



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

#### CITY OF TORONTO

BILD has been advocating for Toronto Planning and Building services to return to work in a remote or in a safe social physical distancing way. As per recent conversations with the Chief Planner, the City has now [updated its planning services contingency plans](#). Planning staff are directed to work from home, and they are in the very early stages of this transition with technology and communication limitations.

As you may know, all civic offices are closed to the public. Please note that a further communication from Toronto Building will follow. If you have any comments or concerns please email Danielle Chin at, [dchin@bildgta.ca](mailto:dchin@bildgta.ca)

#### **City Planning current services include:**

- Limited reviews of planning applications received on or before March 16.
- Prioritizing:
  - The review of applications that have cleared any Council-related approval and are proceeding through final technical clearances (e.g. site plan approval).
  - Development projects close to occupancy (e.g. draft plans of condominium clearances and registrations).
- Working with applicants' solicitors to register agreements where the agreements can be finalized.
- Committee of Adjustment decision appeals will be accepted electronically. Note: the Province has suspended deadlines for submitting appeals, retroactive to March 16.
  - Should you still wish to submit an appeal it can be done via email.
    - Please send the appeal to both the general email address and the Manager & Deputy Secretary-Treasurer for your district as found on the [Committee of Adjustment webpage](#).
  - Fee payments will be collected after regular service delivery resumes.
- Limited review of Heritage Planning applications received on or before March 16.

#### **Suspended services include:**

- Committee of Adjustment meetings have been cancelled and will be rescheduled.
- New applications to the Committee of Adjustment will not be received.
- Updates to the online Application Information Centre will be suspended.
- Design Review Panel meetings have been cancelled and will be rescheduled.

#### **Building Permits & Inspection Services**

Additional information has been posted on the City's [website](#) regarding the City's Building Permits and Inspection services.

#### **Transportation Services (Lane Occupancy)**

BILD has been advised by Transportation Services' Director of Permits & Enforcements, Dave Twaddle, of the protocol to apply for and obtain lane occupancy permits. Members are directed to email the Supervisors in the respective areas if they are seeking to obtain lane occupancy permits:

- Toronto & East York – Joanne Tam ([joanne.tam@toronto.ca](mailto:joanne.tam@toronto.ca))
- Scarborough – Shane Abraham ([shane.abraham@toronto.ca](mailto:shane.abraham@toronto.ca))
- North York – Roberto Sampogna ([Roberto.sampogna@toronto.ca](mailto:Roberto.sampogna@toronto.ca))
- Etobicoke-York – Marco Savino ([marco.savino@toronto.ca](mailto:marco.savino@toronto.ca))

Should members have any difficulty, they should reach out to Manager Elio Capizzano at [elio.capizzano@toronto.ca](mailto:elio.capizzano@toronto.ca).



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

YORK REGION & LOCAL AREA MUNICIPALITIES	
Municipality	COVID-19 Response & State of Services
<p><b>York Region</b></p> <p>Official Announcement – <a href="#">Here</a>.</p> <p>For general inquiries, please contact: Development Services developmentservices@york.ca</p>	<p>At a special meeting of Regional Council on April 2nd, Council amended the Procedural By-law to permit Council to meet through electronic means during declared emergency. Staff are currently exploring measures to allow the members of the public to participate electronically.</p> <p>On the Planning side they will be continuing work on the MCR and ROP through virtual engagement from local municipalities as well as stakeholders. BILD is in discussion with the CAO and Planning staff on how BILD Chapter members and the Advisory group will be engaged and will update members accordingly.</p> <p>Planning Department:</p> <ul style="list-style-type: none"> <li>- Offices are closed to the public;</li> <li>- No in-person meetings;</li> <li>- All staff, including construction inspection, can be reached for any inquiries by email or phone, using the contact list provided by the Region – <a href="#">here</a>.</li> <li>- Development and construction resources continue to be accessible through the Regions Website.</li> <li>- All applications must be <a href="#">submitted electronically</a>, aside from this it is business as usual.</li> <li>- Online payment is not available at this time – thus, the Region kindly asks for cheques to be sent through mail or courier outlining the file number and applicant name.</li> <li>- Staff have confirmed with BILD that the Region has implemented a Dropbox for applicant cheques outside the entrance of the Administration Building on the north-side.</li> </ul> <p>Building Services:</p> <ul style="list-style-type: none"> <li>- This is a local service, please refer to individual Local Municipalities below.</li> </ul>
<p><b>City of Vaughan</b></p> <p><u>Planning Inquiries:</u> <a href="mailto:developmentplanning@vaughan.ca">developmentplanning@vaughan.ca</a></p> <p><u>Building Inquiries:</u> buildingstandards@vaughan.ca;</p>	<p>Although City Hall remains closed to the public and staff are working from home, planning and building services continues to process and move services along. See below for more details.</p> <p><u>Planning Services</u></p> <p>Staff at the City of Vaughan will continue to accept planning applications and pre-consultation meeting requests. Staff have asked that arrangements be made with the appropriate area manager prior to submitting applications either digitally or by drop-off. As this time payments can be received by cheque through either mail or drop-off.</p> <p>For further information, inquiries or details, members are ask to contact the planner on file or the department at <a href="mailto:developmentplanning@vaughan.ca">developmentplanning@vaughan.ca</a></p> <p><u>Development Engineering</u></p> <p>At this time staff are prepared to process and accept the following digitally or via prearranged drop-off:</p> <ul style="list-style-type: none"> <li>● Subdivision agreement and execution</li> <li>● Letter of credit reduction and releases</li> <li>● Drawing review</li> </ul>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<ul style="list-style-type: none"><li>• Staff are working from home and continue to provide comments to development planning and building for development application and external stakeholders as required</li><li>• Inspection staff are available in the field</li><li>• <b>Grading permits will be accepted in electronic form via email effective Monday April 6.</b> In order to better serve members – staff have asked members to <u>please provide a forecast</u> of any potential permits that you may require/be submitting over the next three months (April–June) by Monday April 6.</li></ul> <p>For further information, inquiries or details, please email <a href="mailto:developmentengineering@vaughan.ca">developmentengineering@vaughan.ca</a></p> <p><u>Building Services</u></p> <p>Staff have advised that building services continue to receive and process building permits. Members have been advised to mail in or drop-off drawing for the time being. Staff have been directed to periodically pick-up drawings from City Hall in order to proceed with their review. At this time, staff are working to establish a virtual solution for submissions and mark-ups. Members will be advised as more information becomes available on this. As long as payments have been processed, building permits will continue to be issued.</p> <p>To book an inspection, call 905-832-8511, ext. 0, between 8:30 a.m. and 4:30 p.m. Monday to Friday (excluding holidays, weekends and closures). Please keep the following in mind when booking inspections:</p> <ul style="list-style-type: none"><li>• All inspections booked before 4 p.m. will be scheduled for the following business day</li><li>• All inspections booked after 4 p.m. will be scheduled in two business days.</li><li>• Same-day inspection requests are not available</li><li>• High-volume inspection periods may require a 48-hour timeline to complete inspections</li></ul> <p>For further information, inquiries or details, please email <a href="mailto:buildingstandards@vaughan.ca">buildingstandards@vaughan.ca</a>.</p>
<p><b>Town of Aurora</b></p> <p>Official Announcement – <a href="#">Here.</a></p> <p><u>For general inquiries, please contact:</u> Customer Service t. 905.727.3123</p>	<p>Planning Department:</p> <ul style="list-style-type: none"><li>- The Town offices are closed to the public until further notice</li><li>- No in-person meetings – virtual meetings</li><li>- Staff are accessible by email and phone</li><li>- Virtual Council &amp; GC meetings to commence by video conferencing</li><li>- Staff continue to process active applications and undertake pre consultation meetings</li><li>- Staff will not be accepting major planning applications for April;</li></ul> <p>Building Services:</p> <ul style="list-style-type: none"><li>- Staff are still scheduling inspections and will still receive inspection requests but not for interior renovations</li><li>- Staff are not making copies of surveys or drawings, issuing compliance letters</li><li>- Accepting smaller building permits digitally for decks, garages</li><li>- Continue to process zoning and plan reviews.</li></ul>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

