



Administrative Penalty Publishing Policy

1. Purpose

The purpose of this policy is to establish the guidelines for publishing administrative penalties assessed against permittees by SLGA pursuant to *The Alcohol and Gaming Regulation Act, 1997*.

2. Persons Affected

The policy affects permittees against whom SLGA assesses an administrative penalty.

3. Definitions

For the purposes of this policy the following definitions apply.

“SLGA” means the Saskatchewan Liquor and Gaming Authority;

“Commission” means the Liquor and Gaming Licensing Commission;

“Administrative penalty” means a penalty assessed by SLGA or the Commission against a permittee for a violation of *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, or an order of SLGA or the Commission;

“Permittee” means a permittee as defined by *The Alcohol and Gaming Regulation Act, 1997*;

“Permitted premises” means the premises as defined by *The Alcohol and Gaming Regulation Act, 1997*;

“Personal information” means personal information within the meaning of section 24 of *The Freedom of Information and Protection of Privacy Act*.

4. Policy Statements

SLGA will use the following guidelines for publishing administrative penalties:

- SLGA will publish all administrative penalties assessed to permittees on the SLGA website on a quarterly basis.
- SLGA will not publish an administrative penalty until all timelines for processes available to the permittee to have SLGA’s decision reviewed have expired.
- Upon review of an SLGA decision to assess an administrative penalty, if the Commission alters the administrative penalty, SLGA will only publish the revised administrative penalty.
- Prior to publishing any administrative penalty, SLGA will review the information for publication and sever all third party and personal information not subject to disclosure in accordance with *The Freedom of Information and Protection of Privacy Act*.

- Each administrative penalty published on the SLGA website will include:
 - the name of the permitted premises or the permittee as it appears on the permit,
 - the type of permit,
 - the date that the violation occurred, and
 - the amount of the financial penalty and/or the number of suspension days that was assessed as the administrative penalty.
- SLGA will maintain published administrative penalties on its website for a period of five years.

5. Getting Help

Questions concerning SLGA's administrative penalties and Liquor Licensing processes:

Director, Liquor Licensing Branch

12th Floor, 2500 Victoria Ave
Regina, SK S4P 3M3
Telephone: (306) 787-5225
Facsimile: (306) 787-8981

Questions concerning SLGA's privacy policies:

SLGA Privacy Officer

Vice President, Policy and Planning Division
9th Floor, 2500 Victoria Ave
Regina, SK S4P 3M3
Telephone: (306) 787-2977
Facsimile: (306) 787-8439

Director, Policy and Legislation Branch

9th Floor, 2500 Victoria Ave
Regina, SK S4P 3M3
Telephone: (306) 787-0589
Facsimile: (306) 787-8439

6. Revision History

December 1, 2011

- Eliminated from website publication specification of whether SLGA or Commission imposed the administrative policy.

7. See Also

SLGA Privacy Policy