



## Initial Application Intake

The City of New Westminster's initial intake period for non-medical cannabis retail store applications will be from October 24 to December 5, 2018. After evaluating this intake of applications, the City will be considering up to five cannabis retail store locations – one in each of the core commercial areas (Downtown, Uptown and Sapperton) and two locations distributed within the remaining commercial areas (Twelfth Street, Twentieth Street, Queensborough and McBride Boulevard at Eighth Ave).

All applications are required to complete a site specific rezoning process, similar to the current process for liquor stores and pubs. A business license application will also be required to be submitted to the City as well as a Non-Medical Cannabis Retail License Application with the Liquor and Cannabis Regulation Branch.

This document provides information and responds to some frequently asked questions regarding the initial intake of cannabis retail store applications.

## Cannabis Retail Rezoning Policy

The Cannabis Retail Rezoning Policy outlines the key considerations for the City when reviewing applications for cannabis retail stores. The policy includes considerations such as business and neighbourhood security, business aesthetics and addressing nuisance activity.

This policy also includes Cannabis Retail Use Separation Distance Guidelines. These guidelines state cannabis retail locations should be:

- located in commercial areas;
- located 150 metres from places where youth gather (such as schools and playgrounds);
- and located 150 metres from other cannabis retail locations.

More information on these separation guidelines, as well as an illustrative map, are included within the Cannabis Retail Rezoning Policy.

Applications must be consistent with the Cannabis Retail Rezoning Policy, which can be accessed on the City's website at [www.newwestcity.ca/cannabis](http://www.newwestcity.ca/cannabis).

## Overview of the Application Review Process

The following application review process and anticipated timelines are estimates and will depend on committee meeting schedules, approvals from outside agencies and the ability of the applicant to provide materials and information when required.

### *Initial Application Intake Submission Period*

1. Submit rezoning and business licence applications to the City within the application period (October 24 to December 5)  
Note: Applicants must submit their application to the LCRB prior application to the City.
2. City staff review, evaluate, and prioritize applications based on evaluation criteria (December 2018/January 2019)
3. Report to the Land Use and Planning Committee and/or Council to confirm prioritized applications (January 2019)
4. Advance prioritized applicants to Council consideration (January/February 2019)
5. Submission of Development Permit and Sign Permit applications, as required. (January/February 2019)

## Council Consideration

6. Council consideration of First and Second Readings of Zoning Amendment Bylaw (*February/ March 2019*)
7. Public Hearing for Zoning Amendment Bylaw, also meeting LCRB consultation requirements (*February/March 2019*)
8. Council consideration of Third Reading and adoption of Zoning Amendment Bylaw (*February/ March 2019*)
9. Council consideration of a resolution for LCRB (*March 2019*)
10. Council Consideration of Development Permit (*March 2019*)
11. LCRB considers approval in principle (*March 2019*)
12. Application for Building Permit and Tree Permit. Issuance of City Business License and Sign Permit
13. LCRB finalizes the application

## Making an Application

The following applications are required at certain points throughout the process:

1. **Non-Medical Cannabis Retail License Application (Liquor and Cannabis Regulation Branch):**  
An application with the LCRB is required before submitting an application to the City. You can find out more about this application process on the LCRB website: <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-regulation>.

2. **Rezoning Application (City of New Westminster):**  
Rezoning applications for a cannabis retail location are non-refundable and cost \$1,811.80. A Public Hearing fee will be required for prioritized applications.
3. **Business License Application (City of New Westminster):**  
Applications for a business license for a cannabis retail location are non-refundable and cost \$5,400.
4. **Development Permit, Sign Permit, Tree Permit, and Building Permit (City of New Westminster)**  
These applications may be required.

## Application Period

Applications are being accepted from 8:00 am on Wednesday, October 24 to 4:00 p.m. on Wednesday, December 5, 2018. Note: an application with the LCRB must be made prior to the rezoning application.

## Submitting Application

Applications are to be submitted to the Planning Division. In order to ensure we can accommodate application demand in a timely manner, please call (604-527-4532) or email ([plnpost@newwestcity.ca](mailto:plnpost@newwestcity.ca)) the Planning Division to set up a time to submit your full and complete application.

