RM of EDENWOLD 158

Online Permitting Guide

November 2026 Version

Table of Contents

Getting Started 3
Adding Properties 4
Adding Contacts 5
Development Permit Application ... 6
Getting Started 6
Land Use. 6
Application 7
- Development Location 7
- Development Details 7
- Payment Contact. 7
- Declaration 8
- Document Upload 8

Extra Steps for Discretionary Use Applications 8
Minor Variance Application 9
Payment 9
Advertising Payment 10

Building Permit Application 11
Getting Started 11
Application 11
- Legal Land Location 11
- Floor Area & Building. 12
- Water Services 12
- Declaration 12
- Contact to be Invoiced 12
- Upload Plans & Forms. 12

Payment 13

Approach Application 14
Getting Started 14
Application 14

Fairway South Landscaping & Fence Applications 16
Getting Started 16
Application 16

Building Permit Deposit Transfer .. 18
Getting Started 18
Application 18

Business Licence Application 19
Getting Started 19
Application 19
- Applicant Information 19
- Business Details 19
- Location 20
- Declaration 20

Rezoning Application. 21
Getting Started 21
Application 21
- Legal Land Location 21
- Rezoning Information 21

Declaration 22
Payment 22
Advertising Payment 23

OCP/Zoning Bylaw Text Amendment Application 24
Getting Started 24
Application 24
- Applicant Information. 24
- Text Amendment Information 24
- Declaration 24

Payment 25
Advertising Payment. 25

Questions? 26

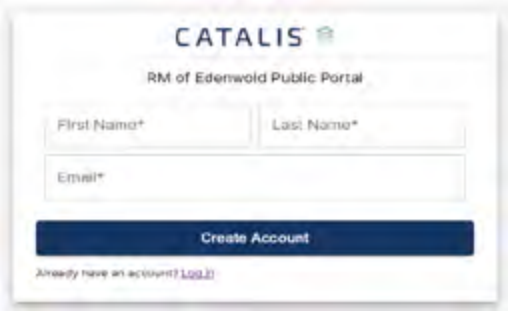
Getting Started

Welcome to the RM of Edenwold's Application Portal. This guide is intended to help you navigate the portal so that you can submit multiple types of applications including building permit, business license, and rezoning application online easily and efficiently.

Click the link below to acess the Public Portal and get started:

Click Here to Access the Public Portal

Next you'll need to Create a Catalis Account or login to your existing account.



Once your account has been vertified via email you may select the application process that applies to you. Below are some common projects along with required applications for each type of project. **Please do not start an application until you have all the required information ready and available.**

Constructing, Renovating, Moving or Changing the Occupancy of a Building
Building Permit Application & Development Permit Application

Placing a Sea Container
Building Permit Application & Development Permit Application

Erecting a Free-Standing Sign
Building Permit Application & Development Permit Application

Erecting an Attached or Temporary Sign
Development Permit Application

Erecting a Swimming Pool or Hot-Tub
Development Permit Application

Demolishing a Building
Building Permit Application

Operating a business out of a location within the RM
Development Permit Application & Business License Application

Operating a mobile / door-to-door business within the RM
Business License Application

Applying for a Discretionary Use Permit
Development Permit Application

Constructing or Extending a Driveway or Approach
Approach Application

Transferring an Occupancy or Landscaping Deposit
Building Permit Deposit Transfer

Landscaping or Erecting a Fence in the Fairway South Restrictive Covenant Area
Fairway South Landscaping & Fence Applications

Rezoning a Property
Rezoning Application

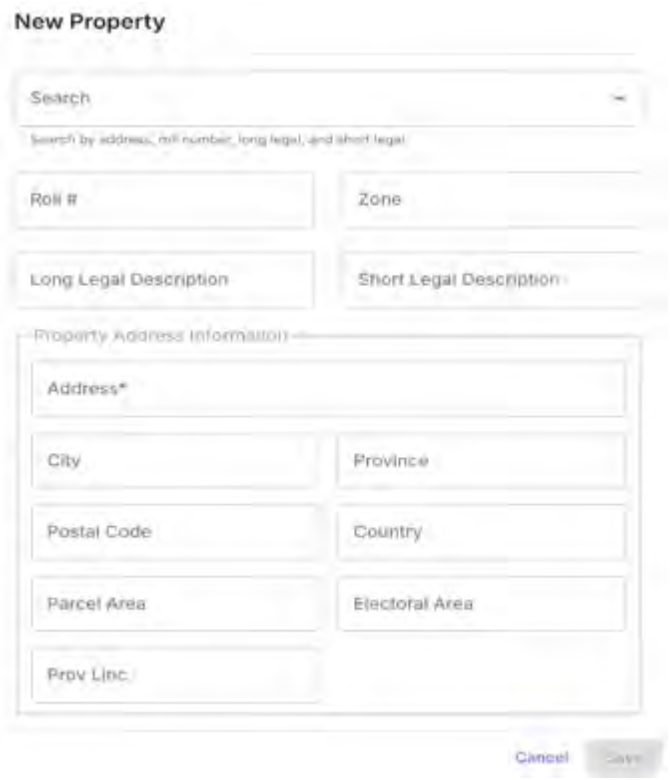
Adding Properties

The first step of most applications is to add the relevant property information using the Property Connector.

The Business License & OCP/Zoning Bylaw Text Amendment Applications do not include the property connector.



Use the **Search Bar** to Search for the property the application pertains to.



For Urban & Country Residential Properties:

- Type in your Civic Address as you normally would
  e.g. 2 Coral Place
- The rest of the fields will
- autopopulate.
- Any empty fields can be left blank.

For Rural Properties:

- Type in the Legal Land Location using the following format:
  NW-1-19-18-2
- Parcels and LSD within a Quarter Section will also show up
- If a LSD does not show up try the following format instead:
  LSD-5-25-17-18-2
- Fill in the address box with either the civic address or legal land location.
- Any other empty fields may be left blank.

Search Bar Not Working?

- Ensure Quarter Sections are followed by a dash **(e.g. NW-)**
- **Some properties may be missing from the property connector or are not easily searchable. If this is the case:**

1. Enter the legal land location into the long legal description box
2. Enter the civic address or legal land location into the address box
3. **If filling out a Development Permit application, select the Zoning District for the property in the Zone dropdown box** (if you are unsure of your property's Zoning District contact a Development Officer.
4. All other boxes can be left blank

Adding Contacts

Next you'll need to add all relevant contacts for the project this includes the person applying "the applicant", as well as any contractors and the owner of the the property.
The Business License & OCP/Zoning Bylaw Text Amendment Applications do not include the property connector.



