



## Town Office Update

The Town Office is open for telephone calls and emails Monday to Friday from 8:30AM – 5:00PM. The office is open to the public from 1:00 – 3:00PM for utility and tax bill payments. We ask that you consider whether you need to visit us in person or if your task can be completed by a telephone call or email.

The SAO and Finance staff are working on site, practicing social distancing. These are essential services that are required in order to maintain Town operations.

The Recreation Director/Acting Public Works Manager, Acting Fire Chief and Youth & Elder Centre Coordinator are working independently from their offices.

The Development Officer, Utilities Manager and the Governance & Community Engagement Manager are working from home.

Public Works staff are at work performing essential services. As we approach spring thaw there is a lot of work to be completed. They are practicing social distancing as able and taking other preventative measures in order to prevent the spread of COVID-19.

The Utilities operator is working from the Water Treatment Plant.

Any required face-to-face meetings are adhering to social distancing guidelines.

For further information visit [www.normanwells.com](http://www.normanwells.com) or call the Town Office during our business hours of 8:30AM – 5:00PM. You may also email us at [towninformation@normanwells.com](mailto:towninformation@normanwells.com).