

Rural Plan Process Checklist

Below is an outline of the process for creating a rural plan regulation under the *Community Planning Act* for non-incorporated areas of the province.

Process Description (note process may stop at any stage by Ministerial decision)	DELG Task	RSC Task
1. Request for rural plan regulation sent to Minister		
2. Minister responds to request and asks for a background/planning report (with proposed rural plan, various departmental response and public hearing notice)		
3. Background/planning report and draft rural plan submitted to PCP (using PCP content and format guidelines http://www2.gnb.ca/content/gnb/en/departments/elg/environment/content/land_waste.html)		
4. Preliminary information submitted to NB Government Departments and Agencies for Comments (DELG circulates information within DELG and forwards comments to RSC)		
5. Proposed rural plan translated by RSC (RSC/LSD to pay for translation)		
6. Translated rural plan submitted to PCP		
7. Proposed date, time and location for the public hearing and proposed publication dates for the newspaper/public notification sent to PCP.		
8. Minister sends letter(s) requesting RSC and LSDAC's recommendations		
9. Public hearing held		
10. Public hearing report prepared and submitted to PCP (including any minor changes to the rural plan)		
11. Minister responds to any public hearing letters.		
12. RSC and LSDAC recommendations sent to PCP		
13. Minor changes made to the proposed rural plan		
14. Final version of the proposed rural plan, bearing the planner's stamp (certification) as satisfying the Community Planning Act, CIP and/or affiliate planning standards sent to PCP.		
15. RSC submits ESRI ArcView Shape file of the planning area or the zoning map to PCP		
16. Final version of the proposed rural plan – not bearing the planners stamp (certification) and covering letter – (including the RSC and LSDAC recommendations) and PCP's process validation sent to Minister.		
17. Minister enacts rural plan regulation		
18. PCP certifies a copy of rural plan		
19. Certified copy of rural plan sent to RSC for filing in registry office.		
20. Filed certified copy of rural plan sent to PCP		
21. Publication notice sent to Royal Gazette; file closed upon receipt of publication		
Acronyms		
Regional Service Commission (RSC) Provincial and Community Planning Branch (PCP) of DELG Department of Environment and Local Government (DELG)	Local Service District Advisory Committee (LSDAC) Canadian Institute of Planners (CIP)	