

J. Kirby & Co. Inc.

CHARTERED PROFESSIONAL ACCOUNTANTS

November 23, 2020

Business Consulting & Planning 250 763 4199...phone
Financial Statements 250 763 4118...fax
Accounting www.jkirbyco.com...web
Tax Planning 1090 Nechako Court
& Preparation Kelowna BC V1V 2N9

Greetings:

Rosemarie and I would like to reassure you and to provide you with an update about the steps being taken by our firm in regard to COVID-19 in light of the most recent federal and provincial health authorities' and WorkSafeBC orders and business operating requirements.



Please know that we remain committed to and already have safeguards in place to reduce the risk of transmission here in our office to protect you and those around you and to help ensure the health and safety of each of us here at J. Kirby & Company Inc. At the same time, we remain committed to the delivery of all of our services for our clients.

In this regard, our office continues to be fully operational during our normal business hours. Normal business hours between now and the end of December are 9:00 a.m. to 5 p.m. Monday to Thursday, not including statutory holidays. During January to June 2021, our normal business hours are 9:00 a.m. to 5 p.m. Monday to Friday, not including statutory holidays.

During these times we remain available by telephone and email. While we are open for the pick-up and drop-off of documents during business hours, we request that you call ahead to arrange a time for this so that we can space out client comings and goings from the office entrance in a safe way.

If you are dropping off or picking up, please ensure that you are wearing a mask that covers your nose and mouth. We are ensuring that we are doing the same when greeting you at the office entrance.

While we are open and operational at this time, we are requesting that all clients who are able, to deliver their tax and other documents to us electronically via email, fax, or some other means. In turn we will return the completed documents to you electronically via the same method you used to send them to us.

There are several methods available for you to send the documents to us electronically:

- You can upload documents and/or files electronically via the secured encrypted file sharing service we subscribe to. If you would like to send your documents and/or electronic files using this secure encrypted file sharing service, please call or email Rosemarie so that she can respond to you with information about how to use the service. Her email address is rosemarie@jkirbyco.com.

As a reminder, please ensure you type the “j” in front of the “kirbyco”. If the “j” is missed the email does not come to us.;

- You can email the documents and/or files as attachments via (unsecured) email by emailing using your usual method. If you are emailing your documents and/or electronic files to us via your usual method of sending an email, please send them to Rosemarie. Her email address is rosemarie@jkirbyco.com . As a reminder, please ensure you type the “j” in front of the “kirbyco”. If the “j” is missed the email does not come to us.; or
- You can fax your documents to us. Our fax number is 250-763-4118.

With the recent significant increase in COVID-19 cases throughout the Province and in an abundance of caution, we currently are not having clients into the office for in-person meetings. Instead we are now conducting all meetings with clients by telephone or via the Zoom Video conferencing application. Thank you for your understanding.

To assist you with keeping up to date with the ever-changing federal and BC government financial supports and tax measures related to COVID-19, here is a link to the CPA BC webpage which contains many helpful links to the most current information:

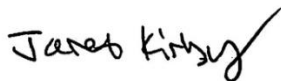
<https://www.bccpa.ca/news-events-publications/news/covid-19-updates-and-resources-for-cpas/government-and-tax-programs/>

Here in the office we continue to follow all BC provincial and WorkSafeBC protocols and health orders, including those issued most recently, to reduce the risk of COVID-19 transmission. As part of this, we do have a robust COVID-19 Safety Plan in place. This Safety Plan is reviewed and updated on an ongoing basis.

This continues to be an exceptional and ever developing situation. We continue to monitor updates from health and other authorities and will keep you informed if our procedures need to change.

If you have any questions, please do not hesitate to contact us directly. Thank you in advance for your understanding and patience.

Yours truly,



Janet Kirby, MACS, BAccS, CPA, CGA
J. Kirby & Company Inc.
janet@jkirbyco.com