



# City of Peterborough

## Media Release

### FOR IMMEDIATE RELEASE

May 31, 2011  
Peterborough, ON --

As a result of notice that the Canadian Union of Postal Workers intends to begin strike activities at 11:59 p.m. EDT on Thursday, June 2, 2011, the City of Peterborough has established the following contingency plan for the receipt and delivery of mail.

#### **Ontario Works**

As of May 31, 2011, all Ontario Works payments (cheques and direct deposit statements including dental and drug cards) and client letters will be available for pick-up at the Social Services office at 178 Charlotte Street, 2<sup>nd</sup> floor reception. Children's Services letters will be available at 175 Simcoe Street.

To confirm that an Ontario Works payment has been produced, clients are asked to access the automated cheque and personal case file information by calling the Interactive Voice Response (IVR) system at 1-800-808-2268. If any questions are unanswered by the IVR system, please phone your case manager at 705-748-8830 before coming to the office.

For clients who receive their Ontario Works payments through direct deposit, payments will continue to be deposited into their bank accounts as usual. Clients are still expected to report income and changes to their circumstances. Forms are available at the office or online at [http://www.peterborough.ca/Living/City\\_Services/Social\\_Services/Forms.htm](http://www.peterborough.ca/Living/City_Services/Social_Services/Forms.htm). Once completed, clients must drop them off at the local office located at 178 Charlotte Street or fax them to 705-742-0542.

Ontario Works payments to landlords will be left for pick-up at the local office at 178 Charlotte Street. Payments will only be released to landlords or to their agent with an official letter from the landlord.

#### **Property Taxes**

Taxpayers are still required to pay their property tax instalments as they come due. Payments for the May 31<sup>st</sup> due date must be received by that date. For those on a fixed monthly income, the May 31<sup>st</sup> instalment of property taxes is due June 3<sup>rd</sup>, 2011. The following alternate payment options are available:

- In person, at City Hall, 500 George Street North – open Monday - Friday 8:30 a.m. – 4:30 p.m.
- After hours, (cheques only) at the black mailbox outside the front steps of City Hall
- At your financial institution
- Through your financial institution using on-line or telephone banking

#### **Accounts Payable**

It will be the responsibility of the supplier to ensure the City receives invoices for products and services rendered. Wherever possible, the City will accommodate alternate delivery methods for invoices such as hand delivery, fax, or e-mail.

The City offers payment by direct deposit to all suppliers, except for Ontario Works related vendors. Direct deposit ensures no interruption of payment services as a result of this labour disruption. Cheque advice information will be sent electronically to a valid email address or fax machine as requested. A Direct Deposit Registration Form is available on the City's website at <http://www.peterborough.ca/Business/Finance.htm>.

For suppliers who wish to continue to receive a cheque, the City will offer cheque pick-up in the main lobby of City Hall, 500 George Street North, on Thursday afternoons only, from 1:00 p.m. to 4:00 p.m. while the labour disruption is on-going. Suppliers are encouraged to call in advance on the preceding Wednesday to confirm if a cheque is available for pickup. For out-of-town suppliers, cheques can be forwarded via Purolator, at the supplier's expense, upon receipt of a valid Purolator account number.

For inquires related to delivery of invoices, pick-up of cheques or establishing direct deposit, please contact Karen Dafoe at 705-742-7777 ext. 1623, fax 705-876-4615 or e-mail [accountspayable@peterborough.ca](mailto:accountspayable@peterborough.ca).

### **Planning & Development Services**

All mail relating to Planning, Building, Housing and Land Information Services can be delivered in person at City Hall, 500 George Street North, during regular business hours between 8:30 am and 4:30 pm, Monday to Friday, with the exception of statutory holidays.

### **Employment Opportunities**

Applicants responding to advertised employment opportunities may submit resumes and cover letters by fax to 705-742-7021, email to [hr@peterborough.ca](mailto:hr@peterborough.ca) or hand deliver to City Hall, 500 George Street North.

### **Competitive Bid Solicitations (Tenders, Quotes, Proposals)**

All responses to competitive bid solicitations must be delivered in person or by courier and must be received by the closing date and time stated in each specific document.

### **General Mail**

All other mail not identified above can be made in person at City Hall, 500 George Street North during regular business hours between 8:30 a.m. and 4:30 p.m., Monday to Friday, with the exception of statutory holidays. Alternatively, there is a black mailbox outside of the main door of City Hall for off-hour deposits. Please do not put cash in the drop-box.

This plan is in effect until a settlement between Canada Post and the Canadian Union of Postal Workers (CUPW) is reached. Once a settlement has been reached, mail processing will return to normal.

Please continue to monitor the City's website [www.peterborough.ca](http://www.peterborough.ca) for further information.

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For further information please contact the undersigned:

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