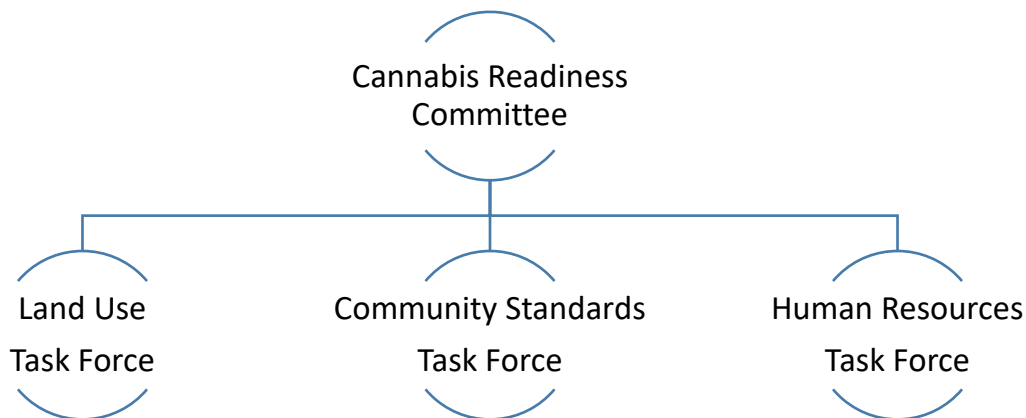


Cannabis Readiness Committee

Advisory Committee Terms of Reference

Introduction

The legalization of cannabis in Canada has many implications for municipalities in the province including the City of Lacombe. The new Federal Cannabis Act, proposed changes to the Federal Criminal Code of Canada, proposed changes to the Provincial Gaming and Liquor Act, and proposed changes to the Provincial Traffic Act will likely come into force in 2018. This new and amended legislation will directly affect the City in three areas: land use (development), community standards (policing), and human resources (internal polices); and indirectly through societal impacts. The Cannabis Readiness Committee (the Committee), in conjunction with area specific task forces, will oversee the development and execution of an implementation plan that will ensure the City is well prepared for the legalization of cannabis later this year.



Scope of the Committee

The new and amended legislation affects the City of Lacombe as a municipal government and employer, however not all of the changes are within the purview of the City to take action on. This Committee will make recommendations that are within the authority of the City to enact. Furthermore the function of this Committee is to prepare for the legalization of Cannabis by developing a City of Lacombe action plan based on the proposed new and amended legislation. It is not within the scope of the Committee to advocate for changes to proposed and amended provincial and federal legislation.

Objectives of the Cannabis Readiness Committee

The objectives of the Cannabis Readiness Committee are as follows:

- 1) develop a working knowledge of the new and amended federal and provincial legislation;
- 2) review the proposed “readiness schedule” and confirm it is achievable;



- 3) establish clear outcomes for which the 3 task forces are responsible (recommended outcomes are listed in Schedule A);
- 4) review, discuss, and debate the recommendations of the task forces;
- 5) adopt or reject recommendations of the task forces;
- 6) review, discuss, and debate the need for, and scope of, public engagement efforts in consultation with City Administration;
- 7) adopt a Cannabis Readiness Implementation and Monitoring Plan based on the Committee’s adopted task force recommendations and feedback from public consultations;
- 8) report the adopted plan to Council for information;
- 9) evaluate the intended outcomes of the Cannabis Readiness Implementation and Monitoring Plan against actual outcomes;
- 10) positively represent the Cannabis Readiness Committee in public.

Outcomes of Cannabis Readiness Committee

The primary outcomes of the Committee are

1. The recommendation that Council endorse a Cannabis Readiness Implementation and Monitoring Plan, and
2. Review the measured outcomes approximately one year after the adoption of the Cannabis Readiness Implementation and Monitoring Plan, and if required recommend Council endorse revisions to the plan.

