

REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Planning and Infrastructure

DATE: September 22, 2015

REPORT NO.: PI-2015-0022

RE: Feed-in-Tariff (FIT) Program and Municipal Council Support Requests

RECOMMENDATION:

THAT Report No. PI-2015-0022, dated September 22, 2015 regarding the provincial Feed-in-Tariff (FIT) program and Municipal Council Support requests be received;

AND FURTHER THAT Council pass a “Municipal Council Blanket Support Resolution” for rooftop solar projects, including (but not limited to) projects on Town-owned buildings, as prescribed by the Independent Electricity System Operator (IESO) and attached as Appendix 1 to Report No. PI-2015-0022;

AND FURTHER THAT the Executive Director of Planning Services and Chief Planning Official be delegated signing authority for IESO’s prescribed Municipal Council Resolution Confirmation form, as updated from time to time, attached as Appendix 2, as well as other applicable prescribed forms for projects that have received previous Municipal Council Support Resolutions, and other eligible projects;

AND FURTHER THAT the Executive Director of Planning Services and Chief Planning Official be delegated signing authority for IESO’s prescribed project-specific Municipal Council Support Resolution form, as updated from time to time, attached as Appendix 3, for ground-mounted solar projects that satisfy the Town’s minimum FIT requirements (Appendix 4) and do not exceed 500 kW in size, as well as other applicable prescribed forms;

AND FURTHER THAT, where required, the Mayor and the Town Clerk be authorized to execute appropriate FIT-related forms consistent with the approach recommended in this staff report.

AND FURTHER THAT FIT and green energy projects be processed in accordance with the approach outlined in this report, while responding to unique project circumstances.

BACKGROUND:

Over the past several years, Town staff has reported on a variety of local solar power projects being proposed under Ontario's Feed-in-Tariff (FIT) program, and seeking a municipal support resolution from Town Council. These projects were all solar, with the majority proposing rooftop installations on existing buildings. Some were ground-mounted.

The FIT Program promotes increased use of renewable energy, including solar, biogas, wind and waterpower. Projects between 10 kilowatts (kW) and 500 kW are subject to the FIT Program. Smaller projects such as a residential rooftop solar installation may be eligible under the microFIT program. Projects exceeding 500kW are subject to IESO's Large Renewable Procurement process.

Under FIT, proponents of renewable energy projects may request municipal support. This can be in the form of a prescribed IESO form titled "Municipal Council Blanket Support Resolution" which grants blanket support across the municipality for a category of projects or a site-specific "Municipal Council Support Resolution" for an individual project. If the Resolution is granted, priority points are awarded to the project. Applicants that receive priority points achieve a higher priority ranking and hence are more likely to be granted a contract.

The site-specific Resolution provides some opportunity for the Town to influence the nature of a project (e.g. size, location, community benefits, etc).

Recently the IESO was merged with the Ontario Power Authority into a new organization now known as the "Independent Electricity System Operator" or "IESO". The IESO now leads the FIT program.

COMMENTS:

Thus far, the Town's approach to the consideration of issuing Council support resolutions has been to assess each application individually and issue site-specific resolutions. This assessment consisted of the applicant providing Town staff with project-related information, including location, existing building use, project size and dimensions, letter of acknowledgement from the property owner, support letter(s) from adjacent land owners, information on community benefits and applicable Town policies. The complete list of requirements is available here:
<http://haltonhills.ca/sustainability/FiTprogram.php>

To date, all FIT projects considered by Council were solar, either rooftop or ground-mounted. All were granted a Council support Resolution.

Going forward, for rooftop solar projects, Town staff recommend that Council approve the use of the attached “Municipal Council Blanket Support Resolution” (Appendix 1), rather than require a case-by-case review and individual staff reports. This approach would support rooftop solar projects anywhere in Halton Hills. It would also recognize the minimal, if any, land use impacts associated with rooftop solar projects, and eliminate the need for staff review which needs to occur within a very short period of time due to IESO FIT deadlines.

Several municipalities offer blanket Resolutions, including Burlington, Kitchener, Mississauga, Markham, Aurora, Kingston and Sudbury. Appendix 1 to this report, includes the prescribed IESO blanket Resolution form. For it to be valid, the wording of the forms cannot be altered and conditions cannot be attached. The Resolution will be valid for 12 months from the date of Council adoption.

