



MEMO

From the office of the...

Vice-President (Administration)

TO: Members of the EB
FROM: Adam F. El-Kadi
SUBJECT: Introducing Operating Policy – Hub
DATE: July 17th, 2024

Dear Members of the EB,

I hope this finds you well. I am writing to share with you all and introduce our Hub policy for the building we opened in February of this year. This policy has been in development for some time now and includes aspects of the operations we felt were important to include based on lessons and trials running the building this year.

Warm regards,

Adam F. El-Kadi
Vice-President (Administration) & Chief Administrative Officer
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