

Cannabis Production, Processing, and Retail Policy and Procedure

Endorsed: November 22, 2021 Update: July 6, 2026

Reason for the Policy and Procedure

This document supports the efficient and fair regulation and processing of applications for cannabis production, processing, and retail uses in the City of Coquitlam. It also outlines the intake process for an initial round of cannabis retail store applications, and provides general information about the considerations that will impact staff's decisions on whether to recommend the necessary approvals.

Policy and Procedure

1. Cannabis Retail Application Process

Cannabis retail stores will be considered by Council on a case-by-case basis through a Zoning Bylaw text amendment process. Initial applications will be accepted during a specified intake period (Section 6) and processed in a batch. Application submission requirements, including a separate application to the provincial Liquor and Cannabis Regulation Branch (LCRB) for a non-medical cannabis retail store licence, are included in Schedule 1. Applications will be reviewed using the evaluation criteria outlined in Section 3 below to inform which applications staff may recommend for approval by Council.

Applications that are supported by staff will go through the Council consideration and public consultation processes outlined in Schedule 2. If Council adopts a bylaw to amend the Zoning Bylaw to permit a cannabis retail use, a positive recommendation will be provided to the LCRB. If an application is not approved, a negative recommendation will be provided.

2. Cannabis Retail Store Distribution and Maximum Numbers

Up to six cannabis retail stores will be recommended to Council in the first batch of applications. Retail stores will be considered in commercial and mixed-use areas located within the Cannabis Regulatory Framework Retail Store Areas shown in Schedule 3. These areas, with the maximum number of stores anticipated to be recommended, are as follows:

- City Centre: two stores
- Burquitlam: one store
- Lougheed: one store
- Austin Heights: one store
- Maillardville: one store

Cannabis retail stores will be considered in the following zones:

- C-2 General Commercial
- MU-1 Medium-Density Mixed-Use
- MU-2 High-Density Mixed-Use
- MU-3 Transit-Oriented Mixed-Use
- MU-4 Urban Centre Mixed-Use

- CS-1 Service Commercial
- Commercial or Mixed-Use Comprehensive Development (CD) Zones

3. **Cannabis Retail Store Evaluation Criteria**

The evaluation criteria outlined below are intended to minimize exposure for children and youth, provide safe and secure opportunities for the public to access recreational cannabis, and ensure that cannabis retail stores fit within existing neighbourhoods. The criteria will be used to review and consider cannabis retail store applications. All applications must meet the Required Criteria to be considered for staff recommendation, and if those criteria are met, the Additional Criteria will be used to further assess the applications. If applications are ‘tied’, then the Tiebreaking Criteria will be applied. Land uses in neighbouring municipalities will also be considered for separation-based criteria.

Required Criteria:

- Located in an eligible Commercial zone (Section 2) in the City Centre Neighbourhood Plan, Burquitlam-Lougheed Neighbourhood Plan, Austin Heights Neighbourhood Plan, or Maillardville Neighbourhood Plan areas
- At least 150 metres from an “Existing School Site” or “Future School Site”, identified in the Official Community Plan (measured from parcel boundary to parcel boundary)
- Transparent windows at the front of the store (to create an active streetscape and allow for natural surveillance)

Additional Criteria:

- Separation of at least 100 metres from a site designated “Park and Recreation” in the Official Community Plan
- Separation of at least 100 metres from any other cannabis retail store
- Separation from places frequented by children or youth (e.g., recreation centres, daycares, learning centres, etc.)
- Separations from schools, parks, and other cannabis retail stores larger than the minimum requirement/preference
- Floor layout that allows for sightlines into and out of the store
- Storefront is visually appealing and fits in with the neighbourhood context (e.g., building materials and colours, awning style and colours, window appearance – permanent security bars are discouraged)
- Signage is discreet and fits in with the neighbourhood context
- Applicant history (e.g., business licence infractions in Coquitlam)
- Overall fit within the neighbourhood context
- Quality and completeness of application materials

Tiebreaking Criteria:

- Quality of a comprehensive business plan
- Previous company experience
- Other contributions to the community

Staff's recommendations will be informed by these criteria, which will be communicated by staff to Council along with the feedback heard at the Public Hearing.