Town staff is currently aware of several potential rooftop solar proposals that would benefit from a blanket Resolution.

With a blanket Resolution the Town will not be able to review the merits of each individual application. However, this does not negate the requirement to obtain building permit permission and any other applicable approvals.

In addition, prior to the proponent being offered a copy of the blanked Resolution, applicants will be requested to voluntarily confirm via letter that:

- The Resolutions sole purpose is to enable the Applicant to receive priority points under the Independent Electricity System Operator’s Feed-in-Tariff (FIT) Program, and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose; and
- The project’s proponent/applicant (i) bears the entire risk of any impacts on the function of the proposed solar installation(s) arising from any development occurring on any adjacent or surrounding lands; (ii) bears the responsibility of appropriately responding to any concerns that may arise from nearby landowners; (iii) and is/are solely responsible for meeting any other requirements that may be required by any other approval authorities.

Where feasible, Town staff will also continue to request that applicants provide basic project information (e.g. location, size, capital investment, etc) to facilitate the tracking of the amount of renewable energy being pursued in Halton Hills, as well as relevant information from Appendix 4.

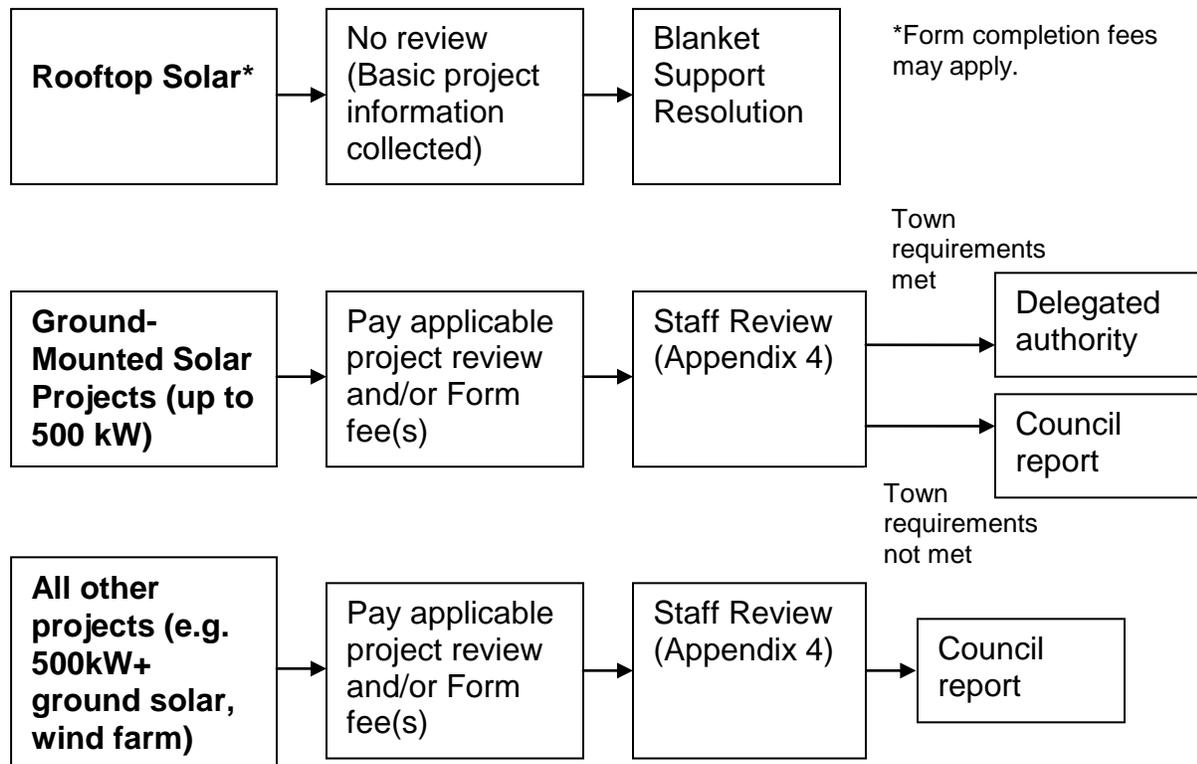
To benefit customer service for applicants seeking municipal support, streamline the review process and address the challenging review timelines associated with the FIT program, it is also recommended that the Executive Director of Planning Services and Chief Planning Official be delegated signing authority for:

- IESO’s prescribed form for Municipal Council Resolution Confirmation, attached as Appendix 2, for projects that have received previous Municipal Council Support Resolutions and other eligible projects. Where applicable, applicants will be asked to confirm that the details of their original project have not changed. If they have, an additional review may apply; and
- IESO’s prescribed form for Municipal Council Support Resolution, attached as Appendix 3, for ground-mounted solar projects that satisfy the Town’s minimum FIT requirements (Appendix 4) and do not exceed 500 kW in size.