<p><b>Town of Newmarket</b></p> <p><u>Planning Inquiries:</u> <a href="mailto:planning@newmarket.ca">planning@newmarket.ca</a></p> <p><u>Building Inquiries:</u> 905.953.5300 ext. 2400 or by email at <a href="mailto:buildingsnewmarket.ca">buildingsnewmarket.ca</a></p> <p><u>Committee of Adjustment Inquiries:</u> <a href="mailto:pcho@newmarket.ca">pcho@newmarket.ca</a></p>	<p>Planning Department:</p> <ul style="list-style-type: none"><li>- The Town offices are closed to the public until further notice;</li><li>- No in-person meetings - virtual meetings</li><li>- Staff are still accessible through email and phone;</li><li>- Planning Applications are being accepted through <a href="mailto:planning@newmarket.ca">planning@newmarket.ca</a> ;</li><li>- The Town is accepting electronic submissions of applications for Zoning By-law Amendment, Official Plan Amendments, Draft Plan of Subdivision and Draft Plan of Condominium.</li><li>- Applications for Site Plan Approval will be accepted electronically during this time. If applications are not required to be presented to Site Plan Review Committee, applications for Site Plan Approval are delegated to staff for approval and will be advanced through the standard process;</li><li>- Pre-consultations happening via videoconference</li></ul> <p>Committee of Adjustment:</p> <ul style="list-style-type: none"><li>• The Town is accepting electronic submissions of applications for Minor Variance and Consent. However these applications will not be deemed complete or advanced to public notice and review until the existing state of emergency is lifted.</li><li>• Staff continue to review and process ongoing applications, depending on the type of application and whether public notice and meetings are required, applications may advance or be paused until the state of emergency is lifted.</li><li>• For questions please email <a href="mailto:pcho@newmarket.ca">pcho@newmarket.ca</a></li></ul> <p>Building Services:</p> <ul style="list-style-type: none"><li>- The Town will continue to accept new applications electronically, by mail, courier or in the Town's drop-box at 395 Mulock Drive (nothing larger than 150x450 in the drop-box);</li><li>- The Town will continue to release Building Permits;</li><li>- Payments at this time can be made over the phone at 905-895-5193;</li></ul> <p>Engineering Services:</p> <ul style="list-style-type: none"><li>-</li></ul> <p>Inspections:</p> <ul style="list-style-type: none"><li>- The Town will continue inspect unoccupied homes under construction;</li><li>- Prior to scheduling an Inspection, the Inspector shall confirm that no persons are in the area other than the Site Supervisor, and that the two-metre 'physical distancing' will be respected during the inspections.</li><li>- Inspections can be booked by phone at 905.953.5300 ext. 2400 or by email at <a href="mailto:buildingsnewmarket.ca">buildingsnewmarket.ca</a></li></ul>
<p><b>City of Richmond Hill</b></p> <p>Official Announcement – <a href="#">Here.</a></p> <p><u>For general inquiries, please contact:</u> <a href="mailto:planning@richmondhill.ca">planning@richmondhill.ca</a> <a href="mailto:building@richmondhill.ca">building@richmondhill.ca</a></p>	<p>Planning Department:</p> <ul style="list-style-type: none"><li>- The City offices are closed to the public until May 31st</li><li>- Staff are still accessible through email and phone;</li><li>- Council/committee meeting up until April 6<sup>th</sup> have been cancelled;</li><li>- Special Council Meeting Scheduled for April 1st;</li><li>- Staff are still accepting planning and building permit applications through courier.</li><li>- Staff will contact individuals regarding building permits that are ready for pick up;</li><li>- The City will continue to execute agreements and accept executed agreements by scheduled appointments.</li></ul>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<p>Building Services:</p> <ul style="list-style-type: none"> <li>- Development Engineering and Transportation staff will continue to do limited inspections of Grading Inquiries, Traffic Inquiries and Site Alteration/Single Family Permits, provided no public contact is involved;</li> <li>- There will be no inspections related to dwelling units for interior alterations, additions, finishing a basement etc. until April 6.</li> <li>- There will be no inspections related to other occupancies where a premise, suite or unit is occupied by the public until April 6.</li> <li>- Inspections of non-occupied premises may occur; however, the Building Official may refuse to conduct an inspection if they believe that their personal health and safety is at risk.</li> </ul>
<p><b>Town of East Gwillimbury</b></p> <p>Official Announcement – <a href="#">Here.</a></p> <p>For general inquiries, please <a href="#">contact:</a> E: <a href="mailto:planning@eastgwillimbury.ca">planning@eastgwillimbury.ca</a></p>	<p>Planning Department:</p> <ul style="list-style-type: none"> <li>- The Town offices are closed to the public until further notice’;</li> <li>- No in-person meetings - virtual meetings</li> <li>- Staff are still accessible through e-mail and phone;</li> <li>- To submit a Planning Application, the applicant must speak directly with the Manager of Planning, Lawrence Kuk at <a href="mailto:lkuk@eastgwillimbury.ca">lkuk@eastgwillimbury.ca</a> since each application will be coordinated and collected on a case by case basis. For all general inquiries about your application, members are kindly asked to email <a href="mailto:planning@eastgwillimbury.ca">planning@eastgwillimbury.ca</a>.</li> </ul> <p>Building Services:</p> <ul style="list-style-type: none"> <li>- Small Building Permit Applications can be submitted via email in PDF format to <a href="mailto:permitcoordinators@eastgwillimbury.ca">permitcoordinators@eastgwillimbury.ca</a>.</li> <li>- Large Building Permit Applications can be submitted at Town Hall to the Building Standards Branch’s front counter (currently a drop box) on a USB Drive or other digital media.</li> <li>- For questions on either small or large building permit applications, members are encouraged to contact the Chief Building Official Andras Szonyi at <a href="mailto:aszonyi@eastgwillimbury.ca">aszonyi@eastgwillimbury.ca</a></li> <li>- For detailed instruction requirements for electronic/USB building permit submissions, please reference – here.</li> <li>- For a letter from the Chief Building Official outlining these electronic submission updates, please reference – here.</li> <li>- Inspections are at the discretion of the inspector.</li> <li>- No inspections can be conducted for NEW permit applications, not considered to be essential by the province.</li> </ul>
<p><b>City of Markham</b></p> <p>Official Announcement – <a href="#">Here.</a></p> <p>For general inquiries, please <a href="#">contact:</a> Development Services t. 905.475.4861 e. <a href="mailto:dsc@markham.ca">dsc@markham.ca</a></p>	<p>Planning Department:</p> <ul style="list-style-type: none"> <li>- The City offices are closed to the public until further notice;</li> <li>- No in-person meetings - virtual meetings</li> <li>- Staff are still accessible through e-mail and phone;</li> <li>- Council/committee meeting up until April 6th have been cancelled;</li> <li>- Staff are still accepting planning and building permit applications through the online <a href="#">portal</a>;</li> <li>- At this time, Staff will still release building permits and compliance letters.</li> </ul> <p>Building Services:</p>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<ul style="list-style-type: none"> <li>- Inspections have been limited at this time. Inspectors will still conduct commercial inspections and new home inspections with limited outside personal;</li> <li>- No inspections will take place in occupied residences.</li> </ul> <p>City of Markham's Commissioner of Development Services, Arvin Prasad, has provided information about the processes that the City has implemented to ensure business continuity during COVID-19. Please see the document <a href="#">here</a></p>
<p><b>Town of Whitchurch-Stouffville</b></p> <p>Official Announcement – <a href="#">Here</a>.</p> <p><u>For planning related inquiries:</u>  T. 905.640.1900 ext.2442  E.  developmenthelp@townofws.ca</p>	<p>Planning Department:</p> <ul style="list-style-type: none"> <li>- The Town offices are closed to the public until April 14<sup>th</sup>;</li> <li>- No in-person meetings - virtual meetings</li> <li>- Staff are still accessible through e-mail and phone, including video conferencing or audio only conference calls;</li> <li>- Committee of a Whole and Council meetings are closed to the public, but available via <a href="#">livestream</a> on the Town's website;</li> <li>- Staff will be delivering applications, studies and reports to virtual Council meetings for approval/adoption when ready;</li> <li>- The Town continues to accept all Planning applications. Customers can drop-off large non-confidential plans, reports and documents and relevant information in the clear plastic drop-bin within Town Hall main vestibule, during regular business hours. Cheques and confidential information should be mailed, couriered or dropped-off outside of the main vestibule, anytime, in the exterior "Secure Drop Box".</li> <li>- All completed planning applications, documents and plans are required to be sent via USB Flash Drive, emailed at Developmenthelp@townofws.ca or uploaded to the Town's 2 Big 4 email site.</li> <li>- Credit Card payments can be made by completing a digital form for amounts not exceeding \$5,000</li> <li>- Building permits will still be issued;</li> </ul> <p>Building Services:</p> <ul style="list-style-type: none"> <li>- Building inspections will be conducted in unoccupied locations, and at the discretion of the inspector.</li> </ul>
<p><b>Township of King</b></p> <p>Official Announcement – <a href="#">Here</a>.</p> <p><u>For general inquiries, please contact:</u>  Service King  t. 905.833.5321  e. <a href="mailto:serviceking@king.ca">serviceking@king.ca</a></p>	<p>Planning Department:</p> <ul style="list-style-type: none"> <li>- The Town offices are closed to the public until further notice;;</li> <li>- No in-person meetings - virtual meetings</li> <li>- Staff are still accessible through e-mail and phone;</li> <li>- Council/committee meetings for the month of April have been cancelled;</li> <li>- Pre-consultation meetings will continue to be scheduled and held through tele-conference/video conference;</li> <li>- Digital Applications are now being accepted through email (subjecto file size), USB/Flash drive, or the Townships 'sharefile' web-based file sharing service. PLease contact Township Planning staff for further instructions when using 'ShareFile'</li> <li>- Any applications or forms requiring signing by a commissioner of Oath are still required to be appropriately signed by a Commissioner of Oath;</li> <li>- Please provide all applications and submissions to the attention of Yvonne Hunter, Planning Department, <a href="mailto:yhunter@king.ca">yhunter@king.ca</a></li> <li>- Staff will be accepting planning and building permit applications through the drop-box located outside the Townships office (every application is subject to a 4-day quarantine). Once received, applications will be reviewed accordingly;</li> </ul>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<ul style="list-style-type: none"> <li>- Building permits will still be released and will be made available through a pick-up location.</li> </ul> <p>Building Services:</p> <ul style="list-style-type: none"> <li>- Inspections will still be scheduled but will only be conducted in unoccupied locations.</li> </ul>
<p><b>Town of Georgina</b></p> <p>Official Announcement – <a href="#">Here</a>.</p> <p><u>For general inquiries, please contact:</u>          Customer Service Desk          t. 905.476.4301          e. <a href="mailto:info@georgina.ca">info@georgina.ca</a></p>	<p>Planning Department:</p> <ul style="list-style-type: none"> <li>- The Town offices are closed to the public until further notice;;</li> <li>- No in-person meetings - virtual meetings</li> <li>- Staff are still accessible through e-mail and phone;</li> <li>- Council/committee meetings will proceed with a reduced agenda and will be available via <a href="#">livestream</a> from the Town's website;</li> <li>- Staff will be accepting planning applications via mail or courier at this time;</li> </ul> <p>Building Services:</p> <ul style="list-style-type: none"> <li>- Building, fire and by-law staff will not be doing any interior inspections of any occupied buildings in Georgina until further notice. Emergency inspections will be evaluated on a case-by-case basis;</li> <li>- Still releasing building permits; .</li> <li>- Staff will be accepting building permit applications via email at <a href="mailto:building@georgina.ca">building@georgina.ca</a>.</li> <li>- Information on how to submit an online building permit, can be found <a href="#">here</a>.</li> </ul>
<b>HALTON REGION &amp; LOCAL AREA MUNICIPALITIES</b>	
<p><b>Halton Region</b></p>	<p>Halton Region buildings will be closed to the public as of Monday, March 23 until further notice. While buildings are closed, the Region will continue to provide critical services to residents and businesses. Many services will be available online, by phone or by appointment. Critical construction projects that are vital to the local economy are indicated to continue until further notice.</p> <p>Council and Committee meetings are scheduled to continue remotely, and are live streamed on the Region's website.</p> <p>Services of interest of the Chapter are indicated to operate as follows:</p> <ul style="list-style-type: none"> <li>• Contractors requiring <a href="#">Regional Permits</a> will continue to receive services, however staff will only meet by appointment. To book an appointment, please email <a href="mailto:accesshalton@halton.ca">accesshalton@halton.ca</a></li> <li>• <a href="#">Development and Planning applications and reviews</a> - Pre-consultation, acceptance, review, and processing of planning and development applications available online, phone, email or in-person by appointment. Staff have advised members to speak with their planner on file for more details.</li> </ul> <p>Full details can be found on the <a href="#">Region's website</a>.</p>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

