must be separated as follows:
- a) Railings, wall or similar barriers must be a minimum of three feet high separating the two patios.
 - b) A "Staff Only" sign must be posted at any service gate between the two licensed patios.
 - c) A "No Minors" sign must be posted between the two patios, clearly identifying the Minors Prohibited side.

Sidewalk Patios

SUBJECT: PATIO EXTENSION

- 4.2.5 Where licensees want liquor service for tables directly on a public sidewalk, next to or directly in front of their premises:
- a) the patio must be suitably defined (e.g., enclosed by planters, a rope, railing or similar barrier); and
 - b) the licensee must have municipal approval, including granting care and control of any unlicensed space the licensee may have to cross with the liquor.

- 4.2.6 For all licensed patios, licensees must ensure patrons do not depart the patio space while in possession of liquor, with the exception of commercially sealed liquor (See Section 5.3.25). *(Amended May 2020)*

GUIDELINES

- 4.2.7 A temporary patio may be considered for a community event (a festival; activity such as a fair, rodeo or sports day; or celebration conducted and sponsored by a non-profit organization) or a one (1) day customer appreciation day. The temporary patio must be on the same property as the licensed premises or be on property located within the same municipality as the licensed premises and be under the control of the licensee. *(Amended May 2020)*

- 4.2.8 The request for a temporary patio must be submitted at least three (3) weeks prior to the event, with the following information:
- a) date and hours of the event;
 - b) a line drawing of the proposed patio layout and description of how it will be defined;
 - c) patio capacity;
 - d) food service;
 - e) supervision; and
 - f) authorization of the municipality and/or the host of the community event, if requested by AGLC.

- 4.2.9 A Class A, B or C licence may be extended to a swimming pool area under the same conditions as a patio extension.

- 4.2.10 In addition to meeting Board policy requirements, applicants may need to obtain the approval of municipal, police, health, fire and landlord authorities.



SECTION: CLASS A, B AND C LICENCE EXTENSIONS

NUMBER: 4.2

LICENSEE HANDBOOK

PAGE 3 OF 3

SUBJECT: PATIO EXTENSION

- 4.2.11 For Minors Allowed sidewalk patios where the licensed space is very small and cannot reasonably accommodate the defined area specified in Section 4.2.5, AGLC may consider signage clearly indicating the number of licensed tables and total seating capacity (e.g. “Two tables with a total seating capacity of 4 persons are licensed for liquor consumption.”)
- 4.2.12 A temporary patio to accommodate 201 to 2,000 people may be considered for a community event if the capacity of the patio does not exceed double the capacity of the indoor licensed area (two to one ratio).

DATE ISSUED: December 14, 2020

AUTHORITY:

Original signed by
Len Rhodes

SUBJECT: CATERER'S EXTENSION

POLICY

- 4.3.1 A Class A (Minors Allowed, Minors Prohibited or Manufacturer Taproom), B or C licence may be extended to provide liquor service at a function away from the licensed premises:
- a) if the extension is under a Class A Minors Prohibited licence, the catered function is also Minors Prohibited.
 - b) If the extension is under a Class C licence, attendance at the catered function is restricted to the licensee's members or residents (as applicable) and their guests.
- 4.3.2 Only liquor purchased under the Class A, B or C licence may be transported to a catered function for sale and consumption at that location. All unused liquor must be returned to the licensed premises for use in accordance with the licence conditions.
- 4.3.3 Under a Caterer's Extension, a licensee must:
- a) ensure a selection of food items is available;
 - b) provide liquor service only during the hours endorsed on the licence unless otherwise approved by the AGLC;
 - c) ensure liquor is not included in the admission price of the function and follow Board policy with respect to liquor pricing (see Section 5.2);
 - d) ensure a separate Special Event licence is obtained by the convener of the event for wine served during the meal, if the wine is supplied by the convener of the event; and
 - e) ensure the function is properly staffed and supervised.
- 4.3.4 Licensees may request approval from AGLC to cater liquor at a public function held in conjunction with a community event (i.e., a festival; activity such as a fair, rodeo, or sports day; or a celebration conducted and sponsored by a non-profit organization).
- 4.3.5 Co-sponsorship of a public function with a promoter or other group is acceptable provided that all proceeds from liquor sales go to the licensee.

SUBJECT: CATERER'S EXTENSION

4.3.6 Attendance at a function catered by a licensee will normally be limited to the lesser of 2,000 patrons or the maximum occupant load under the Fire Code.

GUIDELINES

4.3.7 To request a Caterer's Extension, a licensee is required to submit an Application for Public Function or Caterer's Extension form to AGLC at least three (3) weeks before the event. *(Amended Dec 2020)*

4.3.8 In addition to meeting Board policy requirements, applicants may need to obtain the approval of municipal, police, health, fire and landlord authorities and provide security details upon request. *(Amended Dec 2020)*

4.3.9 Except for functions in private residences and special "one time" extensions, locations included in a Caterer's Extension may be inspected before approval.

4.3.10 Class A and B licensees may advertise "fully licensed catering of functions available;"

4.3.11 Class A, B and C licensees who request a Caterer's Extension to a function not considered to be family-oriented may be required by AGLC to prohibit minors.

4.3.12 A copy of the licence and a letter of approval from AGLC shall be available at the function location.



SUBJECT: HOTEL LICENSING

POLICIES

Site-Wide Hotel Licensing

- 4.4.1 Site-wide liquor consumption is permitted in a hotel if there is at least one (1) Class A premises within the hotel that is owned and operated by the same entity as the hotel.
- 4.4.2 All Class A licensed areas owned and operated by the same entity within the hotel are included in the site-wide consumption endorsement.
- 4.4.3 A site-wide consumption endorsement permits patrons to take their alcoholic drinks from one area to another within the hotel provided all areas are under the same ownership.
NOTE: The intent of this policy is to allow a patron to take an open liquor beverage from a licensed premises in, and operated by, the hotel to their hotel room or another licensed area within the hotel (operated by the hotel).
- 4.4.4 Any additional areas designed for the leisurely consumption and service of liquor must be licensed accordingly under a Class A, B or C licence.
- 4.4.5 Liquor purchased for offsite consumption (i.e., off-sales, liquor store purchases) cannot be brought into other licensed establishments for consumption or into areas other than the guest rooms for consumption within the hotel premises.
- 4.4.6 If a third-party operates a licensed premises within the hotel, liquor must not be removed from that licensed premises. Also, liquor from the hotel cannot be brought into a third party's licensed premises.
- 4.4.7 Site-wide consumption does not authorize new liquor sales and service areas to be set up within the hotel. Existing requirements remain in place for the sale and service of liquor, or can be amended by amending the licence(s).
- 4.4.8 To obtain an endorsement for site-wide liquor consumption, the hotel licensee must submit a written request to AGLC. The request must include the following:
 - a) a floor plan of the facility;
 - b) proof of compliance with municipal business licence requirements;



SECTION: CLASS A, B, C LICENCE EXTENSIONS
NUMBER: 4.4

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: HOTEL LICENSING

- c) proof of compliance with the Alberta Fire Code and posted occupant loads; and
- d) proof that ownership of the hotel and the licensed premises are one and the same.

All-Inclusive/Promotional Packages *(Added Aug 2020)*

4.4.9 Hotels may offer all-inclusive and/or promotional packages with complimentary alcoholic beverages, provided:

- a) the all-inclusive or promotional package may only be offered to registered guests;
- b) the liquor must be provided by one of the hotel's licensed premises;
- c) hotel room service requirements are adhered to, as outlined in section 4.1.3;
- d) advertising requirements are adhered to, as outlined in section 7.2.6.

DATE ISSUED: August 17, 2020 AUTHORITY: Original signed by Len Rhodes

SUBJECT: HOURS OF LIQUOR SALES AND CONSUMPTION

POLICIES

5.1.1 The maximum hours of liquor sales or service are as follows:

Class A, B, C or F Licence

a) For all licensed premises other than those specifically mentioned in Section 5.1.1b):

9:00 a.m. - 2:00 a.m. *(Amended Dec 2020)*

b) Convention centre, public conveyance, canteen, traveller's lounge:

set by the Board

c) Race track:

two (2) hours before post time until end of last race, but subject to the hours set out in Section 5.1.1a);

d) Sports stadium that is subject to stadium bylaws:

during the hours specified in the stadium bylaws, but subject to the hours set out in Section 5.1.1a);

e) Sports stadium that is not subject to stadium bylaws:

two (2) hours before start of event until end of event, subject to the hours set out in Section 5.1.1a); and

f) Theatre

two (2) hours before opening curtain, but not before 9:00 a.m., until 2:00 a.m. *(Amended Dec 2020)*

Class D Licence *(Amended Dec 2020)*

a) Retail liquor store licence 9:00 a.m. - 2:00 a.m.;

b) General merchandise liquor store 9:00 a.m. - 2:00 a.m.;

c) General off sales licence 9:00 a.m. - 2:50 a.m.;

d) Manufacturer's off sales licence 9:00 a.m. - 2:00 a.m.;

e) Sacramental wine resale licence 9:00 a.m. - 9:00 p.m.;

f) Delivery service licence 9:00 a.m. - 1/2 hour after last purchase was made; and

SUBJECT: HOURS OF LIQUOR SALES AND CONSUMPTION

g) Duty free store licence set by Board

5.1.2 Where on-premises consumption is authorized, liquor consumption may continue for a maximum of one (1) hour after liquor service ends. All liquor must be cleared from patron areas by 3:00 a.m.

5.1.3 All patrons must leave a Class A Minors Prohibited licensed premises at the end of the one (1) hour consumption period. The only persons allowed to remain are the licensee's spouse and staff, and workers maintaining or making repairs to the licensed premises.

5.1.4 Section 5.1.3 applies equally to a Class A Minors Allowed licensed premises with a condition on the licence prohibiting minors during evening hours. The premises may not reopen to patrons for food service before 6 a.m. the next business day.

5.1.5 A Class A Minors Prohibited licensed premises must be closed:

a) *(Deleted Dec 2019)*

b) all times other than the hours endorsed for liquor service and consumption on the licence.

5.1.6 A Class D licensed premises must be closed:

a) *(Deleted Dec 2019)*

b) all times other than the hours endorsed for liquor sales on the licence, unless the premises is also a Class A licensed premises.

5.1.7 On the date Daylight Savings Time takes effect or ends, liquor sales or service must end before clocks are adjusted and may not re-start until the next business day.

5.1.8 Maximum hours of liquor sales or service are the same under a licence and a licence extension, unless otherwise specified by the Board.

GUIDELINES

5.1.9 A golf or curling club hosting a private tournament/bonspiel may apply for a licence endorsement from AGLC to allow liquor service starting as early as 8 a.m.

5.1.10 "Last call" must be timed to ensure patrons who order liquor are served within the hours of liquor service specified on the licence.

SUBJECT: LIQUOR PRICING

POLICIES

5.2.1 For on-premises consumption, the amount of liquor in a drink (i.e., # of ounces or millilitres) and the price must be specified on a menu or price list.

5.2.2 Licensees may set their own liquor prices, subject to the minimum prices specified below.

5.2.3 Class A, B, and C (except canteen or adult residence) licensees, Class D Commercial Caterer's licensees, as well as Public Resale Special Event licensees, may not sell, or offer to sell, liquor less than the following minimum prices:

Spirits and liqueurs: \$2.75 / 28.5 ml (1 oz) or less;

Wine: \$0.35 / 28.5 ml (1 oz);

Draught beer: \$0.16 / 28.5 ml (1 oz); and

Bottled/Canned Beer,

Cider or Coolers: \$2.75 /341 ml bottle or 355 ml can.

Note: GST is not included in above prices.

5.2.4 If a serving of spirits or liqueurs exceeds 28.5 ml, including mixed drinks offered for off premises consumption, the minimum price of the drink must be based on the single serving menu price and increase in direct proportion to the volume served based on the minimum price of \$2.75. For example, if a single serve drink has a menu price of \$5.00, the following minimum prices apply to similar drinks containing more than 28.5 ml of spirits or liqueurs: *(Amended Dec 2020)*

a) drinks containing 43 ml (1.5 oz) of spirits or liqueurs – the minimum price required is \$6.37 (\$5.00 + \$1.37);

b) drinks containing 57 ml (2 oz) of spirits or liqueurs – the minimum price required is \$7.75 (\$5.00 + \$2.75); and

c) drinks containing 85.5 ml (3 oz) of spirits or liqueurs – the minimum price required is \$10.50 (\$5.00 + \$2.75 + \$2.75)

5.2.5 A licensee, with the exception of hotel all-inclusive/promotional packages, may not offer: *(Amended Aug 2020)*

SUBJECT: LIQUOR PRICING

- a) free liquor specials;
- b) more than one (1) drink for a single price (e.g., “2 for 1” specials, or “triples for the price of a single”); and
- c) “all you can drink” specials for a fixed cost.

5.2.6 “Buckets of Beer and/or Refreshment Beverages” pricing is permitted as long as the full menu price is charged for the first drink and a minimum of \$2.75 is charged for each subsequent drink. For example if the menu price of a beer is \$5.00 and a bucket contains three beers, the minimum total price of the bucket will be \$10.50 (\$5.00 + \$2.75 + \$2.75). *(Amended Dec 2020)*

5.2.7 Liquor sale activities must not promote intoxication.

5.2.8 Gift certificates may only be redeemed for liquor if they are purchased at face value (for example, in order to redeem a \$10 gift certificate for liquor, the gift certificate must be purchased for at least \$10).

5.2.9 *(Deleted Dec 2020)*

SUBJECT: LIQUOR SERVICE**POLICIES**

5.3.1 For the purposes of this section, the following definitions apply:

- a) "Aging" refers to a pre-mixed drink stored over time in a storage vessel.
- b) "Drink machine" means a machine approved by AGLC to store and serve mixed drinks.
- c) "Infusion" means adding ingredients such as spices, herbs, fruit, vegetables, candy, flavouring agents or other substances intended for human consumption.

(Added Oct 2018)

5.3.2 The liquor licence must be prominently posted on the licensed premises.

5.3.3 Liquor not allowed on a licensed premises includes:

- a) homemade liquor of any kind;
- b) duty free liquor; and
- c) *(Deleted Jul 2020)*
- d) liquor from any source other than:
 - i) an AGLC-approved warehouse;
 - ii) a licensed Alberta manufacturer; or
 - iii) a Class D licensee.

5.3.4 Class A, B and C (Club and Adult Residences) licensees may request a licence endorsement from AGLC to allow patrons to bring commercially manufactured, sealed bottle(s) or containers of liquor onto the licensed premises. The following conditions apply: *(Amended Jul 2020)*

- a) the licensee must post a schedule of corkage fees;
- b) the patron must hand over the liquor to licensee staff immediately upon entering the premises; *(Amended Jul 2020)*
- c) licensee staff are responsible to bring the liquor to the patron's table, and to open and serve the liquor; and *(Amended Jul 2020)*

SUBJECT: LIQUOR SERVICE

- d) if the patron wants to leave the premises with the remaining liquor, the partially consumed container must be sealed by licensee staff beforehand. *(Added Jul 2020)*

5.3.5 A licensee must:

- a) offer a reasonable variety of liquor (i.e., different brands of beer, wine, spirits, etc.);
- b) *(Deleted Dec 2020)*
- c) ensure patrons receive the correct amount, type and brand of liquor being purchased. *(Amended Dec 2020)*

5.3.6 In addition to liquor, a variety of non-alcoholic beverages must be available to patrons.

5.3.7 The following restrictions apply to Class A, B and C licensed premises, as well as at Commercial Public Special Events:

- a) A maximum of two (2) standard servings may be sold or served to a patron after 1 a.m. (see Subsection 5.3.8).
- b) No patron may have more than two (2) standard servings in their possession after 1 a.m. For example, a patron cannot be served more than two (2) standard size drinks after 1:00 a.m. even if the drinks are for himself/herself and another person.
- c) Liquor consumption may continue for a maximum of one hour after liquor service ends. All liquor must be cleared from patron areas by 3 a.m.

5.3.8 For the purpose of Subsection 5.3.7, a standard liquor serving is:

- a) spirits and liqueurs – 28.5 ml (1 oz);
- b) wine – 142 ml (5 oz);
- c) bottled/canned beer – 341/bottle or 355 ml/can;
- d) draught beer – 341 ml (12 oz); and
- e) cider/coolers – 341 ml/bottle or 355 ml/can.

Liquor Dispensing

5.3.9 All liquor must be served to patrons by licensee staff except:

SUBJECT: LIQUOR SERVICE

- a) on a Class B or C licensed premises where self-service is specifically allowed; or
- b) on a Class A, B or C licensed premises where automated self-service beer and wine dispensing systems have been approved in advance by AGLC's Inspections Branch.

5.3.10 Automated self-service beer and wine dispensing systems (system) must comply with the following minimum requirements:

- a) The system must retain records of the date, time, type and amount of beer or wine dispensed for each table or patron, as well as which licensee staff accepted payment and authorized liquor service, for a period of 30 days. This information must be available to licensee staff, AGLC Inspectors and police officers at all times.
- b) The master system must only be activated or unlocked by the on-duty manager or supervisor.
- c) The system must begin in an inactive state whereby patrons are unable to pour beer or wine. The system must be turned on only by licensee staff.
- d) Licensee staff must set the system to shut off when a certain amount of beer or wine has been dispensed or a certain dollar value has been reached, for each table or patron.
- e) The system must not accept any kind of direct payment from patrons. Payment must be made to the licensee staff. (Deductive and accumulative beer or wine cards are allowed if the requirements of this section are met.)
- f) Once the maximum amount of beer or wine or dollar amount has been reached, the system must be shut off and beer or wine service must cease. Patrons must not have the ability to reactivate the system.
- g) Licensee staff must be able to shut off beer and wine service to a table or patron at any time.
- h) The system must shut off by 1:00 a.m. No service from the system is permitted after that time.

SUBJECT: LIQUOR SERVICE

- i) The beer and wine must be securely stored within the unit or in a secure area that is not accessible by patrons.
 - j) Systems dispensing spirits are prohibited.
- 5.3.11 The beer in a table top dispensing system must be dispensed by the patron into a glass, mug, jug or carafe.
- 5.3.12 A Class A, B or C licensee's staff may sell a bottle of spirits to a customer for on-premises consumption under the following conditions:
- a) patron self-service is prohibited;
 - b) all liquor must be dispensed from its original container into a glass, mug, jug or carafe, by the licensee's staff;
 - c) pursuant to Subsection 5.2.1, all bottle service options must be stated on the liquor menu;
 - d) pursuant to Subsection 5.2.3, the price of each bottle must meet the minimum drink prices [i.e. a 26 ounce bottle must be priced at a minimum of \$71.50 (26 x \$2.75)];
 - e) an accurate measuring device must be used to dispense liquor to the patron (no free pouring);
 - f) pursuant to Subsection 5.3.7, no patron may be in possession of more than two (2) standard size drinks after 1 a.m. This includes liquor that has been dispensed under this subsection for patron consumption; and
 - g) the liquor container and its contents must remain in the possession and control of the licensee's staff at all times; if a bottle of liquor is left at a patron's table and is unattended by the licensee, it must be secured and only accessible by the licensee.
- 5.3.13 All liquor containers (i.e., bottles, cans and kegs) must stay sealed until required for direct sale to a patron or for replenishing supplies in a service bar or liquor dispensing system with the exception of liquor opened or transferred to another container for the purpose of aging, infusion or preparing pre-mixed drinks. *(Amended Oct 2018)*

SUBJECT: LIQUOR SERVICE

- 5.3.14 All liquor containers (e.g., cans, bottles, etc.) must be opened by licensee staff before being served.
- a) Wine, beer (except beer in kegs), coolers and "miniatures" of spirits must be served to patrons in their original containers or dispensed into a glass, mug, jug or carafe.
 - b) Spirits (except miniatures) and beer in kegs must be dispensed from their original containers into a glass, mug, jug or carafe, either directly or with the use of an approved liquor dispensing system or measuring device.
 - c) Licensees and their staff are prohibited from dispensing liquor directly into a patron's mouth.
- 5.3.15 Liquor from one (1) container cannot be mixed with liquor from another container unless it:
- a) is mixed at the request of a patron and served to that patron in a glass, mug, jug or carafe; or
 - b) is the same brand and type of liquor (e.g., a 1.75 litre bottle is used to refill a 750 ml bottle of identical product); or
 - c) meets the requirements for pre-mixed drinks, aging or infusion (see Subsections 5.3.20 - 5.3.24). *(Added Oct 2018)*
- 5.3.16 All liquor dispensing systems require AGLC approval in advance and must:
- a) provide consistent pours;
 - b) have secured adjustment mechanisms (automatic dispensing systems);
 - c) contain only one type or brand of liquor in each product line, from the reserve holding tank/bottle rack/keg to the dispensing head. There can be no mixing of liquor in a product line unless the brand or type of liquor is being changed (see Subsection 5.3.30); and *(Amended Oct 2018)*
 - d) not adulterate the liquor in any way (see Subsection 5.3.18). *(Added Oct 2018)*
- 5.3.17 Machines which mix liquor with pressurized oxygen, commonly called "alcohol without liquid vaporizer," are prohibited.