In most applications, you can enter multiple contractors as well as multiple property owners but only one applicant.
Please ensure you enter the contact of the person(s) you are applying on behalf of if you are applying on the behalf of someone else.

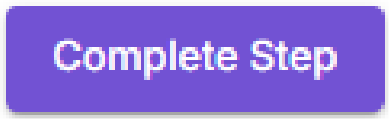
The search bar has been disabled for privacy reasons and is not functional.

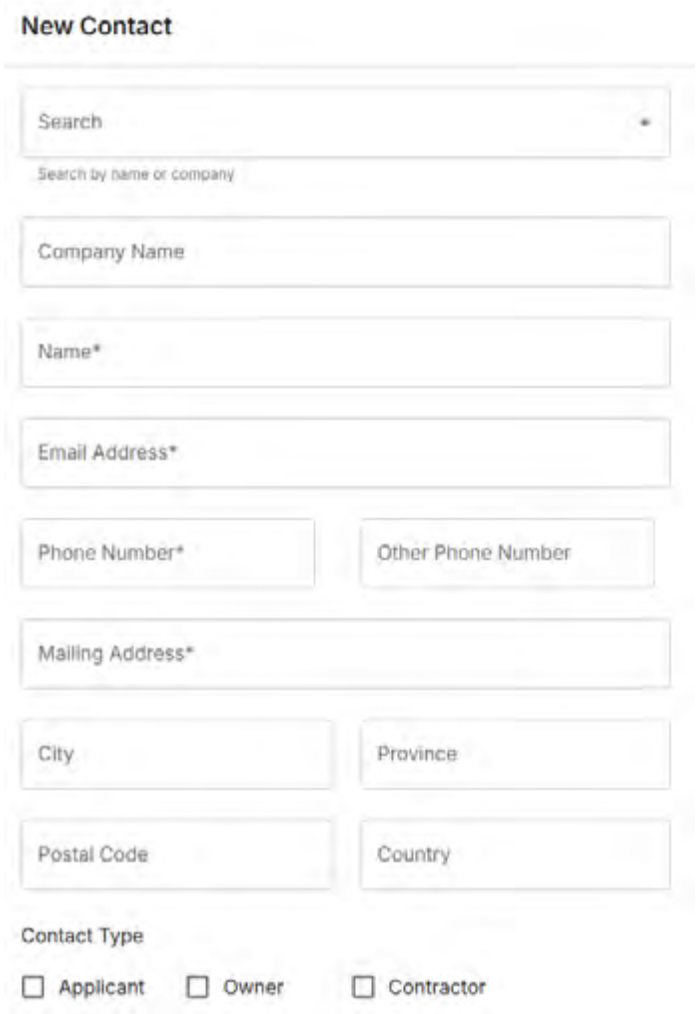
Enter both the contact's name and the company name (if applicable).

Ensure the address you enter is your mailing address and not your civic address if you receive your mail at a PO Box.

Select the contact type.
You can check more than one box if the contact falls under more than one category!

When complete click the "Complete Step" button at the top of the page.



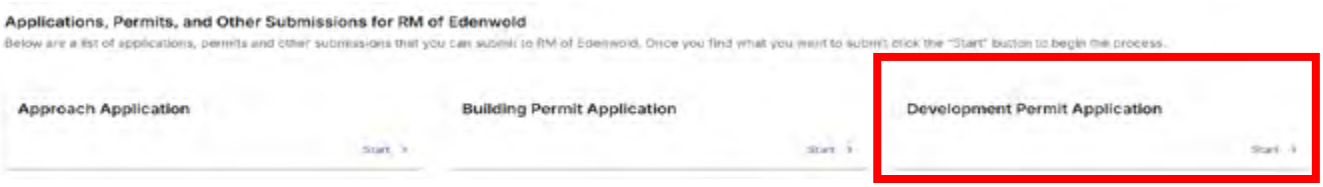


Development Permit Application

Development Permits are required for all Development within the RM (including occupying a building) with the exception of accessory buildings under 10 square meters in area, granaries and bins, and landscape walls, fences and gates.

To submit a Development Permit Application follow the steps outlined below:

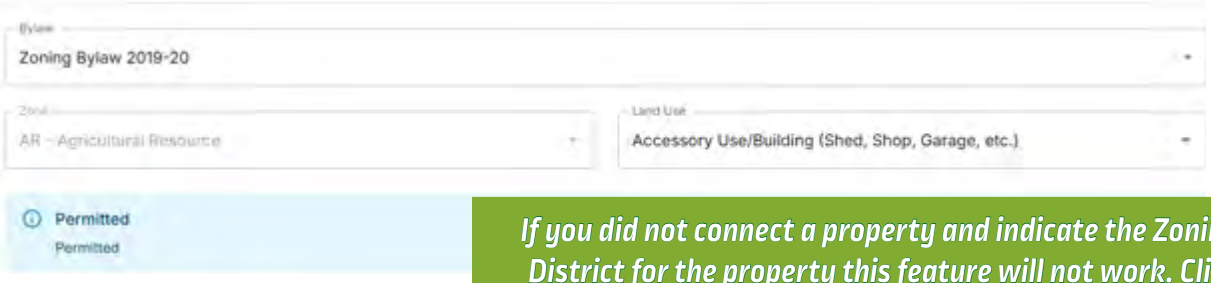
Getting Started



2. Add the relevant property to the property connector using the instructions outlined on **page 4.**
3. Add all relevant contacts to the property connector using the instructions outlined on **page 5**.

Land Use

1. Use the land use dropdown to select the proposed use of from a list. Type to search for a particular land use. This will tell you if the proposed use is permitted or discretionary (requires council approval). If a use does not show up in the list it is not permitted in the Zoning District you have selected.



If you did not connect a property and indicate the Zoning District for the property this feature will not work. Click the "Next" button to skip this step.

Unsure what Land Use your Project Falls Under?

A full list of land uses can be found on our website here: **Zoning Bylaw**

For New Homes
Search by type:
Single Family Dwelling
RTM
Modular or Manufactured Home

For Industrial Malls
Use:
General Industrial Type I OR
General Industrial Type II

Application

1. Select the type of application using the dropdown box. If you require a minor variance with your application be sure to check the checkbox.