4. Cannabis Retail Public Consultation Requirements

Zoning Bylaw amendment applications for cannabis retail stores will follow the standard public consultation processes required by the City for all Zoning Bylaw amendment applications, including a Public Hearing. In cases where the City has received a referral from the LCRB for a new licence at a location where a cannabis retail use is already permitted, the City must conduct public consultation and will follow the City's standard public consultation process.

5. Cannabis Retail Window and Sightline Requirements

Cannabis retail stores must maintain transparent front windows and sightlines into and out of the store, generally as presented to Council at the time of the Zoning Bylaw amendment consideration. If changes are proposed, additional permits, licences, and approvals may be required from the City and/or the LCRB, depending on the nature and extent of the changes.

6. Cannabis Retail Application Intake and Monitoring Period

In order to facilitate an efficient and fair initial application intake process, the City will accept zoning amendment applications for retail stores from January 4 to 14, 2022. Applicants are encouraged to submit complete submissions, as all applications will be considered final after the closure of the initial intake period.

Applications received after January 14, 2022 will be reviewed by staff only after any applications received during the initial intake period have been fully reviewed and presented to Council for consideration. Staff do not anticipate recommending additional Zoning Bylaw amendments for cannabis retail stores beyond the six contemplated in the initial intake cycle for a minimum of two years, to provide for a monitoring period during which the City's cannabis policies and procedures will be reviewed.

7. Cannabis Production and Processing Odour Management and Storage Requirements

Any building used for cannabis production or processing must be equipped with an air filtration system that prevents the escape of cannabis odours to the outdoors, and the system must be maintained to function properly over time. The City may request an Air Quality Management Plan prepared by a registered professional and a third party review of this plan at any time. Additionally, the outdoor storage of any cannabis byproducts or cannabis waste is prohibited.

8. Council Discretion

Nothing in this guidance document binds, fetters or otherwise restricts the discretion of Council or any delegated decision makers to exercise the full scope of their statutory powers and duties.

Schedules

1. Cannabis Retail Store Application Requirements (Doc# 4229051)
2. Retail Store Approval Process Overview (Doc# 4218468)
3. Cannabis Regulatory Framework Retail Store Areas Map (Doc# 4245452)

Cannabis Retail Store Application Requirements

1. Forms, Fees, and Other

- Application form
- Application fees
 - Current title search and complete copies of all charges on title
 - Agent authorization and director's register or notice of articles
- Proof of application to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Licence

2. Application Details

- Photos of the existing site and adjacent area
- Project description (project details and justification, proposed hours of operation, etc.)
- Site Plan
 - Location of proposed retail store unit, showing the building in which it is located
 - Dimensions of the proposed unit
 - Parking spaces allocated for the proposed retail store
 - Locations of driveways/site access
 - Property boundary
 - Street name(s) adjacent to and fronting the site
 - North arrow
- Coloured Building Elevations of the front, sides, and rear, including:
 - Window materials and dimensions
 - Building, door, and awning materials and colours
- Sign Plan, including:
 - Locations, dimensions, and colours of all signs
 - Locations, size, and style of all wording, lettering, and logos
- Floor Plan, including:
 - Location of exterior walls and windows
 - Location and dimensions of shelving, display cases, internal walls, and any other interior structures that could impact sightlines etc.
 - Location of areas open to the public and those designated for staff only
 - Location of areas designated for storage
 - Location of the cash register
 - Location of all entrances and exits
- Separation distance information, including:
 - A map showing measured distances from schools, parks, places frequented by children or youth, and other cannabis retail stores
 - Written description of the process used to identify schools, parks, places frequented by children or youth, and other cannabis retail stores
- Description of previous company experience

