

Best Practices for Cannabis Advisory Committees

1. Terms of reference for the Committee should clearly describe the scope of work the Committee is to undertake and the Council's expectations of the outcomes/deliverables.
2. Size of Committee should not be so large to be unwieldy. 7-9 Committee members provides a good size for exchange of ideas, discussion and providing advice to Council.
3. A Council member should sit on the Committee as an ex-officio member. The Council member should also report back to Council on the work of the Committee.
4. Committee members should be comprised of a diverse group of individuals and include residents, individuals/representatives in agriculture, representatives from the cannabis industry, and representative from academic institutions or industry that do research in issues related to cannabis use, impacts from cannabis production, odour mitigation, light mitigation, etc.
5. Committee members should be open to finding solutions and working with the industry.
6. Staff Liaison to have strong leadership, problem solving and conflict resolution skills and able to work through situations where there are differences of opinion and strong personalities.
7. Meeting protocols to follow protocols in municipal procedural by-law with respect to approval of motions, quorum, closed sessions, minutes, etc.
8. Meeting schedule should be determined in advance so that members know in advance of meeting dates/times and can plan to attend.
9. Time between meeting dates should be sufficient to allow time for work to get done, i.e. monthly meetings vs. weekly meetings
10. Meeting agenda/date/time to be publicly posted in advance of meeting.