



COURT FILE NO. 2301- 10358
COURT COURT OF KING'S BENCH OF ALBERTA
JUDICIAL CENTRE CALGARY

IN THE MATTER OF THE *BANKRUPTCY AND INSOLVENCY ACT*,
RSC 1985, C B-3, AS AMENDED
AND IN THE MATTER OF THE NOTICE OF INTENTION TO
MAKE A PROPOSAL OF MANTLE MATERIALS GROUP, LTD.

APPLICANT MANTLE MATERIALS GROUP, LTD.

DOCUMENT ORIGINATING APPLICATION

ADDRESS FOR
SERVICE AND
CONTACT
INFORMATION
OF PARTY
FILING THIS
DOCUMENT

Gowling WLG (Canada) LLP
1600, 421 – 7th Avenue S.W.
Calgary, AB T2P 4K9
Telephone: (403) 298-1938 / (403) 298-1018
Facsimile: (403) 263-9193
Email: tom.cumming@gowlingwlg.com / sam.gabor@gowlingwlg.com
/ stephen.kroeger@gowlingwlg.com
File No. A171561
Attention: Tom Cumming / Sam Gabor / Stephen Kroeger

\$250.00
~~\$50.00~~
AP
COM
AUG 8, 2023

NOTICE TO THE RESPONDENTS

This application is made against you.

You have the right to state your side of this matter before the master.

To do so, you must be in Court when the application is heard as shown below:

Date: August 8, 2023
Time: 3:00 p.m. MST
Where: By Webex (see Webex details at **Schedule "B"**)
Before Whom: The Honourable Justice Campbell in Commercial
Chambers

Go to the end of this document to see what you can do and when you must do it.

Remedy claimed or sought:

1. The applicant, Mantle Materials Group, Ltd. (the “**Company**” or “**Mantle**”), in connection with the proceedings under Division I of Part III of the *Bankruptcy and Insolvency Act*, RSC 1985, c B-3, as amended (the “**BIA**”, and such proceedings, the “**Proposal Proceedings**”) commenced by the Company’s notice of intention to make a proposal filed on July 14, 2023 (the “**Filing Date**”, and such notice, the “**NOI**”) applies for an Order seeking, *inter alia*, the following relief, which Order is substantially in the form attached hereto as **Schedule “A”**:
 - (a) abridging the time for service of notice of this Application, deeming service of notice of this Application to be good and sufficient, and declaring that there is no other person who ought to have been served with notice of this Application;
 - (b) extending the 30 day period, ending August 13, 2023, within which Mantle is required under section 50.4(8) of the *BIA* to file a proposal by an additional 45 days to September 27, 2023 (such period, as extended from time to time under section 50.4(9) of the *BIA*, being the “**Stay Period**”, and the date on which the Stay Period expires being the “**Expiry Date**”);
 - (c) declaring that Mantle’s counsel, Gowling WLG (Canada) LLP (“**Gowling**”), FTI Consulting Canada Inc. in its capacity as proposal trustee of Mantle (“**FTI**” or in such capacity, the “**Proposal Trustee**”) and the Proposal Trustee’s counsel, McCarthy Tétrault LLP (collectively, the “**Administrative Professionals**”), as security for their reasonable professional fees and disbursements incurred both before and after the granting of the requested Order, shall have the benefit of and are hereby granted a security and charge (the “**Administration Charge**”) on all present and after-acquired property of Mantle (the “**Property**”), which Administrative Charge shall be in the aggregate amount of \$425,000, and authorizing the payment to the Administrative Professionals of their reasonable fees and disbursements incurred in connection with the preparation for the Proposal Proceedings (as defined below);

