



Title: Revocation of Orders	Internal/ External
Department: Planning and Protective Services	Policy Number: PPS-002
Approval Date: September 17, 2013	Implementation Date: September 17, 2013

BACKGROUND

Under the authority of Section 404 (6) of the *Municipalities Act, 1999* and Section 109 (3) of the *Urban and Rural Planning Act, 2000*, the Town Council of Paradise has the authority to delegate to an official or employee of Council the power to issue Orders. Notwithstanding, Orders issued under the *Urban and Rural Planning Act, 2000* by an employee of Council must be confirmed by a majority vote of Council at the next Council Meeting after the Order is made. If the Order is not confirmed in this manner, it shall be considered to be cancelled. Current practice in the Town of Paradise is for Council to confirm **all Orders issued by Town employees** at the Council Meeting following the issuance of the Order.

While Orders may be issued by an official or employee of Council, **an Order may only be revoked by Council**. Under Section 404 (3) of the *Municipalities Act, 1999* and Section 102 (3) of the *Urban and Rural Planning Act, 2000*, an Order made under either Act will continue in force until revoked by Council.

OBJECTIVE / PURPOSE

The purpose of this policy is to delineate the procedure for revocation of Orders and to ensure that revocation of such Orders is authorized by Council.

DEFINITIONS

N/A

POLICY STATEMENT

The Town of Paradise is undertaking the Revocation of Orders Policy to bring the means of dealing with Orders into compliance with provincial legislation.

GUIDELINES AND PROCEDURES

Action for Revocation of Orders

Once it has been brought to the attention of the Planning and Protective Services Department that the Revocation of an Order is being sought, the following procedure is to be abided by:

- (a) An authorized Town of Paradise employee will undergo a site visit to obtain details related to the criteria that have or have not been met regarding the Order.
- (b) The Department will prepare a report to detail if the criteria of the Order have or have not been met. Once prepared, the report will be presented to Council at a Council Meeting.
- (c) Council is to approve/deny the Revocation of the Order.
- (d) The decisions issued by Council are to be communicated in writing to whom the Order concerns.

POLICY REVIEW

This policy may be subject to review following any relevant changes to provincial legislation.

Chief Administrative Officer: _____

Date: _____

Robert King

Dec 13