



# KITIMAT

A Marvel of Nature and Industry

## **UPDATED: Municipal Office to Re-open for Select Services Following COVID-19 Closure**

**May 22, 2020** – The District of Kitimat will open its front desk at the municipal office in the City Centre Mall for select services during operational mall hours:

Starting on May 25<sup>th</sup>, the office will be open for the purchase of transit passes only.

Starting on June 1st, the office will also be open to accept tax payments and process Home Owner Grants.

To ensure a safe, efficient and effective passage please adhere to the following steps;

1. Please do not come to the front desk if you have been experiencing symptoms of COVID-19, or have been in contact with someone experiencing symptoms of COVID-19, or have been out of the country in the past 14 days.
2. Please remain 6 feet (2 metres) apart from other people at all times.
3. Please come with washed hands, or use the hand-sanitizer provided.
4. Only one person (or members from the same household) will be allowed in the office lobby at one time – please do not enter the office lobby until instructed to do so.
5. Please queue in an orderly fashion, respecting the pre-taped markings on the floor to remain 6 feet (2 metres) apart.
6. Where possible, please choose debit or credit cards (credit cards cannot be accepted for tax payment) rather than cash.
7. Please be quick and orderly with your transaction.

Please be patient if you experience delays. We have implemented these protocols for the safety of our employees and those we serve.

For building, bylaw, planning and other matters please continue to call the front desk at 250-632-8900 and book an appointment with the appropriate person. Walk-in service for these items will not be available.