



City of Port Moody

Report/Recommendation to Council

Date: October 24, 2019
Submitted by: Planning and Development Department – Policy Planning Division
Subject: Cannabis Retail Use Rezoning Applications

Purpose

To present four Cannabis Retail Use rezoning applications to Council for consideration of first and second readings.

Recommended Resolutions

THAT City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 22, 2019, No. 3215 (Site Specific Cannabis Rezoning) be read a first time as presented in the report dated October 24, 2019 from the Planning and Development Department – Policy Planning Division regarding Cannabis Retail Use Rezoning Applications.

THAT Bylaw No. 3215 be read a second time.

THAT Bylaw No. 3215 be referred to a Public Hearing on November 26, 2019 at City Hall, 100 Newport Drive, Port Moody.

THAT City of Port Moody Land Use Contract No. 4, 1978, Authorization Bylaw No. 1409, Amendment Bylaw No. 12, 2019, No. 3216 (101 Morrissey Road Cannabis Retail Use) be read a first time as presented in the report dated October 24, 2019 from the Planning and Development Department – Policy Planning Division regarding Cannabis Retail Use Rezoning Applications.

THAT Bylaw No. 3216 be read a second time.

THAT Bylaw No. 3216 be referred to a Public Hearing on November 26, 2019 at City Hall, 100 Newport Drive, Port Moody.

THAT the cannabis rezoning application for the property at 2506 St. Johns Street (Purp City & CBD) be denied.

Considered at the Special Council Meeting Held on November 5, 2019

Background

On May 14, 2019, Council adopted zoning bylaw amendments that define Cannabis Retail Use and exclude this as a permitted use in the City. This is part of a strategy which ensures that any proposed Cannabis Retail Use be considered on a case by case basis through a site specific rezoning.

On April 9, 2019 Council approved Corporate Policy – 09-4300-2019-01 – Cannabis Retail Use (the “Corporate Policy”) (**Attachment 1**). The Corporate Policy provides guidelines for a site-specific rezoning consideration by Council to consider Cannabis Retail Uses in the City, including locational criteria and additional business licence requirements. As per the Corporate Policy, Council may consider up to a maximum of five (5) Cannabis Retail Use locations in Port Moody within the first 12 months following the adoption of the zoning bylaw amendment.

On October 8, 2019 Council extended the deadline for the City to accept Cannabis Retail Use rezoning applications to be considered in the first batch of rezoning applications from September 30, 2019 to October 15, 2019. The following four applications met this deadline:

- 2506 St. Johns Street (Purp City & CBD)
- 2816 St. Johns Street (Kiaro)
- 1-101 Morrissey Road (Burb Cannabis)
- 3034 St. Johns Street (Westcanna)

On October 8, 2019, Council also waived the requirement to refer Cannabis Retail Use rezoning applications to the Community Planning Advisory Committee (CPAC) as currently outlined in the City’s Development Approval Procedures Bylaw, No. 2918.

As per the Corporate Policy, the remaining 7 applications currently in-stream with the Province would be brought forward to Council after December 31, 2019 pending sufficient progress in the provincial licensing process.

Discussion

Staff used the Corporate Policy and the Cannabis Rezoning Application Evaluation Checklist (**Attachment 2**) to guide the analysis of each proposed Cannabis Retail site location (**Attachments 3, 4, 5 and 6**).

A map which shows the location of all four rezoning applications in relation to each other is included in **Attachment 7**. There are no distance requirements between Cannabis Retail Use locations in the City’s Corporate Policy and as such this criteria was not assessed.

Commercial Retail Zoning and Locational Requirements.

Although Corporate Policy’s guidelines exist, Council retains full discretion for considering/approving zoning amendment applications based on application-specific considerations.

As per the Corporate Policy, all applications are required to be zoned for Commercial Retail Use. All four applications meet this requirement.

Considered at the Special Council Meeting Held on November 5, 2019

The Corporate Policy requires a buffer of at least 75 metres from sensitive uses measured as the crow flies from the centre point of the main entrance of the Cannabis Retail Use to the nearest property line of the defined Sensitive Use. All but one application met the locational criteria for Sensitive Uses. The location at 2506 St. Johns Street (Purp City & CBD) is currently located 61 metres to the nearest property line of the Port Moody Arts Centre. The applicant submitted supplemental information regarding the walking distance of the proposed business to the Port Moody Arts Centre (refer to **Attachment 8**).

Business Licensing and Regulation Bylaw Requirements

All applications, if approved for site specific zoning, must meet business license and regulation bylaw requirements which include the following:

- interior sign informing customers of City smoking restrictions;
- proof of monitored security and fire alarm contract, including video surveillance;
- design elements to help prevent crime, such as clear sightlines, low walls, and landscaping;
- visually appealing storefronts, consistent with the character of nearby buildings; and
- adequate lighting within the retail space during and outside of operating hours.

All four applications meet these requirements where applicable. The requirement for an interior sign and confirmation of adequate lighting would need to be demonstrated when the business is in operation.

Business Proposal

The business proposal for each application as required by the application submission process includes the following:

- name;
- hours of operation;
- previous business/retail experience;
- business structure (stand alone or franchise);
- number of jobs created;
- accessibility;
- branding, promotion, marketing;
- identifies how nuisance behaviour will be managed;
- sustainability practices;
- community benefit/involvement;
- intent to engage with neighbouring businesses;
- opportunity to establish a head office in Port Moody; and
- timeline for establishing the proposed business.

Each detailed business proposal is included in the summaries of each application for Council's review. Where possible, these components of the proposal are summarized in table form (**Attachments 3-6**). Further details included in each of the four applications have uniquely addressed the different components in their individual business detailed proposals.

Considered at the Special Council Meeting Held on November 5, 2019

Staff Recommendation

Staff recommend that Council follow the approved process outlined in the Corporate Policy and give consideration of first and second readings to the amendment bylaws related to the following three applications that fully meet the requirements of the Corporate Policy:

- 2816 St. Johns Street (Kiaro)
- 1-101 Morrissey Road (Burb Cannabis)
- 3034 St. Johns Street (Westcanna)

Staff recommend that Council deny the application at 2506 St. Johns Street (Purp City & CBD) which does not meet the sensitive use buffer requirement as it is located within 61 metres to the Port Moody Arts Centre.

Generally, all four applicants meet the Business Licensing and Regulation Bylaw Requirements and application requirements.

The zoning amendment bylaw presented in **Attachment 9** includes the property at 2816 St. Johns Street (Kiaro) and 3034 St. Johns Street (Westcanna). A separate Land Use Contract amendment bylaw is included as **Attachment 10** for the property at 1-101 Morrissey Road (Burb Cannabis). Similar to liquor locations, the Cannabis Retail Use and location of the property would be included within the corresponding commercial zone in the Zoning Bylaw. This means that the Cannabis Retail Use zoning would be property specific. Any applicants in the future that wish to establish a new cannabis retail business in a previously approved location would be required to go through the provincial license process which would include a public hearing.

Should Council wish to advance the zoning bylaw amendment discussion with respect to the property at 2506 St. Johns Street, Bylaw No. 3215 should be amended prior to first reading to include the legal description for this property in Section 2.1.

Next Steps

The next steps for Cannabis Retail Use Rezoning applications include:

- Council consideration of first and second readings of zoning bylaw amendments and land use contract amendments for the first batch of applications (November 5, 2019);
- Public Hearing and Council consideration of third readings and adoption of the related zoning bylaw amendment for the first batch of applications (November 26, 2019)
- Council consideration of recommendation resolutions for LCRB (November 26, 2019) for the locations that received rezoning approval;
- Council consideration of first and second readings of a zoning amendment bylaws for second batch of applications (after December 31, 2019).

Additional Approvals Required

- application for City Building Permits, sign permits, etc. (as required);
- issuance of City Business Licence; and
- final LCRB approval and provincial retail license issuance.

Other Options

That Council amend City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 22, 2019, No. 3215 (Site Specific Cannabis Rezoning) by adding Strata Lot 2 District Lot 201 Group 1 New Westminster District Strata Plan Bcs618 (2506 St. Johns Street - Purp City application) to the locations to be zoned for Cannabis Retail.

That Council amend the proposed bylaws by removing the following locations ...

Financial Implications

There are no financial implications associated with this report.

Communications and Civic Engagement Initiatives

Public consultation for Cannabis Retail Use was conducted in the fall of 2018. The results of the public consultation were presented to Council for their consideration in determining policy directives related to cannabis retail use in the City.

Should the proposed Cannabis Retail Use zoning amendment bylaw and land use contract amendment bylaw proceed to a Public Hearing, a notification sign will be posted on the property and notices will be sent to adjacent properties within the required notification area and advertised in the local newspaper in accordance with the City's Development Approval Procedures Bylaw and the *Local Government Act*.

Council Strategic Plan Objectives

The information and recommendations contained in this report align with the Council 2019-2022 Strategic Plan Objectives of exceptional service and healthy city.

Attachments

1. Corporate Policy – 09-4300-2019-01 – Cannabis Retail Use.
2. Cannabis Rezoning Application Evaluation Checklist.
3. Summary – 2506 St. Johns Street (Purp City & CBD).
4. Summary – 2816 St. Johns Street (Kiaro).
5. Summary – #1-101 Morrissey Road (Burb Cannabis).
6. Summary – 3034 St. Johns Street (Westcanna).
7. Map of Cannabis Retail Use Rezoning Applications.
8. Supplemental Information on Buffer distance – 2506 St. Johns Street (Purp City & CBD).
9. Proposed Zoning Amendment Bylaw, No. 3215.
10. Proposed Land Use Contract Amendment Bylaw, No. 3216.

Report Author

Jess Daniels
Policy Planner

Considered at the Special Council Meeting Held on November 5, 2019
Report Approval Details

Document Title:	Cannabis Retail Use Rezoning Applications.docx
Attachments:	- Attachment 1 - Corporate Policy – 09-4300-2019-01 – Cannabis Retail Use.pdf - Attachment 2 -Cannabis Evaluation Criteria Checklist.docx - Attachment 3 - Summary - 2506 St. Johns Street (Purp City CBD).pdf - Attachment 4 - Summary - 2816 St. Johns Street (Kiaro).pdf - Attachment 5 -Summary - 1-101 Morrissey Road (Burb Cannabis).pdf - Attachment 6 - Summary -3034 St. Johns Street (Westcanna).pdf - Attachment 7 - Map of Cannabis Retail Use Rezoning Applications.pdf - Attachment 8 - Supplemental Information on Buffer Distance – 2506 St. Johns Street (Purp City CBD).pdf - Attachment 9 - Proposed Zoning Amendment Bylaw No. 3215.docx - Attachment 10 - Proposed Land Use Contract Amendment Bylaw No. 3216.docx
Final Approval Date:	Oct 29, 2019

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

Mary De Paoli
Manager of Policy Planning

André Boel
General Manager of Planning and Development

Natasha Vander Wal
Acting Manager of Communications and Engagement

Paul Rockwood
General Manager of Finance and Technology

André Boel
General Manager of Planning and Development

Tim Savoie
City Manager

Corporate Policy

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Section:	Planning and Development	09
Sub-Section:	Development Planning	4300
Title:	Cannabis Retail Use	2019-01

Related Policies

Number	Title

Approvals

Approval Date: April 9, 2019	Resolution #: <u>RC19/149</u>
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

Corporate Policy Manual

Cannabis Retail Use

Policy

Background

The Government of Canada legalized the recreational use of cannabis on October 17, 2018. In coordination with federal and provincial legislation, Corporate Policy – 09-4300-2019-01 – Cannabis Retail Use provides a framework for Council to consider rezoning applications to amend City of Port Moody Zoning Bylaw, No. 2937 to permit a Cannabis Retail Use.

Approach and Intent

This Policy provides guidelines for a site-specific rezoning consideration by Council to consider Cannabis Retail Uses in the City. The Policy also includes locational criteria and additional business licence requirements. For the initial applications, the Policy provides a procedure for parallel consideration of rezoning applications for Cannabis Retail Use.

While considering applications under this Policy's guidelines, Council retains full discretion for considering/approving applications based on application-specific considerations.

Guidelines for Cannabis Retail Use

Preference will be given to rezoning applications for Cannabis Retail Use that meet the following criteria:

1. Commercial Retail Zoning

The proposed site for Cannabis Retail Use is located on properties zoned for commercial retail use(s).

2. Locational Criteria

The site is not located within a 75-metre "Buffer" of the following "Sensitive Uses" (**Schedule 1**):

- Public and private elementary, secondary, and middle schools (K-12);
- Playgrounds (public and strata-operated);
- Community Centres, including the;
 - Port Moody Arts Centre;
 - Kyle Centre; and
 - City Hall Recreation Complex.

Separation distances shall be measured as the crow flies from the centre point of the main entrance of the Cannabis Retail Use to the nearest property line of the defined Sensitive Use.

3. Maximum Number of Businesses

Up to a maximum of five (5) Cannabis Retail Use locations will be considered in Port Moody within the first 12 months following the adoption of the Zoning Bylaw Amendment.

4. Additional Business Licence Requirements

In addition to Provincial licensing requirements, the City requires additional business licence requirements for Cannabis Retail Use. Refer to Business Licence and Regulation Bylaw, No. 3000 for these requirements.

Definitions

Cannabis has the same meaning as in the *Cannabis Act (Canada)*.

Cannabis Retail Use means the use of a site or part of a site for the retail sale of non-medical cannabis for which an application has been made and a referral has been forwarded to the City for a licence under the Provincial *Cannabis Control and Licensing Act* (Bill 30) and that is only authorized to sell federally approved cannabis products, which include dried cannabis, cannabis oil, and cannabis seeds.

Sensitive use means a land use that includes public and private schools (grades K-12), playgrounds (public and strata-operated), and community centres.

Buffer means the distance in metres that separates a Retail Cannabis Use from a sensitive use(s).