DATE ISSUED: April 26, 2022

AUTHORITY:

Original signed by
Len Rhodes

SUBJECT: LIQUOR SERVICE

5.3.18 A licensee must not adulterate liquor. Adulterating liquor means taking legally purchased liquor products and making the product impure or inferior by adding foreign substances and includes:

- a) diluting product with water;
- b) purposely putting product into new containers to conceal their true origin; or
- c) adding any substance that is toxic, noxious, not fit or intended for human consumption or affects the liquor content of the drink.

(Added Oct 2018)

Mixed Drinks

5.3.19 Batch pre-mixing of liquor (i.e. slush machines, sangria, etc) is permitted so long as:

- a) the ingredients and the amount of liquor contained in each separate drink (i.e., # of ounces or millilitres) are listed on the drink menu or price list; *(Amended Mar 2021)*
- b) *(Deleted Mar 2021)*
- c) *(Deleted Mar 2021)*
- d) the liquor comes from the original containers purchased from AGLC;
- e) the drink machine or container used to prepare the drinks is completely empty before mixing a new batch; *(Added Mar 2021)*
- f) the package or container used to store the pre-mixed batch is labeled to identify:
 - i) when the batch was prepared; *(Amended Mar 2021)*
 - ii) the amount of liquor in each batch (i.e., # of ounces or millilitres); and *(Amended Mar 2021)*
 - iii) the ingredients of each batch. *(Amended Mar 2021)*

5.3.20 All pre-mixed batches must be dispensed when the customer orders them (i.e. not be pre-poured). *(Amended Mar 2021)*

5.3.21 *(Deleted Mar 2021)*

SUBJECT: LIQUOR SERVICE

Off-Premises Mixed Drinks *(Added Dec 2020)*

5.3.22 Class A licensees may provide liquor for off-premises consumption and deliver the liquor. For information on delivery requirements, see Subsections 3.7.4-3.7.7. *(Added Dec 2020)*

5.3.23 If liquor is sold for off-premises consumption, the liquor must:

- a) be in a sealed, tamperproof/tamper evident container;
- b) for any mixed drinks that contain liquor, the container for off-sales must clearly identify the contents of the product, as they are listed on the menu. At minimum, the label must include:
 - i) brand and volume of liquor; and
 - ii) other non-liquor ingredients.
- c) not be packaged in a manner that resembles a retail liquor product.

(Added Dec 2020)

5.3.24 *(Deleted Mar 2021)*

Aging and Infusion

5.3.25 A licensee is permitted to infuse or age liquor on the licensed premises under the following conditions:

- a) the infusion does not cause additional fermentation resulting in an increase in the alcoholic content of the drink;
- b) the drink's ingredients and the infusion or aging agents are identified on the drink menu or price list;
- c) cannabis is prohibited from being an infusion or aging agent;
- d) infusions or aging involving perishable ingredients (e.g. fruit, juices or other consumable food items) must be stored in a manner consistent with provincial and municipal health and safety standards;
- e) each bottle, package or container used for infusing or aging liquor is clearly labeled with the following information:

SUBJECT: LIQUOR SERVICE

- i) the date the infusion or aged liquor was prepared or the date the infusion or aging agent was placed in the container;
 - ii) the type, brand and quantity of liquor used;
 - iii) the non-liquor ingredients used; and
 - iv) the name of the person who prepared the liquor for infusion or aging.
- f) infusing and aging liquor occurs at the establishment and is not removed from the establishment at any time.

(Added Oct 2018)

5.3.26 The licensee must maintain a detailed record for each batch of pre-mixed drinks, infused or aged liquor produced within the facility. Records must be retained onsite for at least two years, and be provided to AGLC upon request. Records must include the following information:

- a) type and quantity (in litres) of beverage produced (pre-mixed, infused or aged) in the batch;
- b) the date the batch was prepared;
- c) the type, brand and quantity of liquor used;
- d) the non-liquor ingredients used including infusing or aging agents;
- e) the name of the person who prepared the batch; and
- f) the retail price paid by the customer.

(Added Oct 2018)

5.3.27 Pursuant to Subsection 5.2.1, the amount of liquor in a drink (i.e., # of ounces or millilitres), along with the ingredients, infusion or aging agents and the price must be specified on a menu or price list.

(Added Oct 2018)

5.3.28 A licensee must request permission for any pre-mixing, aging or infusions not outlined in these policies.

(Added Oct 2018)

Liquor Service Areas

5.3.29 All liquor must be consumed on the licensed premises except:

DATE ISSUED: April 26, 2022

Original signed by
AUTHORITY: Len Rhodes

SUBJECT: LIQUOR SERVICE

- a) liquor purchased for off premises consumption under a Class A or D licence (off sales); *(Amended Mar 2020)*
- b) liquor produced at a ferment-on-premises facility for off premises consumption under a Class F licence; *(Added Nov 2018)*
- c) a partially consumed bottle(s) of liquor in a Class A, B or C (Club and Adult Residence) licensed premises that is sealed by licensee staff; *(Amended Jul 2020 and Apr 2022)*
- d) liquor provided under a Caterer's Extension (see Section 4.3) and
- e) liquor purchased from a Class A, B or C licensed premises that is consumed in an Entertainment District designated by the municipality in the municipality's bylaws. *(Added Mar 2022)*

5.3.30 Liquor cannot be sold, served or consumed in a storage room, vestibule, kitchen, hallway or other "back room" area of a licensed premises.

5.3.31 A licensee may provide liquor from a private office for guests between the hours of 9 a.m. and 2 a.m. *(Amended Dec 2020)*

Liquor Consumption by Licensee Staff

5.3.32 Licensee staff may not consume liquor or be under the influence of liquor or drugs while on duty. However, it is acceptable for staff to consume an alcoholic beverage after their shift ends and for the approved manager/owner of the licensed premises to consume an alcoholic beverage while entertaining a client.

5.3.33 Liquor consumed by off-duty licensee staff must be purchased during normal hours of liquor service, as specified on the licence.

GUIDELINES

5.3.34 When changing a brand of liquor in a product line, care must be taken to minimize the mixing of old and new brands. Bottles of a new brand should be added only when:

- a) all the bottles of the old brand are empty (bottle rack); or
- b) the holding tank, reservoir or well is completely empty.

5.3.35 *(Deleted Dec 2020)*

DATE ISSUED: April 26, 2022

Original signed by
AUTHORITY: Len Rhodes



SECTION: PREMISES MANAGEMENT
NUMBER: 5.3

LICENSEE HANDBOOK

PAGE 10 OF 10

SUBJECT: LIQUOR SERVICE

5.3.36 *(Deleted Dec 2020)*

5.3.37 *(Deleted Dec 2020)*

5.3.38 *(Deleted Dec 2020)*

DATE ISSUED: April 26, 2022 AUTHORITY: Original signed by Len Rhodes

SUBJECT: FOOD SERVICE

POLICIES

- 5.4.1 Class A Minors Allowed premises must provide a selection of food items suitable for a full meal during all hours of operation.
- 5.4.2 Class A Minors Prohibited, Class B and Class C licensed premises must offer a selection of light snack foods, such as, potato chips, nuts or other preserved snacks. *(Amended Dec 2020)*
- 5.4.3 *(Deleted Dec 2020)*
- 5.4.4 Food specials must not be dependent on liquor purchases by patrons.

GUIDELINES

- 5.4.5 Food items, along with a selection of non-alcoholic beverages, must be listed on a printed menu or on a menu display board, with each item individually priced.

SUBJECT: MINORS

POLICIES

- 5.5.1 It is an offence under the GLCA to sell or provide liquor to anyone under 18 years of age. Management and staff of a licensed premises are responsible to ensure liquor is not sold or provided to minors.
- 5.5.2 No minor may enter a Class A Minors Prohibited licensed premises or any other licensed premises where minors are prohibited, except as specified in Sections 5.5.13 & 5.5.13.1).
- 5.5.3 No minor may enter a hotel off sales room or Class F ferment-on-premises facility unless accompanied by a parent, guardian or spouse who is an adult and who is in the licensed premises to purchase liquor or make liquor for off-premises consumption. *(Amended Dec 2020 and Oct 2018)*
- 5.5.3.1 *(Deleted Dec 2020)*
- 5.5.4 No minor may enter a licensed premises where nude entertainment is being performed.
- 5.5.5 No minor may work as staff in a Class A Minors Prohibited licensed premises; a hotel off sales room, a Class F ferment-on-premises facility; a duty free store; or any other premises where a "minors prohibited" condition has been imposed on the licence. *(Amended Dec 2020 and Nov 2018)*
- 5.5.6 A minor employed as table staff in a Class A, B or C licensed premises where minors are allowed may not sell or serve liquor.
- 5.5.6.1 *(Deleted Dec 2020)*
- 5.5.7 Licensee staff are required to obtain valid identification and verify proof of age whenever a person who appears to be under 25 years of age attempts to buy liquor or to enter a licensed premise where minors are prohibited. If unsatisfied a person is at least 18 years of age, licensee staff must refuse entry or ask the person to leave.
- 5.5.8 For the purposes of Subsection 5.5.7, valid primary identification must:
- a) have a photo;
 - b) have a name;
 - c) *(Deleted Nov 2019)*
 - d) be Government issued;

SUBJECT: MINORS

- e) include date of birth;
- f) not be expired;
- g) have a unique identifier number; and
- h) be an original (not a copy).

5.5.9 If the identification appears not to be genuine, licensee staff must request a second piece of identification. Valid secondary identification must:

- a) have a name;
- b) be Government issued;
- c) have a unique identifier number;
- d) include date of birth.

5.5.10 A licensee is responsible to provide adequate supervision to ensure minors are not given liquor by patrons of legal drinking age.

5.5.11 A "No Minors" sign must be posted at all entrances to a licensed premises where minors are prohibited.

5.5.12 A minor child or spouse of a Class A Minors Prohibited licensee or manager may enter and remain on the licensed premises during hours of no liquor service.

5.5.13 Under the supervision of the licensee, a minor may enter a Class A Minors Prohibited licensed premises to repair or service equipment or furnishings and remain on the premises for the time required to complete the service.

5.5.13.1 A Class A Minors Prohibited licensee, or other licensee of a premises where minors are prohibited, wishing to employ a minor as an entertainer must seek the approval of AGLC prior to contracting the individual in question. The minor cannot be employed as a nude entertainer.

GUIDELINES

5.5.14 A condition prohibiting minors may be imposed on a Class A, B or C licensee when no minors may enter or remain on the licensed premises.

SUBJECT: MINORS

- 5.5.15 A Class A Minors Prohibited licensee may apply to AGLC in writing for permission to allow minors onto the licensed premises during a family-oriented occasion (e.g., Christmas Day, Easter Sunday, Mother’s Day, Father’s Day, etc.). The request will be considered only if the premises will be operated for family dining.
- 5.5.16 A Class A Minors Prohibited licensee may request temporary suspension of the licence (i.e., no liquor service will be permitted) to allow minors onto the premises for an unlicensed event.
- a) A suspension may be granted if:
- i) the entertainment will end no later than 12 a.m. (midnight) and all minors will be off the premises by 12:30 a.m.; and
 - ii) police, fire, municipal, health and related authorities have no objections.
- b) A suspension will not be granted if the premises have video lottery terminals (VLTs).
- 5.5.17 A Class A Minors Prohibited licensee may request a licence endorsement or permission for a single occasion to allow minors onto the premises for food service between the hours of 6 a.m. and 9 a.m. If approved, it is the responsibility of the licensee to ensure no minors remain on the premises after 9 a.m. *(Amended Dec 2020)*
- 5.5.18 Identification should be carefully examined under good lighting and/or a black light should be used to ensure the:
- a) photograph is a true likeness and has not been substituted;
 - b) the plastic laminate has not been tampered with; and
 - c) the lettering of the name, date of birth and other data have not been altered (lettering that has been altered will show up under a black light).
- 5.5.19 Licensee staff may telephone police whenever a minor attempts to purchase liquor, is found consuming liquor or is found in a licensed premises where minors are prohibited. *(Amended Dec 2020)*

SUBJECT: SUPERVISION OF PATRONS

POLICIES

5.6.1 Licensed premises must be adequately staffed and supervised during all operating hours. Staff must be trained and capable, and be under the supervision of competent and approved management (see subsection 1.6).

5.6.2 A licensee is required to maintain a high level of supervision and control to protect the health and safety of all persons on the licensed premises (see subsection 1.7).

5.6.3 *(Deleted Dec 2020)*

GUIDELINES

5.6.4 Licensees should consider:

- a) training staff in ways to deal with unruly patrons and establishing consistent policy, and prominently displaying the policy in the staff room;
- b) having staff wear highly visible apparel that identifies them as on-duty employees; and
- c) requiring management and staff to constantly monitor the behaviour of patrons, maintain a log or record of problems and notify replacement staff of any potential problems at the start of their shift.

5.6.5 *(Deleted Dec 2020)*

5.6.6 Suggestions for dealing with unruly patrons:

- a) display signs at all entrances clearly communicating management policy to maintain a safe premises (e.g., no knives, no gang colours and unruly patrons will be barred).
- b) support the police “walk-through” program.
- c) hire supervisors and door control staff who can deal with patrons with diplomacy and tact.
- d) to diffuse a problem situation, calmly but firmly talk to the patron. Ask for help from the patron's friends.
- e) separate fighting patrons (i.e., remove them from the premises at different times, or use different exits).

DATE ISSUED: December 14, 2020

AUTHORITY: Original signed by
Len Rhodes

SUBJECT: SUPERVISION OF PATRONS

- f) request police assistance if charges are warranted and if prepared to proceed with charges.
- g) record all disturbances in a log book, with as much detail as possible.

5.6.7 Licensee staff need to be cautious when using physical force to deal with unruly patrons. Under the Criminal Code, anyone can be charged for the use of excessive force. Licensees may wish to seek legal advice or ask local police for help in determining the appropriate level of force to use in specific situations.

5.6.8 Also see subsections 5.8 and 5.9 for policies related to identifying and dealing with intoxicated persons and illegal drug activities on a licensed premises.



SECTION: PREMISES MANAGEMENT

NUMBER: 5.7

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: COLLECTION OF PERSONAL INFORMATION

POLICIES

- 5.7.1 Pursuant to Section 69.2(1) of the GLCA, a licensee may, but is not required to, collect a patron's name, age and photograph. No other information may be collected. The collection of this information may only be used for the purpose of crime prevention and public safety. *(Amended May 2022)*

- 5.7.2 Licensees must comply with privacy legislation and guidelines established by the Office of the Information and Privacy Commissioner (OIPC). For more information on the collection, storage, and disclosure of personal information please visit www.OIPC.ab.ca or contact the OIPC at 1-888-878-4044. *(Amended May 2022)*

DATE ISSUED: May 19, 2022

AUTHORITY: Original signed by
Len Rhodes

SUBJECT: INTOXICATED PERSONS

POLICIES

5.8.1 Licensees and licensee staff are prohibited from providing liquor to anyone who appears to be intoxicated by liquor or a drug.

GUIDELINES

5.8.2 A person who is intoxicated by liquor or under the influence of a drug may:

- a) stagger (have an unsteady walk);
- b) have poor coordination;
- c) slur their words;
- d) have bloodshot eyes and/or breath that smells of alcohol;
- e) be messy in appearance; or
- f) behave in an overly bold, disruptive manner.

5.8.3 If licensee staff are aware an apparently intoxicated person drove to the licensed premises, the staff should suggest the person take a taxi and offer to call for one.

5.8.4 If an apparently intoxicated person leaves a licensed premises and gets into a motor vehicle to drive, licensee staff should note the licence plate number, model and colour of the vehicle and the direction the vehicle is travelling, and notify police immediately.

SUBJECT: ILLEGAL DRUGS

POLICIES

- 5.9.1 It is an offence to permit any activity on the licensed premises that is contrary to any municipal bylaw or any Act or regulation of Alberta or Canada (e.g., illegal drug activities) and violations may result in the suspension or cancellation of the liquor licence.
- 5.9.2 If suspected illegal drug activities are taking place on the licensed premises, staff must report the activity to management.
- 5.9.3 Licensees must report any illegal drug activities identified on a licensed premises to police.
- 5.9.4 Anyone identified by a police officer as a person convicted of trafficking in illegal drugs or possession for the purpose of trafficking under the *Controlled Drugs and Substances Act* within the previous two (2) years shall be barred from licensed premises.

GUIDELINES

- 5.9.5 A licensee should:
- a) be aware of the type of clientele visiting the premises and the character of its staff members;
 - b) have a security check done on all new staff;
 - c) establish a policy of immediate dismissal for any staff involved in a failure to control the premises or to report drug activities to management and/or police;
 - d) develop a training program to assist staff in becoming "drug wise" (i.e., able to identify illegal drug activities);
 - e) observe and document any suspicious activities by staff or patrons;
 - f) ensure adequate lighting in all areas of the licensed premises, including washrooms, hallways, entrances and exits, as well as the parking lot and back lanes;
 - g) support police "walk through" programs;
 - h) ban drug users and traffickers from the premises and post signs stating they will be banned;

SUBJECT: ILLEGAL DRUGS

- i) record all drug-related incidents in a log book, including names, date, time, offence and actions taken; and
- j) consider installing video cameras to monitor key areas if a drug problem is identified.

5.9.6 Licensees and their staff are expected to be knowledgeable about illegal drug activities and constantly on the lookout for problems. This involves:

- a) recognizing illegal drugs and drug paraphernalia, knowing how they are used and their symptoms in users;
- b) recognizing the traits and behaviours of drug dealers; and
- c) monitoring washrooms and other areas on the licensed premises for drug-related activities.

5.9.7 *(Deleted Dec 2020)*

5.9.8 *(Deleted Dec 2020)*

5.9.9 *(Deleted Dec 2020)*

SUBJECT: GENERAL ENTERTAINMENT, GAMES AND DANCING

POLICIES

(Amended Feb 2020)

5.10.1 *(Deleted Dec 2020)*

5.10.2 Entertainment offered/provided in licensed premises:

- a) must not promote liquor consumption; and
- b) must not interfere with the safe operation of the licensed premises and the safety of the patrons in attendance.

5.10.3 Only gaming activities, as defined in section 1(1)(h) of the GLCA, licensed by AGLC or electronic gaming devices approved and installed by AGLC are permitted in licensed premises.

5.10.4 A "casino night" with 'play' money, where no real money or items of value are exchanged, may be held in a banquet room of a Class A licensed premises for a private function or a private event with a Special Event Licence (SEL), including private resale, private non-sale, competition licence and annual private resale licence.

