



## MUNICIPAL OFFICE RE-OPENING PROTOCOL

The Municipal Office opens on **June 1<sup>st</sup>** for the public to attend in person.

The open-to-public hours are: 9:00AM to Noon and 1:00PM to 4:00PM, Monday-Friday, except statutory holidays.

Only one person or a family unit are permitted in the Office at a time. Persons waiting to enter are required to exercise social distancing outside.

We strongly encourage the payment of property taxes online or over the phone. Property taxes can now be paid by credit card (with the bank fee added). Property taxes and other payments, e.g., parking, can be deposited anytime in the secure dropbox on the outside of the building. The dropbox is emptied by staff twice per day.

Please do not come to the Municipal Office if you have any symptoms of COVID-19. If you display any COVID-19 symptoms while in the Office you will be asked to leave.

The re-opening Safety Plan for the Office has been prepared in accordance with WorkSafe BC guidelines. The plan includes protections for staff and for the public such as frequent cleaning of the front counter and the debit/credit card device.

For more information please contact:

[reception@villageoftahsis.com](mailto:reception@villageoftahsis.com)

(250)934-6344

Or visit:

[www.villageoftahsis.com](http://www.villageoftahsis.com)

A handwritten signature in black ink, appearing to read "Mark Tatchell".

Mark Tatchell  
Chief Administrative Officer

May 28, 2020