



Official Community Plan - Amendment Process Overview

What is an OCP?

An OCP is a bylaw which provides the foundation for all planning processes and is an indispensable tool in managing development and future growth within Corman Park. The purpose and goal of an OCP is to guide the physical, environmental, economic, social, and cultural development of the municipality by defining a broad set of goals, objectives, and policies. The Municipality is then able to manage and obtain a long-term vision for Corman Park.

Any amendment to the OCP shall adhere to the overall vision of the municipality, which includes adhering to any applicable provincial land use policies and The Statements of Provincial Interest. It is recommended that the applicant begins the process with Corman Park through pre-application meetings to discuss the complexity of the request prior to applying.

Legislative Requirements

Amending the Official Community Plan requires bylaw approval from Council, which is a legal process regulated by The Planning & Development Act, 2007. The initial step of the process to amend, is for the Corman Park Planning Department to review the application to ensure the requirements of any applicable bylaws and policies are met; with a report, recommendation and amending bylaw prepared for Corman Park Council review and consideration.

If the application complies with all policy requirements and Council determines it has merit, they may pass a motion to support the amendment including a condition of approval to receive Ministerial approval of the amending bylaw. Council will give First Reading to the bylaw in order to begin the required public notification and public hearing process.

If the application is to amend the P4G District OCP, the application will first be brought to the P4G District Planning Commission (DPC) who will issue a recommendation, taking into account the vision and guiding principles included in the P4G OCP. The DPC would not have the ability to approve or deny an application. The application will then proceed to all five P4G Affiliated Municipalities for consideration. Each municipality will undertake the bylaw adoption process in accordance with their internal procedures. A District OCP amendment must be approved by all five P4G Affiliated Municipalities and receive Ministerial approval to come into effect.

Public Notice

After First Reading to the bylaw is given, an advertisement indicating the reason for the amendment, the affected parcel(s), and the date of the public hearing is placed in a local newspaper for two (2) consecutive weeks.

In the case of a P4G District OCP amendment, each of the five P4G Affiliated Municipalities will conduct their own public hearing and vote on the bylaw in accordance with their internal procedures.

Prior to the public hearing date, anyone can discuss the proposed bylaw with R.M. planning staff. Any written comments on the bylaw received by the date indicated in the advertising notice will be included in the agenda package for R.M. Council's consideration on the date of the public hearing.

Public Hearing

At the public hearing, the public has an opportunity to speak for or against the proposed bylaw. Members of the public may also sit in the gallery to witness the proceedings without speaking to the proposed bylaw. After the public hearing has closed, Council may give motions for Second and Third Readings to the bylaw which would support the amendment application; or they may defeat the motions and proposed bylaw denying the application for the amendment.

If the bylaw is passed an information package and copies of the bylaw will be sent to the Community Planning branch with the province for Ministerial approval of the bylaw. The bylaw and amendment come into effect on the date of Ministerial approval. If the application is denied, it cannot be appealed.

Decision Time Frame

The timing associated with the approval of an amendment will be based upon the completeness and quality of information provided. The amendment process ranges significantly depending on the complexity of the request and the timing of scheduled Council meeting dates. Ministerial approval of the bylaw can take an additional 4-8 weeks after the Municipal Processes are completed. Any 'Zoning Changes' within the P4G Planning District are subject to discussions with the P4G Partners; potentially adding several weeks between initial application and the public hearing process indicated above.

Appeals

As per *The Planning and Development Act, 2007* there is no right of a person to appeal a decision of the Council to refuse to amend the applicable Official Community Plan.