



City of Vancouver *Planning - By-law Administration Bulletins*

Planning, Urban Design and Sustainability Department

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SMALL SCALE PHARMACY BULLETIN

Authority - Director of Planning

Effective February 28, 2013

The intent of this Bulletin is to clarify the procedures for processing Development Permit applications for Small Scale Pharmacies and to understand the role of the review groups in the evaluation of these applications as they relate to the Council adopted Policies and Guidelines for this use.

1 Background

The Small Scale Pharmacy Location and Operation Guidelines were adopted by Council September 20, 2005 to address the geographic concentration and impacts of small-scale pharmacies. The Guidelines reference the Drug Policy Coordinator who provides advice to the Director of Planning on applications. Please note that this advice is currently provided by Social Policy. The Guidelines should be referenced for more information.

2 Processing and Distribution

Processing Centre – Development staff (Project Coordinator) is responsible for file management and coordinating input and responses from the following review groups:

- (a) Licensing Office
- (b) Social Policy
- (c) Vancouver Police
- (d) College of Pharmacists
- (e) Building Code Branch
- (f) Engineering Branch

Neighbour notification is carried out by the Project Coordinator for a specified area. Responses to notification are shared with the review groups where required. In addition, meetings with certain review groups may be required to assess specific applications. It is expected that this application process will run concurrently with the Business License application process to allow for a more coordinated and timely review.

It is the responsibility of the Project Coordinator to liaise with each of the review groups regarding the outcome of any meetings. In addition to the location considerations outlined in the Guidelines, the review groups may also consider:

- (a) History of the operator
- (b) Licensing status through the College of Pharmacists
- (c) Whether Social Policy has identified a need for improved access to health services in a community or neighbourhood
- (d) Whether Social Policy has identified any complaints by users/user groups relevant to the review of the application

The process is the same for renewals and new applications.

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3 Evaluation

- (a) If the proposal *meets* the Guidelines, receives no objections from neighbours through notification and the review groups are supportive of the operation, a time limited Development Permit is issued to the applicant (operator) and will include reference to an Operation Management Plan in the project description;
- (b) If the proposal *does not meet* the Guidelines but receives no objections from the community and no concerns from staff groups, an assessment of the operator will be carried out by the staff review groups, in addition to the location and the health care needs for a Small Scale Pharmacy in the area. If supported, a time-limited permit is issued as in (a);
- (c) If the proposal *meets* the Guidelines *but* receives objections from the neighbourhood, the staff review groups will make an assessment regarding the nature of the objections and the potential impacts of the operation. A decision is made to either approve a time-limited permit as in (a) or refuse the permit;