

The following is a short list of the steps a council may use to prepare and adopt an official community plan and zoning bylaw.

### Stage 1 - Preliminary Discussions

1. Contact a planning consultant and determine the need for an official community plan and a zoning bylaw.
2. Pass resolutions to prepare an official community plan and a zoning bylaw. A council may adopt an interim development control bylaw to manage new development in the municipality until the planning documents are ready. Ministerial approval is required for all interim development control bylaws unless the municipality is an approving authority.

### Stage 2 – Preparation

3. Collect data and undertake research which may include background studies and public meetings.
4. Prepare a draft official community plan, zoning bylaw and zoning district map to resolve issues, objectives and policies.
5. Refine the documents after council debate and if desired, public or affected party consultations.

### Stage 3 – Adoption

6. Once council is satisfied with the documents it may give **only** first reading to a bylaw to adopt the official community plan and to the zoning bylaw. Council must also determine when to hold a formal public hearing about the plan and bylaw. The hearing process must be concluded **after** the first reading and **before** second and third readings are given.
7. Council must give notice of its intention to adopt the bylaws and to hold the hearing by placing an advertisement in a local newspaper once a week for two consecutive weeks. The first notice must be published at least four clear weeks before the hearing. For more details please see the “Giving Notice of a Proposed Planning Bylaw” information sheet.
8. At the hearing council must hear all persons who wish to make a representation about the proposed official community plan and zoning bylaw. Under the principles of natural justice council must listen to all parties who wish to speak to a proposed bylaw and give fair consideration to the comments made. If a hearing is to be held during a council meeting, council

must resolve to suspend the meeting and open the hearing. If objections are received council may withdraw the bylaw, adopt the bylaw as is or alter the bylaw to address the objections.

For major alterations such as new text, council must publicize the proposed changes and hold another hearing at which representations can be made only about the alterations. For minor corrections such as typos that do not distort the bylaw's intent, council may consult the Government of Saskatchewan about the need to advertise the alterations. For details, please see the “Conducting a Public Hearing” information sheet.

9. Ministerial approval is required for all new planning bylaws. Municipalities must submit to the Government of Saskatchewan two certified copies of the new planning bylaw, as well as documents showing that the bylaw was advertised and the hearings were conducted. The municipal administrator must submit minutes of representations or certified copies of all submissions. The Minister will in most circumstances, render a decision regarding the planning bylaw within 90 days of receipt, unless an extension is required. The bylaw is not in effect until it is approved by the Minister.
10. After a bylaw becomes effective council must appoint members to a Development Appeals Board.

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For more information contact the Government of Saskatchewan.

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For more details about the subdivision approval process and the municipal reserve options available, please visit [www.saskatchewan.ca](http://www.saskatchewan.ca).