- (d) approving a secured, non-revolving interim financing facility in the maximum principal amount of \$1,400,000 (the “**Interim Financing Facility**”) provided under a letter loan agreement dated August 2, 2023 (the “**Interim Financing Agreement**”) between RLF Canada Lender Limited (the “**Interim Lender**”) and Mantle;
- (e) declaring that the Property is subject to a security and charge (the “**Interim Lender’s Charge**”) in favour of the Interim Lender to secure the payment and performance of the Interim Financing Facility and Mantle’ indebtedness, liabilities and obligations under the Interim Financing Agreement;
- (f) declaring that the Property is subject to a security and charge in favour of the directors and officers of Mantle (all such directors and officers being collectively referred to as the “**Directors**”) over the Property to indemnify the Directors against obligations and liabilities that they may incur as directors or officers of Mantle after the commencement of the Proposal Proceedings in an amount not to exceed \$150,000 (the “**D&O Charge**”), other than obligations and liabilities incurred as a result of their gross negligence or wilful misconduct;
- (g) declaring that the Administration Charge, Interim Financing Charge and D&O Charge (collectively, the “**BIA Charges**”) are priority charges that rank ahead of any and all charges, security interests, liens, trusts, deemed trusts and encumbrances against the Property, including liens and trusts created by federal and provincial legislation, and that the *BIA* Charges rank, as between themselves, in the following order of priority:
 - (i) first, the Administration Charge;
 - (ii) second, the Interim Financing Charge; and
 - (iii) third, the D&O Charge;
- (h) authorizing Mantle to pay such amounts as it, with the Proposal Trustee’s approval, deems necessary to Persons on account of debts arose prior to the Filing Date, in order to operate, collect, realize and dispose of the Property in an orderly manner

and perform its environmental reclamation obligations (such payments being “**Emergency Payments**”), provided that such payments are contemplated by the Cash Flow Projections (as defined in paragraph **Error! Reference source not found.** of this Affidavit) filed by the Proposal Trustee under section 50(6) of the *BIA*;

- (i) to the extent that any Emergency Payments have been funded by advances under the Interim Financing Facility prior to the date of the Order being applied for hereunder, authorizing Mantle to repay such Advances from any amounts received by Mantle subsequent to the Filing Date;
- (j) declaring that:
 - (i) in accordance with section 69(1) of the *BIA*, during the period between the Filing Date and the Expiry Date: (A) no creditor has any remedy against Mantle or the Property, or shall commence or continue any action, execution or other proceedings for the recovery of a claim provable in bankruptcy; (B) no provision of a security agreement between Mantle and a secured creditor that provides, in substance, that on Mantle’s insolvency, the default by Mantle of an obligation under the security agreement, or the filing by Mantle of the NOI, Mantle ceases to have rights to use or deal with Property secured under the security agreement as it would otherwise have, has any force or effect; and
 - (ii) in accordance with section 65.1(1) of the *BIA* but subject to section 65.1(4), no person may terminate or amend any agreement with Mantle or claim an accelerated payment, or a forfeiture of the term, under any agreement with Mantle by reason only that Mantle is insolvent or a NOI has been filed with respect to Mantle;
- (k) requiring that any Person that has collected, realized, seized or taken possession of any money or other Property subsequent to the Filing Date without the consent of the Proposal Trustee or the leave of this Honourable Court promptly deliver or surrender to Mantle such money or other Property; and
- (l) such further and other relief as Mantle may request and this Honourable Court may grant.

Grounds for making this application:

Background

2. The Company was originally incorporated in British Columbia on July 17, 2020 as 1257568 B.C. Ltd. (“**125**”). On September 21, 2020 125 underwent a name change to become Mantle Materials Group, Ltd. Mantle was continued into Alberta on April 30, 2021 and on May 1, 2021 amalgamated with JMB Crushing Systems Inc. (“**JMB**”) and 2161889 Alberta Ltd. (“**216**”, and together with JMB, “**JMB/216**”)
3. Mantle is a wholly owned subsidiary of RLF Canada Holdings Limited, a Colorado corporation, which in turn is a wholly owned subsidiary of Resource Land Fund V, LP (“**RLF LP**”), a Delaware limited partnership, which is a fund managed by RLH LLP.
4. On March 31, 2021 in proceedings for JMB/216 under the *Companies’ Creditors Arrangement Act*, RSC 1985, c C-36 this Honourable Court approved, among other things, an Amended and Restated Sale Approval Order which order approved the amended and restated purchase agreement dated March 3, 2021 among JMB/216, as vendors and the Company, as purchaser (the “**Reorganization Transaction**”).
5. Following the Reorganization Transaction Mantle has continued to operate the business which includes operating and holding interests in aggregate and gravel pits in Alberta. Mantle has also performed reclamation work to address environmental reclamation liabilities for the aggregate and gravel pits (the “**Environmental Reclamation Obligations**”) in accordance with reclamation plans negotiated with Alberta Environment and Parks (the “**Reclamation Plans**”).
6. Mantle’s aggregate and gravel pits are not located in close proximity to potential customers and as such Mantle has been unable to generate sufficient sales or to secure sufficient supply contracts. As a result Mantle has suffered significant working capital shortfalls and the inability to pay amounts owing under various credit agreements, the Environmental Reclamation Obligations or other liabilities as they became due.

