

# MANAGING YOUR OWN AFFAIRS

Part of the Community Management Series

Subject: Information about Community Incorporation

April 2000

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## APPENDIX D

### Details of Incorporation Process

Step	Community	Department	Other
<p>Community Petition, per section 21(1)</p> <ul style="list-style-type: none"> <li>• 15 signatures</li> <li>• proposed boundary</li> </ul>	<p>Community generates</p>	<p>Regional office</p> <ul style="list-style-type: none"> <li>• receives,</li> <li>• prepares briefing note</li> <li>• forwards through channels to minister</li> </ul>	
<p>Official acknowledgement of petition</p>		<ul style="list-style-type: none"> <li>• signed by Minister</li> <li>• indicates staff will work with community to review</li> </ul>	
<p>Region begins detailed review and discussion</p> <ul style="list-style-type: none"> <li>• boundary review</li> <li>• regulation review</li> <li>• by-laws review</li> <li>• finances review</li> <li>• incorporation agreement review</li> </ul>	<p>Council presents its resolutions on specific issues as they are discussed</p>	<p>Region coordinates boundary review</p> <ul style="list-style-type: none"> <li>• applies appropriate standards and prepares department position for approval</li> <li>• identifies what changes may be required in the standard incorporation regulation consistent with community concerns and abilities</li> <li>• reviews community by-laws</li> <li>• finances per Self Reliance or Incorporation agreement</li> </ul>	<ul style="list-style-type: none"> <li>• boundary circulation to gov't departments</li> </ul> <p>Where an issue affects another department or agency (e.g. policing) that issue to be reviewed with applicable department</p>

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Step	Community	Department	Other
Region prepares time table, subject to community agreement <ul style="list-style-type: none"> <li>• meetings with council</li> <li>• who informs the public</li> <li>• will there be a referendum</li> </ul>	Council proposes time table for community meetings and if desired, community referendum		
		Department Legislative Development Committee (DLDC) identifies all regulations that will require modification	
	Council identifies by-law issues to be dealt with either before or after incorporation		
	Community identifies any issues to be dealt with during the timetable (Can these be dealt with prior to or as part of or after incorporation?)		
	Council holds public meetings		Department meets with other agencies as required on issue by issue basis
	Council enacts appropriate by-laws	DLDC/Region provides draft by-laws	
		DLDC prepares draft regulation	

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Step	Community	Department	Other
		Region identifies what additional agreements, if any, are required	
		Region prepares summary briefing to Minister <ul style="list-style-type: none"> <li>• briefing note</li> <li>• draft Notice of Petition (Minister's response)</li> </ul>	
	Council may decide to hold referendum <ul style="list-style-type: none"> <li>• wording of question</li> <li>• referendum</li> <li>• reporting of result</li> </ul>	Region receives community results and makes recommendation to Minister to <ul style="list-style-type: none"> <li>• proceed, or</li> <li>• not proceed</li> </ul>	
Notice of Petition, per section 21(3) and (4) <ul style="list-style-type: none"> <li>• sent to community</li> </ul> <p>(to date all recommendations have been to proceed – if the recommendation is not to proceed this means that community may require more support and working through the process and issues)</p>		<ul style="list-style-type: none"> <li>• Regional office prepares documents</li> <li>• Minister signs off</li> <li>• Region arranges for responses to be sent to Northern DM's office</li> <li>• Region to summarize and report to minister</li> </ul>	
Minister's decision to proceed or not		<ul style="list-style-type: none"> <li>• DLDC prepares regulation</li> <li>• DLDC prepares Order in Council</li> </ul> DLDC prepares cabinet paper	

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Step	Community	Department	Other
		Department conducts IPB circulation of draft regulation to inform other departments <ul style="list-style-type: none"> <li>• Advises of concerns</li> <li>• Action where required</li> </ul>	
	Community plans signing event	<ul style="list-style-type: none"> <li>• Region prepares Minister's Event Briefing Book</li> </ul>	
Minister may recommend incorporation <ul style="list-style-type: none"> <li>• Regulation submitted to LGC</li> <li>• Order in Council</li> <li>• Cabinet paper (?)</li> </ul>			
Regulation published in Gazette			
Minister and party attend signing event	Community hosts signing event		