

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING
October 16, 2018**

Present:

Councillors Wayne Smith, Gord Lawlor, Scott Pfeiffer and Cheryl Barros, Director of Planning and Development Leann Graham and Planning & Operations Clerk Maddie Hall

1. **Call to Order:** Chairman Cheryl Barros called the meeting to order at 8:34 a.m.

2. **Additions to Agenda**

None.

3. **Approval of Agenda**

Moved by Councillor Wayne Smith to accept the agenda as presented.

MOTION CARRIED

Unanimous

4. **Confirmation of the July 12, 2018 MPC Meeting Minutes**

Moved by Councillor Gord Lawlor that the Minutes of the July 12, 2018 MPC meeting be approved as presented.

MOTION CARRIED

Unanimous

5. **Business Arising**

Director of Planning and Development Leann Graham updated Councillors of the progress of the fourplex at 6011 – 53 Avenue Court stating that they have pulled their building permits.

- 6a. **Development Application:** 3104-2018

Applicant: Kyle Mcghan

Legal: Lot 7B, Block 7, Plan 7920258

Municipal: 4707 – 41 Street

Proposed Development: Cannabis Production Facility

A Report prepared by the Director of Planning and Development goes as follows;

General:

The owner/applicant is proposing to change the use of the building at 4707 – 41 Street to a Cannabis Production Facility.

Under the current zoning of I: Industrial, the use of "Cannabis Production Facility" is a discretionary use and therefore requires MPC approval.

Development Review:

Land Use Bylaw Definition:

"CANNABIS PRODUCTION FACILITY" means a facility used for the production of Cannabis licensed by the Federal Government of Canada where Cannabis and Cannabis products and produced for Medical and/or Retail uses.

I: Industrial District:
Discretionary Use
"Cannabis Production Facility "

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw.

Recommendation:

That the Municipal Planning Commission approves this application subject to the following conditions:

1. The owner/applicant will be required to provide the Town of Stettler security in the amount of \$10,000 in the form of a Letter of Credit or Cash (to be returned upon completion) to ensure that all of the conditions listed below have been met to the satisfaction of the Town of Stettler.
2. The Town of Stettler will not authorize occupancy and operation of the Cannabis Production Facility until all of the conditions listed below have been met to the satisfaction of the Town of Stettler.
3. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw #2060-15;
4. The proposed development (Cannabis Production Facility) shall be located in accordance with the approved plan, and all improvements as indicated on the submitted plans shall be constructed as shown unless otherwise stated in these conditions or approved hereafter by the Town of Stettler Development Authority;
5. The owner/applicant must provide any changes to the site plan or floor plan and obtain approval for the Town of Stettler's Development authority.
6. The owner/applicant must supply any sign details and obtain approval from the Town of Stettler's Development Authority prior to installation;
7. The owner/ applicant shall arrange for and obtain approval from the Stettler Regional Fire Department to confirm compliance with the Provincial Fire Code;
8. The owner/applicant shall arrange for and obtain approval from the Stettler RCMP, and provide a notification from the RCMP to the Town of Stettler for retention;
9. The owner/applicant must comply with all applicable provisions of the Alberta Gaming, Liquor, and Cannabis Act (AGLC) pertaining to Cannabis Production Facilities;
10. The owner/applicant must provide the Town of Stettler with a copy of their AGLC license pertaining to Cannabis Production Facilities for retention;

11. The owner/applicant must comply with all provisions set out by the Federal Regulations, Access to Cannabis for Medical Purpose Regulations (ACMPR) for Cannabis Production Facilities including, but not limited to;
 - a) Physical Security Measures;
 - b) Good Production Practices;
 - c) Packaging, Labelling and Shipping Requirements;
 - d) Import and Export Permits (if applicable); and
 - e) Security Clearance.
12. The owner/applicant must provide the Town of Stettler with a copy of their Federal License pertaining to Cannabis Production Facilities for retention;
13. The owner/applicant must meet all security requirements set out by Health Canada's Directive on Physical Security Requirements for Controlled Substances for the storage of cannabis and other marijuana plants;
14. The owner/applicant must comply with all relevant sections within the Food and Drugs Act (FDA);
15. The owner/applicant must comply with all relevant sections within the Narcotic Control Regulations (NCR) that apply to cannabis;
16. The owner/applicant must possess and submit a copy of their license for all activities associated with cannabis growing, processing, packaging, testing, destruction or storage as issued by Health Canada;
17. The owner/applicant must submit copies of any and all inspection and compliance documents completed by Health Canada to the Town of Stettler;
18. The owner/applicant must submit a Public Utility and Waste Management Plan, completed by a qualified professional, that includes details on;
 - a) The incineration of waste products and air borne emission, including smell;
 - b) The quantity and characteristics of liquid and waste material discharged by the facility; and
 - c) The method and location of collection and disposal of liquid and material waste.
19. The owner/applicant is responsible for the cost and repair of any damage to public property or works located thereon that may occur as a result of undertaking work regulated by the Alberta Building Code;
20. Compliance with the provisions of Land Use Bylaw #2060-15 does not exempt the applicant from compliance with any provincial, federal, or other municipal legislation;
21. The owner/applicant must obtain a business license from the Town of Stettler
22. The owner/applicant must obtain a building permit for this development. (In order to obtain a building permit all proper documentation, plans, and fees must be in place). If construction commences prior to a building permit being obtained the building permit fee shall be doubled in accordance with Town of Stettler Policy IV-1.

Discussion:

Councillor Gord Lawlor questioned why administration has included a security amount of \$10,000. Director of Planning and Development advised that this is a common practice for discretionary uses to ensure that all conditions are met. It was discussed that if the

applicant cannot get all applicable licensing and wants to cancel the development permit the security will then be released.

Councillor Wayne Smith asked if the applicant has seen the conditions yet. Director of Planning and Development advised that the applicant has not seen these conditions yet but will see them upon approval.

Councillor Scott Phifer questioned the number of conditions and likelihood of them all being met by the applicant. Discussion ensued on this topic and the different steps the applicant will have to take to get all Provincial and Federal licensing. Director of Planning and Development assured Councillors that many of the conditions set out upon approval are conditions put forth by the Federal and Provincial Governments and that the Town has included these conditions to ensure the applicant will meet them and submit appropriate documents for record retention.

Mover by Coucillor Gord Lawlor to approve the application as presented.

MOTION CARRIED
Unanimous

Adjournment: The meeting adjourned at 8:47 a.m. on a motion by Councillor Wayne Smith.