

April 8, 2020

Township of Wellesley – Building Department Notice #2

COVID-19 Effects on Operations

On April 3, 2020 the Province amended Ontario Regulation 82/20 Emergency Management and Civil Protection Act, with an Order under Subsection 7.0.2.(4) – Closure of Places of Non-Essential Businesses.

This Order has significantly impacted what construction can continue. Below is the list of construction that has been deemed essential by the Province and allowed to continue after 11:59pm on April 4th:

27. Construction projects and services associated with the healthcare sector, including new facilities, expansions, renovations and conversion of spaces that could be repurposed for health care space.
28. Construction projects and services required to ensure safe and reliable operations of, or to provide new capacity in, critical provincial infrastructure, including transit, transportation, energy and justice sectors beyond the day-to-day maintenance.
29. Critical industrial construction activities required for,
 - i. the maintenance and operations of petrochemical plants and refineries,
 - ii. significant industrial petrochemical projects where preliminary work has already commenced,
 - iii. 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.
30. Residential construction projects where,
 - i. a footing permit has been granted for single family, semi-detached and townhomes
 - ii. an above grade structural permit has been granted for condominiums, mixed use and other buildings, or
 - iii. the project involves renovations to residential properties and construction work was started before April 4, 2020.
31. Construction and maintenance activities necessary to temporarily close construction sites that have paused or are not active and to ensure ongoing public safety.

Inspections:

Our Building Department will only be performing mandatory building inspections for non-occupied buildings for projects covered under the new list of essential services described throughout this document. Exterior inspections are being conducted with a mandatory 3m clearance from all site personal.

We are also asking that the following guidelines be followed for our inspections of unoccupied buildings:

- The building needs to be free of trades working at the time of our inspection.
- The inspector will only interact with the site super.
- The inspector will decide if the site super/lead accompanies them on the inspection.
- The site super/lead and anyone else, may be asked about their health and travel history and must maintain physical distancing of at least three (3) meters.
- The inspector will call the site super (or lead) when they are arriving to the inspection as we will not be going into job trailers.
- If more than the site super/lead is on site/in the building when the inspector arrives, the inspector will decide whether to wait for the site to be vacated or reschedule the inspection.
- If someone is found on site during inspection, the inspection will stop.

Failure to meet these conditions for inspections will result in a departure of our inspector(s) and a failed inspection requiring re-inspection at a later date.

Also, inspections will continue to be conducted on Mondays, Wednesday and Fridays of each week until further notice. Inspections must be called in 24hr prior to the inspection request to 519-699-3947 or by e-mail to building@wellesley.ca

Contact myself for additional information on inspections or site specific inspection scenarios which are outside of the protocol arrangements listed above.

Will building permits continue to be issued?

Yes. You can continue to apply for building permits, and they will be reviewed and issued if they comply with the Building Code and zoning requirements. **This does not mean that you can begin construction.** Under the emergency Order filed by the Province, notwithstanding the issuance of the building permit, the emergency Order does not permit construction to commence until the order is lifted.

The issuance of a building permit after April 4th, is subject to all restrictions and prohibitions under the law. More specifically, this permit does not mean that construction can be carried out in contravention of any Act, Regulation and/or provincial order prohibiting construction deemed non-essential. Please note that you must review the list of construction projects deemed essential and it is recommended that you seek legal opinion to determine whether the project is deemed essential under the Emergency Management and Civil Protection Act (EMCPA) and its Regulations, as amended, before proceeding with construction in order to avoid contravention of the law. Construction projects deemed non-essential are prohibited.

Complete applications can be submitted electronically to building@wellesley.ca or dropped off in the drop box at the Township Municipal Office.

Payment of Building Permits

Building permits will only be issued once payment is received and verified.

Once an applicant receives our invoice and notice that the building permit is ready for issuance payment for that permit can occur in the following ways:

1) Mailed in or dropped off in the outside mailbox at the Township Municipal Office. – This process may take 1-3 business days to verify the payment has been received.

2) The Township of Wellesley is set up as a vendor on most banks as follows:

<u>Bank</u>	<u>Vendor Name</u>
BMO	Township of Wellesley
CCU	Wellesley, Township
MCU	Township Wellesley
Tangerine	Township of Wellesley
Manulife	Township of Wellesley
TD	Wellesley (Township of) Tax
RBC	Wellesley (TWP) Taxes
CIBC	Wellesley Township Tax
Scotia	Wellesley Taxes

- First set the Township up as a vendor with your on-line banking details
- For your Account Number: Zeros followed by permit number
Some banks require 11, 15 or 19 digits, eg.00002020XXX, 000000002020XXX, 000000000002020XXX. If you continue to use the system for multiple on-line payments you can continue to use the initial account number.
- Pay Bill: Proceed as normal with bill payments
- Notification: E-mail fgilbert@wellesley.ca with payment confirmation. Once the online payment has been verified, we will follow up with an email copy of the approved drawings and building permit documents.
- This process should take 0-1 days to verify that the payment has been received.

What does this emergency order mean for single family, semi-detached and townhomes construction projects?

Where a full building permit was issued on or before April 4th, we will continue to inspect the entire unoccupied project. If no building permit was issued on or before April 4th, we will NOT inspect, **even where building permits are issued after April 4th**. Construction for these projects cannot start. The Province has stated that the intention of the emergency order is that there are no new starts to residential projects, while residential construction that is near completion will continue.

What does this emergency order mean for condominiums and mixed use building projects?

Where a full building permit was issued on or before April 4th, we will continue to inspect the entire unoccupied project. If no building permit was issued on or before April 4th, we will NOT inspect, **even where building permits are issued after April 4th**. Construction for these projects cannot start.

What does this emergency order mean for construction work that was started before April 4, 2020 on projects involving renovations to residential properties?

Where a full Permit was issued on or before April 4th, and work has commenced, we will continue to inspect these unoccupied projects at our discretion. These projects could include unoccupied house additions that are being constructed to provide an additional residential unit, where there is separate exterior access to the addition.

Swimming pool installations are not to start after April 4th, as they are not deemed essential.

Inspections of projects located inside an occupied building, such as a private residence, will NOT be inspected **even where permits were issued before April 4th**.

What does this emergency Order mean for Industrial, Commercial Agricultural and Institutional projects?

All non-essential, non-residential construction must stop. Inspections will no longer be carried out on these projects. This includes all Industrial, Commercial and Institutional construction, unless it is identified as essential construction in articles 27 to 29 of Ontario Regulation 82/20, as amended.

Please ensure all non-essential construction sites are shut down safely in accordance with article 31 of Ontario Regulation 82/20, as amended.

The Ontario Ministry of Labour has stepped up measures to limit the spread of COVID-19 on construction sites. Please ensure that you are doing your part to limit the spread of COVID-19. <https://news.ontario.ca/mol/en/2020/03/ontario-stepping-up-measures-to-limit-the-spread-of-covid-19-on-construction-sites.html>

Thank you for your patience during these unprecedented times. We appreciate you working with us to keep everyone safe. Our main goal is to keep our staff and you safe.

If you have any additional questions or concerns regarding this correspondence or anything else, please contact us.

Regards,

Darryl Denny
Chief Building Official
Township of Wellesley
ddenny@wellesley.ca
Ph: 519-699-3951