Location of Proposed Development

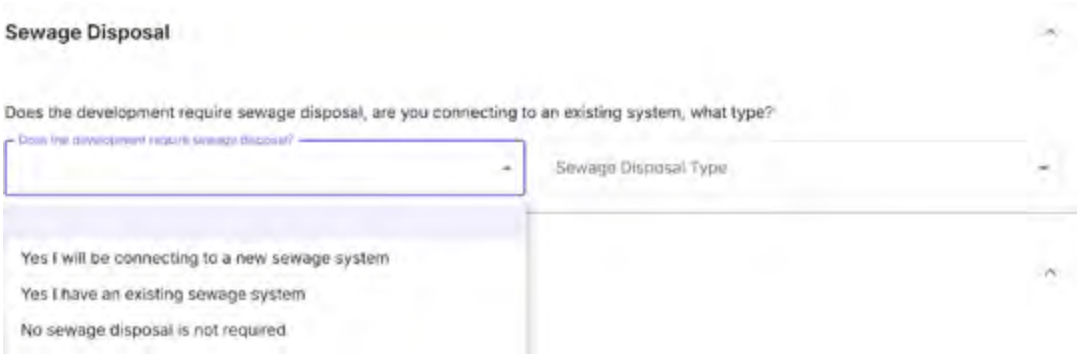
2. Provide the legal land location for the development.



Please indicate the extension number if known for rural properties, especially if the quarter section is split into multiple parcels.

If you are within a subdivision you do not need to indicate the Quarter, Section, Township & Range. Rural properties will need to indicate this information.

3. Provide details related to how the development site will be access and serviced.
If a category does not pertain to your development indicate so or leave the section blank.



4. Using the drop down menu, indicate whether the development is within 0.5km of one of the listed hazardous (or potenially hazardous) uses.



Development Details

5. In the box provided give a detailed description of your proposed development / project. If constructing a building indicate what the building will be used for. If you are submitting a Discretionary Use Application you will be asked to provide additional details (see p. 8)

Payment Contact

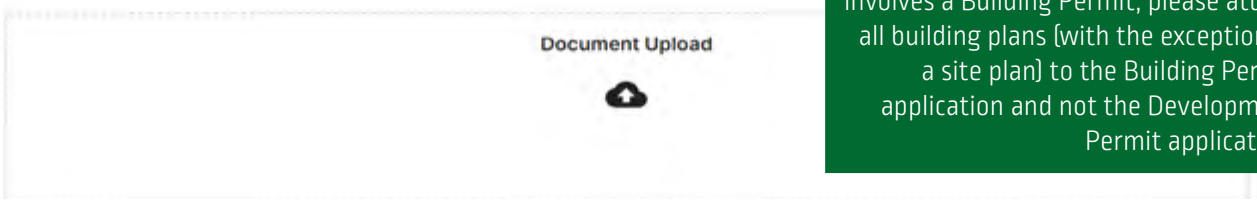
6. Indicate which contact attached to the application shall be responsible for payment.

Declaration

7. Read the declaration and type your name to confirm that you have read and understand the declaration. This will act as your signature.

Document Upload

8. Upload any relevant documents. **This should always include a site plan**, and may include other certifications, drainage or other engineered plans, a letter of intent, a letter of authroization etc. Click in the box at the bottom to upload files from your computer or device.



If you are applying for a project that also involves a Building Permit, please attach all building plans (with the exception of a site plan) to the Building Permit application and not the Development Permit application.

9. When the entire form is complete click the "Complete Step" button at the top of the page, and provide your signature. Your application has now been submitted for review.

Extra Steps for Discretionary Use Applications

If you are applying for a discretionary use you will need to provide additional information, including potential impacts caused by the development, any history of convictions, and any additional intended activities you intend to undertake

Many developments will not have impacts in all categories. Please indicate if the development will have no impact. Below is an example of what an application for a residential daycare may look like. This application only has minor impacts on traffic and noise. An application for a gravel pit or apartment will have vastly different impacts.



Minor Variance Application

If you indicated a minor variance was required with your application you will need to provide additional information.

Please note: Minor Variance approvals can only up reduce a setback by up to 10%

1. Indicate what type of variance you are requesting.

- From a building to a property lot line
- From a building to another building

2. If reducing the setback from the property line, you will then be asked to indicate which setbacks you would like to be reduced. **You may select multiple options.**

3. Provide the distance you would like the minimum setback reduced to (maximum 10%).

4. Provide a detailed description. Include the setback you are reducing, the distance you are reducing it to and how you calculated your 10% variation distance.

5. Proceed with your application as normal. **You will be charged an additional minor variance fee in addition to the regular permit fee.**

Payment

After you submit you application you'll be redirected to the payment page.

Fees for development permits are automatically calculated. You may pay at the time of application or upon issuance of the permit.

If you are simultaneously submitting a building permit application it is recommend that you wait to pay, as all fees can then be invoiced at once.

You will be sent an invoice when your permit is ready and payment is due. If you are not ready to pay you may close the webpage and return to this step at any time.

