

# Community Planning Education Material

March 2025

## Introduction

The Community Planning branch (branch) is committed to building capacity for land use planning in Saskatchewan. To help achieve this, the branch offers education and training for municipalities and other stakeholders involved in planning. Offerings include several in-person workshops/presentations, and a variety of webinars and information sheets on [saskatchewan.ca](http://saskatchewan.ca) to assist municipalities and the public with understanding land use planning in Saskatchewan.

The branch regularly prepares new material and presentations to promote planning. Information on new workshops, educational materials, and upcoming branch and ministry events can be found by reading monthly *Municipalities Today* articles found on [saskatchewan.ca](http://saskatchewan.ca) [here](#).

The branch welcomes any suggestions for future training and educational materials. The branch is also happy to provide in-person workshops/presentations if minimum attendance figures can be met (typically at least 25 people). Interested parties are encouraged to contact the Regional Planning and Provincial Interest Unit to schedule a workshop. If you have any suggestions regarding educational material or would like to arrange for a workshop in your community, please contact a member of the Regional Planning and Provincial Interest Unit:

- Michelle Sanson, RPP, MCIP – Director, Regional Planning and Provincial Interests
  - [michelle.sanson@gov.sk.ca](mailto:michelle.sanson@gov.sk.ca)
- Carter Triana – Planning & Legislative Consultant (Regina)
  - [carter.triana@gov.sk.ca](mailto:carter.triana@gov.sk.ca)
- Chace Kozack – Planning & Legislative Consultant (Regina)
  - [chace.kozack@gov.sk.ca](mailto:chace.kozack@gov.sk.ca)

## In-Person Workshops/Presentations

### Planning 101 Workshop

**Description:** High-level overview of land use planning in Saskatchewan. Topics covered include roles, planning framework, bylaws, subdivisions, dedicated lands, hazard lands, servicing agreements, development levies, and regional planning.

**Format:** in person

**Timing:** full day

### Development Appeals Board Workshop

**Description:** Full-day workshop on the development appeals process. Attendees learn about establishing a development appeals board, types of development appeals, the appeal hearing process, and the decisions of the board.

**Format:** in person

**Timing:** full day

### Amending Planning Bylaws Workshop

**Description:** Workshop outlining the process to amend a planning bylaw. Information covered includes legislative authority for zoning bylaws, planning documents, what a zoning bylaw is, and the amendment process.

**Format:** in person

**Timing:** 1.5 – 2 hours

### Development Levies and Servicing Agreements

**Description:** This workshop covers two tools for managing the servicing costs associated with development: development levies and servicing agreements. The workshop explains how these tools can be used, and the specific items that can be addressed with either tool.

**Format:** in person

**Timing:** 2.5 – 3 hours

### Development Process

**Description:** Presentation on the land development process. The presentation covers reviewing development proposals for conformance with municipal planning bylaws, the subdivision review process, and what may be considered when reviewing a development permit.

**Format:** in person

**Timing:** one hour

## District Planning Commission Training Presentation

**Description:** Presentation on the planning district framework and the role of a district planning commission. Information covered includes land use planning, planning districts, roles and responsibilities, best practices for rules of procedure, action planning, and dispute resolution.

**Format:** in person

**Timing:** one hour

## Minimizing Flood Impacts Through Planning Presentation

**Description:** Presentation designed for communities facing challenges managing lands subject to potential flooding. Information covered includes overview of planning framework in Saskatchewan, how planning can help mitigate flood impacts, how to deal with citizen expectations, flooding and disaster assistance, and examples of flooding in Saskatchewan.

**Format:** in person

**Timing:** 30 – 60 minutes, as needed

## Pre-Recorded Webinars

### Amending Zoning Bylaws

**Description:** A webinar assisting municipal administration to better understand the process of amending zoning bylaws in Saskatchewan. Topics include: deciding to amend, preparing the amending bylaw, public notice, public hearings, bylaw adoption, and ministerial approval.

**Length of webinar:** 16:06

### Development Appeals Board Series

**Webinar 1 – Establishing a Development Appeals Board:** Outlines the legislative framework for development appeals and how to establish a development appeals board.

**Length of webinar:** 15:46

**Webinar 2 – Types of Development Appeals:** Lays out an applicant's right of appeal, the different types of appeal, and the procedures for giving proper public notice.

**Length of webinar:** 16:21

**Webinar 3 – Conducting an Appeal Hearing:** Provides information on conducting an appeal hearing, including jurisdictional challenges and hearing procedures.

**Length of webinar:** 9:34

**Webinar 4 – Decisions of the Board:** Details legislated considerations when making a decision on a development appeal.

**Length of webinar:** 9:21

## **Discretionary Use**

**Description:** This webinar provides an overview of discretionary use development permits under *The Planning and Development Act, 2007*. Topics include: the steps in processing an application, council's considerations when reviewing the application, applicants right of appeal, and common discretionary use myths.

**Length of webinar:** 11:15

## **How to Process a Subdivision Referral**

**Description:** A webinar intended to assist administrators and council members as they review subdivision applications received from the Community Planning branch. Topics include: what a subdivision is, relationships between developers and municipalities, and what should be addressed when preparing a report to council on a subdivision.

**Length of webinar:** 15:15

## **Planning Fees**

**Description:** A webinar addressing what fees can be charged by municipalities through their zoning bylaw or a separate fee bylaw under *The Planning and Development Act, 2007*. Topics include: what costs can and cannot be recovered through a fee, methods for calculating fees, and the process for establishing fees.

