



Policy:	5.6.1
Approved By:	Trust Council
Approval Date:	March 13, 1993
Amendment Date(s):	June 13, 2002; June 10, 2004
Policy Holder:	Director of Local Planning Services

APPLICATION PROCESSING SERVICES

Purpose

This policy is intended to distinguish services along a continuum from property tax subsidy to applicant cost responsibility. It provides the parameters for application processing services by which service levels can be distinguished as a basis for preparing the Fees Bylaw and Schedule.

A. Definitions

1. Application Processing Services include:
 - 1.1 **Amendments** to an official community plan, zoning bylaw, subdivision bylaw or land use bylaw.
 - 1.2 **Requests** for Development, Development Variance, or Commercial/Industrial Temporary Use Permits, Soil Removal and Deposit Permits, Board of Variance, and Liquor Licensing Permits and Siting & Use Permits.
 - 1.3 **Comments** on applications referred from other agencies.
2. Service levels are defined as follows:
 - 2.1 **Information Service** providing an information service to applicants and the general public at no cost, as a public service, and funded by property taxation revenues.
 - 2.2 **Processing Service** providing a specific service to applicants as a direct response to an application and primarily funded by established fees paid by an applicant.
 - 2.3 **Extraordinary Processing Service** providing a planning review related service to an applicant beyond the standard processing service with funding provided by the applicant or through a cost recovery agreement.

B. Policy

1. Service Level - Details

1.1 Information Service – No Fee Required

1.1.1 The service level below indicates the information services which will be provided to an applicant as a public service:

- 1.1.1.1 information on application process requirements including a meeting with staff

- 1.1.1.2 assistance to complete an application
- 1.1.1.3 determination of applicable fees
- 1.1.1.4 identification of potential issues to be addressed.

1.1.2 Funding Basis: These services are funded 100% by property tax revenues.

1.2. Processing Service – Application Fee Required

1.2.1 The service levels below indicate specific services that will be provided to an applicant who has paid an application processing fee:

- 1.2.1.1 comprehensive staff assessment
- 1.2.1.2 staff referral to other agencies, advisory planning commissions, and analysis of their comments
- 1.2.1.3 discussions between planners and applicant throughout process as required
- 1.2.1.4 bylaw or resolution drafting, including review for compatibility with Trust Object and policies and the relevant Official Community Plan
- 1.2.1.5 one community information meeting with planning staff present
- 1.2.1.6 notification of public hearing, including cost of placing ad
- 1.2.1.7 conducting one public hearing with staff present
- 1.2.1.8 staff report with recommendation for local trust committee (LTC) approval consideration
- 1.2.1.9 processing bylaws through Executive Committee for approval consideration, if necessary
- 1.2.1.10 forwarding to Minister of Municipal Affairs and Housing for approval consideration, if necessary
- 1.2.1.11 adoption of all bylaws or issuing of permits as required.

1.2.2 **Funding Basis:** These services are funded primarily through fees, as per a LTC's Fees Bylaw. The fees will be based on average processing costs, as per Section 462 of the *Local Government Act*. Actual costs of processing an application may be less or greater than the established fee for that application. These costs are calculated as the product of staff labour costs x processing time (including Planner, and administrative support positions), adding to this calculation other direct costs such as mapping expenses, registration fees,

travel expenses and advertising, then multiplying the total by a factor which incorporates the indirect costs such as general administration and overhead.

1.2.3 Fee Adjustments: A LTC may enact variances to Trust Council's Model Fee Schedule of up to 20% when adopting a LTC fees bylaw. The following criteria must be considered when evaluating a fee variance:

- 1.2.3.1 the level of community benefit offered by the type of application;
- 1.2.3.2 availability of LTC approved design guidelines for projects requiring development permits;
- 1.2.3.3 an amendment to an approved application occurring within 6 months of the approval date.

Variance to a fees bylaw must be adopted by bylaw amendment. All LTC fees bylaws and fees bylaw amendments must be approved by the Executive Committee before adoption by a LTC. The Executive Committee may consider requests for adjustments greater than 20%. Fee variances must be adopted by December 31 annually, and can only be implemented on April 1 of the following year, and following Trust Council's budget approval.

1.3. Extraordinary Processing Service – Cost Recovery Agreement Required

1.3.1 The service activities below indicate services beyond the scope of a general processing service and the required fees, and require that additional fees be paid on the basis of a cost recovery agreement between the Islands Trust and an applicant:

- 1.3.1.1 covenant development
- 1.3.1.2 continuous dedicated staffing
- 1.3.1.3 additional public consultation including community information meetings, advisory planning commission meetings and public hearings
- 1.3.1.4 technical assessments or studies as required by the LTC
- 1.3.1.5 retaining special technical assistance required by the LTC
- 1.3.1.6 legal counsel services required for the application
- 1.3.1.7 process agreement negotiation
- 1.3.1.8 other resources and/or services required by the LTC to process the application
- 1.3.1.9 accelerated timeframe to process the application.

1.3.2 **Funding Basis:** These additional services are funded by an applicant via a cost recovery agreement in addition to any applicable fee established in the Fees Bylaw.

C. Legislated References

Local Government Act: S.462

Trust Council Model Fees Bylaw

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

n/a