

5.6.iii Guidelines**EXTRAORDINARY PROCESSING SERVICES GUIDELINES**

Trust Council: March 9, 1996

Amended: June 10, 2004

PURPOSE

Extraordinary Processing Services Guidelines are designed to assist local trust committees and planning staff in the identification and implementation of extraordinary application processing services.

The intent of these guidelines is to provide alternate means of handling extraordinary costs - either through applicant provided services or applicant payment of Trust provided services.

RELATED POLICY

Application Processing Services (Policy 5.6.i); Cost Recovery Agreement (Policy 5.6.ii); and LTC Fees Bylaws.

DETAILS**1. Identifying Extraordinary Processing Service Requirements**

- a) Local trust committees have the ability to determine the necessary requirements for processing applications. These requirements may include the need for extraordinary processing services, which a LTC may recommend, where:
 - i) the actual or estimated Processing Service level costs are in excess of the costs reflected in the relevant application fee (determined as the average cost of processing) (eg. additional public consultation, complex covenant requirements or extensive staff requirements); or
 - ii) the processing requirements include services that are beyond the Processing Service level (eg. special technical assistance, specific legal services).
- b) The Regional Planning Manager is responsible for assisting local trust committees in identifying and costing extraordinary processing service requirements and advising the local trust committees of the options available to handle these requirements. For reference, criteria for extraordinary processing service requirements are outlined in the Application Processing Services policy (5.6.i).
- c) The Regional Planning Manager is responsible for ensuring that complex service requirements include terms of reference which outline detailed criteria and parameters for studies.

ISLANDS TRUST POLICY MANUAL

2. Provision of extraordinary processing services

- a) Extraordinary processing services can be provided:
 - i) directly by the applicant, in addition to paying to the Islands Trust the applicable standard fee; the local trust committee must be satisfied that the services have been fulfilled before further processing of the application will occur or,
 - ii) by the Islands Trust via a cost recovery agreement, with costs to be paid by the applicant, in addition to the applicable standard fee.
- b) With respect to both options noted above, a resolution of the local trust committee, following the recommendation of the regional Planning Manager is required to proceed.

3. Negotiating with the applicant

- a) When extraordinary processing service requirements have been identified, the applicant should be advised by staff that the application can not be processed because the extraordinary processing service requirements are not available within existing resources. The requirements to properly process the application must be clearly identified to the applicant.
- b) A Cost Recovery Agreement needs to be endorsed by resolution of the respective local trust committee.
- c) Upon agreement with the applicant, all requirements, in the case of 2.a and 2.b, must be met prior to approval of a permit or adoption of a bylaw.

4. Approval of agreements

- a) The cost recovery agreement letter will be submitted, together with the recommendation of the Regional Planning Manager and the local trust committee resolution, for approval by the Director of Local Planning Services (or designate) prior to final agreement with the applicant.