Under special circumstances, notwithstanding the process outlined in this report, Town staff may undertake a project-specific review and prepare a report for Council’s consideration. Town staff may also adjust the process in other ways in response to unique and/or unforeseen circumstances, provided that the Town’s interests are protected.

Other types of projects, such as larger ground-mounted solar installations and wind farms which are more complex in nature and may have an impact on nearby land uses, will continue to be subject to a case-by-case review, followed by a recommendation report to Council. Figure 1, below, illustrates the proposed review process.

Figure 1: Proposed FIT Application Review Process



This document is available in an alternate format, please contact:
905-873-2601 ext. 2289

RELATIONSHIP TO STRATEGIC PLAN:

Sustainability is at the core of the Town's Strategic Plan and is one of Council's top eight strategic priority areas. Support of renewable energy generation is closely aligned with and supports the implementation of the Strategic Plan, including these multiple strategic priorities:

- 5.B): Continue to implement the Integrated Community Sustainability Strategy, in collaboration with community partners.
- 5.C): Invest in Green Energy technologies.
- 5.D): Continue to implement the Town's Green Development Standards.
- 5.F): Implement the Mayor's Community Energy Plan.

FINANCIAL IMPACT:

With a blanket support Resolution for rooftop solar projects, the Town will no longer be able to collect the review fee it previously collected for such applications. However, all other projects requiring a review by Town staff will be subject to applicable fee(s).

COMMUNICATIONS IMPACT:

The review process outlined in this report will be posted on the Town's website.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life. The relationship between this report and the Strategy is summarized below:

Do the report's recommendations advance the Strategy's implementation? **Yes**

Which pillar(s) of sustainability does this report support?

- Environmental Health and Economic Prosperity

In summary, the Sustainability Implications of this report are as follows:

Local renewable energy generation contributes to the environmental and economic wellbeing of Halton Hills. Key anticipated benefits include a more diversified and green economy, reduced greenhouse gas emissions, cleaner air and continued Town leadership in sustainability. Relevant focus areas from the Community Sustainability Strategy include:

- Diversified and Resilient Economy
- Green Economy
- Infrastructure

- Air Quality and Greenhouse Gas Emissions
- Land Use
- Energy

There is also alignment with the objectives of the Mayor’s Community Energy Plan, Green Development Standards, Corporate Sustainable Building Policy and Green Plan.

Overall, the alignment of this report with the Community Sustainability Strategy is:
Very Good

CONSULTATION:

The recommendation to adopt a “Municipal Council Blanket Support Resolution” is based on the review of approaches of other Ontario municipalities, as well as prior feedback from applicants.

CONCLUSION:

This report recommends that Council adopt a “Municipal Council Blanket Support Resolution” in support of rooftop solar projects. It also recommends that delegated signing authority be given to the Executive Director of Planning Services and Chief Planning Official for certain types of FIT applications and/or forms.

Respectfully submitted,

Damian Szybalski
Corporate Planning Project Lead
and Manager of Sustainability

Reviewed and Approved by,

John Linhardt
Executive Director of Planning Services
and Chief Planning Official

Chris Mills
Commissioner of Planning and
Infrastructure

Brent Marshall,
Chief Administrative Officer &
Fire Chief

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905-873-2601 ext. 2289

Appendix 1 Municipal Council Blanket Support Resolution



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T 416-967-7474
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www.ieso.ca

INSTRUCTIONS: MUNICIPAL COUNCIL BLANKET SUPPORT RESOLUTION

Section 5.1(g)(i) of the FIT Rules, Version 4.0.1

Page 1 of 1 Apr 2015 IESOMRD/F-FIT-01123

Capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 4.0.1.

