

Planning Checklists

Municipal Affairs Review Checklist for New Bylaws, Bylaw Amendments (incl. Rezoning), and Concurrent Official Plan Amendments

- 1. Consistency with Official Plan:** Is a Plan amendment also required to ensure no conflicts / inconsistencies? (PA s. 15.)
- 2. Council sets a date for the public meeting** (PA, section 18(1))
- 3. Place one (1) ad in the local newspaper concerning the public meeting (see * for revised best practice)**
 - Ad to appear 7 'clear days' before the public meeting (Planning Act section 18(1))
 - * If bylaw amendment also requires an amendment to the official plan, **two ads** should be placed.
 - If bylaw amendment also requires an amendment to the official plan, ad(s) must clearly indicate that both documents will be amended (Planning Act section 18(2))

Newspaper ad must indicate:

- In general terms, the nature of the Zoning Bylaw, Zoning Bylaw amendment and Official Plan amendment; **note if there is no bylaw amendment and you are carrying out an amendment to the Official Plan, the Planning Act procedures of section 11-15 apply.**
- the date, place and time of meeting;
- location where the information may be inspected; and
- an invitation to the public to make representation.

"clear days" - in the calculation of time expressed as clear days, the first day the ad appears in the paper and the day of the meeting shall not be counted.

1st Ad placed on: _____ (DD/MM/YY) 2nd Ad placed on: _____ (DD/MM/YY) (if applicable)

Date of Meeting: _____ Number of days between 1st ad and meeting: _____ (# days)

- 4. Planning Board makes recommendation to Council** regarding the plan amendment and, where appropriate, the bylaw or amendment bylaw
- 5. Council adopts :**
 - a plan amendment by resolution and
 - b) a bylaw or amendment bylaw through bylaw procedures (see below)
- 6. Submission requirements:**

General:

- A copy of the newspaper ad notifying the public about the public meeting and any ads providing notice of a special meeting of Council. {Planning Act, s. 18(1)(a), Municipalities Act, s. 56(1)}
- A copy of the minutes of the public hearing {s.14(2)(b)}

Official Plan amendment (where applicable):

- A copy of Planning Board minutes showing recommendation to Council
- A copy of the minutes showing the Council's resolution was passed by a majority of Council. {s.13(1)}
- A signed & sealed signature sheet for Council's resolution adopting the Official Plan amendment
 - o Date of adoption resolution _____ (DD/MM/YY)
- A copy of the amendment, including a map in the case of a map amendment

Bylaw amendment:

- A copy of the minutes showing the Council's readings and resolutions were passed by a majority of Council. {s.13(1)}
- A copy of the minutes showing the Council's five (5) resolution regarding the Bylaw or Amendment Bylaw from two meetings on two separate days.
 - o First reading of bylaw or amendment bylaw Date: _____ (DD/MM/YY)
 - o Approval of first reading of bylaw or amendment bylaw Date: _____ (DD/MM/YY)
 - o Second reading of bylaw or amendment bylaw Date: _____ (DD/MM/YY)
 - o Approval of second reading of bylaw or amendment bylaw Date: _____ (DD/MM/YY)
 - o Adoption of bylaw or amendment bylaw Date: _____ (DD/MM/YY)
- A signed & sealed signature sheet for Council's 5 resolutions giving 1st and 2nd reading and adopting the bylaw or amendment bylaw
- A copy of the bylaw or amendment bylaw, including a map in the case of a map amendment

Resolution signature sheets must:

- Bear the signature of the Mayor/Chairman and the Administrator
- Include a signature and date line for the Minister's signature with a space for the Minister's signature
- Be sealed with the Municipal Seal

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