***Saskatchewan Workplan***

This workplan is designed for steering committees and boards of co-operatives developing in Saskatchewan. This plan can be a reference to coordinate tasks and prioritize time and resources. The Notes/Timeline section will contain many links to other Co-op Creator resources to help the group along the way. Use the “Roles” column to assign certain tasks to people in your committee, or to note deadlines and other details as needed.

**Short-term goals (1-6 months)**

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| **Task** | **Roles** | **Notes/Timeline** |
| Plan a meeting of people interested in a co-op. |  | See tool on [planning a meeting](https://coopcreator.ca/resource/hosting-a-meeting/). |
| Appoint a steering committee that will start the co-op. |  | The committee should include 6-9 people. |
| Determine preliminary features and budget for the of the co-op. |  | Check out our tools on [budgets](https://coopcreator.ca/resource/budgeting-and-co-operatives/), [important questions](https://coopcreator.ca/resource/incorporation-checklist/), and our [video on debt and equity](https://coopcreator.ca/resource/debt-vrs-equity-video/). |
| Reserve a legal name for the co-op with the Government of Saskatchewan. |  | Check out our [video](https://coopcreator.ca/resource/choosing-a-name/) and our [blog post](https://cooperativesfirst.com/blog/2018/04/10/8-to-dos-when-naming-a-co-operative/) on how to name your co-op. [Reserve your name here](https://www.isc.ca/CorporateRegistry/RegisteringaBusiness/SearchandReserveaBusinessName/Pages/default.aspx)! |
| Incorporate your co-op: file the articles of incorporation with the Government of Saskatchewan.  | Co-operatives First can help with this step. | You have **90 days** to file the articles once the name is reserved. Access [the Articles here](https://www.isc.ca/ISCForms/Documents/Corporate%20Registry%20Renewal%20Cover%20Page%20and%20Forms/Co-ops/Co-op%20-%20Incorporation.pdf). Once you’ve filed these, the government usually processes them in 2 to 6 weeks. [Here](https://coopcreator.ca/resource/incorporation-checklist/) are some more details about incorporation. |
| Open a bank account. |  | Once you receive the certificate of incorporation most banks will allow the co-op to open an account. |
| Conduct a feasibility study. |  | Consider working with a third-party expert. Check out [Square One](https://squareonesask.ca/) for a list of contacts. |

**Mid-term goals (6-12 months)**

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| Draft a set of Bylaws for approval at the AGM. | Co-operatives First can help with this. | Check out our [sample bylaws](https://coopcreator.ca/resource/sample-bylaws-saskatchewan/)! |
| Plan for the AGM (prepare any resolutions and confirm board candidates). |  | Check out our [AGM planning guide](https://coopcreator.ca/resource/annual-meetings-and-co-operatives/)!The AGM must be held within **4 months** of incorporation. |
| File the first annual return. |  | The government should mail this to the co-op. [Check here for more information](https://www.isc.ca/CorporateRegistry/MaintainandAmendyourBusinessInformation/MaintainingaCo-operative/Pages/default.aspx). |
| Draft the co-op’s mission, vision, and values. |  | Check out [our tool](https://coopcreator.ca/resource/shaping-your-co-operatives-identity/). |
| Draft a membership agreement and develop a system that tracks the sale of shares. |  | Member equity needs to be tracked separately from other sources of revenue. |
| Host a membership drive and get some feedback on the mission, vision, and values. |  |  |
| Begin business planning. |  | Consider using our [Biz Plan Creator](https://bizplan.coopcreator.ca/)! |

**Long-term goals (12-24 months)**

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| Begin preparing for the second AGM. |  | The AGM must take place within **6 months** of fiscal year end. |
| Strike the following committees to prepare for the first AGM:* Nominations
* Finance and audit

Governance | Nominations:Finances and audit:Governance: | *Nominations*: develop a process for accepting board nominees.*Finance and audit*: prepare a financial report and suggest an auditor.*Governance*: finalize the bylaws and any resolutions. |
| Prepare any resolutions and select an auditor. |  |  |
| Finalize [preparations for the board election](https://coopcreator.ca/resource/guidelines-for-elections-at-a-co-operatives-elections/). |  |  |
| Hold second AGM.  |  |  |
| Submit the annual return |  | The government should mail this to the co-op. [Check here for more information](https://www.isc.ca/CorporateRegistry/MaintainandAmendyourBusinessInformation/MaintainingaCo-operative/Pages/default.aspx) |