INSTRUCTIONS APPLICABLE TO ALL RESOLUTIONS

1. The instruction page is not required to be submitted with the hard copy Application materials.
2. The first page of the resolution must be marked, by the Applicant, with the FIT Reference Number associated with the Application.
3. Where the resolution has multiple pages, the resolution should be stapled.
4. Information provided in the resolution must be consistent with the information provided in the electronic Application Form in order for the Application to be awarded Priority Points.
5. Apart from the completion of any blanks in the template resolution, no amendments, other than those outlined in paragraph 6 below, may be made to the wording of this form.
6. Words in between square brackets (i.e. "[]") are immaterial to the intent of the template resolution and may be modified to follow standard procedure of the issuing body. Wording not contained within square brackets must not be changed in order for the Application to be awarded Priority Points.
7. The entirety of the resolution (all blanks) must be completed in order for the Application to be awarded Priority Points.

INSTRUCTIONS SPECIFIC TO THE RESOLUTION

8. Local municipal councils have the option of drafting the Template: Municipal Council Blanket Support Resolution on the Council or equivalent governing body letterhead. The language of the Template: Municipal Council Blanket Support Resolution must be the same as shown in the template in order for the Applicant to obtain Priority Points. Priority Points will not be awarded if the blanket support resolution includes additional conditions or delegation of authority to staff for additional approvals.
9. The Prescribed Form: Municipal Council Resolution Confirmation is not required to be used for a Template: Municipal Council Blanket Support Resolution.
10. If applicable, a FIT 3.0 Municipal Council Blanket Support Resolution previously issued by the Municipality in support of Projects in the Municipality may be submitted providing the one year effective period has not expired at the time the electronic Application Form has been submitted.
11. Where no resolution number exists, insert "N/A" into the appropriate field.

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TEMPLATE: MUNICIPAL COUNCIL BLANKET SUPPORT RESOLUTION

Section 5.16(1) of the FIT Rules, Version 4.0.1

Page 1 of 3 Apr 2015 IESOMRD/FIT-011/3

1	<p>Resolution number: _____</p> <p>Date resolution was passed: _____</p>	<p>FIT Reference Number: _____</p> <p><i>(The FIT Reference Number must be inserted by the Applicant in order for the resolution to comply with the FIT Rules, even where Local Municipality letterhead is used. This is not to be inserted by the Local Municipality.)</i></p>
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2	<p>[WHEREAS] capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 4.0.1.</p> <p>[AND WHEREAS] the Province's FIT Program encourages the construction and operation of _____ (Insert Renewable Fuel (e.g., Solar (PV) (Rooftop), Biogas)) _____ generation projects (the "Projects");</p> <p>[AND WHEREAS] one or more Projects may be constructed and operated in _____ (Insert the name of the Local Municipality) _____;</p> <p>[AND WHEREAS] pursuant to the FIT Rules, Version 4.0.1, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;</p>
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3	<p>[NOW THEREFORE BE IT RESOLVED THAT]</p> <p>Council of the _____ (Insert the name of the Local Municipality) _____ supports the construction and operation of the Projects anywhere in _____ (Insert the name of the Local Municipality) _____.</p> <p>This resolution's sole purpose is to enable the participants in the FIT Program to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Projects, or for any other purpose.</p> <p>This resolution shall expire twelve (12) months after its adoption by Council.</p>
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3	<p>Signed: _____ Signed: _____</p> <p>Title: _____ Title: _____</p> <p>Date: _____ Date: _____</p> <p><i>(Signature lines for elected representatives. At least one signature required.)</i></p>
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Appendix 2 Municipal Council Resolution Confirmation



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INSTRUCTIONS: MUNICIPAL COUNCIL RESOLUTION CONFIRMATION

Section 3.8(g) and 5.1(g)(i) of the FIT Rules, Version 4.0.1

Page 1 of 1 Apr 2015 IESOMRD/FIT-01205

Capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 4.0.1.

