



Town of Stephenville Policy Manual

Policy No: 051

Title: Delegation of Planning Authority

Resolution No: 24-248

Approval date: 01/08/2024

Purpose:

To outline authority delegated to Town employees concerning Planning, Development and issuance of permits.

Authority:

- Sections 39.4 and 109 of the Urban and Rural Planning Act
- Section 35 of the Towns and Local Service Districts Act
- Town of Stephenville Development Regulations, 2014
- Regulation 18 of the Development Regulations under the Urban and Rural Planning Act, 2000

Procedure:

Council, through motion may direct the issuance of an order pursuant to Section 102 of the Urban and Rural Planning Act, 2000 and Section 35 of the Towns and Local Service Districts Act. A council directed order is considered confirmed through the motion of council which directs the order. An order issued by a delegated employee of council shall be confirmed by a majority vote of the members of the council present at the next meeting of council as per Section 109 (3)(4) of the Urban and Rural Planning Act, 2000.

Council appoints the following Town employees to fulfil planning responsibilities. This includes any subordinate decisions or actions required to meet these responsibilities:

Orders

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Director of Public Works, Engineering, and Asset Management
- Fire Chief
- Municipal Enforcement Officer

Approval in Principle and Development Approval

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Director of Public Works, Engineering, and Asset Management
- Manager of Planning and Development

Building Permits

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Director of Public Works, Engineering, and Asset Management
- Manager of Planning and Development

Discretionary Uses

All discretionary use applications require council review and approval.

Variances

All variance applications require council review and approval.

Permit to Operate

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Director of Public Works, Engineering, and Asset Management
- Manager of Planning and Development

General Repair Permits

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Director of Public Works, Engineering, and Asset Management
- Manager of Planning and Development

Sign Permits

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Director of Public Works, Engineering, and Asset Management
- Manager of Planning and Development

Accessory Building Permits

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Director of Public Works, Engineering, and Asset Management
- Manager of Planning and Development

Occupancy Permits

Fire Department

Fence Permits

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Director of Public Works, Engineering, and Asset Management
- Manager of Planning and Development

Deck Permits

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Director of Public Works, Engineering, and Asset Management
- Manager of Planning and Development

Demolition Permits

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Director of Public Works, Engineering, and Asset Management
- Manager of Planning and Development

Mobile Vendor

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Director of Public Works, Engineering, and Asset Management
- Manager of Planning and Development

Violation Notice

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Director of Public Works, Engineering, and Asset Management
- Town Clerk
- Municipal Enforcement Officer
- Manager of Planning and Development
- Fire Chief

Summons

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Town Clerk
- Municipal Enforcement Officer

Revision History:

Revision:	Resolution No:	Change:	Date:
001	25-69	Add SNL2023 cT-6.2	18/03/2025