



Summer Village Administration Office
Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake, AB T4S 2J5
Ph: 887-2822 Fax: 887-2897

**FOR ANY QUESTIONS OR ADMINISTRATIVE NEEDS
PLEASE CALL 403-596-1084. We remain open for
business, but our physical location has been closed.**

Hello everyone,

By now we are all aware of the fact that the COVID-19 virus will be having an effect on our daily lives for the next while. We have been monitoring the news releases from the Province and are doing our best to keep our staff and residents safe, while trying to reduce the curve of infections. In order to do this, and what has been recommended at this time, is for any employees that have the ability to work from home should do so. The Summer Village Administration office will remain open for business in a sense, just not our physical location. We will be able to give you a similar level of service while working remotely. All business will be done via email, telephone, or conference call unless absolutely necessary.

What does this mean for you?

- All Council meetings will be done via video conference call. These are still open to the public. If you would like to attend a meeting via conference call or appear as a delegate to Council, please contact us for directions on how to do so.
- We are still available via email and telephone during regular business hours. **Please contact us at 403-596-1084.**
- Any payments will need to be paid online or via cheque through the mail.
- There will likely be increasingly more information sent out via email blast. If you know other residents who are not signed up for our email blasts, please encourage them to do so.
- Your Summer Village Administration staff will continue to work diligently on short and long-term projects, ensuring that your municipalities retain the same level of service you are used to.

Again, please note that in order to contact us via phone, dial 403-596-1084 during regular business hours. To contact us via email you can write to info@sylvansummervillages.ca. Thank you for your cooperation and understanding. Stay safe!

Tanner Evans – Chief Administrative Officer