



PROCESS PROTOCOL

LARGE SCALE RENEWABLE ENERGY PROJECTS

This protocol applies to the proponents of large-scale renewable energy projects, including wind, solar, and biogas, for the purposes of fulfilling community engagement requirements and/or to obtain a project endorsement from Township of Clearview Council.

Proponents are advised that municipal resolutions of support and endorsements are awarded without prejudice and do not replace the municipal and public consultation process that is required by the approval authority or regulating body. On a case-by-case basis Township Council or its staff delegate will determine the appropriateness of attending project meetings, issuing support resolutions, and/or entering into binding agreements with the project proponent.

Where a proponent is seeking to engage with the Township on a project proposal with the objective of procuring points or credit for the approvals process, the proponent must advise the Township of this intent in writing and in advance of any meeting or engagement opportunity.

This protocol includes Appendix 'A', which outlines the Township's criteria for locating large-scale renewable energy projects on public and private lands within the municipality.

A SUMMARY OF THE PROCESS

The process of pursuing a resolution from Council respecting your large scale renewable energy project is typically as follows:

1. The Pre-consultation Request Form is completed by the proponent and submitted to the Township with the applicable \$250 fee. Using this information the Planning Department will provide the proponent with a Pre-consultation Checklist.
2. Using the information provided in the Pre-consultation Checklist, the proponent submits an application, along with the prescribed fees and supporting materials, to the Planning Department for processing.
3. Project proponents complete and submit an application form and pay the associated fees. **The application form must be accompanied by a letter detailing exactly what the proponent is requesting from the Township (e.g., resolution of support, partnership agreement).**
4. The proponent presents their application as a scheduled delegation to Council.
5. The Township sets a public meeting date in coordination with the applicant.
6. Notice of the public meeting is given in accordance with this protocol and the public meeting is held to obtain input.
7. For a subsequent meeting of Council, planning staff prepares a report, which includes a summary of all input received, and identifies any issues or necessary conditions of endorsement.
8. Council considers the staff report and makes a determination of whether or not an endorsement (a) should be granted, (b) should be granted with conditions, (c) should be denied, or (d) should be deferred

pending further information, analysis or discussion as a result of an issue arising from Council's consideration.

- a) If granted, the municipal endorsement forwarded to the proponent.
- b) If granted conditionally, the project proponent must fulfill any conditions set out by Council prior to endorsement being given.
- c) If denied, the proponent is advised in writing.
- d) If further analysis is required, staff will contact the proponent to determine next steps.

FULFILLING YOUR MUNICIPAL CONSULTATION REQUIREMENTS

Proponents seeking to complete the formal municipal engagement process with the Township on a specific large-scale renewable energy project are obliged to fulfill certain requirements. These requirements are outlined below and include: how to give notice and what types of submission materials (plans, studies) you will need to submit with your application.

GIVING NOTICE:

A public meeting held at a pre-scheduled meeting of Township Council is required. Appropriate public notice must be given as follows:

- ☐ Notice of the public meeting shall be given by the applicant at least 21 days prior to the meeting date.
- ☐ Notice of the public meeting shall be given:
 - To all landowners within 120 m of the subject property via regular mail,
-and-
 - To Clearview residents in the affected area of the Township via advertisement in the local newspaper (i.e., Stayner Sun, Creemore Echo and/or Enterprise Bulletin),
-and-
 - To passers-by by posting a sign on all road frontages of the subject lands in accordance with the Township's requirements.
- ☐ Notice of the public meeting shall be posted on the Township and Planning Websites by Township staff.

The applicant may wish to hold additional public engagement sessions, which is encouraged. Please inform the Planning Department of any additional public information sessions in advance.

