



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on December 20, 2018,
in the Committee Room at City Hall, at 12:00 p.m.)**

Advisory Planning Commission

John Douglas (Vice-Chair)
Jeannette Nichols
Sandy McRuer
Chris Washington, SD #70 Liaison
Amy Anaka
Rick Newberry, P.A.F.D. Liaison

Staff

Joe Calenda, Consulting City Planner
Cara Foden, Dev. Services Technician

Guests

Members of the Public – none present

Regrets

Jim Tatoosh, Hupačasath First Nation
Don Ferster
Ken McRae (Chair)
Cynthia Dick, Tseshah (č išaaʔath) First Nation
Rob Gaudreault, Parks Liaison
S. Sgt. Terry Smith, R.C.M.P. Liaison
Councillor Deb Haggard, Council Liaison

Alternates (not in attendance)

Councillor Helen Poon (Alternate–Council)
Sgt. Dave Boyce (Alternate–R.C.M.P.)
Larry Ransom (Alternate S.D.70)
Steve Tatoosh (Alternate Hupačasath First Nation)



1. Adoption of November 15, 2018 Minutes

- The Chair acknowledged that this meeting is taking place within the un-ceded traditional territories of the Hupačasath and the Tseshah (č išaaʔath) First Nations.
- Introductions were made and those in attendance were welcomed by the Chair.
- The minutes of the November 15, 2018 meeting of the Advisory Planning Commission were adopted.

(McRuer / Anaka) CARRIED

2. DEVELOPMENT APPLICATION – Zoning Bylaw amendment

Cannabis Retail regulations

Applicant: City of Port Alberni

- The City Planner summarized a report to the APC dated December 20, 2018.
- The APC discussed the application as follows:
 - Definition of Cannabis. Mr. Calenda did not feel that Cannabis required a definition in the Zoning Bylaw. APC concurred.
 - ATM machines were discussed and the Commission agreed that restrictive references to them should be removed from the proposed bylaw amendment. Section 6.26.4 referencing ATM machines will be removed prior to presentation of the bylaw for Council's consideration in January.
 - The SD70 representative reported that the School Board is pleased with the plan to retain the 300 m required separation distance between schools and permitted cannabis retail businesses.
 - The Development Permit process is not expected to change for cannabis retail stores. The provincial licensing procedures will need to be satisfied prior to issuing a municipal business license.
 - Good ventilation and odour control practices are desirable for all cannabis retail stores.

MOTIONS:

1. *That the Advisory Planning Commission recommends that Section 6.26.4, making reference to the restriction of ATM machines in conjunction with the operation of a Cannabis Retail Store, be removed from the proposed Zoning Bylaw amendment.*

(McRuer / Nichols) CARRIED

2. *That the Advisory Planning Commission recommends that City Council proceed with a text amendment to the Zoning Bylaw to support 'Cannabis Retail Stores' as a permitted use in the 'C2 General Commercial', 'C3 Service Commercial', 'C4 Highway Commercial' and 'C7 Core Business' zones.*

(McRuer / Nichols) CARRIED

3. **Update** – Joe Calenda, Consulting City Planner, updated the APC indicating that the Official Community Plan needs to be reviewed and that Katelyn McDougall, the new Manager of Planning, would start with the City on January 2, 2018.

4. **Other business** - None

5. **Adjournment** – The meeting adjourned at 1:00 p.m. The next regularly scheduled meeting is January 17, 2019.

(Washington / McRuer) CARRIED

Davina Hartwell - City Clerk



Ken McRae – Chair