



Official Community Plan and Zoning Bylaw Amendment Guide



This guide informs on the definitions, processes and requirements surrounding changes to the Official Community Plan and Zoning Bylaw

Applicants should also refer to:

- District of Barriere Official Community Plan and Zoning Bylaw
- Zoning Maps, Housing Needs Report
- Fee Schedules, Application Forms and Checklists

These can be obtained at the District's office or online at barriere.ca

Box 219 - 4936 Barriere Town Road, Barriere, V0E 1E0

Phone: 250-672-9751 Email: inquiry@barriere.ca

Office Hours: Monday to Friday 9:00am - 4:00pm

What is an Official Community Plan?

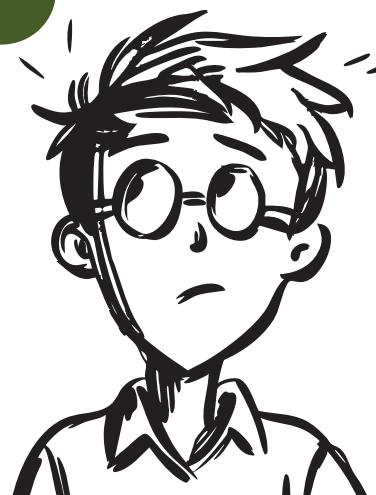
An Official Community Plan (OCP) sets out the community's long-term vision, providing direction for land use, housing, infrastructure, and public services. It acts as a keystone planning document for how a community will grow and develop.

What is an Zoning Bylaw?

Zoning Bylaws regulate how land in a community can be used, developed, and built upon. It translates the vision of the Official Community Plan into specific regulations such as permitted uses, building heights, setbacks, lot sizes, and density.

The Official Community Plan is tied to all the plans and visions of a community and considers more than just how land is used and regulated. This also includes community vision, sustainability and resilience.

When a proposed project does not fit with the current rules of the Official Community Plan or Zoning bylaw an amendment application is required.



Role of Council & Staff

Land use amendments, including changes to the Official Community Plan or Zoning Bylaw, are considered by District Council through a public process. District staff review each application to ensure it aligns with the District's long-term planning objectives, relevant bylaws, and provincial legislation.



Council's Role: To approve or refuse land use amendment applications under the Local Government Act.



Staff's Role: Review applications and provide recommendations based on planning policy, technical considerations, and community input to support Council's decision-making



Community Members: Provide feedback either written or at public hearings to help Council make informed decisions.



Referral Groups: Provide specific professional feedback based on expertise such as Transportation Planning, Emergency Services, Environmental Engineers, First Nations, etc.

When is an Official Community Plan Amendment Required?

When a proposed development does not conform to the land use designation outlined in the District of Barriere's Official Community Plan an amendment is required.

An amendment is the formal process of legally changing the land use designation of a property by changing the bylaw that was adopted by the District Council. Before a land use designation is changed the OCP will be reviewed within the context of all relevant District-wide policies and future planning goals.

Current land use designation for sites in the District were adopted after significant consideration of public input, which also included technical analysis. This was considered in determining the appropriate long-term vision and growth for a neighbourhood or area in the District.

The rationale for a proposed OCP amendment by an applicant must be thoroughly researched, carefully considered, and well thought out to demonstrate how the proposed change supports the broader public interest and the community's long-term vision, goals and objectives.

Talk with your neighbours!

Consulting with your neighbours who may be affected by the planning application will result in better outcomes. Gathering neighbour's input better enables an applicant to address any concerns or modify their application. This will help reduce costs and expedite applications.

Things to review before submitting:



Official Community Plan (OCP): Check the OCP land use designation for your property on the OCP land use map. Review any OCP policy or other plan that may apply such as Housing Needs Report or Active Transportation Plan.



Zoning Bylaw and Maps: Check your property's current zoning designation to see if it allows the proposed use, density and form of development.



Transportation & Park Plans: Ensure your proposed amendment connects with existing or planned roads, bike routes, trails and parks.



Watercourses, Agricultural Land Reserves (ALR) & Development Permit Areas (DPA): Review how the amendment meets all requirements for watercourse protections, agricultural land reserves and development permit areas.



Gather your Resources & Consult Staff: Where possible, meet with planning staff prior to submission to review your proposal, identify potential issues, and clarify required documentation or professional reports. Bring any concept plans, maps, technical information, environmental reports, etc. This will help staff understand your proposed amendment and guide your application.

Other Approvals You May Need:

Rezoning: In most cases, a change to the OCP also requires a change to zoning. Both applications are usually reviewed together.

Development Permit: If your property is in a designated Development Permit Area (e.g. Environmental, hazard or design reasons), you will also need a permit before development can move forward.

Subdivision: If you plan to create new lots or change property lines, a subdivision application will be required.

To save time, these applications are usually processed at the same time as your OCP amendment. For more information, see the Subdivision, Development Application and Development Permit Guides.

What is a Public Hearing?