Once the Planning Division has confirmed your application is complete, you will be asked to make a business license application by completing an application form and paying the application fee. All of the submission materials for your rezoning application will be

forwarded to the Licensing Division as part of your application.

If a development permit and sign permit application are required, they should be made if your application is selected to advance.

You should also consider the Cannabis Application Evaluation Criteria as there may be additional materials identified which you may want to include in your application.

## Application Submission Requirements

Appendix A of the Cannabis Retail Rezoning Policy includes a list of materials which need to be submitted as part of a rezoning application for a cannabis retail store. These submission requirements should be reviewed carefully. As there could be a large number of applications for cannabis retail locations in the initial intake period, applications which do not meet the minimum bylaw submission requirements will not be accepted.

Application submission requirements include a Vulnerable Sector Check (VSC). If the police where you live will not complete a VSC, ask them for a Letter of Refusal. You can take the letter and two pieces of ID to the New Westminster Police Department instead.

## Limitations on Applications

The limitations on the number of applications permitted are:

- only one application per applicant within each geographic area (e.g., Downtown, Uptown, etc.);
- not more than three applications in total, per applicant; and
- not more than one application per commercial unit.

# Application Evaluation

After the application period closes, the applications will be evaluated based on the following:

- **Cannabis Application Evaluation Criteria:**  
Each application will be scored based on the Cannabis Application Evaluation Criteria. Applicants should review and consider these evaluation criteria closely when making a submission. They can be accessed at [www.newwestcity.ca/cannabis](http://www.newwestcity.ca/cannabis).
- **Geographic Location:**  
The City will be considering up to five locations across the City – one cannabis retail store in each of the core commercial areas (Downtown, Uptown and Sapperton) and two locations distributed within the remaining commercial areas (Twelfth Street, Twentieth Street, Queensborough and McBride Boulevard at Eighth Ave).
- **Recommendation from the New Westminster Police Department:**  
NWPD will be reviewing all of the applications received. Staff will recommend to Council that applications which do not receive support from the NWPD be declined.
- **Balance of Publicly and Privately Operated Cannabis Retail Stores:**  
A balance of public and private cannabis retail stores is desirable. Where a balance of public and private is not

possible, staff will consider at least one publicly operated cannabis retail store.

Following this evaluation, staff will prepare a report to Council and recommend the five applications that should proceed. Staff will recommend Council decline all applications that were deemed incomplete and/or those not supported by the NWPD. Staff will recommend all other applications remain on file to be brought forward, should any of the prioritized applications not be able to proceed.

## Post-Approval

Those licensed to operate would be monitored for a period of one year following their opening. During this period, no additional applications for cannabis retail uses will be accepted or considered. Following this period, staff will report back to Council with any recommended updates to the regulations and policy, and the next step regarding new applications.

## Frequently Asked Questions

### Where can I locate a cannabis retail store?

Council could consider a cannabis retail store in the areas shown on the Cannabis Retail Use Separation Distance Guidelines Map in the Cannabis Retail Rezoning Policy.

### How many applications can I submit?

An applicant can only submit one application per geographic area and

no more than three applications in total. Additionally, only one application per commercial space is allowed.

### Will partial application be accepted during the initial intake period?

No. Only complete applications will be accepted. If your application is not complete, you will be asked to return once your application meets all the submission requirements (listed in Appendix A of the Cannabis Retail Rezoning Policy).

### When can I submit my application for a cannabis retail location?

You can submit an application starting Wednesday, October 24 at 8:00 a.m. The application period closes Wednesday, December 5, at 4:00 p.m. Please call ahead and arrange a time to submit your application. This allows staff to help you in a timely manner.

### How much does an application cost?

The application fee for the rezoning is \$1,811.80. The application fee for the Business License is \$5,400.00. If your business license application is approved, the annual licensing fee is \$2,698.67. A separate application and fee payable to the LCRB is also required.

### I've missed the application period. When can I submit?

Once the cannabis retail stores open, they will be monitored for a year. After the year, staff will report to Council with any recommended updates to the regulations and policy, and the next step regarding new applications.