

Members of the BILD Halton Chapter:

Town staff have provided BILD details of what members of the development community who have active Planning Act applications under review by the Town of Halton Hills or who may be in a position to file an application with the Town, can expect moving forward.

As the province responds to the outbreak of COVID-19, the Town has taken proactive precautions to keep their workplace safe for staff, the public and stakeholders while ensuring uninterrupted services are provided. The Town of Halton Hills has closed down Town Hall to public effective March 18th and all Council and Committee meetings up to April 1st are cancelled.

During this period business will continue, albeit slightly differently, as the majority of staff in the Planning & Development Department will work from home while Management remains in the office to coordinate efforts amongst the team. A similar approach is being taken by other Town Departments.

Here is what members can expect from the Planning & Development Department moving forward:

- Staff will be available via e-mail or phone. Meetings can also be arranged via teleconference or conference call, including for pre-consultation.
- During the closure of Town Hall, resubmissions for current applications and submissions of new Planning Act applications will continue to be accepted. Customer Service staff have prepared instructions on how to drop off these submissions (including any cheques) in a safe and secure way; please see [this instruction form](#) for more information. In an effort to ensure a seamless receipt of these submissions it would be helpful if you notify the Planner managing the file or [Jeff Markowiak](#) in advance of drop off.
- Resubmissions and new applications will be circulated to the various Town departments and external agencies for comment as per standard practice. Given that many of the external agencies have adopted work from home measures for the time being, the Town will endeavor to complete much of these reviews electronically. Please note that most of our submission requirements for hard copy and digital copies remain the same at this time.

Continue to reach out directly to the Planner assigned to case manage your file or [Jeff Markowiak](#) if you have any questions about specific applications or our process during this period. Staff from the other Town departments can also be reached via e-mail or phone if members have any technical questions.

The intent of these measures is to ensure that the work of the Town continues and residents, stakeholders and the development industry continue to be well served under these unique circumstances. Staff will keep the lines of communication open and work with members to advance matters as best possible.

See the Town's full COVID-19 updates, [here](#).

For questions, please contact:

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