

TERMS OF REFERENCE

CANNABIS CONTROL COMMITTEE

STRATEGIC GOAL: BUILDING A STRONG COMMUNITY

DEPARTMENTAL REPORTING: COMMUNITY PLANNING AND DEVELOPMENT

SOLUTION STATEMENT:

How might the Cannabis Control Committee (CCC) provide advice to Council on mitigating adverse land use impacts of cannabis production facilities in the Town of Pelham as well as provide an opportunity to improve relations with cannabis producers.

PURPOSE:

The Town of Pelham Cannabis Control Committee shall be an advisory committee providing advice to Council on opportunities to mitigate against adverse land use impacts of cannabis production facilities and cannabis related uses in the Town. The immediate priority is the recommendation of control measures including policies, by-laws, regulations and standards that can be implemented prior to the expiry of Interim Control By-law 4046(2018) on 15 October 2019.

OBJECTIVES:

This Cannabis Control Committee is an advisory committee that provides advice on strategies to mitigate against adverse land use impacts from cannabis production facilities including, but not limited to:

- Odour impacts
- Light impacts
- Traffic and parking impacts
- Impacts on adjacent agricultural lands and properties
- Stormwater management
- Safety, health and environmental concerns
- Other nuisances and loss of enjoyment
- Financial costs to the community

The Cannabis Control Committee will review options provided by staff and conduct research related to best practices of other jurisdictions to address these land use impacts and will assist with the development of appropriate land use policies, regulations and procedures for better managing the impacts of cannabis producers in the Town of Pelham.

By mitigating adverse land use impacts, the Cannabis Control Committee will help improve the relationship with cannabis producers and the community and promote education and communication between them.

MEMBERSHIP:

Membership shall consist of the following:

- 7 Town of Pelham residents, from the community at large;
- One Town Councillor (ex officio);
- Director of Community Planning and Development, or designate (as resource to Committee, ex officio)

All members shall have voting rights, except the ex officio members who may participate in discussion but shall not vote.

Members shall be appointed by by-law by Council and the term of office shall be consistent with the Term of Council. Applications will be reviewed by Council in accordance with the Public Appointment Policy. Any committee member missing three (3) consecutive meetings without reasonable cause or explanation will be deemed to have resigned. Vacancies shall be replaced by Council appointment.

The Chair, and Vice Chair will be elected from the committee's membership once Council has approved the committee appointments.

MEETINGS:

The following Meeting Protocols shall apply:

- Quorum for meetings of the committee shall be determined according to the Town's Procedural By-law, and declared by the chair. Approval of any motion shall require 50% plus one of the voting members in attendance at the meeting.
- If quorum is not attained within 15 minutes of the scheduled start time of the meeting, no actions or recommendations emanating from a meeting have any force or effect.
- Minutes shall be recorded and retained by the staff designate, and copies shall be forwarded to Town Council for information after committee approval.
- The Committee reports directly to the Town Council via minutes of its meetings, presentations as requested and/or as deemed necessary.
- The committee will appoint a chair who will serve throughout the appointment term.
- Recommendations for Council shall be forwarded in resolution form, under the signature of the Chair.
- Meeting protocols shall be conducted in accordance with the Municipal Act.
- All meetings shall be open to the public and closed session meetings shall only be permitted under the provisions of the Municipal Act, and if so convened shall not be held in the absence of the staff appointee. Meeting dates shall be posted on the Town's website.
- Sub-Committees may be formed as necessary and will determine their own meeting times and dates.
- Members missing three consecutive meetings without reasonable cause or explanation will be deemed to have resigned and the staff liaison shall inform the Town Clerk to request applications be sought to fill such vacancy.

INFORMATION REQUIREMENTS:

The Cannabis Control Committee's information requirements will be supported by the Town where possible, subject to privacy considerations, and will include:

- Federal, Provincial and Regional Policy Statements and Plans
- Current Official Plan
- Current By-laws
- Current Permitting Process
- Interim Control By-law
- Current Permits and Applications for new Cannabis operations or changes to existing ones
- Current Zoning Map
- Current Zoning for cannabis operations
- Site Plan Control By-laws
- Ontario Building Code
- Business Licences
- Current taxes paid by cannabis operations
- Other fees paid to the Town by cannabis operations
- Current taxes and other fees paid to the Town by similar agriculture, residential, commercial and industrial operations
- Summary of existing controls including setback requirements to manage cannabis operations
- Control measures being considered by other Niagara municipalities and the Niagara Region
- Control measures being considered or implemented in other jurisdictions