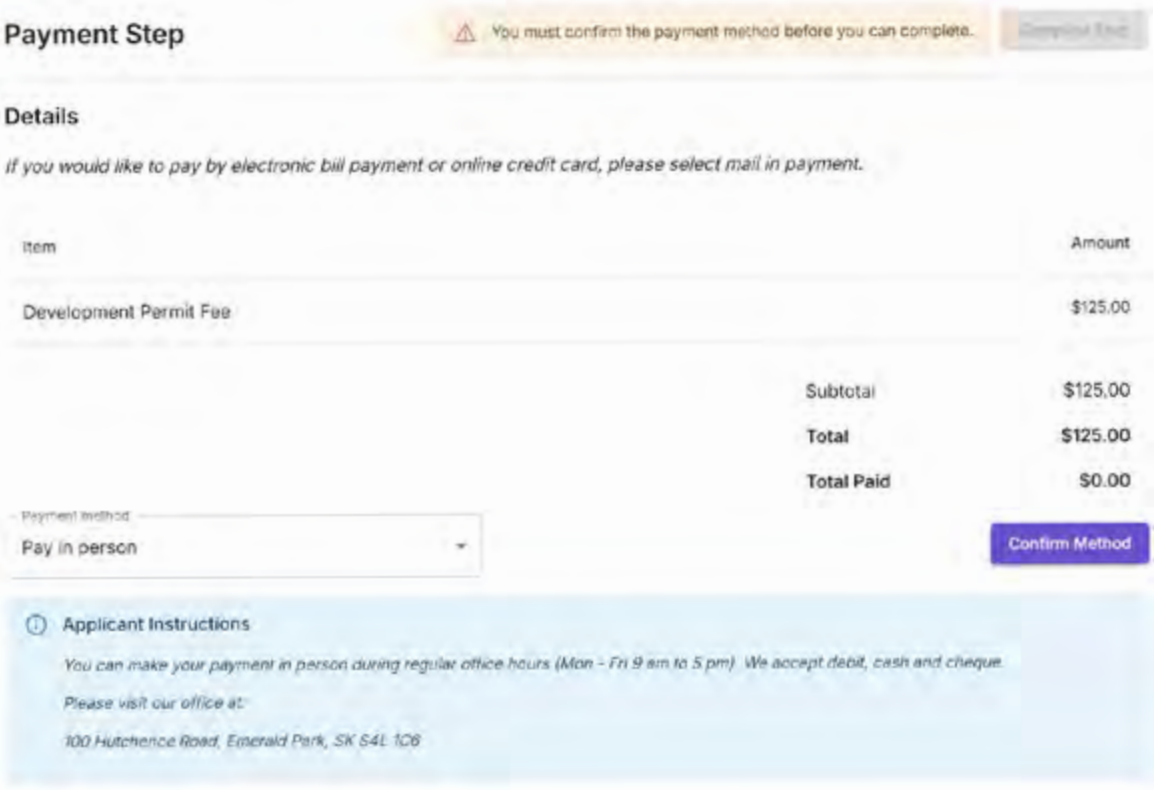
When you are ready to pay:

1. Select Payment Method Using the Dropdown

- If paying by mail, online or by electronic bill payment select **Mail in payment.**
- If paying at the RM office select **Pay in person.**

2. Click "Confirm Method" to confirm your intended payment method.

3. If paying in person, pick up your permit at the RM Office.
If paying another way, wait to receive a invoice (if you have not already) and then send payment. Include the invoice # with the payment.



A full list of payment methods can be found on our website here: **Payment Methods**

Advertising Payment

If your application was for a discretionary use you will also be responsible for the costs of advertising your application.

You may request a fee review at any time, however fees will not be confirmed until advertisements have been placed in the Quad Town Forum and the number of public notice letters required has been calculated.

You will be sent an invoice once fees have been reviewed and payment is due.

Once fees have been reviewed and you are ready to pay:

1. Select Payment Method Using the Dropdown

- If paying by mail, online or by electronic bill payment select **Mail in payment.**
- If paying at the RM office select **Pay in person.**

2. Click "Confirm Method" to confirm your intended payment method.

3. If paying in person, pick up your permit at the RM Office.
If paying another way, wait to receive a invoice (if you have not already) and then send payment. Include the invoice # with the payment.

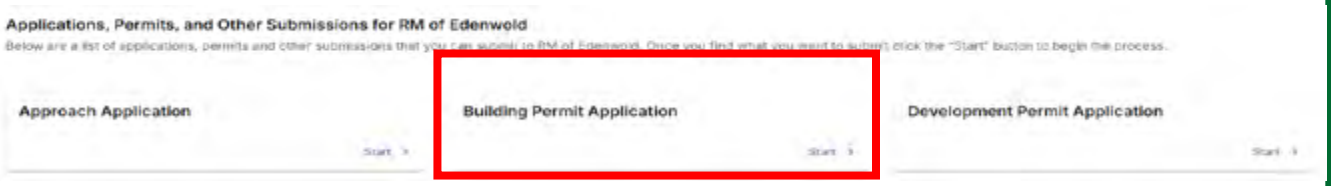
Building Permit Application

STOP:
All Building Permit Applications (with the exception of applications to demolish a building) require an associated Development Permit Application. If you have not yet submitted a seperate Development Permit Application for your project, please do so prior to or simultaneously to submitting your Building Permit application.

To submit a Building Permit Application follow the steps outlined below:

Getting Started

1. Select Building Permit Application.



2. Add the relevant property to the property connector using the instructions outlined on **page 4**.

3. Add all relevant contacts to the property connector using the instructions outlined on **page 5**.

Application

1. Select the type of application using the dropdown box.

Residential detached garages, workshops & sheds fall under Detached Accessory Building.

If you are uncertain which application form to use contact a Development Officer.

2. If the you have already submitted your development permit application, please indicate the permit number in the in the Development Permit # box.

Legal Land Location

3. Provide the legal land location for the building.

Please indicate the extension number if known for rural properties, especially if the quarter section is split into multiple parcels.

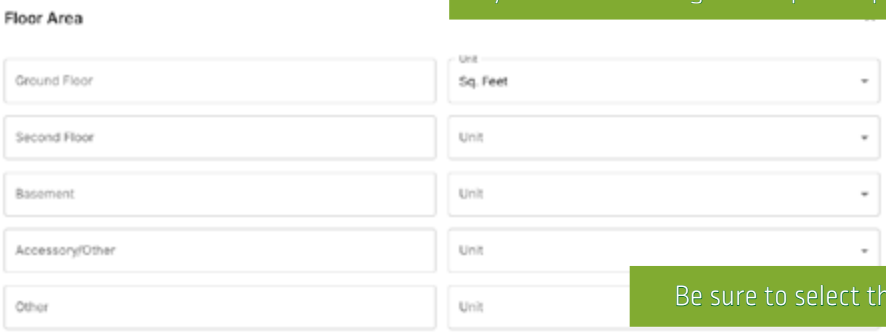


If you are within a subdivision you do not need to indicate the Quarter, Section, Township & Range. Rural properties will need to indicate this information.

Floor Area & Building

4. Provide floor areas for each section of the building. You only need to fill out the boxes that apply to your project.

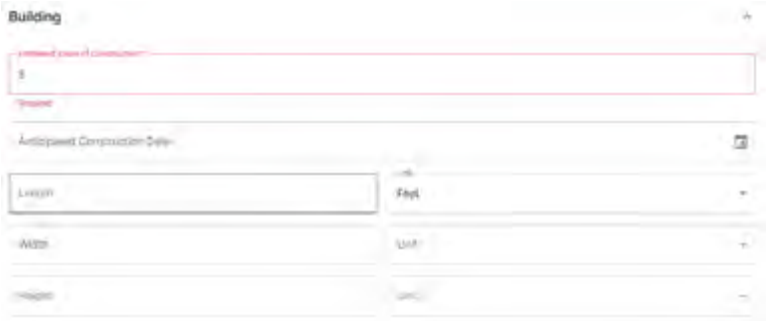
If you are submitting a solar panel application this section will not show up.