#### Town of Oakville

Effective March 16, all Town of Oakville facilities, including Town Hall, are closed to the public. The following meetings of Council and Committees would be postponed to their next regularly scheduled meeting dates:

- Council - March 23, 2020 postponed to April 20, 2020
- Heritage Oakville - March 24, 2020 postponed to April 14, 2020
- Committee of Adjustment - March 31, 2020 postponed to April 14, 2020
- Appeals Committee - April 2, 2020 postponed to May 7, 2020
- Planning and Development Council - April 6, 2020 postponed to May 4
- Property Standards Committee - April 28, 2020 postponed until further notice

Be advised that the Town of Oakville has provided additional information on its level of service related to building and permitting, development engineering, and planning, which BILD understands has been drastically reduced. Detailed below for members is the state of services:

#### 1. Building Services & Permit Applications:

- Inspections of unoccupied buildings for new building construction
- Investigations/inspections of unsafe buildings
- Review of existing permits
- New building permit applications are not being accepted at this time. Staff are currently working on reviews of active permit applications submitted before March 18.

#### 2. Development Engineering

- Work on active town construction projects will continue as scheduled
- Final inspections for engineering permits (such as site alteration, pool works, road cuts, etc.).

#### 3. Planning

- Time sensitive existing applications only

Please see the Town's [COVID-19 webpage](#) for full details.

The Town has advised that it is now entering Phase 3 of its COVID-19 response plan estimated to run from April 27 to June 15 and this includes opportunities to safely bring back additional value-added services and begin recovery planning efforts that target a return to business date of July 1, 2020. The third phase of the COVID-19 response looks at the six-week period running from early May to mid-June and includes planning for recovery by looking at way to deliver services such as accepting and processing new planning, building and development applications online. In the CAO's remarks to Council, she indicated that an online platform to accept applications is being established and expected to be up and running in the near future.

We continue to engage Council and Town Staff in conversations on opening their services and ensure their level of service aligns with what is being provided at the Region of Halton and its local area municipalities, who continue to operate services remotely. A [letter](#) in this respect has been shared with the Mayor, Council members and Town staff.





## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

<p><a href="#">Town of Milton</a></p>	<p>Full details on operational services in response to COVID-19 can be found <a href="#">here</a>.</p> <p><b>Development Applications:</b> The Development Review team is continuing to process applications. If you have any questions, reach out to the Planner assigned to your file and all general inquiries can be directed to <a href="#">Planning</a>.</p> <p><b>Pre-consultation Meetings:</b> Regularly scheduled pre-consultation meetings will continue to be held via teleconference or videoconference. Please contact the Town's <a href="#">Planning Administrator</a> to schedule a meeting. You must provide a description of your proposal, along with concept plans, two weeks prior to the meeting so that it can be circulated to internal and external agencies for review and comment.</p> <p><b>Electronic Submissions:</b> The Town of Milton is currently accepting electronic submissions of applications for Zoning By-law Amendments, Official Plan Amendments, Draft Plans of Subdivision, Draft Plans of Condominium, Minor Variances, Consents, Site Plan Approvals and Exemptions from Part Lot Control. Please ensure that submissions are complete and include all required information as identified in your formal pre-consultation form, including the signed copy of your pre-consultation form. If paper files are to be dropped off, <a href="#">email</a> the Town's Planning Administrator to make arrangements. Protocol for electronic submissions can be found in detail on the Town's <a href="#">website</a>.</p> <p><b>Fee Payments:</b> Payments can continue to be made by cheque and can be deposited in the Town's drop box, located at the King Street entrance of Town Hall, in an envelope clearly marked for the Planning Administrator with the development application referenced. Please contact the Town's Planning Administrator who can provide direction on how to make a payment and can make the appropriate arrangements.</p> <p>Please note that the Town will not process any development applications without the applicable review fees. Any Region of Halton or Conservation Halton fees applicable with your application must now be paid directly to the Region or Conservation Authority, and confirmation that the applicable fees have been paid is required prior to the processing of any applications.</p> <p><b>Public Meetings and Committee of Adjustment Meetings:</b> At this time, the Town is unable to move forward with statutory public meetings or Committee of Adjustment &amp; Consent meetings, but are investigating options.</p> <p><b>Permit Applications:</b> Applications (both those already in queue and any new ones accepted after Saturday, April 4, 2020) will be reviewed as per the current protocol. New permit applications, including any additional forms, can be submitted digitally in PDF format to our <a href="#">building permit email</a>. Applicants will receive an email notifying them of their application's acceptance or outlining the reasons why the application was not accepted. If accepted, an invoice will be attached to the email, outlining the calculated building permits fees. Prior to permit issuance, fees are payable by cheque to 'Town of Milton'.</p> <p><b>Building Services &amp; Inspections:</b> Building Services will continue to provide the current inspection services with respect to RESIDENTIAL construction work associated with a building permit issued before Saturday, April 4, 2020 (11:59 pm).</p> <p>1) Unoccupied residential projects:</p> <ul style="list-style-type: none"><li>● Inspection conducted independently by the Building Official</li></ul>
---------------------------------------	--