MINIMUM INFORMATION REQUIREMENTS

A request for formal Township engagement regarding a large scale renewable energy project must be accompanied by a complete submission package. This package should be forwarded to the Planning Department. **The following items, as well as any others identified on your Pre-Consultation Checklist, are to be submitted to the Township as part of your application:**

- ☐ Completed application form and fee
- ☐ A project brief describing the project including the type, size and generating capacity of the proposed facility

- ☐ A list of contact information including the proponent as well as all landowners of the subject lands
- ☐ Survey or scaled drawing(s) showing:
 - ♦ The boundaries of the subject lands, including each legal parcel, with dimensions;
 - ♦ The legal description and PIN numbers of the subject lands;
 - ♦ The location, size and use of all existing buildings, structures and services, with dimensions and setbacks from lot lines, on the lands and on adjacent lands;
 - ♦ The general topography of the lands and the site within 500 m of the subject lands, including elevations, contours, drainage features, land uses, and vegetation cover;
 - ♦ The location, type and size of the renewable energy installation with dimensions and relationship to parcel boundaries clearly illustrated;
 - ♦ The location and nature of any mitigation features proposed; and,
 - ♦ The location and nature of any servicing features, buildings, structures, driveways, power lines, etc. required to support the proposal (may be shown as preliminary subject to further technical studies).
- ☐ A land evaluation study prepared by a qualified soil scientist/pedologist, using standardized and accepted methodology, to confirm agricultural soil capability classification.
- ☐ A preliminary environmental impact assessment which identifies any natural heritage features or functions on the lands and lands within 500 m of the subject lands and identifies any potential impacts which may require further investigation and analysis.
- ☐ A preliminary construction and operation plan addressing the anticipated construction schedule and impacts and operational considerations such as lighting, snow removal, fire and emergency response etc.
- ☐ A preliminary decommissioning plan outlining the anticipated lifespan of the project, the decommissioning process, site rehabilitation, and estimated decommissioning costs.
- ☐ A preliminary land use compatibility impact assessment which documents land uses and potential impacts which may require further investigation and analysis.
- ☐ A preliminary visual and emissions (noise/vibration/odours/lighting) impact study.
- ☐ An outline of any proposed mitigation, project impact statements, or proposed community benefits.
- ☐ Documentation regarding any pre-consultation undertaken with the public and review agencies.

APPLICABLE FEES

As part of your request to the Township for consideration respecting your large scale renewable energy project, payment of an application fee and deposit are required, as follows:

- ☐ A non-refundable processing fee of \$5,000
- ☐ A deposit of \$2,500, accompanied by a completed cost acknowledgement agreement for peer review costs associated with review of submission materials

All cheques should be made payable to the Township of Clearview.



APPENDIX A

CRITERIA FOR LOCATING LARGE SCALE RENEWABLE ENERGY PROJECTS

This criteria applies to the proponents of large scale renewable energy projects seeking to locate a project on public or private lands in the Township of Clearview. All proposals will be reviewed by staff and considered by Township Council on a case-by-case basis.

LOCATION CRITERIA

1. Large scale renewable energy projects **shall not** generally be permitted to locate on lands that fall under one or more of the following categories:
 - 1.1. Lands that are identified as prime soils (CLI Class 1, 2, 3)
 - 1.2. Lands that are designated as 'Agriculture' or 'Greenland' under the Township Official Plan
 - 1.3. Lands that are categorized under zones that are intended to be dedicated to specific uses, including but not limited to:
 - Residential Zones
 - Agricultural Zones
 - Environmental Protection Zones
 - 1.4. Lands that are deemed valuable for active uses that would be negated by the placement of a renewable energy project on the lands
2. Large scale renewable energy projects are generally **encouraged** to be located on:
 - 2.1. Lands that are deemed of little value for active uses or have little to no development potential
 - 2.2. Lands that are underused by the present land use, and where a renewable energy project could be added to enrich the usability of the subject lands
 - 2.3. Lands that are known brown- or greyfields, and where a renewable energy project agreement would contemplate a funding contribution to site remediation over the life of the project, which would be carried out upon project decommissioning
3. Where a project is proposed to be located on lands that do not meet the Township's location criteria, specific justification must be provided to the Township explaining why an **exemption** is appropriate. A justification must be written by a qualified professional, such as a Professional Planner, Engineer or Archaeologist, chosen depending on the type of exemption being sought.
4. In all cases, the Township will request specific studies to prove that the location of a renewable energy project will not have **adverse impacts** on existing or intended uses on and around the subject lands. Such studies must include a thorough impact analysis and appropriate mitigative measures.