

**Cannabis Control Committee
Town of Pelham**

**Minutes of Meeting
Wednesday, May 6, 2020 - 5:00 p.m.
Teleconference**

PRESENT: Bob Hildebrandt, Councillor – Town of Pelham
Tim Nohara (**Chair**)
Jim Jeffs
John Langendoen
Louis Damm
Bill Heska
Jim Steele
Carla Baxter
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**)

1. Declaration of Quorum

Chair declared quorum at 5:03 pm.

2. Welcome by the committee to Councillor Bob Hildebrandt.

3. Approve Agenda

Moved by J. Steele, seconded by C. Baxter that the agenda of May 6, 2020 be approved.

CARRIED

4. Minutes of March 25, 2020

Chair provided executed Minutes of March 25, 2020 to the Secretary via email.

5. Minutes of April 8, 2020 and April 22, 2020

- Moved by C. Baxter, seconded by L. Damm that the minutes April 8, 2020 be approved, as amended.

CARRIED

- Moved by J. Langendoen, seconded by B. Heska that the minutes of April 22, 2020 be deferred to the next meeting date.

CARRIED

6. **Working Group Discussion**

a) Draft Statement of Work for Odour Consultant re Odorous Industries Nuisance By-Law (OINBL)

The Committee reviewed the draft Statement of Work (SOW) (developed by Committee members and professional engineers T. Nohara and B. Heska) with Town Staff to retain an environmental consultant/odour expert (Consultant) to design the ambient neighbourhood monitoring program (ANMP) for the implementation of the OINBL's ANMP. The SOW is organized into two phases. Phase 1 is a design phase to be carried out by the Consultant. Phase 2 is the ANMP implementation phase which will be carried out by an ANMP Contractor hired by the Town, with oversight provided by the Consultant.

B. Wiens noted the SOW seems to cover what she needs, and that she would share it with By-law Staff and will provide any questions/comments to the Committee. The document will be modified to meet with Town phrasing requirements prior to RFP release by the town's Purchasing Coordinator. B. Wiens told the Committee she would report back with an approximate release date for the RFP to hire the Consultant.

b) Review of comments received in response to request for comments on draft OPA/ZBA

Comments received from public, agencies and stakeholders were provided to the Committee. B. Wiens addressed questions of the Chair regarding the Regional approval process, if Regional approval is required and appeal process. T. Nohara will provide available dates that he and N. McDonald are able to attend a meeting with the Town and Regional Staff.

S. Larocque noted NEC is scheduled to discuss report on ICBL extension at Commission meeting scheduled for May 21st.

Committee members will review the comments provided and prepare their notes for discussion with Nick McDonald, Meridian Planning at the next meeting. B. Wiens suggested that the public comments be grouped in themes in terms of being able to respond to them. S. Larocque will provide a precedent of a report on how public comments are typically addressed.

7. **Next meeting Date:** Wednesday, May 13, 2020 (teleconference)

8. **Adjournment:**

Moved by C. Baxter, seconded by L. Damm that the meeting be adjourned.


The meeting adjourned at approximately 6:20 p.m.

CARRIED

Signed by:



Tim Nohara (Chair)



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