

# POLICY MANUAL

<p><b>Title:</b> Cannabis Retail Store Processing &amp; Evaluation Criteria</p>	<p><b>Policy No:</b> 6.33 <b>Supersedes:</b> New</p>
<p><b>Authority:</b> <input checked="" type="checkbox"/> Legislative      <input type="checkbox"/> Operational <b>Approval:</b> <input checked="" type="checkbox"/> Council      <input type="checkbox"/> CMT <input type="checkbox"/> General Manager</p>	<p><b>Effective Date:</b> November 27, 2018</p>
<p><b>Policy Statement:</b> This policy applies to all referrals from the Liquor and Cannabis Regulation Branch (LCRB) regarding applications for Private Cannabis Retail Stores.</p> <p>A. That the location of Government Operated Cannabis Store(s) be confirmed by receipt of a Letter of Intent from the LCRB before commencing a review of Private Cannabis Retail Stores.</p> <p>B. All applications for Private Cannabis Retail Stores referred from the LCRB will be reviewed as a group. The Initial Intake of application referrals will be held until Section A is satisfied; and for a period of 90 days following receipt of the first complete application from the LCRB. Referrals received after the initial intake period may be held if the LCRB advises there are other applications under review that will be referred to the City. If no other applications are being reviewed by the Province, the applications may be reviewed, on a case by case basis, at the discretion of Council.</p> <p>C. In the event of a Government Cannabis Retail Store and Private Cannabis Retail Store being proposed within 1000 metres of each other, preference will be given to the Provincial store in recognition of Provincial immunity to local land use regulation; a strong track record of handling a controlled substance and checking identification to ensure that cannabis does not fall into the hands of minors; and support for the creation of stable, well paying jobs in the community.</p> <p>D. Regardless of compliance with City Zoning Bylaw regulations, Council is not obligated to support an application for a Private Cannabis Retail Store.</p> <p><b>Procedure Overview:</b></p> <ol style="list-style-type: none"> <li>1. The review of applications for Private Cannabis Retail Stores will commence upon receipt of a Letter of Intent from the LCRB confirming their intention to operate a Government Cannabis Retail Store at a specific civic address/location.</li> <li>2. Application/referral for a Private Cannabis Retail Store is received from the LCRB.</li> <li>3. Application is checked for Zoning and Official Community Plan compliance. <ol style="list-style-type: none"> <li>a. If the application is not compliant with Zoning, the LCRB will be advised the application is denied. The applicant will further be advised that, where compliant with OCP designation, a rezoning application could be made to rezone the property to permit the use.</li> <li>b. If the application is compliant with Zoning: <ol style="list-style-type: none"> <li>i) the LCRB will be advised the application is compliant with zoning and be requested to proceed with their analysis of the application. The City will do no further review of the</li> </ol> </li> </ol> </li> </ol>	

application until the LCRB analysis is complete and is referred back to the City; and  
ii) applicants will be advised that “Private Cannabis Retail Store Business Plan and Community Impact Overview” section of the Policy must be completed by the applicant and received by the City before further review of the application occurs.

4. Letters will be mailed to all property owners within 200 metres of the proposed store.
5. Referral to RCMP for input.
6. Once all information is received, a staff Cannabis Application Review Panel comprising of representatives from various City Departments, will evaluate each application based on Sections 9 and 10 of this Policy. Other pertinent information may also be considered.
7. A Council report will be prepared including an assessment of the applications in regards to the policy, a location map, the location of intended Government Cannabis Retail Store(s), and other pertinent information.
8. Council will make a recommendation to the LCRB for each application

**9. Private Cannabis Retail Store Business and Community Impact Overview:**

In addition to Provincial requirements, applications for Private Cannabis Retail Stores will be evaluated on the viability of the business operation. The City is committed to ensuring each retail store will be an appropriate fit, and a good community partner.

Applicants must provide a thorough submission in order for the City to conduct its review. This submission must include:

- a) Business overview. Please provide a business description, number of staff, how the business will operate and be in compliance with all provincial regulations; how minors will be prevented from purchasing cannabis; and how provincial identification requirements will be met.
- b) Details of signage to demonstrate compliance with Provincial and Municipal regulations.
- c) Information regarding availability of parking on the site and adjacent to the store.
- d) Community benefit. Please provide details of contributions or supports to non-profit organizations or local community groups etc. Demonstrate how your business will be a good community partner.
- e) Details of mitigation plan to minimize community impact.
- f) Information regarding staff training.

**10. APPLICATION REVIEW CRITERIA:** To be completed by Cannabis Review Panel

<b>Requirement</b>		
Zoning Bylaw Requirements*:		Check Appropriate Box/ Note Zone
Complies		<input type="checkbox"/>
Zoning Map – prepared at a scale of 1:2000		Surrounding Land Use:
<b>Include the location of any site being considered by the LCRB for a Government Store</b>		North:
		South:
		East:
		West:
<b>Public Input</b>	<b># or %</b>	<b>Comments</b>
Number of letters mailed		
Number of responses received of total number of letters mailed		
Percentage supportive of total number of letters mailed		
Percentage non-supportive of total number of letters mailed		
<b>RCMP Input</b>	<b>Y/N</b>	<b>Comments</b>
No issues		
Issues: Comments		
<b>Parking Details</b>	<b>Y/N</b>	<b>Details</b>
On Site		
On Street		
<b>Compliance History</b>	<b>Y/N</b>	<b>Details</b>
Compliant		
Non-Compliant: Details		
<b>Business Plan</b>	<b>Y/N</b>	<b>Details</b>
Not Submitted		
Submitted: Details		
<b>Community Benefit – applicant has identified contribution to the community</b>	<b>Y/N</b>	<b>Details</b>
No		
Yes: Details		
<b>Community Impacts – applicant has identified possible negative impacts and provided a plan to mitigate impacts</b>	<b>Y/N</b>	<b>Details</b>
No		
Yes: Details		

**Definitions:**

**Private Cannabis Retail Store:** means a retail use devoted to sales of non-medical cannabis products in accordance with Federal and Provincial Regulations, which is operated by any individual, partnership, corporation or Indigenous nation that holds a British Columbia cannabis licence.

**Government Cannabis Retail Store:** means a retail use devoted to sales of non-medical cannabis products in accordance with Federal and Provincial Regulations, which is operated by the Province of British Columbia.

**LCRB Letter of Intent:** means correspondence from the Provincial Government advising of the Provincial intent to open and operate a Government Cannabis Retail store at an identified location(s).

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**Exemptions:** Government Cannabis Retail Stores are not subject to this policy.

**Key Areas of Responsibility:**

**Action to Take**

Staff Cannabis Application Review Panel will review all applications to determine compliance with the Cannabis Retail Store Processing and Evaluation Criteria Policy.

**Responsibility**

Bylaw & Licencing Services  
Planning Department