Procedures

The following procedure will be followed for any Cannabis Retail application. These policies are provided for clarification and in addition to the requirements of the City's Development Approval Procedures Bylaw, No. 2918:

1. The applicant must first apply to the Liquor and Cannabis Regulation Branch (LCRB) for consideration of a provincial non-medical cannabis retail licence.
2. The LCRB will forward a referral to the City of Port Moody for applications that meet the provincial licensing requirements and have paid the provincial application fee. During the provincial review time, City staff are available to advise applicants regarding the preparation of a rezoning application.
3. The City will only accept rezoning applications for Cannabis Retail Use following the receipt of a referral for a provincial licence received directly from the LCRB.
4. Staff will present recommendations to Council in a Planning Report regarding amendments to the Zoning Bylaw for Council consideration of first and second readings.
5. A Public Hearing may be scheduled for applications in order for the public to provide input to Council.
6. Following a Public Hearing, Council may approve or deny a rezoning application.

1. If the rezoning application is approved:

- the City will submit a letter of support to the LCRB, which may then issue a provincial licence;
- the Applicant must then submit a business licence application to the City; and

Corporate Policy Manual

Cannabis Retail Use

- other development or building permit approvals may be required depending on the scope of the proposed Cannabis Retail Use application (e.g. if renovations or tenant improvements to the store location are required).

2. If the rezoning application is denied:

- the City will submit a letter of objection to the LCRB; and
- the LCRB would be expected not to issue a provincial licence in this case and no Cannabis Retail Use will be established.

Concurrent processing of first applications in 2019

Following the introduction of this policy, the anticipated first round of applications for rezoning will be processed concurrently. This will be implemented by using the steps above, combined with the following additional provisions which apply to any application received in 2019:

- a) the City will only consider rezoning applications for those applications for which the Province has sent a referral regarding the Provincial licence by September 30, 2019;
- b) the City will only consider rezoning applications that are submitted and accepted as complete on October 1, 2019. Such applications will be processed through a single concurrent review process; and
- c) rezoning applications submitted after October 1, 2019 will only be accepted and processed after December 31, 2019.

Associated Regulations and Policy Documents:

This Policy is to be applied in conjunction with:

- *Cannabis Act (Canada)*;
- *Cannabis Control and Licensing Act (CCLA) (British Columbia)*;
- Business Licensing and Regulation Bylaw, 2015, No. 3000;
- Development Approvals and Procedures Bylaw, No. 2918;
- Fees Bylaw, 2018, No. 3172;
- Smoking Regulation Bylaw, No. 2773;
- Port Moody Official Community Plan, No. 2955;
- Zoning Bylaw, No. 2937; and
- other relevant bylaws or policies as necessary or that may be adopted by Council.

Attachment

1. Schedule 1 – Sensitive Use Buffer Map.

Monitoring/Authority

1. The acceptance and timing of processing of rezoning applications under this policy is delegated to the General Manager of Planning and Development.
2. Council maintains full discretion on the consideration of rezoning applications.

Considered at the Special Council Meeting Held on November 5, 2019
Corporate Policy Manual
Cannabis Retail Use

This Corporate Policy shall come into effect on the date of the adoption of:

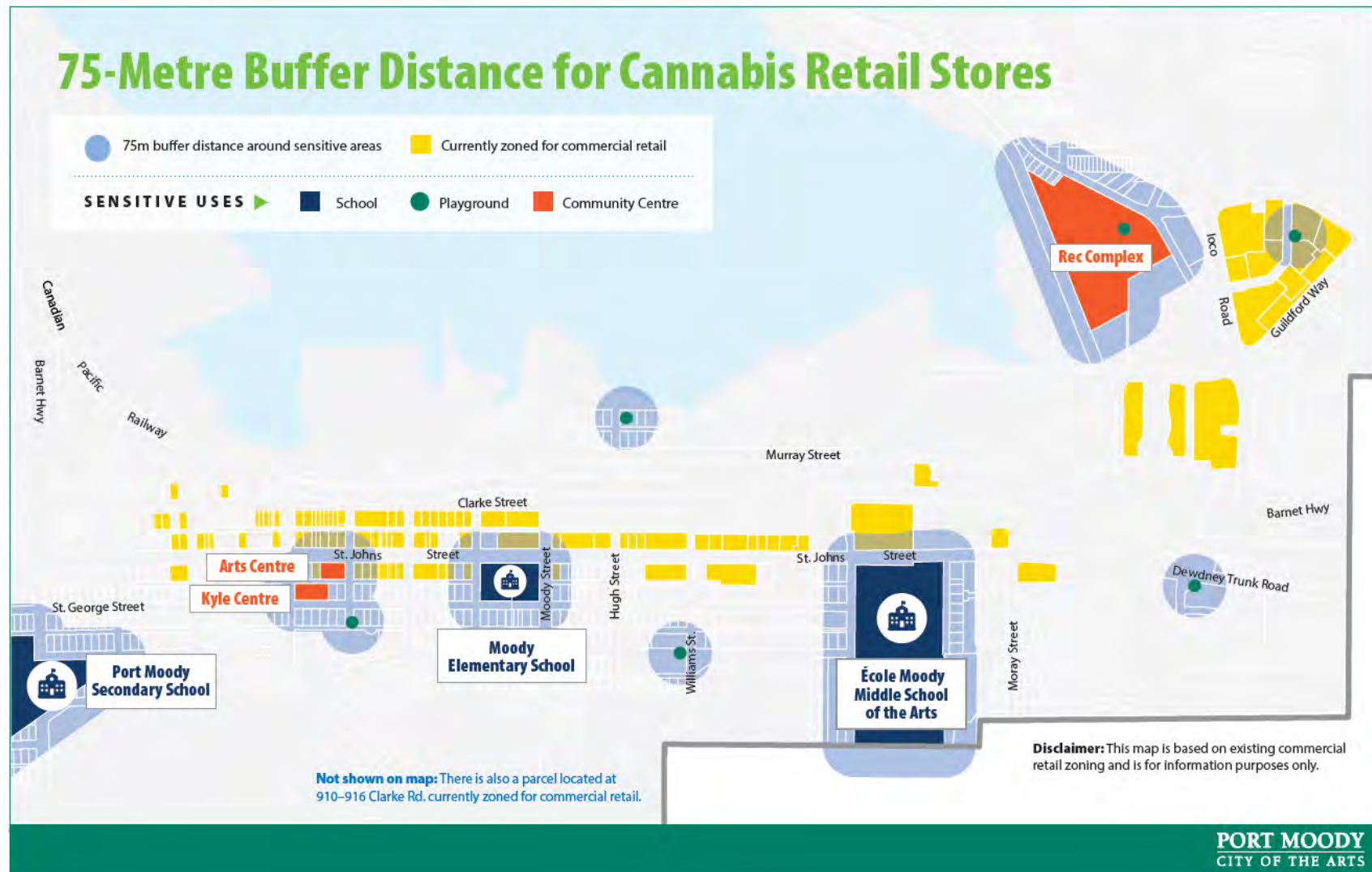
- City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 16, 2019, No. 3188, and;
- City of Port Moody Business Licensing and Regulation Bylaw, 2015, No. 3000, Amendment Bylaw No. 4, 2019, No. 3189

Considered at the Special Council Meeting Held on November 5, 2019

Corporate Policy Manual

Cannabis Retail Use

Schedule 1 to Corporate Policy – 09-4300-2019-01 – Cannabis Retail Use



Considered at the Special Council Meeting Held on November 5, 2019
Cannabis Retail Use Rezoning Application Evaluation Checklist

		Staff Comments
Application Submission Requirements		
☐	Completed Cannabis Retail Use Rezoning Application form and required attachments.	
☐	Application fee per City of Port Moody Fees Bylaw.	
☐	Copy of Certificate of Title dated no more than 30 days prior to submission of application.	
☐	A business proposal of not more than 1-2 single-spaced pages in length which includes the following: ☐ The name under which the business will be operating; ☐ hours of operation; ☐ description of business/retail experience; ☐ overview of experience in the cannabis retail industry; ☐ whether the business is stand-alone or part of a franchise; ☐ staffing roles, responsibilities, and number of jobs created; ☐ how business will be accessible; ☐ branding, promotion and marketing plan for the retail store; ☐ how potential nuisance behaviour will be mitigated; ☐ sustainability practices (e.g. energy use, packaging and waste, encouraging active transportation to store,); ☐ community benefit/involvement; ☐ intent to engage with neighbouring businesses; ☐ opportunity to establish a head office in Port Moody; and ☐ timeline for establishing proposed business.	
Property Location and Land Use		
☐	Zoned for Commercial Retail Use.	
☐	Located at least 75 metres from schools.	
☐	Located at least 75 metres from community centres.	
☐	Located at least 75 metres from playgrounds.	
Business Operation Requirements		
☐	Provides a Site Plan that notes the following: ☐ north arrow to scale; ☐ all dimensions in metric; ☐ location of building; ☐ location of all entrances, including label of main entrance;	

Considered at the Special Council Meeting Held on November 5, 2019

Cannabis Retail Use Rezoning Application Evaluation Checklist

☐	relevant street names;	
☐	road access, including the locations and number of parking spaces and loading areas;	
☐	Provides a Storefront Elevation that notes the following: ☐ location and type of signage; ☐ encourage projecting blade signs to increase visibility for pedestrians in the retail area; ☐ window graphic design (if applicable) ☐ design elements to help prevent crime, such as clear sightlines, low walls, and landscaping (refer to Crime Prevention Through Environmental Design (CPTED) principles); ☐ visually appealing storefronts, consistent with the character of nearby buildings; and ☐ a lighting plan that identifies adequate lighting within the retail space during and outside of operating hours.	
☐	Commitment to have a monitored security and fire alarm contract, including video surveillance prepared by either: ☐ A Certified Protection Professional (CPP); or ☐ a Physical Security Professional (PSP).	
☐	Provides proof of interior sign informing customers of City smoking restrictions.	
☐	Current site photographs in colour.	
Planning and Development Staff Review		
☐	Compliance with Corporate Policy – 09-4300-2019-01 – Cannabis Retail Use.	
☐	Meets applicable Development Permit Area Design Guidelines, if required.	
☐	Meets applicable Heritage Conservation Area Design Guidelines, if required.	
☐	Meets City of Port Moody Sign Bylaw requirements.	
Interdepartmental Review		
☐	Building, Bylaw, and Licensing	
☐	Planning and Development	
☐	Engineering and Operations	
☐	Port Moody Police Department (PMPD)	
☐	Economic Development Office	
☐	Port Moody Fire Rescue	

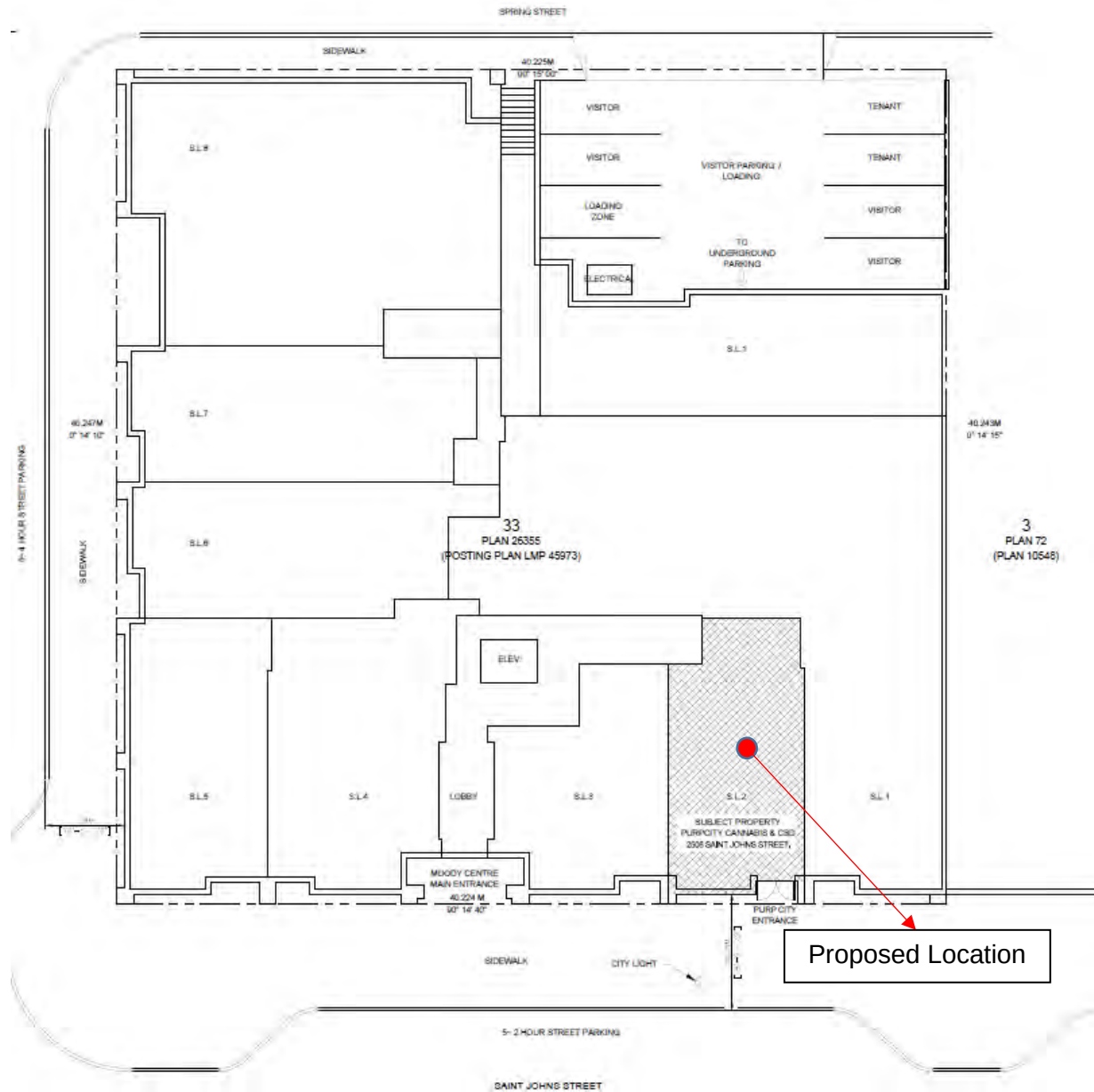
Considered at the Special Council Meeting Held on November 5, 2019

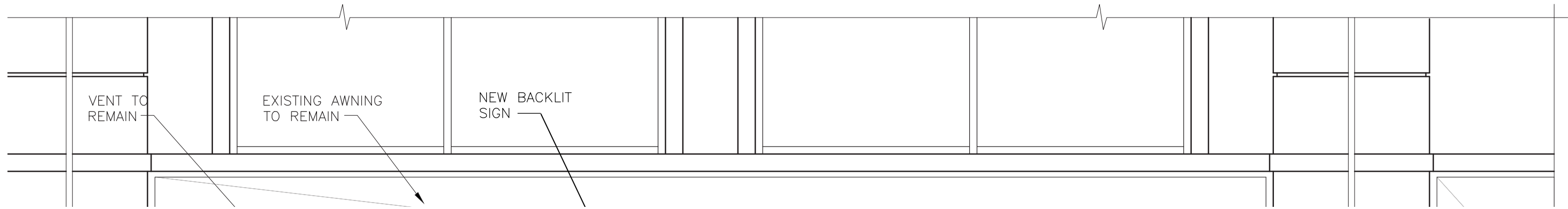
Summary of 2506 St. Johns Street – Purp City Cannabis and CBD



Proposed location

Considered at the Special Council Meeting Held on November 5, 2019





PROPOSED STOREFRONT ELEVATION 'A'
NO EXTERIOR CHANGES REQUIRED TO EXISTING BUILDING FRONTAGE.