INSTRUCTIONS APPLICABLE TO ALL PRESCRIBED FORMS

1. The first page of the Prescribed Form must be marked with the FIT Reference Number associated with the Application.
2. This instruction page is not required to be submitted with the hard copy Application materials.
3. Information provided in the Prescribed Form must be consistent with the information provided in the electronic Application Form.
4. Where the Prescribed Form has multiple pages, the Prescribed Form should be stapled.
5. Where a blank field for a section/page reference is provided in a Prescribed Form, enter the section/page reference of the Application where the substantiating evidence for that particular item can be found.
6. Apart from the completion of any blanks, bullets or similar uncompleted information in the Prescribed Form, no amendments may be made to the wording of this Prescribed Form.
7. Each Prescribed Form must be completed in its entirety. Fields marked 'if applicable' must be completed if applicable to the Application. If not applicable, they should be marked "not applicable".
8. If the signature of the Applicant is required for a Prescribed Form, the Prescribed Form must be signed by a person with authority to bind the Applicant.
9. With the exception of this instruction page, instructions within the Prescribed Form will be enclosed in brackets and italicized.

INSTRUCTIONS SPECIFIC TO THE PRESCRIBED FORM

10. The Template: Municipal Council Support Resolution, the Template: Land Use Restriction Exemption Resolution or the FIT 3.0 Municipal Council Support Resolution previously issued by the Municipality in support of the Project must be attached as Exhibit "A" if applicable.
11. A pre-existing Municipal Council Support Resolution may be provided to the IESO by an Applicant that had received a FIT Rules Version 3.0 Municipal Council Support Resolution (that was not a blanket support resolution) that was issued by the Municipality and that is still in effect in relation to the Applicant and the Project.
12. The Prescribed Form: Municipal Council Resolution Confirmation may not be used as a substitute for a Municipal Council Support Resolution where no Municipal Council Support Resolution was previously issued for the Project.
13. The Prescribed Form: Municipal Council Resolution Confirmation is not required to be used for a Template: Municipal Council Blanket Support Resolution.
14. The Prescribed Form: Municipal Council Resolution Confirmation must be completed by an authorized representative of a Local Municipality.
15. All fields in Items 3 of the Prescribed Form must contain the same information as stated in any resolution provided.
16. If Project details have changed from the previously granted Municipal Council Support Resolution, a new Municipal Council Support Resolution is required.
17. The original ink signature must be provided on the Prescribed Form included with the hard copy Application materials.
18. Applicant legal name, Project address and Renewable Fuel type must match the information provided in the electronic Application.

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F 416-967-3947
www.ieso.ca

PRESCRIBED FORM: MUNICIPAL COUNCIL RESOLUTION CONFIRMATION

Section 3.8(g) and 5.1(g)(i) of the FIT Rules, Version 4.0.1

Page 1 of 2 Apr 2015 IESOMRD/FIT-032/3

1	Resolution number: _____ Date resolution(s) was passed: _____	FIT Reference Number: _____ <i>(The FIT Reference Number must be inserted by the Applicant in order for the resolution to comply with the FIT Rules.)</i>
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2	Capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 4.0.1. I am the/an _____ (insert title or position with the Local Municipality) of the _____ (insert the name of the Local Municipality) (the "Municipality"), and have the delegated authority to provide this confirmation on behalf of the Municipality and without personal liability.
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3	_____ (insert the name of the Applicant) (the "Applicant") proposes to construct and operate a <small>(This must be the same Applicant (i.e., same name) as stated in the Municipal Council Support Resolution or Land Use Restriction Exemption Resolution provided as attached)</small> _____ (insert type of Project (e.g., rooftop solar, ground mount solar, bioenergy, on-shore wind)) (the "Project") on <small>(This must be the same description as stated in the Municipal Council Support Resolution or Land Use Restriction Exemption Resolution provided as attached)</small> _____ (insert the address of Property(ies), or if no address, PIN or legal description) (the "Lands") in the Municipality under the province's FIT Program. <small>(This must be the same description as the Lands in the Municipal Council Support Resolution or Land Use Restriction Exemption Resolution provided, as attached)</small>
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4	The resolution(s) provided with this Confirmation is (check one or both as applicable): a) <input type="checkbox"/> A Municipal Council Support Resolution (if selected, check one of the following): 1) <input type="checkbox"/> A new FIT 4.0.1 Municipal Council Support Resolution. (if selected the resolution must be attached as Exhibit "A") 2) <input type="checkbox"/> A pre-existing FIT 3.0 Municipal Council Support Resolution which has not been rescinded. (if selected the resolution must be attached as Exhibit "A") ii) I have confirmed that the Project being proposed by the Applicant under the Province's FIT Program is the same Project on the same Lands as the Project that was the subject of the Municipal Council Support Resolution attached as Exhibit "A". b) <input type="checkbox"/> A Land Use Restriction Exemption Resolution (if selected the resolution must be attached as Exhibit "A").
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5	Name: _____ Signed: _____ Title: _____ Date: _____ <i>(Signature block for authorized signee. Must be an original ink signature)</i>
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PRESCRIBED FORM: MUNICIPAL COUNCIL RESOLUTION CONFIRMATION

