

**COVID-19 Notice:  
Updated on February 15, 2022**

**We are pleased to announce that our offices are now open for in-person meetings (by appointment).**

When visiting our offices, we ask that everyone wear a mask, pursuant to the Provincial Health recommendations, be mindful of others' personal space, as well as follow the directions of any signage that may be posted.

We have set up hand sanitizing stations throughout our office that we encourage everyone to use regularly.

Prior to each meeting, our boardroom will be carefully sanitized while high-touch surfaces will be cleaned throughout the day.

Our team members are required to wear gloves while preparing the boardroom for meetings as well as when handling food.

Our cleaning services have increased their cleaning protocols, following the use of EPA-approved disinfecting products. Our HVAC air filtering systems are serviced regularly to ensure the constant flow of fresh air.

As COVID-19 is an evolving situation, please note that some members of our team may work remotely from time to time. We remain fully available to assist our clients by phone, email, and videoconference. Our contact information can be found [here](#).

We will continue to monitor the World Health Organization (WHO), the British Columbia Centre for Disease Control (BCCD) and the Government of Alberta website for updates.

**Thank you for your cooperation and we look forward to seeing you.**