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<ul style="list-style-type: none"> <li>• 2m social distance should site superintendent wishes to accompany inspector</li> <li>• If the above requirements are not followed most notably the minimum 2 metres (6.5 feet) social distancing, the Building Official will provide a verbal warning. If not followed a second time, the Building Official will advise that the inspection is over (not passed). A re-inspection may occur a minimum of two (2) business days later.</li> <li>• Building Officials will use their best judgment to evaluate any potential concerns.</li> </ul> <p>2) Occupied residential projects (renovations, basement finishes, secondary suites, etc.)</p> <ul style="list-style-type: none"> <li>• At this time, inspections of occupied buildings will not be conducted for the safety of the occupant and/or Building Officials. Inspection request will be rescheduled in order in which they are received. Management is actively developing reasonable solutions to address this issue and will update as soon as possible. Should you have any questions or concerns about occupied buildings please contact the <b>Manager, Building Inspections</b>.</li> <li>• As per the EMCPA no inspections will be conducted for work associated with RESIDENTIAL construction under a permit issued after Saturday, April 4, 2020.</li> </ul> <p>3) Inspections will continue to be conducted under a building permit for work associated with INSTITUTIONAL healthcare sector facilities or buildings (expansions, renovations and conversion of spaces that could be repurposed for health care services) regardless of the date the permit was issued.</p> <p>4) Inspections will continue to be conducted under a building permit issued for critical provincial infrastructure, including transit, transportation, energy and justice sectors regardless of the date the permit was issued.</p> <p>Inspections will continue to be conducted for work associated with an INDUSTRIAL building permit for:</p> <ul style="list-style-type: none"> <li>• the maintenance and operations of petrochemical plants and refineries,</li> <li>• significant industrial petrochemical projects where preliminary work has already commenced,</li> <li>• industrial construction and modifications to existing industrial structures limited solely to work necessary for the production, maintenance, and/or enhancement of Personal Protective Equipment, medical devices (such as ventilators), and other identified products directly related to combatting the COVID-19 pandemic.</li> </ul> <p>5) Inspections for construction work associated with any INDUSTRIAL, COMMERCIAL or INSTITUTIONAL permits with the exception of pars. 2 to 4 above, are suspended</p> <p><i>Note: These processes are subject to change as more protocols are developed.</i></p> <p><u>Members seeking more information are encouraged to connect with:</u></p> <p>Barb Koopmans, MPA, MCIP, RPP, CMO          Commissioner, Development Services          905-878-7252 x2301   <a href="mailto:Barb.Koopmans@milton.ca">Barb.Koopmans@milton.ca</a></p>
<p><b>Town of Halton Hills</b></p>	<p>Please be sure to read the <a href="#">Application and permit drop-off/pick-up instructions</a> before visiting Town Hall.</p>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<p>View a full list of <a href="#">Building Services provided after April 4, 2020</a> and <a href="#">Building and Engineering Services</a> provided during Town Hall's closure.</p> <p>Council meetings are resuming electronically.</p> <p>Here is what members can expect from the Planning &amp; Development Department moving forward:</p> <ul style="list-style-type: none"><li>• Staff will be available via e-mail or phone. Meetings can also be arranged via teleconference or conference call, including for pre-consultation.</li><li>• 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 <a href="#">this instruction form</a> 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 <a href="#">Jeff Markowiak</a> in advance of drop off.</li><li>• 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.</li></ul> <p>Continue to reach out directly to the Planner assigned to manage your file or <a href="#">Jeff Markowiak</a> 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 email or phone if members have any technical questions.</p> <p><u>For questions, please contact:</u></p> <p>Jeff Markowiak, MCIP, RPP Director of Development Review, Planning &amp; Sustainability Tel: 905-873-2601 ext. 2296   E: <a href="mailto:JeffMa@haltonhills.ca">JeffMa@haltonhills.ca</a></p>
<p><a href="#">City of Burlington</a></p>	<p>Council is functioning through a new format and conducting only essential and time sensitive business for the time being. During Council and Committee meetings, no public are allowed in Chambers as all City facilities including City Hall are closed through the end of June. Staff are exploring ways for remote public participation, but written delegations to the clerk can still be made. Virtual meetings will be used for any Council or committee meetings scheduled in April.</p> <p>Planning Applications</p> <ul style="list-style-type: none"><li>• Development applications received by March 13, 2020 are currently being processed.</li><li>• Inquires continue to be handled by Planning staff via phone and email.</li><li>• Staff are exploring how new applications might be accepted and processed.</li><li>• Staff have advised BILD that pre-consultations via digital submissions.</li><li>• No Pre-application public meetings will be held at this time, and will be re-scheduled at a later date.</li></ul> <p>Building Division</p> <p>The Building Division is currently processing building permit applications. If you are looking to apply for a building permit or follow up on an existing building permit application</p>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<p>please email <a href="mailto:building@burlington.ca">building@burlington.ca</a>. Staff from the Building Division will respond to your request and be able to assist you with the building permit process.</p> <p>Construction projects deemed <b>essential</b>, pursuant to the Provincial Emergency Orders made under the EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT, Ontario Regulation 82/20 as amended by 119/20 and 136/20, <b>will</b> continue to be inspected, pursuant to our authority under the Building Code Act. Construction work that is non-essential as per the Ontario Regulations, but is necessary in order to serve the functions of an essential business, will be reviewed on a case-by-case basis.</p> <p>Construction projects deemed <b>non-essential</b>, <b>will not</b> be inspected, pursuant to our authority under the Building Code Act.</p>
<p><b>PEEL REGION &amp; LOCAL AREA MUNICIPALITIES</b></p>	
<p><b>Peel Region</b></p>	<p>The Region of Peel has declared an Emergency on March 18, 2020 and will be implementing service changes and facility closures. For full details, please see their web page - <a href="#">here</a>.</p> <p>Peel employees will be available by telephone, virtual meetings, and email to assist the development community. Employees will be accepting documents digitally from Peel's local municipalities (Brampton, Caledon and Mississauga) and consultants through a variety of means, including a secure file sharing service.</p> <p>The region has now put in place measures to maintain the continuity of their business, however delays in service may still be experienced. Please refer to the following summary on how they will be proceeding on a temporary basis:</p> <ul style="list-style-type: none"> <li>• Submissions of all application support materials shall be made electronically through the local municipality, directly to Development Services staff or through an available drop box – details can be provided by staff for use of our drop box - Paper submission of materials cannot be accepted at this time.</li> <li>• Payments cannot be processed by cheque, visa or debit at this time. Development Services has recently established a process whereby fees and deposits (refundable and non-refundable) may be submitted via electronic fund transfer.</li> <li>• Securities/Letters of Credit cannot be submitted electronically but may be submitted electronically (scanned) for approval <u>prior</u> to submitting a paper copy along with agreement to Access Peel on the ground floor of Suite B – 10 Peel Centre Drive</li> <li>• Agreements will be executed upon satisfactory resolution of all requirements – where paper materials (ie. Letter of Credit) are required they shall be submitted together with the partially executed agreement at Access Peel. Agreements will be executed on an as needed basis - staff will not be attending the office unless required for execution and clearance of final outstanding paper submissions. Recognizing this, please ensure all materials are submitted together as a singular package.</li> <li>• Servicing requests that will result in water main shut-downs and routine servicing requests that require excavation around the watermain are deferred at this time;</li> <li>• Well conversions to municipal water due to contamination and servicing matters related to health and safety are considered priority items and can be addressed at this time.</li> <li>• For sites that have already been issued for infrastructure construction ETS and Water Ops will determine on a case by case basis if field services can be provided. ETS staff will work directly with contractors.</li> <li>• For subdivision linear work, contractors can continue to construct infrastructure provided there is no risk to Peel water infrastructure and the above criteria are</li> </ul>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<p>addressed. Field services for subdivision linear work can only be accommodated if safety of Peel's infrastructure and field staff can be maintained.</p> <p>If you have questions or require clarification, please contact the appropriate member of the Development Services Management Team as noted below:</p> <p>John Hardcastle, Director Development Services at <a href="mailto:john.hardcastle@peelregion.ca">john.hardcastle@peelregion.ca</a></p> <p>Althaf Farouque, Manager Development Services (Brampton) at <a href="mailto:althaf.farouque@peelregion.ca">althaf.farouque@peelregion.ca</a></p> <p>Larissa Svirplys-Howe, Manger Development Services (Caledon) at <a href="mailto:larissa.svirplyshowe@peelregion.ca">larissa.svirplyshowe@peelregion.ca</a></p> <p>Christina Marzo, Manager Development Services (Mississauga) at <a href="mailto:christina.marzo@peelregion.ca">christina.marzo@peelregion.ca</a></p> <p>Carol Clark, Manager Servicing Connections at <a href="mailto:carol.clark@peelregion.ca">carol.clark@peelregion.ca</a></p> <p>Wali Memon, Expert Development Services at <a href="mailto:wali.memon@peelregion.ca">wali.memon@peelregion.ca</a></p> <p>Joe Vieira, Manager Planning and Performance at <a href="mailto:joe.vieiria@peelregion.ca">joe.vieiria@peelregion.ca</a></p>
<b>City of Mississauga</b>	<p>As of March 18th, all facilities including City Hall are closed to the public until April 5<sup>th</sup>, with most services being moved to their <a href="#">online forum</a>. Council meetings will be conducted virtually through <a href="#">livestreams</a>.</p> <p>For the full announcement, please reference <a href="#">here</a>.</p> <p>Regarding planning and building, the City will continue to deliver regulatory services, building permits/inspections, site plan applications, official plan amendments and rezoning planning applications.</p> <p><u>Building and site plan applications</u></p> <p>ePlans is still available for all building permit and online site plan application tasks.</p> <p>For paper site plan applications, please contact the planner assigned to your application via phone or email.</p> <p>For official plan amendment and rezoning applications call 311 or email <a href="mailto:eplans.devdes@mississauga.ca">eplans.devdes@mississauga.ca</a> to speak with a member of the Planning Services Centre team.</p> <p>If you have questions about your project status report contact your reviewer directly via email.</p> <p><u>Building permit inspections</u></p> <p>Inspections can be <a href="#">scheduled online</a> using the permit number and web access ID on your Building Permit Notice Card.</p>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<p>However, to help maintain the health and safety of residents, clients and staff, we ask that you delay inspection requests where possible.</p> <p><u>Payment</u></p> <p>Only online payments are currently accepted.</p>
<p><u>City of Brampton</u></p>	<p>All City facilities including City Hall, Recreation and Community Centres, and Brampton Library branches will close from March 16 to April 5 inclusive.</p> <p><u>Planning Department</u></p> <p>The City of Brampton's Planning and Development Department is requesting members submit applications digitally through their FTP Site (<a href="https://ftp.brampton.ca">https://ftp.brampton.ca</a>) using the feature of uploading files (CAD and PDFs). <b>Please refer to the "User Guide for Planning Submissions - FTP Site" document for reference - <a href="#">here</a>.</b> Note that you will need to obtain the Username and Password (<b>confidential information and not to be shared with others</b>) for the FTP site from one of the Development Service clerks identified below.</p> <p>All applications must be submitted in full, including the application form, concept or site plans, etc. Please refer to their website <a href="#">here</a> for further information regarding a complete submission. Please note, in lieu of the required consultation with staff, you will send the appropriate application package electronically. Please note hard copies of application submissions will be required at the first in person meeting.</p> <p>As a result of the shutdown at City Hall due to the Covid-19, fees are not required at the time of submission and applications will not be deemed to be Complete (as per the Planning Act) until payment is processed once the City offices are reopened. Members are asked to advise staff of their intended payment method with your submission. If you intend to pay by cheque, please issue the cheque and send a picture of it with your application documents being uploaded to the FTP site. The cheque should then be mailed to:</p> <p>The City of Brampton Planning and Development Services City Hall, 3rd floor 2 Wellington Street West Brampton, ON L6Y 4R2</p> <p>Alternately, payment can be made over the phone by credit card when City Hall reopens.</p> <p>Once you have completed uploading all of your digital submission documents to the FTP site, members are asked to contact the Development Services Clerk (noted below) advising it has been submitted, so that staff may download and process it.</p> <p>If you have any questions regarding the information above and attached herein, please contact the appropriate Development Services Clerk:</p> <p><b>Site Plan Applications and Site Plan Pre-consultations:</b> Cassandra Tavares @ <a href="mailto:cassandra.tavares@brampton.ca">cassandra.tavares@brampton.ca</a></p>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

