



## PROCUREMENT SERVICES

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### ADDENDUM No. 2

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REQUEST FOR EXPRESSION OF  
INTEREST/STATEMENTS OF QUALIFICATIONS 1220-050-2024-013  
(RFEOI/SOQ) No.:

TITLE: RETAIL SALES OF CANNABIS AND  
CANNABIS RELATED PRODUCTS

ADDENDUM ISSUE DATE: AUGUST 08, 2024

CLOSING DATE: PREFER TO RECEIVE SUBMISSIONS ON OR  
BEFORE SEPTEMBER 17, 2024

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### INFORMATION FOR RESPONDENTS

This Addendum is issued to provide additional information and clarifications to the RFEOI/SOQ document for the above-named project, to the extent referenced and shall become a part thereof.

#### GENERAL INFORMATION:

The City recently launched an interactive tool to check the viability of a potential site. The interactive website tool link stated in the solicitation document was found to be non-functional. The issue has been resolved with the introduction of a new link as follows:

<https://surrey.maps.arcgis.com/apps/webappviewer/index.html?id=a82f2efc1f544964853f7c8777d5b373>

#### QUESTIONS AND ANSWERS:

**Q.1** I wanted to confirm my understanding of the minimum distance requirements to sensitive uses for potential cannabis retail stores in Surrey. In the Corporate Report No. R055; 2024, the Separation Distances section states a minimum of 200m to:

*Public or Provincially funded Independent Schools;  
City Community Centres and Recreation Centres; and  
Existing Cannabis Retail or Production Locations within Surrey.*

There is no mention of parks in this corporate report. Will the City not be taking distances to parks into consideration when reviewing applications?

**A.1 Parks are not specified as a sensitive use in the RFEOI/SOQ.**

- Q.2** I was reviewing the arcgis Map and I saw that some areas have 'Possible Front Door Restrictions'. Can you elaborate on what this means?
- A.2** **The Separation Distances set out in the RFEOI/SOQ are calculated from the front door of the proposed cannabis retail unit to the nearest property line of a Sensitive Use. For large commercial sites such as malls or multi-tenant buildings, a separation distance requirement may or may not be an issue, depending on the location of the proposed cannabis retail unit's front door within the larger complex. The GIS map does not include this level of detail, and the "possible front door restriction" label is a way of flagging this possibility for the proponent/applicant. It is the responsibility of the applicant to determine whether the proposed location meets the locational requirements set out in the RFEOI/SOQ, and not to rely solely on the GIS map.**
- Q.3** The site plan is asking for Building Elevations & Renderings showing front façade, entrances, building materials etc.. do we need to show actual plans/renderings since the site we are applying with is an existing building? Since its existing would picture be satisfactory?
- A.3** **Where no exterior renovations (such as new windows, doors, cladding etc.) are proposed, a photograph of the existing façade of the building or unit with a coloured rendering of any proposed signage will be sufficient for the purposes of the RFEOI/SOQ. Where new construction or façade renovations are proposed, elevations and renderings will be required. Any changes to floor plans or the interior layout of the unit should be shown on scaled plans.**
- Q.4** The site we are applying with is a CRU withing a strip mall. There is no dedicated parking for our CRU as all the Tenants in on the property have access to the main parking lot. In this case do we need to show a parking calculation or just showing that there is parking for us to use good enough?
- A.4** **Evidence that there is sufficient parking, either dedicated to the unit or shared among a number of units (for example in a mall or multi-tenant building) is sufficient.**
- Q.5** I was able to take a look at the new geomap for Cannabis locations showing which sites may or may not work. On one of the sites I was looking at the color coding on the property was labelled as CD Review. What would this entail?
- A.5** **A "CD" zone is a custom zone for that particular property, and are often based on "base" zones such as C-4, C-5 etc. The CD zone will include regulations on permitted uses within the particular zone. CD zones that are based on C-5, C-8, C-15 or CHI will have "Neighbourhood Pub" listed as a permitted use, and will be viewed as consistent with the Cannabis Retail Framework as a permitted zone.**
- Q.6** Another site I looked at was RED meaning it would not work due to the fact that it is within the buffer of an sensitive use. If I wanted to proceed with applying with this location, would the application flat out be rejected or is this something that would just negatively effect our score on the Separation Distances (10 points)?
- A.6** **Sites within 200m of a sensitive use will not proceed past the initial screening of applications; however, applicants should not rely entirely on the application tool to make such a determination as the GIS tool may not capture every circumstance completely.**
- Q.7** Please advise how the sensitive-use buffers were established in the map tool issued by the City via the addendum. Was it based on City of Surrey open data?
- A.7** **The sensitive use buffers were established by staff using available data in the City's GIS database. The tool is intended as assistance to proponents seeking appropriate sites. However, it is the responsibility of the proponent to confirm the specific separation distances in each circumstance, and to not rely exclusively on the GIS tool.**
- Q.8** Is there any first in / first out aspects that we should be aware of related to the submission of the application?

- A.8 No. Applications will be considered and ranked by the selection committee at one time, and for the purposes of separation distances between cannabis retail outlets there will not be a “prior location” that will screen out subsequent applications.**
- Q.9** If an application is submitted before September 17<sup>th</sup>, will the City review the application and provide comments or advise on any incomplete or missing aspects, or will the City not review any application until the 17<sup>th</sup> of September?
- A.9 The City will not review applications prior to September 17, and it is the responsibility of the applicant to ensure that applications are complete before submission.**
- Q.10** I’ve just got a question of clarification regarding stores proposed in the Fully Restricted red areas of the mapping. Does this mean any applications received within these areas will be outright refused by staff and will not be able to appeal their application to council OR do they simply lose out on those points in the review criteria but could still proceed to council review based on their total score and merits of the application itself?
- A.10 See answer A7 above. For clarity, if it is confirmed that a location does not meet the Separation Distance requirements set out in the RFEOI/SOQ, the application will not proceed to the second phase of evaluation.**
- Q.11** The scoring process grades separation distances out of 10 points, isn't the minimum distance 200m? How is it then graded? If something is 201m is that a 0 or a 1, if something is 2000m is that a 10 for example?
- A.11 If an application meets the Separation Distance and other locational requirements set out in the RFEOI/SOQ, it will be further evaluated among other applications that also meet the requirements. In this second stage of evaluation, points will be assigned as a way of distinguishing among qualifying applications. The Evaluation Committee will use the Evaluation Criteria to determine which applications are selected to be advanced to Council for a final decision. Applicants can reasonably expect that a location further from sensitive uses will score higher than a comparable application located closer to a sensitive use.**
- Q.12** The process includes a site specific rezoning, however we are uncertain if this means that this will trigger additional site related upgrades relative to offsites or TDM measures, etc. Is it safe to assume that the rezoning process will be simply to ensure the use is regulated, and address tenant improvements, signage, etc. and that no amenity contributions or DCC upgrades will be required.
- A.12 Yes, for existing buildings that meet the zoning requirements set out in the RFEOI/SOQ it can be assumed that there will be no additional off-site works or services required, nor any additional City charges (DCCs, CACs) beyond what would be normally required for a Tenant Improvement building permit.**

**-END OF ADDENDUM-**