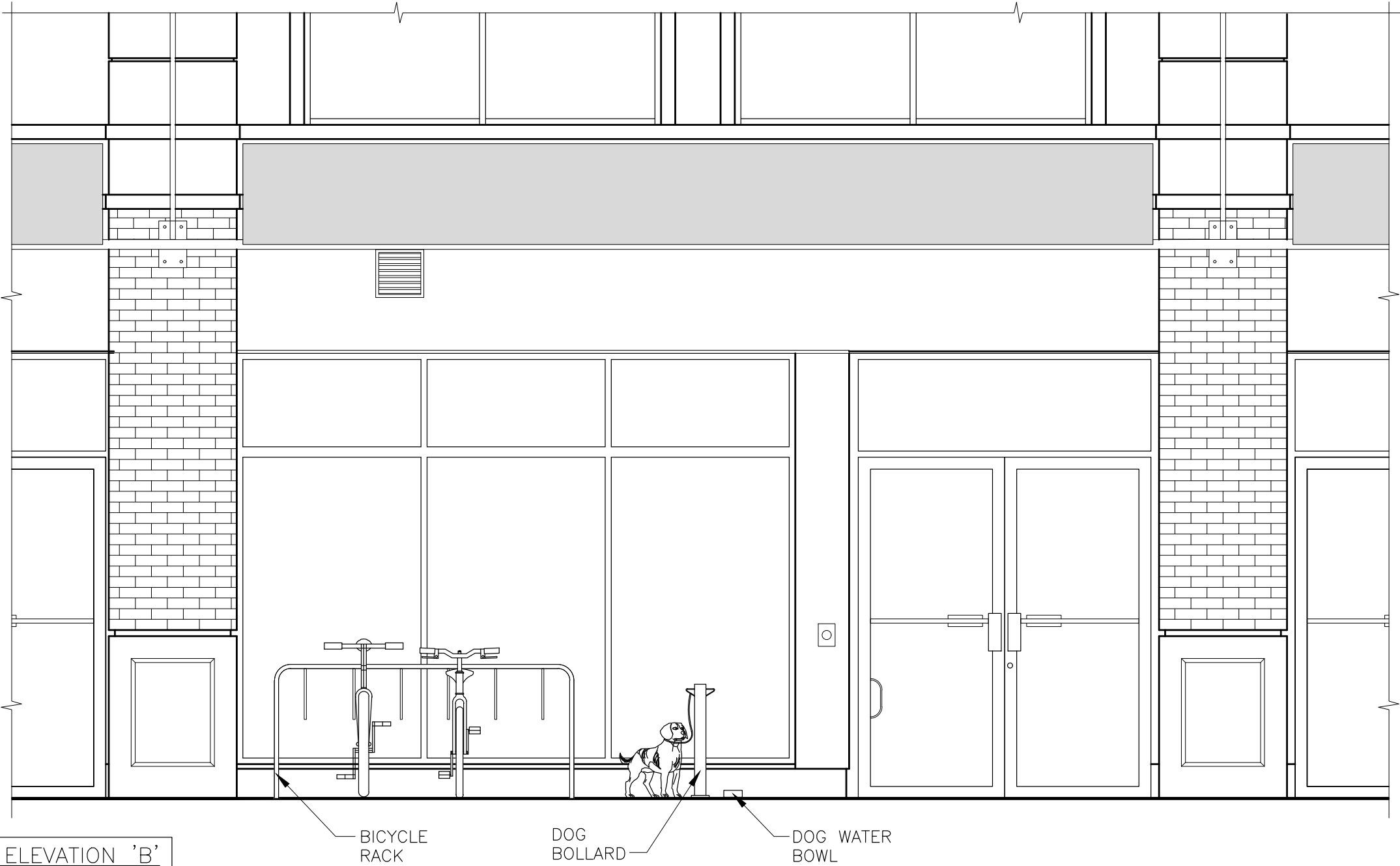
ITEMS TO BE ADDED ARE

- WINDOW GRAPHIC ON CLEAR GLASS WINDOWS (AS SHOWN).
- TAMPERPROOF GLASS WINDOW FILM SHOULD BE ADDED TO ALL INTERIOR AND EXTERIOR GLASS
- NEW 1'-10"x10'-10" BACKLIT SIGN.
- DOOR BUZZER FOR HANDICAPPED ASSIST DOORS.
- MOTORIZED DOOR OPENER PUSH BUTTON (OUTSIDE) & DOOR OPENER (INSIDE)

WINDOW & DOOR LETTERING

- ALL WINDOW LETTERING TO BE WHITE (SHOWN BLACK FOR DRAWING CLARITY)
- ADDRESS
- HOURS OF BUSINESS
- AGE RESTRICTION.
- NEON OPEN SIGN.
- DESCRIPTION OF PRODUCTS SOLD

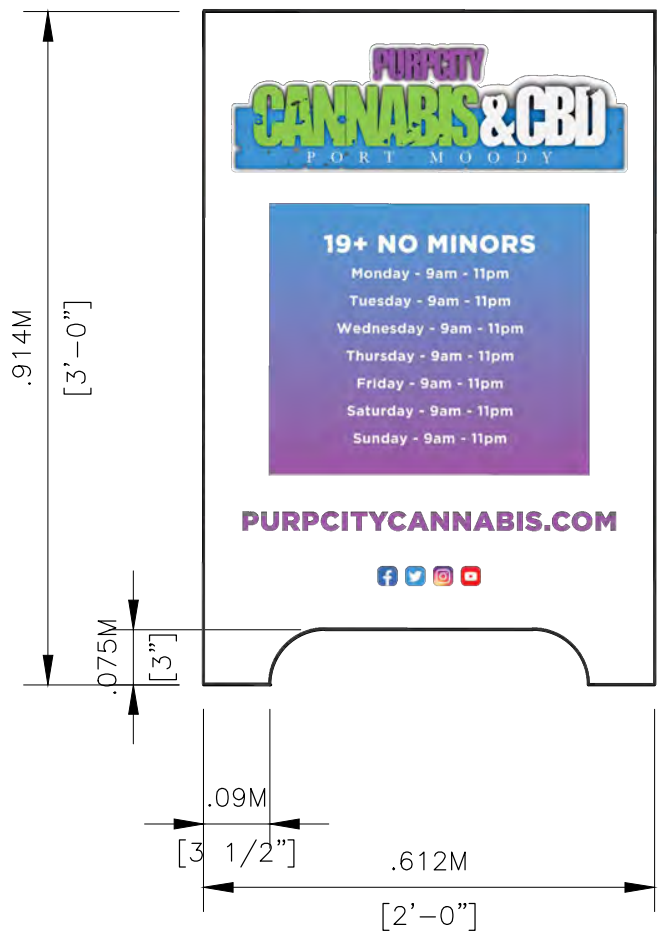
CONCENTRATES AND EDIBLES GRAPHICS TO BE APPLIED ONE LEGALIZED & REGULATED BY HEALTH CANADA



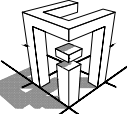
PROPOSED BIKE RACK & DOG POST ELEVATION 'B'
TO ENCOURAGE ACTIVE TRANSPORTATION TO AND FROM THE STORE

- PROPOSED BICYCLE / DOG BOLLARD & WATER BOWL

B
A-2
SCALE: 1:30
PROPOSED BIKE RACK & DOG POST ELEVATION



PROPOSED SANDWICH BOARD
SCALE: 1:10

1	ISSUED FOR REZONING APPLICATION	SEPT 21 2019
NO.	REVISION	DATE
 cad in motion BOB BOEL www.cadinmotion.com Cell: 604-983-0057 This drawing, as an instrument of service, is the property of CAD IN MOTION and may not be reproduced without the permission. All designs and other information shown on this drawing are for use on the specified project only, and shall not be used otherwise without the written permission of CAD IN MOTION. Within dimensions on this drawing shall have precedence over scale dimensions. All dimensions on the project must be checked by the contractor. This drawing is not to be used for construction purposes until counter signed.		
		
PROJECT		
PURPCITY CANNABIS & CBD 2506 Saint Johns Street. Port Moody, B.C.		
DRAWING TITLE		
PROPOSED EXTERIOR ELEVATIONS		
SCALE: AS NOTED @ 609x914		
DATE: AUG 16 2019		
DRAWN BY: B.Boel	DRAWING#	A-3

Considered at the Special Council Meeting Held on November 5, 2019

Staff Summary

Location and Land Use		Staff Comments
Zoned for Commercial Retail Use	✓	
Located at least 75 metres from sensitive uses (elementary, middle, and high schools, community centres playgrounds (public and strata)	x	Located 61 meters to the nearest property line of the Port Moody Arts Centre. Refer to Business Proposal and diagram for supplemental information provided by applicant.
Business License Requirements		
Interior sign informing customers of City smoking restrictions	n/a	(Content of sign provided by City and to be displayed at a later date when in operation).
Proof of monitored security and fire alarm contract, including video surveillance	✓	
Design elements to help prevent crime, such as clear sightlines, low walls, and landscaping	✓	CPTED Report submitted: open views and good sightlines provide natural surveillance from neighbouring business and sidewalks from. Steel framed windows and doors.
Visually appealing storefronts, consistent with the character of nearby buildings	✓	No changes to exterior. Consistent design with neighboring businesses. Bike rack and dog facilities.
Adequate lighting within the retail space during and outside of operating hours.	✓	Detailed plan for interior lighting plan. Seven city lights within 50 metres of store make it walkable outside the store most hours of the day.
Aesthetics	✓	Refer to elevation.
Meets applicable Development Permit Area Design Guidelines	✓	Within an existing building. No building exterior changes are proposed.
Meets Sign Bylaw		Tbd
Business Proposal		
Name	✓	Purp City Cannabis & CBD
Hours of operation	✓	9am - 11pm Monday to Sunday
Previous business/retail experience	✓	Director 1: Winvan Paving Ltd. Director 2: Harm reduction and community outreach background. Store manager: Cannabis and cannabis compliance expert with over a decade in the industry.
Business structure (stand alone or franchise)	✓	Stand alone – only operating in Port Moody.
Number of jobs created	✓	3 full time employees (including manager, assistant manager) 9-12 additional employees
Accessibility	✓	Equal employment opportunities, handicap assist front door, recessed area at sales counter, wheelchair friendly interior, accessible washroom.
Branding, Promotion, Marketing	✓	"Proudly Port Moody" campaign*

Considered at the Special Council Meeting Held on November 5, 2019

Identifies how nuisance behaviour will be managed	✓	Security equipment including panic buttons and after hours security on doors and windows, preventing access to minors, involvement of police as necessary.*
Sustainability practices	✓	LED lighting with Metcalfe Lighting, paperless receipts through e-billing, bike rack and dog bollard with bowl to encourage active transportation.*
Community benefit/involvement	✓	Volunteering at food bank. 4% gross profits to SHARE and Port Moody food bank. Local businesses hired to provide services*.
Intent to engage with neighbouring businesses	✓	Members of Tri-Cities Chamber of Commerce. Plan to join Shop Local Port Moody (SLPM).
Opportunity to establish a head office in Port Moody	✓	Plans to establish head office and workshop area in additional unit in Moody Centre*.
Timeline for establishing the proposed business	✓	5-6 weeks for interior construction after other approvals as necessary*.
Website	✓	www.purpcitycannabis.com

*Further details in business proposal

Considered at the Special Council Meeting Held on November 5, 2019

PURP CITY CANNABIS & CBD STELLAVA VENTURES INC. BUSINESS PROPOSAL

OVERVIEW:

Purp City Cannabis & CBD will operate at 2506 Saint Johns Street seven days a week from 9am-11pm. We will provide dried cannabis, cannabis oils, CBD, cannabis accessories, artisan glass pipes, gift cards and once distributed by the BC LDB; edibles and concentrates. The timeline for establishing our proposed business will depend on building permit processing; however, after applying we will utilize our time effectively by having all of our millwork and signage created. Once permits have been issued our interior construction, cabinet installation and initial hiring can be completed within 5-6 weeks.

