

The City of Campbell River is continuing with development services, with a few limitations.

Please be advised that the rapidly evolving COVID-19 situation is affecting City operations. Currently, most Development Services staff are working on regular duties, but may be redeployed to other critical functions at any time. The City will strive to keep the development community updated on any changes to our ability to process applications as the pandemic situation evolves.

Here is the current situation, as of March 31, 2020:

- 1) The City will continue to accept and process applications as resourcing allows. Please send applications digitally; instructions for submitting information on paper will be provided at a later date. Specific information for each type of application is provided below:
 - a. **New Planning Applications** (Zoning or OCP Amendments, Development Permits, Subdivisions, Temporary Use Permits, Development Variance Permits, etc.) – The City will be conducting pre-application meetings via telephone. To schedule an appointment, please send an email to planning@campbellriver.ca requesting a pre-application meeting. Your file will then be assigned to a staff member who will contact you to arrange for a virtual pre-application meeting. Following the pre-application meeting, submit applications to planning@campbellriver.ca.
 - b. **In-stream Planning and Engineering Applications** (all types) – All in-stream applications will continue to be managed with the currently assigned file manager. All communication will continue between the file manager and the applicant/agent via phone or email. If you need to contact the City and are unsure of the file manager, please email planning@campbellriver.ca requesting file manager contact information.
 - c. **Council Meetings** – Council meetings will continue to proceed via video or telephone conferencing, with a focus on urgent COVID-19 business. Development applications requiring Council direction, will continue to move forward, subject to limitations on public hearings as noted below. Council Meeting Highlights will continue to be published. Stay tuned for any changes on how to view Council meetings.
 - d. **Public Hearings** – Council will consider procedural amendments to enable applications to move forward, while complying with required physical distancing. We're considering options on how best to provide this legally required opportunity for public review.
 - e. **Works on City Lands Permits** – The City will continue to process WCL Permits. Please note that there may be limitations on what activities can be approved due to the pandemic situation. The City will communicate any limitations to a builder or developer at the time of application so that you can make an informed decision on whether to proceed with your work. It is expected that the Engineer of Record is conducting inspections as required to certify the constructed work prior to City acceptance and if the Engineer of Record is not available to perform these duties, construction shall not proceed. A Letter of Acknowledgement will be provided to the developer and engineer and must be signed and returned to the City before the permit will be issued.

- f. **Engineering Construction Approvals** (Subdivision and Building Permits) – The City will continue to process Engineering Construction Approvals. Please note that there may be limitations on what activities can be approved based on the evolving pandemic situation, as described above in section e. The requirements for the engineer of record as noted above will also apply and the Letter of Acknowledgement must be returned to the City prior to approval being issued.
 - g. **New Building Permit Applications** – Please submit all new Building Permit applications to building@campbellriver.ca. As normal, application submissions will be reviewed for completeness by the Development Officer prior to being assigned to a Building Inspector for further review and permit issuance. Where no planning or engineering input is required, applications will go directly to a Building Inspector for review.
 - h. **Active Building Permits** – Building Inspections can be scheduled by emailing building@campbellriver.ca or phoning 250-286-5725 or 250-203-1426. Please note that if guidelines around COVID-19 management measures for the construction industry are not observed, inspections will be ceased. A signed acknowledgement form (see attached) must be submitted prior to scheduling any inspections.
 - i. **BC One Call** – Requests for BC One Calls continue as normal.
- 2) At this time, the City will not be accepting any requests for in-person meetings. Staff will continue to use telephone and email as a means to communicate and discuss development related matters.
 - 3) All payments of fees or securities will be made electronically. Your file manager will contact you with a fee summary with outstanding payments and instructions for making them.

With some staff working from home, processing delays should be expected and new limitations may arise. Please know that we're doing our best to keep development and building projects moving forward during these challenging times.

For approvals that have an associated timeline for completion by the developer (eg. DPs, subdivisions), the City will contact you prior to issuing the approval to confirm that you would still like to proceed with your project, at this time.

If you have any questions about any of the above information or any other development-related question, please contact planning@campbellriver.ca or 250-286-5725.

Thank you for your patience and understanding.