



King Township
2585 King Road
King City, Ontario
Canada L7B 1A1

Phone: 905.833.5321
Fax: 905.833.2300
Website: www.king.ca

April 9, 2020

By E-Mail Only

Dear Sir/Madam:

Re: Attention- Office/Facility Closure- Attention

We are contacting you to provide you with an update with respect to the status of the processing of your application which has been submitted to the Township of King Planning Department and/or to advise you with respect to our current operating levels in relation to the COVID-19 situation.

Consistent with all levels of government enacting stricter containment measures to slow the spread of COVID-19, the Township of King has closed its facilities and cancelled various programs until further notice. Township Staff are, to the extent possible, working remotely.

With the health and safety of our staff, residents, and customers as our priority, this decision was made with guidance from York Region Public Health, the Province of Ontario and the Government of Canada in order to slow the spread of COVID-19.

All essential services will continue, including Fire and Emergency Services, water, wastewater, waste collection and road and sidewalk maintenance.

Some non-essential services may be impacted. However, Township staff, including Planning Department staff, is working remotely and maintaining the majority of Township business operational. We are continuing, where possible, to provide services to residents by email, phone or other remote capabilities. Service levels for some non-essential services may be delayed or suspended.

The Planning Department's operations continue as outlined below:

- Planning staff is working remotely with full access to applications, files, e-mail, telephone and other remote capabilities. Existing applications and projects continue to be processed and actively managed. Please do not hesitate to contact the Planner/staff assigned to any file/application for further information with respect to its status and/or next steps.
- General inquiries, information requests and other day-to-day business remains available via telephone and e-mail. Telephone and e-mail inquiries will continue to be processed subject to some potential delays.
- Pre-consultation meetings will continue to be scheduled and held. Planning staff is currently evaluating the most efficient and effective means to carry out these meetings via tele-conference or video-conference. Further information will be provided upon scheduling of the meeting. The required meeting request form is available on www.king.ca.



King Township
2585 King Road
King City, Ontario
Canada L7B 1A1

Phone: 905.833.5321
Fax: 905.833.2300
Website: www.king.ca

- We continue to accept and receive new applications and/or submissions in relation to existing applications in both hard and digital format. Hard copies can be provided via regular mail, courier, or drop-off at the Township Municipal Centre (2585 King Road) within a designated and segregated, un-staffed, drop-off/delivery area. Deliveries will be accepted between 8:30 a.m. and 3:00 p.m. daily with the exception of weekends and statutory holidays. Any packages received at the Township office will not be handled or processed by staff for a minimum of four days of isolation after receipt. Application forms are available on www.king.ca. Application fees are payable by cheque to the Township of King and must be included with the hard copy submission. Payments cannot be accepted online or by telephone at this time.
- **ALL** items which are submitted (eg. forms, documents, drawings, letters, etc.) are also required to be provided in digital format. Planning staff will not have access to hard copy submissions for some time. As such, digital copies are required for distribution and processing in the interim.
- Digital copies of any submissions can be submitted by e-mail (subject to file size limitations), USB/Flash drive, or the Township's "ShareFile" web-based file sharing service. Please contact Township Planning staff for further instructions when using "ShareFile".
- Any applications or forms requiring signing by a Commissioner of Oath are still required to be appropriately signed by a Commissioner of Oath. However, this service will not be available to be carried out by Township staff during this period. A Commissioner of Oath external to the Township may be used. Alternatively, Township staff will be able to provide this service upon the Township office being re-opened to the public. Any applications submitted in advance of the office being re-opened and requiring this service from Township staff will necessitate the applicant to return to the office to carry this out within 14 days after the office is re-opened. The Application will however be processed during this period to the extent possible.
- Please provide all applications and submissions to the attention of Yvonne Hunter, Planning Department, yhunter@king.ca.
- All submitted materials will be digitally uploaded and provided to the appropriate Planning staff to commence regular processing and circulation. However, in accordance with Bill 187 which was recently enacted by the Province of Ontario, processing and related timelines under the Planning Act (eg. for determining completeness of applications, public notice/meetings, appeal timeframes, etc.) have been temporarily suspended as a result of the COVID-19 situation. The Planning Department intends to make all reasonable efforts to continue to advance the processing of applications during this period as efficiently and expeditiously as possible. No formal recommendations, however, will be made by Planning Staff on any Application which are subject to Provincial timeframes until the Bill 187 suspensions have been lifted.
- Township of King Council and Committee of the Whole meetings of March 23, 2020 and April 6, 2020 have been cancelled. Scheduling of upcoming Council and Committee of



King Township
2585 King Road
King City, Ontario
Canada L7B 1A1

Phone: 905.833.5321
Fax: 905.833.2300
Website: www.king.ca

the Whole meetings are continuing to be evaluated. We recommend that the Township be contacted to confirm any scheduled meetings.

- All Township of King Committee meetings (Committee of Adjustment, Heritage Advisory Committee, Sustainability Committee, etc.) scheduled in April 2020 have been cancelled. Subsequent meetings continue to be evaluated. We recommend that the Township be contacted to confirm any scheduled meetings after April.
- With respect to Committee of Adjustment applications, please note that Committee of Adjustment and Planning staff are currently working on rescheduling a hearing date for applications which were originally scheduled for March and April and were deferred to the next available date as a result of the cancelled meetings. As a result of the related backlog, we expect a significantly higher than normal volume of applications to be scheduled once Committee meetings resume. Planning staff is considering various scheduling options to assist with expediting the backlog at that time. We thank all applicants for their patience in this regard.
- New Minor Variance and Consent applications for the Committee of Adjustment will be accepted at this time and will be assigned a file number to initiate preliminary processing. However, staff does not have a timeline at this time with respect to any full processing and scheduling for a hearing.

As we have all come to appreciate in recent weeks, this is a rapidly evolving situation and, as a result, the above noted service levels are subject to change. Please regularly visit King's [COVID-19](#) and [COVID-19 Impacted Services](#) website pages as information is updated frequently as the situation continues to unfold.

Our residents, businesses and customers can still do business with King on our website at www.king.ca, by phone at 905-833-5321 or by email at serviceking@king.ca. Alternatively, if you have been communicating and/or working with specific Township staff and prefer to contact them directly please do not hesitate to do so.

Thank you for your patience. Please stay safe and well and we look forward to working with you as we continue to move forward during these challenging times.

Please contact the undersigned should you have any questions.

Yours truly,

A handwritten signature in black ink, appearing to read "Gaspare Ritacca". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Gaspare Ritacca, MCIP, RPP
Manager of Planning and Development