Be sure to select the correct unit from the dropdown list.

5. Provide construction details including an estimated value of construction and an anticipated construction start date.

Please note construction is not permitted to start until a permit has been issued and paid for.



6. Provide the dimensions of the building.

Be sure to select the correct unit from the dropdown list.

Water Services

This section will only show up if you have selected an application type that may require a water connection.

7. Indicate whether you will be connecting to the RM water supply.

- If yes indicate whether you are submitting a commercial or residential application.
- If submitting a commercial/industrial application indicate whether a larger than the standard water connection is required.

Declaration

8. Read and sign the declaration by printing your name.

Contact to be Invoiced

9. Indicate which contact should be invoiced for this application.

Upload Plans & Forms

10. Upload the required documents**.** The documents required will depend on the type of application you selected in the beginning. You will need to download the required forms listed and fill them out. Also upload any additional documents (e.g. building plans, energy calculations, etc). For residential projects the Plan Review Checklist will indicate what other documents are required.

Click on either upload box to upload up to 10 items from your computer or device. If you have more than 10 items, you can use the second box to upload a total of 20 items.



14. When the entire form is complete click the "Complete Step" button at the top of the page, and provide your signature. Your application has now been submitted for review.

Payment

After you submit you application you'll be redirected to the payment page.

Payment is calculated following a comprehensive review by the RM's building official (PBI). You may request a fee review at any time, however fees will not be confirmed until the Building Permit is ready.

You will be sent an invoice when your permit is ready and payment is due. If you are not ready to pay you may close the webpage and return to this step at any time.

When you are ready to pay:

1. Select Payment Method Using the Dropdown

- If paying by mail, online or by electronic bill payment select **Mail in payment.**
- If paying at the RM office select **Pay in person.**

2. Click "Confirm Method" to confirm your intended payment method.

3. If paying in person, pick up your permit at the RM Office. If paying another way, wait to receive a invoice (if you have not already) and then send payment. Include the invoice # with the payment.

A full list of payment methods can be found on our website here: **Payment Methods**



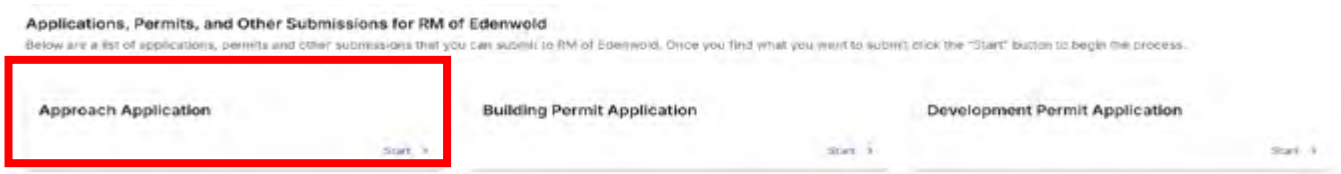
Approach Permit Application

Approach permits are required for all new approaches, driveways and driveway extensions.

To submit an Approach Application follow the steps outlined below:

Getting Started

1. Select Approach Application.



2. Add the relevant property to the property connector using the instructions outlined on **page 4.**

3. Add all relevant contacts to the property connector using the instructions outlined on **page 5.**

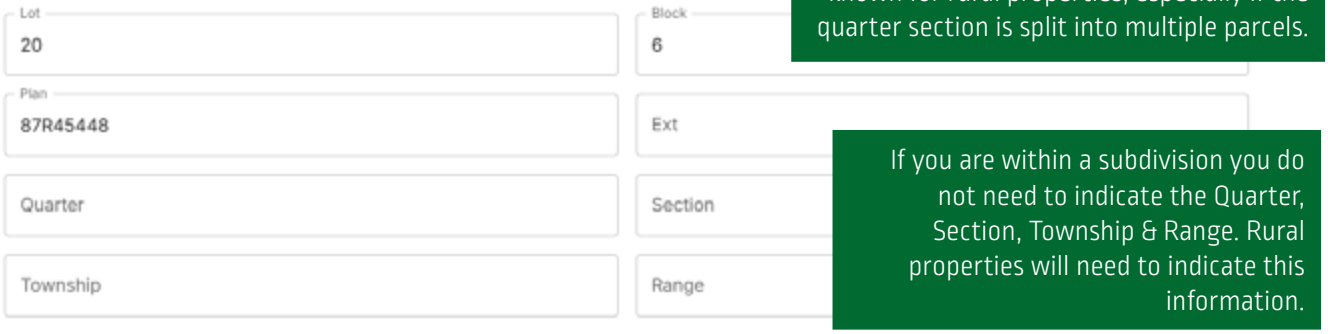
Application

1. Select the zoning district / type of property the approach or driveway provides access to.



2. Provide the legal land location for the property the approach or driveway provides access to.

Please indicate the extension number if known for rural properties, especially if the quarter section is split into multiple parcels.

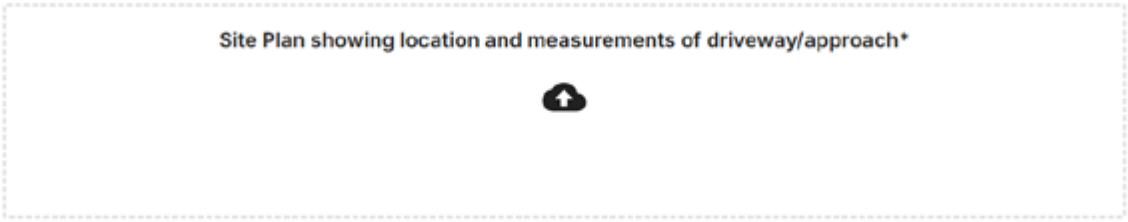


If you are within a subdivision you do not need to indicate the Quarter, Section, Township & Range. Rural properties will need to indicate this information.

3. Use the drop-down list to select the proposed material(s) for the approach. You may check off more than one material. If you select "Other" you will be asked to specify.

