



ONTARIO CANNABIS RETAIL STORE LICENSING

YOUR ROADMAP



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www.CannabisLicenseExperts.com

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TRUST THE EXPERTS AND GET LICENSED FASTER!

Your path to opening up a Cannabis Retail Store starts here. We're with you, every step of the way



Cannabis Retailer Licensing Journey Map



OCS: Ontario Cannabis Store

iAGCO: Online portal for the Alcohol and Gaming Commission of Ontario

SOURCE: <https://www.agco.ca/cannabis/industry-resources/cannabis-retailer-licensing-journey-map>

Secure your Licences and Authorizations

The Alcohol and Gaming Commission of Ontario (AGCO) has responsibility for regulating cannabis retail stores in *Ontario under the Cannabis Licence Act, 2018 and Regulation 468/18*. To open and operate a cannabis retail store and sell recreational cannabis, there are two licences and an authorization that you are required to secure from the AGCO:



1. Cannabis Retail Operator Licence (ROL)

The first licence you need to apply for is the Retail Operator Licence (ROL). You can apply for this licence as an individual/sole proprietor, a partnership or a corporation. The ROL will confirm that you meet the eligibility criteria set out in the *Cannabis Licence Act* and its regulations. To submit an application for a Retail Operator Licence, you must make a non-refundable \$6,000 fee payment to the AGCO.



2. Cannabis Retail Store Authorization (RSA)

The next step after submitting an ROL application is to apply for a Retail Store Authorization (RSA) for each retail location you intend to open. To apply for an RSA, you must either hold a valid ROL issued by the AGCO or have submitted an application for an ROL with the AGCO. Applications for both an RSA and ROL can be submitted at the same time, but the ROL will be issued before the RSA is granted.

Secure your Licences and Authorizations



To submit an application for a Retail Store Authorization, you must make a non-refundable \$4,000 fee payment to the AGCO.

To be eligible for a Retail Store Authorization, the following criteria should be met since there are some places where you cannot open a cannabis retail store:

- Ensure the proposed location for your retail store is more than 150 metres away from the property line of a school or private school;
- Contact the municipality where the store will be located and confirm that the proposed retail store meets local municipal requirements for retail store siting;
- Review the Registrar's Standards for Cannabis Retail Stores to ensure you understand the requirements for your store;
- Ensure that the operating name of the proposed retail store complies with all applicable Federal/Provincial legislation related to advertising and promotion.

If you are a Licensed Producer, or one of its affiliates, you are eligible to apply for a single RSA. In this case, the proposed cannabis retail store must be located on or within the site set out in the federally issued production licence.

Public Notice Process

After your ROL and RSA(s) have been submitted, the next step is the Public Notice Process and store inspections by the AGCO.

For fifteen (15) calendar days, you are required to post the Public Notice placard visibly on the proposed store front. Although the AGCO provides the Public Notice placard via email, you are responsible for:

- 1. Printing both English and French notices in colour on 8 ½” x 11’ paper; and,**
- 2. Physically displaying the Public Notice at the proposed retail store in a manner that makes it visible to the general public during the posting period.**



3. Cannabis Retail Manager Licence

Every cannabis retail store in Ontario must have at least one Licensed Retail Manager, who is responsible for performing tasks such as:

- supervising, managing, or hiring employees of the store;
- managing the sale of cannabis;
- managing compliance issues relating to the sale of cannabis;
- buying cannabis for the store;
- entering into contracts for the store.

Recent changes to the Registrar’s Standards now allow 1 Manager to manage up to five (5) cannabis retail store locations.

To submit an application for a Cannabis Retail Manager Licence, you must make a non-refundable fee payment of \$750 to the AGCO.



Inspections

Prior to a Retail Store Authorization being issued and your cannabis retail store opening for business, the store location will be inspected by an AGCO Compliance Official on two separate occasions to confirm that all eligibility and store-specific requirements are met.

The first inspection is called a **Retail Store Pre-Authorization Inspection**, which is conducted prior to a Retail Store Authorization being issued.

The second inspection is a **Pre-Store Opening Inspection**, which will be done prior to the opening of the store.

The public notice period does not need to be completed before your first inspection can be scheduled (i.e. an inspection can be scheduled as soon as the placard has been posted, based on your readiness for your store to be inspected).

Successful completion of the Retail Store Pre-Authorization Inspection will result in issuance of an RSA, which may include certain terms and conditions the licensed Retail Operator must comply with before the store is open to the public. After that, successful completion of the Pre-Store Opening Inspection will allow your store to open for business!

Trust The Experts And Get Licensed Faster!

With over 9 of years experience, the team at Cannabis License Experts has submitted over 250 cannabis and psychedelics licence applications, with ZERO REFUSALS from Health Canada or any provincial governments. There are several reasons to trust Cannabis License Experts with your application, including:

1. Once your licensing project begins, one of our Senior Regulatory Specialists will be assigned to guide you through the entire process, effectively acting as your Project Manager for the duration of the application process, all the way through until you are licensed.
2. Our experienced team will help you navigate through the process and ensure your application is completed in a thorough and accurate manner, so you avoid any unnecessary delays.
3. Licensing packages cover all applicable requirements including: Floor plan design, detailed security plan, completion of all application documents, preparation of Standard Operating Procedures (SOPs), site evidence packages, timely response to all RMIs, and more.
4. We offer competitive rates and industry-leading value and results.
5. Our services are not limited to licensing – we offer additional solutions through our own team, as well as a network of partners, covering all the aspects to successfully set up your business.





Additional Services

Cannabis License Experts prides itself in offering solutions beyond the licensing journey, to help ensure you have the necessary tools to establish your operation. This includes:

- **Business plan services**
- **Gap assessments**
- **Commercial real estate broker services**
- **Facility design (new and retrofit of existing structures)**
- **Production equipment providers**
- **Security equipment tendering**
- **Insurance broker services**
- **Banking services**
- **POS recommendations/setup**
- **Digital platform services**
- **Budtender training (retail)**
- **Interior design**
- **Post-licensing audits**
- **Retainer packages for ongoing consultation**

Success Stories

Steve St. Michael

Cannabis 228



"Cannabis License Experts have made our Cannabis application a breeze. No hassles, no trying to call the Government looking for answers wondering where your application is at. You can call your Cannabis License Experts representative at anytime. If they don't have the answer you were looking for they get right on it and provide you with your request."

Matthew Caton

YIELD Cannabis Co.



"Cannabis License Experts, and their team were retained by our company to help us along the way with a Retail Cannabis License. Brian Wolf along with Kalpna Mistry and their team of experts were there the entire way through the process. At times, when we had questions as clients, their team was always available for support. I feel, without Cannabis License Experts' assistance in this endeavor, we would have been months behind an already competitive process. "

Omid Meimandi

Power Plant Smoke



"Its been an absolutely pleasure working with CLE. They are extremely knowledgable in this new industry. I was able to obtain a License because of CLE who helped with every step of the Application process. I will be using their services again in the short future."