5.10.5 Professional live fighting is permitted with AGLC approval if the following conditions are met:

- a) the event is sanctioned by a governing body of the sport;
- b) patrons do not participate;
- c) the activities take place within clearly defined boundaries (i.e. a ring); and
- d) there is at least a one (1) metre separation between the participants and patrons.

SUBJECT: NUDE ENTERTAINMENT

POLICIES

5.11.1 "Nude" means the exposure of genitals (male or female), whether the person is fully or partially unclothed. These body parts are considered exposed if covered only by paint or another non-fabric substance (e.g., mud, ink, tape, etc.).

5.11.2 *(Deleted Dec 2020)*

5.11.3 Nude entertainment is allowed at a:

- a) Class A Minors Prohibited licensed premises;
- b) Class C licensed premises; and
- c) Class A Minors Allowed licensed premises:
 - i) in a banquet room for a private function; or
 - ii) that has a licence endorsement prohibiting minors during the hours the nude entertainment is taking place.

5.11.4 A sign must be posted at all entrances to the licensed premises stating nude entertainment occurring within the premises. *(Amended Dec 2020)*

5.11.5 Minors are not allowed to:

- a) perform as nude entertainers; or
- b) enter a licensed premises during nude entertainment.

5.11.6 A licensed premises with nude entertainment must provide:

- a) a stage or enclosed dance floor, separated from the patron seating area by at least one (1) metre; and
- b) a change room for the entertainers.
- c) *(Deleted Dec 2020)*

5.11.7 While on the licensed premises, entertainers must:

- a) *(Deleted Dec 2020)*
- b) *(Deleted Dec 2020)*
- c) not have physical contact of any kind with other entertainers, licensee staff or patrons before, during or after performances.
(Amended Dec 2020)

SUBJECT: NUDE ENTERTAINMENT

5.11.8 During a performance, neither patrons nor entertainers may enter the one (1) metre separation between the stage/dance floor and the patron seating area.

5.11.9 *(Deleted Dec 2020)*

5.11.10 Nude entertainment must:

- a) only occur within the designated stage/dance floor; and *(Amended Dec 2020)*
- b) not include patron participation. *(Amended Dec 2020)*
- c) *(Deleted Dec 2020)*
- d) *(Deleted Dec 2020)*
- e) *(Deleted Dec 2020)*

5.11.11 No sign or photograph displaying nudity may be used in advertising, including:

- a) advertising on the exterior of the licensed premises;
- b) print advertising; and
- c) electronic advertising (includes the Internet).

5.11.12 Licensee staff other than entertainers, are not allowed to be nude or to expose their breasts while on duty.

5.11.13 Nude entertainment is not allowed at a VLT location.

SUBJECT: SEPARATION OF A LICENSED PREMISES

POLICIES

- 5.12.1 Class A Minors Prohibited premises must be enclosed with full height solid walls, unless otherwise approved by AGLC. "Full height wall" means a wall at least 2.44 metres [eight (8) feet] high, normally floor to ceiling. *(Amended Jul 2017)*
- 5.12.2 All licensed premises must be suitably defined by a permanent or portable barrier such as planters, ropes, railings or similar items, unless otherwise approved by AGLC. *(Amended Jul 2017)*
- 5.12.3 The physical separation between a licensed premises and another licensed or unlicensed area must be suitably defined by a permanent or portable barrier such as planters, ropes, railings or similar items, unless otherwise approved by AGLC. *(Amended Jul 2017)*
- 5.12.4 A wall separating two (2) licensed premises may have a single opening for access to the other licensed premises if both premises are operated by the same licensee. *(Amended Jul 2017)*
- 5.12.5 Full height solid walls are required for any premises providing nude entertainment. Nude entertainment must not be visible from outside the premises. *(Amended Jul 2017)*
- 5.12.6 *(Deleted Jul 2017)*



SECTION: PREMISES MANAGEMENT
NUMBER: 5.13

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: OCCUPANT LOAD

(Deleted Dec 2020)

Please consult with your local municipality on information regarding occupant loads.

DATE ISSUED: December 14, 2020 AUTHORITY: Original signed by Len Rhodes



SECTION: PREMISES MANAGEMENT

NUMBER: 5.14

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: STRUCTURAL CHANGES

POLICIES

5.14.1 The written approval of AGLC is required before making any major structural changes to a licensed premise.

5.14.2 Major structural changes are:

- a) alterations or additions that create a larger floor plan of the licensed room;
- b) removal or relocation of the walls enclosing a licensed room or separating one licensed room from another; and
- c) renovations that result in the premises no longer meeting minimum licensing requirements (e.g., removal of kitchen, washrooms, guest rooms, storage areas,).

GUIDELINES

5.14.3 A licensee planning major structural changes should contact AGLC in advance and arrange to present plans of the proposed changes.

DATE ISSUED: February 11, 2010

AUTHORITY: Original signed by
Marguerite Trussler

SUBJECT: GOLF COURSES

POLICIES

- 5.15.1 Patrons are not allowed to bring liquor onto a golf course. All liquor sold and consumed on a golf course must be sold and served by the licensee and dispensed by licensee.
- 5.15.2 Liquor may be consumed on all areas of a golf course endorsed on the licence. These may include:
- a) club rooms (e.g., lounge, dining lounge, permanent patio);
 - b) tournament facilities (e.g., tents);
 - c) the golf course itself, with liquor service provided from:
 - i) kiosks, limited to one kiosk per nine (9) holes and a maximum of three (3) kiosks in total; and
 - ii) motorized vending carts (see Section 5.15.4); and
 - d) any other location approved by AGLC.
- 5.15.3 During a tournament a licensee may sell and serve liquor at temporary locations, in addition to the kiosks specified in Section 5.15.2c), provided service is limited to a maximum of one location for the front nine holes and one for the back nine holes.
- 5.15.4 The following conditions apply to liquor service provided from a motorized vending cart:
- a) Non-alcoholic drinks and snack items must also be available for purchase.
 - b) The cart must be operated only by licensee staff 18 years of age or older.
- 5.15.5 *(Deleted Dec 2020)*



SECTION: PREMISES MANAGEMENT

NUMBER: 5.15

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: GOLF COURSES

- d) Liquor cannot be dispensed on a golf course from a vehicle owned or operated by a liquor agency.
- e) The Tasting policies specified under Sections 8.5.1 – 8.5.4 must be followed. *(Added September 2016)*

DATE ISSUED: September 9, 2016

AUTHORITY: _____

Original signed by
Susan Green

SUBJECT: GENERAL INFORMATION

POLICIES

6.1.1 AGLC is the sole importer of liquor into Alberta. All liquor offered for sale in a licensed premises must be purchased by the licensee from one of the following AGLC-approved sources:

- a) the St. Albert warehouse (i.e., Connect Logistics Services Inc.);
- b) a liquor supplier or liquor agency authorized to warehouse and distribute products (e.g., domestic brewery); or
- c) a Class D retailer authorized to sell to licensees (i.e., retail liquor store, general merchandise liquor store, general off sales).

6.1.2 A licensee must keep a record of all liquor purchases (i.e., invoices and receipts) to prove the source of all liquor in the licensed premises.

6.1.3 *(Deleted Dec 2020)*

6.1.4 *(Deleted Dec 2020)*

6.1.5 *(Deleted Dec 2020)*

6.1.6 Two or more licensees may consolidate their orders (i.e., place their orders together) to satisfy minimum order requirements. The following conditions apply:

- a) A consolidated order must refer to only one licence number and be shipped on one bill of lading.
- b) The licensee placing the order is responsible for full payment.
- c) Once the licensee who placed the order receives it, the products may be distributed to other participating licensees.
- d) The licensee who received the order is authorized to collect payment from other participating licensees for the wholesale price of their products, plus any portion of the freight costs.

6.1.7 A licensee may display unique or collectible liquor containers (e.g., bottles, cans, boxes, tins) obtained from an unapproved source on the following conditions:

- a) *(Deleted Dec 2020)*

SUBJECT: GENERAL INFORMATION

- b) the container is either unopened with the original seal intact and labelled "Not for Sale" or "Collector Item", or the container is empty; and
- c) the container is displayed separately from liquor offered for sale on the licensed premise.

Non-Beverage Liquor Products

6.1.8 A Class A, B, C or D licensee may purchase the following liquor products directly from suppliers or distributors: *(Amended Dec 2020)*

- a) cooking wines containing 20% or less alcohol by volume and a minimum of 1.5 grams of salt per 100 ml;
- b) cooking liquors containing 20% or less alcohol by volume not considered drinkable by AGLC;
- c) stomach bitters containing 20% or less alcohol by volume, or stomach bitters of higher alcohol content sold in containers of 200 ml or less; and
- d) herbal beverages containing 20% or less alcohol by volume.

6.1.9 A Class A, B, C or D licensee must purchase the following products from an AGLC-approved source: *(Amended Dec 2020)*

- a) cooking wines and spirits containing more than 20% alcohol by volume;
- b) cooking wines and spirits containing 20% or less alcohol by volume and considered drinkable by AGLC;
- c) stomach bitters containing more than 20% alcohol by volume and sold in containers larger than 200 ml; and
- d) herbal beverages containing more than 20% alcohol by volume.

6.1.10 *(Deleted Dec 2020)*

6.1.11 *(Deleted Dec 2020)*

6.1.12 A Class A, B or C licensee must ensure cooking wines are not:

- a) consumed;
- b) sold, except in prepared food items; or
- c) stored in a liquor service area or bar area.



SECTION: LIQUOR PURCHASES AND RETURNS
NUMBER: 6.1

LICENSEE HANDBOOK

PAGE 3 OF 3

SUBJECT: GENERAL INFORMATION

6.1.13 *(Deleted Dec 2020)*

DATE ISSUED: December 14, 2020 **AUTHORITY:** Original signed by Len Rhodes

SUBJECT: PURCHASES FROM AGLC (CONNECT LOGISTICS SERVICES INC.)

GUIDELINES

- 6.2.1 Connect Logistics Services Inc. (CLS) operates an order desk at the St. Albert warehouse for licensees.
- 6.2.2 To place an order, or for information about order days, minimum order quantities, product pick-up and delivery, contact CLS during regular business hours:
- Hours: 6:00 a.m. – 2:30 p.m. Monday through Friday
6:30 a.m. – 2:30 p.m. Sunday
- Phone: 1-800-661-8943 toll-free across Alberta, or
780-458-4500 in the Edmonton area
- Fax: 1-800-727-8960 toll-free across Alberta, or
780-458-4502 in the Edmonton area
- 6.2.3 Orders may also be placed through the CLS website www.liquorconnect.com. To register for online services, call CLS at 1-800-265-6784.
- 6.2.4 The following information is required to place an order:
- a) name of licensed retail outlet;
 - b) AGLC licence number;
 - c) 6-digit product code for each item ordered (see the Liquor Wholesale Price list); and
 - d) quantities required (full case).
- 6.2.5 CLS will confirm pick-up or delivery arrangements at the time of ordering.
- 6.2.6 Pricing information is available on AGLC's website aglc.ca. (Amended May, 2015).



SECTION: LIQUOR PURCHASES AND RETURNS

NUMBER: 6.3

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: PURCHASES FROM CLASS E MANUFACTURERS

GUIDELINES

6.3.1 Licensees may order brewery products from AGLC as follows:

a) To order Molson or Labatt beer, contact Brewers Distributor Ltd.:

Calgary and area 403-531-1080

Province-wide 1-800-661-2337

b) To order Big Rock beer, contact Big Rock Brewery:

Edmonton and area 780-413-6677

Calgary and area 403-720-3239

Red Deer & south 1-800-242-3107

North of Red Deer 1-800-381-4682

Fax 403-236-7523

c) To order Sleeman products, contact the Sleeman Distribution Centre:

Province-wide 1-888-517-8764

Fax 1-888-517-8760

d) *(Deleted Mar 2017)*

6.3.1.1 Licensees may also order product from Class E breweries, wineries and distilleries. Manufacturers' contact information can be located on AGLC's website using [Search Liquor Licensees](#). Select 'Licensee Class', 'Class E' and 'Search'. *(Added Mar 2017)*

6.3.2 Breweries, wineries and distillers may offer delivery services, set minimum order quantities for delivery and/or require payment before delivery. *(Amended Mar 2017)*

DATE ISSUED: March 24, 2017

AUTHORITY: Original signed by Susan Green



SECTION: LIQUOR PURCHASES AND RETURNS

NUMBER: 6.4

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: PURCHASES FROM CLASS D RETAILERS

GUIDELINES

- 6.4.1 Licensees may purchase liquor from an authorized Class D retailer.
- 6.4.2 Prices and quantities purchased are negotiable between the purchaser and the retailer.
- 6.4.3 Ordering, payment and pick-up or delivery conditions are set by the retailer.

DATE ISSUED: February 11, 2010

AUTHORITY: Original signed by
Marguerite Trussler



SECTION: LIQUOR PURCHASES AND RETURNS

NUMBER: 6.5

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: PURCHASES FROM A PRIVATE PARTY OR ESTATE

POLICIES

- 6.5.1 In exceptional circumstances, a licensee may purchase liquor products from a private party or an estate. The licensee must obtain approval in writing from AGLC before making the purchase.
- 6.5.2 AGLC will approve this type of purchase only if it can be proven that the liquor products were initially purchased legally in Alberta.

DATE ISSUED: February 11, 2010

AUTHORITY: Original signed by
Marguerite Trussler

SUBJECT: LIQUOR COST AND PAYMENT

POLICIES

- 6.6.1 Liquor cost to a licensee must be based on product prices at the time the order is placed.
- 6.6.2 Payment must be warehouse-specific, with a separate transaction for each order placed under a specific licence number.
- 6.6.3 Payment must be confirmed before an order is released to a licensee. The following forms of payment are acceptable:
- a) certified cheque;
 - b) bank draft;
 - c) bank money order;
 - d) uncertified cheque, if provided with a bank guarantee letter (see subsection 6.6.4); or direct deposit through an approved financial institution if: *(Amended Oct 2018 and Feb 2021)*
 - i) authorized by AGLC;
 - ii) direct deposit set-up was initiated by AGLC; or
 - iii) Third Party Payment Processor (TPP) listed by AGLC.
- 6.6.4 When a bank guarantee letter is required:
- a) for licensees except cottage winery licensees, the bank guarantee must be equal to or greater than the licensee's total anticipated weekly purchases.
 - b) for cottage winery licensees, the bank guarantee must be equal to or greater than the licensee's total anticipated sales for a two (2) month period.
- 6.6.5 No form of credit is extended.
- 6.6.6 If for any reason a cheque is returned by the bank: *(Amended Oct 2018)*
- a) any outstanding orders will not be released to the licensee, nor will the licensee be allowed to place any further orders until the amount owing is paid by certified cheque or bank money order; and
 - b) the licensee must pay any service charges determined by AGLC.



SECTION: LIQUOR PURCHASES AND RETURNS

NUMBER: 6.6

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: LIQUOR COST AND PAYMENT

GUIDELINES

6.6.7 Repeated payment problems may result in licence suspension.

DATE ISSUED: February 2, 2021

AUTHORITY: Original signed by
Len Rhodes



SECTION: LIQUOR PURCHASES AND RETURNS

NUMBER: 6.7

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: REFUNDS FOR DELIVERY PROBLEMS (CLS ONLY)

(Deleted Dec 2020)

Please see the Connect Logistics Services Retail Handbook for information regarding refunds for delivery problems.

DATE ISSUED: December 14, 2020

AUTHORITY:

Original signed by
Len Rhodes



SECTION: LIQUOR PURCHASES AND RETURNS

NUMBER: 6.8

LICENSEE HANDBOOK

PAGE 1 OF 3

SUBJECT: REFUNDS FOR FAULTY PRODUCT

POLICIES

- 6.8.1 Licensees that purchase products directly from AGLC through Connect Logistics Service Inc. (CLS) may request a refund from AGLC for the following types of faulty products handled by CLS:
- a) products returned due to customer complaint;
 - b) a sealed bottle(s) which:
 - i) is partially filled;
 - ii) has a damaged cap or cork; or
 - iii) is contaminated with a foreign material; and
 - c) bottle(s) that are missing from a sealed case, with no imprint in the case.
- 6.8.2 AGLC validates all faulty product claims.
- 6.8.3 Faulty product claims will be automatically deducted from consignment payments based on the product's duty paid price (invoice price plus any applicable customs duty/excise duty).
- 6.8.4 A claim for a refund must be received by AGLC within 30 days of product delivery, except for products returned by customers. Customer returns may be refunded up to one (1) year from the date of invoice. If a product has been discontinued AGLC may decline to provide a refund.
- 6.8.5 Requests for refunds beyond 30 days, excluding product returned by customers, will be allowed if the claim request includes written approval from the liquor agent. *(Amended Jun 2018)*
- 6.8.6 Faulty bottles, and cases that are missing bottles, must be kept by the licensee until AGLC approves disposition. *(Amended Jun 2018)*
- 6.8.7 Faulty products approved for credit by AGLC must immediately be destroyed. The product must not be made available for resale. *(Added Jun 2018)*
- 6.8.8 Refund amounts are based on the original wholesale price paid by the licensee to AGLC.

DATE ISSUED: December 14, 2020

AUTHORITY:

Original signed by
Len Rhodes

SUBJECT: REFUNDS FOR FAULTY PRODUCT

6.8.9 Licensees purchasing product from a retail liquor store must report faulty product claims to the retailer. The retailer may then initiate a claim with AGLC for those products purchased directly from AGLC.

6.8.10 Faulty kegs returned to a brewery are assessed by AGLC. Only kegs at least 80% full by weight are eligible for refund.

6.8.11 Replacement of faulty product by a liquor supplier or liquor agent for products purchased from warehouse other than Connect Logistics must be properly documented, and include the following:

- a) name of licensee;
- b) date replacement was made;
- c) product and quantity replaced;
- d) specific reason for replacement; and
- e) acknowledgement of replacement by the retail liquor store (a copy of the acknowledgement must be kept by the liquor store).

Note: Records must clearly distinguish between:

- i) product used for promotions or sampling; and
- ii) product used to replace faulty product.

6.8.12 *(Deleted Dec 2020)*

6.8.13 When AGLC issues a product recall, the licensee must immediately suspend sales of these products and remove them from store shelves.
(Amended Dec 2020)

6.8.14 Licensees must deal with the recalled product as directed by AGLC, which may include returning it to the warehouse for a full refund.

GUIDELINES

6.8.15 To make a claim for refund, a licensee must complete a Faulty Product Claim Request form. The form can be found at aglc.ca. Completed forms must be sent to FaultyProduct@aglc.ca. *(Amended Jun 2018)*

6.8.16 *(Deleted Dec 2020)*

6.8.17 *(Deleted Dec 2020)*

6.8.18 Refund claims are normally processed within 30 days of receipt of the claim, even if not validated by AGLC within that timeframe. However, the licensee must keep all bottles and cases listed on the form until



SECTION: LIQUOR PURCHASES AND RETURNS

NUMBER: 6.8

LICENSEE HANDBOOK

PAGE 3 OF 3

SUBJECT: REFUNDS FOR FAULTY PRODUCT

AGLC approves disposition. Should any of the product be missing or otherwise ineligible, the licensee will be required to repay the refund.
(Amended Jun 2018)

6.8.19 Product analysis by AGLC for faulty product claims may be required.

6.8.20 If a product listed on a Faulty Product Claim Request is ineligible for refund, AGLC will advise the licensee and explain why. *(Amended Dec 2020)*

6.8.21 Dry breaks (no product spilled) should not be reported on a Faulty Product Claim Request form. Compensation for dry breaks is automatically processed each year, based on the licensee's purchases the previous year. Compensation for less than \$5 and compensation to terminated licensees will not be issued. *(Amended Dec 2020)*

Products Causing Illness

6.8.22 Customer allegations of injury or illness resulting from a faulty product must be reported immediately to AGLC Product and Pricing Department: *(Amended Jun 2018)*

Alberta Gaming and Liquor Commission
50 Corriveau Avenue
St. Albert, Alberta T8N 3T5
Attention: Product and Pricing
Telephone: 780-447-8832
Email: Product@aglc.ca

DATE ISSUED: December 14, 2020

AUTHORITY:

Original signed by
Len Rhodes



SECTION: LIQUOR PURCHASES AND RETURNS

NUMBER: 6.9

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: EMPTY CONTAINER RETURNS

POLICIES

6.9.1 AGLC does not require retail liquor stores to accept containers for refund.

GUIDELINES

6.9.2 Empty beverage container returns in Alberta are governed by the Beverage Container Management Board (BCMB), a body delegated authority by the Environmental Protection and Enhancement Act to administer the Beverage Container Recycling Regulation.