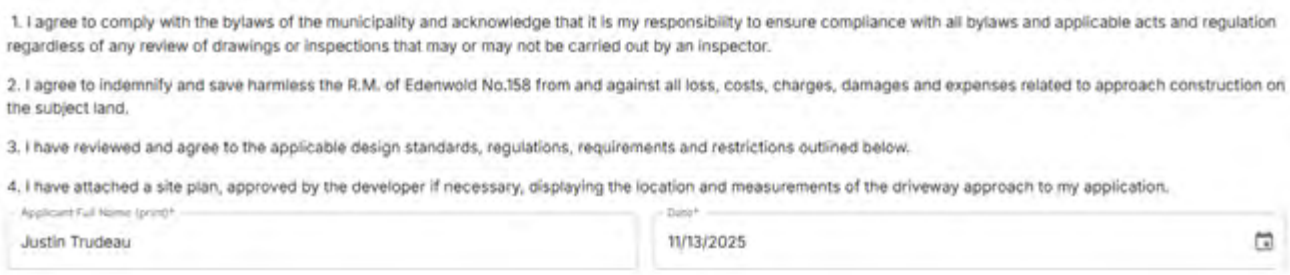


4. Click on the box to upload a site plan displaying the location and measurements of the approach.



5. If you have applied for another permit related to this application (i.e. a Building Pmit for the building the driveway provides access to) you indicate the permit number in the Related Permits Box.

6. Read and agree to the terms and conditions of the permit by signing your name.



7. When the entire form is complete click the "Complete Step" button at the top of the page, and provide your signature. Your application has now been submitted for review.

There is no fee for approach permits.
When you permit has been approved you will contacted via email.

Fairway South Landscaping & Fence

Applications

In the Fairway South restrictive covenant area permits are required to landscape your property or erect a fence. Permits are not required outside of this area.

The restrictive covenant area includes:

- 173, 175 and 178-208 Fairway Road
- 350-372 Emerald Park Road
- All of Huber Bay
- All of Huber Drive

All Landscaping & Fence Plans must be first approved by the Developer, Great Plains Leaseholds:
30-28 Great Plains Road, Emerald Park, SK
306-525-9516
greatplains@sasktel.net

Landscaping and Fence Permit applications must be submitted separately.
To submit an Landscaping or Fence Application follow the steps outlined below:

Getting Started

1. Select Fairway South Landscaping & Fence Applications.



2. Add the relevant property to the property connector using the instructions outlined on **page 4.**

3. Add all relevant contacts to the property connector using the instructions outlined on **page 5.**

Application

1. Use the drop-down to indicate whether you are submitting a landscaping permit application or a fence permit application.

2. If know, indicate the Building Permit # for your dwelling in the Building Permit # box.

3. Provide the Legal Land Location for your property.



Landscaping

4. Read the landscaping standards and refund process box. Click the check box to indicate you have read and understand the requirements.

5. Upload your landscaping plan by clicking the box. The plan must be first approved by Great Plains Leaseholds.

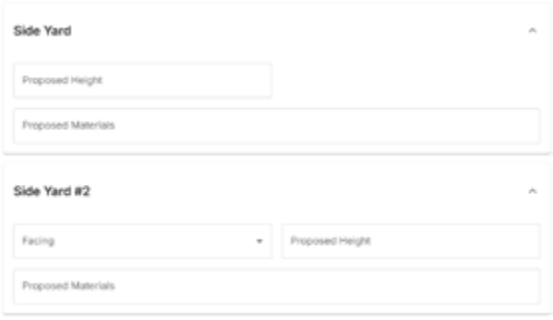


6. When the entire form is complete click the "Complete Step" button at the top of the page, and provide your signature. Your application has now been submitted for review.

Fence

4. Indicate whether the fences along the two side yards will be different materials or heights using the dropdown.

5. Indicate the proposed height and materials for each side of the fence. If you indicated that the side yards are to be different you will also be asked which direction the second side yard is facing.



Be sure indicate if you are using ft or m when providing fence heights.

4. Read the fence standards box. Click the check box to indicate you have read and understand the requirements.

5. Upload your fence by clicking the box. The plan must be first approved by Great Plains Leaseholds.



6. When the entire form is complete click the "Complete Step" button at the top of the page, and provide your signature. Your application has now been submitted for review.

There is no fee for landscaping or fence permits.

When you permit has been approved you will contacted via email.

If you submitted a landscaping permit application you will be advised of the next steps towards reclaiming your landscaping deposit.

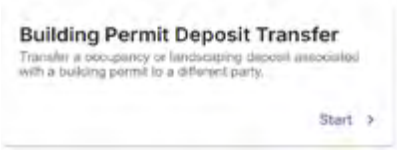
Building Permit Deposit Transfer

If you would like to transfer a occupancy deposit and/or landscaping deposit held in your name to a new owner you will use the Building Permit Deposit Transfer application.

STOP:
If you are not the current deposit holder do not use this application. Only the current deposit holder may request a deposit transfer. If you are unsure who holds the deposit for your property please contact a Development Officer.

Getting Started

1. Select Building Permit Deposit Transfer.

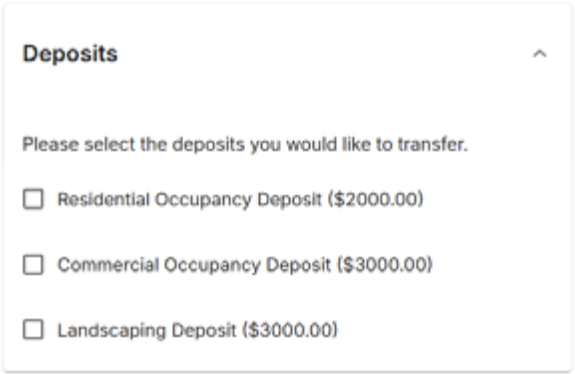


2. Add the relevant property to the property connector using the instructions outlined on **page 4.**

3. Add all relevant contacts to the property connector using the instructions outlined on **page 5**. **For this application you are the deposit holder and the party you are transferring the deposit to is the new owner.**

Application

1. Indicate the Building Permit # associated with the deposit you are transferring.
2. If known, provide the original receipt # for the payment in which the deposit was taken.
3. Select which deposit(s) you are transferring.



Legal Land Location

4. Provide the legal land location for the building.



Please indicate the extension number if known for rural properties, especially if the quarter section is split into multiple parcels.

If you are within a subdivision you do not need to indicate the Quarter, Section, Township & Range. Rural properties will need to indicate this information.

5. When the entire form is complete click the "Complete Step" button at the top of the page, and provide your signature. Your application has now been submitted for review. Both you and the new owner will contacted to confirm the transfer request has been received and filed.

