

# SUBMISSION PACKAGE CHECKLIST

## for Local Governments



As of January 1, 2023

**To obtain the Minister of Local Government and Local Government Reform's Approval of a by-law (or amendment) under the *Community Planning Act (CPA)* – What documents must be submitted?**

Name of Local Government:			
Name & Number of By-law:			
Check (✓) what you've included in this package	Document Description	Signed by	
<input type="checkbox"/>	1	a) at least two (2) <b>copies of the by-law</b> with one copy being certified that the copy of the by-law is a true copy	Local Government Clerk and Mayor
		b) corporate seal on all copies of the by-law as required under <i>Local Governance Act</i>	
		c) by-law includes dates of three (3) readings as required under <i>Local Governance Act</i>	
		d) by-law contains a statement that it was made by the council of the local government as required under <i>Local Governance Act</i>	
<input type="checkbox"/>	2	<b>statutory declaration of compliance with CPA sections 110 and 111</b>	Local Government Clerk
<input type="checkbox"/>	3	<b>copy of the recommendation ("views") of the Planning Advisory Committee (PAC) or the Planning Review and Adjustment Committee (PRAC) made to council</b>	n/a
<input type="checkbox"/>	4	<b>copy of any report on which the by-law was based</b> (i.e. preliminary study, analysis of the file, planner's report, presentation to the PAC/Planning Advisory Committee or PRAC/Planning Review and Adjustment Committee)	n/a
<input type="checkbox"/>	5	<b>Statutory declaration certifying content of the by-law complies with CPA</b>	Registered Professional Planner (RPP)
		<b>Registered Professional Planner (RPP) stamp/seal</b> on the statutory declaration in (5) above	



Check (✓) what you've included in this package	Document Description	Signed by
<input type="checkbox"/>	<b>6 Statement that the by-law was prepared (or amended, as applicable):</b> a) under the direction of the planning director, or another planner (RPP) engaged by council and responsible to the planning director b) in consultation with the Minister and any government department or person specified by the Provincial Planning Director <ul style="list-style-type: none"> <li>statement must include list of which departments/agencies were consulted</li> </ul> c) in compliance with all Statements of Public Interest (SPIs) Regulations in effect d) on the basis of a written report of studies <ul style="list-style-type: none"> <li>required only for municipal plans (and amendments) rural plans, and rural plan policy amendments, but not zoning</li> </ul>	Registered Professional Planner (RPP)  OR  other local government official
<input type="checkbox"/>	<b>7 copy of the written report described in 6(d) above</b> <ul style="list-style-type: none"> <li>May be provided in hard-copy or PDF format</li> </ul>	n/a
<input type="checkbox"/>	<b>8 Summary of engagement with First Nations related to this by-law (Voluntary)</b>	n/a

**After the Minister has approved the by-law**, the local government is required to take the following action under s. 112(1) of the *Community Planning Act*:

- 1) file in the [land registration office](#) a certified copy of the document that bears the approval of the Minister
- 2) publish a notice in a newspaper or on the local government's website, stating the Minister's decision and the filing information
- 3) provide a copy of the notice to the Minister.

**Questions about this Checklist?**  
 Contact the **Department of Environment and Local Government, Provincial and Community Planning Branch** at [planning-urbanisme@gnb.ca](mailto:planning-urbanisme@gnb.ca)