6.9.3 *(Deleted Dec 2020)*

6.9.4 *(Deleted Dec 2020)*

6.9.5 *(Deleted Dec 2020)*

6.9.6 *(Deleted Dec 2020)*

6.9.7 *(Deleted Dec 2020)*

6.9.8 *(Deleted Dec 2020)*

6.9.9 For information on operating a container return depot, contact:
(Amended Dec 2020)

Beverage Container Management Board
Edmonton, AB T6A 3M1
Phone: 780-424-3193
Toll Free: 1-888-424-7671
Fax 780-428-4620
www.bcmb.ab.ca
(Amended Dec 2020)

DATE ISSUED: December 14, 2020

AUTHORITY: Original signed by
Len Rhodes

SUBJECT: GENERAL INFORMATION

POLICIES

7.1.1 For all of Section 7:

a) "advertising" means the use of media to communicate a message to an audience through words, audio and/or visuals. It is communicated through various mass media, including but not limited to:

i) traditional media such as television, radio, newspapers, magazines, outdoor advertising, flyers, billboards, transit shelters, inflatables, commercial and corporate vehicles or direct mail; and

ii) new media, including but not limited to digital and social media advertising, organic social media posts on newsfeeds and/or profiles, email, search results, blogs, websites or short message service (SMS);

(Amended Aug 2019)

b) "liquor agency" includes all associated shareholders, directors, management, agents and employees of liquor agencies and suppliers;

c) "records" are electronic or paper documents that summarize a transaction and include the documents to support these transactions. These documents include, but are not limited to, financial statements, invoices, receipts, vouchers, contracts, cancelled cheques, credit card receipts and emails.

7.1.2 A liquor agency, a licensee or a third party acting on their behalf (i.e., marketing company) may advertise in any medium not specifically prohibited, as long as the advertising complies with these policies, the Canadian Radio-television and Telecommunications Commission (CRTC) and any other regulator with jurisdiction.

7.1.3 All advertising must be:

a) accurate and verifiable; and

b) within the limits of good taste and propriety (i.e., not offensive to the general population).

7.1.4 Advertising must not:

SUBJECT: GENERAL INFORMATION

- a) be targeted at minors (see Subsection 7.1.5);
- b) encourage non-drinkers to consume liquor;
- c) promote irresponsible liquor consumption or service;
- d) show heavy or prolonged liquor consumption;
- e) give the impression liquor benefits a person's health; and
- f) disparage (put down) another company, business or product.

7.1.5 Minors:

- a) Advertising must not appeal to minors or be placed in any medium targeted specifically at minors.
- b) No minor or anyone who may reasonably be mistaken for a minor may appear in advertising for a liquor product.
- c) No well-known personality or look-alike with strong appeal to minors may be featured in liquor advertising (e.g., youth-oriented music group). *(Amended Aug 2019)*
- d) The use or imitation of children's fairy tales, jingles, nursery rhymes, songs, musical themes or fictional characters from children's books is prohibited in liquor advertising.

7.1.6 A product endorsement by well-known personality or look-a-like should not imply that drinking liquor contributed to their success.

7.1.7 Brand advertising by Class A, B and C licensees must comply to Subsection 7.2.3. *(Amended Feb 2021)*

7.1.8 Co-operative advertising (advertising by licensees that includes the specific mention of liquor manufacturers/suppliers/agencies) is permitted under the following conditions:

- a) the licensee must pay all costs pertaining to the advertising; and
- b) all records for advertising must be kept by the licensee for a period of two years and provided to AGLC on request.

7.1.9 A liquor agency is not allowed to pay any advertising costs for a licensee, either directly or indirectly.



SECTION: ADVERTISING

NUMBER: 7.1

LICENSEE HANDBOOK

PAGE 3 OF 3

SUBJECT: GENERAL INFORMATION

7.1.10 An agency's advertising must not be directed to a particular licensee/chain of licensees.

7.1.11 *(Deleted Dec 2020)*

GUIDELINES

7.1.12 Advertising which promotes the responsible consumption of liquor (i.e., legal, moderate and safe) is highly recommended and supported by AGLC.

7.1.13 *(Deleted Dec 2020)*

7.1.14 References to brand advertising do not apply to Special Event licensees.

7.1.15 Corporate or brand identification may be used in public service or community advertising.

7.1.16 *(Deleted Dec 2020)*

7.1.17 A licensee and a manufacturer of non-liquor products may advertise jointly, as long as the advertising complies with these policies.

DATE ISSUED: February 18, 2021

AUTHORITY: Original signed by
Len Rhodes

SUBJECT: ADVERTISING BY CLASS A, B AND C LICENSEES

POLICIES

- 7.2.1 A licensee may advertise the name of the licensed premises and the services offered according to the type of licence(s) held.
- 7.2.2 A Class C (Club) licensee may advertise a club function only if the advertising clearly indicates admission is restricted to members and their bona fide invited guests.
- 7.2.3 Brand advertising is acceptable, with the following conditions:
- a) the licensee must receive permission in advance from the liquor agency (or whoever owns/controls the brand identification) to use the brand logo, typeset or trademark; and
 - b) the licensee is prohibited from receiving or requesting any benefit (money or other) from a liquor agency for advertising its brands.
- 7.2.4 A licensee may advertise liquor at reduced or discounted prices as long as the prices are not below the minimum prices specified in Sections 5.2.3 and 5.2.4.
- 7.2.5 Advertising for packages which include liquor in the price (e.g., Champagne Brunch, Mother's Day special, New Year's Eve special) are allowed, as long as the ad specifies the amount of liquor to be provided and it complies with the minimum drink prices specified in Subsections 5.2.3 and 5.2.4.
- 7.2.6 Advertising for hotel all-inclusive packages with complimentary beverages is permitted and must comply with AGLC advertising policies set out in section 7.1. *(Added Aug 2020)*

GUIDELINES

- 7.2.7 A licensee may use a television remote unit to broadcast live entertainment from their licensed premises as long as patrons are aware they may be televised.
- 7.2.8 *(Deleted Dec 2020)*
- 7.2.9 A licensee may use a radio remote unit to broadcast live music from their licensed premises and promote the premises' name and location (or a specific room within the premises).



SECTION: ADVERTISING

NUMBER: 7.3

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: ADVERTISING BY CLASS D LICENSEES AND DUTY FREE STORES

(Deleted Dec 2020)

Please see the Retail Liquor Store Handbook at aglc.ca for policies regarding Advertising by Class D Licensees and Duty Free Stores.

DATE ISSUED: December 14, 2020

AUTHORITY:

Original signed by
Len Rhodes



SECTION: ADVERTISING
NUMBER: 7.4

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: ADVERTISING BY SPECIAL EVENT LICENSEES

(Deleted Dec 2020)

Please see the Special Event Licence Policies and Guidelines at aglc.ca for policies regarding Advertising by Special Event Licensees.

DATE ISSUED: December 14, 2020 AUTHORITY: Original signed by Len Rhodes



SECTION: ADVERTISING
NUMBER: 7.5

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: ADVERTISING CONTENT RESTRICTIONS

(Deleted Dec 2020)

Please see the Liquor Agency Handbook and Section 7.1 of the Licensee Handbook for Advertising Content Restrictions.

DATE ISSUED: December 14, 2020 AUTHORITY: Original signed by Len Rhodes

SUBJECT: EXCLUSIVITY AGREEMENTS & SPONSORSHIPS

POLICIES

EXCLUSIVITY AGREEMENTS

- 7.6.1 Pursuant to Section 85 of the GLCR, the Board of AGLC may approve an arrangement, such as an exclusivity agreement, between a liquor licensee and a liquor agency or supplier to promote a particular type of liquor.
- 7.6.2 Exclusivity Agreement (“EA”) means a document establishing the terms and conditions under which a licensee agrees to the exclusive use of an agency’s or supplier’s products during a specified event or at a specified venue. Exclusive use means only the agency’s or supplier’s products will be used for that product category (beer, wine, spirits or refreshment beverages) during the event or at the venue.
- 7.6.3 All events and/or venues involving the exclusive use of liquor require an EA approved by AGLC. A liquor agency or supplier may not enter into an agreement, directly or indirectly, with a liquor licensee, where the licensee agrees to exclusively sell the liquor of the agency or supplier, unless approved by way of an EA in accordance with this section.
- 7.6.4 EAs apply to the licensed area(s) only.
- 7.6.5 AGLC will consider EAs for the following types of events which are open to the general public and where the primary purpose of public attendance is not for the consumption of liquor:
- a) community-based entertainment (community-based means it is available to a significant segment of the community); or
 - b) professional or semi-professional sports teams or sporting events; or
 - c) a broad-based cultural event (broad-based means representative of the larger community).
- 7.6.6 Eligible locations for these events are:
- a) convention centres;
 - b) ski hills;

SUBJECT: EXCLUSIVITY AGREEMENTS & SPONSORSHIPS

- c) the home arena or sports stadium of the team, or the venue where the professional or semi-professional sporting event takes place;
- d) municipally approved public areas with the licensed area located within a tent or fenced area; or
- e) other locations approved in advance by AGLC.

7.6.7 Licensed premises where food and liquor are the primary source of business do not qualify for EAs. This restriction does not apply to licensed premises located within a premises conducting an event mentioned in Subsection 7.6.5 (e.g. lounge within a team’s arena).

7.6.8 Each proposed agreement must specifically identify the following:

- a) all parties participating in the agreement, including the name and registration number of the agency or supplier and the name, licence number and class of licensed premises;
- b) the type of event(s) taking place;
- c) the location of the event(s) including identification of the licensed area(s);
- d) the type of liquor licence in effect during the event(s);
- e) the commencement and termination dates of the proposed agreement;
- f) the date(s) of the event(s); and
- g) the specific dollar value being paid, the type of liquor products, brand and quantity of liquor products and the type and value of services offered.

7.6.9 Draft EAs must be submitted to AGLC for review and approval before both parties sign the agreement. If approved, an executed (signed) copy of the EA must be submitted to AGLC prior to the start date of the agreement.

7.6.10 The total dollar value of support, products or services being provided determines the deadline for submitting the draft agreement to AGLC:

<u>Value of Agreement</u>	<u>Due Date for Submission</u>
Less than \$5,000	15 days prior to start date
\$5,001 to \$10,000	20 days prior to start date

SUBJECT: EXCLUSIVITY AGREEMENTS & SPONSORSHIPS

\$10,001 to \$100,000	30 days prior to start date
\$100,001 to 1,000,000	45 days prior to start date
Over \$1,000,000	60 days prior to start date

7.6.11 Proposed agreements in which the start date predates its referral to AGLC will not be entertained or considered for any reason.

SPONSORSHIPS

7.6.12 Sponsorship may only involve the unconditional donation of cash or merchandise, a trophy, and/or a prize, by a licensee, agency or supplier, directly to an event or team.

7.6.13 A licensee, agency or supplier may sponsor or co-sponsor an event or team with the following conditions:

- a) a liquor supplier or brand name may be used only if the event or team is adult-oriented and not geared toward minors; and
- b) a Class A, B, C or D licensee may sponsor an event involving minors as long as liquor is not mentioned in any way.

7.6.14 Sponsorship or co-sponsorship of a publicly advertised contest is allowed with the following restrictions:

- a) participation in a contest or raffle must not be conditional on the purchase or consumption of liquor;
- b) a contest sponsored by a liquor supplier must be directed only towards persons of legal drinking age; and
- c) if the contest is conducted on licensed premises, the licensee must also comply with Subsection 5.7.1

7.6.15 Sponsorship promoting a specific brand of liquor in a Class A, B, or C licensed premises requires the prior approval of AGLC. All other eligible sponsorships do not require the approval of AGLC.

7.6.16 A sponsored event held on-campus at an educational institution must have the prior approval of the institution's administration.

7.6.17 Corporate or brand names and logos may:

- a) be displayed on a permanent sign in an arena or stadium used primarily for sporting or entertainment events (e.g., scoreboard panel, rink board);

SUBJECT: EXCLUSIVITY AGREEMENTS & SPONSORSHIPS

- b) be displayed on a temporary sign in a community arena or in a stadium during a sponsored event (e.g., banner); and
- c) not be displayed on signs at events involving minors (for example, Minor Hockey Week).

7.6.18 A corporate or brand name and logo may be displayed on a corporate vehicle and the vehicle may appear at a sponsored event.

7.6.19 A liquor agency, supplier or licensee may own a sports franchise.

7.6.20 *(Deleted Dec 2020)*

7.6.21 The focus of sponsorship advertising shall be on the event or activity being sponsored, and not a liquor agency, supplier or brand.

GUIDELINES

7.6.22 Proposed agreements may be submitted to AGLC by mail, fax or email at the following.

50 Corriveau Avenue
c/o Inspections Branch
St. Albert, Alberta
T8N 3T5
Fax: 780-447-8912
Email: inspections.mailbox@aglc.ca

7.6.23 Items displaying a corporate or brand logo may be donated to a registered charity for use as give-aways and raffle prizes.



SECTION: ADVERTISING
NUMBER: 7.7

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: TRADE SHOWS

(Deleted Dec 2020)

Please see the Liquor Agency Handbook and Retail Liquor Store Handbook at aglc.ca for policies regarding Trade Shows.

DATE ISSUED: December 14, 2020 AUTHORITY: Original signed by Len Rhodes



SECTION: ADVERTISING
NUMBER: 7.8

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: MARKET RESEARCH

(Deleted Dec 2020)

Please see the Liquor Agency Handbook at aglc.ca for policies regarding Market Research.

DATE ISSUED: December 14, 2020 AUTHORITY: Original signed by Len Rhodes



SECTION: ADVERTISING

NUMBER: 7.9

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: HOSTING NO SALE FUNCTIONS

(Deleted Dec 2020)

Please see the Liquor Agency Handbook at aglc.ca for policies regarding Hosting No Sale Functions.

DATE ISSUED: December 14, 2020

AUTHORITY: _____

Original signed by
Len Rhodes

SUBJECT: GENERAL INFORMATION

POLICIES

- 8.1.1 For all of Section 8:
- a) "product promotion" means activities within licensed premises designed to encourage the sale of specific brand(s) of liquor;
 - b) "liquor agency" includes all associated shareholders, directors, management, agents and employees of liquor agencies and suppliers; and
 - c) "records" are electronic or paper documents that summarize a transaction and include the documents to support these transactions. These documents include, but are not limited to, financial statements, invoices, receipts, vouchers, contracts, cancelled cheques, credit card receipts and emails.
- 8.1.2 A product promotion must not encourage the irresponsible use, consumption or service of liquor.
- 8.1.3 A licensee may participate in a liquor agency's local, regional, provincial or national corporate or brand promotion, with the following conditions:
- a) Product promotions must be directed to consumers or patrons of a licensed premises, with the exception of tasting (see Section 8.5) and sampling (see Section 8.6).
 - b) The promotion must take place in a licensed premise.
- 8.1.4 An exclusivity agreement between a liquor agency and a licensee for promotional activities at a community event or sporting venue requires the prior approval of AGLC.
- 8.1.5 A product promotion may be co-sponsored by a third party.
- 8.1.6 Product promotions not specifically addressed in Section 8 require the prior approval of AGLC.

SUBJECT: PROHIBITED INDUCEMENTS AND BENEFITS**POLICIES**

- 8.2.1 A liquor agency is prohibited from directing any promotional activity or items to a licensee that could directly benefit the licensee or their staff, and a licensee may not request or accept any such inducements.
- 8.2.2 Licensees are prohibited from asking for or receiving items of value from an agency as an inducement to stock an agency's product, provide improved shelf positioning to an agency's brand of liquor or for any other consideration.
- 8.2.3 A liquor agency is prohibited from participating in any way in a licensee's customer loyalty program, and a licensee may not request that a liquor agency participate in such a program.
- 8.2.4 A liquor agency is prohibited from providing a licensee with a reduced rate for accommodation at a winery, brewery or distillery, or any other place they own, represent or have an interest in.
- 8.2.5 A liquor agency is prohibited from paying:
- a) a licensee's registration fees, conference fees, tuition or similar costs, except for a seminar or training event which is:
 - i) organized by the liquor agency;
 - ii) held within Alberta; and
 - iii) open to all licensees, or specified class(es) of licensees.
 - b) any portion of a licensee's travel expenses, either directly or indirectly, whether for business, vacation or a combination of both; except for local transportation costs (e.g. taxi) to and from a manufacturing facility.
- Note: Travel expenses include, but are not limited to, any costs associated with air or ground transportation and accommodation while away from home, except for local transportation costs (e.g. taxi) to and from a manufacturing facility.
- 8.2.6 A liquor agency may not offer or provide to a licensee:
- a) cash, rebates, coupons or credits of any monetary value;
 - b) a deposit into any account held by the licensee, directly or indirectly;

SUBJECT: PROHIBITED INDUCEMENTS AND BENEFITS

- c) free liquor products, other than for sampling purposes as specified in Section 8.6; or
- d) compensation for expenses related to:
 - i) interior decorating (e.g., painting, draperies, carpeting, decor), renovations or maintenance to a licensed premises, or any other property owned, rented or leased by a licensee or anyone directly or indirectly involved with the licensee;
 - ii) furniture, equipment, or fixtures;
 - iii) refrigeration or dispensing equipment; dispensing equipment noted in 8.2.9.2 and tap handles noted in 8.2.10) *(Amended Feb 2018)*
 - iv) menu printing; or
 - v) other items considered essential to operating a licensed premises (see Section 8.2.10).

8.2.6.1 A liquor agency may provide interior signs displaying the agency's brand to licensees. However, an agency is not permitted to provide signs that display the licensee's business name or signs necessary for the operation of the business (e.g. entry/exit signs and bathroom signs).

8.2.7 A liquor agency may offer a licensee tickets to sporting, cultural or entertainment events, with the following conditions:

- a) tickets must be for events not normally paid for by the licensee.
- b) tickets with an individual value of more than \$500 require the prior approval of AGLC; and
- c) no season tickets may be provided.

8.2.8 A licensee may not accept any offer from a liquor agency or a country's representative (political or non-political) to pay travel expenses specified in Subsection 8.2.5 or any other costs for the licensee, their staff or agents to attend a seminar, convention, meeting or exhibition outside Alberta.

8.2.9 *(Deleted Dec 2020)*

8.2.9.1 *(Deleted Dec 2020)*

SUBJECT: PROHIBITED INDUCEMENTS AND BENEFITS

8.2.9.2 An agency may loan towers and proprietary branded dispensing equipment non-essential to the operation of a licensed premises to a licensee. Proprietary branded dispensing equipment is defined as:

- a) stand-alone;
- b) maximum dispensing capacity not to exceed 10 litres;
- c) not utilized as the licensee's primary dispensing method; and
- d) services associated to the equipment, including power or any other installation, must be the sole responsibility of the licensee.

(Added Feb. 2018)

8.2.9.3 A loan agreement must be in place and specify the type of equipment being loaned and the term of the agreement. Loan agreements can take any form as long as they contain the aforementioned information. The loan agreement must be provided to AGLC on request. A Buy/Sell Agreement is not to be used as a loan agreement.