Section 3.8(g) and 5.1(g)(i) of the FIT Rules, Version 4.0.1

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EXHIBIT "A" RESOLUTION(S)

(Attach one or more of the new FIT 4.0.1 Municipal Council Support Resolution, the FIT 3.0 Municipal Council Support Resolution previously passed in support of the Project, and the Land Use Restriction Exemption Resolution, as applicable.)

Appendix 3 Municipal Council Support Resolution – Project Specific



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INSTRUCTIONS: MUNICIPAL COUNCIL SUPPORT RESOLUTION

Section 5.1(g)(i) of the FIT Rules, Version 4.0.1

Page 1 of 1 Apr 2015 IESOMRD/FIT-400/3

Capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 4.0.1.

INSTRUCTIONS APPLICABLE TO ALL RESOLUTIONS

1. The instruction page is not required to be submitted with the hard copy Application materials.
2. The first page of the resolution must be marked, by the Applicant, with the FIT Reference Number associated with the Application.
3. Where the resolution has multiple pages, the resolution should be stapled.
4. Information provided in the resolution must be consistent with the information provided in the electronic Application Form in order for the Application to be awarded Priority Points.
5. Apart from the completion of any blanks in the template resolution, no amendments, other than those outlined in paragraph 6 below, may be made to the wording of this form.
6. Words in between square brackets (i.e. "[]" and "[]") are immaterial to the intent of the template resolution and may be modified to follow standard procedure of the issuing body. Wording not contained within square brackets must not be changed in order for the Application to be awarded Priority Points.
7. The entirety of the resolution [all blanks] must be completed and it must be signed by an appropriate individual(s) in order for the Application to be awarded Priority Points, and all Prescribed Forms must be signed to be considered complete.

INSTRUCTIONS SPECIFIC TO THE RESOLUTION

8. Councils of Local Municipalities have the option of drafting the Template: Municipal Council Support Resolution on the Council or equivalent governing body letterhead. The language of the Template: Municipal Council Support Resolution must be the same as shown in the template in order for the Applicant to obtain Priority Points. Priority Points will not be awarded if the resolution includes additional conditions or delegation of authority to staff for additional approvals.
9. The Template: Municipal Council Support Resolution must be attached to the separate Prescribed Form: Municipal Council Resolution Confirmation as Exhibit "A".
10. A pre-existing Municipal Council Support Resolution may be provided to the IESO by the Applicant that had received a FIT Rules Version 3.0 Municipal Council Support Resolution (that was not a blanket support resolution) that was issued by the Municipality and that is still in effect in relation to the Applicant and the Project. In this case the Applicant must attach the pre-existing Municipal Council Support Resolution to the separate Prescribed Form: Municipal Council Resolution Confirmation as Exhibit "A".
11. The Prescribed Form: Municipal Council Resolution Confirmation may not be used as a substitute for a Municipal Council Support Resolution where no Municipal Council Support Resolution was previously issued for the Project.
12. Where no resolution number exists, insert "N/A" into the appropriate field.
13. Applicant legal name, Project address and Renewable Fuel type must match the information provided in the electronic Application.

