

## **Village of Muenster Covid 19 Directives**

\*If you or anyone you know may be alone and in any way in need of some assistance **please call or email us at (306-682-2794) or [muenster@sasktel.net](mailto:muenster@sasktel.net)**. We will gladly assist you in any way possible at this time. If you or anyone you know would like to volunteer to help others in need at this time please contact the Village office and we will add you to our Volunteer List. Volunteers may be called upon to assist in getting groceries delivered, picking up medications or even just calling to have a phone conversation with those who find themselves isolated and alone at this time.

## **Public Facility Closures:**

Village Administration Office at #306 Railway St. will be closed to any foot traffic effective Thursday March 19<sup>th</sup>, 2020 until April 30<sup>th</sup>, 2020 or further notice.

## **Business Matters**

What to Do:

### **Want to pay a utility or tax bill?**

-Options:

-Use online banking systems to pay bills.

-Drop cash/cheque down the exterior chute at the office. Chute is open 24/7. Clearly mark what payments are for and who they are from. Receipts will be mailed to you.

-E-transfers will be accepted – pending institution abilities. Ensure that you clearly define what the payment is for. Please note bank transfer times can take up to 5-8 business days so to avoid late charges please issue transfers with this in mind. Email address to use is [muenster@sasktel.net](mailto:muenster@sasktel.net)

### **Want to pick up some React Tags?**

Email or Phone the office during regular business hours T, W, Th 8:30-3:30pm at 306-682-2794 or [muenster@sasktel.net](mailto:muenster@sasktel.net) with your request. Cash/cheques can be dropped down the chute. Staff can arrange to leave tags for you in our entrance or mail them to you.

### **New!! We do have electronic means to issue Receipts as well as utility bills!**

Please find attached consent form outlining authorization for us to correspond with electronic means via email. We require authorization prior to issuing receipting through email means. Many of you already receive your utility bills via email. Please check all electronic correspondence you would like and sign the authorization form. If you want to drop the original signed form down our chute or mail it in you may. IF you sign and scan and send a pdf version to us we can accept that as well as authorization. We follow legislation with utmost care under the Freedom of Information and Privacy Act. We will not use emails for any means other than outlined on the consent forms.

### **Need to get into the office to discuss other matters like permits for buildings, maps, property information?**

Please call us 306-682-2794 and we can arrange to get you the information or documents you need.

Do not come to the Village office as the interior door will be locked. That being said, again we can arrange pickups from the entrance for react tags, etc . upon prearranged conversations via phone or email during regular office hours. Thank you for assisting us with decreasing transmissions of the Covid 19 virus by choosing options above to conduct your daily operations.

Thankyou.

Jan Sylvestre

Admistrator

Village of Muenster

306-682-2794

Office hours T, W, Th 8:30 am – 3:30 pm