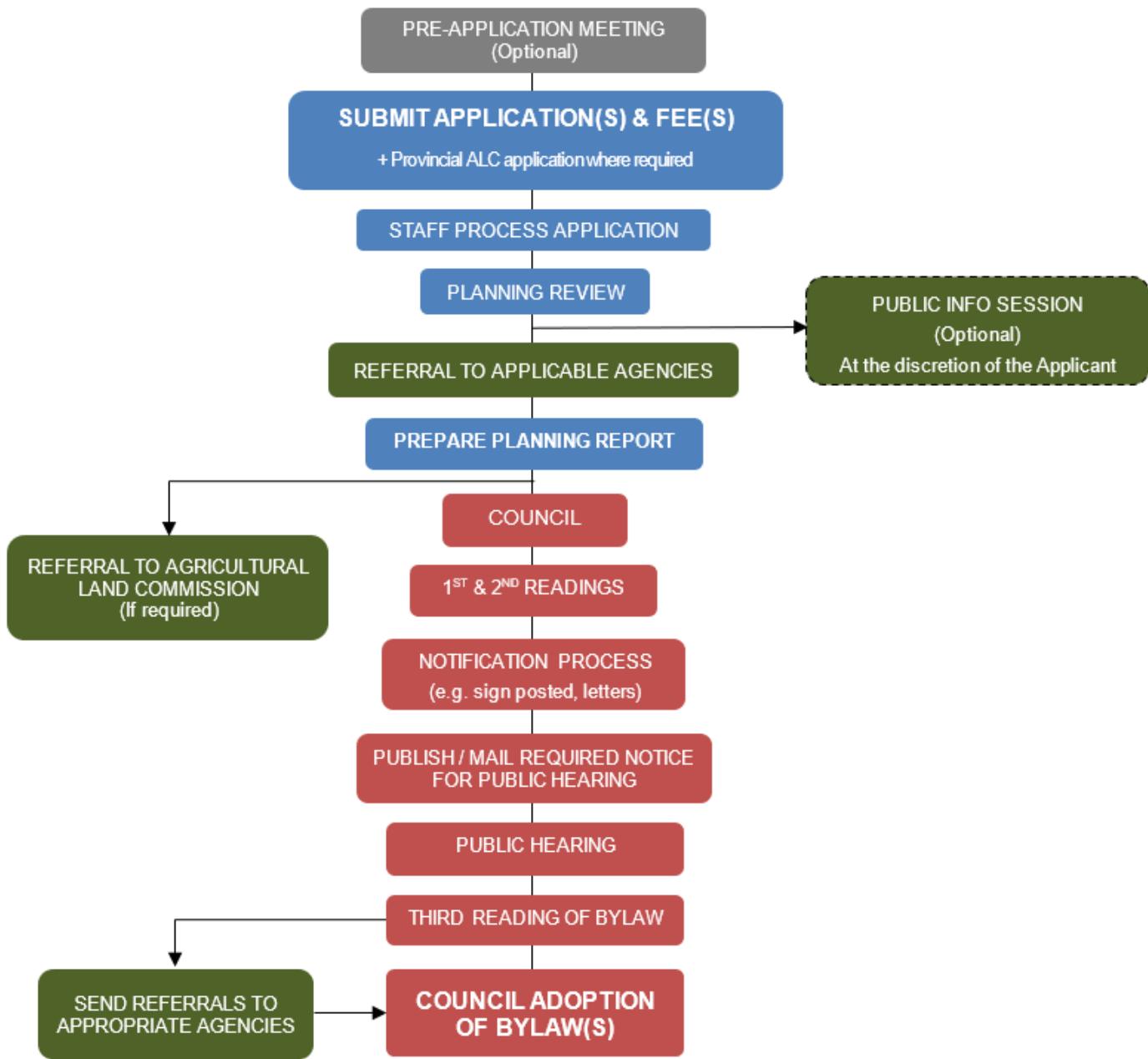
A Public Hearing gives community members and the applicant a chance to share their views on a proposed OCP amendment before Council makes a decision.

You can provide your comments in writing, before or during the hearing, or speak directly at the meeting when the amendment bylaw is presented.

Once the hearing has concluded, Council must base its decision solely on the information presented during the hearing and may not consider any additional submissions from the applicant or the public.

Public Hearings must be held where required by the *Local Government Act*.

Approval Process for Official Community Plan and Zoning Bylaw Amendments





Official Community Plan & Zoning Bylaw

Amendment Process:

Step 1 ➤

Pre-Application Meeting: The applicant will contact District staff regarding their planned application and have a meeting to educate them on the processes and requirements.

Step 2 ➤

Application Submission, Reviews & Fees: The applicant will submit to the District their application submission and pay any required fees. Staff will review the application for completeness. The application should include additional documents such as a Project Proposal, Site Plan, Site Profile, and a Title Certificate dated within 30 days of the application submission.

Step 3 ➤

Acknowledgement Letter, Technical Requirements & Tracking Information: The applicant will be notified that the application was received. They will be assigned a file number, file manager and contact information for application inquiries. They will also be informed of any technical reports that might be needed for this application.

