

File No.: 04-1000-20-2023-071

February 9, 2023

s.22(1)

Dear s.22(1)

**Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of February 7, 2023 under the ***Freedom of Information and Protection of Privacy Act (the Act)*** for:

**Business License Inspection Checklist for retail cannabis.**

All responsive records are attached.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, [info@oipc.bc.ca](mailto:info@oipc.bc.ca) or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2023-071); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

Kevin Tuerlings, FOI Case Manager, for

*[Signed by Kevin Tuerlings]*

**Cobi Falconer, MAS, MLIS, CIPP/C**  
**Director, Access to Information & Privacy**  
[cobi.falconer@vancouver.ca](mailto:cobi.falconer@vancouver.ca)  
453 W. 12th Avenue Vancouver BC V5Y 1V4

If you have any questions, please email us at [foi@vancouver.ca](mailto:foi@vancouver.ca) and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604-871-6584.

Encl. (Response Package)

:pm



Development Permit #: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Prov. Licence # \_\_\_\_\_

Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Name of Operator/Manager: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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### Relationship Management

Upon arrival at the business:

- 1) Introduce yourself to the operator identifying as a Property Use Inspector and give them your business card.
- 2) Clarify the intent of the inspection and advise that you will be an ongoing point of contact from the City going forward to confirm compliance with City by-laws.

### Building Characteristics:

Height of building:

Area of building:

Area of retail space:

Sprinkler: Y/N

Fire Alarm: Y/N

### Observations:

#### Layout

- 1) Compare provincially approved drawings to CoV approved DP drawings. Do plans match:
  - If No:
    - i. Minor changes with no Z&D or VBBL impact can be noted by the inspector on the permit drawings and recorded in posse in documents.
    - ii. Major change with Z&D or VBBL impact will require amendment of the development permit and a building permit. Advise applicant of requirement.
  - If Yes, perform basic life safety check.

#### Basic Life Safety Check:

- 2) Exiting Issues:
  - Number of exits as per approved drawings: Y/N
  - Egress paths clear of obstruction: Y/N
  - Floors level and free of tripping hazards: Y/N
  - Egress doors openable from the inside without the need of special tool or key: Y/N
  - Security gate openable from the inside. Y/N

- 3) Exit Signage present and illuminated: Y/N
- 4) Emergency Lighting: Y/N (working upon test)
- 5) Has a sign been installed? Y/N  
With permit? Y/N
- 6) Look around the property closely. Do you observe any potential work without permit? Y/N
  - If yes, describe. Ask the operator about the work and if completed under permit.
- 7) Does the store have cannabis inventory on site? Y/N
  - If Yes approximately how much?
- 8) Is store open and operating without business license? Y/N
  - If so, what are they selling?
- 9) Smoking in or outside of store?: Y/N
  - If Yes where?
- 10) Are there any outstanding permits for this property (Buildings or trades)? Y/N
  - If yes, what are they?
- 11) Is there a valid occupancy permit for the space? Y/N
- 12) Other Observations:

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To: Sarah Hicks, Deputy Chief Licence Inspector

Date:

Name of Inspector: \_\_\_\_\_