3. Optional Submission Items

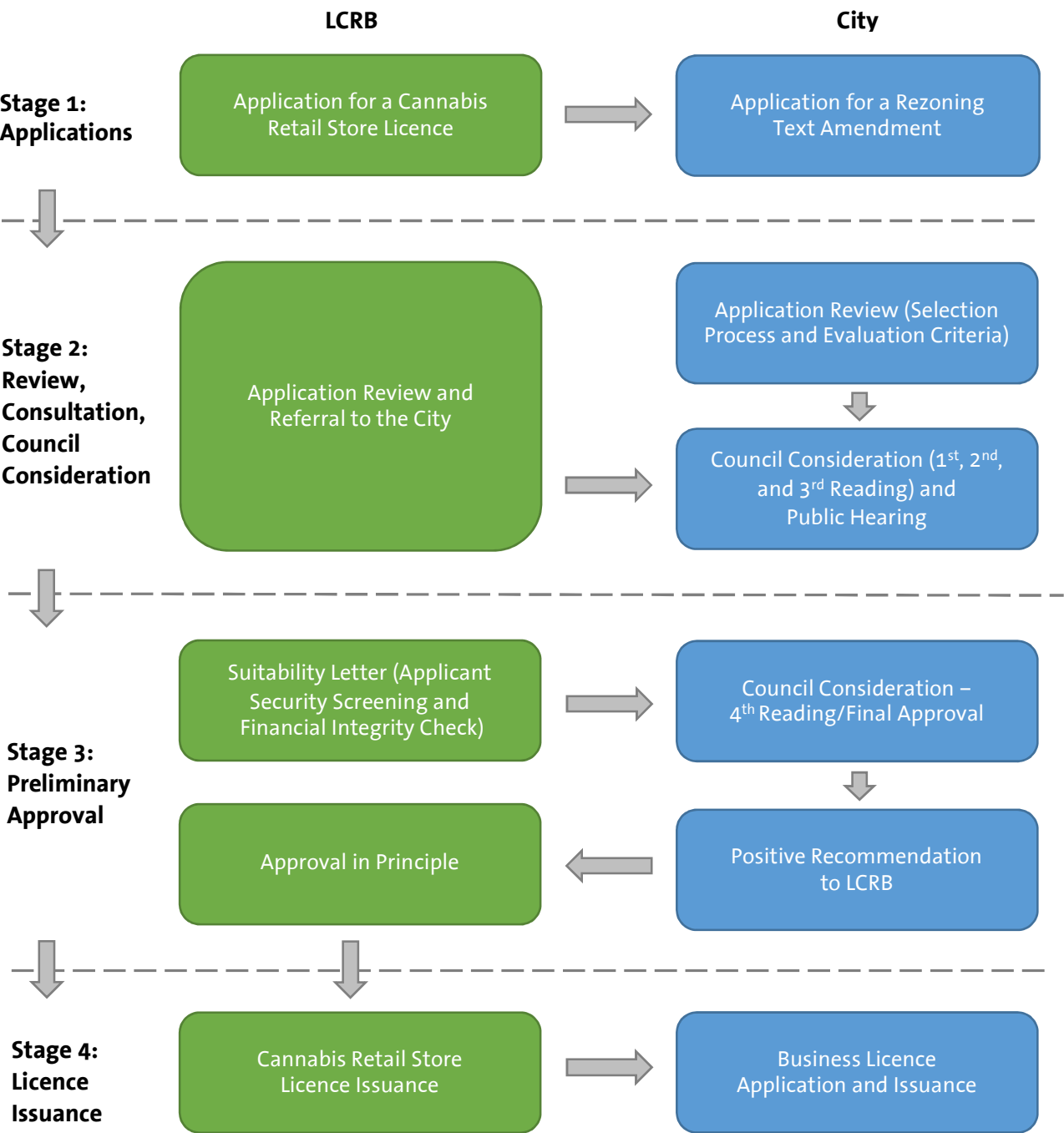
- Comprehensive business plan, including:
 - A company description
 - A description of the business organization and management
 - A description of operations (e.g., number and type of staff, staff training)
 - Products to be sold
 - A market analysis that shows the demand for the products
- Community Benefit (only accepted at the time of application)
 - If proposed, a signed letter should be provided outlining the community benefit value and recipient

