



CANNABIS RETAIL STORE APPLICATION CRITERIA POLICY

Applicability: Electoral Areas

Effective Date: July 28, 2021

PURPOSE:

1. To define a process by which the Cowichan Valley Regional District (CVRD) Board will consider applications to permit new cannabis retail store locations in the electoral areas of the CVRD.
2. This policy was established in response to the legalization of cannabis by the federal government. It is intended to address potentially adverse community impacts of retail cannabis stores.
3. To inform the response to a request for comment on all applications for a cannabis retail store license from the Liquor and Cannabis Regulation Branch (LCRB).

SCOPE:

This policy applies to all applications that would allow for cannabis retail stores within the electoral areas of the CVRD.

POLICY:

Notwithstanding the following, the Board may modify these criteria on a site-by-site basis, in consideration of local factors.

Application Procedure

1. Potential applicants are encouraged to contact the CVRD in writing prior to making any final site selection decisions in order to discuss their plan with staff.
2. The CVRD will not accept applications for cannabis retail store proposals that are not associated with an application that has been accepted by the Liquor & Cannabis Regulation Board (LCRB).
3. All applications submitted to the CVRD shall include the following:
 - a. Application form signed by the applicant and registered owner of the property (if not the applicant);
 - b. B.C. company search (dated within 30 days of submitting the application);
 - c. Title search of the property (dated within 30 days of submitting the application);
 - d. Plans in support of the application, including a site plan, floor plan, building elevations/renderings, signage details, lighting plan and parking plan;
 - e. Community impact statement that outlines the potential positive and negative impacts of the cannabis retail store on the community, and measures taken to address the potential impacts; and

- f. Application fee.
- 4. All applicants will arrange and conduct an information meeting to provide residents and property owners within 300 metres of the subject property with information about their application. A summary of the feedback received at the meeting will be provided by the applicant and incorporated as part of the staff report to the Board. All costs associated with the information meeting will be borne by the applicant, including advertising and notification expenses. The applicant will:
 - a. mail, or otherwise deliver, written notice to residents and owners at least ten days prior to the date of the information meeting advising to the public of the application and their opportunity to be heard; and
 - b. place two consecutive advertisements in a local newspaper, appearing not less than three and no more than ten days before the date of the information meeting advertising to the public the application and their opportunity to be heard at the meeting.
- 5. The CVRD will refer all applications to the relevant school district, the local RCMP, the associated Advisory Planning Commission (APC) and jurisdictional neighbours for up to 30 days to ensure that their comments are considered in the Board's decision.
- 6. Staff will submit a report for consideration to the Board, which will include:
 - a. a summary of the comments from the public and a technical review of the application; and
 - b. a recommendation whether to support an application, support an application with certain conditions, or not support an application and justification for the recommendation.
- 7. Once the Board has passed a resolution with respect to the application, notice shall be sent to the LCRB with a copy of the Board resolution.

Location

- 1. Cannabis retail stores are permitted only in zones which allow for "retail sales", "retail store", "convenience store" or "retail" as a principal permitted use or in the following locations, as listed in Table 1.
- 2. Only one cannabis retail store will be permitted per lot.
- 3. The proposed cannabis retail store shall not be located within a building containing residential units or on residential properties.
- 4. The proposed cannabis retail store must be located at least 300 metres (measured in a straight line from closest lot line to closest lot line) from:
 - a. a public or independent elementary, middle, or secondary school;

Cannabis Retail Store Application Criteria Policy

- b. a park, institutional or water zone;
- c. a playground, licensed day care, sports field or community centre;
- d. other areas where children and youth frequent; or
- e. another cannabis retail store.

Building and Siting

1. The size of the proposed cannabis retail store should be consistent with the nature of the immediate area and the size of existing retail stores within the area.
2. The design of the proposed cannabis retail store should enhance or improve the aesthetics of the surrounding areas, not detract from them.
3. Signage shall be discreet and the overall design character visually appealing.
4. Consideration will be given to the requirement for onsite parking and loading for every cannabis retail store.

Approved by: Board Approval date: 2019-10-09 Amended: 2021-07-28
--