



## TOWNSHIP OF SOUTH FRONTENAC

# PUBLIC SERVICE ANNOUNCEMENT



For Immediate Release

April 8<sup>th</sup>, 2021

### COVID-19 Response – Closure of Township Offices

Effective April 8, 2021, at 8:00 am, the Township will be closing its administrative offices in Sydenham at 4432 George Street, and at 2490 Keeley Rd., to the public for the duration of the current Provincial lockdown and stay at home order announced on April 7, 2021.

While these offices will be closed to the public, **most municipal services will continue to be delivered** and public communications via telephone and email will remain in place during regular business hours.

As a result of these closures and the broader COVID-19 outbreak, the following changes to our service delivery will take effect immediately:

#### Building and Planning Services

- Effective April 8<sup>th</sup> at 8:00 am, the Planning and Building department will no longer be receiving the public in person, but will continue to accept communications via email, phone, and [online intake form](#) on our website.
- Planning staff will remain available to respond to inquiries and assist in the processing of applications via phone at 613-376-3027 ext. 2224 and email at [planning@southfrontenac.net](mailto:planning@southfrontenac.net). Pre-consultation meetings will continue to be scheduled but will occur via telephone or Zoom video call. Residents are strongly encouraged to utilize the intake forms on the Township website for these inquires.
- Building Services will continue to accept and issue building permits as the Provincial lockdown does not restrict any type of construction at this time. Residents are encouraged to contact Building Services via telephone at 613-376-3027 ext. 2226, via email at [building@southfrontenac.net](mailto:building@southfrontenac.net), or utilize our drop box located at 4432 George St., in Sydenham for correspondence, permit applications and related documents, or other building-related matters.
- South Frontenac Building Inspectors will continue to conduct inspections using the following safety protocols and physical distancing recommendations:
  - Inspectors will not engage in interpersonal contact at sites.
  - Prior to attending sites, staff will inquire if there will be any persons on the site or related to the site that are exhibiting symptoms associated with COVID-19, that have been exposed to a probable case of the virus, or are in self-isolation.

#### Treasury Department

- During the office closure, Treasury Department staff will remain available to respond to inquiries via email and phone by contacting 613-376-3027 ext. 2200 or by email at [taxes@southfrontenac.net](mailto:taxes@southfrontenac.net).
- The deadline for payment of the Interim Tax bill is **April 30, 2021**. Residents are reminded that payments can be made electronically through online banking or at



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their financial institution, online via credit card or through *Virtual Municipal Office* accessed through the Township's website, through the mail via cheque, or dropped off at our office at 4432 George St. in Sydenham using the drop box.

### Public Works Department

- Effective April 8<sup>th</sup>, 2021, all Public Service Offices & Garages will be closed to the public. Administrative Staff will be available to respond to inquiries via phone and email. Roads and outdoor staff will continue to maintain Township roads, bridges and other structures.
- The Loughborough and Portland Waste Sites, as well as the Hazardous Waste facility will **remain open during this time**; however, we encourage residents to limit visits to necessary trips only. Northern Waste Sites including Bradshaw, Salem, and Greenbay, will reopen on May 1, 2021. Curbside Garbage & Recycling pick up will continue as scheduled.
- As announced on Tuesday, April 6, 2021, all indoor Recreational facilities have been closed to the public until further notice. Questions about bookings can be directed to 613-376-3027 ext. 4331, or via email to [bookings@southfrontenac.net](mailto:bookings@southfrontenac.net).
- Municipal parks and outdoor recreational facilities will remain open at this time, but all users must adhere to Public Health measures, including physical distancing of at least 2 meters, and no groups of more than 5 people. Team sports are not permitted during this time, and net court sports will only be available for singles play. For more information on the use of outdoor recreational amenities, please contact Tim Laprade, Recreation Supervisor, at 613-376-3027 ext. 2231 or via email at [tlaprade@southfrontenac.net](mailto:tlaprade@southfrontenac.net).

For the most up to date information on COVID-19, please visit [www.kflaph.ca](http://www.kflaph.ca) or [www.Ontario.ca/coronavirus](http://www.Ontario.ca/coronavirus).

For more information about the Township's response to COVID-19 please visit our website: [www.southfrontenac.net](http://www.southfrontenac.net) .

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