



PROCUREMENT SERVICES

SURREY CITY HALL
13450 – 104 Avenue, Surrey, B.C., V3T 1V8
Tel: 604-590-7274
E-Mail: purchasing@surrey.ca

ADDENDUM No. 3

**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 26, 2024

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

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.

QUESTIONS AND ANSWERS:

- Q.1** What is the expected timeline from the moment of application to the moment licenses are approved and issued? We need to know the rough time estimate for when licenses will be issued.
- A.1** It is not possible to give specific timelines, but in general the RFEOI selection process is expected to be completed in October, with selected applications then advancing to City Council for consideration and a public hearing expected in the Fall of 2024. After that, the timeline for completing the conditions of rezoning and applying for a Business Licence are in the hands of the proponents.

Q.2 We'd like verify if the property located on a particular address satisfies all property requirements? It seems to be sufficient distance from sensitive use areas but a double check would be much appreciated.

A.2 Refer to response A.2 of Addendum #2.

Q.3 Are you able to indicate roughly how many applications have been received thus far in total? And particularly in certain townships so that we minimize that chance of conflict with another application?

A.3 The City does not provide this information during the solicitation phase.

Q.4 I am reading the RFEOI and it is unclear if a fee remittance should be made with an initial submission for the cannabis application process.

A.4 There is no fee associated with responding to the RFEOI, but refer to A.5 for information on fees associated with rezoning for those applications selected to be advanced to Council.

Q.5 Would you be so kind as to clarify the city of Surrey's expectations around application fees and how these will be determined? I am assuming, that should an application be selected by a panel, a respective fee would then be due and payable? Is this accurate?

A.5 For applications that are advanced to City Council for rezoning there is a rezoning fee of Approximately \$5,209.00 to cover the cost of staff time in processing the application and organizing the public hearing. If an application is approved by Council, there would then be a subsequent fee for a Business License of Approximately \$913.00.

Q.6 Re: Reference to responses in Addendum #2. Thank you so much that is good for clarity for stores that are applying in Surrey relative to other applicants, but what if the location was 300m away from a store in a bordering city, would that lower the score out of 10?

A.6 No, the scoring process will not take cannabis retail outlets in other jurisdictions into account.

Q.7 Can you provide me with more info regarding whether the zoning of CD for property permits the use of a retail cannabis shop?

A.7 Refer to response provided in Addendum #2.

Q.8 After submission, which month would we be hearing back from the City regarding the application status? This would help us with setting the terms of a lease for our store location.

A.8 See response A.1 above.

Q.9 When it comes to applications, can sister or partner companies put in one application each?

A.9 There are no restrictions on the number of applications that a proponent submits for different sites, and no restrictions on sister companies submitting applications. Each application is treated separately, with the same requirements for each application submitted.

Q.10 A representative from Planning Department indicated that this is the first round for cannabis retail store applications and that there will be a second round after that. Is there a timelines on the second round?

A.10 Timing for any subsequent rounds of cannabis retail store applications has not yet been determined.

Q.11 In section 3.3 Forms and Contents of Submission under the details for Proposed Site Location - it's says Proof (in an acceptable form as deemed by the City) that Respondent has valid ownership/lease of the proposed cannabis retail location and letter of permission from owner/strata, and Proof (in an acceptable form as deemed by the City) of an application for a Cannabis Retail Store Licence to the Liquor and Cannabis Regulation Branch (LCRB). Can you please provide details on what is "acceptable form as deemed by the City" for these items?

A.11 For proof of lease or ownership of the proposed space, a signed lease agreement (signed by both the proponent and the registered owner or authorized agent of the owner - in the latter case a letter of authorization from the registered owner would be required along with the signed lease agreement. If the property is owned by the proponent, a copy of the property title dated within the past 30 days will be deemed sufficient.

For proof of application to the Province for a Cannabis Retail Store License, a printout or copy of the completed application form and proof of payment of the application fee in the form of a receipt will be deemed sufficient.

Q.12 In section 3.4 Signature - it says the Submission should be executed by all of the authorized signatories, or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Submission on behalf of the corporation is submitted - can you clarify if a corporate resolution is required for a corporation with only one Director? Would we need to actually generate a corporate resolution identifying the signing Director; or would attaching the Central Securities Register that lists the individual signing the application be sufficient? Please advise.

A.12 If there is only one Director, then a corporate resolution isn't required if the listed Director is signing the application.

Q.13 Looking at the zoning map and seeing "FR" and "TO" and I wanted to know what the initials in front of some of the addresses is used for.

A.13 The "FR" and "TO" are "from" and "to" and, in the context of the zoning map, indicate an address range, wherein one legal lot has multiple addresses.

The addresses between the "from" (the first address in the range) and the "to" (the last address) should come up when bringing up the property info in COSMOS.

Q.14 I have completed my business plan and ready to submit for review pls. However, I was reading the Step 1: Administrative Screening Review (Pass/Fail) and noticed that we have to have PROOF OF AN APPLICATION FOR A CANNABIS RETAIL STORE LICENSE TO THE LCRB or the Submission will be rejected as it fails to meet the criteria.

The application to the LCRB is \$7,500 and we are uncertain that this location is going to be chosen or zoned properly. If I have my complete business plan and have not applied to the LCRB (as we are uncertain if I'll be chosen) before sending in this application, will the Administrative Screening Review Fail immediately or will the Evaluation Team review the business plan and make a decision on it, inform me if my business plan was one that was chosen and require to apply to LCRB thereafter?

- A.14 Proof of an application submitted to the LCRB is required to pass the Administrative Screening Review stage. This is to demonstrate serious intent and capacity to operate a Cannabis Retail store.

-END OF ADDENDUM-