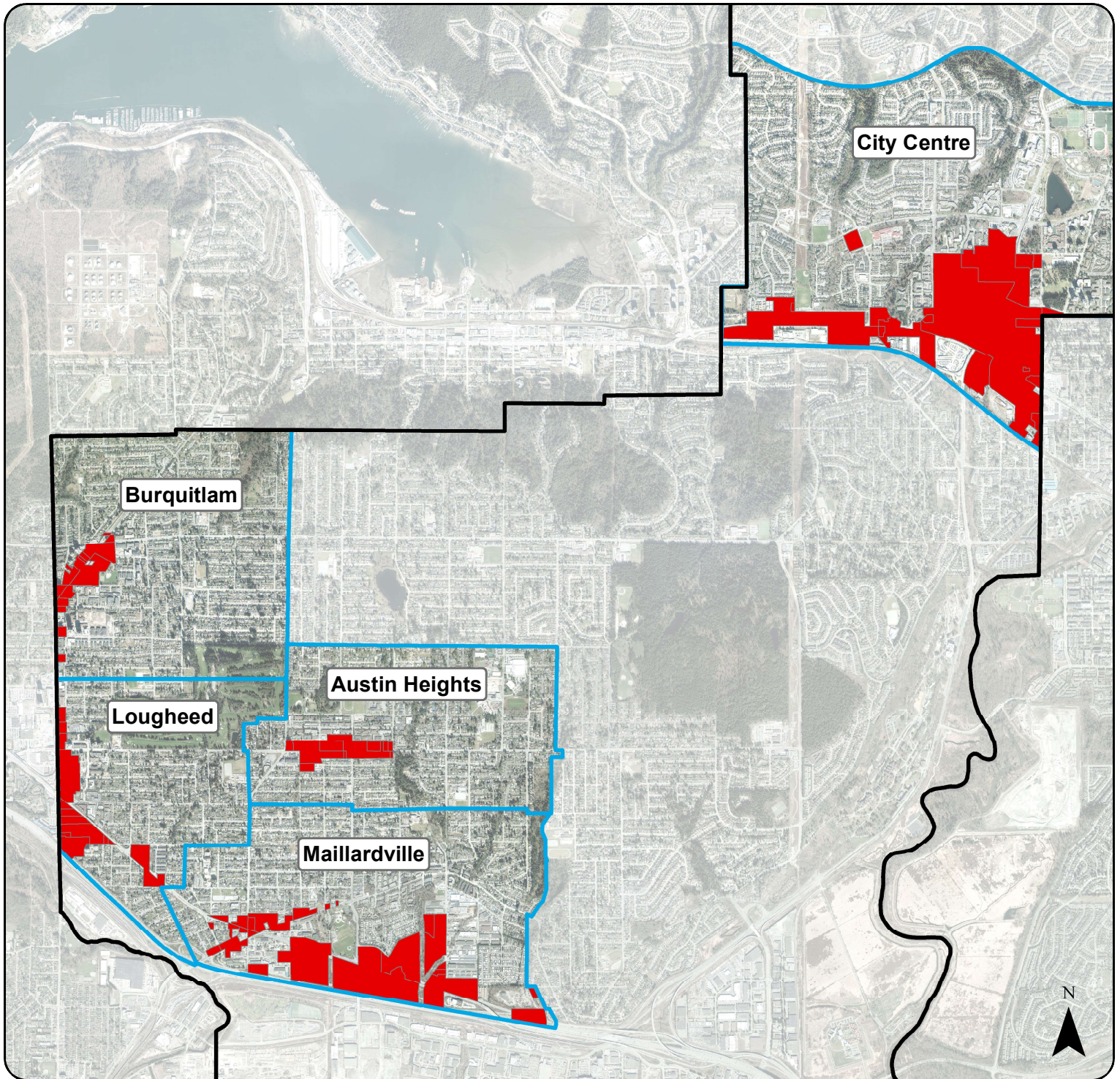
Notes

- Refer to the Cannabis Production, Processing, and Retail Policy and Procedure for guidance when preparing the application materials
- Application materials should be prepared by appropriate professionals
- All dimensions on plans must be shown in metric (metres)

Additional information may be requested at the time of application review

Cannabis Retail Store Approval Process Overview





CANNABIS REGULATORY FRAMEWORK RETAIL STORE AREAS

Map Date: 11/10/2021

Properties Zoned:
 C-2 General Commercial
 C-5 Community Commercial
 C-7 High Density Commercial
 CS-1 Service Commercial
 CD (Mixed-Use and Commercial)

 Cannabis Regulatory Framework
Retail Store Areas

 City Boundary

Coquitlam