EXECUTIVE SUMMARY:

As ambassadors of cannabis and cannabis legalization as a whole we will develop a destination for safe, tested cannabis while demonstrating a commitment of excellence to the community through outstanding customer service, selection and an open door policy for anyone of age wanting to come in and get educated. Our "Port Moody First Approach" and "Proudly Port Moody" campaigns will show residents and fellow small businesses what we are all about and our ongoing volunteer work and 4% pledge to subsidize local nonprofit group SHARE, and the Port Moody food bank, will separate us from our competition. We are a passionate family owned and operated small business who owns our own property with plans to acquire additional office space in Moody Centre, where we will keep our head office indefinitely. It should also be noted that unlike the majority of our competitors, we are a stand alone business focused entirely on giving the City of Port Moody everything that we've got.

BUSINESS EXPERIENCE AND TRANSITION INTO CANNABIS RETAIL:

(Director) Glen Weismiller, sat on the Board of Directors for Winvan Paving Ltd, from 1986-2017. During that time, his hands-on approach saw him as an Equipment Operating Engineer, Plant Operator and Grade Superintendent. Critical roles included coordinating large paving contracts, recruitment, employee retention, scheduling, compliance audits and generating inspection reports. Additionally, Glen took the lead on the majority of Winvan's horizontal market investing.

(Director) Francine Weismiller, comes from a harm reduction and community outreach background. Acting as an advocate for people living with mental health and substance abuse challenges, Francine, would navigate these men and women through the necessary steps needed to get back to living a sustainable lifestyle. She is also a strong proponent of our ethical duty to lead by example and advise on safe, responsible use to our customers and community.

(Store Manager) Kristoffer Wierzbicki, is a cannabis and cannabis compliance expert with over a decade in the industry. Specializing in the design, build and maintenance of federally licensed Health Canada personal production facilities, Kristoffer, is a highly organized proven team leader with a long history of people management. Additionally, he is an expert at assimilating laboratory analysis on cannabinoids, terpenes and residual solvents. He is also a long standing Health Canada medical marijuana patient under the current ACMPR and former MMPR and MMAR programs. In preparation for retail, Kristoffer, has successfully completed Kwantlen's inaugural Retail Cannabis Consultant course, Superhost, Serving It Right and is currently in the process of upgrading his First-Aid. It should also be noted that Kristoffer, possess an LCRB issued security-verification enabling him to work with any licensed vendor in the province.

Moving forward, we have assembled a group of specialized professional service providers, advisors and colleagues with decades of private liquor, cannabis and retail experience to assist in our transition and upon licensing, we will hire one of these coaches for a full time position leading up to our store's opening. We will also continue to grow our network within the local small business community and encourage feedback from fellow retailers.

PORT MOODY FIRST APPROACH:

Our "Port Moody First Approach" epitomizes everything that Purp City Cannabis & CBD stands for. We believe that small businesses are the backbone of every great community and that independent, local companies should be working together whenever possible. To us, keeping our money in Port Moody, matters. Therefore, we have secured BTM Lawyers, N. Naicker & Associates, A3 Creative Solutions, Metcalfe Lighting, Artistic Design Ltd, Leaders Insurance and the Port Moody food bank (SHARE) as businesses who we are working with on the project.

Furthermore, we are now members of the Tri-Cities Chamber of Commerce and as shown on their website, official supporters of Shop Local Port Moody (SLPM) with the full intention of joining once we are able to secure a cannabis retail use business license in the city.

COMMITMENT TO SHARE FAMILY & COMMUNITY SERVICES AND THE PORT MOODY FOOD BANK:

We have a signed commitment in place to provide 4% of our gross profits to SHARE, and the Port Moody food bank, paid out on a monthly basis as "unrestricted funding" to commence upon approved licensing. This means that SHARE, can use these resources in any way that they see fit so long as they stay within the food bank. It should also be noted that since August 15th, Kristoffer, has been volunteering at the food bank every Wednesday, handing out hampers and unloading trucks and will continue to do so as we await licensing. It's important to us that the community knows that while our doors are not open to the public and we cannot contribute monetarily, we will still provide our time.

BRANDING, PROMOTIONS AND MARKETING PLAN:

Considered at the Special Council Meeting Held on November 5, 2019

Purp City Cannabis & CBDs name is derived from Purple Kush, known all over the world as one of the most desirable strains of cannabis. Our “Proudly Port Moody” campaign combines social media incentives designed to bring awareness to our shop, the City of the Arts and Port Moody as a whole. With permission, we envision staff wearing the “I love Port Moody” t-shirts on weekends and we have plans to engage a local artist who will create an original piece of Port Moody, themed artwork to be displayed in our store.

Also, working closely with content marketers, we are developing material outlining our road to licensing and all of the things that make us unique. This content will be showcased on our website (www.purpcitycannabis.com) and a variety of social media and local news platforms.

SUSTAINABILITY AND ENCOURAGING ACTIVE TRANSPORTATION:

To help reduce our carbon footprint we’ve paired with local Port Moody, company Metcalfe Lighting. Metcalfe specializes in LED lighting and analysis. Together, we designed a complete LED conversion with dimmed after-hours lighting and photocell technology for exterior storefront signage. This system will use 75% less power than incandescents and last 5x longer with far less greenhouse gasses. To cut waste, bags will be optional and through online incentives, we will encourage paperless receipts through e-billing. Also, as shown on our elevation drawings, we have plans to install a bike rack and dog bollard w/bowl in front of the store to encourage year round active transportation.

ACCESSIBILITY:

Providing persons with disabilities an opportunity for equal employment is important to us. The same can be said about maintaining a great retail option for customers of the same ilk. To make sure that this is possible our store will have a push button handicap-assist front door, wheelchair friendly smell jar islands with ample legroom underneath and retractable smell jars. Our islands and wall mounted display cabinets are spaced far enough apart that wheelchairs can maneuver with ease and we’ve designed a recessed area on our sales counter for people requiring service from a seated position. Additionally, we have a handicap accessible washroom with grab bars for staff.

STAFFING ROLES AND JOBS CREATED:

Glen, Francine and Kristoffer will each have distinctive management roles including rotating responsibilities during opening and closing procedures. Kristoffer, will be responsible for handling the stores day-to-day operations on a full-time basis and through the hiring of 9-12 additional staff, look to develop an Assistant Store Manager within the first three months. Each employee will be LCRB security-verified and trained in the Cannabis Act, the Cannabis Worker Qualification Guidebook, the Cannabis Retail Store Terms and Conditions handbook and Serving it Right (until the provincial government unveils its mandatory self-study course for cannabis workers). With plans to develop one of the city’s most inclusive, equal-opportunity workplaces, our staff will be as diverse as they are knowledgeable.

MITIGATING MINORS ENTERING THE STORE, NUISANCE BEHAVIOUR AND SECURITY:

We have an obligation to ensure a safe environment within our store, therefore, staff will work diligently and as a team to spot problems. City smoking restrictions and social responsibility signage will be placed throughout the shop and as a house policy, we will require two pieces of ID from anyone who looks younger than 25. Additionally, we will have 19+ vinyl lettering placed at eye level on both of our front doors with a zero tolerance policy for anyone underage trying to enter the premises. Intoxicated and or problematic patrons will be removed and all incidents will be recorded in a tamper-proof bound book. Additionally, the Port Moody Police Department will be notified whenever necessary.

Physical security equipment will be supplied, installed and monitored by the same company who fitted the government operated, BC Cannabis Store, in Kamloops — Accurate Lock, Safe & Alarm Co. Hardware includes 8 hardwired security cameras, intruder and fire alarms with 24hr monitoring, motion and glass break detectors, panic buttons, integrated electronic door controllers and a secured storage area with reinforced walls and an independent alarm. All cannabis will be placed in locked/secured cabinets and smell jars will be attached to alarmed retractable lanyards. Our store will have a 21ft folding interior security grille engaged after-hours supplied and installed by Can-Secure Ltd. and we have plans to add a full length anti-kick astragal between our front doors and tamperproof security film to all windows. Additionally, our proposed bike rack and dog post will act as a deterrent for would-be thieves looking for storefronts to drive a vehicle into. It should also be noted that we’ve included a detailed Crime Prevention Through Environmental Design (CPTED) assessment conducted by CPP, Joe Melonari, of 3Si Risk Strategies Inc. which we would encourage you to read.

PROXIMITY TO THE PORT MOODY ARTS CENTRE:

Although we are understanding of Council’s decision to place a 75m buffer between cannabis retail stores and sensitive uses, it should be noted that as the crow flies, 2506 Saint Johns Street, is 61m from the nearest property line of the Port Moody Arts Centre. Keeping that in mind, we are exactly 75m walking distance to the same point, 90m as the crow flies to the Arts Centre (main) entrance on St. Andrews and 97m as the crow flies from the Saint Johns Street doors. It should also be noted that our store cannot actually be seen from either of these entry points and there are no playgrounds on the property. To display all of this, we are in hopes that you review our Buffer Diagram document showing each of these pathways. The document also provides what we believe to be a good perspective on the legitimacy of our separation.

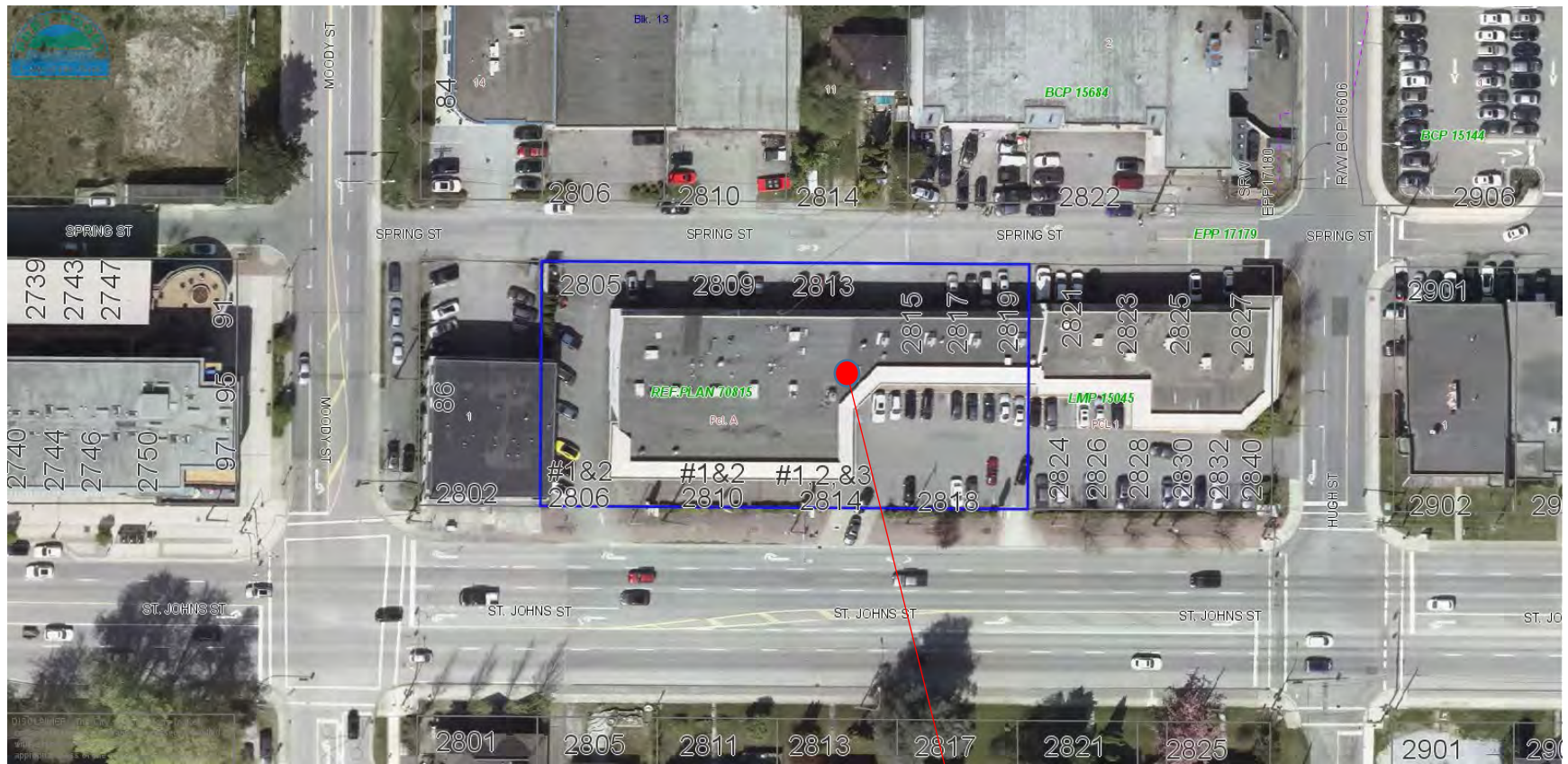
IN CLOSING:

You’re going to hear a lot of promises from a lot of different groups as black market vendors scramble to legitimize, regional and national chains look to build valuations, go public and sell themselves off to the soon-to-be American market but from us you get proof. Proof of who we are and who we work with, the charities that we serve and the importance that we place on community. Glen and his family grew a modest paving company to over 150 employees in the same city that they purchased land in, set up a head office and operated for over 50 years.

Now he’s looking to do the same thing in Port Moody.