Membership

The Cannabis Readiness committee shall consist of the following members:

Member	Role	Land Use Task Force	Community Standards Task Force	Human Resources Task Force
Chief Administrative Officer	Non Voting Facilitator ¹	X	X	X
Director of Community Services	Voting Member	X	X	X
Director of Corporate Services	Voting Member	X	X	X
Director of Planning and Operations	Voting Member	X		X
Chief of Police	Voting Member	X	X	
Planning and Development Manager	Non-Voting Advisor	X	X	
City Councilor 1	Voting Member	X	X	
City Councilor 2	Voting Member	X	X	
Bylaw Enforcement Officer	Non-Voting Advisor		X	
Human Resources Manager	Non-Voting Advisor			X
FCSS Director	Non-Voting Advisor		X	
Chamber of Commerce	Non-Voting Advisor	X		

¹ The CAO will vote only to break a tie.



Preliminary Readiness Schedule

Date	Milestone
February 5, 2018	Terms of Reference to be presented to Council Committee
February 12, 2018	Formation of the Committee by Council resolution.
Prior to February 28, 2018	Cannabis Readiness Committee kickoff meeting
March, 2018	Task force meetings (each task force may meet up to once per week)
April, 2018	Cannabis Readiness Committee to meet to review, discuss & debate task force recommendations
May, 2018	Cannabis Readiness and Implementation Monitoring Plan presented to Council
May, 2018	Land use bylaw amendments presented to Council for 1 st reading
June, 2018	Land use bylaw amendments presented to Council for 2 nd reading
July, 2018	Public Hearing for Land use bylaw amendments & 3 rd & final reading
Prior to December, 2019	Cannabis Readiness Committee reviews Plan outcomes
Prior to December, 2019	Dissolution

Authority

The Cannabis Readiness Committee is an advisory committee to City Council.

Dissolution

Following the conclusion of outcome 2 described above but no later than December 31, 2019, the Committee shall recommend Council dissolve the Cannabis Readiness Committee.



Schedule A – Cannabis Readiness Task Forces

This new and amended legislation will directly affect the City in three areas: land use (development), community standards (policing), and human resources (internal polices); and indirectly through societal impacts. Each task force is responsible to review the new and amended legislation in the context of either their respective areas.

Objectives of the Task Forces

- 1) confirm what aspects of the new and amended legislation are within the purview of the City as a municipal government,
- 2) identify **mandatory** actions or requirements arising out of the new and amended legislation
- 3) where mandatory requirements are identified the task force shall:
 - a. identify what new Bylaws, Policies, Administrative Directives, or Operational Standards are required to meet these requirements and determine the specific scope of the same
 - b. identify what existing Bylaws, Policies, Administrative Directives, or Operational Standards need to be amended to meet these requirements and determine the specific scope of the amendments.
- 4) Identify areas in the new and amended legislation where the City may implement a tailored/discretionary approach
- 5) where the City has discretion under the new and amended legislation, the task force shall:
 - a. adopt recommendations based on objective, fact based decision making processes,
 - b. identify what new Bylaws, Policies, Administrative Directives, or Operational Standards are required to enact their recommendations and determine the specific scope of the same
 - c. identify what existing Bylaws, Policies, Administrative Directives, or Operational Standards need to be amended to enact their recommendations and determine the specific scope of the amendments.
 - d. Develop a framework to monitor recommendations against the desired outcomes of the Cannabis Readiness Committee
- 6) submit recommendations to the Cannabis Readiness Committee
- 7) participate in reviews, discussions and debates of the Cannabis Readiness Committee and if required revisit recommendations at the discretion of the Committee.

Outcomes of the Task Forces

The Land Use Task Force will recommend amendments to the Land Use Bylaw, Building Permit Bylaw, development permit and building permit processes that include but are not limited to zoning, business licensing,

The Community Standards Task Force will recommend amendments to the Community Standards Bylaw, Nuisance Bylaw and Traffic Bylaw that includes but are not limited to public consumption, retail, home cultivation and smoking nuisances.



The Human Resources Task Force will recommend amendments to the employee handbook, personnel policies, and personnel administrative directives that includes but are not limited to impairment, fit for duty, safety, code of conduct, and employee support services.