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TEMPLATE: MUNICIPAL COUNCIL SUPPORT RESOLUTION

Section 5.1(g)(i) of the FIT Rules, Version 4.0.1

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1	<p>Resolution number: _____</p> <p>Date resolution was passed: _____</p>	<p>FIT Reference Number: _____</p> <p><i>(The FIT Reference Number must be inserted by the Applicant in order for the resolution to comply with the FIT Rules, even where Local Municipality letterhead is used. This is not to be inserted by the Local Municipality.)</i></p>
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2	<p>[WHEREAS] capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 4.0.1.</p> <p>[AND WHEREAS] _____ (insert the name of the Applicant) (the "Applicant") proposes to construct and operate a _____ (insert description of Project, including Renewable Fuel (e.g., Rooftop Solar Project, Biogas Project))</p> <p>(the "Project") on _____ (insert the address of Property(ies), or if no address, PIN or legal description) (the "Lands") in _____ (insert the name of the Local Municipality) under the province's FIT Program;</p> <p>[AND WHEREAS] the Applicant has requested that Council of _____ (insert the name of the Local Municipality) indicate by resolution Council's support for the construction and operation of the Project on the Property.</p> <p>[AND WHEREAS] pursuant to the FIT Rules, Version 4.0.1, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;</p>
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3	<p>[NOW THEREFORE BE IT RESOLVED THAT]</p> <p>Council of the _____ (insert the name of the Local Municipality) supports the construction and operation of the Project on the Lands.</p> <p>This resolution's sole purpose is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project, or for any other purpose.</p>
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3	<p>Signed: _____ Signed: _____</p> <p>Title: _____ Title: _____</p> <p>Date: _____ Date: _____</p> <p><i>(Signature lines for elected representatives. At least one signature required.)</i></p>
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Appendix 4
Minimum Town of Halton Hills FIT/Renewable Energy Project Application
Review Requirements
(As applicable)

- Location key map.
- Project municipal address.
- Project legal address.
- Description of existing building and/or land use.
- Site Plan.
- Before and after site photos, drawings and/or renderings.
- Setbacks from the nearest building(s), sensitive land feature(s) and/or structure(s).
- Project size and dimensions (e.g. land area covered).
- Description of project and renewable generation technology used.
- Construction schedule, and anticipated completion and decommissioning date.
- Description and area of any vegetation that is to be removed.
- List of all applicable municipal approvals and their status.
- Letter of acknowledgement and support from the property owner.
- Letter requesting a Council resolution from the applicant and/or property owner.
- Letter of support from immediately adjacent landowners.
- Brief company profile of applicant, owner and/or developer.
- Project applicant, owner and/or developer contact information.
- Project capital investment value.
- Information on any community benefits (e.g. portion of revenue returned to the local community, in-kind contributions, local employment).
- Delegation to Council by project applicant, owner and/or developer. Register as a Delegation for a Council meeting date corresponding to the Town staff report.
- Confirmation that solar panels will use a non-reflective coating as a means of reducing glare.

- Confirmation that the installation will not occur on a Heritage designated property, nor on properties listed in the Town's Heritage Register (unless prior support has been obtained from the Heritage Halton Hills Committee).
- Greenhouse gas emission reductions and other environmental benefits.
- Urban design review to ensure that the project's aesthetics are consistent with the character of the surrounding neighbourhood/uses.
- Confirmation that no tree removal will be required (e.g. to prevent shading).
- Confirmation of Zoning and Official Plan designations, and information on whether the project is "consistent" with the relevant regulations/policies.
- Consistency with the Town's Strategic Plan, Official Plan, Green Plan, Community Sustainability Strategy and Mayor's Community Energy Plan.
- Any applicable Fire Department conditions/comments.
- Any applicable Building conditions/comments.
- Attendance and presentation at the Development Review Committee Pre-Consultation meeting.
- Prescribed fee(s), submitted with the complete information package.
- Acknowledgement that any Resolution(s) granted are for the sole purpose of enabling the Applicant to receive priority points under the Independent Electricity System Operator's Feed-in-Tariff (FIT) Program, and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose; and
- Acknowledgement that the project's proponent/applicant (i) bears the entire risk of any impacts on the function of the proposed solar installation(s) arising from any development occurring on any adjacent or surrounding lands; (ii) bears the responsibility of appropriately responding to any concerns that may arise from nearby landowners; (iii) and is/are solely responsible for meeting any other requirements that may be required by any other approval authorities.
- If requesting a Resolution confirmation and/or applicable form(s), confirmation that:
 - The Project that is being proposed is the same identical Project on the same Lands as the Project that was the subject of the original Municipal Council Support Resolution.
 - The project details, including (but not limited to) its location, size, Applicant and subject Project site landowner have not changed.

- That the Applicant/proponent has not received any complaints/concerns from the public/adjacent landowners/agencies since the original Resolution was considered.
 - Confirmation that all parties involved in the original proposal (e.g. applicant, developer, landowner of the proposed site) remain the same.
 - Confirmation that the applicant/proponent will continue to fulfill any conditions previously agreed to with the Town (e.g. host a public information session).
- Any other information that the Town may require for a complete assessment.