8.2.10 A liquor agency may provide a licensee with non-essential items, including:

- aprons or hats for staff
- bar towels
- bottle openers and corkscrews
- interior branded signs (must not contain or display the licensee's business name)
- clocks
- coasters
- condiment caddies
- draught tap handles
- drip mats
- flags, pennants and banners
- fruit slicers
- glasses and mugs
- ice buckets
- inflatables
- lapel pins
- mirrors
- napkins
- patio umbrellas
- place mats
- posters
- sandwich boards
- serving trays
- tent cards and inserts

8.2.11 The following conditions apply to the non-essential items listed in subsection 8.2.10:

- a) branding and co-branding of these items is permitted;



SECTION: PRODUCT PROMOTIONS

NUMBER: 8.2

LICENSEE HANDBOOK

PAGE 4 OF 4

SUBJECT: PROHIBITED INDUCEMENTS AND BENEFITS

- b) if liquor pricing is stated on any of these items, the prices must match those on the menu or the posted price and must be determined by the licensee; and
- c) they cannot be sold to customers.

GUIDELINES

8.2.12 Liquor agencies and licensees may contact AGLC if unsure whether an item is considered essential or non-essential.

DATE ISSUED: December 14, 2020

AUTHORITY:

Original signed by
Len Rhodes

SUBJECT: BUY/SELL AGREEMENTS (BSA)

POLICIES

- 8.3.1 "BSA" means a document establishing the terms and conditions under which a liquor agency will provide a licensee with promotional items for its customers in exchange for the licensee promoting a specific brand(s) of liquor.
- 8.3.2 All promotional items provided by a liquor agency to a licensee must be part of a BSA, except liquor for tastings conducted by the liquor agency (see Section 8.5) and added-value items for existing inventory (Section 8.8). The following conditions apply:
- a) All promotional items included in a BSA can only be directed to consumers and conform to applicable legislation and Board policies.
 - i) *(Deleted Dec 2020)*
 - ii) A licensee conducting a promotion on behalf of a liquor agency must keep a written record of the name, address and telephone number of every person who receives a give-away item with a wholesale value of more than \$100.
 - iii) Cash, cheques, gift cards or prepaid credit cards are prohibited as promotional items and cannot form any part of a BSA.
 - b) A BSA cannot exclude or prohibit any competitor's product(s), unless specifically approved by the Board.
 - c) A BSA must be documented, verifiable and include all of the following information:
 - i) name and registration number of liquor agency;
 - ii) name, licence number and class of licensed premises;
 - iii) duration of agreement (maximum 12 months);
 - iv) list of promotional items, the value of each item, and/or services provided and their retail value; and
 - v) the terms of the agreement, specifying product brands and quantities (i.e., "while supplies last" or words to that effect are not acceptable).

SUBJECT: BUY/SELL AGREEMENTS (BSA)

8.3.3 A copy of a BSA must be kept by the liquor agency and by the licensee on the licensed premises, and provided to AGLC immediately on request. If the liquor agency or licensee has multiple locations, a copy of the BSA must be kept at each agency's location and each licensed premises (original to be provided on request).

8.3.4 *(Deleted Feb 2021)*

8.3.5 A BSA must be kept for a minimum of two (2) years after the expiry of the agreement.

GUIDELINES

8.3.6 *(Deleted May 2018)*

8.3.7 The effective period of a BSA may be extended if both parties agree. The change of date must be initialled by both the liquor agency and the licensee on the original document, and must not exceed 12 months.



SECTION: PRODUCT PROMOTIONS

NUMBER: 8.4

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: LICENSEE PROMOTIONS

POLICIES

8.4.1 A licensee may conduct promotional activities in the licensed premises with the following conditions:

- a) Free liquor may not be awarded as a prize in a Class A, B or C licensed premises.
- b) A sealed bottle of liquor may be awarded as a prize on a Class D licensed premises, for off premises consumption.
- c) The purchase or consumption of liquor cannot be required in order to participate in a competition, contest, draw, giveaway or similar promotion, and participants must be told that there is no such requirement.
- d) The time, date and place of the draw must be clearly displayed on the premises. *(Amended Feb 2021)*

8.4.2 *(Deleted Feb 2021)*

GUIDELINES

8.4.3 *(Deleted Feb 2021)*

DATE ISSUED: February 18, 2021

AUTHORITY: Original signed by
Len Rhodes

SUBJECT: LIQUOR TASTINGS

POLICIES

8.5.1 A liquor tasting is an activity that allows patrons the opportunity to taste featured liquor products. Liquor tastings may be conducted on a Class A, B, C, D or E licensed premises under the following conditions:

- a) minors are not provided liquor;
- b) no one is served the product to the point of intoxication;
- c) the server has valid ProServe certification; and
- d) tasting records are provided to AGLC on request. *(Added Mar 2018)*

8.5.2 Maximum tasting sizes are as follows:

- a) beer and ciders – 112 ml (4 oz.); *(Added Mar 2018)*
- b) refreshment beverages (e.g. coolers/premixed) – 112 ml (4 oz.); *(Amended Mar 2018)*
- c) wine – 56 ml (2 oz); *(Amended Mar 2018)*
- d) spirits – 28 ml (1 oz); and *(Amended Dec 2020)*
- e) liqueurs – 28 ml (1 oz). *(Amended Dec 2020)*

8.5.3 Liquor agencies are not licensed to sell liquor and as a result may not charge a fee to customers for liquor tastings. This includes tastings conducted by a Class D licensee on behalf of an agency. *(Added Dec 2018)*

8.5.4 A liquor agency may provide free individual tastings of liquor to patrons on a Class A, B, C, D or E licensed premises with the following conditions:

- a) the liquor used for the tastings:
 - i) must be purchased from the licensee, at the licensee's cost of the product, or
 - ii) may be an unfinished product from a previous tasting(s) at another location(s), if the licensee permits the agency to use the product; *(Added Mar 2018)*
- b) the liquor agency or its employee must be present on the licensed premises;



SECTION: PRODUCT PROMOTIONS

NUMBER: 8.5

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: LIQUOR TASTINGS

- c) the booth or area from which the tastings are offered must be staffed;
- d) the tastings may be served by the liquor agency's employee or the licensee;
- e) the liquor agency and licensee must maintain a written record of the tasting including:
 - i) the date, time and location; and
 - ii) the liquor product(s) along with the quantity and cost.

(Added Mar 2018)

8.5.5 *(Deleted Dec 2020)*

8.5.6 *(Deleted Dec 2020)*

8.5.7 *(Deleted Dec 2020)*

DATE ISSUED: December 14, 2020

AUTHORITY:

Original signed by
Len Rhodes



SECTION: PRODUCT PROMOTIONS

NUMBER: 8.6

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: PRODUCT SAMPLING FOR LICENSEES

(Deleted Feb 2021)

Please see the Liquor Agency Handbook at aglc.ca for policies regarding Product Sampling For Licensees.

DATE ISSUED: February 18, 2021

AUTHORITY: Original signed by
Len Rhodes



SECTION: PRODUCT PROMOTION

NUMBER: 8.7

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: PRODUCT SAMPLING FOR PUBLIC

(Deleted Feb 2021)

Please see the Liquor Agency Handbook at aglc.ca for policies regarding Product Sampling For Public.

DATE ISSUED: February 18, 2021

AUTHORITY:

Original signed by
Len Rhodes

SUBJECT: GENERAL PRODUCT PROMOTIONS

POLICIES

8.8.1 A product promotion may involve a contest, competition or draw and may be administered by a licensee on behalf of a liquor agency with the following conditions:

- a) all patrons who enter a contest, competition or draw must be eligible under the conditions set by the liquor supplier. Minors are not eligible;
- b) participation cannot be conditional on the purchase or consumption of liquor;
- c) all promotional items provided to a licensee by a liquor supplier must be used only for the specified contest, competition or draw;
- d) the closing date of a contest, competition or draw must be posted in the licensed premises; and
- e) all draws must take place in the licensed premises on the date and time advertised (except draws conducted by the liquor supplier).

8.8.2 Both the liquor agency and the licensee providing promotional give-away items must ensure the items reach patrons as intended and must meet the following conditions:

- a) both the liquor agency and the licensee must maintain records of every promotional activity in a licensed premises involving a give-away item with an individual wholesale value of more than \$100. The records must include the name of the licensed premises, a description of the give-away item and its wholesale value. The records must be provided to AGLC on request;
- b) a licensee conducting a promotion on behalf of a liquor supplier must keep a written record of the name, address and telephone number of every person who receives a give-away item with a wholesale value of more than \$100. The records must be provided to AGLC on request; and
- c) all records regarding promotions must be kept for a minimum of two (2) years.

8.8.3 *(Deleted Feb 2021)*

DATE ISSUED: February 18, 2021

AUTHORITY: Original signed by
Len Rhodes



SECTION: PRODUCT PROMOTIONS

NUMBER: 8.8

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: GENERAL PRODUCT PROMOTIONS

8.8.4 A licensee may reduce the price of one or more products as part of a promotion as long as the price complies with the minimum prices specified in Section 5.2.

8.8.5 *(Deleted Dec 2020)*

GUIDELINES

8.8.6 There is no limit to prize value.

8.8.7 *(Deleted Feb 2021)*

8.8.8 *(Deleted Dec 2020)*

DATE ISSUED: February 18, 2021

AUTHORITY: Original signed by
Len Rhodes



SECTION: PRODUCT PROMOTIONS

NUMBER: 8.9

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: ADDED-VALUE PROMOTIONS

(Deleted Dec 2020)

Please see the Retail Liquor Store Handbook at aglc.ca for policies regarding Added-Value Promotions.

DATE ISSUED: December 14, 2020

AUTHORITY: _____

Original signed by
Len Rhodes



SECTION: SPECIAL EVENT LICENCES
NUMBER: 9.1

LICENSEE HANDBOOK

PAGE 1 OF 2

SUBJECT: GENERAL INFORMATION

(Deleted May 2018)

Please see aglc.ca for information regarding Special Event Licences.

DATE ISSUED: May 15, 2018 AUTHORITY: Original signed by Gael MacLeod

SUBJECT: DEFINITIONS

POLICIES

10.1.1 In Sections 10 and 11:

- a) "Assessment" means a quarterly review of consumer demand for all VLT locations province-wide, conducted by AGLC.
- b) "Authorized signatory" means a person authorized to sign legal documents on behalf of an applicant or retailer.
- c) "Bank" means a chartered corporation or organization which provides financial services to individuals and businesses including, but not limited to, deposits, investments and loans.
- d) "Community" means:
 - i) a municipality, as defined by the *Municipal Government Act*:
 - a city, town, village, summer village, municipal district or specialized municipality;
 - a town under the *Parks Towns Act*; or
 - a municipality formed by special Act;
 - ii) a Métis Settlement established under the *Métis Settlement Act* (Alberta); or
 - iii) an Indian reserve as determined by Indigenous and Northern Affairs Canada (INAC), located within the Province of Alberta. (Amended Jan 2019)
- e) "Distributed network" means the 6,000 VLTs allocated to retailers across the Province.
- f) "Facility" means a continuous physical structure under a common roof normally identified by a single address, with the following exceptions:
 - i) an enclosed shopping centre (mall);
 - ii) a strip-type shopping centre with separate access for each business; or
 - iii) an office building.

SUBJECT: DEFINITIONS

- g) "GEC" or "Gaming Entertainment Centre" means a location with 15 – 49 VLTs installed. *(Amended Jan 2019)*
- h) "GEC retailer" means a retailer of a location with 15 - 49 VLTs installed. *(Amended Jan 2019)*
- i) "i-LINK" means the i-LINK™ site controller.
- j) "Location" means a Class A Minors Prohibited licensed premises where VLTs are installed.
- k) "Net sales" means cash-in less cash-out.
- l) *(Deleted Jan 2019)*
- m) "Plebiscite" means a question put to the electorate for a direct vote.
- n) *(Deleted Jan 2019)*
- o) "Terminal" means video lottery terminal (VLT).
- p) "Retailer" means the owner, licensee, and/or operator of a licensed premises in which VLTs are installed.
- q) "Single game" means a single spin by the player producing an outcome where the player's wager on the spin results in a win with a prize being transferred to the player's credit meter, or where the player's wager is lost. In the case of a win, game mechanics may result in the game prize being accumulated (i.e. bonus or free spin(s) with the final outcome of the single game prize being transferred to the player's credit meter.
- r) "Supplied equipment" means the video lottery terminals, signs and fixtures which may be provided by AGLC.
- s) "Video Lottery Retailer Agreement" means the documented terms and conditions under which a retailer agrees to operate VLTs.
- t) "VLT retailer" means a retailer of a location with up to 14 VLTs installed. *(Amended Jan 2019)*
- u) "VLT" means a video lottery terminal that is located in the distributed network.
- v) *(Deleted Jan 2019)*
- w) *(Deleted Jan 2019)*



SECTION: VIDEO LOTTERY

NUMBER: 10.2

LICENSEE HANDBOOK

PAGE 1 OF 4

SUBJECT: ELIGIBILITY

POLICIES

- 10.2.1 AGLC may consider a licensee's application to install VLTs on its licensed premises. To be eligible for consideration, an applicant must:
- a) have a valid Class A Minors Prohibited liquor licence; and
 - b) operate a licensed premises which is:
 - i) open for business; and
 - ii) not be located in a community that prohibits VLT installations (see Subsections 10.2.12 – 10.2.13).
- 10.2.2 The approval of a licensee's application to install VLTs is solely an AGLC business decision to optimize its VLT distributed network.
- 10.2.3 AGLC at its discretion may require a licensee to submit to any of the background/due diligence requirements found under Section 11.3 of the Licensee Handbook. *(Added Feb 2020)*
- 10.2.4 AGLC at its discretion may refuse any licensee's application with cause, this includes, but not limited to, the applicant:
- a) is in an area where AGLC has determined there is sufficient VLTs to meet consumer demand;
 - b) previously had VLTs removed due to insufficient consumer demand; or
 - c) has been sanctioned by AGLC for GLCA, GLCR or Board policy violations.
- 10.2.5 AGLC may refuse any licensee's application for VLTs or terminate the Video Lottery Retailer Agreement if satisfied the applicant, VLT Retailer, any of their staff or associates, or any person or entity connected to the VLT Retailer:
- a) fails to pass a records check (see Section 11.3.13)
 - b) has not acted or may not act lawfully, with honesty and integrity or in the public interest, based on their past conduct;
 - c) would jeopardize the integrity or lawful conduct of provincial gaming, lottery or liquor activities;

DATE ISSUED: November 2, 2021

AUTHORITY:

Original signed by
Len Rhodes

SUBJECT: ELIGIBILITY

- d) has a background, reputation and/or associations that may cause adverse publicity for the gaming or liquor industry in Alberta; or
- e) has, within the five (5) years prior to being notified of eligibility for a VLT, contravened:
 - i) the GLCA or the GLCR;
 - ii) a predecessor of the GLCA or the GLCR; or
 - iii) a condition imposed on a licence or registration issued or made under the GLCA or a predecessor of the GLCA.

(Added Feb 2020)

10.2.6 Only one Class A Minors Prohibited licensed premises per facility is eligible for VLT installation.

10.2.7 Where an applicant's licensed premises is located within a multi-business facility (e.g., a mall, strip-type shopping centre or office building), the following conditions also apply:

- a) there can be no overlap in directors, shareholders and/or management with any other Class A Minors Prohibited licensed premises located within the facility operating VLTs; and
- b) all Class A Minors Prohibited licensed premises with VLTs located within the facility must operate on a competitive basis.

10.2.8 An applicant will not be considered for VLTs if the applicant:

- a) has not met all the application requirements in Section 10.3 within a specified time period;
- b) has its liquor licence cancelled;
- c) sells, leases, assigns or otherwise transfers the licensed premises to the control of another person or entity; or
- d) is not open and operating.

10.2.9 A licensee whose application for VLTs is approved must operate within the terms and conditions of the Video Lottery Retailer Agreement and the policies within this Licensee Handbook.

10.2.10 New VLT retailers are eligible to receive up to three VLTs for the initial installation, based on consumer demand and the applicant's ability to meet facility requirements and standards.

DATE ISSUED: November 2, 2021

AUTHORITY: Original signed by
Len Rhodes



SECTION: VIDEO LOTTERY

NUMBER: 10.2

LICENSEE HANDBOOK

PAGE 3 OF 4

SUBJECT: ELIGIBILITY

10.2.11 AGLC provides the VLTs, fixtures, and supplies necessary to operate VLTs in a licensed premises.

10.2.12 New VLT retailers will initially be part of AGLC's trial network in order to determine whether or not the level of consumer demand, as determined by AGLC, can be achieved at that location. As a part of the trial network:

- a) the new VLT retailer will be provided with a 26 week sales target, established using AGLC's most current VLT consumer demand assessment model; and
- b) upon completion of the initial 26 week period, if the VLT retailer:
 - i) achieved or exceeded AGLC's sales target it will no longer be included in the trial network; future assessments will be done in accordance with Section 10.5; or
 - ii) does not meet AGLC's sales target, it will receive a written notice from AGLC indicating that an additional 13 week assessment period is required. Upon completion of the additional 13 week assessment period, if the VLT retailer:
 - achieved or exceeded AGLC's original 26 week sales target it will no longer be included in the trial network; future assessments will be done in accordance with Section 10.5; or
 - continues to be below AGLC's original 26 week sales target, the VLTs will be removed and the Video Lottery Retailer Agreement will be terminated.

10.2.13 When a Video Lottery Retailer Agreement is terminated under Subsection 10.2.10, AGLC will not consider a new application by the licensee for that location for at least one year.

10.2.14 When reviewing an application for a VLT installation within a community with no existing VLTs, AGLC considers, among other factors, the level of community support or lack of support (e.g., as expressed in a plebiscite). The application may be denied if, in the opinion of AGLC, the community does not support the installation.

10.2.15 Under section 7 of the GLCA, the Minister may direct AGLC to remove all VLTs from a community in which more than 50 per cent voted in a

DATE ISSUED: November 2, 2021

AUTHORITY: Original signed by
Len Rhodes

SUBJECT: ELIGIBILITY

plebiscite to have them removed, as per section 95 of the *Local Authorities Election Act*.

10.2.16 In consideration of Subsections 10.2.14 and 10.2.15, the following communities prohibit VLT installations:

- a) County of Lethbridge No. 26;
- b) *(Deleted Nov 2021)*
- c) Municipal District of Opportunity No. 17;
- d) Regional Municipality of Wood Buffalo;
- e) Town of Canmore;
- f) Town of Coaldale;
- g) *(Deleted May 2021)*
- h) Town of Cardston; and
- i) Town of Sylvan Lake.
- j) *(Deleted Jun 2020)*

SUBJECT: APPLICATION PROCEDURE

POLICIES

10.3.1 All applicants will be required to complete and submit the following prior to the installation of VLTs:

- a) Video Lottery Retailer Application Form;
- b) Certificate of Insurance Form;
- c) Financial Security Requirements - in the form of a successful credit evaluation by AGLC, cash deposit, or irrevocable letter of credit in an amount determined by AGLC (see Section 10.4);
(Amended Jun 2019)
- d) Pre-Authorized Debit (PAD) Form, void cheque or equivalent and an Account Verification Letter from financial institution;
- e) Signed Video Lottery Retailer Agreement;
- f) Video Lottery Floor Plan (prepared by AGLC);
- g) Site Electrical Requirements Form (new installations only); and
- h) Buyer and Seller Notifications - Change of Operator Forms (change of operators only).

See detailed requirements below.

Video Lottery Retailer Application Form

10.3.2 The Video Lottery Retailer Application Form must be completed and signed by an authorized signatory of the applicant.

10.3.3 An applicant that is a corporation or a partnership must be a legal entity registered in the Province of Alberta.

10.3.4 An applicant who is a sole proprietor or a partnership must be a Canadian citizen(s) or authorized to work in Canada.