7. On July 14 2023, Mantle filed a notice of intention to make a proposal (the “**NOI**”) pursuant to section 50.4(1) of the *BIA* (such proceedings, the “**Proposal Proceedings**”) naming FTI as the Proposal Trustee.
8. As a result of the filing of the NOI, all proceedings against the Company and its Property were automatically stayed for an initial period of thirty (30) days.

Extension of the Stay Period

9. Mantle requires an extension of the Stay Period to continue the restructuring of its businesses and to work towards making a viable proposal to its creditors.
10. The extension of the Stay Period is appropriate for, *inter alia*, the following reasons:
 - (a) Mantle has acted and continues to act in good faith and with due diligence;
 - (b) no creditor will be materially prejudiced by the requested extension of the Stay Period; and
 - (c) extension of the Stay Period is necessary to allow Mantle sufficient time and opportunity to satisfy its Environmental Reclamation Obligations and in consultation with its secured creditors preserve and sell its property in a commercially reasonable manner.
11. The extension of the stay would strike a balance between the public’s interest in ensuring Environmental Reclamation Obligations are satisfied in a timely and efficient manner and maximizing the value of Mantle’s estate for the benefit of all stakeholders including creditors. Further, Courts have recognized that for the purposes of the *BIA*, the concept of a restructuring is broader than simply a proposal to creditors.
12. The Proposal Trustee supports the requested extension of the Stay Period.

Administration Charge

13. The Company requests that this Honourable Court grant the Administration Charge against the Property in the maximum amount of \$425,000 to secure the reasonable professional

fees and disbursements of the Administrative Professionals.

14. There are many complex legal, accounting, regulatory and technical issues which the Company must address in order to formulate and submit to their creditors and this Honourable Court a proposal which will successfully address their financial difficulties. The Administrative Professionals are integral to successfully developing a viable proposal, and in order to ensure their participation, the Administration Charge is required to protect and secure their fees and disbursements.
15. The Administration Charge is reasonable and appropriate in the circumstances and critical to the success of the Company's restructuring proceedings.

Interim Financing

16. Mantle has prepared a 13-week cash flow forecast (the "**Cash Flow Forecast**") in which the estimated working capital requirements for operating, restructuring costs, fees and disbursements of the Administrative Professionals will, without additional funding, exceed Mantle's estimated revenues. According to the Cash Flow Forecast, Mantle will require an immediate cash injection and over the 13-week period.
17. Under the Interim Financing Facility, up to \$1,400,000 will be made available to Mantle based on the Cash Flow Forecast and the requirements of the Interim Financing Agreement. Mantle's ability to draw is conditional upon Court approval of the Interim Financing Facility and Interim Financing Agreement and the granting of the Interim Lender's Charge.
18. The terms of the Interim Financing Facility are reasonable and in line with prevailing practices in the insolvency industry. Further, the proposed borrowings thereunder are appropriate in the circumstances and sufficient to fund Mantle's cash flow needs. Finally, the Interim Financing Facility is needed to fund continued work respecting the Environmental Reclamation Obligations in accordance with the Reclamation Plans.

The D&O Charge

19. Mantle's Directors will play a critical role in these proceedings and have identified a need for the granting of the D&O Charge as security for Mantle's indemnification for possible obligations and liabilities which they may incur in their capacity as directors and officers.
20. The granting of the D&O Charge, in the amount of \$150,000, is in line with prevailing insolvency practices. While there is directors' and officers' liability insurance in place, the Directors remain concerned with respect to the many exclusions in that policy and the willingness of insurers to deny or limit coverage.
21. The quantum of the D&O Charge was developed with the assistance and support of the Proposal Trustee and is supported by the Interim Lender.

Payments to Critical Suppliers:

22. During these Proposal Proceedings, the Company may be required to pay amounts outstanding to certain suppliers to maintain uninterrupted supply of goods and services necessary for its operations including amounts owing prior to the Filing Date. The Company seeks authorization to do so with the approval of the Proposal Trustee.

Order Restating the Stay in section 69(1) and the Prohibitions in section 65.1 of the BIA:

23. Although the stay of proceedings in section 69(1) of the *BIA* and the prohibition against terminating, amending or requiring accelerated payment under any agreement under section 65.1 of the *BIA* arise automatically upon the filing of a notice of intention to make a proposal, certain creditors and counterparties of Mantle have exercised, or threatened to exercise, remedies against Mantle notwithstanding these provisions, including after being informed of the restrictions imposed by them. Incorporating these provisions in an order, and requiring creditors to return money or property taken by them following the filing of the NOI, would clarify to such parties the limits of actions they are permitted to take during the Proposal Proceedings, and assist Mantle in preserving its property for the benefit of all stakeholders.