*Last Updated: April 28, 2020*

	<p><b>Development Applications</b> (Plans of Subdivision, Plans of Condominium, Amendments to the Zoning By-Law, Official Plan) <b>and Development Pre-consultations:</b> Shawntelle Trdoslavic @ <a href="mailto:shawntelle.trdoslavic@brampton.ca">shawntelle.trdoslavic@brampton.ca</a></p> <p><u>Building Division</u></p> <p>The City of Brampton's City Building Division has <a href="#">released information</a> on inspection requests. The Building Division will only be accepting inspection requests via Email and/or Fax for the period March 17 to April 3, 2020. Inspection requests are to be submitted no later than 2:00pm for the following working day.</p> <p>The email request is to be sent to <a href="mailto:inspections.scheduling@brampton.ca">inspections.scheduling@brampton.ca</a> and the faxed request to (905) 874-3763. Inquiries can be forwarded to Anthony Magnone at email address <a href="mailto:anthony.magnone@brampton.ca">anthony.magnone@brampton.ca</a>.</p> <p>The City has also said that staff will continue to process applications. Staff will be reaching out to the individual applicants to communicate this and next steps.</p>
<p><b>Town of Caledon</b></p>	<p>The Town of Caledon has announced that they will be closing all remaining offices and buildings to the public, including Town Hall, effective 4:30pm on Tuesday March 17th.</p> <p><u>Building Inspections</u></p> <p>Inspections will only be carried out on <a href="#">construction deemed as essential</a> under provincial order and where such buildings are unoccupied. (Updated April 7, 2020)</p> <p><u>Building Permits</u></p> <p>New building permit applications are not being accepted but applications already submitted will continue to be processed.</p> <p><u>Planning and Development</u></p> <p>No new development applications are being accepted at present. Applications already submitted will still be processed. Any associated public meetings are cancelled until further notice. Telephone consultations will continue.</p> <p>The Town and Staff will continue to provide phone and email service through Service Caledon at <a href="tel:905.584.2272">905.584.2272</a> x. 7750 (<a href="mailto:info@caledon.ca">info@caledon.ca</a>) and through <a href="http://www.caledon.ca">www.caledon.ca</a>.</p> <p>Any questions for the Policy division can be directed to <b>Sylvia Kirkwood</b> - Manager, Policy &amp; Sustainability at <a href="tel:416.302.8571">416.302.8571</a> or by email at <a href="mailto:OPReview@caledon.ca">OPReview@caledon.ca</a></p>
<p><b>REGION OF DURHAM &amp; LOCAL AREA MUNICIPALITIES</b></p>	
<p><b>Region of Durham</b></p>	<p>Please be advised that Durham Regional Headquarters and all other Regional offices will be closed to the public until further notice. Staff within Planning and Development Services are available by phone and email as they work remotely.</p> <p>As for applications and fees, the Region are accepting all applications and fees through the following ways:</p>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<ul style="list-style-type: none"> <li>• The Region we continue to pick up and drop off mail to Canada Post on a daily basis</li> <li>• The Region will be accepting e-circulations from their areas municipalities</li> <li>• The Region will also be accepting applications by means of select staff taking in the application packages at the headquarters main entrance</li> </ul> <p>The Region has advised that each developer needs to form their own interpretation of the List of Essential Services and make individual decisions on whether or not to proceed with any construction project. The Region will continue to provide their normal construction inspection services for any project which continues to move forward.</p> <p><u>Council/Committee</u></p> <p>Council meetings will be livestreamed. Committee meetings are to resume in May.</p> <p>To 'speak' at Durham Regional Council, you have to make a written request to <a href="mailto:delegations@durham.ca">delegations@durham.ca</a>. In order to be added to the meeting agenda. Your request should include:</p> <ul style="list-style-type: none"> <li>• the date of the meeting you wish to speak at</li> <li>• the subject matter or topic you would like to speak about</li> <li>• the name of the person who will be speaking</li> <li>• contact information (such as address, email and telephone number)</li> <li>• any audio-visual requirements</li> </ul> <p>Submission Deadline:</p> <ul style="list-style-type: none"> <li>• 12 PM (noon) on Wednesday the week prior to the meeting</li> </ul>
<p><b>Town of Clarington</b></p>	<p>All of Clarington's municipal buildings and facilities are closed to the public. However, many of the services offered are still available as staff are still available via phone and email. View a full list of <a href="#">services</a> available.</p> <p>Council and Committee meetings will continue as scheduled and will be available to watch online at <a href="http://www.clarington.net/calendar">www.clarington.net/calendar</a>. All delegations will either be moved to a future meeting or asked to submit their comments in writing.</p> <p><u>Planning</u></p> <ul style="list-style-type: none"> <li>• General inquiries from residents, real estate agents and developers will continue to be answered by phone and email.</li> <li>• Submissions of revisions to existing development applications and plans will be accepted by email, file share and courier. Payments can be made by electronic means or certified cheque.</li> <li>• New planning applications will be received and processed.</li> </ul> <p><u>Building</u></p> <p>As a result of changes made to the Provincial Emergency Order on April 3, 2020, amending the list of essential services, the Building Division has altered its operations.</p> <p>Clarington will continue to receive, process and issue building permits. However, construction can only continue or start on projects that are deemed essential by the</p>





## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<p>Province. Included in the essential project list are residential projects where any of the following has occurred before 11:59 p.m. on April 4, 2020</p> <ul style="list-style-type: none"><li>• a footing permit had been granted for single-family, semi-detached and townhomes;</li><li>• an above-grade structural permit had been granted for condominiums, mixed-use and other buildings, or;</li><li>• the project involves renovations to residential properties, and construction work started before April 4, 2020.</li></ul> <p>View the full list of essential construction projects as outlined on the <a href="#">Province's website</a>. Clarington's Building Division will continue to complete inspections as requested on those essential projects.</p> <p>If you have questions, please call 905-623-3379 ext. 2312 or email <a href="mailto:BuildingPermits@clarington.net">BuildingPermits@clarington.net</a>.</p> <p><u>Council Meeting</u></p> <p>Council and Committee meetings will continue as scheduled. Following physical distancing guidelines established during the COVID-19 pandemic, all meetings will proceed in an electronic format allowing Members of Council to stay home. Residents can watch the meeting online at <a href="http://www.clarington.net/calendar">www.clarington.net/calendar</a>.</p> <p>Delegations will also proceed remotely (either electronically or by telephone). If you wish to appear as a delegation to address Council on an issue, please contact the Municipal Clerk's Department at 905-623-3379 ext. 2109 or <a href="mailto:clerks@clarington.net">clerks@clarington.net</a>. The deadline to notify the Clerk's Department that you want to make a delegation is 4:15 p.m., one business day before the scheduled meeting. Delegates will receive information and instructions on how to access the meeting electronically.</p>
<p><b>City of Pickering</b></p>	<p>Please be advised that the City of Pickering has closed all public City facilities, including City Hall.</p> <p><u>Building Services</u> <i>Approved Building Permits are still required for construction projects.</i></p> <ol style="list-style-type: none"><li>1. Until further notice, only electronic submissions will be accepted. Applicants are asked to speak with a Building Clerk who will conduct an assessment of your Permit Application. Building Services staff will then provide all required documents and an upload link (Sharefile Link) by email. Once the permit is processed, Applicants will be emailed an invoice. Permit fee payments can be made by cheque, sent in by mail or courier, or dropped off at the location indicated at the end of this communication.</li><li>2. Building Services staff will continue to review new and existing applications and will contact the applicant if information is required to continue the review process.</li><li>3. Drawings or supporting documents must be sent electronically either by email, or "Share File". Not sure about this? Call and talk to a Building Clerk.</li></ol>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

*Last Updated: April 28, 2020*

#### *4. Building Permit inspections*

Inspections can be booked as usual, with the following conditions:

a. Inspectors will not enter occupied buildings.

If your inspection is critical please contact building services for other options.

b. Buildings that are enclosed but not occupied must have no workers or other people inside when the inspector is in the building.

*Exterior inspections can be carried out as per usual, with special attention paid to maintaining distance to other people on site.*

#### Planning and Development

1. Electronic submissions are strongly preferred until further notice. The City will also accept application submissions via Canada Post, or courier or dropped off to the address or location noted at the end of this communication. Commissioning applications will be done at a later date in the process, once restrictions are relaxed.

#### *2. Committee Cancellations*

The following regularly scheduled Committee and Council meetings have been cancelled for the month of April:

- Council Meetings – This will be revisited as the situation progresses. Special Council meetings are being held to deal with critical business as needed.
- Executive and Planning & Development Standing Committees.
- All Advisory Committees including:
  - Committee of Adjustment
  - Accessibility Advisory Committee
  - Cultural Advisory Committee, and
  - Heritage Committee

3. *Pre-submission consultation* meetings will be held by teleconference only, or by email to all stakeholders.

4. *Legal compliance letters* will continue to be received and responded to electronically. The fee should be paid by cheque, via courier or mail, or dropped off in the external mail slot. See address noted at the end of this communication.

5. Engineering drawings in support of applications should be sent in electronically to engser@pickering.ca. At this time, Engineering Services are still accepting paper submissions at the address or location noted below.

