

SAMPLE PROCEDURES FOR IMPLEMENTING PEER REVIEW

1. The applicant will be advised in writing that a site specific study must be submitted to the Regional Planning Department, and any other applicable Regional Department, for review by a selected consulting firm, at the applicant's expense. The applicant will also be required to provide a \$2,000 deposit to cover the costs of the review.
2. Upon receipt of the study, the Regional Planning Department, in consultation with the other applicable Regional Department(s), will contact the next pre-qualified consultant on the list to arrange the peer review. The consultant will be required to provide a letter to the Region which confirms that they have no conflict of interest in reviewing the report. The Regional Planning Department will advise the applicant in writing which consultant has been selected to do the review.
3. The study will be submitted to the selected consultant by the Regional Planning Department on behalf of the applicant. The consultant will be requested to assess the submission and to establish a fee for the review service. It is anticipated that the service will be a "flat rate" fee. However, it should be recognized that depending on the scale of development and unexpected difficulties, an additional deposit may be required.
4. Any amount exceeding the initial \$2,000 deposit must be submitted to the Regional Planning Department "up-front". The Regional Planning Department and the other applicable Regional Department(s) will convene a meeting with the applicant and the Peer Review consultant to clarify how the review will proceed, the method of payment, and the timetable for receiving the completed review.
5. If the applicant demonstrates that the quotation is unreasonable or inappropriate, a quotation will be obtained from the next consultant on the list.
6. If necessary, Regional staff will convene a meeting between the Peer Reviewer, and the applicant's consultant prior to commencing the review. The Peer Reviewer may arrange additional meetings to request supplementary information.

7. Upon completion of the review, the Peer Reviewer will provide a written report to the Region on the results of the review. A meeting may be held with Regional staff to discuss the report. The Regional Department(s) will review the Peer Review report to ensure that the work has been completed. If the Region is satisfied with the report, the consultant will be paid from the funds held on deposit from the applicant. Any surplus funds held on deposit will be refunded to the applicant.
8. The Peer Review may identify deficiencies in the report of the applicant's consultant. The Planning Department may convene a meeting between the applicant's consultant and the Peer Review consultant to resolve any concerns. In the event of a difference of opinion between the applicant and the reviewing consultant, the Planning Department may approach Provincial Ministries for consultation and/or advice.
9. If the review has been completed to the satisfaction of the Region, the Regional Finance Department will release the fee that has been held in trust to the peer review consultant, and any surplus to the applicant.
10. The Regional Planning Department will provide a copy of the consultant's report to the applicant along with written comments from the other applicable Regional Department(s) on the adequacy of the information.
11. In case of a dispute between the consultants, the Region may have to make financial arrangements with the peer review consultant to act on behalf of the Region.