

City of Kamloops
**Retail Cannabis Sales
Licence Permit**

Applicant's Guide



Canada's Tournament Capital

What is a Retail Cannabis Sales Licence?

A Retail Cannabis Sales Licence is a resolution issued by the City that provides Council's approval of the location of a cannabis business in accordance with the *Cannabis Control and Licensing Act* (CCLA). The Liquor and Cannabis Regulation Branch (LCRB) requires local government input for all provincial Cannabis Retail Licence applications and Existing Licence Amendment applications. Local governments do not approve these types of applications; instead, they provide the LCRB with a Council resolution for each application. The LCRB will not process a Cannabis Retail Licence without a resolution from the applicable local government.

In addition to meeting provincial and federal requirements, provincial Cannabis Retail Licence applications must comply with City regulations, such as the Zoning Bylaw and the Business Licence and Regulation Bylaw, in order to receive a recommendation of support. Please review the following documents for compliance:

- Zoning Bylaw No. 5-1-2001 for location and siting regulations
- Business Licence and Regulation Bylaw No. 9-60 for retail cannabis store business licencing requirements and related annual fees

Application Process

1 Pre-application Meeting

Applicants are encouraged to meet with Development, Engineering, and Sustainability Department (DES) staff to review the City's requirements related to Retail Cannabis Sales (including compliance with the Zoning Bylaw) before submitting a licence application to the LCRB or the City.

2 Submit Provincial Application to the LCRB

The applicant will complete and submit a provincial Cannabis Retail Licence application or Existing Licence Amendment application to the LCRB. When the LCRB receives a licence application, a referral will be sent to the City to obtain a Council resolution.

The City will process applications in the order that referrals are received from the LCRB. City Retail Cannabis Sales Licence applications and application fees will not be accepted until after a referral from the LCRB has been received.

3 Submit Retail Cannabis Sales Licence Application to the City

Once the provincial LCRB referral has been received, a preliminary review of the application will be completed, and the applicant will be advised by email whether or not the application complies with the City's requirements .

It is the applicant's responsibility to ensure that the email account specified on their application to the LCRB is checked for any updates or deadlines.

If the application complies with the City's requirements, the applicant will be advised by email and **given five business days** from the date contacted to submit a completed application.

If the application complies with the City's requirements but is affected by one or more pending applications, it will be placed on hold until the LCRB approves or denies the pending application(s).

It should be noted that if a complete application is not received within the five business day time frame, it will be placed on hold and priority will be given to other Cannabis Retail Licence referrals.

4 Review and Public Notification

DES will complete a technical review of the application, which may include referrals to the City’s Building Inspection Section, the City’s Business Licensing and Property Use Section, and/or the local RCMP.

Public notices will be delivered to property owners and occupants within 100 m of the subject property. The notices will advise residents of the pending application and provide them with an opportunity to submit written comments, no later than 10 days after the public notices are mailed, for Council’s consideration.

5 Council Consideration

A report to Council will be prepared that will advise Council of the licence application, the results of DES’s review, and any written public feedback received. The application will be considered at a Regular Council Meeting, and a resolution will be issued that supports the application, supports the application with terms and conditions, or does not support the application.

6 Council Resolution Forwarded to the LCRB

The Council resolution will be provided to both the LCRB and the applicant, which will complete the City’s process. The LCRB will review the resolution and decide whether or not to approve the provincial Cannabis Retail Licence.

Application Processing Timeline

The major stages of the City’s Retail Cannabis Sales Licence application process and target timing are shown below. Processing times may be affected by the frequency and availability of Council meetings, the complexity of the application, and/or incomplete application materials.

1	2	City Receives LCRB Referral	3	4			5		6
Pre-application Meeting	Submit LCRB Application		Submit Retail Cannabis Sales Licence Application Complete Application Deadline (5 business days from emailed letter)	Review and Public Notification			Public Feedback Deadline (10 days from date mailed)	Council Consideration Council Report Preparation	Council Meeting
		Start	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	

Frequently Asked Questions

Where can a Retail Cannabis Store be located?

The City's Zoning Bylaw provides the regulations for locating and siting retail cannabis sales. The Zoning Bylaw requires that retail cannabis sales are located:

- in the CBD (Central Business District), C-1T (Tranquille Road Commercial), C-1 (General Commercial), and/or C-5 (Shopping Centre Commercial) zones
- a minimum of 150 m away from a P-3 (Schools) zone, as measured in a radius from P-3 parcels' property lines to any portion of the retail cannabis business
- a minimum of 100 m away from other retail cannabis sales locations, as measured in a radius from the business's primary entrance

What happens if my licence application does not comply with the City's requirements?

If a licence application does not comply with the City's requirements, staff will advise the LCRB that the application is not supported.

What happens if DES staff do not support my Retail Cannabis Sales Licence application?

You will be advised of the reasons why the application is not supported and be given the opportunity to cancel the application. You may choose to proceed to Council without staff support. Council may or may not choose to issue a resolution of support to the LCRB.

If I cancel my application, will the application fee be refunded?

The application fee may be refunded if the application is cancelled prior to the preparation of a Council report.

When can I apply for a Retail Cannabis Business Licence?

Business Licensing will not accept a Business Licence application until after the LCRB provides the licensee with approval in principal.

For additional information or to submit a new Retail Cannabis Sales Licence Application or Existing Licence Amendment Application, please contact:

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