



**Essential Services:
Public Services provided during this time of Facility Closures**

Department	Essential Services	Comments
Public Works Department (Road's)	Pot Hole Repairs	
	Grading of Gravel Roads	
	Drainage	
	Garbage – Municipal Waste Bins	Tuesday and Friday
	Road Patrols	5 patrols on a bi-weekly schedule
	Street Sweeping	
	Harbour Maintenance	
	Sidewalk Construction	
Public Works Department (Administration)	Utility Locate Requests	As required
	Entrance Permits	As required
	Road Occupancy Permits	As required
	Tender Processing	As required
	Complaint Calls	
Arena's/Parks	Facilities Spring Cleaning	
	Grass Crews	
Planning	Pre-consultations	On-line if possible
	Application Submissions	Digitally or hard copy submissions being accepted. If hard copy is required, the package is being picked up at the Municipal Office as agreed to between both parties with no contact.
	Public Meetings	Advising applicants that the applications will not move forward to public meeting until further notice and all timelines are currently suspended.
	Application Reviews	Existing application reviews are moving forward where possible via digital or regular mail and/or courier services. All public meetings suspended until further notice.
Building Department	Inquiries by Phone or Email	Addressed as required



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Building Department (Continued)	Application Submissions	Being accepted via email, regular mail or pre-arranged drop off at the Municipal Office
	Issued Permits	Being dropped off at site on first inspection
	Inspections	Being conducted on unoccupied buildings only
	Other Inspections	Being coordinated with department using photos, video, etc. at inspector discretion
Animal Services	Animal Shelter	Closed to the public, all adoptions suspended
	Animal Shelter Care	All animals in the shelter are still being taken care of
	Emergency Response	Staff only responding to emergencies for sick, injured or stray animals
	Impounded Animals	Contact staff to arrange for pick up of impounded animals by calling the office or shelter
By-Law Services	Response	Staff only responding to immediate health or safety concerns. Submit complaints via on-line form on website. Concerns will be reviewed and acted upon as deemed appropriate.
	Parking Tickets	Payments can be dropped off at the Municipal Office drop box or paid online at www.townshipofbrock.ca or to request an extension without penalty, email sbeauregard-jones@townshipofbrock.ca
Legislative Services	Clerk's Department	Licenses, permits, Freedom of Information requests, complaints being addressed on case by case basis. Contact by phone or email at clerks@townshipofbrock.ca
	Burial Permits	Funeral Homes are to submit requests electronically.



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Council	Boards and Advisory Committees	Cancelled until further notice. Looking at plans to reconvene in the future.
	Council and Committee of the Whole	Meeting information available on website. Public is asked to email clerks@townshipofbrock.ca Any correspondence to be placed on an upcoming Council or Committee agenda <ul style="list-style-type: none"> • Currently only holding Council Meetings
Fire Services	Fire Operations	Fire operations are essential and will continue <ul style="list-style-type: none"> • Burn Permits are available online
Fire Services (Continued)	Fire Prevention and Inspection	<ul style="list-style-type: none"> • Public Education programs suspended • Inspections being reviewed and conducted on an as needed basis
Finance Department	Taxation	<ul style="list-style-type: none"> • Processing property tax payments through drop box • Processing downloads from the bank • Adding new participants to pre-authorized payment plan • Processing cancellations from the pre-authorized payment plan • Answering phone and email inquiries
	Purchasing	<ul style="list-style-type: none"> • Performing all functions of purchasing however, there is an expectation that volume will decrease over time • Processing vendor payments for supplies and services received
Recreation and Leisure	Programming	All programs suspended until further notice



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Staff Schedules:

All Township of Brock public facilities have been closed and all public programs/events cancelled until further notice. During this time, The Township of Brock is running with skeletal staff at the Municipal Office and Animal Shelter. Staff will be rotating throughout the week in the Municipal Office and Animal Shelter, with the majority of staff working remotely from home. The Beaverton Public Work's yard has been operating as usual, with the exception of some staff tasked elsewhere to allow for proper social distancing. All road's staff will be available should a weather event occur. All Fire Stations continue to operate and respond to calls, although the Station's are not open to the public.

The Township of Brock will assess our position once we have a better understanding of how long we are going to continue to operate in this modified fashion.