

**Cannabis Control Committee  
Town of Pelham**

**Minutes of Meeting  
Wednesday, February 5, 2020 - 5:00 p.m.  
Fire Station 1, 177 Highway 20 W, Fonthill**

**PRESENT:** Mike Cioffi, Councillor - Town of Pelham  
Tim Nohara (Chair)  
Jim Jeffs  
Bill Heska  
Jim Steele  
Louis Damm  
David Cribbs, CAO - Town of Pelham  
Barbara Wiens, Director, Community Planning & Development - Town of Pelham  
Shannon Larocque, Senior Planner, Community Planning & Development-Town of Pelham  
Jodi Legros, Administrative Assistant, Community Planning & Development-Town of Pelham  
(Secretary)

**OTHERS:** Mayor Junkin, Public (2)

**REGRETS:** John Langendoen, Carla Baxter

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**1. Declaration of Quorum**

Chair declared quorum at 5:04 pm.

**2. Approve Agenda**

T. Nohara included additional items to #4 Working Group Session, before Committee Draft Official Plan and Zoning By-law Amendment:

- i) Site Plan Control By-Law Amendment
- ii) Meridian Planning Consultant
- iii) Implementation Plan re: odourous industries nuisance by-law
- iv) Public Meeting discussion

Moved by B. Heska, seconded by J. Steele that the agenda of February 5, 2020 be approved, as amended.

CARRIED

**3. Minutes**

- Chair to provide signed minutes of December 11, 2019 and January 8, 2020 to the Secretary.
- Moved by J. Jeffs, seconded by J. Steele that the minutes of January 15, 2020 be approved, as amended.
- Moved by J. Steele, seconded by J. Jeffs that the minutes of January 29, 2020 be deferred to the next meeting date.

CARRIED

**4. Working Group Session**

- i) Site Plan Control By-law Amendment

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T. Nohara distributed a one-page document for review with proposed changes to the Site Plan Control By-law 4117(2019) that the Committee wishes to bring to Council for consideration and approval. The intent is to make it clearer that site plan control applies to all cannabis and cannabis related uses, not just cannabis in greenhouses. Town staff advised the change had already been discussed previously. However T. Nohara noted that the CCC wished to approve the wording of a proposed amendment so that it could be brought to Council in the future. Discussion took place.

Moved by J. Steele, seconded by B. Heska to approve the proposed amendment to the existing Site Plan Control By-law.

CARRIED

**ii) Planning Consultant**

T. Nohara reported he had a telephone conversation with Nick McDonald and Jessica Tijanic from Meridian Planning Consultants located in Vaughan, Ontario and is working on a detailed schedule leading to a draft OPA/ZBA that N. McDonald would present to Council members at a Policy & Priorities Meeting on March 23<sup>rd</sup>. T. Nohara was also trying to lock down a date that would allow N. McDonald to attend a Cannabis Control Committee meeting in future. D. Cribbs suggested N. McDonald attend a public meeting before the committee puts drafts forward to council.

**iii) Implementation Plan re: Odourous Industries Nuisance By-law**

T. Nohara indicated the committee was looking for guidance from staff regarding the time needed for an implementation plan. D. Cribbs indicated staff would come back with guidance for our next meeting. Staff will also look at the Fees & Services By-law for possible use in collecting fees for the ambient neighbourhood monitoring program.

The committee suggested that a consultant / odour expert be hired to design the program and work with the Town to develop an RFP to undertake the ambient neighbourhood monitoring program. T. Nohara was directed to contact the Town's Purchasing Coordinator to discuss the RFP requirements.

D. Cribbs advised the committee that P. Girard should not assist committee members in writing the statement of work (SOW) if he is to be a candidate for the consulting/odour-expert contract. T. Nohara indicated that he and B. Heska, who are both professional engineers, will draft the SOW and work with the Town's Purchasing Coordinator.

**iv) Public Meeting discussion**

A discussion regarding setting a date for a second public meeting took place.

T. Nohara circulated an e-mail from Meridian Planning Consultants which notes that a second public meeting in accordance with the Planning Act is not necessary as indicated by staff. T. Nohara expressed concern on the time it would take to hold a second public meeting and trying to set that date now and advised the group that the Cannabis Control Committee can not recommend one at this time.



S. Larocque noted staff needs to see the changes that the committee is recommending. D. Cribbs also noted wanting to see our proposed OPA/ZBA changes and seek legal advice before he makes a judgement. He also noted an open house gets us partly there.

Due to disagreement between staff and the committee, D. Cribbs suggested it was best for council to make the decision on March 2<sup>nd</sup> for the need for a second public meeting. Notice requirements will be a factor in setting a date for the public meeting. B. Wiens reminded everyone that draft documents must be available at the time of notice.

B. Heska left the meeting at 6:26 pm.

v) **Committee Draft Official Plan and Zoning By-law Amendment**

T. Nohara noted the committee has multiple ideas to discuss with N. McDonald and will have something to share at the next meeting.

5. **Next meeting Date:** Wednesday, February 12, 2020 – Fire Station 1.

6. **Adjournment:**

Moved by J. Steele, seconded by L. Damm that the meeting be adjourned.

The meeting adjourned at approximately 6:34 p.m.

CARRIED

Signed by:

*Edited* Tim J. Nohara   
*By:* Tim Nohara (Chair)

  
Prepared by: Jodi Legros, Administrative Assistant  
Community Planning & Development-Town of Pelham