Material or evidence to be relied on:

24. The Affidavit of Byron Levkulich, to be filed;
25. Bench Brief, to be filed;
26. The first report of the Proposal Trustee, to be filed; and
27. Such further and other material as counsel may advise and this Honourable Court may permit.

Applicable Acts and regulations:

28. Rules 1.2, 1.3, 3.2(2)(d), 3.8, 6.3(1), 6.9, 11.27 and 13.5 of the Alberta *Rules of Court*, Alta Reg 124/2010;
29. The *Bankruptcy and Insolvency Act*, RSC 1985, c B-3, as amended; and
30. Such further and other Acts and regulations as counsel may advise and this Honourable Court may permit.

Any irregularity complained of or objection relied on:

31. None.

How the application is proposed to be heard or considered:

32. Before the presiding Justice in Commercial Chambers via Webex.

WARNING

If you do not come to Court either in person or by your lawyer, the Court may give the applicant(s) what they want in your absence. You will be bound by any order that the Court makes. If you want to take part in this application, you or your lawyer must attend in Court on the date and time shown at the beginning of this form. If you intend to give evidence in response to the application, you must reply by filing an affidavit or other evidence with the Court and serving a copy of that affidavit or other evidence on the applicant(s) a reasonable time before the application is to be heard or considered.

Schedule "A"

Draft Order

Clerk's Stamp

COURT FILE NO. 2301-

COURT COURT OF KING'S BENCH OF ALBERTA
(IN BANKRUPTCY & INSOLVENCY)

JUDICIAL CENTRE CALGARY

APPLICANT IN THE MATTER OF THE *BANKRUPTCY AND INSOLVENCY ACT*,
RSC 1985, C B-3, AS AMENDED

AND IN THE MATTER OF THE NOTICE OF INTENTION TO
MAKE A PROPOSAL OF MANTLE MATERIALS GROUP, LTD.

DOCUMENT **ORDER (Stay Extension, Administration Charge, Interim
Financing, Interim Financing Charge, D&O Charge and Other
Relief)**

ADDRESS FOR SERVICE AND CONTACT INFORMATION OF PARTY FILING THIS DOCUMENT **Gowling WLG (Canada) LLP**
1600, 421 – 7th Avenue SW
Calgary, AB T2P 4K9

Attn: **Tom Cumming / Stephen Kroeger**

Phone: 403.298.1938 / 403.298.1018

Fax: 403.263.9193

Email: tom.cumming@gowlingwlg.com /
stephen.kroeger@gowlingwlg.com

File No.: A171561

DATE ON WHICH ORDER WAS PRONOUNCED: August 8, 202

LOCATION WHERE ORDER WAS PRONOUNCED: Calgary, Alberta

JUSTICE WHO MADE THIS ORDER: The Honourable Justice Campbell

UPON THE APPLICATION of Mantle Materials Group, Ltd. (“**Mantle**”), filed August 2, 2023; **AND UPON** reading Affidavit of NTD, sworn NTD, 2023 (the “**Affidavit**”); **AND UPON** being advised that on July 14, 2023, Mantle filed a notice of intention to make a proposal (the “**NOI**”) under section 50.4 of the *Bankruptcy and Insolvency Act*, RSC, c B-3 (as amended, the “**BIA**”); **AND UPON** reading the Report of FTI Consulting Canada Inc. dated _____, 2023 in its capacity as proposal trustee of Mantle (in such capacity, the “**Proposal Trustee**”); **AND**

UPON hearing submissions by counsel for Mantle, counsel for the Proposal Trustee and any other counsel or other interested parties present,

IT IS HEREBY ORDERED THAT:

SERVICE

1. The time for service of the notice of application for this order (the “**Order**”) is hereby abridged and deemed good and sufficient and this application is properly returnable today, and no other than those persons served is entitled to service of the notice of application.