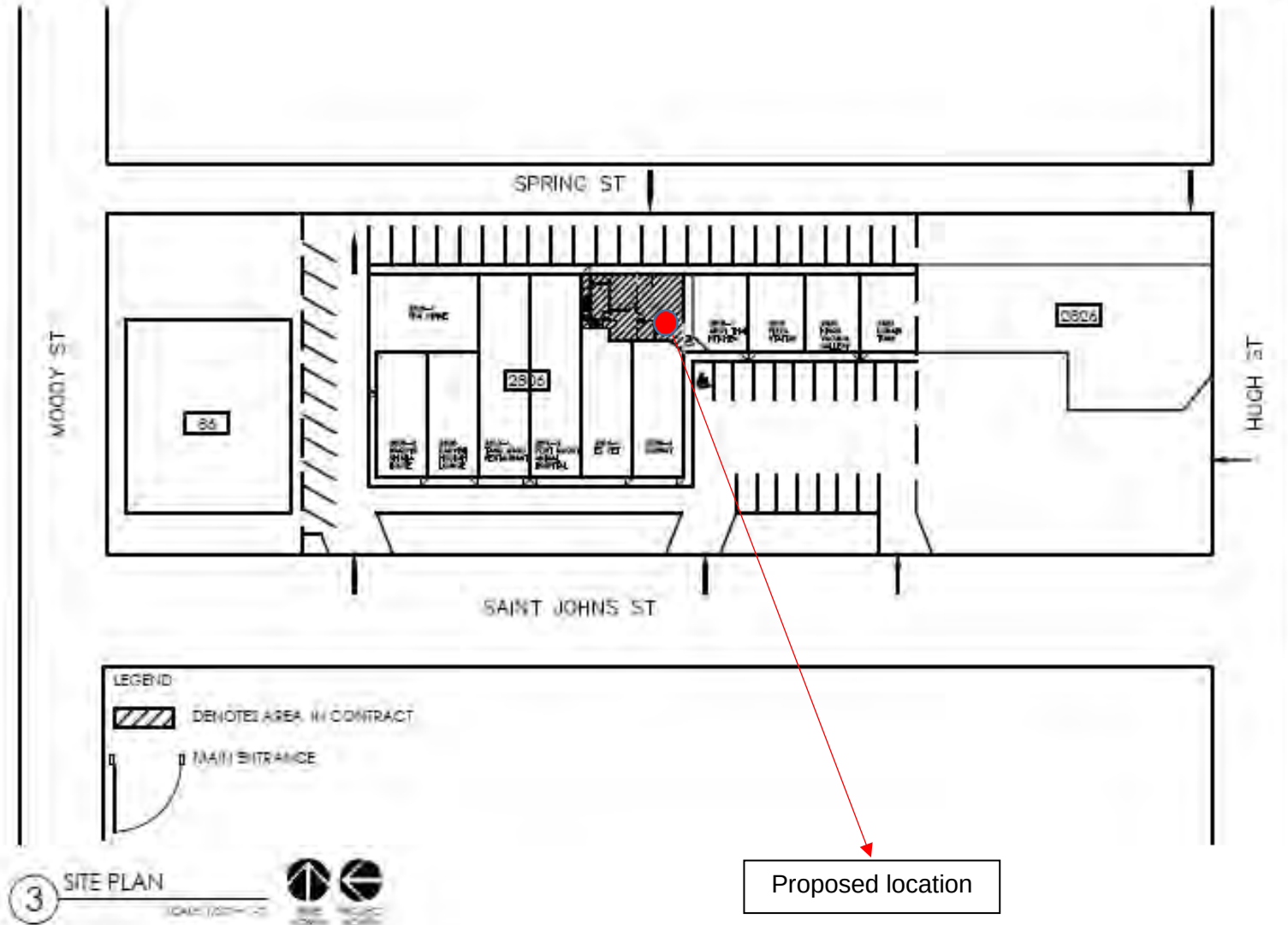
Considered at the Special Council Meeting Held on November 5, 2019

Summary of Kiaro – 2816 St John's Street



Proposed location

Considered at the Special Council Meeting Held on November 5, 2019



Considered at the Special Council Meeting Held on November 5, 2019



RENDERINGS OF STORE SIGNAGE – 2816 St Johns Street

Images of the proposed signage for the Kiaro cannabis retail store at 2816 St Johns Street, Port Moody



Front elevation of building showing customer entrance and signage visible from parking lot.

Note - The frontage for the proposed cannabis retail store is comprised of a frosted window on either side of the customer entrance/exit.

The door to the left of the entrance to the proposed cannabis retail store is not part of the premises for the proposed cannabis retail store and is a rear entrance for an adjoining business.

Considered at the Special Council Meeting Held on November 5, 2019

Staff Summary

Location and Land Use		Staff Comments
Zoned for Commercial Retail Use	✓	
Located at least 75 metres from sensitive uses (elementary, middle, and high schools, community centres playgrounds (public and strata)	✓	
Business License Requirements		
Interior sign informing customers of City smoking restrictions	n/a	(Content of sign provided by City and to be displayed at a later date when in operation).
Proof of monitored security and fire alarm contract, including video surveillance	✓	
Design elements to help prevent crime, such as clear sightlines, low walls, and landscaping	✓	One entrance for customers, retail space within clear sight lines for staff, entry limited to staff, secured store inaccessible to customers, security system, internal furniture and fixings designed to maintain clear sight lines for staff.
vUsually appealing storefronts, consistent with the character of nearby buildings	✓	Size of signage consistent with neighbouring units. No exterior changes.
Adequate lighting within the retail space during and outside of operating hours.	✓	Lighting outside of operating hours, motion lighting above customer entrance. Two recessed lights in eaves at entrance. Lights at staircase.
Aesthetics	✓	Refer to elevation
Meets applicable Development Permit Area Design Guidelines	✓	Within an existing building. No building exterior changes proposed.
Meets Sign Bylaw		Tbd
Business Proposal		
Name	✓	Kiaro
Hours of operation	✓	9am - 11pm Monday to Sunday
Previous business/retail experience (in cannabis industry and/or general retail)	✓	Two retail license locations, e-commerce, wholesale and last minute delivery platform in Saskatchewan 1 retail license at 1316 Kingsway, Vancouver, BC
Business structure (stand alone or franchise)	✓	Franchise
Number of jobs created	✓	3 full time employees (including manager, assistant manager) 7 part-time employees
Accessibility	✓	Designated handicap parking stalls.
Branding, Promotion, Marketing	✓	Refer to Business Proposal.
Identifies how nuisance behaviour will be managed	✓	Eliminating odours and preventing smoking/consumption.*
Sustainability practices	✓	Recycling, energy efficient light and heating, active/public transportation, environmentally friendly culture.

Considered at the Special Council Meeting Held on November 5, 2019

Community benefit/involvement	✓	Contributing \$10,000 to Port Moody Art Centre via Community Foundation, inclusive hiring, volunteering in City and Tri-Cities*
Intent to engage with neighbouring businesses	✓	Engaged with Tri-Cities Chamber of Commerce, neighbouring businesses via letter of introduction*
Opportunity to establish a head office in Port Moody	x	Headquartered in Vancouver and operates across Western Canada. No ability to move office to Port Moody at this time.
Timeline for establishing the proposed business	✓	Within 3 months of rezoning approval
Website	✓	www.kiaro.com

*Further details in business proposal

Considered at the Special Council Meeting Held on November 5, 2019

The name under which the business will be operating:	-Aura Cannabis Inc., DBA Kiaro Retail. www.kiario.com
Hours of operation:	9am - 11pm Monday to Sunday.
Description of business/retail experience	Our executive leadership team have a track record of success and a dynamic plan for sustainable market growth based on a balanced commitment to our people, operations, and finances. Kiario represents a community-minded, full service retail model focused on an exceptional retail experience. We believe in partnering with communities to engage, inform and educate consumers and key stakeholders. Kiario offers a customized cannabis experience that is inviting, convenient, and appealing allowing consumers to choose safe and reputable products. We achieve this through industry leading staff training, strong product knowledge, and educational resources. We create true and long-lasting partnerships with communities by investing in meaningful community development initiatives that align with our vision and values. Kiario's name derives from the Italian word chiaroscuro, meaning "to emerge from the darkness into light" – a nod to the new era of cannabis legalization.
Existing retail outlets	Kiario already has three cannabis retail outlets: 1316 Kingsway, Vancouver, BC – Cannabis Retail Store Licence #450043 – opened August 2019 1220 La Ronge Avenue, La Ronge, SK – Cannabis Retail Store Permit #R1073 – 2022 – opened May 2019 212 20 th Street West, Saskatoon, SK - Cannabis Retail Store Permit #R1050 – 2022 – opened January 2019
Overview of experience in the cannabis retail industry	Kiario's executive team, led by CEO Daniel Petrov (co-founder and former Executive Vice President at Aurora Cannabis), is strategically comprised of leaders from the cannabis, retail and technology sectors. Collectively the team boasts a strong history of developing retail brands across North America with experience in creating an impactful brick-and-mortar retail presence and omni-channel excellence. In recognition of our rigorous compliance standards, Kiario has been awarded two licenses by the Saskatchewan Liquor and Gaming Authority and recently our first licence in BC by the Liquor and Cannabis Regulation Branch. In addition to our retail locations, Kiario has an established e-commerce, wholesale and last-mile delivery platform serving the entire province of Saskatchewan. Kiario offers a distinctive range of carefully curated products, including dried flower, pre-rolls, tinctures and capsules. Offerings will expand as new product categories such as edibles and topicals enter the regulated market.
Whether the business is stand-alone or part of a franchise	The retail outlet will be managed and staffed by employees of Aura Cannabis Inc. The store will be branded as "Kiario" in the same way as our existing retail outlets to create strong brand awareness.
Staffing roles, responsibilities, number of jobs created	We intend to have 3 full-time members of staff comprised of a manager, an assistant manager and a further full time employee. All will be keyholders and will be collectively responsible for opening and closing the store and overseeing the retail of cannabis during opening hours. There will then be up to 7 part-time members of staff depending on sales patterns and staff availability.
How business will be accessible	-TBD store design elements (Operations) -Available parking spots in the plaza include designated handicap parking stalls to increase accessibility and equitable access to the store
Branding, Promotion, and Marketing Plan for the Retail Store	
Targeted Market Segments	Our key demographics are those aged 19 plus with strong social connections with friends, family and the communities that they are part of. Our customers live diverse lifestyles and are open-minded with an interest in exploration such as travel, personal development, health and have various degrees of cannabis experience and product knowledge.
Promoting the Cannabis Act and Cannabis Control and Licensing Regulations	Kiario ensures our retail cannabis stores meet and exceed regulations set by the federal government, provinces and municipalities. We take seriously our crucial role in: -Protecting Canadians by keeping cannabis out of the hands of children and youth, enhancing public awareness about responsible use through our active participation in social responsibility programs such as displaying materials provided by government, along with our own materials in compliance with government guidelines; -Improving public understanding about social stigma and legal issues; -Retailing only legally sourced, federally approved, analytically tested products acquired from government authorized distributors and licensed producers. There will be no online sales from the store or by Kiario in B.C., no sales of gift cards and no delivery services to ensure compliance with provincial regulations; and - Ensuring all marketing and branding efforts are undertaken in compliance with the framework permitted by the federal Cannabis Act, provincial Cannabis Control and Licensing Act, and all requirements of the City of Port Moody.
How Potential Nuisance will be Mitigated:	
Eliminating Odours	All cannabis products that Kiario retail are packaged in smell proof, child resistant containers, sealed by the manufacturer. The products are not permitted to be opened in the store and cannot be consumed in or in the