Certificate of Insurance Form

10.3.5 Retailers are required to maintain adequate insurance, as specified in the Video Lottery Retailer Agreement. An AGLC Certificate of Insurance Form completed by the applicant's insurance company or broker must be provided as proof of adequate insurance.

10.3.6 The legal entity making the application must be named as the "insured" on the insurance policy.

SUBJECT: APPLICATION PROCEDURE

- 10.3.7 The applicant must have commercial general liability insurance to cover themselves and their staff. Coverage must be a minimum of \$2 million inclusive per occurrence against bodily injury and property damage, including loss of use thereof.
- 10.3.8 The applicant must insure all supplied equipment and fixtures provided by AGLC. The property insurance coverage must be on an All Risk/Broad Form and Replacement Cost basis.
- 10.3.9 On the insurance policy, AGLC must be named as a 'loss payable' for property insurance only with respect to all supplied equipment and fixtures provided by AGLC.

Financial Security Requirements

- 10.3.10 The applicant's legal entity must undergo a successful credit evaluation by AGLC or provide a cash deposit or irrevocable letter of credit to cover AGLC's financial risk (see Section 10.4). *(Amended Jun 2019)*

Pre-Authorized Debit (PAD) Form

- 10.3.11 To facilitate processing of AGLC invoices from the applicant's bank account, the applicant's authorized signatory must:
- a) complete and provide a PAD Form ;
 - b) provide a void cheque or equivalent; and
 - c) provide an account verification letter from the bank or financial institution with the account detail.

Video Lottery Retailer Agreement

- 10.3.12 The applicant's authorized signatory must sign and submit to AGLC two (2) original sets of the Video Lottery Retailer Agreement.

Video Lottery Floor Plan

- 10.3.13 The applicant's representative must sign and submit to AGLC the original Video Lottery Floor Plan prepared by AGLC.

SUBJECT: APPLICATION PROCEDURE

Site Electrical Requirements Form

10.3.14 For new applicants only, the VLT applicant, the applicant's authorized signatory or a certified electrician must complete a Site Electrical Requirements Form confirming the location complies with the following VLT and supplied equipment electrical requirements:

- a) One (1) dedicated electrical circuit (115 volt 15 amp receptacle) is required at each of the following areas within the premises:
 - i) The i-LINK at the main bar; and
 - ii) The demarcation point (telephone/utility room), where the telephone line enters the building (within 1.2 metres of the router rack).
- b) At the VLT(s):
 - i) One (1) 15 amp/115 volt dedicated electrical outlet for every two (2) VLTs; or
 - ii) One (1) 20 amp/115 volt dedicated electrical outlet for every three (3) VLTs).

Buyer and Seller Notifications - Change of Operator Forms

10.3.15 Before AGLC will begin to process a change of operator application, both the Seller's Notification and the Buyer's Notification forms must be received.

GUIDELINES

10.3.16 Liquor licensees may apply to become a video lottery retailer by:

- a) Contacting AGLC's Hotline; or
- b) Writing or faxing a request to AGLC. Completed applications may be mailed or faxed to:

Alberta Gaming, Liquor & Cannabis
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5
Fax: 780-447-8910
Attention: Customer Services

10.3.17 Assistance is available from AGLC Hotline (see Section 10.23).

SUBJECT: FINANCIAL SECURITY REQUIREMENTS

POLICIES

Credit Evaluation

- 10.4.1 To be eligible for a credit evaluation, an applicant/retailer must have at least two (2) years of financial statements.
- 10.4.2 An applicant/retailer requesting a credit evaluation must provide to AGLC:
- a) two (2) most recent years of financial statements prepared by a third party (i.e., CA, CMA or CGA); and
 - b) banking information on a Credit Evaluation Information form, completed by the applicant's authorized signatory and financial institution.
- 10.4.3 An applicant that does not pass the credit evaluation must provide a cash deposit or irrevocable letter of credit or their application will be denied (see Section 10.4.5). *(Amended Jun 2019)*
- 10.4.4 Credit evaluation results are retained by AGLC and referenced on future applications from the applicant/retailer.

Cash Deposits & Irrevocable Letters of Credit

- 10.4.5 An applicant/retailer not eligible for a credit evaluation under Subsection 10.4.1, or that did not pass the credit evaluation, must provide a cash deposit or irrevocable letter of credit to meet AGLC's financial security requirements. If a retailer chooses to provide: *(Amended Jun 2019)*
- a) a cash deposit, the following conditions apply:
 - i) retailers must complete and submit the Deposit Agreement form to AGLC; and
 - ii) retailers must deposit the required amount with AGLC, payable to AGLC by certified cheque, money order, or any other means permitted by AGLC.
 - b) an irrevocable letter of credit, the following conditions apply:
 - i) the irrevocable letter of credit must identify:
 - the retailer's legal entity as the applicant or customer;

SUBJECT: FINANCIAL SECURITY REQUIREMENTS

- AGLC as the beneficiary;
 - Canadian dollar amount of the letter;
 - an effective date, expiry date, and automatic extension clause;
 - that partial drawings are permitted;
 - that the irrevocable letter of credit covers lottery terminals, if a reference is required;
 - complete mailing address of the financial institution; and
 - printed names, titles, and contact numbers of all signatories.
- ii) retailers are responsible for all fees incurred by obtaining an irrevocable letter of credit;
- 10.4.6 AGLC determines the amount of the cash deposit or irrevocable letter of credit, based on two (2) weeks average net invoice for the location (for existing locations), or \$3,000 per VLT (for new locations). *(Amended Jun 2019)*
- 10.4.7 If the location is changing ownership, the amount of the cash deposit or irrevocable letter of credit will be disclosed only after AGLC has received the Change of Operator forms from both the seller and the buyer (see Subsection 10.6.2). *(Amended Jun 2019)*
- 10.4.8 The cash deposit must be held, or the irrevocable letter of credit must stay in effect: *(Amended Jun 2019)*
- a) for a sole proprietorship or unregistered partnership – until the Video Lottery Retailer Agreement is terminated; or
 - b) for a registered corporation or partnership – for a minimum of one (1) year, or until the retailer's legal entity undergoes a successful credit evaluation. The retailer may request a credit evaluation after one year, if it meets the eligibility requirements outlined in Subsection 10.4.1.
- 10.4.9 AGLC may draw upon a retailer's cash deposit or irrevocable letter of credit at any time to satisfy any payments owing to AGLC under the Video Lottery Retailer Agreement. *(Amended Jun 2019)*

SUBJECT: VLT ALLOCATION

POLICIES

(Amended Jan 2019)

- 10.5.1 The distributed network is limited to a maximum of 6,000 operating VLTs.
- 10.5.2 A VLT retailer within the distributed network is a location with up to 14 VLTs installed.
- 10.5.3 The allocation of VLTs is determined by factors that help AGLC to achieve the maximum optimization of its limited VLT network, including but not limited to:
- a) availability of VLTs;
 - b) consumer demand, as determined by AGLC, including but not limited to:
 - i) sales performance;
 - ii) VLT utilization; and
 - iii) other gaming market conditions;
 - c) regional market conditions, including but not limited to:
 - i) temporary road closures;
 - ii) plant closures; or
 - iii) prolonged, adverse conditions in the area (e.g. drought or flooding); and
 - d) ongoing retailer assessments, as determined by AGLC.
- 10.5.4 AGLC determines the number and types of VLTs provided to an eligible retailer.
- 10.5.5 In order to maintain network optimization AGLC may adjust the number and type of VLTs, as well as the terminal mix installed at VLT retailer locations.

Additional VLTs

- 10.5.6 AGLC will determine, based on current consumer demand assessments, which VLT retailers may be eligible to receive additional VLTs, including the number of VLTs they may be allocated.



SECTION: VIDEO LOTTERY

NUMBER: 10.5

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: VLT ALLOCATION

10.5.7 Retailers eligible for additional VLTs will be provided with a sales target and timeline prior to VLT installation. If the VLT retailer fails to achieve the sales target within the allotted timeline, AGLC may remove one or more of the additional terminal(s) allocated.

10.5.8 Additional VLTs may not be provided to a retailer if VLTs have previously been removed due to a violation of VLT policies or a contravention of the Video Lottery Retailer Agreement.

Removal of VLTs

10.5.9 AGLC will send the video lottery retailer written notice advising when it is assessed as having insufficient consumer demand for the VLTs at its location.

10.5.10 When a location is notified three times within four quarterly assessments of having insufficient consumer demand, AGLC may elect to remove some or all of the VLTs at that location.

DATE ISSUED: January 1, 2019

AUTHORITY: Original signed by Gael MacLeod

SUBJECT: SALE, TRANSFER OR ASSIGNMENT OF A VLT LOCATION

POLICIES

- 10.6.1 A Video Lottery Retailer Agreement is not transferable, and is automatically terminated and the VLTs disabled or removed whenever a location is sold, leased, assigned or otherwise transferred to the control of another person.
- 10.6.2 When a location is sold, the following documents must be submitted to AGLC:
- a) "Sellers Notification – Change of Operator" form, to be completed and submitted by the existing retailer; and
 - b) "Buyers Notification – Change of Operator" form, to be completed and submitted by the new operator.
- 10.6.3 A retailer being issued a new liquor licence for the location must re-submit all documents related to VLT operations (see Sections 10.3 and 10.4). The VLT documents must be received at least two weeks before the new liquor licence is issued.
- 10.6.4 When an application from a new operator is approved, AGLC may enable all the existing VLTs at the location, or adjust the number of VLTs (see Section 10.5).
- 10.6.5 A new Video Lottery Retailer Agreement will not be considered if the location's VLT revenues have been assessed as having insufficient consumer demand by AGLC in the previous year (see Section 10.5).
(Amended Jan 2019)

GUIDELINES

- 10.6.6 Retailers considering the sale of their premises must contact AGLC Hotline (see Section 10.23) at least two weeks prior to the location being sold, leased, assigned or otherwise transferred to the control of another person.
- 10.6.7 AGLC may enter into a new Video Lottery Retailer Agreement with the new licensee if the new retailer:
- a) meets all retailer eligibility requirements (see Section 10.2); and
 - b) completes and submits a Video Lottery Retailer Application with all necessary documents to AGLC (see Sections 10.3, 10.4 and 10.6.2).



SECTION: VIDEO LOTTERY

NUMBER: 10.6

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: SALE, TRANSFER OR ASSIGNMENT OF A VLT LOCATION

- 10.6.8 A new Video Lottery Retailer Agreement may not be considered if the location has not progressed from the trial network (see Section 10.2.10).
- 10.6.9 To avoid any interruption of VLT operations, a new operator should allow two weeks for their retailer application to be processed.
- 10.6.10 A new operator wishing to relocate VLTs within the premise, in conjunction with their possession date for the location should refer to Section 10.7.
- 10.6.11 A new operator wishing to renovate in conjunction with their possession date for the location should refer to Section 10.8.
- 10.6.12 A change of operators will be scheduled only during regular business hours of AGLC (see Section 10.23.3).

DATE ISSUED: January 1, 2019

AUTHORITY:

Original signed by
Gael MacLeod



SECTION: VIDEO LOTTERY

NUMBER: 10.7

LICENSEE HANDBOOK

PAGE 1 OF 2

SUBJECT: VLT RELOCATIONS WITHIN A RETAILER'S PREMISES

POLICIES

10.7.1 In this Section:

- a) "relocation" means the permanent, physical removal of VLTs and/or Supplied Equipment from their installed position on a Retailer's premises to another position on the same premises, requiring electrical or communication rewiring; and
- b) "temporary relocation" means the short-term repositioning of VLTs and/or Supplied Equipment on a Retailer's premises to allow for physical improvements such as painting or carpet laying.

10.7.2 The relocation or temporary relocation of VLTs and/or the i-LINK on a Retailer's premises requires AGLC authorization. Prior to the relocation, the Retailer must contact AGLC's Hotline at least two (2) weeks in advance (see Section 10.23 for contact information).

10.7.3 All relocations and temporary relocations must be completed by AGLC employees or authorized agents.

10.7.4 A relocation or temporary relocation of an existing Retailer to a different facility will result in termination of the Video Lottery Retailer Agreement except in exceptional circumstances recognized by AGLC, for example a fire or some other major, unexpected event beyond the control of the Retailer.

10.7.5 The Retailer is responsible for any damage to a VLT, i-LINK or Supplied Equipment during an unauthorized relocation, and must pay all repair or replacement costs (see Section 10.9).

10.7.6 AGLC will arrange for the installation of all inside cabling to accommodate the relocation and operation of the VLTs and Supplied Equipment. The Retailer is responsible for all costs related to this installation.

10.7.7 The Retailer is responsible to arrange for and provide the necessary electrical requirements to accommodate the relocation and operation of the VLTs and Supplied Equipment (see Section 10.3.14).

DATE ISSUED: June 21, 2012

AUTHORITY: Original signed by
Marguerite Trussler



SECTION: VIDEO LOTTERY

NUMBER: 10.7

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: VLT RELOCATIONS WITHIN A RETAILER'S PREMISES

GUIDELINES

- 10.7.8 A minimum of two (2) weeks notification is required, otherwise priority charges for relocation and temporary relocation may apply.
- 10.7.9 For information on relocation costs, call AGLC's Hotline (see Section 10.23).
- 10.7.10 A relocation or temporary relocation will be scheduled only during regular business hours of AGLC (see Section 10.23.3).

DATE ISSUED: June 21, 2012

AUTHORITY: Original signed by
Marguerite Trussler

SUBJECT: RENOVATION OR REPAIRS TO A VLT LOCATION

POLICIES

10.8.1 In this section, “renovation” means physical improvements to a licensed premise which may or may not involve structural changes (i.e., painting, carpet laying, construction, etc.).

10.8.2 A Retailer must notify AGLC in writing of:

- a) any repairs/renovations that require the location to close or for the VLTs to be relocated within the premises; or
- b) any structural change(s) planned for the location (AGLC advance approval is required – see Section 5.14);or
- c) any damages to the premises caused by fire, flood or other causes, which may result in the premises being closed.

10.8.3 See Section 10.23 for AGLC mail and fax information.

10.8.4 When a location must be closed for renovation or repairs:

- a) for an extended period of time but less than one (1) year, VLTs will be temporarily removed. VLTs will be re-installed as soon as possible, subject to availability, once the renovation or repairs are completed and the location re-opens for business; and
- b) for more than one (1) year, AGLC may terminate the Video Lottery Retailer Agreement.

GUIDELINES

10.8.5 For information regarding the relocation or temporary relocation of VLTs and/or Supplied Equipment during renovation or repairs, see Section 10.7.

10.8.6 A relocation or temporary relocation will be scheduled only during regular business hours of AGLC (see Section 10.23.3).



SECTION: VIDEO LOTTERY

NUMBER: 10.9

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: LIABILITY FOR LOSS OR DAMAGE / RELOCATION COSTS

POLICIES

10.9.1 A Retailer is liable for costs related to:

- a) lost, stolen or missing money from VLT operations;
- b) replacement of damaged or stolen VLTs and/or Supplied Equipment;
- c) lost or stolen keys, including the costs of key replacement and new locks; and
- d) relocation of VLTs, and/or Supplied Equipment.

10.9.2 A Retailer must immediately report any loss or damage to VLTs, Supplied Equipment and/or keys to AGLC's Hotline (see Section 10.23).

10.9.3 AGLC requires full payment within 30 days of the invoice date.

GUIDELINES

10.9.4 For information on replacement costs, contact AGLC's Hotline (see Section 10.23).

DATE ISSUED: June 21, 2012

AUTHORITY: Original signed by
Marguerite Trussler

SUBJECT: VLT OPERATIONS - GENERAL INFORMATION

POLICIES

- 10.10.1 The following persons are not allowed to play VLTs or Keno :
- a) minors (anyone under the age of 18 years);
 - b) anyone who appears to be intoxicated by liquor or a drug; and
 - c) staff members who are on duty.
- 10.10.2 The distance between a VLT and the nearest Automated Teller Machine (ATM) must be at least 4.5 metres (15 feet).
- 10.10.3 A Retailer is not permitted to grant credit to a player or provide a cash advance on a credit card.
- 10.10.4 Illegal gaming devices are prohibited at a VLT location.
- 10.10.5 VLTs are not permitted:
- a) in the same room where nude entertainment occurs; or
 - b) in a room where nude entertainment may be viewed.
- Note:** This restriction applies whether or not the VLTs are enabled, disabled and/or covered up.
- 10.10.6 No person is allowed to tamper with the VLTs and/or the i-LINK.
- 10.10.7 No VLT promotion or giveaway may be offered to a player without the written consent of AGLC.
- 10.10.8 Retailers must ensure a telephone is available in such proximity to the location of the VLTs and the i-LINK, so that staff on duty may simultaneously carry on a telephone conversation and receive instruction on the operation or maintenance of the Supplied Equipment.

GUIDELINES

- 10.10.9 Retailers and their staff must be familiar with and are encouraged to follow the Facility Standards and Best Practices as outlined in the VLT Operations Manual.



SECTION: VIDEO LOTTERY

NUMBER: 10.11

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: HOURS OF OPERATION

POLICIES

- 10.11.1 VLTs may be operated only during the hours the location is open to the public and the Class A Minors Prohibited licence is in effect.
(Amended Dec 2012)
- 10.11.2 The Retailer's representative must contact AGLC Hotline with any changes to their hours of operation. These hours of operation are subject to Subsection 10.11.1.
- 10.11.3 VLTs found to be operating outside of the hours identified in Subsection 10.11.2 will be disabled and not enabled again until the location's operating hours are changed in AGLC's central computer system.

DATE ISSUED: December 1, 2021

AUTHORITY:

Original signed by
Len Rhodes



SECTION: VIDEO LOTTERY

NUMBER: 10.12

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: STAFF TRAINING

POLICIES

- 10.12.1 A Retailer must ensure all staff responsible for operating VLTs receive training in:
- a) operation of i-LINK including validation of cash-out tickets;
 - b) general maintenance of VLTs; and
 - c) Reel Facts VLT Staff Training (mandatory component) (see Subsection 10.13.3). *(Amended Apr 2016)*
- 10.12.2 Retailers at approved cross-validation sites must ensure all staff responsible for cross validating VLT cash out tickets from another location receive instruction in cross-validation procedures.
- 10.12.3 At least one (1) staff member must be available to cash out customer tickets during operating hours.

GUIDELINES

- 10.12.4 To request VLT training, contact AGLC's Hotline (see Section 10.23).

DATE ISSUED: April 1, 2016

AUTHORITY: Original signed by Susan Green

SUBJECT: REEL FACTS VLT STAFF TRAINING

POLICIES

(Amended Apr 2016)

- 10.13.1 For the purposes of this section, “Reel Facts” means a social responsibility training program designed to educate VLT Retailers and their staff on how to recognize the differences between responsible and problem gambling behaviour and appropriately respond to someone who may have a problem with their gambling.
- 10.13.2 A VLT Retailer must meet Reel Facts certification requirements. Equivalency will not be granted for programs offered in other provinces.
- 10.13.3 Reel Facts certification is mandatory for the following full-time and part-time staff:
- a) owners, managers, supervisors; and
 - b) all staff working at a liquor licensed premises having any involvement with patrons using VLTs, with the exception of positions identified in Subsection 10.13.4.
- 10.13.4 Reel Facts certification is not required for staff working full-time or part-time as:
- a) kitchen staff, bus persons, entertainers, and cleaning staff in licensed premises; or
 - b) registered gaming workers employed in casino facilities or Racing Entertainment Centres with a Deal Us In Phase One certification.
- Note: Deal Us In Phase One certification is acceptable in lieu of Reel Facts certification at casino facilities and RECs where staff may have involvement with VLT patrons.
- 10.13.5 Persons requiring Reel Facts certification must be certified within 30 days of their employment start date.
- 10.13.6 A minimum score of 80% on an AGLC administered examination is required for Reel Facts certification.
- 10.13.7 Reel Facts certification is valid for a period of five (5) years from the date of successfully completing the program.

