

Date

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Dear:

Re: Cannabis Production and Processing in Norfolk County
Property Location:

Cannabis Production and Processing is a permitted use in Norfolk County within the Agricultural and most Industrial Zones. However, in addition to obtaining approvals from Health Canada to operate, potential producers are required to comply with Norfolk County's regulations for Cannabis Production and Processing. The main regulations are found in the *Norfolk County Zoning Bylaw* (I-Z-2014) at section 3.21. A copy of this section is attached for your reference.

Your operation at **[location]** has been identified as being [newly established / in contravention] of the Norfolk County Zoning Bylaw. Specifically, it appears that your operation is in [contravention] of section 3.21 (a-e) regarding air treatment control and 3.21 (i) regarding site plan control.

"Medical Cannabis" or "Designated Growers" as identified by Health Canada are captured within our Zoning Bylaw under our Cannabis Production and Processing provisions and as such this triggers the necessity for Site Plan Approval prior to commencing operations. The Site Plan process is a requirement for all Cannabis Production and Processing operations in Norfolk County. Further, prior to a formal site plan application a preliminary consultation meeting is required. The purpose of this meeting is for relevant agencies to comment on the proposal so that the Applicant has a clear picture of what will be required for the formal Site Plan Application. There is a fee for the pre-consultation which is reimbursed if the Applicant proceeds with a planning application. Please contact Planner xx at the Planning Department to make the necessary applications.

As part of your Health Canada application you agreed to abide by all local laws before proceeding with cannabis production. Submitting applications for pre-consultation and/or related planning applications does not permit the use, or a continuation of use, on your property for cannabis production that does not meet the requirements of the zoning by-

law at the time of the application. **Production and processing of cannabis that is non-compliant with the zoning by-law must cease until such time as appropriate approvals are in place by Norfolk County Staff.** Failure to do so may result in our communicating with Health Canada regarding this issue and may also result in charges against you under the *Planning Act* and/or *Ontario Building Code* as well as a Court Order to cease production. Your immediate attention to this matter is required. No planning applications will be processed while you continue to operate illegally.

If you believe that the information we have in our files regarding cannabis production on your property is inaccurate, please contact Norfolk County By-Law Supervisor Jim Millson at jim.millson@norfolkcounty.ca with any clarifying details and your contact information. By-Law will then arrange to inspect the property at a time convenient to you and will close our investigative file if you are found to be in compliance with our Zoning requirements at that time.

Director of Planning
Community Development Division
Norfolk County

Supervisor, By-law Enforcement
Office of the CAO
Norfolk County