

May 28, 2020

Notice of Temporary Planning Service Adjustments during the Covid-19 Pandemic

The Township of Oro-Medonte has taken proactive precautions with facility closures and alternative means to continue to provide services to our customers. The following adjustments have been made to service levels for receiving and processing planning applications by the Planning Division, until further notice: • Planning Staff continue to work remotely; • E-mail communication will be the preferred method of communication. However, phone calls and voicemails will continue to be received and responded to.

Submission of Planning Applications:

No in-person applications accepted. Township Offices are closed to the public. Requirements for the Commissioning of planning applications are temporarily waived. Planning applications will continue to be accepted through: • Electronic e-mail submission to planning@oro-medonte.ca; • Electronic submission to Dropbox file hosting service (please e-mail planning@oro-medonte.ca for instructions); • Paper submission by Canada Post or courier to Township of Oro-Medonte Administration Office, 148 Line 7 South, Oro-Medonte, L0L 2E0; • Paper submission to secure mail box (envelopes only) located at Administration Office, 148 Line 7 South (Oro Station); or, • Paper submission to secure mail box (envelopes only) located at Fire Station 6, 5668 Line 7 North (Moonstone).

Payments for Planning Applications:

No in-person payments accepted. Township Offices are closed to the public. Payment for planning application fees will be accepted by: • Cheque payable to the Township of Oro-Medonte or applicable agency (e.g. Conservation Authority) and deposited along with planning application to the secure mail boxes noted above; or, • Online payment (please e-mail planning@oro-medonte.ca for instructions).

Public Meetings/Hearings:

The Township has implemented alternative electronic formats for the holding Public Meetings/Hearings in order to adhere to physical distancing measures. Public participation will be provided during electronic Council and Development Services Committee Meetings in the Township of Oro-Medonte in accordance with Section 238 (3.3) of the *Municipal Act, 2001*, the *Planning Act, 1990, c.P.13*. and the *Emergency Management and Civil Protection Act*. The Township has established a protocol that outlines the public responsibility in order to participate in an electronic meeting via video or telephone. The protocol applies to all members of the public, applicants, consultants, and delegates wishing to participate in an electronic Council or Planning Public Meeting, and continues to be subject to rules of procedure as stated in the Procedural By-law and other Provincial legislation.

For those wishing to provide comments at a Public Meeting/Public Hearing scheduled during a Development Services Committee or Council meeting:

- It is recommended that all comments or questions on planning applications be submitted in writing to planning@oro-medonte.ca. Written submissions are encouraged at a public meeting and are required to be submitted one (1) hour prior to the meeting, however comments can also be received after the meeting and will be accepted up to the date that Council makes a decision on the matter.
- If you are unable to make written submissions and therefore wish to make an oral statement during the planning meeting or public hearing, please submit a completed registration form and email to agendacomment@oro-medonte.ca prior to noon the Monday prior to the scheduled meeting to register or call 705-487-2040. You will be provided with either an email containing a link to register prior to the meeting or a call in number and the meeting ID.
- Written submissions on planning matters will not be read out in their entirety at the meeting but will be forwarded to planning staff for consideration and the follow up staff report. Council will be apprised of all public comments received prior to making a decision on the application.
- If you wish to receive information on a specific planning application or to be notified of an upcoming meeting related to a planning matter please email planning@oro-medonte.ca.
- All oral statements will be recorded as part of the electronic meeting and will be posted for public viewing and become part of the public record in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be posted for public viewing on the [Township's YouTube Channel](#) and in the Meeting Agendas on the Township website.

We appreciate your patience and understanding during these challenging circumstances.

Andria Leigh, RPP Director, Development Services