



Minister's Zoning Order (MZO) Request Protocol

1.0 Purpose and Background

The purpose of the Minister's Zoning Order (MZO) Request Protocol is to provide Council with basic and standardized information related to requests for support of a Minister's Zoning Order (MZO). A Minister's Zoning Order (MZO) is a Provincial land use approval tool meant for situations of extraordinary urgency or where certain projects represent a wider social benefit/need. An MZO is used to override a local planning authority's jurisdiction and may be used to approve developments without expert analysis, public input, or the ability to appeal. The MZO process is a critical tool that can be used by removing potential policy barriers and delays.

While the Minister does not require a local Council's support in order to issue an MZO, Council's endorsement of a request can assist the Minister in prioritizing projects having political support. The Township of Springwater has received an increased number of deputations to support and endorse projects seeking a Minister's Zoning Order (MZO), often without the benefit of basic technical information about the proposal.

In order to properly evaluate requests for support of MZO's, Township Council requires a standardized protocol to ensure all aspects and information related to a request are considered. While each request for an MZO is unique, basic standardized information related to Site Servicing, Vehicular Movements, Environmental Considerations, and whether the request complies with applicable planning policy would assist Council in providing its support for MZO requests.

2.0 Application Submission Requirements

In reviewing a request for MZO support, the following materials are required to establish the preliminary feasibility of a proposed project and provide Council with basic information necessary to reach a resolution of support

Your project requires submission of the following items:

- i) Completed MZO request Application Form
 - Including applicable processing fee

- ii) Site Plan Package
 - Including elevation and site grading drawings along with lot survey
- iii) A Planning Justification Brief
 - Purpose of proposed project and reason for the request
 - Rationale for the selection of the proposed site and description of other alternatives considered
 - Justification for inability to satisfy Local, Regional or Provincial Planning policy (if applicable)
 - Statement regarding the proposed benefits of the project including any economic or social spin-offs and the number of jobs to be created
- iv) Traffic Impact Analysis
 - Statement related to access driveways and safe turning movements
 - Statement related to the number of vehicular movements the project would generate
- v) Functional Servicing / Stormwater Management
 - Statement regarding how the project is going to be serviced and how stormwater is to be managed
- vi) Environmental Impact Analysis
 - Statement related to any environmental impacts the project may have
 - Analysis of any Species at Risk on the subject lands
- vii) Archaeological Analysis
 - Statement related to any known archaeological resources within the subject area

3.0 Notification and Circulation Requirements

3.1 Notice to Residents

- i) The applicant, at no expense to the Township, must provide written notice of the MZO request, including details and date of the public information meeting, directly to all property owners within 120 metres of the subject property and the Clerk of any adjoining municipality if the site is located within 500 metres of a municipal boundary.
- ii) The applicant, at no expense to the Township, must provide notice of the MZO request, including details and date of the public information meeting, to all

Springwater Residents through unaddressed ad mail, to be posted in a newspaper with general circulation within the Township as well as social media.

- iii) The proponent is required to prepare and circulate a notification package to property owners within the notification radius, in the newspaper and on social media, a minimum of 30 calendar days prior to the Public Information Centre (PIC) meeting which shall include:
- Notice of Public Information Centre (PIC) including the date, time and location of the meeting;
 - The name, telephone number and email address of the contact person employed by the proponent;
 - Description of the land and key map showing the location of the property;
 - Physical details of the proposal, including its scope, purpose and design;
- iv) Where the above referenced notification zone overlaps a municipal boundary, the applicant shall be required to circulate a notification package as detailed to those properties within the adjacent municipality along with written notice to the Area Ward Councilor of the adjacent municipality.

3.2 Public Information Centre (PIC) Meeting

- i) The applicant, at no expense to the Township, is required to provide notice within a local newspaper having general circulation in the area of the proposal detailing the application and date of the Public Information Centre (PIC) meeting a minimum of 30 calendar days prior to the meeting.
- ii) The Public Information Centre (PIC) meeting will be convened and facilitated by the applicant and include the following conditions:
- The applicant shall provide, at a minimum, two sets of display panels indicating on one panel the current site conditions and proposed design, and on the second panel, colour photographs of the subject lot including superimposed images of the proposed facility.
 - The applicant shall record names, addresses and other contact information of attendees. The applicant shall provide comment sheets for attendees to complete and shall make notes of any verbal comments received and submit comments to the Planning Department.
- iii) The Township shall provide an appropriate venue for the applicant to host a Public Information Centre (PIC) Meeting at the expense of the applicant.

3.3 Township Circulation Requirement

- i) The Planning Department shall circulate the proposal to the Senior Management Team to determine if there are any requirements associated with the proposal and advise the proponent accordingly.
- ii) The Planning Department shall advise the Ward Councilor of the application and provide available information as requested by him/her.
- iii) The Planning Department shall advise any specialty groups (i.e. Council Committees), as required, of the application and provide available information as requested.
- iv) A representative of the Township of Springwater may attend the Public Information Centre (PIC) meeting to assist in answering questions.

v) **Staff Report Requirements**

Once a completed MZO request application has been submitted to the Township, Staff will prepare an information report for Council to advise of the preliminary details of the proposed project and provide a date for the public Information Centre (PIC) meeting.

Once the Public Information Centre (PIC) meeting has taken place, Township staff will prepare a final summary Report to Council detailing any public comments received along with any final responses from the developer. This final summary report will not include Staff Recommendations, or any expert analysis of the materials submitted.

vi) **Applicable Processing Fees**

As part of any application to the Township for support of an MZO request, payment of a processing fee shall be required, as follows:

- Application Fee: \$1,500.00

vii) **Conclusion**

While the Township recognizes that it has no jurisdiction to approve or refuse requests for Minister's Zoning Orders (MZO), it is understood that Council endorsement of a request for an MZO assists the Minister in prioritizing projects.

In determining its support for an MZO request, Township Council does have the autonomy to provide or withhold its written endorsement for such requests to the Minister at its discretion.