Business Licence Application

STOP:
If you are operating a business out of a physical location in the RM and do not have a Development Permit please submit a Development Permit Application simultaneously to your Business License Application.

To submit a Business Licence Application follow the steps outlined below:

Getting Started

1. Select Business Licence Application.

Application

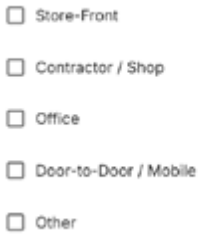
Applicant Information

1. Provide your name and contact information or the information of the person who should be contacted regarding this application (not the general business email or name).

Business Details

2. Provide the name of the business as you would like it to appear on the issued license.
3. Enter contact information for the business, including mailing address.
4. Select the type of business and business format from the drops down lists. You may select more than field for both categories.





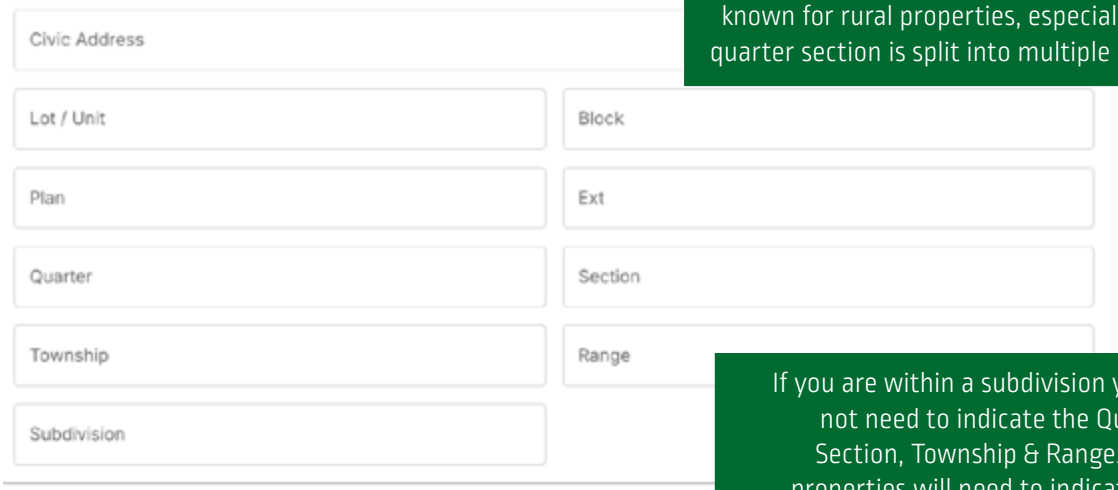
5. Enter a description of your businesses. This should provide a clear picture what type of activities take place as a part of your business.



6. If your business has a website, you may also provide the website. This helps us determine additional details about your business if needed.
7. Provide the number of employees working at the indicated location.
8. If known, provide the incorporation date of your business.

Location

9. Provide location details for your business. **This section will not show up if you indicated that your business was door-to-door or mobile.**



Declaration

11. Read and sign the declaration by printing your name.

12. When the entire form is complete click the "Complete Step" button at the top of the page, and provide your signature. Your application has now been submitted for review.

There is no fee for Business Licences.

When your licence has been approved you will contacted via email.

Rezoning Application

To submit a Rezoning Application follow the steps outlined below:

Getting Started

1. Select Rezoning Application.

2. Add the relevant property to the property connector using the instructions outlined on **page 4.** **If you are rezoning a section of land associated with a subdivision application you will need to search for the source parcel.**

3. Add all relevant contacts to the property connector using the instructions outlined on **page 5**.

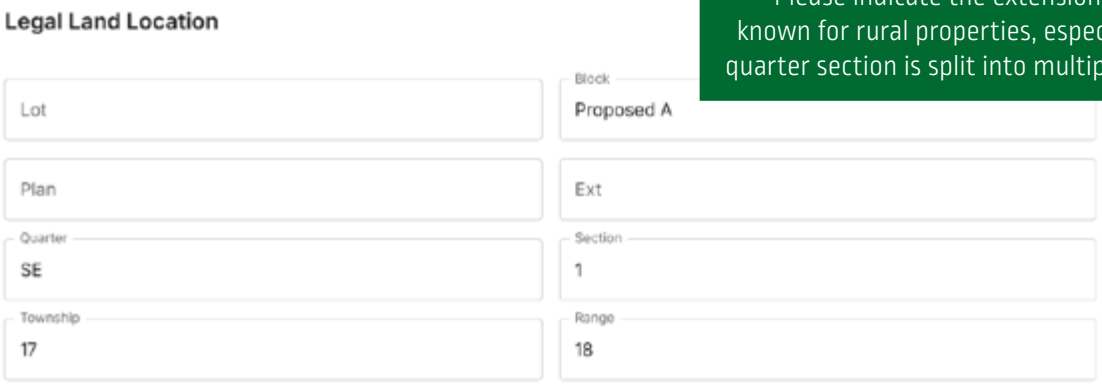
Application

Legal Land Location

1. Enter the land location for the property you are applying to rezone.

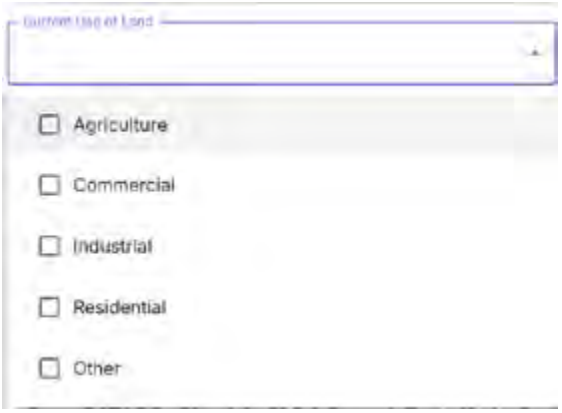
- Multiple numbers can be entered if you are rezoning multiple properties within the same subdivision plan simultaneously.
- If you are rezoning a section of land associated with a subdivision application enter the land description as it will be for subdivided land.

Please indicate the extension number if known for rural properties, especially if the quarter section is split into multiple parcels.



Rezoning Information

2. Provide the current Zoning District for the property and the proposed Zoning District for the property, using the dropdown lists.



3. Provide the current land use type and the proposed land use type for the property using the. You may select multiple options. If you select Other you will be asked to specify.

