

**Cannabis Legalization Working Group
Terms of Reference**

Purpose:

The Cannabis Legalization Working Group has been formed to:

- Establish a resource in each subject area
- Ensure cross-departmental information-sharing
- Avoid duplicated efforts
- Expedite decision-making

Mandate:

To understand, evaluate, make recommendations and inform stakeholders about regulatory issues, processes, and impacts including land-use, enforcement, business licensing, and community safety. To participate in consultations with other orders of government, to actively engage with the community and to stay informed and advocate where needed (e.g, funding).

Scope:

Scope extends and should include any and all potential impacts related to the legalization of cannabis ensuring that communication and change management are a top priority.

Authority:

This team will:

- make recommendations
- implement processes/decisions
- inform and consult (evaluated task by task) in alignment with project line items

Team members should maintain communications with their Manager and Commissioner to inform and/or seek guidance on issues pertinent to their areas of responsibility whilst ensuring the project lead is also aware and informed.

Membership:

<u>Stakeholder Area</u>	<u>Participant (attendee)</u>	<u>Participation as required</u>	<u>Information/ Consultation</u>
Clerks & By-Law Enforcement (by extension HRPS and Public Health)	Orlando Donato	Valerie Petryniak	Suzanne Jones
Fire Services	Harry Olivieri		
Development Review	Jeff Markowiak		John Linhardt

<u>Stakeholder Area</u>	<u>Participant (attendee)</u>	<u>Participation as required</u>	<u>Information/ Consultation</u>
Planning	Steve Burke	Keith Hamilton	John Linhardt
Building Services	Ben Agro	Slavica Josipovic	Chris Mills
Zoning	Rachel Purdy		Chris Mills and John Linhardt
Strategic Planning	Susan Silver (PM)	Rick Cockfield	
Communications	Alex Fuller		Jane Diamanti
Economic Development	Damian Szybalski		
Finance - Funding		Moya Leighton	Jane Diamanti
Rec/Parks - Comm. Garden, Youth...	Samantha Howard	Warren Harris	
Library - Lecture Series		Geoff Cannon	
Legal	Hal Watson		
Human Resources		Laura Lancaster	Jane Diamanti

Roles and Responsibilities:

As an active member of the working group, each member shall represent their functional area to the best of their ability and deliver on assigned tasks while also giving consideration to what impacts their actions or decisions may have, however minutely, on any other stakeholder area. It is the role of the project manager to continually assess activities with a corporate view and drive accountability for the completion of tasks within each stakeholder group.

Meeting:

Meetings will be scheduled monthly with the possibility of ad-hoc meetings based on need assessment. These meetings will be called and led by the project manager and all participants will be invited. The meetings will generally involve a round-table update to track progress on both open/known actions as well as any new information to be shared among the team. Due to the wide cross-functional nature of this group, members should (at a minimum) keep project lead informed on all matters

Reporting:

The project manager shall meet weekly with the CAO to provide updates. Reports/memos will be provided to Council through Council meeting and/or Standing Committee meetings. Responsibility for reports will depend on the subject matter. In addition to reports submitted via standard meeting protocol, the project manager will also keep a register of actions, follow up and issues as required.

Expiry:

The team shall remain in place until April 1, 2019 at which time an evaluation will be made to determine if there remains a need to continue. This timeframe is aligned with the provincial announcement regarding opening of retail cannabis stores. After this time, the matter will be considered 'business as usual' and processes managed in accordance with standard operating protocols and town framework.