

**Cannabis Control Committee  
Town of Pelham**

**Minutes of Meeting  
Wednesday, July 22, 2020 – 5:00 p.m.  
Teleconference**

**PRESENT:** Bob Hildebrandt, Councillor - Town of Pelham  
Tim Nohara (Chair)  
Bill Heska  
John Langendoen  
Jim Steele  
Jim Jeffs  
Carla Baxter  
Louis Damm (called in late due to busy phone circuits)  
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)

**REGRETS:** David Cribbs, CAO - Town of Pelham

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**1. Declaration of Quorum**

Chair declared quorum at 5:03 p.m.

**2. Approve Agenda**

Moved by C. Baxter, seconded by J. Langendoen that the Agenda of July 22, 2020 be approved.

CARRIED

**3. Approval of Minutes of June 24, 2020 and July 8, 2020**

- Moved by B. Heska, seconded by J. Steele that the Minutes of June 24, 2020 be approved, as amended.

CARRIED

- Moved by J. Jeffs, seconded by J. Langendoen that the Minutes of July 8, 2020 be approved, as amended.

CARRIED

**4. Review and approval of proposed AMPS amendment to the Odorous Industries Nuisance By-law (OINBL)**

The Committee reviewed the proposed amendment to the OINBL relating to the addition of the administrative monetary penalty system (AMPS) to the Odorous Industries Nuisance By-law as recommended by Aird and Berlis.

Moved by J. Steele, seconded by J. Jeffs that the Committee approve the proposed amendment to the OINBL to add AMPS provisions to the By-law and support staff bringing this amendment to Council at the next Council meeting on July 27, 2020.

CARRIED

**5. Review and approval amendment to the Site Plan Control By-law.**

The Committee reviewed the amendment to subsection 2(ii) of by-law 1118 (1987), which added indoor cannabis and cannabis related uses and indoor industrial hemp and industrial hemp related uses as requiring site plan control consistent with the Official Plan amendment that was approved by Council on July 13, 2020.

Moved by B. Heska, seconded by C. Baxter that the Committee approve the proposed amendment to the site plan control by-law and support the Chair bringing this amendment to Council at the next Council meeting on July 27, 2020.

CARRIED

**6. Update on Bid 2020-CS-30 status to retain Odour Consultant to assist the Town with the design of the OINBL's Ambient Neighborhood Odour Monitoring program**

B. Wiens informed the committee that 4 proposals were received and that an internal Committee will review of each submission and evaluate each against the criteria that was established in the statement of work. A decision on awarding the project to the successful firm should take place by Friday July 24. CCC requested that the Chair and B. Heska participate in the initial meeting with the successful firm.

**7. Discussion of Dark Sky By-law**

J. Langendoen to reach out to greenhouse growers to obtain input on proposed by-law. L. Damm suggested a light intensity should be included in the by-law and will research this matter. Committee members will continue to review and will bring their comments to staff at the next meeting in September.

B. Wiens agreed to provide the reference information staff used for the greenhouse light provisions in the draft by-law, for CCC review.

**8. Discussion on appeal process of OPA/ZBA and to the OINBL**

The Committee inquired on what the next steps would be if appeals to the cannabis OPA/ZBA are received. B. Wiens indicated that if appeals are received, the Town would process the appeals and forward the file onto the Local Planning Appeal Tribunal (LPAT). LPAT would schedule a case management conference (CMC) once they have opened a file. The CMC is a meeting with the lawyers of the parties to the matter where they will attempt to narrow the issues, identify the number of witnesses that will be called to give professional evidence, determine the length of time anticipated to hear the matter and other scheduling considerations such as timing for exchange of issues list, witness statements and hearing dates. In all likelihood a LPAT hearing would be sometime in 2021. If appeals are received the interim control by-law remains in effect. The last day to file an appeal is August 5, 2020.

The Committee also inquired on the status of appeals on the OINBL. B. Wiens indicated that because the OINBL is not a planning instrument any 'appeals' or applications to quash the by-law would be before the Courts and given the restrictions on filing to the courts during the pandemic, the Town is not aware if any have been received to date, however once the courts open back up, filings can be made at any time and the Town would then have to respond.

**9. Approval of additional Cannabis Control Committee Meetings**

Committee and staff agreed to set the next meetings for September 23 and 30.

**10. Next Meeting Date:** Wednesday, September 23, 2020 (teleconference)

**11. Adjournment**

Moved by B. Heska, seconded by J. Steele that the meeting be adjourned.

The meeting adjourned at approximately 5:53 p.m.

CARRIED

**Signed by:**

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

J. Legros  
Jodi Legros, Administrative Assistant,  
Community Planning & Development-Town of Pelham (Secretary)