

Planning Checklists

Municipal Affairs Review Checklist for New Official Plans and Official Plan Amendments Not Accompanied by a Bylaw Amendment

1. **Planning Board sets a date for the public meeting** (PA, section 11(2))
2. **Place two (2) ads in the local newspaper concerning the public meeting**
 - First ad to appear 7 'clear days' before the public meeting (PA, section 18(1))

Newspaper ad must indicate:

- In general terms, the nature of the Official Plan or Official Plan amendment;
- 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: _____ (DD/MM/YY) Number of days between 1st ad and meeting ____ (# days)

3. **Planning Board** makes a recommendation to Council regarding the adoption of the new plan or plan amendment
4. **Council adopts** the plan or plan amendment, by resolution
5. **Submission requirements:**

General:

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

Official Plan adoption / amendment:

- 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 or plan amendment
 - Date of adoption resolution _____ (DD/MM/YY)
- A copy of the new plan or plan amendment, including a map in the case of a map amendment (where applicable)

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