



CITY OF SALMON ARM
Development Services Department
P.O. Box 40, 500 – 2nd Avenue NE
Salmon Arm, BC, V1E 4N2
TEL: (250) 803-4000
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CANNABIS RETAIL STORE APPLICATION
Pursuant and Subject to Policy 3.20

Applicant: _____
Phone: _____ E-mail: _____
Applicant's Mailing Address: _____
Name of Business: _____
Address of Business: _____
Legal Description: _____
Property Owner (if not the applicant): _____

This Section To Be Confirmed by City Staff

Zoning Category: _____ Official Community Plan Designation: _____

As per Map1 and 1-A of Policy 3.20, is the Business is located in a:

- "Commercial Area"
 - "Core Commercial Area"
 - Commercial Area of Canoe (vicinity of 50 Street NE & Canoe Beach Drive NE intersection)
 - Other
-
-

Council Meeting

Is the applicant able to appear before Council to explain the proposal? Yes _____ No _____

Where can the representative be reached? Telephone _____ E-mail: _____

Please Note:

- **A Cannabis Retail Store Application cannot be made until a referral has been received by the City from the Province of British Columbia, Liquor and Cannabis Regulation Branch**
 - <https://justice.gov.bc.ca/cannabislicensing/>
 - **A Non-Refundable Application Processing Fee of \$1000.00 is required at the time of application.**
 - **Accepted forms of payment are: Cash, Debit or Cheque**
 - **This form is not a Business License Application. The Business License Application and fee are separate**
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Information contained in this form may be subject to *Freedom of Information and Protection of Privacy Act* inquiries

CANNABIS RETAIL STORE APPLICATION - CONSENT FORM

Complete one of the following statements:

IF PROPERTY OWNER IS PERSONALLY APPLYING FOR CANNABIS RETAIL STORE APPLICATION:

I, _____
solemnly declare that I am the owner of the real property legally described as:

and that I am registered as such in the Land Title Office in Kamloops, B.C.

Signature: _____

Telephone: _____

E-mail: _____

Date: _____

IF BUSINESS OWNER IS APPLYING FOR CANNABIS RETAIL STORE APPLICATION BUT DOES NOT OWN THE PROPERTY:

I, _____ solemnly
declare that I am the business owner of:

_____ and is applying to operate a Cannabis Retail Store located at: _____

which is registered owner of the real property legally described as:

It is understood that until the City of Salmon Arm is advised in writing that I am no longer acting on behalf of the undersigned registered owner, the City shall deal exclusively with me with respect to all matters pertaining to the proposed cannabis retail store application.

I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Business Owner:

Signature of Property Owner:

Property Owner Address:

Phone: _____

E-mail: _____

Date: _____



A) TOPIC: Cannabis Retail Stores – Policy and Application Procedures

B) GENERAL:

1. The City of Salmon Arm recognizes the retail sale of cannabis as being a permissive activity and land use subject to:
 - a) Adherence to Federal and Provincial laws and regulations;
 - b) Provincial licencing approval;
 - c) Adherence to City bylaws and regulations; and
 - d) City business licencing approval.
2. The City's Zoning Bylaw permits the retail sale of goods including cannabis in various commercial zones; however, despite the zoning of a property, the location of a retail store intending to sell cannabis must be approved by a City Council resolution and Provincial approval.
3. City Council will, at its discretion, consider a recommendation of approval or not of a retail store intending to sell cannabis during its formal review of a cannabis retail licence application referred to the City by the Province of British Columbia.
4. During its review of a Provincial application, City Council may or may not consider the location preference criteria of this policy.
5. This policy is intended to serve merely as guidelines and does not bind City Council in its decision making process.
6. Application review procedures for cannabis retail stores are outlined in Section E) of this policy.
7. The City deems the Federal and Provincial governments as being responsible for the monitoring and enforcement of its laws and regulations pertaining to cannabis retail sales.

C) ZONING BYLAW:

The City of Salmon Arm's Zoning Bylaw No. 2303 allows cannabis retail sales under the defined uses *retail store* and *convenience store* as permitted in the following zones:

- C-1 Neighbourhood Commercial
- C-2 Town Centre Commercial Zone
- C-3 Service Commercial Zone
- C-6 Tourist/Recreation Commercial Zone
- C-7 Shopping Centre Commercial Zone
- CD-8 Comprehensive Development Zone (*Wal-Mart Smart REIT Site*)
- CD-9 Comprehensive Development Zone (*Askew's Uptown and S.A.S.C.U. Site*)
- CD-16 Comprehensive Development Zone (*The Hive*)

D) LOCATION PREFERENCE CRITERIA:

- The site and location of a cannabis retail store shall be zoned correctly and in accordance with the City's Zoning Bylaw.



- Cannabis retail stores should be located within the boundary of the “Commercial Area” shown on Map 1 attached to this policy.
- No more than four (4) cannabis retail stores should be located within the “Core Commercial Area” shown on Map 1-A.
- The existing commercial area of Canoe in the vicinity of the 50 Street and Canoe Beach Drive NE intersection may be deemed as being appropriate for a cannabis retail store, subject to correct commercial zoning.
- Cannabis retail stores should be located beyond 500 m of a school (measurement determined by City staff).
- Cannabis retail stores should not be located within a building containing residential units.

E) CITY APPLICATION REVIEW PROCEDURES:

1. The City will prioritize the review of Provincial cannabis retail store applications in order of the date and time each referral is date stamped received and only after the Business Licence application fees are paid in full to the City.
2. The Business Licence application fees for a cannabis retail store are set out in the City’s Fee for Service Bylaw. The fees include a non-refundable surcharge to cover public notification and application processing time.
3. City staff will review the application and provide a brief written report to Council on whether or not the proposed site and location meets the criteria of this policy.
4. City staff will schedule a Hearing on the application that is open for public input on the date of a Regular Council meeting. The applicant is expected to attend the Hearing in order to present the proposal and answer questions from Council and the public.
5. The particulars of the application proposal, the Hearing date, along with time and location of the Regular Council meeting will be advertised one-time in the weekly local newspaper. Notices of the Hearing and application proposal will be delivered to the applicant and to all persons who own, reside or operate a business on property within 30 m of the proposed cannabis retail site. Notices will be delivered at least 10 days prior to a scheduled Hearing.
6. The associated City staff report and public input received will be on the agenda of the Regular Council meeting when the Hearing date is scheduled.
7. City Council will render its recommendation on the Provincial application with a formal resolution after and likely on the same date as the Hearing.
8. Subsequent to the Council meeting, City staff will provide the Province with its recommendation (i.e. the Council resolution), the City staff report, written public input and a record of the input received at the Hearing on the application.
9. Prior to issuance of a Business Licence issuance, City staff from the Building and Fire Departments will inspect the premise to ascertain compliance with BC Building and Fire Codes. Furthermore, approval of the cannabis retail business by way of proof of Province licensing is a key condition for issuance of a City Business Licence.

Policy 3.20
Adopted by Council this 27 day of August, 2018.

Map 1A - Policy 3.20

-  Commercial Area
-  Core Commercial Area