DATE ISSUED: October 31, 2016

AUTHORITY: Original signed by Susan Green

SUBJECT: REEL FACTS VLT STAFF TRAINING

10.13.8 Reel Facts certification must be maintained by successfully repeating the Reel Facts program (including passing the exam) before the certification expiration date.

10.13.9 VLT Retailer staff must provide proof of Reel Facts certification at the request of an AGLC Inspector. Failure to present proof of Reel Facts certification may result in disciplinary action. Proof of Reel Facts certification includes:

- a) paper printed versions that have a QR code;
- b) the personal information page printed from the staff member's SMART account;
- c) a plastic card (that does not have a QR code);
- d) clear images of any of the above (i.e. image, photograph or screen shot) saved on the staff member's mobile device/phone. *(Amended Oct 2016)*

10.13.10 It is the responsibility of the VLT Retailer to ensure:

- a) all staff in their premises who are required to have Reel Facts certification (as per Subsection 10.13.4) are certified in accordance with the requirements identified in Section 10.13 and;
- b) at least one (1) Reel Facts certified staff member is on shift at all times.

10.13.11 VLT Retailers must keep a log of employees who are Reel Facts certified, including the following information:

- a) employee name as it appears on the certification card;
- b) SMART Training registration number; and
- c) expiry date.

Note: Logs are subject to review by AGLC.

GUIDELINES

10.13.12 Reel Facts certification options are found on the SMART Training website. For more information on Reel Facts, contact:

SMART Training Programs

Alberta Gaming and Liquor Commission



SECTION: VIDEO LOTTERY

NUMBER: 10.13

LICENSEE HANDBOOK

PAGE 3 OF 3

SUBJECT: REEL FACTS VLT STAFF TRAINING

50 Corriveau Avenue

St. Albert, Alberta

T8N 3T5

Toll Free: 1-877-436-6336

Fax: 780-651-7626

Website: smartprograms.aglc.ca

DATE ISSUED: October 31, 2016

AUTHORITY:

Original signed by
Susan Green



SECTION: VIDEO LOTTERY

NUMBER: 10.14

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: SECURITY STANDARDS

POLICIES

- 10.14.1 There must be a direct line of sight from the main liquor service area to the VLT gaming area. If the front of the VLTs is not visible, the VLT Retailer must install a mirror or a camera with a monitor at the main liquor service area.
- 10.14.2 The Retailer will immediately notify AGLC of any suspicious activity or any activity which may be deemed to have a wrongful intent by contacting the Gaming Irregularities Complaint Line or AGLC's Hotline (see Section 10.23).

GUIDELINES

- 10.14.3 VLT paper supplies are required to be handled and stored in accordance with AGLC procedures.
- 10.14.4 The VLT float should be kept separate from other cash, in a lockable cash box stored in a secure area. The VLT float should be routinely verified and balanced at change of shift and closing. Separate floats may be used for large payouts.
- 10.14.5 Upon request, Retailers should escort a player with large sums of money to his/her vehicle.
- 10.14.6 Upon request, Retailers should make large payouts to players by cheque.
- 10.14.7 If more than one person requires access to VLT keys, the keys should be stored in a locked area. A log is used for signing the keys in and out.
- 10.14.8 AGLC Inspectors will regularly visit a VLT premises to ensure all security standards are met and to advise the Retailer and staff on all aspects of security.

DATE ISSUED: June 21, 2015

AUTHORITY: Original signed by
Marguerite Trussler

SUBJECT: SIGNAGE, ADVERTISING AND PROMOTIONS

POLICIES

10.15.1 The following signs and informational materials provided by AGLC must be posted in the premises in clear public view, unless otherwise noted: *(Amended Apr 2016)*

- a) "This location has applied for VLTs" (prior to VLT installation);
- b) "Your games. Your choice."(VLT Rules of Play and Gaming Irregularities poster); *(Amended Apr 2016)*
- c) "If you gamble, use your GameSense" (Responsible Gambling poster); *(Added Apr 2016)*
- d) "Robbery Procedures" (for the information of staff only, to be posted in an area out of public view); and
- e) any other information AGLC may provide to a Retailer for posting.

10.15.2 Failure to post signs as directed by AGLC may result in penalties up to and including termination of the Video Lottery Retailer Agreement and the removal of the VLTs and Supplied Equipment.

10.15.3 VLT Retailer advertising must be limited to the message VLTs are available for play at the location. Any advertising or promotional materials that appear to encourage VLT play are not allowed.

10.15.4 Advertising or promotional material that refer to VLTs as slot machines or the VLT location as a casino are prohibited.

10.15.5 Proposed advertising or promotional materials must be approved in advance by AGLC. Advertising and/or promotional materials used without AGLC approval will be removed. The Retailer may also face penalties as outlined in Section 10.22.1.

GUIDELINES

10.15.6 Retailers requiring any of the signage or notices specified in Section 10.15.1 should contact AGLC's Hotline (see Section 10.23).

SUBJECT: GAME STRUCTURE

POLICIES

- 10.16.1 A variety of games are offered on VLTs. Game instructions and pay-out tables are available on each terminal.
- 10.16.2 The pay-out may vary by game and the network will average approximately 92%.
- 10.16.3 The minimum and maximum bet may vary by game.
- 10.16.4 The maximum prize that can be won in a Single Game may vary by game and will not exceed \$10,000.
- 10.16.5 When a series of individual prize awards of \$1,250 or less result in a terminal balance of \$1,250 or more, the VLT automatically produces a cash-out ticket of \$1,250.
- 10.16.6 For individual prize awards over \$1,250, the VLT automatically produces a cash-out ticket of a value equal to the individual prize award.
- 10.16.7 For both Sections 10.16.5 and 10.16.6, players will receive one (1) cash-out ticket leaving the remaining balance on the terminal until either played or cashed-out.
- 10.16.8 All game hardware and software are tested by an approved independent gaming laboratory prior to installation in the VLTs to verify the pay-out percentage conforms to the approved range.
- 10.16.9 A VLT malfunction voids all plays and all pay-outs.

GUIDELINES

- 10.16.10 Player disputes should be directed to Gaming Irregularities (see Section 10.23). AGLC investigates all complaints.



SECTION: VIDEO LOTTERY

NUMBER: 10.17

LICENSEE HANDBOOK

PAGE 1 OF 2

SUBJECT: PAYMENT OF VLT CASH-OUT TICKETS

POLICIES

- 10.17.1 A Retailer must keep an adequate cash float to, upon validation, pay-out all cash-out tickets of a face value less than or equal to \$1,250.
- 10.17.2 A cash-out ticket must be immediately validated and paid when presented, subject to the following conditions:
- a) A cash-out ticket with a face value less than or equal to \$1,250 must be redeemed at the location where it was issued.
 - b) A cash-out ticket with a face value in excess of \$1,250 may be redeemed at the location where it was issued or at an AGLC approved cross-validation site.
 - c) A Retailer that is not an AGLC approved cross-validation site may choose not to pay-out a cash-out ticket of a face value in excess of \$1,250. In this case, the retailer must direct the player to an approved AGLC cross-validation site for payment in full (see Section 10.18).
 - d) A cash-out ticket may be redeemed by the player for up to thirty (30) days from the date of issue (see Section 10.17.3).
- 10.17.3 A player presenting a cash-out ticket issued more than thirty (30) days prior should be directed to call Gaming Irregularities (see Section 10.23).
- 10.17.4 Failure to pay out winnings as stipulated in Section 10.17.1 may result in penalties as outlined in section 10.22.1.
- 10.17.5 To assist in ensuring prizes are paid to the person who is named on the back of the cash-out ticket , a Retailer will, for cash-out tickets originating at their site and in excess of \$1,250 that are not paid out the same day issued:
- a) Check the back of the ticket to see if the claimant name has been printed on the space provided;
 - b) If a name has been printed on the back of the ticket, ask the claimant for an acceptable form of I.D. (see Section 5.5.9 a) – d)) and confirm that the name on the back of the cash-out ticket is the same name that appears on the I.D.; and

DATE ISSUED: June 21, 2012

AUTHORITY: Original signed by Marguerite Trussler



SECTION: VIDEO LOTTERY

NUMBER: 10.17

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: PAYMENT OF VLT CASH-OUT TICKETS

- c) Where a discrepancy exists, the Retailer should not pay the prize and contact AGLC's Hotline (see Section 10.23) to report the incident and seek further instructions.

GUIDELINES

10.17.6 As a means of providing excellent customer service, Retailers should consider maintaining an adequate cash float enabling them to pay-out all cash-out tickets presented by players.

DATE ISSUED: June 21, 2012

AUTHORITY: Original signed by
Marguerite Trussler

SUBJECT: CROSS-VALIDATION

POLICIES

- 10.18.1 AGLC will select and approve a number of cross-validation sites throughout the Province for the purpose of validating and paying out VLT cash-out tickets of a value exceeding \$1,250 that could not be paid at the originating retail site.
- 10.18.2 Cross-validation site selection will be based on an assessment by AGLC including, but not limited to:
- a) Market coverage to meet player needs; and
 - b) The retailer's ability to provide the services of a cross-validation site.
- 10.18.3 Cross-validation retailers must complete and submit a consent form to allow AGLC to conduct criminal and financial indices checks.
- 10.18.4 Cross-validation retailers must maintain a sufficient float to:
- a) Pay, upon validation, all cash-out tickets originating from their own retail site; and
 - b) Pay, upon validation, cash-out tickets of a value exceeding \$1,250 originating from another VLT site.
- 10.18.5 A player presenting a cash-out ticket issued more than thirty (30) days prior should be directed to call Gaming Irregularities (see Section 10.23).
- 10.18.6 To assist in ensuring prizes are paid to the person who is named on the back of the cash-out ticket, a cross-validation retailer will, for all cash-out tickets originating from another VLT site:
- a) Check the back of the ticket to see if a name has been printed on the space provided;
 - b) If a name has been printed on the back of the ticket, ask the claimant for an acceptable form of I.D. (see Section 5.5.9 a) – d)) and confirm that the name on the back of the cash-out ticket is the same name that appears on the I.D.; and
 - c) Where a discrepancy exists, the Retailer should not pay the prize and contact AGLC's Hotline (see Section 10.23) to report the incident and seek further instructions.



SECTION: VIDEO LOTTERY

NUMBER: 10.19

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: CASH-OUT TICKET RETENTION AND DESTRUCTION

GUIDELINES

- 10.19.1 Cash-out tickets should be retained for a period of 30 days from the date of validation, after which time they may be destroyed.
- 10.19.2 After the 30 day retention period has lapsed, the validated cash-out tickets should be destroyed. Shredding is the recommended method of destruction subject to the following standards:
 - a) Straight cut – 3mm or less; or
 - b) Cross cut – 4mm or less.
- 10.19.3 Shredded materials may then be disposed of.

DATE ISSUED: June 21, 2012

AUTHORITY: Original signed by
Marguerite Trussler



SECTION: VIDEO LOTTERY

NUMBER: 10.20

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: REMUNERATION

POLICY

10.20.1 Retailers are provided a commission based on a percentage of VLT net sales (cash-in less cash-out) per week. The commission rate is set by AGLC and is 15% of net sales

10.20.2 A Retailer's commission is paid weekly.

DATE ISSUED: June 21, 2012

AUTHORITY: Original signed by
Marguerite Trussler



SECTION: VIDEO LOTTERY

NUMBER: 10.21

LICENSEE HANDBOOK

PAGE 1 OF 2

SUBJECT: PAYMENT TO AGLC

POLICIES

- 10.21.1 All cash received from VLTs, less winnings paid, is the property of AGLC. AGLC will provide each retailer with an invoice via the i-LINK every Monday indicating the exact amount payable. If Monday is a statutory holiday, the invoice will be provided the next business day.
- 10.21.2 The exact amount payable from the invoice must be:
- a) deposited in the retailer's designated bank account the day the invoice is received, during business banking hours; and
 - b) available for processing to AGLC.
- 10.21.3 If AGLC receives a notice of non-sufficient funds (NSF) or any other item returned by the bank, the retailer must:
- a) make payment to cover the returned item within 24 hours of being notified, in the manner requested by AGLC, or the VLTs will be disabled;
 - b) immediately provide a cash deposit or irrevocable letter of credit in an amount determined by AGLC (see Section 10.4) and in effect for at least 24 months from the date of the returned item; and *(Amended Jun 2019)*
 - c) pay any service charges determined by AGLC.
- 10.21.4 A retailer who fails to deposit the full amount payable on time may have their Video Lottery Retailer Agreement terminated and the VLTs and supplied equipment removed.
- 10.21.5 A retailer who has no further payment problems for two (2) years following an NSF notice or other returned item may request a credit evaluation to review the need for the cash deposit or irrevocable letter of credit (see Section 10.4). *(Amended Jun 2019)*
- 10.21.6 A retailer is responsible to inform AGLC Hotline of any change to their designated bank account (see Section 10.23).
- 10.21.7 A credit evaluation is based upon a review of recent banking and credit activities. AGLC requires two (2) comparative years of financial statements prepared by a third party (i.e., CA, CMA or CGA) and banking information for the most recent twelve (12) month period.

DATE ISSUED: June 6, 2019

AUTHORITY: Original signed by Gael MacLeod



SECTION: VIDEO LOTTERY

NUMBER: 10.21

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: PAYMENT TO AGLC

- a) If a retailer passes the credit evaluation, AGLC returns the cash deposit to the retailer or the irrevocable letter of credit to their financial institution. *(Amended Jun 2019)*
- b) If the credit evaluation is unsuccessful, the retailer is notified that the cash deposit must continue to be held or that the irrevocable letter of credit must stay in effect. *(Amended Jun 2019)*

DATE ISSUED: June 6, 2019

AUTHORITY: Original signed by Gael MacLeod



SECTION: VIDEO LOTTERY

NUMBER: 10.22

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: VIOLATION OF AGLC POLICIES

POLICIES

10.22.1 Violation of AGLC policies and guidelines may result in any of the following:

- a) termination of the Video Lottery Retailer Agreement by AGLC with or without cause;
- b) election to remove one or more VLTs; or
- c) suspension of the video lottery retailer's ability to operate the supplied equipment.

The retailer will receive written notice from AGLC of the violation and penalty.

10.22.2 A retailer whose Video Lottery Retailer Agreement is cancelled is ineligible to re-apply for VLTs for the same location for a minimum of one year. *(Amended Jan 2019)*

GUIDELINES

10.22.3 A retailer who has had one or more terminals removed due to a violation may ask AGLC, in writing, to return the VLTs after the penalty period has ended. After this time, AGLC may consider returning the terminals as VLTs become available.

DATE ISSUED: January 1, 2019

AUTHORITY: Original signed by Gael MacLeod



SECTION: VIDEO LOTTERY

NUMBER: 10.23

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: CONTACTS

GUIDELINES

10.23.1 For inquiries and assistance related to VLTs, call:

a) AGLC Hotline: 1-800-561-4415
Fax: 403-740-7014

b) Gaming Irregularities: 1-800-742-7818

c) Alberta Health Services
Addictions Help Line: 1-866-332-2322

10.23.2 See Section 1.3 for AGLC office contact information.

10.23.3 AGLC regular business hours are 8:00 a.m. to 4:00 p.m. - Monday to Friday, excluding statutory holidays.

DATE ISSUED: June 21, 2012

AUTHORITY: Original signed by Marguerite Trussler

SUBJECT: GENERAL INFORMATION

POLICIES

- 11.1.1 A Gaming Entertainment Centre (GEC) is considered to be a destination gaming facility with between 15 and 49 VLTs and is therefore subject to enhanced facility standards as outlined in Section 11. *(Amended Jan 2019)*
- 11.1.2 A GEC will not be located in a community that, through a plebiscite, voted to have VLTs removed from the community (see Section 10.2.14).
- 11.1.3 Unless otherwise specified, all policies related to video lottery (Section 10) and Class A Minors Prohibited licences (Section 3.2) apply to GECs (see Section 10.1 for VLT definitions).
- 11.1.4 Licensed gaming facilities may not combine the provisions of a GEC as part of their existing gaming floor.
- 11.1.5 A GEC retailer must notify AGLC immediately of any change in financial interest, operator (see Section 11.4) or key executive or staff such as the business or property manager.



SECTION: GAMING ENTERTAINMENT CENTRES

NUMBER: 11.2

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: ELIGIBILITY

POLICIES

11.2.1 AGLC will notify a VLT retailer when they are eligible to become a GEC. Eligibility is determined on an assessment of consumer demand at the location (see Section 10.5) and VLT availability.

11.2.2 To be eligible to become a GEC, a VLT retailer must:

- a) meet all eligibility criteria for VLT installations (see Section 10.2);
- b) have a current Video Lottery Retailer Agreement with AGLC;
- c) *(Deleted Jan 2019)*
- d) meet facility standards specified by AGLC.

11.2.3 A background investigation and audit is conducted to verify retailer eligibility (i.e., a background/due diligence investigation, see Section 11.3).

DATE ISSUED: January 1, 2019

AUTHORITY: Original signed by
Gael MacLeod

SUBJECT: BACKGROUND/DUE DILIGENCE INVESTIGATION

POLICIES

11.3.1 Eligible VLT Retailers are provided with a list of requirements that must be met prior to becoming a GEC. AGLC reviews all submitted requirements for approval.

11.3.2 A thorough background/due diligence investigation is conducted to verify the eligibility of:

- a) a VLT Retailer who meets the criteria in Section 11.2.2, has been notified by AGLC they are eligible for a GEC and applies in writing. The applicant must be:
 - i) an adult proprietor or partner who is at least 18 years of age and a Canadian citizen or lawfully admitted to Canada for permanent residence;
 - ii) a corporation, incorporated or continued by or under the Business Corporations Act, Companies Act, Societies Act, or any other enactment, or registered under Part 21 of the Business Corporations Act or Part 9 of the Companies Act (a corporation includes the officers and directors of the corporation); or
 - iii) a partner in a partnership registered in Alberta under the Partnership Act (the background of each partner will be investigated);
- b) a new operator of a location with an existing GEC;
- c) a person or entity that has acquired a financial interest in an existing GEC location [a financial interest less than five (5)% may be exempt]; and/or
- d) any other key person associated with or connected to the retailer/applicant, as determined by AGLC, such as:
 - i) the operations manager of the GEC;
 - ii) the property manager of the GEC;
 - iii) staff working at the location;
 - iv) an individual holding any position related to the retailer/applicant's business, as specified by AGLC;
 - v) in the case of a proprietor or partnership applicant:

SUBJECT: BACKGROUND/DUE DILIGENCE INVESTIGATION

- their spouse or any other person living with them in an inter-dependent relationship;
- any person related to the applicant or their spouse who is living in the same household;
- any corporation controlled by the retailer/applicant; the corporation's officers and directors and any person or entity that has a financial interest in the corporation (see Section 11.3.11);
- any corporation affiliated with a corporation controlled by the retailer/applicant, the affiliated corporation's officers and directors, and any person or entity having a financial interest in the affiliated corporation (see Section 11.3.11).

vi) in the case of a corporation applicant, or a partnership applicant where one or more of the partners is a corporation:

- any other corporation affiliated with the retailer/applicant corporation, the affiliated corporation's officers and directors; and
- any person or entity that has a financial interest in the affiliated corporation.

11.3.3 The retailer/applicant must ensure all information and documents requested by AGLC are provided within the specified timeframe, or the application may be denied.

11.3.4 A applicant must meet all requirements for a GEC (legislative, regulatory, policy and municipal or local) to be approved. See Reasons for Refusal, below.

11.3.5 A GEC Retailer must notify AGLC immediately of any change in financial interest, operator or key executive or staff, such as the business or property manager.

Reasons for Refusal

11.3.6 AGLC may refuse to allow a VLT Retailer to have a GEC if the applicant or any of their staff or associates fails to pass a records check (see Section 11.3.13).

