

Title: Cannabis Retail Store Processing & Evaluation Criteria			Policy No: 6.33
			Supersedes: May 12, 2020
Authority:	<input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Operational	
Approval:	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> CMT	<input type="checkbox"/> General Manager
			Effective Date: May 12, 2020
			Amended Date: July 26, 2022
Policy Statement: <p>This policy applies to all referrals from the Liquor and Cannabis Regulation Branch (LCRB) regarding applications for Cannabis Retail Stores.</p> <ul style="list-style-type: none"> A. The location of each Cannabis Retail Store must be a minimum of 1000 meters from any other Cannabis Retail Store. The exception to this requirement is for any existing Cannabis Retail Store seeking to relocate within 1000 metres of another Cannabis Retail Store. B. Applications may be reviewed, on a case by case basis, at the discretion of Council. C. Regardless of compliance with City Zoning Bylaw regulations, Council is not obligated to support an application for a Cannabis Retail Store. 			
Procedure Overview: <ol style="list-style-type: none"> 1. Application/referral for a Cannabis Retail Store is received from the LCRB. 2. Application is checked for Zoning and Official Community Plan compliance. <ul style="list-style-type: none"> a) If the application is not compliant with Zoning or is within 1000 meters of another Cannabis Retail Store, the LCRB will be advised the application is denied. The exception to this requirement is for any existing Cannabis Retail Store seeking to relocate with 1000 meters of another Cannabis Retail Store. b) If the application is compliant with Zoning or is an existing Cannabis Retail Store seeking to relocate within 1000 meters of another Cannabis Retail Store: <ul style="list-style-type: none"> i) the LCRB will be advised the application is compliant with zoning and or the Policy and be requested to proceed with their analysis of the application. The City will do no further review of the application until the LCRB analysis is complete and is referred back to the City; and ii) applicants will be advised that “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. 3. Letters will be mailed to all property owners within 200 meters of the proposed store location. 			

4. Referred to RCMP for input.
5. A Council report will be prepared including an assessment of the application in regards to the policy, a location map, the location of intended Government Cannabis Retail Store(s), and other pertinent information.
6. Council will make a recommendation to the LCRB for each application.
7. Cannabis Retail Store Business and Community Impact Overview:

In addition to Provincial requirements, applications for 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.

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

Definitions:

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.

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

Key Areas of Responsibility:**Action to Take**

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

Responsibility

Bylaw & Licencing Services