		<b>POLICY AND PROCEDURE MANUAL</b>	
<b>Category:</b> Legislative & Regulatory Services	<b>Number:</b> LEG.04(C)	<b>CANNABIS RETAIL STORE LICENCE APPLICATIONS</b>	
<b>Type:</b>	<b>Authority:</b>	<b>Approved By:</b>	
<input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
<b>Office of Primary Responsibility:</b> Development Services			
<b>Date Adopted:</b> November 18, 2019	<b>Council Resolution No:</b> RC19/691	<b>Date to be Reviewed:</b> November 18, 2020	
<b>Manner Issued: Website, Pipeline, and upon request</b>			

### **BACKGROUND:**

As of October 17, 2018, selling of cannabis for non-medicinal purposes is legal in Canada. Within British Columbia, the province is the licencing authority through the Liquor and Cannabis Regulation Branch (LCRB) for non-medical cannabis retail stores. A retail store must be a standalone business. Prior to issuing any licence, input, and a positive recommendation from the local government, is required.

### **PURPOSE:**

Where the Liquor and Cannabis Regulation Branch requires input and a recommendation from the local government, the following outlines policy and procedure to guide Council's decision, and defines the process and requirement for applicants.

### **POLICY:**

#### **1. Definitions**

**“Administration”** means the Corporate Services Department, which is responsible for ensuring that the policies, programs and other directions of Council are implemented.

**“Administrative Policy”** means Policy statements that guide the operational and/or internal work processes of administration, including management of human resources.

**“Administrative Procedure”** means the tasks or steps required to follow or implement Council Policy or Administrative Policy, including the assignment of roles and responsibilities, and the detailed steps that outline a particular way of accomplishing something or of acting.

**“Chief Administrative Officer”** means the individual appointed by Council to the position of Chief Administrative Officer (or his/her designate) as the head of Administration.

**“Council”** means the duly elected officials of the District, those being the Mayor and Councillors.

**“Council Policy”** means Policy statements that provide strategic direction on programs and services delivered by the District which impact or affect citizens or customers, and/or Policy statements that require Council’s approval because of legislative or regulatory requirements.

**“Department Head(s)”** means those District employees that are charged with overseeing a particular operational or departmental area and/or designates.

**“District”** means the District of Mission.

**“Policy”** means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

## **2. Applicability**

- a) This Policy applies to private Cannabis Retail Store applications only.
- b) Government Cannabis Retail Store applications are exempt from this policy.

## **3. Retail Cannabis Sales Policy**

Council will consider the following when determining support, non-support, or support with conditions for a Cannabis Retail Store Licence:

- a) Location: Retail Cannabis licences may only be issued in a prescribed zone as per the District of Mission Zoning Bylaw
- b) Land Use Impact: Impacts on adjacent and nearby land uses
- c) Public Input: Consider views from the public via a public input process
- d) Community Benefit: how the applicant intends to fit within the community

## **4. Retail Cannabis Sales Licence Procedure**

The following policy outlines the order for which Cannabis Retail Store Licence Applications will be processed:

- a) Initially, Cannabis Retail Store Licence applications will be grouped and held for 90 days following the receipt of the first complete application from LCRB or until LCRB advises the District of Mission there are no more applications in queue. Once all applications have been received, Council will review each application on a case-by-case basis.
- b) After the initial group of applications has been reviewed by Council, Cannabis Retail Store Licence applications will be processed one application at a time, in the order a complete application is received by the District, and only after the LCRB has referred an application back to the District. Only when approval of one application is complete (approved by Council) will another application be initiated for review by the District.

## **5. Retail Cannabis Sales Licence Application Process**

The following generally outlines the process for making a Retail Cannabis Sales Licence Application:

- a) Pre-Application Review Meeting (optional)
  - i. Applicant will review locational criteria as per the District Zoning Bylaw, Development Permit Guidelines and any other condition to ensure application is in conformance.

