

Municipal Support Resolution (MSR) Protocol Renewable Energy Proposal

Updated February 2026

1. Purpose

This Protocol sets out the Township of Ramara's process for reviewing and issuing Municipal Support Resolutions (MSRs) for renewable or long-term reliability energy projects through the Independent Electricity System Operator (IESO) or any other authority. It expands on the existing MSR requirements from 2024 by introducing a mandatory proponent led community engagement meeting.

The purpose of this Protocol is to:

- Ensure early, transparent consultation between project proponents and the community.
- Allow Council to receive community input before considering an MSR request.
- Provide consistency between MSR review processes and other public facing infrastructure protocols (e.g., telecommunications).
- Reduce incomplete submissions and last minute information gaps at Council meetings.

2. Applicability

This Protocol applies to:

- All new requests for Municipal Support Resolutions required by the Independent Electricity System Operator (IESO) or any other authority.
- Confirmation Resolutions requested within three (3) years of the original MSR

Exemption:

A proponent does not need to undertake Proponent-Led Community Engagement if requesting a Confirmation Resolution within three years of the original MSR, provided that:

- The project remains identical in scope, location, technology, and ownership; and
- No public complaints or concerns have been received since the original approval; and
- All commitments made during the original MSR process have been fulfilled.

3. Roles and Responsibilities

3.1 Township of Ramara

The Township will:

- Provide proponents with application requirements and deadlines.
- Review submitted information and prepare staff recommendations to Council.
- Facilitate mailing addresses for required public notices (fees may apply).
- Ensure community engagement materials are submitted and complete prior to scheduling a Council agenda item.

3.2 Proponent

The proponent is responsible for:

- Conducting all required community engagement, including hosting a public information meeting to undertake public notification and address concerns.
- Preparing and submitting all MSR application materials required under the current MSR application form (e.g., site plan, environmental details, owner authorization, community benefits, Indigenous engagement).
- Registering as a delegation for the relevant Council meeting.
- Ensuring compliance with all notice timelines outlined in this Protocol.
- Responding to community questions, documenting concerns, and demonstrating how issues have been addressed before any Council consideration.

4. Submission Stages

4.1 Pre--Engagement (Required)

Proponents are required to contact the Planning Department to:

- Review preliminary project details,
- Confirm required studies/materials,
- Review timelines and Council dates.

Consistent with the requirements of the IESO, an applicant is required to pre-engage with the Township of Ramara to obtain an understanding of the protocol requirements. The Township recommends that this step occur a minimum of 60 days prior to requesting an MSR. Note IESO required timelines are not impacted by the requirements of the municipality

4.2 Proponent Led Community Engagement (Required for New MSR's)

The proponent is required to engage with the community prior to their delegation and request for MSR to Council. This includes a public meeting or open house (community meeting) held by the proponent. A summary of the engagement is to be provided to Planning Staff a minimum of two weeks prior to the scheduled delegation.

Notice Requirements

At least 14 days prior to the community meeting, the proponent must provide notice to:

- All property owners within 500 metres of the project property line
- All property owners within 1500 metres of the project for BESS only
- A sign must be posted on the property, visible from a public street with application details including the date of the community meeting, and project details such as technology type, capacity, land area and contact information for the applicant and Township of Ramara Planning Department;
 - This sign must remain posted until after the request for MSR has been considered by Council (See Section 6).
- Indigenous communities (as applicable).
- The Township Planning and Clerk's Department – this notice will be communicated to Council via the Council Information Package

The Circulated Notice must include:

- Date/time/location of the meeting,
- Project description and visuals (site plan, renderings),
- Proponent contact information,
- Opportunities to ask questions or submit written comments.

The Township of Ramara may mail the notice to property owners within 500 metres (or 1500 metres for BESS projects), with full costs for printing and mailing being billable to the proponent.

4.3 Engagement Summary Package

Before being added to a Council agenda, the proponent must submit a Community Engagement Summary Report, including:

- Notice materials and distribution method.
- List of attendees (names optional).
- All written submissions received.

- A summary of concerns raised.
- The proponent's written responses to all concerns
- Description of how proponent commitments address community issues.

5. Formal MSR Application Submission

The proponent must submit all items listed in the Municipal Support Resolution Application Form, including but not limited to:

- Mapping, site plans, photos/renderings
- Environmental descriptions
- Landowner authorization
- Community benefit details including a Draft Community Benefit Agreement or terms where applicable.
- Confirmation of Indigenous and community engagement commitments
- Zoning/Official Plan compatibility
- Delegation request to Council

Staff require a minimum of 4 weeks to review and prepare recommendations before Council consideration.

6. Council Consideration

The proponent is responsible for scheduling a deputation to request the Municipal Support Resolution of Council.

- Onus is on the applicant to provide the municipality with an information brochure to property owners of the application details to properties within 500 or 1500 metres of the applicant's property line.
- Notice must be provided to adjacent property owners, as described above, at least 2 weeks before the Committee of the Whole or Council meeting at which the application will be presented;
- For notification purposes, the Planning Department at the Township or Ramara will mail the notice to all property owners within 500 or 1500 metres of the applicant's property line, the cost of which regular mail is included in the application fee.

Council will hear the proponent's delegation and consider issuing a Municipal Support Resolution or may defer the decision to obtain additional information. Should a project be successful in obtaining a Municipal Support Resolution, it does not constitute project approval. MSR's also do not imply municipal ownership, liability or support of any application under the *Planning Act*.

7. Confirmation Resolution Requests (Within Three Years)

Proponents requesting a Confirmation Resolution within 3 years of the original MSR are exempt from the Proponent-Led Community Engagement (Section 4.2 and 4.3) including the public meeting requirement and engagement summary, provided they meet all conditions of the existing Confirmation process, including:

- Identical project and lands,
- No changes to proponent, owner, technology, or size,
- Continued fulfillment of previous commitments (including any public meeting commitments) as specified in the MSR Application form.

If any item has changed, a new public meeting and engagement summary are required.

8. Implementation and Transition

- This Protocol applies to all MSR applications submitted after the adoption date.
- Proponents already in progress may be required to comply if they have not yet been scheduled for Council consideration.

9. Review Cycle

This Protocol should be reviewed every three years to align with IESO program changes, municipal policy updates, and community feedback.