Process at a Glance

1. Prior to applying to the City of Regina, applicants will first need to apply to and complete a good character vetting process with Saskatchewan Liquor and Gaming Authority (SLGA). For more information about this step, step 3 and the overall process for cannabis permits see SLGA’s website: https://www.slga.com/permits-and-licences/cannabis-permits

2. Once written proof of pre-approval is obtained from SLGA the applicant may apply to the City for a development permit (details below). Applicants will also need a building permit, which can be applied for concurrently with the development permit or applicants may wish to submit it after the development permit is issued to ensure the land use is approved for the site.

3. After the development permit is issued and building permits passed inspections by the City the applicant can then move to the final steps in obtaining their permit to operate from SLGA.

Separation Distances

The City of Regina Zoning Bylaw No. 2019-19 indicates “Retail Trade, Cannabis” land use may not be established or enlarged on a lot that is closer than 60 metres from any of the following land uses:

(a) Another “Retail Trade, Cannabis”
(b) “Assembly, Community” (community centres, libraries and enclosed rinks)
(c) “Institution, Education” (schools including existing + future; excluding post-secondary/adult)
(d) “Institution, Day Care”
(e) “Open Space, Active” (active parks as specified in the cannabis regulations of Chapter 1 of the Zoning Bylaw)

In the Downtown, the separation distance only applies between cannabis retailers (i.e. the other land uses such as open space, day cares, etc. are not impacted).

As per the zoning regulations the measurement is take as a straight line measured from the nearest portion of the proposed unit or building of the Retail Trade, Cannabis use to the nearest portion of the lot (i.e. property line) of the use that it must be separated from. Meeting the separation distances is a pre-condition of the use being permitted in the zone and therefore are prohibited if they do not meet it. Prohibited uses are not appealable pursuant to subsection 219(2)(c) of The Planning & Development Act, 2007.

Permitted/Discretionary Zones

Zones where Retail Trade, Cannabis are permitted or discretionary include:

- ML – Mixed Low-Rise Zone
- MH – Mixed High-Rise Zone
- MLM – Mixed Large Market Zone
- OA – Office Area Zone
- IL – Industrial Light Zone
Applications for proposed cannabis stores that are closer than 60 metres to another existing or proposed cannabis store or the other land uses that it needs to separate from (schools, day care centres, active parks, etc.) will be required to go through a discretionary use application process. These applications will be reviewed considering the visibility of the proposed store to uses that it needs to separate from including the presence of physical barriers, visual connection between land uses and consideration of separating stores from youth. Discretionary use application may also be triggered by surpassing a size threshold specified in the Zoning Bylaw for certain zones.

Applicants are recommended to check out the zoning regulations for themselves as there are other site development standards to consider, which determines if the use may be permitted or discretionary in applicable zones.

https://www.regina.ca/bylaws-permits-licences/bylaws/Zoning-Bylaw/

Pre-application Assistance

An applicant may wish to contact the City’s Planning & Development Services Department before acquiring a property for the purpose of Retail Trade, Cannabis. Planning staff can conduct a preliminary review of a specific location to ensure it fits within a permitted or discretionary zone and that it meets separation distance requirements.

Development Permit Application Requirements

In order to be deemed complete, all applications for a development permit must include the following:

- Development Permit/Discretionary Use Application - Signed by all owner(s) and applicant.
- SLGA Confirmation of Pre-Approval (due diligence check by SLGA complete)
- Floor Plan – Must include total floor area of unit
- Site Plan - If within a new or multi-unit building, include unit location and unit area, and total building area

Other requirements may be requested at the discretion of the City of Regina during the review of the application.

Development Permit Submission of Application

Application packages are submitted to proposeddevelopment@regina.ca with the subject line: Retail Trade, Cannabis DP – [insert proposed address after dash]. Please note that if applying for multiple properties, each proposed site will need its own application package and should be sent in as separate emails.
Applicable Fees for Application

The City does not require any additional fees or licenses aside from those associated with the applicable permit process for approval.

Note to Review:

- if it is a stand-alone development permit there is not applicable fee
- if it is discretionary, discretionary use application fees apply
- if submitted as part of a building permit, applicable fees based on type of application.

Reserving Spot in Review Queue

Consideration for permit approval is assessed by “first come, first serve” of complete application.

Submitting an incomplete application will not place a “hold” for a proposed site if in competition with other potential sites within its vicinity.

As such, application will be given priority by order in which it has been received and subsequently by all requirements being received. Only the first applications that have submitted all required documentation will be able to reserve their “site” and proceed to application approval.