

Attachment 6:

Examples of other municipal protocols to consider MZO requests

The following examples were reviewed for the purposes of this report:

Township of Springwater

The Township of Springwater published a Minister's Zoning Order (MZO) Request Protocol document (revised February 2023).

The document acknowledges that whilst Council's support is not required for the Minister to issue an MZO, Council's endorsement of a request can allow the Minister to prioritize projects whereby political support is established. Whilst the Township of Springwater has received an increased number of requests for the support and endorsement of schemes seeking an MZO, these have often not been accompanied by basic technical information.

As such, to support an informed evaluation of requests for support of MZO's, Springwater Township Council has established a standardized protocol to ensure all aspects and information related to a request are considered.

In reviewing a request for MZO support, the following application submission materials are required by Township Council to establish the preliminary feasibility of a proposed project:

- i) Completed MZO request Application Form*
- ii) Site Plan Package*
- iii) A Planning Justification Brief*
- iv) Traffic Impact Analysis*
- v) Functional Servicing / Stormwater Management*
- vi) Environmental Impact Analysis*
- vii) Archaeological Analysis*

The following notification and circulation requirements are established and outlined in detail within the Request Protocol;

- i) Notice to residents*
- ii) Public Information Centre (PIC) Meeting*
- iii) Township Circulation Requirement*

A processing fee of \$2,000.00 will also be required.

Once a complete MZO request application has been submitted to Township, Staff prepare a report for Council's review, to advise of the preliminary details of the application and propose a date for a public Information Centre (PIC) meeting. Once the (PIC) meeting has been conducted, Township staff will prepare a final summary Report to Council, outlining public

comments received accompanied by final responses from the developer. The report will not include Staff Recommendations or any expert analysis of the application materials.

Town of Caledon

In May 2023, the Town of Caledon adopted a MZO protocol in response to multiple MZO requests, both to the Town and directly to the Minister. There was local concern over the applications not following the typical and more rigorous planning process.

The previous process when a MZO was received was to send it back to staff for a report and recommendation. To assist in this process, a protocol was sought so that MZO requests would better reflect town priorities, planning legislation, community needs, growth management, public engagement, and town finances.

Key elements of the protocol are:

- Business case for the development
- Planning justification report
- Fiscal impact study
- Servicing capacity assessment
- Public consultation
- Indigenous Community engagement
- Public notice
- Council resolution
- Cost recovery to process requests

In summary, the Town has established an effective framework for improving transparency and establishing an evaluation framework. Should the Township of Scugog wish to pursue a MZO Protocol, the Town of Caledon provides a good precedent that includes elements of how the Township is considering the Avenu Properties request.

Background materials at the Town of Caledon can be found in the following link:

[Planning and Development Committee - May 16, 2023 \(escribemeetings.com\)](https://www.escribemeetings.com/Planning-and-Development-Committee-May-16-2023)

City of Cambridge

In September 2021, the City of Cambridge approved a policy for considering MZO requests. Council had frozen the consideration of MZO requests earlier in the year until a new policy was in place.

The policy includes requirements for:

- Planning justification report
- Transportation impact study (where applicable)
- Heritage Impact Assessment (where applicable)
- Public engagement
- Agency circulation
- Supporting studies
- Review and request for additional information

The City of Cambridge may have been one of the first municipalities to implement a MZO consideration policy. It is understood that some members of Council wanted more thorough policy, however, a more limited policy was adopted.

City of Brampton

In April 2022, the City endorsed a framework to inform Council decisions in considering future MZO requests in response to a number of granted and pending MZOs.

The framework appears to mirror the framework of the former CIHA tool by adopting the following themes:

- Consistency with Provincial policies
- Provides a direct public good
- Engagement and consultation of the affected municipality and key stakeholders
- Ensuring future development review

Town of Innisfil

The Town of Innisfil has had three significant MZO processes over the past four years – a Major Transit Station Area (Orbit), new hospital campus (RVH) and casino relocation.

Regarding Orbit, the municipality initiated a MZO in partnership with a major developer to help facilitate the construction of a new GO station in exchange for more dense residential development to better accommodate the Town's projected growth. The Town's approach to

the municipally initiated MZO process was to introduce greater public input and more regular public discussions than typical MZO processes at the time.

A Vision was created to help guide the drafting of the proposed zoning after which a public open house was undertaken. The intent of the process was to make it look like a more typical ZBA process but maintain a greater level of transparency with regular reports to Council.

The MZO for a new hospital campus was initiated by the hospital to assist their application request with the Ministry of Health. Similar to the approach of Avenu Properties, Royal Victoria Hospital (RVH) undertook significant independent engagement with community stakeholders. This independent engagement was combined with Town processes for the review of the application and ultimate support by Council once fundamental questions regarding the proposal were answered.

The third, and most recent request in June 2024, was to support the relocation of an existing casino to keep it within the municipality. This request was supported by a MZO briefing document after a number of studies had already taken place to determine if the use was appropriate. This MZO appears to have been handled differently in that the new Council was comfortable with a commitment from the applicant to undertake future engagement later in the process after Council endorsement.

The main difference of the Town of Innisfil approach was that the MZO requests were to facilitate significant public infrastructure and retain employment uses. The key takeaway from Innisfil's earlier approach was a more public process through Town Council meetings and open houses. These Town led meetings, together with acceptable responses to concerns raised, ultimately allowed Council to support and endorse the MZO requests.