Considered at the Special Council Meeting Held on November 5, 2019

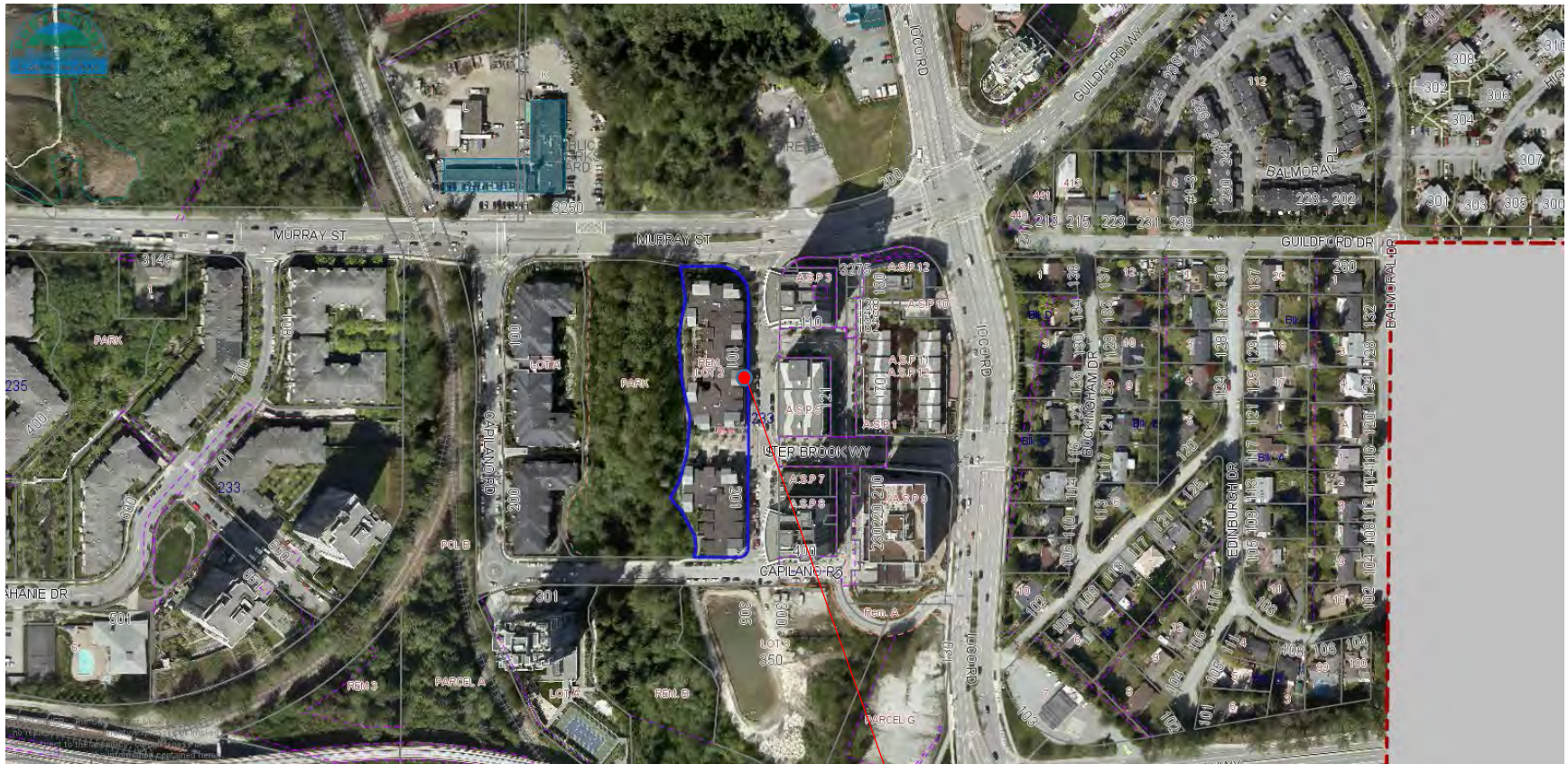
	immediate vicinity of the store. These requirements mean that there will be no possibility of odour issues from the store.
Preventing Smoking or Cannabis Consumption	"No Smoking" and "No Consumption" signs will be prominently displayed inside and outside of the store in compliance with the City of Port Moody Smoking Regulation Bylaw No. 2773. Anyone found smoking or otherwise consuming cannabis products in or near the store will be asked to leave immediately. We will also keep engaged with the local business and residential community to ensure we are meeting community expectations and working towards collective solutions if any issues arise. All customers will be provided a reusable shopping bag that complies with the advertising and promotional restrictions in the federal Cannabis Act.
Consideration for Family Oriented Facilities	Kiario has identified all of the family-oriented facilities located in close proximity to the proposed store and is committed to actively reaching out to engage with each of these organizations to ensure their comments and feedback are incorporated into our community planning. We will ensure the impact on minors and families is minimized through: - Operating hours that are consistent with neighbouring businesses and store layout that ensures no cannabis products are visible from outside the store; - Training our staff to strictly prohibit minors from entering the store; - Retailing cannabis products only in factory sealed containers, and ensuring no cannabis products are opened or consumed in, or near, the store; - Marketing our products only in accordance with Cannabis Act, provincial Cannabis Control and Licensing Act and all requirements of the City of Port Moody; and - Design the store to enhance the aesthetics of the community and surrounding area by ensuring our walkways, windows, signage and general area are clean to prevent any unsightliness for local residents and visitors to Port Moody
Downtown Parking and Traffic	Kiario is committed to facilitating ease of access to the store. We will reduce traffic congestion by working with our business neighbours to share the available parking (including disabled bays) within the plaza. We will display information for our clients and staff featuring viable transport alternatives like public transport & bike parking options. Deliveries to the store will be dictated by the schedule set by the BC Liquor Distribution Branch. Cannabis deliveries are expected to take place once a week during the daytime.
Sustainability practices	Kiario train all our staff to use energy and resources responsibly. There will be an in-store recycling program for packaging and retail containers. The store will be equipped with energy efficient lighting and heating systems. All Kiario staff will be encouraged to walk to the store, use public transportation or cycle to minimize staff impact on local vehicle use and parking and to promote an environmentally friendly culture.
Community benefit and involvement	Kiario's planning and operational policies will create a number of positive outcomes for the community. Financial impacts will be realized through our commitment to sourcing local service providers to help build and operationalize the proposed store. Through property taxes, licensing fees and community group membership we will help strengthen local economic development and commercial diversity. Kiario is committed to creating positive social impacts by offering a best-in-class retail experience to help destigmatize the retail cannabis sector. By partnering with the communities and engaging in active and ongoing consultation we ensure that we educate and inform key local business stakeholders and the public. We believe in putting people first and in creating a supportive working environment by investing in employee education and good management practices. We know that knowledgeable, well trained and community-minded staff are the cornerstone of a successful cannabis retail store, and so in support of creating positive outcomes for the people and communities in which Kiario operates, we are committed to: - Contributing \$10,000 in our first year of operation to the Port Moody Arts Centre via the Community Foundation; - Inclusive hiring practices with above average living wages for all staff, strong salaries for management, and comprehensive benefits packages for all team members; - Creating a positive company culture, work/life balance, and professional development opportunities that include ongoing product, systems and compliance training; and - Supporting local community involvement and active volunteering in the City of Port Moody and the Tri-Cities area.
Intent to engage with neighboring businesses	Kiario is committed to successfully integrating cannabis retail into the established business community. We have already engaged with key local stakeholders, specifically the Tri-Cities Chamber of Commerce, to discuss local community impact and business concerns related to the opening and operations of a cannabis retail store. We have also engaged directly with all of the neighbouring businesses within the Rocky Point Centre on St. Johns to provide a letter of introduction that speaks to our experience and operating model, as well as to our commitment to compliance and socially responsible business practices, which was received positively. Kiario's community engagement is a cornerstone of the work we undertake prior to, and following, the opening of any cannabis retail store. We are committed to ensuring we integrate into the local community by: - Joining local business associations to support the community's greater business development goals; - Providing educational resources through open-houses and community events; - Executing a clean, modern design that compliments the community's business aesthetic; - Providing a refined retail experience to destigmatize cannabis retail that compliments City's revitalization objectives; - Making ourselves available for additional consultation with the local business community via ongoing community consultation, education and engagement plans through: - Partnering with local thought leaders and licensed producers to provide educational resources about seed to sale; - Holding regular staff training events and consumer education programming; - Presenting to regulators and community stakeholder groups; - Ensuring there are multiple pathways for the community to provide feedback; and - Engaging in a dialogue with the community through open-houses and education events
Opportunity to establish a head office in Port Moody	Kiario is a private cannabis retailer headquartered in Vancouver and operates across Western Canada. We do not have the ability to move the head office to Port Moody at this time.

Considered at the Special Council Meeting Held on November 5, 2019

Timeline for establishing proposed business	We aim to have the store fully operational and open to customers within 3 months of receiving municipal rezoning consent.

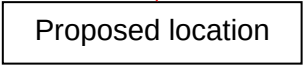
Considered at the Special Council Meeting Held on November 5, 2019

Summary and Location of #1-101 Morrissey Road (Burb Cannabis)



Proposed location

21



storefront signage



pin-mounted channel letter illuminated storefront sign - powder coated metal
(image to show design intent)



opaque window film on storefront glazing



PIN-MOUNTED CHANNEL LETTER ILLUMINATED
STOREFRONT SIGN, WHITE POWDER COATED
METAL ON POWDER COATED METAL BACKING

OPAQUE WINDOW FILM

CUSTOM VINYL WINDOW DECAL
SHOWING STORE HOURS

Considered at the Special Council Meeting Held on November 5, 2019

Staff Summary

Location and Land Use		Staff Comments
Zoned for Commercial Retail Use	✓	Zoned M1. Land Use Contract allows Commercial Retail.
Located at least 75 metres from sensitive uses (elementary, middle, and high schools, community centres playgrounds (public and strata)	✓	
Business License Requirements		
Interior sign informing customers of City smoking restrictions	n/a	(Content of sign provided by City and to be displayed at a later date when in operation).
Proof of monitored security and fire alarm contract, including video surveillance	✓	
design elements to help prevent crime, such as clear sightlines, low walls, and landscaping	✓	Natural surveillance at front entrance, neighboring businesses have clear sightlines of location.
visually appealing storefronts, consistent with the character of nearby buildings	✓	Located in existing building. Consistent with neighboring units. Refer to elevation.
adequate lighting within the retail space during and outside of operating hours.	✓	Illuminated storefront sign.
Aesthetics	✓	Refer to elevation.
Meets applicable Development Permit Area Design Guidelines	✓	Within an existing building. No building exterior changes are proposed.
Meets Sign Bylaw		Tbd
Business Proposal		
Name	✓	Burb Cannabis
Hours of operation	✓	9am - 11pm Monday to Sunday
Previous business/retail experience (general retail and Cannabis industry)	✓	Two provincial licensed cannabis retail stores in Port Coquitlam. Employees experience in cannabis retail in Vancouver.
Business structure (stand alone or franchise)	✓	Currently two other stores in Port Coquitlam with plans to have 8 locations in B.C.
Number of jobs created	✓	18 positions: 1 store manager, 5 team leaders, 2 inventory leaders, 10 budtenders, in addition to corporate team*
Accessibility	✓	Accessible from entrances & exits off of Murray St and loco Rd via both Suter Brook Way and Brew St.
Branding, Promotion, Marketing	✓	See business proposal.
Identifies how nuisance behaviour will be managed	✓	Training and standard operating procedures. Signage, incident report log.
Sustainability practices	✓	LED lighting, recycling program, encourage active transportation (allow dogs) and existing bike racks, use of post consumer waste paper products.

Considered at the Special Council Meeting Held on November 5, 2019

Community benefit/involvement	✓	Living wage for employees, community outreach efforts (including organized clean-ups, regularly attending local events), \$2500 annual scholarship to Port Moody Secondary School, \$5000 annual donation to Port Moody Foundation*
Intent to engage with neighbouring businesses	✓	Contact all Suter Brook Village businesses.
Opportunity to establish a head office in Port Moody	✓	Interest in establishing head office*
Timeline for establishing the proposed business	✓	60-75 days to complete tenant improvements, install all fixtures, hire and train staff.
Website	✓	www.shopburb.com

*Further details in business proposal

Business Proposal to City of Port Moody

The name under which the business will be operating: Burb

Hours of operation: 9am – 11pm, seven days a week

Description of business/retail experience:

Burb currently operates two provincially licensed retail cannabis stores in Port Coquitlam. We have been featured in Forbes (“8 luxury cannabis brands to know about”), BC Business, Georgia Straight, LA Weekly, Surface and more. Our board of advisors includes Cos La Porta who is the ex-Executive Vice President of Retail for Starbucks as well as Grant Froese the ex-COO of Loblaws, currently the CEO of Harvest One, a Canadian cannabis company with a Licensed Producer here in BC. Our co-founding team consists of accomplished entrepreneurs who have built companies from the ground-up (Foxfab Metal Works Inc, Foxfab Power Solutions), have ran federally licensed cannabis testing facilities (Northern Vine/Avalite Sciences/Emerald Health), and have significant experience in sell side mergers and acquisitions.

Overview of experience in the cannabis retail industry:

Currently operate two provincially licensed retail cannabis stores in Port Coquitlam. Our team of 30+ employees includes several employees who worked for legal cannabis retail shops in Vancouver whom wished to work closer to home—when Burb was licensed, they jumped at the opportunity.

Whether the business is stand-alone or part of a franchise:

We are a private stand-alone business with plans to grow to the maximum (8) stores in BC.

Staffing roles, responsibilities, and number of jobs created:

At the store level, we have the following positions:

Store Manager (1) - oversees the operations of a store; manages, trains, all store level employees

Team Leader (5) - fills in for store manager when not present; trains and leads budtenders

Inventory Leader (2) - ensures inventory is correctly received, replenished, and handled

Budtender (10) - front line employee who is providing sales support to customers

Total anticipated jobs created: 18

The above store level employees are supported by a corporate team that consists of the following positions:

CEO - creating overall direction of the company; leads brand and marketing direction

COO - oversees all operations of the business and provincial relations

CFO - oversees all finances of the business and municipal relations

Financial Controller - manages the day to day finances of the business

Multi-unit Store GM - leads and oversees all store managers and leads HR (hiring, training, etc).

Procurement Manager - leads purchasing strategy with BCLDB; creates standard operating procedures related to purchasing and receiving of cannabis products

How business will be accessible:

The location (1 - 101 Morrissey Rd) is in Suter Brook Village and is accessible from entrances & exits off of Murray St and loco Rd via both Suter Brook Way and Brew St. Sidewalks are in great condition and contribute to factors that are very positive for walking and cycling traffic.

Branding, promotion and marketing plan for the retail store:

Retail cannabis stores are limited in their ability to promote and market as per federal and provincial regulations. Our signage on the exterior of our building will help promote the brand. We will primarily use our age-gated website (www.shopburb.com), community outreach efforts (including organized clean-ups, regularly attending local events, and more) to drive traffic. Unpaid media coverage of the store opening will also assist in garnering attention. It will be the customer experience that will drive repeat customers and word of mouth referrals.

How potential nuisance behaviour will be mitigated:

Training and standard operating procedures are key to handling potential nuisance behaviours. An example would be consumption of a cannabis product close to our store entrance. We will have both exterior and interior signage. Interior signage will advise that no consumption of the product is allowed in the store. Exterior signage will ask consumers to follow the local smoking bylaw as well as being respectful to our neighbours. Nuisance behaviours will be logged in our incident report log and appropriate measures will be taken to mitigate them.

Sustainability practices:

- Use of LED lighting inside the store.
- All our stores partner with Tweed (Canopy Growth) and Terracycle to offer a free recycling program inside our stores. A receptacle is provided for customers to drop-off their empty packaging.
- We encourage an active lifestyle and are happy to have dog owners bring their dogs inside our stores while on their walks, and cyclists to lock-up their bikes on the bike racks outside 201 Morrissey St and come visit us.
- Use of post-consumer-waste (PCW) paper products

Community benefit/involvement:

Payment of a "living wage" to all full-time employees.

Very active in community events and initiating clean-up efforts.

Provide an annual scholarship of \$2500 to Port Moody Secondary school

Provide a charitable donation of \$5000 annually to the Port Moody Foundation

Intent to engage with neighbouring businesses:

We plan to introduce ourselves and provide a background on our business, our history, and how we plan to safely sell cannabis. As a starting point, we would contact every business within Suter Brook Village.

