

Report to Council



Date: October 1, 2018
File: 1250-04
To: City Manager
From: R. Smith, Community Planning Department Manager
Subject: Evaluating and prioritizing applications to rezone to a retail cannabis sales subzone
Report Prepared by: K. Brunet, Planner

Recommendation:

THAT Council endorses the revised process for evaluating and prioritizing rezoning applications for retail cannabis sales as outlined in Schedule "A" from the Report from the Community Planning Department dated October 1, 2018.

Purpose:

To proceed with a process for evaluating and prioritizing applications to rezone to a retail cannabis sales subzone.

Background:

The Community Planning Department will begin accepting applications for rezoning to a retail cannabis sales subzone on October 1, 2018. As Staff have received many inquiries relating to the retail sale of cannabis in the City of Kelowna, a scoring matrix has been created to help a committee evaluate and prioritize which applications will be processed first, in the event the number of applications received is significant. All applications received between October 1, 2018 and November 30, 2018 will be considered during the first round of evaluations and processing. While applications may continue to be received after this date, Staff will begin evaluating and processing applications received during this timeframe first.

Following feedback received from Council when the Zoning Bylaw amendments for retail cannabis sales was considered, this scoring matrix has been revised slightly, and greater detail has been added, from what was initially presented in Schedule "D" of TA18-0008. This includes detail of how points will be awarded and deducted by a proposed seven-member evaluation committee. It also includes the addition of oversight by an independent consultant to oversee the evaluation and prioritization process. Requirements relating to form and character have been removed from the scoring matrix for rezoning applications, as this will be evaluated at the time of Development Permit, if one is required. Further, a

reduction in the percentage of applications that would be considered equivalent based on score, from 10% to 5% is proposed. This would reduce the potential number of lotteries that may need to occur. Staff are seeking Council endorsement of this revised process, as outlined in Schedule "A".

Internal Circulation:

Business License Manager

Business and Entrepreneurial Development Director

Bylaw Services Manager

City Clerk

Crime Prevention Supervisor

Existing Policy: Council has given third reading to TA18-0008 to amend Zoning Bylaw No. 8000 relating to retail cannabis sales.

Personnel Implications: Depending on the number of applications received, it may take members of an evaluation committee 10-20 hours of time to review all applications.

Considerations not applicable to this report:

Legal/Statutory Authority: N/A

Legal/Statutory Procedural Requirements: N/A

Financial/Budgetary Considerations: N/A

External Agency/Public Comments: N/A

Communications Comments: N/A

Alternate Recommendation: N/A

Approved for inclusion: R. Smith, Community Planning Department Manager

Attachments:

Schedule "A" – Scoring Matrix, Application Requirements and Process for Evaluating Applications to Rezone to a Retail Cannabis Sales Subzone