4. Indicate whether you have a concurrent subdivision application with Community Planning using the drop-down box (All subdivision requests must go through the Government of Saskatchewan's Community Planning branch).

If you are not subdividing the answer will be No.



If you select Yes you will asked to provide the Community Planning File #.

5. Indicate whether you are rezoning to a Contract Zone. If you select yes you will be asked to provide details about the Contract Zone. **Contract zones are for specific situations only. Please consult a Planner before applying.**

6. Use the dropdown box to indicate whether an Official Community Plan Amendment (OCP) is required in association with your application. **Most rezonings will not require a OCP amendment.**

All properties are designated as a specific type of use in the RM's Official Community Plan. If you are rezoning to zone that does not align with the indicated future use on the Future Land Use Map (FLU) or in the Emerald Park Sector Plan an Official Community Plan amendment is required. **Please contact a Planner for more details.**

Declaration

7. Read and sign the declaration by printing your name.

8. When the entire form is complete click the "Complete Step" button at the top of the page, and provide your signature. Your application has now been submitted for review.

Payment

After you submit you application you'll be redirected to the payment page.

Before you can pay, fees must first be confirmed by a Planner. You may request a fee review at any time. **You will be sent an invoice once fees have been confirmed.**

When you are ready to pay:

1. Select Payment Method Using the Dropdown

- If paying by mail, online or by electronic bill payment select **Mail in payment.**
- If paying at the RM office select **Pay in person.**

2. Click "Confirm Method" to confirm your intended payment method.

3. If paying in person you may pay at the RM Office at anytime. If paying another way, wait to receive a invoice (if you have not already) and then send payment. Include the invoice # with the payment.

A full list of payment methods can be found on our website here: **Payment Methods**

Advertising Payment

All rezoning applications require public notification, and thus have associated advertising fees. You will be responsible for the costs of advertising your application.

You may request a fee review at any time, however fees will not be confirmed until advertisements have been placed in the Quad Town Forum and the number of public notice letters required has been calculated.

You will be sent an invoice once fees have been reviewed and payment is due.

Once fees have been reviewed and you are ready to pay:

1. Select Payment Method Using the Dropdown

- If paying by mail, online or by electronic bill payment select **Mail in payment.**
- If paying at the RM office select **Pay in person.**

2. Click "Confirm Method" to confirm your intended payment method.

3. If paying in person, pick up your permit at the RM Office.
If paying another way, wait to receive a invoice (if you have not already) and then send payment. Include the invoice # with the payment.

OCP / Zoning Bylaw Text Amendment

Text amendments modify the text of a bylaw to help accommodate new development. An example of a text amendment is the addition of a new use to a section of the Zoning Bylaw. **It is recommend that you speak to a Planner prior to submitting a text amendment application.**

To submit an OCP / Zoning Bylaw Text Amendment application follow the steps outlined below:

Getting Started

1. Select OCP/Zoning Bylaw Text Amendment.

Application

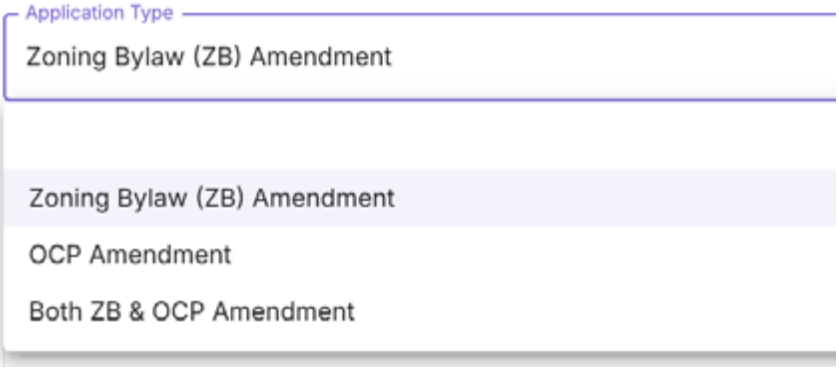
Applicant Information

1. Provide your name and contact information or the information of the primary person who should be contacted regarding this application.

2. If there is a secondary person who should be contacted with regards to this application click the "Additional Contact" Box. You will then be asked to indicate which contact should be invoiced for the costs of the application.

Text Amendment Information

3. Select the type of application from the drop-down box. You may apply for text amendments to both the OCP & Zoning Bylaw simultaneously.



4. Provide details about the proposed amendment include which section are to be amended and how.



Declaration

7. Read and sign the declaration by printing your name.

8. When the entire form is complete click the "Complete Step" button at the top of the page, and provide your signature. Your application has now been submitted for review.

Payment

After you submit you application you'll be redirected to the payment page.

Fees for OCP and Zoning Bylaw Text Amendments are automatically calculated. You should submit payment as soon as possible after applying.

When you are ready to pay:

1. Select Payment Method Using the Dropdown

- If paying by mail, online or by electronic bill payment select **Mail in payment.**
- If paying at the RM office select **Pay in person.**

2. Click "Confirm Method" to confirm your intended payment method.

3. If paying in person you may pay at the RM Office at anytime. If paying another way, wait to receive a invoice (if you have not already) and then send payment. Include the invoice # with the payment.

Advertising Payment

All text amendment applications require public notification, and thus have associated advertising fees. You will be responsible for the costs of advertising your application.

You may request a fee review at any time, however fees will not be confirmed until advertisements have been placed in the Quad Town Forum.

You will be sent an invoice once fees have been reviewed and payment is due.

Once fees have been reviewed and you are ready to pay:

1. Select Payment Method Using the Dropdown

- If paying by mail, online or by electronic bill payment select **Mail in payment.**
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A full list of payment methods can be found on our website here: **Payment Methods**

Questions?

Have additional questions?
Contact our Office or a Development Officer/Planner:

RM of Edenwold
info@edenwold-sk.ca
306-771-2522
100 Hutchence Road
Emerald Park SK, S4L 1C6

Planning & Development
planning@edenwold-sk.ca

For Inquires Related to the Online Application System, Building Permits, Development Permits, Fairway South Permits, Business Licences, Text Amendments or Minor Variance Requests:

Development Officer / Planner I
Sydney Buzash
sydney.buzash@edenwold-sk.ca
306-347-2965

For Inquires Related to Subdivision, Rezoning, or Official Community Plan Map Amendments:

Planner I
Osama Abul-Haj
osama.abul-haj@edenwold-sk.ca
306-347-2973