



March 17, 2020

MREB RESPONSE AND RISK MANAGEMENT TO COVID-19

With recent developments regarding the COVID19 Pandemic, it is important that we all remain informed and vigilant. The Mississauga Real Estate Board (MREB) is taking precautionary measures to maintain the health and safety of our members, clients and employees.

Effective Tuesday, March 17, 2020, the Mississauga Real Estate Board office will be closed to members and the public until April 3, 2020 to ensure the health and safety of our staff and community. However, staff will still be working remotely from home offices and will be available during normal business hours via telephone or email to serve all Members.

In an effort to follow the guidelines of the provincial government, federal government, and World Health Organization, and after careful consideration, the following decisions have been taken with regard to the Board operations:

- **Operation at the MREB Office –**
 - Our office on 3540 Ridgeway Dr will be closed until April 3, 2020.
 - Staff will be working remotely from home offices and will be available during normal business hours via telephone or email. All staff contact information is listed below.
 - Membership Dues & Payments can be paid online using our secured portal at www.mreb.ca, phoning the board office on the direct numbers mentioned below, or by mail via cheque.
 - The MREB Realty Store will be closed until April 3, 2020.
- **All MREB Events, Seminars, OREA Courses, and OREA Exams are cancelled until Friday April 3rd, 2020.**
- **Annual General Meeting** – this meeting was originally scheduled for April 15, 2020 and has now been postponed and rescheduled to May 25, 2020.
- **Committee Meetings** – these will continue via conference call where possible. Those meetings which cannot be held via conference call will be postponed and rescheduled as soon as possible.

We will continue to communicate any changes or additional measures as they become necessary.

MREB Staff Directory

Ray Dubash, Executive Officer; executiveofficer@mreb.ca, Direct: 905-608-9988

Gay Napper, Manager, Events & Membership; events@mreb.ca Direct: 905-607-5431

Avi Gaitonde, Manager Finance & Accounting; finance@mreb.ca Direct: 289-201-0478

Sidra Kamal, MLS® Administrator; mls@mreb.ca Direct: 905-608-0054

Sarah Keller, Membership & Communications; membership@mreb.ca Direct: 905-608-6732

Cassandra Labao, Executive Assistant; executiveassistant@mreb.ca Direct: 905-608-0053

We apologize for any inconvenience this may cause and thank you for your patience and understanding during these uncharted times.

Sincerely,

A handwritten signature in blue ink that reads "Asha Singh". The signature is written in a cursive style with a large initial "A".

Asha Singh
President - 2020