EXTENSION OF TIME TO FILE A PROPOSAL

2. The time within which Mantle is required to file a proposal to its creditors with the Official Receiver, under section 50.4 of the *BIA* is hereby extended to September 27, 2023 (the “**Stay Period**”).
3. For greater certainty:
 - (a) in accordance with section 69(1) of the *BIA*, during the period between July 14, 2023 (the “**Filing Date**”) and the date on which the Stay Period expires:
 - (i) no creditor has any remedy against Mantle or against any of Mantle’s present and after-acquired assets, property and undertakings (the “**Property**”), or shall commence or continue any action, execution or other proceedings for the recovery of a claim provable in bankruptcy;
 - (ii) no provision of a security agreement between Mantle and a secured creditor that provides, in substance, that on Mantle’s insolvency, the default by Mantle of an obligation under the security agreement, or the filing by Mantle of the NOI, Mantle ceases to have rights to use or deal with Property secured under the security agreement as it would otherwise have, has any force or effect; and

- (b) in accordance with section 65.1(1) of the *BIA* but subject to section 65.1(4) of the *BIA*, no person may terminate or amend any agreement with Mantle or claim an accelerated payment, or a forfeiture of the term, under any agreement with Mantle by reason only that Mantle is insolvent or a NOI has been filed with respect to Mantle

ADMINISTRATION CHARGE

4. Legal counsel to Mantle, the Proposal Trustee and McCarthy Tétrault, legal counsel to the Proposal Trustee, as security for their respective professional fees and disbursements incurred in preparing for and during these Consolidated Proposal Proceedings, and both before and after the granting of this Order, shall be entitled to the benefit of, and are hereby granted, a security and charge (the “**Administration Charge**”) on all of the Property, which charge shall not exceed \$425,000.

INTERIM FINANCING

5. Mantle is hereby authorized and empowered to obtain and borrow under an interim financing facility (the “**Interim Financing Facility**”) pursuant to the interim financing facility commitment letter dated NTD (the “**Interim Financing Commitment Letter**”), among Mantle as borrower and RLF Canada Lender Limited (the “**Interim Agent**”) as lender, provided that borrowings under the Interim Financing Facility shall not exceed the principal amount of \$1,400,000 unless permitted by further order of this Court and agreed to by the Interim Lender.
6. The Interim Financing Facility shall be on the terms and subject to the conditions set forth in the Interim Financing Commitment Letter attached as Exhibit “” to the Affidavit, as such Interim Financing Commitment Letter may be amended in accordance with its terms.
7. The Interim Lender shall be entitled to the benefit of and are hereby granted a security and charge on the Property (the “**Interim Lender’s Charge**”) as security for the payment and performance of the indebtedness, liabilities and obligations of Mantle to the Interim Lender under the Interim Financing Commitment Letter and the Interim

Financing Facility created thereby in the principal amount of \$1,400,000 together with any interest accrued thereon or costs and expenses incurred thereunder.

D&O INDEMNIFICATION AND CHARGE

8. Mantle shall indemnify its directors and officers against obligations and liabilities that they may incur as directors or officers after the Filing Date, except to the extent that, with respect to any director or officer, the obligation or liability was incurred as a result of the director or officer's gross negligence or wilful misconduct.
9. Each of the directors and officers of Mantle shall be entitled to the benefit of and are hereby granted a charge (the "**D&O Charge**") on all of the Property, which shall not exceed an aggregate amount of \$150,000, as security for the indemnity provided in this Order.

PRIORITY OF CHARGES

10. The filing, registration or perfection of the Administration Charge, the Interim Lender's Charge and the Directors Charge (collectively, the "**Charges**") shall not be required, and the Charges shall be enforceable for all purposes, including as against any right, title or interest filed, registered, recorded or perfected subsequent to the Charges coming into existence, notwithstanding any such failure to file, register, record or perfect.
11. The Charges shall constitute a security and charge on the Property and such Charges shall rank in priority to all other security interests, trusts, liens, charges, deemed trusts, encumbrances and claims of secured creditors, statutory or otherwise in favour of any person, including liens and trusts created by federal and provincial legislation (collectively, the "**Encumbrances**"). The ranking as between the Charges shall be as follows:
 - (a) first, the Administration Charge;
 - (b) second, the Interim Lender's Charge; and
 - (c) third, the D&O Charge.

12. Except as otherwise provided herein, or as may be approved by this Honourable Court, Mantle shall not grant any Encumbrances over the Property that rank in priority to, or *pari passu* with, any of the Charges, unless Mantle obtains the prior written consent of the beneficiaries of the Charges (the “**Chargees**”) or further order of this Court.
13. The Charges shall not be rendered invalid or unenforceable and the rights and remedies of the Chargees thereunder shall not otherwise be limited or impaired in any way by:
 - (a) the pendency of these proceedings and the declarations of insolvency made in this Order;
 - (b) any application(s) for bankruptcy order(s) issued pursuant to the *BIA*, or any bankruptcy order made pursuant to such applications;
 - (c) the filing of any assignments for the general benefit of creditors made pursuant to the *BIA*;
 - (d) the provisions of any federal or provincial statutes; or
 - (e) any negative covenants, prohibitions or other similar provisions with respect to borrowings, incurring debt or the creation of Encumbrances, contained in any existing loan documents, lease, sublease, offer to lease or other agreement (collectively, an “**Agreement**”) that binds Mantle, and notwithstanding any provision to the contrary in any Agreement:
 - (i) neither the creation of the Charges nor the execution, delivery, perfection, registration or performance of any documents in respect thereof, shall create or be deemed to constitute a new breach by Mantle of any Agreement to which they, or any one of them, is a party;
 - (ii) none of the Chargees shall have any liability to any person whatsoever as a result of any breach of any Agreement caused by or resulting from the creation of the Charges, or the execution, delivery or performance of the Interim Financing Facility; and

- (iii) the payments made by Mantle pursuant to this Order and the granting of the Charges, do not and will not constitute preferences, fraudulent conveyances, transfers at undervalue, oppressive conduct or other challengeable or voidable transactions under any applicable law.

CONTINUATION OF SERVICES

14. During the Stay Period, all persons having oral or written agreements with Mantle or statutory or regulatory mandates for the supply of goods and/or services are hereby restrained until further Order of this Court from discontinuing, altering, interfering with or terminating the supply of such goods or services as may be required by Mantle, provided in each case that the normal prices or charges for such goods or services received after the date of this Order are paid by Mantle in accordance with normal payment practices of Mantle or other practices as may be agreed upon by the supplier or service provider and each of Mantle and the Proposal Trustee, or as may be ordered by this Honourable Court.
15. Except as otherwise provided to the contrary herein, Mantle shall be entitled, but not required, to pay with the approval of the Proposal Trustee amounts owing to any supplier for goods or services actually supplied to Mantle prior to July 14, 2023 if, in the opinion of Mantle, such payment is necessary to maintain the uninterrupted operations of the business (such payments being “**Emergency Payments**”) provided that such payments are contemplated by the cash flow projections filed by the Proposal Trustee in these proceedings under section 50(6) of the *BIA*.
16. In the event that any Emergency Payment is made prior to the date of this Order have been funded by advances under the Interim Financing Facility, Mantle shall be entitled to repay to the Interim Lender such advance(s) from any amounts received by Mantle subsequent to the Filing Date.
17. Any Person (as such term is defined in the *BIA*) that has collected, realized, seized or taken possession of any money or other Property subsequent to the Filing Date without the consent of the Proposal Trustee or leave of this Honourable Court shall promptly deliver or surrender to Mantle such money or other Property.

18. Service of this Order may be effected by facsimile, electronic mail, personal delivery or courier. Service is deemed to be effected the next business day following transmission or delivery of this Order.

J.C.Q.B.A

SCHEDULE “B”

WEBEX DETAILS

Counsel: Please ensure that all relevant parties have received Webex information.

Virtual Courtroom 60 has been assigned for the above noted matter:

Virtual Courtroom Link:

<https://albertacourts.webex.com/meet/virtual.courtroom60>

Instructions for Connecting to the Meeting

1. Click on the link above or open up Chrome or Firefox and cut and paste it into your browser address bar.
2. If you do not have the Cisco Webex application already installed on your device, the site will have a button to install it. Follow installation instructions. Enter your full name and email address when prompted
3. Click on the **Open Cisco Webex Meeting**.
4. You will see a preview screen. Click on **Join Meeting**.

Key considerations for those attending:

1. Please connect to the courtroom **15 minutes prior** to the start of the hearing.
2. Please ensure that your microphone is muted and remains muted for the duration of the proceeding, unless you are speaking. Ensure that you state your name each time you speak.
3. If bandwidth becomes an issue, some participants may be asked to turn off their video and participate by audio only.
4. **Note: Recording or rebroadcasting of the video is prohibited.**
5. **Note: It is highly recommended you use headphones with a microphone or a headset when using Webex. This prevents feedback.**

For more information relating to Webex protocols and procedures, please visit:

<https://www.albertacourts.ca/qb/court-operations-schedules/webex-remote-hearings-protocol>

You can also join the meeting via the “Cisco Webex Meetings” App on your smartphone/tablet or other smart device. You can download this via the App marketplace and join via the link provided above.

Thank you,