SUBJECT: BACKGROUND/DUE DILIGENCE INVESTIGATION

11.3.7 AGLC may refuse to allow a VLT Retailer to have a GEC and may terminate the Video Lottery Retailer Agreement if satisfied the VLT Retailer, any of their staff or associates, or any person or entity connected to the VLT Retailer:

- a) has not acted or may not act lawfully, with honesty and integrity or in the public interest, based on their past conduct;
- b) would jeopardize the integrity or lawful conduct of provincial gaming, lottery or liquor activities;
- c) has a background, reputation and/or associations that may cause adverse publicity for the gaming or liquor industry in Alberta; or
- d) has, within the five (5) years prior to being notified of eligibility for a GEC, contravened:
 - i) the GLCA or the GLCR;
 - ii) a predecessor of the GLCA or the GLCR; or
 - iii) a condition imposed on a licence or registration issued or made under the GLCA or a predecessor of the GLCA.

11.3.8 AGLC may refuse to allow a VLT Retailer to have a GEC if, within the five (5) years prior to being notified of eligibility for a GEC, the VLT Retailer, any of the retailer's staff or associates that was issued a licence or registration under the GLCA, a predecessor of the GLCA or a foreign authority has had the licence or registration cancelled by the issuing authority. Further, AGLC may cancel the Video Lottery Retailer Agreement.

11.3.9 Notwithstanding Sections 11.3.6 – 11.3.8, AGLC may refuse to allow a VLT Retailer to have a GEC.

GUIDELINES

11.3.10 AGLC conducts background/due diligence investigations to prevent criminal interests or any person who would jeopardize the integrity of lawful gaming and liquor in Alberta from becoming involved in operating or benefiting from a GEC.

11.3.11 A corporation is controlled by a person or entity if:

SUBJECT: BACKGROUND/DUE DILIGENCE INVESTIGATION

- a) the person or entity controls, either directly or indirectly (but not by security only), securities representing more than 50% of the votes required to elect the directors of the corporation, and the votes are sufficient to elect a majority of the directors; or
- b) the person or entity has a direct or indirect influence on the corporation which, if exercised, would result in control (in fact) of the corporation.

11.3.12 A corporation is affiliated with another corporation if:

- a) one (1) of the corporations controls the other; or
- b) both of the corporations are controlled by the same person or entity.

11.3.13 A person will fail to pass a records check if the person has:

- a) at any time been charged with or convicted of:
 - i) an offence under the Criminal Code (Canada), the Excise Act (Canada), the Food and Drugs Act (Canada) or the Controlled Drugs and Substances Act (Canada); or
 - ii) an offence under a foreign act or regulation that, in the Board's opinion, is substantially similar to an offence described in Section 11.3.13a i);

that, in AGLC's opinion, is sufficiently serious to detract from the integrity of lawful gaming, lottery and/or licensed liquor activities in Alberta; or

- b) within the five (5) years prior to the application date, been in prison serving a term of three (3) years or more.

SUBJECT: CHANGE IN FINANCIAL INTEREST OR OPERATOR

POLICIES

11.4.1 A GEC Retailer with an existing Video Lottery Retailer Agreement that proposes to allow another person or entity to acquire a financial interest [as defined in Section 1(1)(e) of the GLCR] in the retailer's legal entity, business or GEC through an arrangement other than a sale, transfer or assignment must obtain AGLC approval in advance. AGLC may:

- a) approve the proposal without conditions;
- b) approve the proposal subject to conditions;
- c) approve the proposal subject to changes to existing conditions;
or
- d) refuse to approve the proposal.

Where AGLC refuses to approve the proposal and the GEC Retailer proceeds with the arrangement, AGLC may cancel the Video Lottery Retailer Agreement.

11.4.2 The existing Video Lottery Retailer Agreement is terminated on the day the liquor licence is cancelled due to a change of operator.

11.4.3 Where a sale, transfer or assignment of 5% or greater interest in the part of a GEC Retailer's business (as authorized by the liquor licence) results in a change of operator, AGLC may approve the new operator to remain as a GEC. The new operator must:

- a) meet all GEC Retailer eligibility requirements; and
- b) undergo a thorough background/due diligence investigation (see Section 11.3).

11.4.4 When the new operator is approved, AGLC may adjust the number of VLTs.

11.4.5 New operators are responsible for the cost associated with the due diligence investigation.



SECTION: GAMING ENTERTAINMENT CENTRES

NUMBER: 11.5

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: VLT ALLOCATION

POLICIES

(Amended Jan 2019)

- 11.5.1 The allocation of VLTs to eligible GEC retailers is determined in order to achieve maximum optimization of AGLC's limited VLT network (see Subsection 10.5.3).
- 11.5.2 A GEC retailer, based on its most recent assessments of consumer demand (see Section 10.5) may:
- a) be provided additional VLTs subject to availability and the capacity of the GEC; or
 - b) have VLTs removed if it is assessed as having insufficient consumer demand three times within four quarterly assessments.

DATE ISSUED: January 1, 2019

AUTHORITY:

Original signed by
Gael MacLeod

SUBJECT: PHYSICAL LAYOUT AND OPERATING REQUIREMENTS

POLICIES

11.6.1 A VLT Retailer must submit design plans for a GEC to AGLC Gaming Products and Services Division for approval in advance.

11.6.2 A GEC must have:

- a) a designated VLT gaming area;
- b) a cashier area;
- c) a bar;
- d) a dining area with table service that meets the food service requirements of a Class A Minors Allowed licence (see subsection 5.4). Full-menu dining service must be available to patrons until 11 p.m.;
- e) an entrance area;
- f) closed-circuit television (CCTV) cameras;
- g) a secured CCTV monitoring area/room;
- h) a secured CCTV DVR storage area/room;
- i) washrooms (preferably located within the GEC or next to it); and
- j) at least three (3) other types of entertainment for patrons that comply with the Entertainment and Games Schedule or are otherwise approved by AGLC (e.g., billiards, television viewing, amusement games, etc.; see subsection 5.10).

11.6.3 The floor area of a GEC must be allocated as follows:

- a) at least 2.3 sq. metres (25 square feet) for each VLT within the VLT gaming area; and
- b) At least 60 % of total usable floor space for public use outside the VLT gaming area (i.e., dining area, bar, entrance, cashier area, etc.).

Note: Do not include hallways, kitchen(s), washrooms and any other "back of house" areas in this calculation.

11.6.4 Additional structural requirements for a GEC are:

SUBJECT: PHYSICAL LAYOUT AND OPERATING REQUIREMENTS

- a) minimum of 4.5 metres (15 feet) between a VLT and the nearest Automated Teller Machine (ATM);
- b) minimum ceiling height of three (3) metres (10 feet) above the VLT gaming area;
- c) electrical requirements for VLTs and Supplied Equipment are outlined in section 10.3.14; these electrical outlets must not be accessible to players or other patrons ;
- d) adequate lighting for the safety of players and staff and to ensure proper viewing by security cameras;
- e) kitchen in the same facility as the GEC (not necessarily within the GEC itself) and accessible to GEC dining staff;
- f) VLT gaming area in plain view of the entrance and cashier area; and
- g) easily accessed, clearly marked entrance to the GEC from the outside and/or the building lobby.

11.6.5 VLTs must not be readily visible from outside the GEC.

11.6.6 There must be no direct access to a GEC from an adjacent licensed premise.

11.6.7 The physical layout of a GEC must also comply with Class A Minors Prohibited licence requirements (see subsection 3.2).

11.6.8 The written approval of AGLC is required for all new construction or renovation to a VLT location (see subsection 10.8). Any construction or renovation undertaken without AGLC approval or before the retailer background/due diligence investigation is completed (see subsection 11.3) is done at the retailer's own risk.

GUIDELINES

11.6.9 If the approved physical layout is changing due to renovation plans, the GEC Retailer will be required to submit renovation design plans to AGLC for approval prior to commencing the renovations (see Section 10.8).



SECTION: GAMING ENTERTAINMENT CENTRES

NUMBER: 11.7

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: HOURS OF OPERATION

POLICIES

- 11.7.1 A GEC must be open to the public for a minimum of 14 hours per day, Monday through Sunday, except statutory holidays. Maximum hours are the same as for a VLT location (see subsection 10.11).
- 11.7.2 Any change in operating hours must be approved in advance by AGLC.

DATE ISSUED: June 21, 2012

AUTHORITY: Original signed by
Marguerite Trussler



SECTION: GAMING ENTERTAINMENT CENTRES

NUMBER: 11.8

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: STAFFING REQUIREMENTS

POLICIES

11.8.1 At least one (1) staff member must be available to pay VLT cash-out tickets during operating hours to serve VLT players and non-gambling patrons.

GUIDELINES

11.8.2 VLT staff training requirements are described in Section 10.12.

DATE ISSUED: June 21, 2012

AUTHORITY: Original signed by
Marguerite Trussler

SUBJECT: SECURITY STANDARDS

POLICIES

- 11.9.1 A GEC Retailer must have a surveillance plan which includes:
- a) a floor plan of the gaming and cashier area of each location, showing the placement of all surveillance equipment; and
 - b) a description of the surveillance equipment and its capabilities for each location, including the types of activities that are recorded and the periods of time for which the recordings of activities are kept.
- 11.9.2 A GEC Retailer must notify AGLC's Hotline (see Section 10.23) if they suspect, or have evidence of, the following:
- a) cheating at play;
 - b) theft by patrons or staff;
 - c) robbery or attempted robbery in the GEC;
 - d) passing of counterfeit currency;
 - e) any breach of security or procedures; or
 - f) other activity which is inconsistent with or in violation of the Video Lottery Retailer Agreement.
- 11.9.3 Any video or digital recordings related to the activities listed in Section 11.9.2 must be retained until directed otherwise by an AGLC Investigator/Inspector.

Closed Circuit Television (CCTV) System Requirements - General

- 11.9.4 The GEC Retailer shall provide a colour CCTV (closed circuit television system) that has:
- a) A closed circuit colour TV camera system with all cameras linked to a secure area such as a secure office or lockable cabinet. Other links within the GEC can only be made to this secure area with AGLC approval.
 - b) Each video camera shall be installed in a manner that will prevent it from being readily obstructed, tampered with or disabled.
 - c) All cameras dedicated to the VLT gaming area must be enclosed in ceiling domes;

SUBJECT: SECURITY STANDARDS

d) All cameras must be linked to video recorders direct or via quad or matrix switchers and be recorded in real time (30 images per second) with date and time generation. Digital recording units must meet the following minimum standards:

- the digital video recording device (DVRD) shall record at 30 images per second per camera with a minimum pixel image common interchange format (CIF) recording;
- the DVRD shall provide for seven (7) days continuous storage for each and all cameras attached to it in the VLT gaming floor area;
- the DVRD may house a built-in Security Data Container (SDC) or utilize external storage devices such as a Network Attached Storage (NAS) device or Redundant Array of Independent Disks (RAID) attached storage; and
- the DVRD shall be capable of archiving information data to a CD, DVD or Flash Drive in compressed, authenticable format. A viewing or playback tool must also be available to review this video, as well as a method for ensuring the authenticity of the video excerpt.

11.9.5 The use of a Wi-Fi network within the GEC must be approved by AGLC. This network must be for non-gaming purposes, such as in the administrative office (e.g. staff use a wireless network for laptops, printers, scanners etc.).

11.9.6 Cameras dedicated to the VLT gaming area must be capable of being viewed full screen on a 19 inch or larger colour monitor. No public viewing is allowed.

11.9.7 All equipment must be maintained and be in proper working order. AGLC must be notified if CCTV coverage falls below these minimum standards.

Camera Requirements

11.9.8 The minimum ratio of cameras to VLTs in a GEC is one (1) camera per three (3) VLTs, unless otherwise authorized by AGLC.

11.9.9 Cameras must:

- a) have a minimum of 480 lines resolution; and

SUBJECT: SECURITY STANDARDS

- b) be positioned to:
 - i) provide surveillance of all VLT machines;
 - ii) avoid any blind spots (areas without surveillance) in the VLT gaming area; and
 - iii) allow clear identification of staff, players and other patrons.

11.9.10 A dedicated camera must be installed so there is complete full time coverage of each entry/exit (not required for “emergency only” exits) with sufficient clarity to identify the individuals entering or leaving the premise.

11.9.11 A dedicated camera is required overhead of the cashier’s area and supplemented by one or more secondary cameras to capture an unobstructed view that allows for clear identification of the patrons.

11.9.12 Cameras may be recorded with time lapse or with motion sensitive activation (minimum of 15 images per second) when the GEC is not open.

SUBJECT: SIGNAGE, ADVERTISING AND PROMOTIONS

POLICIES

11.10.1 A GEC must be clearly identified at each entrance/exit with signs provided by AGLC.

11.10.2 A GEC Retailer must post the following signs provided by AGLC:

- a) "Responsible Gambling";
- b) VLT Rules of Play";
- c) "Video Surveillance" poster;
- d) "Robbery Procedures" (for the information of staff only, to be posted in an area out of public view);
- e) height markers at each entrance/exit, for security purposes; and
- f) any other information AGLC may provide to a Retailer for posting.

11.10.3 A GEC Retailer must provide and post the following signs:

- a) "Minors Prohibited" (at all entrances/exits);
- b) Hours of Operation ; and
- c) Cashier area.

11.10.4 Failure to post signs as directed by AGLC may result in penalties up to and including termination of the Video Lottery Retailer Agreement and the removal of the VLTs and Supplied Equipment.

11.10.5 Proposed advertising or promotional materials must be approved in advance by AGLC. GEC Retailer advertising must be limited to the message VLTs are available for play at the location. Any advertising or promotional materials that appear to encourage VLT play are not allowed.

11.10.6 Advertising or promotional material that refer to VLTs as slot machines or the GEC as a casino are prohibited.

11.10.7 Advertising and/or promotional materials used without AGLC approval will be removed. The GEC Retailer may also face penalties up to and including termination of the Video Lottery Retailer Agreement and the removal of the VLTs and Supplied Equipment.



SECTION: GAMING ENTERTAINMENT CENTRES

NUMBER: 11.10

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: SIGNAGE, ADVERTISING AND PROMOTIONS

GUIDELINES

11.10.8 GEC Retailers requiring any of the signage or notices specified in Sections 11.10.2 and 11.10.3 should contact AGLC's Hotline (see Section 10.23).

DATE ISSUED: June 21, 2012

AUTHORITY: Original signed by Marguerite Trussler



SECTION: GAMING ENTERTAINMENT CENTRES

NUMBER: 11.11

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: VIOLATION OF AGLC POLICIES

POLICIES

11.11.1 Violation of AGLC policies and guidelines may result in any of the following:

- a) termination of the Video Lottery Retailer Agreement by AGLC with or without cause;
- b) election to remove one or more VLTs; or
- c) suspension of the video lottery retailer's ability to operate the supplied equipment.

The GEC retailer will receive written notice from AGLC of the violation and penalty.

11.11.2 A GEC retailer whose Video Lottery Retailer Agreement is terminated is ineligible to re-apply for VLTs where the violation occurred for a minimum of one year. *(Amended Jan 2019)*

11.11.3 *(Deleted Jan 2019)*

DATE ISSUED: January 1, 2019

AUTHORITY: Original signed by Gael MacLeod

SUBJECT: GENERAL INFORMATION

POLICIES

12.1.1 *(Deleted Dec 2020)*

12.1.2 *(Deleted Dec 2020)*

12.1.3 *(Deleted Dec 2020)*

12.1.4 When an AGLC Inspector finds a licensee in contravention of the GLCA, the GLCR or Board policy, the Inspector may request the licensee take appropriate steps to comply with the legislation or policy.

12.1.5 Any alleged violation observed by an AGLC Inspector, or a report of potential problems received from police, fire, health, other government officials or the general public, will be investigated and may result in an Incident Report (see Section 13.1).

GUIDELINES

12.1.6 AGLC Inspectors visit licensed premises to:

- a) check for compliance with the GLCA, GLCR and Board policies;
- b) confirm no structural changes have been made to the premises affecting compliance with the licence;
- c) advise licensees who want to apply for a new class of licence, a licence endorsement or a licence extension;
- d) investigate complaints;
- e) conduct audits on licensee books and records;
- f) conduct training seminars; and
- g) respond to licensee concerns about the operation of the licensed premises.

12.1.7 Inspections provide licensees with an opportunity to discuss with AGLC Inspectors:

- a) proposed structural changes;
- b) sale of the licensed premises;
- c) change in shareholders or management; and/or
- d) any questions they might have about the GLCA, the GLCR and Board policies.

DATE ISSUED: December 14, 2020

AUTHORITY: Original signed by
Len Rhodes



SECTION: INSPECTIONS

NUMBER: 12.1

LICENSEE HANDBOOK

PAGE 2 OF 2

SUBJECT: GENERAL INFORMATION

- 12.1.8 All AGLC Inspectors carry photo identification while on duty. A licensee may ask to see an Inspector's identification before providing any information.
- 12.1.9 AGLC Inspectors are available to meet with licensees to assist them in the interpretation of legislation and Board policies; however, Inspectors may report any violations they observe to the Board.
- 12.1.10 AGLC supports and encourages police "walk through" programs. Every police officer is considered an Inspector under the GLCA, and licensees and their staff are required to cooperate fully with police officers who enter the licensed premises.

DATE ISSUED: December 14, 2020

AUTHORITY:

Original signed by
Len Rhodes

SUBJECT: LIQUOR SEIZURE AND ANALYSIS

POLICIES

- 12.2.1 Unauthorized or illegal liquor is not permitted in a licensed premise.
- 12.2.2 Unauthorized or illegal liquor includes, but is not limited to, liquor that has been:
- a) obtained from an unauthorized source;
 - b) Adulterated (diluted with water or mixed with another liquor product or substance not requested by a patron);
 - c) re-labelled by a licensee; or
 - d) provided to a licensee as an added-value item then offered for sale.
- 12.2.3 Any unauthorized or illegal liquor products found in a licensed premise will be seized immediately.
- 12.2.4 An Inspector will submit an Incident Report (see Section 13.1) which may result in disciplinary action, up to and including suspension or cancellation of licence.

GUIDELINES

- 12.2.5 *(Deleted Dec 2020)*
- 12.2.6 The liquor may be analyzed to confirm it has not been adulterated and that "short pouring" of mixed drinks is not taking place.
- 12.2.7 An Inspector may occasionally take liquor samples from a licensed premise for analysis. If tests suggest the liquor has been adulterated, additional samples will be taken.



SECTION: LICENSEE DISCIPLINE

NUMBER: 13.1

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: INCIDENT REPORTS

GUIDELINES

- 13.1.1 An AGLC Inspector who observes an alleged violation may prepare an Incident Report detailing the circumstances. *(Amended Dec 2020)*
- 13.1.2 The President & Chief Executive Officer or delegate may propose a penalty or refer the Incident Report to the Board for review and decision where circumstances warrant.
- 13.1.3 On reviewing an Incident Report, the Board may decide to impose a penalty with or without a hearing.

DATE ISSUED: December 14, 2020

AUTHORITY: Original signed by
Len Rhodes



SECTION: LICENSEE DISCIPLINE
NUMBER: 13.2

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: NOTICE OF PENALTY

(Deleted Nov 2019)

Please see the Board Hearing Panel Rules and Procedures Document at aglc.ca for information on Notice of Penalty.

DATE ISSUED: November 28, 2019 AUTHORITY: Original signed by Len Rhodes



SECTION: LICENSEE DISCIPLINE
NUMBER: 13.3

LICENSEE HANDBOOK

PAGE 1 OF 1

SUBJECT: BOARD HEARINGS

(Deleted Nov 2019)

Please see the Board Hearing Panel Rules and Procedures Document at aglc.ca for information on Board Hearings.

DATE ISSUED: November 28, 2019 AUTHORITY: Original signed by Len Rhodes