#### Zoning By-law Review

In regards to closures of Public Open Houses due to COVID-19; in place of these open houses, WSP has produced the following material, on behalf of the City of Pickering:

- Online Video Narration of Open House Display Boards
  - Narration is available in PDF form
  - Display Boards are available in PDF form
- Online Survey



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<p>Please be advised that draft Discussion Papers 1 &amp; 2 have been completed and are now available for public review and comments.</p> <p>Please visit <a href="http://www.pickering.ca/zonereview">www.pickering.ca/zonereview</a> to download the above mentioned materials. If you have any questions or concerns, please feel free to contact me or Deborah Wylie at <a href="mailto:dwylic@pickering.ca">dwylic@pickering.ca</a> or at extension 2195.</p> <p><b><u>Here's how to connect with the City of Pickering:</u></b></p> <p><b>Telephone</b> Building Services: 905.420.4631 Planning &amp; Design: 905.420.4617</p> <p><b>Email</b> <a href="mailto:citydev@pickering.ca">citydev@pickering.ca</a></p> <p><b>Mail or Courier</b> <i>City Development Department City Hall One The Esplanade Pickering, ON L1V 6K7</i></p> <p><b>Drop Off</b> Mail/Payment Slot Base of clock tower between City Hall and Main Branch Library Attention to City Development Department</p>
<p><b>Town of Ajax</b></p>	<p>Please be advised that the Town of Ajax's facilities, including City Hall are temporarily closed to the public to help prevent the spread of COVID-19. Facility closures to the public are being reassessed as the situation evolves. Town services continue to operate and are available online, over the phone or by email.</p> <p>The Town will also continue to provide limited public access at Town Hall for necessary business. This service is only for matters requiring immediate attention and staff support, and cannot be accomplished through other means. All walk-in visitors are being screened and directed to an appropriate department. These closures include the cancelation of all Council, Advisory, Property Standards and Animal Appeals Committees.</p> <p>Access to Town Hall is limited to the Main Doors (parking entrance).</p> <p><u><a href="#">Planning and Development</a></u></p> <p><b>The Town facility closures include no counter service at Town Hall. Individuals can contact the Planning department directly to arrange an appointment if necessary. Please email <a href="mailto:planning@ajax.ca">planning@ajax.ca</a> or call 905-683-4550.</b></p> <ul style="list-style-type: none"><li>• Major Planning Applications (OPA, ZBLA, Subdivision, Condo, Site Plan) being accepted by courier (65 Harwood Ave. S., ON L1S 2H9) or by appointment. All application forms must be pre-commissioned.</li></ul>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<ul style="list-style-type: none"><li>• Development Agreements and Securities being accepted by courier (65 Harwood Ave. S., ON L1S 2H9) or by appointment. All application forms must be pre-commissioned.</li><li>• Minor Planning Applications (Sign Variance, Driveway Widening, Compliance Letters, Tree Cutting) can be dropped off at Town Hall (mailbox) with cheque, or mailed to 65 Harwood Ave. S., ON L1S 2H9 with cheque.</li><li>• Heritage Permits, Pickering Village CIP Grant Applications can be emailed to <a href="mailto:planning@ajax.ca">planning@ajax.ca</a>.</li><li>• Committee of Adjustment can be dropped off at Town Hall (mailbox) with cheque, or mailed to 65 Harwood Ave. S., ON L1S 2H9 with cheque. All application forms must be pre-commissioned.</li></ul> <p><u>Building Services</u></p> <ul style="list-style-type: none"><li>• Building and Demolition Permits can be dropped off at Town Hall (mailbox) with cheque, or mailed to 65 Harwood Ave. S., ON L1S 2H9 with cheque.</li><li>• Building Permit Applications can be dropped off at Town Hall (mailbox) with cheque, or mailed to 65 Harwood Ave. S., ON L1S 2H9 with cheque.</li></ul> <p>Full service operation details can be found on the Town's website – <a href="#">here</a>.</p>
<b>Town of Whitby</b>	<p>Please be advised that the Town of Whitby facilities, including City Hall are temporarily closed to the public to help prevent the spread of COVID-19. Facility closures to the public are being reassessed as the situation evolves. Town services continue to operate and are available online, over the phone or by email.</p> <p>The Town will be accepting couriers at the front door entrance. The Planning and Development department are also allowing drop-offs of applications at this point as well. Those looking to drop off applications or fees are asked to arrange drop-off/pick-ups with the specific department or staff member assigned to the files. Any questions in respect specific files should be directed to the department front desk or planner on file. The departments can be reached at:</p> <p>Planning and Development – <a href="tel:905.430.4306">905.430.4306</a> Building Division - <a href="tel:905.430.4305">905.430.4305</a></p> <p><u>Council Meetings</u></p> <p>Town Council and Committee meetings remain to be available via <a href="#">livestreaming</a>. When a meeting is scheduled to take place, click on the live stream icon below to access the live stream of the current meeting. If you are unable to view a live stream, you have the option to view <a href="#">archived video</a> recordings of the meetings after they have occurred.</p> <p>To access current and archived agendas, minutes and reports for Council and Committee meetings, visit <a href="#">Civicweb</a>.</p> <p><b>Should you wish to provide comments regarding a matter being considered by Council please submit written correspondence. Correspondence can be submitted by email to the Office of the Town Clerk at <a href="mailto:clerk@whitby.ca">clerk@whitby.ca</a> by noon on the day of the meeting.</b></p> <p>Statutory Public Planning Meetings – <a href="#">More Information Here</a>.</p>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<p>Staff reports with additional details regarding planning applications are generally published one week prior to the meeting date. Planning public meeting agendas with staff reports can be found on the Town's <a href="#">CivicWeb portal</a>.</p>
<p><b>City of Oshawa</b></p>	<p>Please be advised that the City of Oshawa facilities, including City Hall and recreation facilities are temporarily closed to the public to help prevent the spread of COVID-19. Facility closures to the public are being reassessed as the situation evolves. City services continue to operate and are available online, over the phone or by email. For full details, see - <a href="#">here</a>.</p> <p>Regarding planning and building, the City will continue to deliver regulatory services, building permits/inspections, site plan applications, official plan amendments and rezoning planning applications. Members are asked to speak to the respective department to arrange meeting appointments and application drop-offs.</p>
<p><b>COUNTY OF SIMCOE, LOCAL AREA MUNICIPALITIES &amp; CITY OF BARRIE</b></p>	
<p><u><a href="#">County of Simcoe</a></u></p>	<p>BILD has been advised by Dave Parks, Director Planning, Economic Development and Transit, Planning Office staff are working from home and are available by email and phone calls. Calls to the proper phone extension are automatically forwarded to the e-mail system of the individual. All Planning staff are fully connected to all County files and emails.</p>
<p><u><a href="#">City of Barrie</a></u></p>	<p>City Council and General Committee meetings are being live streamed on the City of Barrie's <a href="#">YouTube Channel</a> and Rogers TV. Visit <a href="#">barrie.legistar.com</a> for meeting agendas and information.</p> <p><b>Planning &amp; Development:</b> Development Services and other supporting departments' staff continue their work remotely. Staff are not available for in-person meetings but phone calls, conference calls, video meetings are all being used and staff will make arrangements to meet.</p> <p>Online applications for Committee of Adjustments, Pre-Consultations, Site Plan, Site Plan exemptions and building permits are being processed.</p> <p>Council, Planning Committee and Committee of Adjustment meetings have been suspended until further notice, therefore decisions on affected applications have been delayed. Recommendation reports are being prepared and finalized and will proceed to the appropriate decision body when meetings resume.</p> <p>Site Plan approval and Draft Plan of Subdivision approval are delegated to the Director of Development Services and are proceeding when all technical work is complete.</p> <p>See the City's COVID19 service page <a href="#">here</a> for full details. Additionally, provided to BILD by staff are additional specifics on the protocols for planning, development and building services:</p> <ul style="list-style-type: none"> <li>• <u>PLANNING INQUIRIES</u> <ul style="list-style-type: none"> <li>◦ <b>Planning support services</b> can be obtained by emailing: <a href="mailto:planneroftheday@barrie.ca">planneroftheday@barrie.ca</a></li> </ul> </li> <li>• <u>APPLICATION SUBMISSIONS</u></li> </ul>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<ul style="list-style-type: none"><li>○ <b>APLI (online) applications</b> for Committee of Adjustment, Pre-consultations, Site Plan, Site Plan exemptions and building permits remain the same</li><li>○ Members will need an account to submit: <a href="https://eservices.barrie.ca/apli/">https://eservices.barrie.ca/apli/</a></li><li>○ Payments of less than \$5,000 can be made online, for amounts over \$5,000 a cheque can be mailed in to City Hall</li><li>○ <b>Official Plan Amendments, Zoning By-law Amendments and Draft Plans of Subdivision</b>, please call Michelle Banfield if you plan on making a submission of this nature in the next 14 days. Staff will explore all safe options for the drop off of material.</li><li>● <u>APPLICATION PROCESSING &amp; REVIEW</u><ul style="list-style-type: none"><li>○ <b>Notices of Complete Applications</b> – application intake and review for completeness continues and notices are issued as appropriate. This is already done electronically so nothing changes.</li><li>○ <b>Public Meetings and Neighbourhood meetings</b> – have been cancelled until further notice and new meetings are not being scheduled at this time.</li><li>○ <b>Technical review &amp; comments</b> – continues and written comments are being shared electronically with applicants through the file manager and include all comments.</li><li>○ <b>Technical meetings for Site Plan, Conformity Review &amp; Pre-consultation</b><ul style="list-style-type: none"><li>■ while review and comments continue, <u>in person meetings</u> (the ones scheduled on Thursdays) have been suspended until further notice. Staff will schedule conference or video meetings whenever possible</li><li>■ written comments will be provided to the applicant for consideration, conference calls can be arranged or video-conferencing can be scheduled after the applicant's review of the written comments</li><li>■ postponed / re-scheduled in person meeting dates can be maintained, postponed or cancelled depending on the details / nature of the comments</li></ul></li></ul></li><li>● <u>SITE ALTERATION, SUBDIVISION, AND SITE PLAN CONSTRUCTION COORDINATION</u><ul style="list-style-type: none"><li>○ Staff continue to accept and process all site alteration and tree removal permit applications by emailing Barb Perreault at <a href="mailto:barb.perreault@barrie.ca">barb.perreault@barrie.ca</a>.</li></ul></li><li>● <u>INSPECTIONS</u><ul style="list-style-type: none"><li>○ Development Service Field Coordinators are completing daily site inspection for ongoing projects (while taking all necessary health and safety precautions).</li><li>○ To setup a site meeting please contact Adam Hawboldt at <a href="mailto:adam.hawboldt@barrie.ca">adam.hawboldt@barrie.ca</a> 705-739-4220 ext 4889.</li></ul></li><li>● <u>ZONING BYLAW ENFORCEMENT</u></li></ul>
--	---



