



OCP & Zoning Bylaw Amendments

Information Bulletin

Revised: May 2025



What is an Official Community Plan Amendment?

The City's **Official Community Plan** (OCP) reflects the long-term vision and consolidation of Council's objectives for land use, as well as the form and character of development. The OCP also contains guidelines for Development Permit Areas. The OCP identifies land use designations and types of development that Council considers appropriate throughout the City.

An Official Community Plan Amendment may be initiated to change a land use designation or policy direction specified in the OCP.

What is a Zoning Bylaw Amendment?

The City's **Zoning Bylaw No. 0320** identifies zones that apply to specific areas to regulate the use and density of the land and the siting, size, and dimensions of buildings and structures allowed in that area.

Zoning also establishes and promotes minimum standards for health, safety, convenience, and public welfare. Through the use of density parameters, zoning can prevent overcrowding of land and ensure appropriate building forms.

A Zoning Bylaw Amendment, or 'rezoning', is the process of changing the zone of a property. Zoning can only be changed by an amendment to the Zoning Bylaw.

When is an amendment required?

Rezoning is required when the proposed use or density of a property or the proposed building form/siting is not permitted by the existing zone. Rezoning may allow for a change in these regulations. The review process examines the impact of the change on the community to ensure consistency with the community's standard of development.

Where a proposed Zoning Bylaw Amendment is not consistent with the OCP, an OCP Amendment may also be required. In such cases, an OCP Amendment must be made before a change to the zoning can occur, although OCP and Zoning Amendments typically occur concurrently.



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OCP and Zoning Bylaw Amendment Process Summary

Pre-Application

- 1 • Preliminary discussions regarding a potential application

Formal Application Submission

- 2 • An application is a proposal, subject to review and changes throughout the process.

Notice of Application Signs

- 3 • Provides initial public notification of a proposal soon after an application is made.

Technical Review

- 4 • Proposal is reviewed by City departments and external agencies.
 - Changes to proposal or additional information may be required.

First and Second Readings

- 5 • First Reading is Council's introduction to a proposal.
 - Second Reading provides discussion and support in principle.

Public Hearing

- 6 • Public Hearings are prohibited when a Zoning Bylaw Amendment is consistent with the OCP and is for a development where at least half of the gross floor area is residential.
 - OCP Amendments require public hearings.
 - No decisions (approval or denial) are made during a public hearing.

Third Reading

- 7 • Third Reading is approval in principle of an application.
 - Conditions or expectations for final approval are established

Final Approval/Adoption

- 8 • If Council is satisfied that all conditions have been met, the application may receive final approval.

Application Resources and Costs

A pre-application meeting with Development Services staff should be scheduled before an application is submitted to discuss the proposal. Before scheduling a meeting with staff, please review relevant City policies and regulations. These include:

- [Official Community Plan](#)
- [Zoning Bylaw No. 0320](#)
- [Works and Services Bylaw No. 0249](#)

The costs of an amendment typically vary depending on the complexity of the application and may include:

- Application fee (see [Fees and Charges Bylaw No. 0028](#))
- Any plans needed to meet the application requirements (i.e. site plan)
- Professional reports (i.e. geotechnical assessment, servicing reports, planning rationale)
- Off-site requirements (i.e. road improvements, drainage issues)
- Legal fees (i.e. registry, covenants)

For more information, please contact Development Services. Staff are happy to answer any questions you may have.

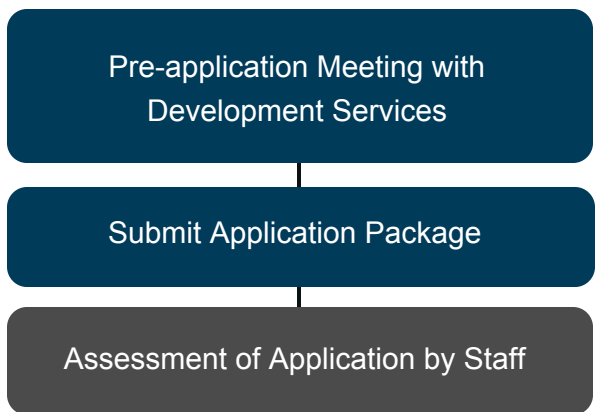


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Application Process

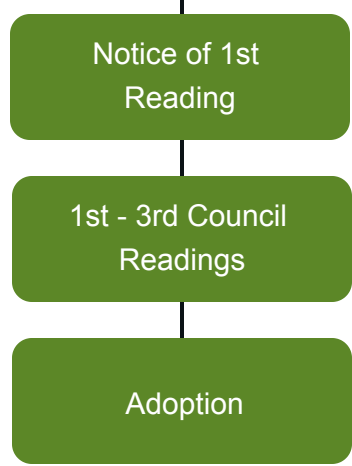
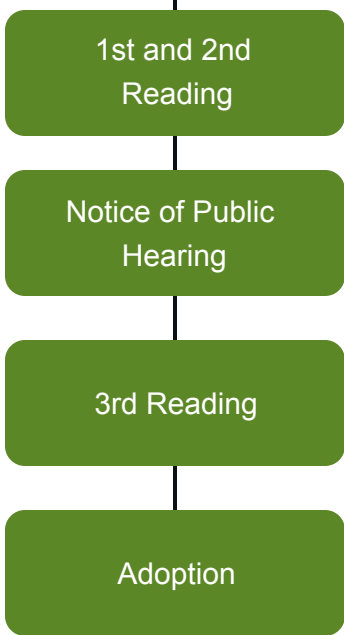


Zoning Bylaw Amendment Not consistent with OCP / OCP Amendment

Zoning Bylaw Amendment Consistent with OCP

Public Hearing Required

No Public Hearing Required



How is an application made?

Before an application is submitted, the applicant must meet with Development Services staff to discuss the proposal. The **Development Application Form** can be obtained online or in person and must be submitted to Development Services at City Hall.