



**Portugal Cove
St. Philip's**

Delegation of Planning Authority Policy

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's, the following policy was adopted on the 24 day of January, 2023.

1.0 TITLE

1.1 This document shall be known and cited as the *Delegation of Planning Authority Policy*.

2.0 INTERPRETATIONS

- 2.1 *"Council"* shall mean the Town Council of Portugal Cove – St. Philip's.
- 2.2 *"Employee"* or *"Employees"* shall mean any individual under an employment contract with the Town of Portugal Cove-St. Philip's including all members of staff, volunteers, contractors and members of Council.
- 2.3 *"Employer"* shall mean the Town of Portugal Cove-St. Philip's as represented by the Chief Administrative Officer or his/her designate.
- 2.4 *"Town"* shall mean the Town of Portugal Cove – St. Philip's.

3.0 POLICY STATEMENT AND SCOPE

3.1 To outline authority delegated to Town employees as it pertains to Planning and Development.

4.0 APPLICATION

4.1 This Policy applies to all employees of the Town of Portugal Cove – St. Philip's including, without limitation, Council, full-time, part-time, contract, seasonal, permanent, students, and volunteers.

5.0 POLICY PROCEDURE

5.1 Authority

- As per Section 109 of the *Urban and Rural Planning Act*
- As per Section 404 (6) of the *Municipalities Act, 1999*

Council appoints the following Town employee classifications to fulfill planning responsibilities. This includes any subordinate decisions or actions required to fulfill these responsibilities.

Planning Authority	Designated Employee
Processing of Applications	Planning Technologist Planning Technician Planning and Development Coordinator
Approval in Principle (Applications in Compliance with the Town's Municipal Plan and Development Regulations)	Planning Technologist Planning Technician Planning and Development Coordinator
Variances (provided no written objections received)	Planning Technologist Planning Technician Planning and Development Coordinator
Issuance of Permits	Planning Technologist Planning Technician Planning and Development Coordinator
Signing of Permits	Planning and Development Coordinator (PDC) In absence of the PDC: <ul style="list-style-type: none"> • Planning Technologist • Planning Technician
Non-Conforming Uses (in accordance with Development Regulation 49)	Chief Administrative Officer

1. Council retains the authority to refuse an application.
2. All written representations submitted in response to public notice shall be considered by Council.
3. Chief Administrative Officer may delegate their authority to the Director of Planning and Development or Designate.

6.0 REPEALS

6.1 None.

7.0 AMENDMENTS


7.1 None.

8.0 INITIAL EFFECTIVE DATE / RESOLUTION

8.1 Resolution # 2023-010

8.2 Effective Date: 24 day of January, 2023.


 Carol McDonald, Mayor


 Claudine Murray, Town Clerk