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<ul style="list-style-type: none"><li>○ Staff will continue to investigate by-law and property standards complaints. Requests can be made by phone at 705-726-4242 or by email at <a href="mailto:ServiceBarrie@barrie.ca">ServiceBarrie@barrie.ca</a>.</li><li>○ Any investigations that will require the entering of an occupied building will not proceed, and instead will require the owner or tenant to provide photographs of the concern, with other necessary documentation that can be emailed to: <a href="mailto:ServiceBarrie@barrie.ca">ServiceBarrie@barrie.ca</a>.</li></ul> <ul style="list-style-type: none"><li>● <b>APPLICATION DECISIONS</b><ul style="list-style-type: none"><li>○ <b>Council, Planning Committee &amp; Committee of Adjustment meetings have been suspended until further notice</b> – therefore decisions on these applications have been delayed.</li><li>○ Recommendation reports are being prepared and finalized and will proceed to the appropriate decision body when meetings resume.</li><li>○ <b>Site Plan approval and Draft Plan of Subdivision approval</b> are delegated to the Director of Development Services and therefore can proceed, when all technical work is complete.</li></ul></li><li>● <b>MEETINGS</b> - At the moment City staff are not available for in person meetings, but phone calls, conference calls, video meetings are all being used and staff can make arrangements to “meet” with you.</li><li>● <b>NEW OFFICIAL PLAN</b> - Work continues on the new Official Plan and we are exploring ways to continue to keep everyone involved in the process.</li></ul> <p><b>Impacted Building Services:</b> In accordance with Ontario Regulation 82/20 and subsequent amendments by Provincial Order issued April 3 and effective as of 11:59 on April 4, 2020, effective immediately the following additional restrictions are imposed on Building Department services. Building Services staff are making efforts to keep building processes moving during this time.</p> <p>Building Inspection services will NOT be carried out on construction projects deemed to be non-essential as per the Provincial list. This includes:</p> <p>All ICI construction, except as exempted for critical infrastructure projects All residential construction except those projects that held an issued permit before 11:59 pm April 4, 2020 as described below:</p> <ul style="list-style-type: none"><li>● A footing permit for a single family, semi-detached, or townhome</li><li>● An above grade structural permit for a residential condominium, residential mixed use or residential other building</li></ul> <p>Please note the Building Department will continue to accept building permit applications and issue building permits for all building types through the City’s APLI portal. It must be noted that, notwithstanding a permit may be issued during this time, physical construction for these projects is not authorized unless they are deemed to be essential by the Emergency Order referred to above, or the Emergency Order is lifted. See full notice <a href="#">here</a>.</p>
<p><u><a href="#">Town of New Tecumseth</a></u></p>	<p>Town staff have advised that the receipt and review of development applications is continuing despite the closure of the Town office to the public.</p>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<p>Pre-consultation meetings through the Town's DART process will now take place over the phone or via Microsoft Teams. Any new development application or resubmission can be submitted electronically to <a href="mailto:planning@newtecumseth.ca">planning@newtecumseth.ca</a> or <a href="mailto:engineering@newtecumseth.ca">engineering@newtecumseth.ca</a> depending on the application, or through the mail.</p> <p>Planners and Project Managers are still the best point of contact for any development specific inquiry, however new inquiries should be directed to the general mailboxes as noted above.</p> <p><b>Building Inspections:</b> At this time building inspections will be completed by Building Inspectors. If the urgency of a requested inspection is low, the inspection may be postponed to an appropriate agreed upon date.</p> <ul style="list-style-type: none"><li>• Most standard construction inspections can be carried out, including<ul style="list-style-type: none"><li>○ Exterior inspections of all buildings, and</li><li>○ Interior inspections of unoccupied buildings that are under construction</li></ul></li></ul> <p>The following building inspection services will be suspended or amended until further notice:</p> <ul style="list-style-type: none"><li>• Suspension of all interior inspections of occupied buildings</li></ul> <p>Buildings with alleged safety concerns will be evaluated <b>by the Chief Building Official in order to determine the appropriate action.</b></p> <p><b>Building Permit Applications:</b> The Building Branch will be only accepting building permit applications through digital means. Building staff will circulate digital applications to the required internal departments (Planning, Engineering, Fire, Finance) for their approvals and/or comments. Email communication will be the preferred method of communication.</p> <p>Payment instructions can be found in the Town's website <a href="#">here</a>.</p>
<p><u><a href="#">Town of Bradford West Gwillimbury</a></u></p>	<p>Regular Council meetings will be held via videoconference until further notice. <a href="#">Find out how to watch and participate</a>. Advisory Committee Meetings have been cancelled until further notice. Timelines for holding public meetings are anticipated to begin in May, provided the decrease in COVID-19.</p> <p><b>Planning:</b> Staff have advised that they are maintaining development review services. Staff are attempting to continue to conduct business of processing and reviewing applications under new best practices such as working remotely, arranging virtual meetings as necessary and receiving, circulating and reviewing applications digitally. Proponents are encouraged to take advantage of online submission tools for building permit and planning applications as well as for engineering submissions. Courier drop-offs are welcome too, and staff are determining a protocol for receiving hardcopies.</p> <p>Any members with specific questions are encouraged to reach out to their respective planner on file directly. Further, BWG staff is seeking some insight as to how members of its development community plan on conducting business in the near future. More specifically if members anticipate continuing to further current applications/projects and/or submit new requests/applications. If so, any specific files/application references would be useful for staff to know in order for them to plan their services accordingly, members should email this information to Ryan Windle, at <a href="mailto:rwindle@townofbwg.com">rwindle@townofbwg.com</a>.</p>





## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<p><b><u>Building Department Permit &amp; Requesting Inspections:</u></b> The Town's building permits and inspections protocol has been amended based on an order issued by the Province of Ontario under the <i>Emergency Management and Civil Protection Act</i> on April 3, 2020 (Ontario Regulation 119/20) which relates to the Closure of Places of Non-Essential Businesses, including certain construction.</p> <p>The Building office will continue to accept and review all new permit applications. Issuance of permits will be deferred until the Order is lifted, except where the construction falls within the list in the section above. <b>No new construction is permitted; construction may only proceed where it falls within the above list.</b></p> <p>Building permit applications may be submitted only by email to <a href="mailto:buildinginspections@townofbwg.com">buildinginspections@townofbwg.com</a>. Please note that email attachments cannot be larger than 10MB; any larger files will require submission using the <a href="#">Dropbox online portal</a>. Payment instructions can be found on the Town's website.</p> <p>Where construction is permitted, the following inspection protocols must be followed:</p> <p><b>Residential Builders:</b> To request a residential inspection, please email <a href="mailto:buildinginspections@townofbwg.com">buildinginspections@townofbwg.com</a>. Please make note of the following:</p> <ul style="list-style-type: none"><li>• Inspectors will conduct on-site inspections if they are accompanied by the Site Supervisor ONLY, while maintaining the recommended social distance (minimum 2 metres distance). No other individuals may be in the vicinity or in the structure of the requested inspection and no other individuals may approach the Inspector.</li><li>• If these protocols are not followed, the Inspector has the right to refuse any further on-site inspections.</li></ul> <p><b>Homeowners:</b></p> <ul style="list-style-type: none"><li>• On-site building inspections are temporarily suspended for all homeowner projects unless an emergency inspection is required related to the safety of the building or structure.</li><li>• For simple construction, photos MAY be accepted at the discretion of the Inspector and may be sent to <a href="mailto:buildinginspections@townofbwg.com">buildinginspections@townofbwg.com</a>.</li></ul> <p><b>Multiple Residential/Industrial, Commercial and Institutional (ICI):</b></p> <ul style="list-style-type: none"><li>• On-site building inspections are temporarily suspended for all ICI projects.</li><li>• In lieu of the building inspection, Professional field reviews will be accepted and may be sent to <a href="mailto:buildinginspections@townofbwg.com">buildinginspections@townofbwg.com</a>.</li></ul>
<p><u><a href="#">Town of Innisfil</a></u></p>	<p><b>Council Meetings:</b> Meetings will be held virtually going forward on the Town's <a href="#">YouTube Channel</a>. Staff are exploring delegation and question period options. Adjustments to the way the community can participate in Council meetings. If you would like to provide input regarding an agenda item you must pre-register by submitting the <a href="#">Request for Open Forum Form</a> before Monday, April 20, 2020 at 4:30 p.m. Clerks Services will contact all registrants with confirmation of details on Tuesday, April 21, 2020, prior to the next virtual Council meeting on the 22nd.</p>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<p>If you do not wish to participate in the meeting but would like to provide comment on any agenda item, you may send your email to <a href="mailto:clerksoffice@innisfil.ca">clerksoffice@innisfil.ca</a> and Clerks Services will circulate your email to Council and Staff in advance of the meeting.</p> <p><b>Planning and CoA Meetings:</b> Committee of Adjustment and public Planning Meetings have been suspended until further notice.</p> <p><b>If you require more information, please contact <a href="mailto:clerksoffice@innisfil.ca">clerksoffice@innisfil.ca</a> or call 705-436-3710.</b></p> <p><b>Suspended Inspections:</b> By-law Officers have suspended all interior inspections. Concerns of property standards will be addressed remotely. Building inspections of occupied structures are suspended.</p> <p>Staff have advised that all services are operating remotely. Applications are being accepted and processed. Building inspections are occurring on a limited basis and restricted to unoccupied buildings at this time.</p>
<b>CONSERVATION AUTHORITIES</b>	
<p><b>Conservation Halton</b></p>	<p>CH has made <a href="#">an announcement</a> to close their Administration Office to the public until April 6<sup>th</sup>. CH will not be accepting walk-in meetings or hosting or attending external meetings.</p> <p>CH has updated their internal processes and developed a few tips that, if followed, will help the CH staff process applications efficiently and effectively. This information is posted on <a href="#">CH's website</a> and will be updated as more protocols are developed, technologies are modernized, and/or corporate directives/policies are updated.</p> <p><u>Updates to CH's Process:</u></p> <ul style="list-style-type: none"> <li>● <b>Planning reviews</b> – New planning applications must be circulated to CH by the municipal partners and should not be submitted directly to CH (except electronic payment; refer to “Electronic Payments”). All review agencies should be copied on subsequent submissions to ensure that each agency is reviewing the same information. Digital submissions are preferred and should include all required information.</li> <li>● <b>Electronic payments</b> – Credit card or Electronic Fund Transfers (EFTs) are the preferred method of payment for both permit and planning submissions. Planning &amp; Regulations staff can provide direction on how to make payment. CH is unable to process any application without the applicable review fee.</li> <li>● <b>P&amp;R drop box</b> – An electronic drop box has been set-up for large planning and permit submissions. Planning &amp; Regulations staff will provide applicants with a link and password so that digital submissions can be uploaded to our digital drop box.</li> <li>● <b>Virtual site inspections</b> – CH staff are currently working on internal protocols for how to carry out site inspections/site visits over the coming weeks and a further update will be provided. Applicants should contact staff for further direction if a site visit was previously identified as a requirement (e.g., permit condition). In the meantime, staff has received some video footage from drone flyovers of select permit works and sites (e.g., CH received drone flyover of channel works). This footage can be very helpful for certain types of applications, works or sites. Landowners are encouraged to contact staff before doing this, so that CH staff can discuss if video footage is appropriate for the given site or works.</li> </ul>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<ul style="list-style-type: none"><li>● <b>Upfront technical reviews</b> – Should there be a reduction in the volume of planning and permit applications submitted, CH is willing to undertake some upfront, large technical reviews in advance of a formal planning or permit application being submitted (e.g., EIR/FSS, SIS). Staff can also work with landowners to identify environmental constraints/opportunities for specific sites (e.g., floodplain modelling reviews, wetland water balance assessments). Technical review fees will apply.</li></ul> <p><u>Tips for Submissions:</u></p> <ul style="list-style-type: none"><li>● <b>E-mail first</b> – Staff are available via email, video conference or phone but it is best to first connect over email. Please email with any questions or if members would like to set up a time for a virtual meeting or conference call. Continue to reach out directly to your contact on the Planning &amp; Regulations team for file specific matters. General inquiries can be directed to <a href="mailto:envserv@hrca.on.ca">envserv@hrca.on.ca</a>.</li><li>● <b>Complete, digital submissions</b> – Ensure that permit submissions are complete and include all required information. Digital submissions are preferred and can be made via email or to the P&amp;R drop box. If paper files are to be dropped off, arrangements will need to be made with staff beforehand. CH permits and correspondence will be issued electronically via email.</li><li>● <b>Reduce file sizes</b> – Given the volume of digital submissions CH are currently receiving, as well as the amount of data associated with most planning or permit submissions, it would be helpful if files were compressed, where possible (i.e., reduce file size and create zip files). It would also be helpful to have large technical reports broken down into separate sections (i.e., main report should be separate from appendices) and larger plans/figures sent separately from reports.</li><li>● <b>Prioritize files</b> – Please let CH know if there are certain files to focus their attention on. It is helpful to staff if members could prioritize for CH files and business-critical needs.</li><li>● <b>Be patient</b> – Bear with staff as they adapt business operations and services to these uncertain times. Staff are committed to keeping lines of communication open and will inform members on the status of reviews and applications. If there are any changes on when the office will re-open to the public, this will be communicated accordingly.</li></ul> <p>For full details, please see CH's notice <a href="#">here</a>.</p> <p><u>For questions, members can contact:</u> Hassaan Basit Chief Administrative Officer <a href="mailto:hbasit@hrca.on.ca">hbasit@hrca.on.ca</a></p>
<b>Credit Valley Conservation</b>	<p>In light of COVID-19, Credit Valley Conservation is taking steps to ensure the health and safety of our customers, suppliers, communities and people while ensuring we provide uninterrupted services.</p> <p>Here is what you can expect from the CVC Planning and Development Services team over the coming weeks:</p> <p><b>ENHANCED DIGITAL ACCESS</b></p> <p>CVC will continue their high-quality commitment to client service by being available via email, video conference or phone. For existing files, submissions can be made digitally –</p>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<p>and there continue to be several options to make payments so please consult with your file contact. You can help CVC by prioritizing your business-critical needs, ensuring submissions are complete, on time and digital where possible, and by bearing with CVC as they adapt their business operations.</p> <p>General inquiries and new permit applications can continue to be directed via email to <a href="mailto:planning@cvc.ca">planning@cvc.ca</a></p> <p>Please make arrangements with us beforehand if you will be dropping off paper files or applications to our Head Office.</p> <p><b>FILE STATUS COMMUNICATION</b></p> <p>As always, staff will continue to communicate with you. CVC will inform you on the status of review and your application. CVC will also keep you up to date if there are any changes and when our office will re-open to the public.</p>
<p><b>Lake Simcoe Region Conservation Authority</b></p>	<p>LSRCA has closed its doors to the public, colleagues and clients effective immediately and until further notice. All staff will be moving to a digital, virtual and phone-based approach and will be working from their respective homes.</p> <p>LSRCA will continue to accept all permit and development submissions electronically and will continue to service the watershed community to the best of their ability under the new circumstances.</p> <p>For additional details on how the LSRCA will be proceeding in the interim period, kindly see below:</p> <ol style="list-style-type: none"><li>1. Submissions of material, files or supporting documentation can be made digitally to your respective contact.</li><li>2. Submissions via courier or mail will be continued to be accepted unless their respective services are suspended. These will be sorted out and staff will pick up submissions once a week.</li><li>3. A drop-box will be installed in the front foyer of the LSRCA head office, where submissions or material can be dropped off at any time.</li><li>4. Staff will be available to participate in conference calls, regular phone calls and/or virtual meetings.</li><li>5. Staff will not be able to attend external meetings during this time.</li><li>6. Permits will be issued electronically via email.</li><li>7. All correspondence issued will be electronic.</li><li>8. Payments will be still be processed. Staff are working on an approach for routine permits fees to be paid either via phone or online. This will be communicated in more detail with applicants.</li></ol> <p><u>For questions, please contact:</u></p>



## ALL CHAPTERS:

### State of Municipal Operations and Planning, Development and Building Review Services During COVID-19 Disruption

Last Updated: April 28, 2020

	<p>Rob Baldwin General Manager, Planning and Development t. 905.895.1281 ext. 248   e. <a href="mailto:r.baldwin@LSRCA.on.ca">r.baldwin@LSRCA.on.ca</a></p>
<p><a href="#">Nottawasaga Valley Conservation Authority</a></p>	<p>Nottawasaga Valley Conservation Authority is closed to the public as of March 18, 2020.</p> <p>NVCA staff will continue to provide service to residents, municipalities and stakeholders. To contact staff, please refer to the following points:</p> <ul style="list-style-type: none"><li>• NVCA permit pre-consultations will continue to be available. Watershed residents looking to book a pre-consultation regarding permits can email <a href="mailto:permits@nvca.on.ca">permits@nvca.on.ca</a> to book a telephone meeting with our regulations staff. Pre-consultation meeting requests will be processed in the order they are received.</li><li>• Regulations staff will be available to answer any questions regarding permit applications. Please email your questions to <a href="mailto:permits@nvca.on.ca">permits@nvca.on.ca</a>.</li><li>• Planning staff will be available to assist with planning applications. Please email any questions regarding planning applications to <a href="mailto:planning@nvca.on.ca">planning@nvca.on.ca</a>.</li><li>• Meetings scheduled with staff will be cancelled, rescheduled or conducted virtually via conference calls or regular phone calls.</li><li>• If you wish to email a staff member or leave them a voice mail message, visit our <a href="#">staff directory</a> for email addresses and phone extensions.</li><li>• If you are unsure which staff member to contact, please email us at <a href="mailto:admin@nvca.on.ca">admin@nvca.on.ca</a> and we will forward your message to the appropriate person.</li><li>• NVCA is still receiving mail. Please leave any deliveries between the two reception doors during business hours (8:30 am – 4:30 pm).</li></ul> <p>NVCA will continue to monitor watershed conditions for flooding, and will issue flood messages as necessary. Staff will be working closely with municipalities in this regard.</p>
<p><b>Central Lake Ontario Conservation Authority</b></p>	
<p><a href="#">Toronto and Region Conservation Authority</a></p>	<p>Toronto and Region Conservation Authority (TRCA) has <a href="#">announced</a> their decision to close our office to the Public until further notice. <a href="#">Infrastructure and Development Planning and Permits</a> staff will continue to operate remotely, and will be available by telephone and electronically to assist members as necessary.</p> <p>Please refer to the following points for reference on how TRCA will be proceeding in the interim period:</p> <ul style="list-style-type: none"><li>• Submissions of material, files or supporting documentation can be made digitally to your respective <a href="#">planner</a> via a file sharing service or e-mail. Or please use <a href="mailto:planning&amp;permits@trca.ca">planning&amp;permits@trca.ca</a>.</li><li>• Payments will still be processed and can be received via phone.</li><li>• <a href="#">Staff</a> will be available to participate in one-on-one phone calls, conference calls, and/or virtual meetings.</li><li>• Staff will not be able to attend external meetings or site visits during this time.</li><li>• Permits and correspondence will be issued electronically via email.</li></ul>



## **ALL CHAPTERS:**

State of Municipal Operations and Planning, Development and Building Review  
Services During COVID-19 Disruption

*Last Updated: April 28, 2020*