

## Almost Done!

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Submit your completed documents, in a single package, to:

**Prairie Wild Consulting**  
**233 Avenue C South**  
**Saskatoon, SK**  
**S7M 1N3**

**Once you have completed and sent your package to Prairie Wild Consulting, please contact us.**

Upon receiving the package, we will sign and seal both copies of Official Community Plan and submit the documents to the Ministry of Government Relations:  
Community Planning Branch  
for final approval.

We will send you a follow up email to let you know we have submitted the planning documents for approval.

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Thank you for your efforts in this process, we look forward to assisting with the implementation!



## How to Get Your Planning Tools Approved

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**Steps to Adopt and Submit Your Official Community Plan and Zoning Bylaw for Ministry Approval**

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**Congratulations on arriving at the approval stage of your Official Community Plan and Zoning Bylaw!**

To assist you with the process of getting your planning documents approved, follow this “how to” page that outlines the **steps required** as per the *Planning and Development Act, 2007*.

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Prepared by your comprehensive planning firm:



## Steps for Adoption

\*Miss any of these steps and you go back to square one\*



1. Council and Administration reviews and **provide edits to the draft OCP & ZB**



2. Prairie Wild Consulting and Administration to work together to **finalize the OCP and ZB**



3. **First readings for one bylaw to adopt the OCP & one bylaw to adopt the ZB**



4. A **public notice** in a local **paper for at least two (2) consecutive weeks** between the first reading and second and third readings



For municipalities with an existing Zoning Bylaw, provide notice to affected land owners where the zoning has changed significantly.



5. Council determines a **date for a public hearing, four (4) weeks plus one (1) day** from the first publication date of the public notice



6. Document the **public hearing in minutes**: include the number of representatives (even if there were none) and any details (i.e. questions, comments and presentations)



7. Council may proceed **immediately to second and third readings** if there were **no comments or changes needed**



7. If changes are proposed forward, Council may...



**Reject the proposed changes and move to second and third readings**

**Accept the changes and any alterations to the documents requires another public notice** or Council may submit a **request to the Ministry of Government Relations to waive the requirements**

## What to Include in Your Submission Package

\*Miss any of these documents and you delay the process\*

Please make sure your documents are:

- ✓ Originals and in colour - no photocopies allowed
- ✓ Maps must be 11 inches x 17 inches
- ✓ Signatures are in ink - preferably blue ink
- ✓ Statutory Declarations are signed by a Commissioner of Oaths, other than yourself as the Administrator

- ✓ One (1) **Statutory Declaration** for the OCP
- ✓ One (1) **Statutory Declaration** for the ZB
- ✓ Two (2) True-Certified **Official Community Plan** bound (e.g. binder) that includes:
  - ✓ True-Certified **Bylaw to Adopt** the OCP, in the front of the document
  - ✓ True-Certified **Future Land Use Map**, signed and sealed, as an appendix
  - ✓ Coloured copies of each of the Reference Maps, as an appendix
- ✓ Two (2) True-Certified **Zoning Bylaw** bound (e.g. coiled or binder) that includes:
  - ✓ True-Certified **Bylaw to Adopt** the ZB, in the front of the document
  - ✓ True-Certified **District Zoning Map**, signed and sealed, as an appendix
- ✓ One (1) Copy of each **Public Notice** that were published in newspaper(s) with the date of publication
- ✓ Two (2) Copies of the **Public Hearing Minutes**
- ✓ One (1) Copy of each **Council Minutes** with motions of the each of the readings
- ✓ One (1) **Copy of this Checklist** indicating all steps and documents are provided

We understand if you do not have printing capabilities, therefore please contact us (Prairie Wild Consulting) and we will explore options with you.