**Length of webinar:** 14:54

## **Documents and Guides**

The Ministry of Government Relations maintains a variety of educational material on [saskatchewan.ca](http://saskatchewan.ca) to assist municipalities and the public with understanding land use planning in Saskatchewan. Some of the documents and guides available include:

### **Planning Bylaws**

#### **Amending Planning Bylaws**

This guide provides an explanation of the minimum requirements for amending planning bylaws under *The Planning and Development Act, 2007*. Land use planning bylaws include district plans, official community plans and zoning bylaws.

#### **Community Planning: Affidavit**

An affidavit template confirming an official community plan has been created in consultation with a community planning professional.

#### **Land Use Planning Bylaw Checklist**

This checklist is intended to assist in the preparation of land use planning bylaws, which include district plans, official community plans and zoning bylaws.

### **Planning Fee Guide**

The Planning Fee Guide provides guidance on charging fees related to development permits and zoning bylaw amendments, including how to calculate and apply those fees.

### **Planning Fee Rational**

This sample provides a fee rationale for a schedule of fees prescribed for items listed in section 51 of *The Planning and Development Act, 2007*.

### **Preparation of an Official Community Plan**

This guide provides information on creating an official community plan including common sections, minimum legislative requirements, and process of adoption.

### **Zoning Bylaw Handbook**

This handbook is a tool to interpret and implement a municipal zoning bylaw under sections 45-93 of *The Planning and Development Act, 2007*.

### **Zoning Bylaw Tools: Contract Zoning**

A contract zone allows municipalities to effectively manage elements of a specific development proposal. This guide outlines when they could be used, and how they are created and enforced.

### **Zoning Bylaw Tools: Holding Provision**

A holding provision is a regulatory tool that municipalities can use through their zoning bylaw. This tool allows a municipality to specify the future land use for an area, while ensuring development does not move forward until specific conditions are met.

## **Planning Processes**

### **Development Officer's Report to Council – Sample**

This document provides a sample of a development officer's report to a municipal council on zoning or discretionary use development permit issues under *The Planning and Development Act, 2007*.

### **Integrating Asset Management into Official Community Plans**

This document provides an overview of asset management and addresses how it can be included in an official community plan.

### **Non-Conforming Uses, Buildings, and Sites**

This guide is intended to explain the implications of legal, non-conforming status under *The Planning and Development Act, 2007*. Municipalities and property owners may find this information valuable for assessing existing development which no longer conforms to local zoning bylaws.

### **Order to Remedy Contravention**

This sample provides an example of an enforcement order for zoning bylaw contraventions under section 242 of *The Planning and Development Act, 2007*.

### **Processing a Discretionary Use Application Guide**

This guide provides an overview of discretionary use development permit applications under *The Planning and Development Act, 2007*. The guide outlines how an application may be processed, and what should be considered by a council when reviewing an application.

### **Request for Proposals Guide for Community Planners**

This fact sheet outlines what information should be included in a well-prepared request for proposals document.

## **Development Appeals**

### **Development Appeals Board Guide**

This guide assists municipalities, districts, and appellants in navigating the development appeal process outlined in Part XI of *The Planning and Development Act, 2007*.

## **Legislation and Regulations**

### **Changes Guide for Amendments to the Statements of Provincial Interest Regulations**

This changes guide outlines the recent amendments and provides guidance to municipalities, developers, and professional planners. Amendments to *The Statements of Provincial Interest Regulations* came into effect January 1, 2021.

### **Dedicated Lands Handbook**

This guide contains practical approaches and best practices for municipalities, planners, surveyors, and developers to interpret and implement regulations related to dedicated lands.

### **Explanatory Notes to *The Planning and Development Act, 2007***

This guide assists municipalities, planners, and developers with interpretation and application of sections of *The Planning and Development Act, 2007*.

### **The Statements of Provincial Interest Handbook**

This handbook can assist municipalities, planners, and developers in applying *The Statements of Provincial Interest Regulations*.

## **Subdivision and Servicing Agreements**

### **Land Planning and Development Application User Guides**

A variety of user guides are available to assist applicants and municipalities with submitting documents through the online Land Planning and Development Application.

### **Community Planning Consultants Map**

This map identifies the ministry planning consultant responsible for each area of the province.

### **Municipalities and the Subdivision Process**

This guide outlines how municipalities can be involved in the subdivision process and items that could be considered when reviewing a subdivision application referred from the Community Planning branch.

### **Parcel Ties – A Guide to Having Them Removed**

This guide explains what a parcel tie is in the land registry and explains how to remove them through the subdivision process.

### **Property Owner's Guide to the Subdivision of Land**

This document is intended to provide an overview of the subdivision and development process under *The Planning and Development Act, 2007*.

### **Servicing Agreement (Sample)**

An example of a subdivision servicing agreement under section 172 of *The Planning and Development Act, 2007* is available for reference.

### **Step-by-Step Guide to Subdivision**

This guide provides an overview of the subdivision process when the Province of Saskatchewan is the subdivision approving authority.

## **Regional Planning**

### **Intermunicipal Development Agreements under The Planning and Development Act, 2007**

This guide is intended to assist municipalities with creating and implementing an intermunicipal development agreement under *The Planning and Development Act, 2007*. A sample intermunicipal development agreement is also included.

### **Regional Planning Handbook**

This guide provides comprehensive information related to intermunicipal cooperation and examines the regional planning tools available under *The Planning and Development Act, 2007*.

## **Lands for Parks, Public Amenities, and Municipal Reserves**

### **Dedicated Lands Handbook**

This guide contains practical approaches and best practices for municipalities, planners, surveyors, and developers to interpret and implement regulations related to dedicated lands.

### **Dedicated Lands and Boat Launches**

This fact sheet provides tools and information for municipalities to consider when managing recreational facilities on dedicated lands.