



# BOARD REPORT

**TO:** Chair and Directors

**File No:** BL 4000-4 & 0430 20 53

**SUBJECT:** Proposed Amendments to Columbia Shuswap Regional District Development Services Application Fees Bylaw No. 4000

**DESCRIPTION:** Report from Jan Thingsted, Planner, dated July 6, 2018.

**RECOMMENDATION #1:** THAT: Bylaw 4000-4, cited as "Columbia Shuswap Regional District Development Services Application Fees Amendment (CSR) Bylaw No. 4000-4", be read a First, Second, and Third time this 19<sup>th</sup> day of July, 2018.

**RECOMMENDATION #2:** THAT: Bylaw 4000-4, cited as "Columbia Shuswap Regional District Development Services Application Fees Amendment (CSR) Bylaw No. 4000-4", be adopted this 19<sup>th</sup> day of July, 2018.

## SHORT SUMMARY:

This report recommends proposed amendments to Bylaw No. 4000 to include fees for cannabis related business applications. Another minor housekeeping amendment is also recommended in the section pertaining to subdivision applications.

---

<b>VOTING:</b>	Unweighted Corporate	<input checked="" type="checkbox"/>	LGA Part 14 (Unweighted)	<input type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
----------------	----------------------	-------------------------------------	--------------------------	--------------------------	--------------------	--------------------------	------------------------	--------------------------

---

## BACKGROUND:

On June 21, 2018 the Board adopted Cannabis Related Business Policy A-71 and directed staff to prepare amendments to Columbia Shuswap Regional District Development Services Application Fees Bylaw No. 4000 to include fees for cannabis related business applications.

Policy A-71 establishes procedures and criteria for the CSR to follow when responding to licence application referrals for any cannabis related business proposed in the CSR.

As recommended in the June 21, 2018 Board report, the intent behind amending Fees Bylaw No. 4000 is to recover costs incurred by the CSR when processing cannabis retail licence applications. The fees proposed to be charged for processing these applications will align with the existing fee structure in Bylaw No. 4000.

Fees will only apply to applications referred from the BC Liquor Control and Licensing Branch (LCLB) for cannabis retail licence applications when the CSR is required by the province to gather the views of the public when providing comments or recommendations on such licence applications.

Fees will not be charged when reviewing federal cannabis production applications since Health Canada does not require local governments to consult with the public when providing comments or recommendations. However, the CSR would be able to charge applicable application fees as currently

outlined in Fees Bylaw No. 400 in situations where a cannabis production facility requires a rezoning, Official Community Plan Amendment, Development Permit, or any other necessary land use permit.

See attached Policy A-71: "2018-06-21\_A-71\_Cannabis\_Policy\_A-71.pdf"

See attached June 21, 2018 Board report: "2018-06-21\_Board\_DS\_Cannabis\_Policy\_A-71\_0430\_20\_53.pdf"

The proposed change to the subdivision application section in Bylaw No. 4000 provides clarity regarding the fee charged for each revision in the subdivision application made by the applicant requiring additional CSRD comments.

### **POLICY:**

Section 35 of the proposed Provincial *Cannabis Control and Licensing Act* allows a local government to impose fees on an applicant in order to recover the costs incurred in assessing an application. The changes proposed in this bylaw amendment meet the intent of this section. The proposed cannabis application fees are also consistent with the fees charged for other similarly processed CSRD applications, e.g. Temporary Use Permit; public hearing fee.

### **FINANCIAL:**

The proposed amendment to Bylaw No. 4000 is intended to recover costs incurred by the CSRD when the CSRD receives referrals from the LCLB and comments and recommendations are provided by the CSRD on cannabis retail licence applications.

### **KEY ISSUES/CONCEPTS:**

The proposed amendments to Bylaw No. 4000 are as follows:

1. Under Section 3 (Subdivision) remove:  
*"b. For each revision in the subdivision application made by the applicant to the BC Ministry of Transportation and Infrastructure (MoT) which generates a new MoT referral (file) to the CSRD."*  
and replace with:  
*"b. For each revision in the subdivision application made by the applicant requiring additional CSRD comments"*
2. Under Section 4 (Other Fees) add:  
*"(h.) Cannabis Retail Application review*

<i>i) Where basic public consultation is required</i>	<i>\$1000</i>
<i>ii) Where a public meeting is required</i>	<i>\$2000</i>

See attached: "BL4000-4\_Adoption.pdf"

### **IMPLEMENTATION:**

If the Board adopts Bylaw No. 4000-4, the changes in Schedule 'A' will come into effect immediately.

### **COMMUNICATIONS:**

If approved, the CSRD's website will be updated to include an updated version of Bylaw No. 4000. Staff will also inform potential applicants of any changes that may affect them.

**DESIRED OUTCOMES:**

That the Board endorse the staff recommendations.

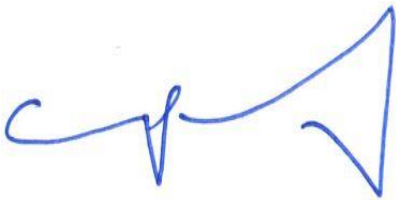
**BOARD'S OPTIONS:**

1. *Endorse the Recommendations. Bylaw No. 4000-4 will be given first, second, and third readings and will be adopted.*
2. *Deny first reading. Bylaw No. 4000-4 will be defeated.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

**Report Approval Details**

Document Title:	2018-07-19_Board_DS_BL4000-4_Cannabis_Fees.docx
Attachments:	- 2018-06-21_A-71_Cannabis_Policy_A-71.pdf - 2018-06-21_Board_DS_Cannabis_Policy_A-71_0430_20_53.pdf - BL4000-4_Adoption.pdf
Final Approval Date:	Jul 11, 2018

This report and all of its attachments were approved and signed as outlined below:



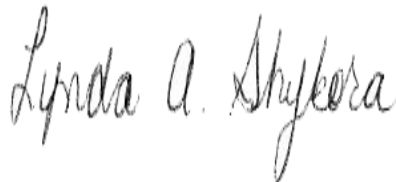
**Corey Paiement - Jul 11, 2018 - 9:55 AM**



**Gerald Christie - Jul 11, 2018 - 10:34 AM**



**Jodi Pierce - Jul 11, 2018 - 11:14 AM**



**Lynda Shykora - Jul 11, 2018 - 11:21 AM**

A handwritten signature in black ink, appearing to read "C. Hamilton". The signature is stylized with a large, looped "C" and a long, sweeping horizontal stroke at the end.

**Charles Hamilton - Jul 11, 2018 - 3:54 PM**