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## IMMEDIATE RELEASE

### Township Administration Building reopens September 14

**Ramara/September 11, 2020** – On Monday, September 14<sup>th</sup>, 2020, the Township Administration Building will be open to the public for appointment only other than for services offered in the Finance Department.

The only walk-in service available will be those services in the Finance Department which include the following:

- Paying a Bill (taxes, utilities and accounts receivable)
- Purchasing water tokens
- Tax and utility bill lookup
- Purchasing dog tags

For services such as business licenses, commissioning of documents, building and planning applications, the public will be required to book an appointment online or by phone. Residents can book online using the [Book an appointment tool](#), and all appointments will be booked in blocks of 30 minutes with staff. This will allow for proper physical distancing within the office and allow time for staff to properly sanitize before the next appointment.

“We want to thank the public for their patience during these troubling times. We are focused on delivering services while adhering to physical distancing protocols to ensure the health and safety of our community and staff,” advises our Mayor, Basil Clarke.

The following safety precautions are now in place:

- Everyone entering the Administration Building is required to wear a face covering.
- Members of the public will access the entrance located at the front of the building closest to Highway 12
- Before entering the building, the public will complete the COVID-19 screening tool.
- Signage and floor decals will indicate proper physical distancing.
- Everyone entering the municipal building is encouraged to use hand sanitizer available at the entrance and regularly throughout their stay.

For more information on how you can book an appointment, what to expect when entering municipal facilities and access to the COVID-19 screening tool, please visit

[www.ramara.ca/ramarareopens](http://www.ramara.ca/ramarareopens).

*The Township of Ramara is working diligently to keep residents informed during COVID-19 pandemic. For more information on how services are impacted, please visit [www.ramara.ca/covid-19](http://www.ramara.ca/covid-19)*

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