- b) Provincial Cannabis Retail Sales Licence Application
  - i. Applicant to make application to the Liquor and Cannabis Regulation Branch (LCRB) via the LCRB online application portal.
- c) Provincial Notification to the District
  - i. Province will notify the District of LCRB application.
  - ii. District will check application for compliance with OCP and Zoning requirements.
  - iii. If the application is compliant with OCP and Zoning, the LCRB will be advised the application is compliant and be requested to proceed with their analysis of the application.
- d) Provincial Referral to the District
  - i. Once the LCRB have completed their process a referral will be sent to the District at which time the applicant will be notified to start their formal Business Licence application.
- e) Submit Retail Cannabis Store application and fees to District
  - i. Retail Cannabis Sales Licence application.
  - ii. Internal review and report preparation.
- f) District Application Review
  - i. Applications will be evaluated on appropriate fit for the community and whether the applicant is deemed to be a good community partner. Criteria for this evaluation is as follows:
    - Business Overview – The applicant must provide a business description, including number of staff, how the business will operate to be in compliance with provincial regulations, how minors will be prevented from purchasing cannabis, entering the store, or congregating outside of the store;
    - Community Benefit – Federal regulations severely impact the ability for Cannabis related businesses from advertising, sponsoring, or promotion of their business, therefore the applicant must demonstrate how it plans to contribute to be a good community partner by contributing to the community, supporting the non-profit sector, supporting local community groups, etc.
- g) Report to Council
  - i. Set date for Public Input – Retail Cannabis Store Licence
  - ii. Public Notification
    - The applicant is required to place a notification sign, **Attachment 1**, on the subject property at the applicant's cost. The District will advise the applicant to update the notification sign with the Council Meeting date where public input will be sought. The applicant shall provide confirmation of the notification sign update a minimum of 10 days prior to the Council Meeting.

- A notice shall be sent to the owners as shown on the assessment roll as at the date of the application, and to the occupiers of all parcels any part of which is within a distance of 152 metres from any part of the parcel that is subject to the application. The notification area may be expanded to a distance determined by the Manager of Planning or designate when development proposals are deemed to have a significant impact.

- h) Public Input Session
  - i. Council will hear concerns raised by the public regarding the proposed location.
- i) Council Consideration (may occur the same evening as Public Input Session)
  - i. Council forwards a resolution of non-support to LCRB.
  - ii. Council forwards a resolution of support to LCRB.
  - iii. Council forwards a resolution of support, with conditions, to LCRB.
  - iv. Council defers decision seeking further input from staff.

Regardless of compliance with the zoning regulations, Council is NOT obligated to support an application for a private Cannabis Retail Store.

- j) Council submits recommendations to the LCRB for each application
- k) LCRB continues their internal review
  - i. Decision to issue, or not issue licence – the LCRB must consider Council recommendation and conditions (if any).
- l) If approved by LCRB, submit Business Licence fee.

**RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:**

Business Licence Bylaw 3964-2007

Zoning Bylaw 5050-2009

Land Use Application Procedures and Fees Bylaw 3612-2003

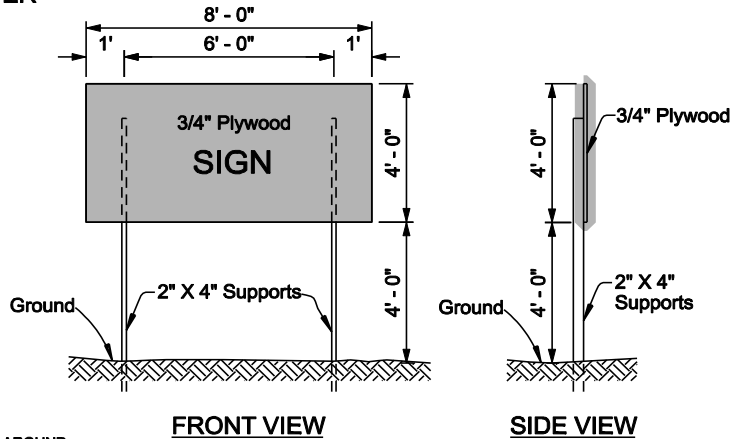
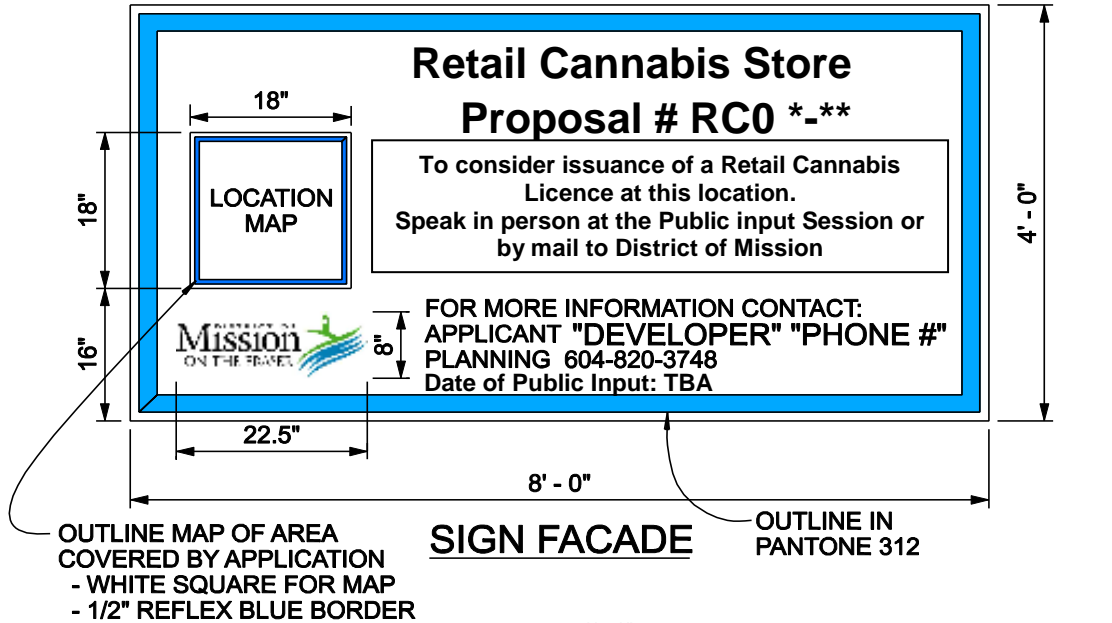
Official Community Plan Bylaw 5670-2017

**\*\*\* END OF POLICY \*\*\***

**RECORD OF AMENDMENTS/REVIEW**

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
LEG.04(C)	Nov. 18, 2019				RC19/691

**ATTACHMENT 1 –  
RETAIL CANNABIS STORE LICENCE APPLICATION SIGN SPECIFICATIONS**



**SPECIFICATIONS**

SIGN TO HAVE 2" WIDE PANTONE 312 BORDER ALL AROUND.

BACKGROUND TO BE WHITE WITH REFLEX BLUE LETTERING OVER.

MAP AREA TO BE WHITE WITH DETAILS IN BLACK. MAP WILL SHOW ADJOINING ROADS, LAND INVOLVED AND NORTH ARROW.

THE DEVELOPMENT PERMIT FILE NUMBER WILL BE ASSIGNED BY THE PLANNING DEPARTMENT.

DISTRICT OF MISSION LOGO REPRODUCTION TO BE ACCORDING TO THE ORIGINAL PHOTO-MECHANICAL TRANSFER.

**LETTERING**

"DEVELOPMENT PERMIT PROPOSAL" SHALL BE 4" HIGH HELVETICA MEDIUM (UPPER CASE).

"DEVELOPER'S NAME" AND "PHONE #" TO BE 2 1/2" HIGH HELVETICA MEDIUM (UPPER CASE).

"TEXT OF DEVELOPER'S INTENT" TO BE 2" HIGH HELVETICA MEDIUM WITH 1" SPACING (LOWER CASE).

"FOR MORE INFORMATION CONTACT" AND PLANNING 604-820-3748" TO BE 2" HIGH HELVETICA MEDIUM WITH 1" SPACING (UPPER CASE).