Step 4 ➤

Prepare for Referral: District staff will prepare the application package for any relevant District Departments such as Planning/Development, Engineering, Public Works, and Parks. It may also include Ministry of Transportation and Transit, Ministry of Environment among others. This will depend on the location and significance of the proposed amendment.

Step 5

Send for Referral: The prepared package will be sent to appropriate referral partners for review and comments.

Step 6

Development Review Meeting (if needed): The File Manager may arrange a meeting for the development team and referral groups to discuss and provide comments collectively.

Step 7

Provide Copies of Referral Comments: Once the File Manager receives the referral comments they will be forwarded to the applicant in a requirements letter. With target dates for the requirements and remaining steps for the application.

Step 8

Determine Completeness of Application: Once all appropriate updates have been received by the File Manager the application will be deemed complete.

Step 9

First Reading: The File Manager will schedule the proposed OCP amendment application for a City Council meeting. The File Manager will draft an amending bylaw and a Report to Council recommending one of the following:

- 1. First reading of amending bylaw and refer the application to a public hearing if required.**
- 2. Decline the application**
- 3. Defer the application**

Step 10

Property Signage (if required): If requested the applicant will be required to post appropriate signage indicating relevant information about the application for the public benefit.

Step 11 ➤

Public Hearing & Community Notification: Where required, a public hearing is held where the public can make representations to Council.

Step 12 ➤

Final Staff Report: Staff confirm conditions (if any) have been met before final adoption.

Step 13 ➤

Second & Third Reading: Council reviews the bylaw again. If satisfied, Council gives second and third reading, or refers back the proposal for required changes.

Step 14 ➤

Inform Applicant of Decision: Applicant is notified whether the bylaw was approved, declined, or deferred. If approved the OCP/Zoning Map is updated and the applicant may proceed to Development Permit stage.

Note: Official Community Plan amendments follow the same bylaw adoption process as Zoning Bylaws but may require referral to the Ministry of Municipal Affairs if the amendment affects regional context statements or overlaps with provincial interests.

Bylaw Adoption Summary

- All bylaws require four readings - 1st, 2nd, 3rd and Adoption. Some bylaws require additional steps, such as a public hearing and/or referral to MOTT or provincial authorities for approval prior to 3rd reading.
- An OCP amendment always requires a public hearing before third reading and adoption.
- A zoning bylaw aligned with the OCP may proceed directly to adoption after a third reading without a hearing.

Useful Resources & Contacts

Development Application Form

Building Permit Application Guide

BC LGA – Planning and Land Use Management

Official Community Plan

Zoning Bylaw

Ministry of Transportation and Transit (MOTT)

Email:

tran.webmaster@gov.bc.ca

Phone: 250-387-3198

Fax: 250 356-7706

Engineering Standards & Guidelines

Agricultural Land Commission (ALC)

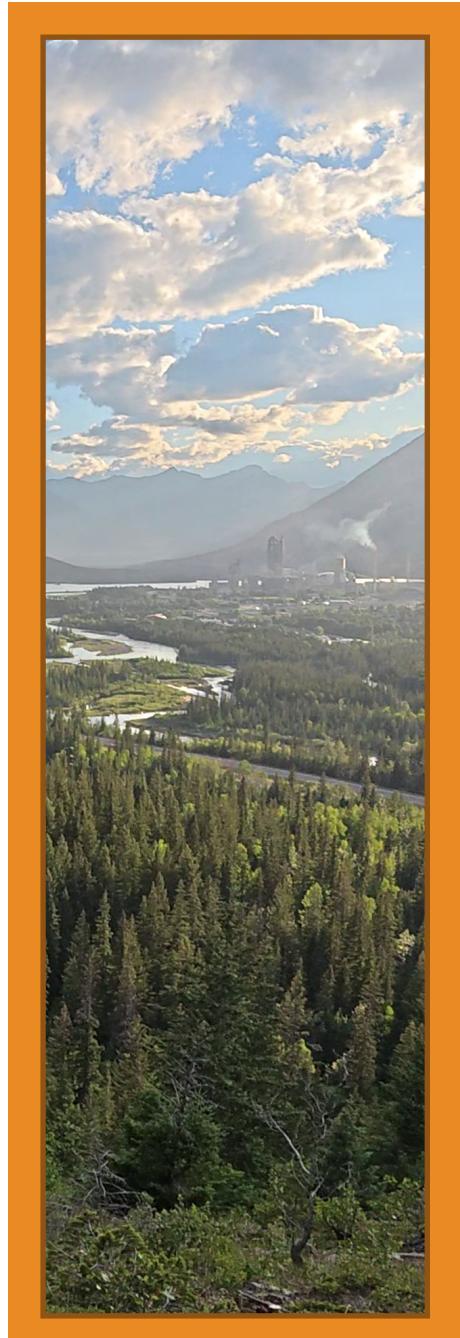
Email: alcburnaby@victoria1.gov.bc.ca

Phone: 604-660-7000

Fax: 604-660-7033

ALC Permitted Uses

ALC Maps



This document has been prepared to provide information only. It has no legal authority. If any contradiction exists between this document and relevant District Bylaws, Codes, or Policies, the text of the Bylaws, Codes or Policies shall be the legal authority.