

## **Cannabis Retail Sales**

### A Guide to the Municipal Approvals Process in Chilliwack September 2021

The City of Chilliwack has prepared this brochure to assist you in understanding the municipal approval process and submission requirements for Rezoning Applications concerning the establishment of a Cannabis Retail Store.

This brochure describes:

- regulations concerning cannabis retail sales;
- rezoning application submission requirements;
- business licence application requirements; and,
- where to obtain additional information.

### **Where is an Appropriate Location for Cannabis Retail Sales?**

Cannabis retail sales is only permitted within the C8 (Cannabis Retail) Zone. As such, a rezoning application will be required prior to approval of any provincial or municipal licences. In order to mitigate exposure to children and youth as well as avoid concentration of storefront cannabis retailers in a commercial area, the C8 Zone includes specific development criteria including a 300m buffer area between a cannabis retail operation and the following land uses:

- school, community centre, sports field, park or playground
- supportive housing facility or facility that serves vulnerable youth
- another lot where a cannabis retailer is permitted

Anyone intending to submit a Rezoning application and/or apply for a Business Licence is encouraged to first contact the Planning & Strategic Initiatives Department for assistance to review the following:

- the current zoning of the property
- the current Official Community Plan (OCP) designation of the property
- general Bylaw requirements of the C8 Zone to be applied for
- type of information that will be required to support an application
- the suitability of proposed zoning for cannabis retail sales

### **What are the Rezoning Application Submission Requirements?**

Potential business owners/operators need to apply to rezone a property in conjunction with pursuing a retail license application with the Province. Suitable properties for rezoning must meet the above buffer requirements and be within a commercial designation in the Official Community Plan. A complete rezoning application package must be provided for staff to accept the application.

The application package must include:

- a completed application form
- appropriate authorizations from the property owner(s)
- receipt of notification from the Liquor and Cannabis Regulation Branch of licence application
- verification the 300m buffer area restrictions are achieved
- fee payment

Additional information concerning other impacts of the proposed activity or development may be necessary as determined by the Director of Planning and Strategic Initiatives. Referrals to internal and external agencies may also be necessary.

For further information regarding Provincial Licencing requirements please visit the Liquor & Cannabis Regulation Branch website. A copy of the City of Chilliwack Zoning Bylaw, including the C8 (Cannabis Retail) Zone description, is available on the City of Chilliwack website.

### **What are the Business Licence Application Submission Requirements?**

Following successful rezoning of a property to permit cannabis retail sales, an owner/operator will need to apply for a business license and provide the following as part of their application:

- submission of the following:
  - completed application form
  - payment of fee in full - \$2,500 (per year)
  - proof of ownership, legal possession or lease agreement
  
- implementation of the following measures to deter criminal activity while the business is open to the public:
  - minimum of two employees on duty, one of whom is a manager
  
- installation and maintenance of an air filtration system to ensure odour impacts on neighbouring properties are minimized

### **How Can I Find Out More?**

For information related to your specific application please contact:

City of Chilliwack  
Planning & Strategic Initiatives Department  
8550 Young Road  
Chilliwack BC V2P 8A4  
**Phone:** 604-793-2906  
**Email:** [planning@chilliwack.com](mailto:planning@chilliwack.com)  
<http://www.chilliwack.com/retailcannabis>

**This brochure has been prepared to provide guidance only. It is neither a bylaw nor legal documents. Please consult the *Local Government Act* and its Regulations, and the City of Chilliwack Zoning Bylaw and applicable codes for definite requirements and procedures.**