Opportunity to establish a head office in Port Moody:

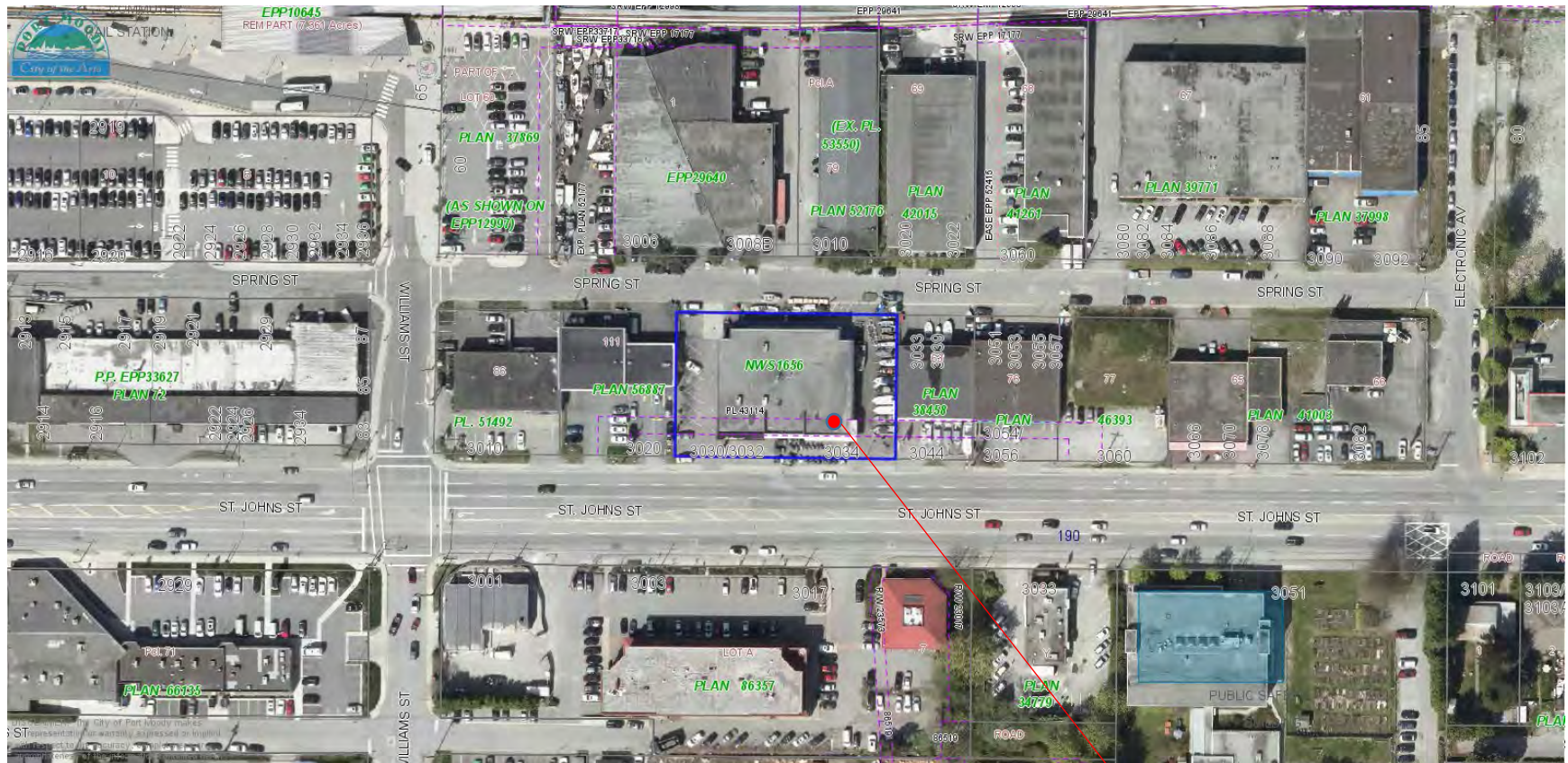
Burb is interested in establishing a head office in Port Moody. Currently, we have six corporate employees working out of our flagship location back office, and two corporate employees working remotely. We are in need of additional office space and will actively look in Port Moody.

Timeline for establishing a proposed business:

Upon receiving approval to proceed as a retail cannabis business from the City, we would take 60-75 days to complete tenant improvements, install all fixturing, hire and train staff, and open our doors.

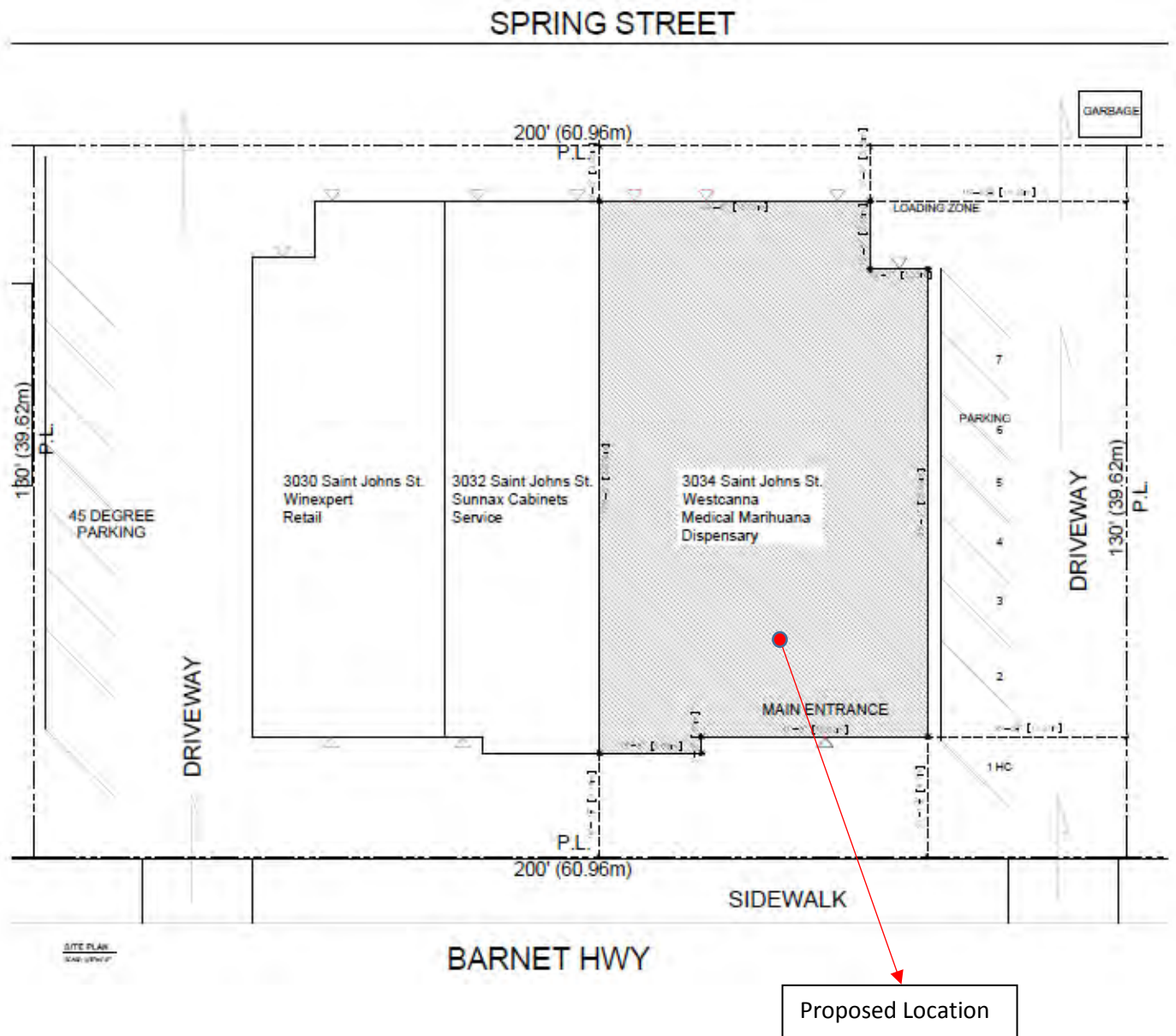
Considered at the Special Council Meeting Held on November 5, 2019

Summary and Location of 3034 St. Johns Street (Westcanna)



Proposed location

Considered at the Special Council Meeting Held on November 5, 2019



Considered at the Special Council Meeting Held on November 5, 2019



Considered at the Special Council Meeting Held on November 5, 2019

Staff Summary

Location and Land Use		Staff Comments
Zoned for Commercial Retail Use	✓	
Located at least 75 metres from sensitive uses (elementary, middle, and high schools, community centres playgrounds (public and strata)	✓	
Business License Requirements		
Interior sign informing customers of City smoking restrictions	n/a	(Content of sign provided by City and to be displayed at a later date when in operation).
Proof of monitored security and fire alarm contract, including video surveillance	✓	
design elements to help prevent crime, such as clear sightlines, low walls, and landscaping	✓	Threat and Risk Assessment Security plan submitted including security measures to prevent crime and lighting details.
visually appealing storefronts, consistent with the character of nearby buildings	✓	Located in existing building. Refer to elevation.
adequate lighting within the retail space during and outside of operating hours.	✓	Street lighting at rear of building and both sides of Barnet highway.
Aesthetics	✓	Refer to elevation.
Meets applicable Development Permit Area Design Guidelines	✓	Within an existing building. No building exterior changes are proposed.
Meets Sign Bylaw		Tbd
Business Proposal		
Name	✓	Westcanna
Hours of operation	✓	9:30 am – 10:30 pm Monday to Sunday
Previous business/retail experience (general retail and Cannabis industry)	✓	Operating medical cannabis store in Vancouver since 2016. 2 provincial retail cannabis licenses in Vancouver. 1 provincial retail cannabis licenses in New Westminster*.
Business structure (stand alone or franchise)	✓	Currently three other retail cannabis stores and 1 medical cannabis store.
Number of jobs created	✓	21 positions (12 full-time, 9 part-time): 2 store managers, 3 assistant managers, up to 16 sales staff *
Accessibility	✓	Will adhere to BC Building Code requirements, automatic door opener, and accessible parking spots.
Branding, Promotion, Marketing	✓	Interior signs, digital media*.
Identifies how nuisance behaviour will be managed	✓	Addressed by store staff, reported to local authorities*.
Sustainability practices	✓	LED lighting, proximity to public transportation, external sensor lights, will explore solar panels, recycling program.

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Community benefit/involvement	✓	Support to BC Cancer Society, B. Corp certification in 2020, plans to become supporter of Eagle Ridge Hospital *
Intent to engage with neighbouring businesses	✓	Engage with Tri-Cities Chamber of Commerce*
Opportunity to establish a head office in Port Moody	✓	Interest in establishing warehouse for accessories*
Timeline for establishing the proposed business	✓	Immediately after receiving approval.
Website	✓	www.westcanna.ca

*Further details in business proposal

Considered at the Special Council Meeting Held on November 5, 2019



**AMENDED BUSINESS PROPOSAL FOR THE
CITY OF PORT MOODY**

**OCTOBER 15, 2019
NEW ELITE INVESTMENT INC.
3034 St. Johns Street, Port Moody**

Considered at the Special Council Meeting Held on November 5, 2019

1. **Name of the Business and Expected Hours of Operation:** Westcanna; 9:30am to 10:30pm (7 days a week)
2. **Description of Business / Retail Experience:** We are passionate entrepreneurs, proud owners and proven operators with a track record of building great businesses. We will be your trusted local cannabis store, offering a curated assortment of unique, socially conscious cannabis in an engaging space. As an aspiring Certified B. Corp (see “10. Community Benefit / Involvement”), we seek to “Do Good” – we believe in doing what’s right and putting people before profits. Our retail experience aims to differentiate itself in the following three areas:
 - a. **Trust & Service:** There’s an overwhelming amount of choice for cannabis users new and old. We’re here for the stress-free shopping experience, focused on giving you the right amount of attention and guidance, and making sure you leave with confidence in the product and all the right accoutrements to enjoy it.
 - b. **Quality and Craft:** We select brands and products that are committed to providing you the best possible experience alongside ethical and responsible production methods. We want you to know who’s making it, how are they’re making it, and everything that goes into the product.
 - c. **Formats and Efficacy:** Cannabis use is not one dimensional; there are different plants, a variety of formats and many combinations of THC/CBD ratios. We will carry quality products to suit a number of different experiences – making them available, understandable and approachable.
3. **Overview of Experience in the Cannabis Retail Industry:** Westcanna has been operating in the retail cannabis industry since 2016, when the Company opened its first legal medical cannabis store in the City of Vancouver (our medical licenses have been attached for reference). With over three years of experience, we have amassed significant cannabis product and customer service knowledge as well as built trust in the communities in which we operate. Since the beginning of recreational legalization, we have received approval for two stores in Vancouver (one license and one development permit) as well as a store license in New Westminster. Prior to starting a cannabis retail business, the Westcanna management team operated various dollar stores and gift & accessory stores since 2010.

Partnership with Cannoe Corp: The operators of Westcanna created a partnership with Cannoe Corp. (“Cannoe”) in September 2019 to leverage Cannoe’s retail and cannabis expertise (a profile of Cannoe is included in the accompanying presentation). Cannoe’s founders, shareholders and management team include a group of highly reputable retail and cannabis entrepreneurs who have a proven track record of creating sustainable businesses with significant net positive impacts on their communities. While we are confident that Westcanna’s current operating team is more than capable of opening and operating the Port Moody location without Cannoe’s assistance, we believe that by leveraging Cannoe’s retail, cannabis and systems expertise, we will create a highly dynamic and engaging experience for all of Port Moody’s stakeholders (customers, employees and community). Examples of functional areas for which we have partnered with Cannoe include employee hiring and training best practices, enhanced IT investments and support, and dedicated product & inventory expertise to deliver on our promise of offering reliable, high quality local product to our customers with the information they need to make a purchase decision.

