



## CANNABIS PRODUCTION REFERRAL PROCESS

The referral process starts once the CSRD receives a formal letter of notification from an applicant who has applied to Health Canada to become a licensed producer of cannabis.

If it is determined that the proposal does not conform to relevant CSRD bylaws, staff will discuss with the applicant if the non-conformity(s) can be considered through the approval of a land use amendment, issuance of a temporary use permit, development variance, or development permit. In situations where the proposal does not conform with Policy A-71, staff will advise the applicant to make a written request to the Board to consider modifying the criteria of the Policy to support the proposal. The request will need to provide the rationale for why a variance of the Policy is justified.

Staff will conduct a preliminary review of notification letter to ensure that the description of the proposed facility includes the following information:

### Checklist:

- Name, address, and signature of owner(s) or agent acting on owners behalf
- The legal description and street address of the property(s);
- Certificate of Title or Title Search - dated within the last 30 days. Obtained through [BC Land Title & Survey](#)
- Proposal: A complete description of the proposed business. (Micro, Standard, etc)
- A community impact statement that outlines the cannabis production facilities positive impacts on the community, potential negative impacts on the community, and measures taken to address the store's/facilities potential negative impacts;
- A map showing day cares, health care facilities, etc. (list from 1.c. in Policy A-71) within 500 m of the subject property;
- Any other information requested by the Manager of Development Services or his or her designate.
- Site plan showing: (preferably in metric. Sample site plan on page 2)
  - North arrow;
  - Dimensions and boundaries of property lines, rights-of-way, and easements;
  - Location and dimensions of all existing and proposed buildings and structures, and the setbacks (including projections and overhangs) to parcel lines, rights-of-ways, easements;
  - Floor plan
  - Signage Details
  - Number of parking stalls
  - Hours of operation

Sample Site Plan:

