

*Memorandum*

**Date: April 17, 2018**

**To: All Employees**

**From: Human Resources**

**Subject: Temporary Change: Handi-Mart Bus Stop**

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Due to the construction currently surrounding the Handi-Mart bus stop, the Company will be temporarily relocating this bus stop to Broadway Ave N between Carson Dr and Toop Rd. This change will take effect on **Thursday, April 19<sup>th</sup>** and will remain in place until such time as the Handi-Mart bus stop is regularly accessible again.

We ask all employees who utilize the Handi-Mart bus stop to now stand on the corner of **Hubble Rd and Broadway Ave N**, where the bus will retrieve employees. On the way back into town, the bus will also drop employees off along Broadway Ave N.

If you currently drive to Handi-Mart to catch the bus, we ask that you please utilize the Pioneer Center parking lot and bus services during this temporary change in order to mitigate any extra congestion along Broadway Ave. The Broadway Ave bus stop is provided for the use of employees who are within walking distance to that bus stop.

Please note that due to the ongoing construction, we may have to change the bus stop location multiple times. We will provide as much notice as possible of any further changes. If these changes impact you, please be sure to watch for new notifications regularly. We apologize for any inconvenience and appreciate your cooperation.

If you have any questions relating to this temporary change, please contact Lauren Bernard at 250-992-1800 ext. 240.

Sincerely,

Human Resources