



AGCO

Alcohol and Gaming  
Commission of Ontario

# Regulatory Reporting Requirements – Cannabis

Version 1.6  
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# Foreword

The purpose of this document is to list the minimum obligations of Cannabis Licensees (Licensees) to notify the Alcohol and Gaming Commission of Ontario (AGCO).

These notification requirements may not be comprehensive and do not supersede the Registrar's Standards for Cannabis Retail Stores, *Cannabis Control Act* or *Cannabis Licence Act*.

Additionally, in accordance with the Registrar's Standards for Cannabis Retail Stores, Standard 1.6, Licensees must notify the Registrar in accordance with the **Notification Requirements**.

The minimum notification obligations listed herein are not intended to negate ongoing, open and transparent communication between Cannabis Retailers and the AGCO. In instances where reporting is not mandatory, Licensees must use sound judgment and discretion to determine circumstances requiring notification.

Incident notifications provided by the Licensee, under this document, shall, within the stated timeframe or a reasonable timeframe for items 7 and 8, include the following information at a minimum:

- a) Date, time and location of incident
- b) Description of incident
- c) Reference applicable section from the Requirements document
- d) Contact information of who we should contact
- e) Any actions taken to correct the cause of non-compliance and prevent similar incidents from occurring in the future.

# AGCO Cannabis Reporting Requirements

No.	Requirement	Description	Risk Theme	Regulatory Authority	Notice Timeframe
1.	Change or Termination of Retail Manager for cause	Any change or termination of the Retail Manager assigned to the retail store including the name of the replacement; where applicable.	Security and Product Integrity	CLA 4(6)4, CLA 5(1), CLA 5(4), CLA 25(2)	1 business day
2.	Change of Officers, Directors or Partners	Any change in the officers or directors of the corporation or any change in the membership of the partnership.	Entity Level	Standard 1.7, 1.8	30 business days
3.	Operator Organizational Chart – Cannabis	Operators must provide the Registrar with an organizational chart showing key reporting lines and relationships and shall ensure that it remains up to date. This includes changes to partnerships and agreements and should be reflected in the up to date organizational chart.  Note: This reporting requirement only applies to corporate entities.	Entity Level	Standard 1.2	30 business days
4.	Lost or Stolen Product	Any incident of lost or stolen product and/or cannabis accessories discovered outside of the weekly inventory counts.	Participation of the Illicit Market and Prevention of unlawful activity	Standard 1.1, 2.2	1 business day
5.	Incidents Reported to the Police	Any incident involving or reported to the police related to the retail store.	Entity Level	Standard 1.1, 1.2	1 day
6.	Incident in Other Jurisdictions – Cannabis	Regulatory, criminal or other disciplinary action, including ongoing investigations, taken in other jurisdictions.  Note: This applies to the Licensed Retail Operator as well as corporate officers and directors.	Entity level and, Participation of the Illicit Market and Prevention of unlawful activity	CLA Reg 1, 2, 4, 13	5 business days
7.	Changes to Store Layout	Any changes or renovations to the store.	Security and Product Integrity	Standard 2.1, 2.2, 2.4, 2.5	Within 15 days of the changes
8.	Failure and Subsequent Restoration of Surveillance System	Any failure of the retail store's surveillance system. Specifically, the date and time it failed and when it was restored.	Security and Product Integrity	Standard 2.1	When the surveillance system operation fails and when it has been restored
9.	Charges, Convictions or Findings of Guilt under any Legislation	Any charges, convictions or findings of guilt under any legislation with respect to (i) the authorized store, (ii) the holder of the licence, (iii) a manager, (iv) a person interested in the holder of the licence.	Entity Level	Standard 1.1	5 business days
10.	Cannabis Periodic Regulatory Reporting	Monthly inventory count discrepancy.	Security and Product Integrity and, Participation of the Illicit Market and Prevention of unlawful activity and,	Standard 8.1, 8.2 Standard 4.2 transferred Standard 3.4 for destroyed	Monthly template submission
		Report on all destroyed cannabis products during the month.			Entity level and,
		Product transfers between an Operator's retail stores.  Report on all cannabis transferred from one authorized retail store to another authorized retail store operated by the same Licensed Operator.	Inventory Tracking & Record Keeping	Monthly template submission	

## AGCO Cannabis Reporting Requirements

No.	Requirement	Description	Risk Theme	Regulatory Authority	Notice Timeframe
11.	Monthly Federal Reporting	Licensees must ensure that they properly track, report and submit inventory data to the AGCO on a monthly basis to be used for regulatory compliance monitoring. This report also satisfies Licensee’s obligations to comply with inventory tracking requirements for the National Tracking System. Completion of the template labelled “Monthly Federal Reporting” in iAGCO is required.	Inventory Tracking & Record Keeping Participation of the Illicit Market and Prevention of unlawful activity	Standard 8.1.7	By 11:59pm on the 5th day of each calendar month
12.	Monthly Sales Reporting	Licensees must track, report and submit all sales transactions of cannabis products and cannabis accessories to the AGCO on a monthly basis to be used for regulatory compliance monitoring. Completion of the template labelled “Monthly Sales Reporting” in iAGCO is required.	Inventory Tracking & Record Keeping and, Participation of the Illicit Market and Prevention of unlawful activity	Standard 8.1.7	By 11:59pm on the 5th day of each calendar month