4. **Standalone Business or Part of a Franchise:** All of our locations are operated by the same ownership group in order to maintain the highest levels of regulatory compliance and adherence to Westcanna customer service standards. The Port Moody store will be our fourth location.
5. **Staffing Roles, Responsibilities and Number of Jobs Created:** The store requires 2 Store Managers, 3 Assistant Managers and up to 16 additional sales staff, for total potential job creation of 21 positions (of which 12 will be full-time and 9 will be part-time). All staff are required to clear the LCRB security verification checks and we expect that a minimum of 4 employees (including a manager) will be working in the store at any given time to ensure adherence to Westcanna’s desired customer service levels. Employee wellbeing is a priority and, as such, all full-time employees are entitled to extended health coverage. Additionally, all stores are equipped with high definition security cameras, 24/7 live monitoring and an alarm system with multiple silent emergency buttons for employee safety. Lastly, to ensure maintenance of best practices and awareness of any changes in regulatory requirements, there will be monthly staff meetings to review staff performance, customer feedback, new products and any changes to the retail operating handbook published by the LCRB.

Store Manager responsibilities include (but are not limited to): Managing inventory (including provincial compliance reporting) and placing weekly orders, scheduling staff and assigning tasks, performing daily cash out, supervising customer service, maintaining adherence to Westcanna and LCRB operating standards, human resources including performance assessments and organizing monthly staff meetings.

Assistant Manager responsibilities include (but are not limited to): Maintenance of daily cannabis stock levels, processing receipt of inventory, ensuring high levels of customer service, bud-tender training and supervision, maintaining a cash float, confirming bud-tender hours worked, and maintaining adherence to Westcanna and LCRB operating standards.

Bud-tenders (sales staff) responsibilities include (but are not limited to): Daily sales interactions with customers, customer age verification (two pieces of ID), maintaining the safety & cleanliness of the premises, maintaining an advanced knowledge of

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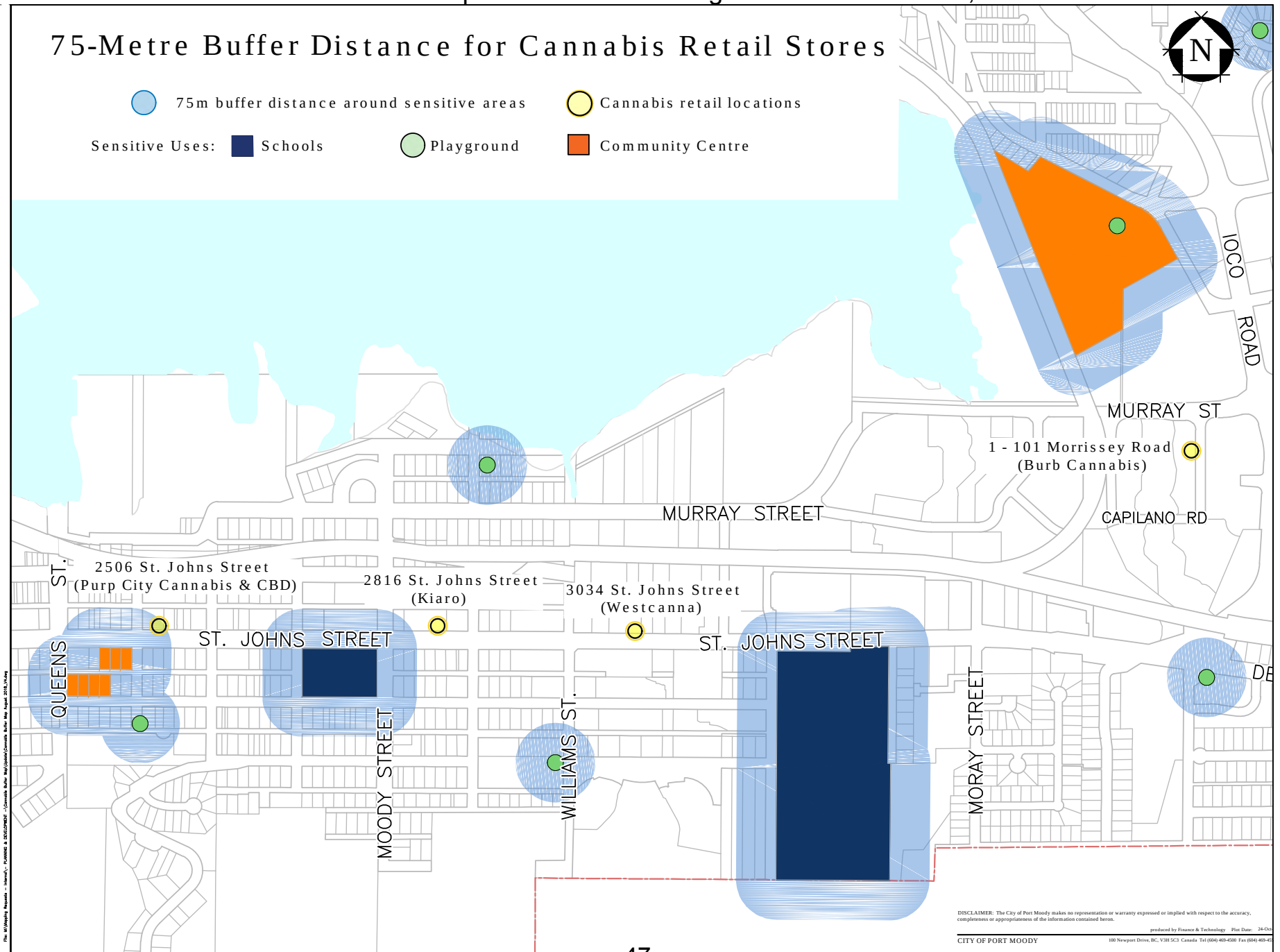
Westcanna product, greeting customers, operation of the Point-of-Sale system, order fulfilment, maintenance of a daily log of customer queries & feedback, and cash handling,

6. **How Business Will be Accessible:** The proposed location at 3034 St. Johns Street is a two floor location, with the main floor (at St Johns Street level) to be dedicated to the public facing sales area. The store will adhere to the requirements of the BC Building Code to ensure appropriate access for persons with disabilities; the main floor will have an entrance/exit door equipped with an automatic door opener. The property also has access to ample parking spaces to minimize demand on street parking and to provide safe and reliable access to those patrons requiring dedicated handicapped parking spots.
7. **Branding, Promotion and Marketing Plan for the Retail Store:** We will adhere to the marketing and promotion regulations as outlined by the LCRB and the Cannabis Act. We will be using our branding for interior design and store signage, and will ensure that all digital materials are appropriately secured by age verification systems to ensure that access by minors is restricted. We will actively advocate for responsible use and consumption and will ensure that social awareness materials are posted in our location for review by our guests.
8. **Mitigation of Potential Nuisance Behaviour:** We seek to be a 'good neighbor' and will proactively address community concerns. While BC law permits the consumption of cannabis in public places where tobacco smoking and vaping are permitted, staff at the Port Moody location will remind patrons that smoking is prohibited within 7.5m of the doors and windows (and any air intakes) of the building. Signage will also be posted. Additionally, as part of our business' social responsibility policies, patrons will be reminded of responsible consumption [prohibited in areas frequented by children (i.e. parks and playgrounds) and not in vehicles]. Consumption and/or noise issues by patrons on the Westcanna property that does not respect local bylaws will be addressed by store staff and reported to the local authorities when appropriate. Lastly, if needed, we can install a carbon filter as part of the HVAC and exhaust system to ensure any residual smell from the product is minimized in both the interior store environment and outside the building.
9. **Sustainability Practices:** We select our locations based on ample access to public transit, which reduces incremental local vehicle traffic demand. Our site is located 230m away from Moody Centre station (3 minutes by foot) and has 3 bus stops located within a 200m radius. In terms of store design, our stores are equipped with LED lights to maximize energy efficiency, and external lights are equipped with sensors to reduce energy waste during the day. We also intend to explore the use of solar panels to reduce demand on the local power grid. Lastly, our store operating policy requires participation in recycling programs to divert cannabis packaging from local landfills.
10. **Community Benefit / Involvement:** We are committed to building a business focused on providing a net benefit to society, while acknowledging the issues in our industry. We believe that convenient access to safe, legal cannabis via a trusted and regulated operator will discourage the use of illegal and untested black-market cannabis and creates sustainable economic opportunities in the local community. We will endeavor to hire all of the Port Moody store employees from the local area in order to maximize the economic benefit to the City of Port Moody and we will provide full time employees with additional health plan coverage.

Furthermore, we have a track record of supporting local charities (including the BC Cancer Society) and believe that supporting health research and sustainability initiatives helps us reduce our impact and creates positive experiences for the communities in which we operate. We plan to become a supporter of the Eagle Ridge Hospital and will promote the use of safe, responsible legal recreational cannabis to our customers. Lastly, our Company will be pursuing B. Corp certification in 2020 - Certified B Corporations are businesses that meet the highest standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose.
11. **Intent to Engage with Neighbouring Businesses:** We intend to act as a good corporate citizen in the community and will engage with the Tri-Cities Chamber of Commerce in order to foster positive relationships with local businesses. We also intend to maintain a positive working relationship with local police services located at the Port Moody Police Department at 3051 St. Johns Street.
12. **Opportunity To Establish a Head Office in Port Moody:** The Port Moody site is the largest of the stores in our network – we expect to use it not only as a retail store but also as a warehouse for non-cannabis merchandise (accessories) for the purpose of managing inventory across all of our Westcanna locations in British Columbia. We believe that this will create additional jobs (i.e. inventory manager & warehouse employees) and ensure the highest level of productivity and sustainability for our Port Moody store. We will also have an administrative section in the non-public area of the store to enable head office employees to engage in training and oversight activities.
13. **Timeline for Establishing a Proposed Business:** We are prepared to execute on our store construction processes immediately after receiving approval of our proposal from the City of Port Moody.

75-Metre Buffer Distance for Cannabis Retail Stores

- 75m buffer distance around sensitive areas
 ● Cannabis retail locations
- Sensitive Uses:
 ■ Schools
 ● Playground
 ■ Community Centre



Considered at the Special Council Meeting Held on November 5, 2019



Purp City Cannabis & CBD BUFFER DIAGRAM





City of Port Moody

Bylaw No. 3215 (Site Specific Cannabis Rezoning)

A Bylaw to amend the General Commercial (C3) zone to include two site specific Cannabis Retail Use locations.

The Council of the City of Port Moody enacts as follows:

1. Citation

- 1.1 This Bylaw may be cited as “City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 22, 2019, No. 3215 (Site Specific Cannabis Rezoning)”

2. Amendments

- 2.1 City of Port Moody Zoning Bylaw, 2018, No. 2937 is amended by adding the following to Section 10.3 General Commercial (C3), 10.3.2 Permitted Use, c. Site Specific:
 - v. One Cannabis Retail Use on the property legally described as: Parcel “One”, District Lot 201, Group 1, NWD, Reference Plan LMP 15045 (for 2816 St. Johns Street – Kiara)
 - vi. One Cannabis Retail Use on the property legally described as: Strata Lot 2, District Lot 190, Group 1, NWD, Strata Plan NW 1656, Together With An Interest In The Common Property in Proportion To The Unit Entitlement Of The Strata Lot As Shown On Form 1 (for 3034 St. Johns Street – Westcanna)

3. Severability

- 3.1 If a portion of this Bylaw is found invalid by a court, it will be severed and the remainder of the Bylaw will remain in effect.

Read a first time this [Click once and type date] day of [Click once and type date], 2019.

Read a second time this [Click once and type date] day of [Click once and type date], 2019.

Read a third time this [Click once and type date] day of [Click once and type month], 2019.

Adopted this [Click once and type date] day of [Click once and type month], 2019.

Considered at the Special Council Meeting Held on November 5, 2019

Steve Milani
Acting Mayor

Dorothy Shermer
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3215 of the City of Port Moody.

Dorothy Shermer
Corporate Officer



City of Port Moody

Bylaw No. 3216

A Bylaw to amend City of Port Moody Land Use Contract No. 4, 1978, Authorization Bylaw No. 1409.

The Council of the City of Port Moody enacts as follows:

1. Citation

- 1.1 This Bylaw may be cited as “City of Port Moody Attachment 10 - Proposed Land Use Contract Ammendment Bylaw No. 3216.docx

2. Amendments

Bylaw No. 1409, 1978, “City of Port Moody Land Use Contract No.4, 1978” registered in the New Westminster Land Title Office on January 5, 1979 under R2002, as amended by AD168035, BP009769, BW464365, BX422128, BA295493, BA120535, BA120536, BB376211, BB558903, BB1159631, CA3636092, CA4199925, CA6949321, CA7316602 is hereby amended by:

- 2.1 By adding the following to Section 3 (a)(i) of Schedule A:

(N) One Cannabis Retail Use on the property described as: LOT 2, DISTRICT LOT 233, GROUP 1, NWD, PLAN BCP25118, EXCEPT PART IN AIR SPACE PLAN BCP39090.

3. Severability

- 3.1 If a portion of this Bylaw is found invalid by a court, it will be severed and the remainder of the Bylaw will remain in effect.

Read a first time this _____ day of _____, 2019.

Read a second time this _____ day of _____, 2019.

Read a third time this _____ day of _____, 2019.

Adopted this _____ day of _____, 2019.

Considered at the Special Council Meeting Held on November 5, 2019

Steve Milani
Acting Mayor

Dorothy Shermer
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3216 of the City of Port Moody.

Dorothy Shermer
Corporate Officer