CP Rail
Internal Correspondence

Date VANCOUVER, December 4, 1979. File: PP-323

From R.L. Purdy

To Memorandum
Messrs. A.N. Cairns
T. King
M.W. Holland
D.A. Hall

I notice on the vacation programme for the month of December that a considerable number of employees are contemplating vacation during Christmas week.

While I appreciate that there is a considerable slackness in activity during the Christmas season, I none the less believe that each position in your respective areas of activity should be fully protected, the same as during any other vacation period; in other words, someone should be available to protect the engineering area, the operations group, administration and supervision, and accounting.

It is my intention to be absent from Friday, December 21st through until Monday, January 7th, and I want to be sure that at least some of the senior personnel in Coastal Marine are on hand to handle any critical matters which arise.

Will you please be governed accordingly.

R. Purdy
General Manager
Coastal Marine Operations

Form 102-R

C O A S T A L M A R I N E O P E R A T I O N S

Pier B C., Ft,of Burrard Street,
Vancouver, B.C. 26C 2R3

Telephone 665-3176

May 12, 1980

BEVERLEY BUSSELL DECIDES TO COVER HER
TYPEWRITER FOR THE LAST TIME

Effective August 1, 1980 Beverley Bussell will retire following 37 1/2 conscientious and dedicated years of service to CP Rail Passenger Services and B.C.C.S.S., of which Beverley's past six and a quarter years were spent with B.C.C.S.S.

Beverley's last working day will be Friday, May 23, and we invite you at noon on that day to be aboard the "Princess Patricia" for cocktails and an informal luncheon to be held in the forward observation lounge on the Promenade Deck. At that time we will present Beverley with an appropriate gift and wish her well in new surroundings.

Contributions for the occasion will be $6.00 for those attending, $3.00 for those who wish to contribute to Beverley's gift but who are unable to attend.

Kindly detach coupon at bottom of this letter and return to R.R. Reid, Assistant Manager, Customer Services, Coastal Marine Operations, Pier B, by May 21. Please note the "Patricia" will be berthed at Ballantyne Pier, Berth 3, foot of Heatley Avenue. Parking is available. Thank you.

Bob Reid

R. R. Reid
Assistant Manager, Customer Service

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Attention: Bob Reid

____ I enclose $6.00 and will attend reception on May 23.

____ I enclose $3.00 towards Beverley's gift but will be unable to attend.

_____
Signature

CP Rail
Internal Correspondence

Date VANCOUVER, June 23, 1980

From Richard Shaw

To ALL EMPLOYEES OF B.C.C.S.S.

Subject: Move to 11th Floor, 700 West Pender

The purpose of this memo is to remind all staff that it is imperative that items to be moved to the new location be placed in boxes or in full filing cabinets and appropriately marked with the stickers which you received last week. This packing must be completed by Friday, June 26th as the physical moving of items will begin that evening and continue throughout the weekend (June 28 and 29).

Richard Shaw

R. Shaw
Analyst

Form 102-R

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CP Rail
Internal Correspondence

Date VANCOUVER, June 11, 1980

From H. L. Hudson

To ALL EMPLOYEES OF B.C.C.S.S.

RE: Move to 11th Floor, 700 West Pender Street

Furnishings

We will be moving to our new offices on the weekend of June 28-29 and it will be incumbent on each individual to do all that is necessary to ensure the move is as smooth and orderly as possible.

Your immediate work area including desk drawers should be cleared and personal items not required should be taken home. Staff should check with their immediate supervisor as to what files or other materials may or may not be thrown away.

It should be noted that we will not be taking any furniture to the new location as new furnishings are being supplied throughout. Typewriters and calculators are not included and should be retained.

A supply of colour coded labels and cartons will be issued to each individual for packing the contents of their desks. Each secretary should take with them a supply of stationery sufficient to last approximately one week. A colour code label with your name on should be placed on the filled cartons as well as on typewriters, calculators, etc. A colour code label with your name should be used on all items to be transferred from your immediate work area.

Files

Only those files in immediate use (likely to be required for up to a period of two weeks after we move) will be

Files (contd.)

moved in filing cabinets. Contents of other current files will be placed in boxes, moved to the appropriate location and await receipt of filing cabinets.

Files and paper to be put into dead storage may be placed in filing cabinets provided the whole cabinet is used and these will be stored in the basement of the building and will be moved approximately one week earlier.

Parking

Company-owned cars will be accommodated in the 700 West Pender building. So far as other employees are concerned, we plan to keep the parking area at the foot of the ramp available, plus parking at some area at the terminal. However, this is not certain at this time and it may be necessary for employees to arrange their own parking.

Plants

Any individual wishing to keep their plants must personally carry them to the new premises.

Disposal of used furniture

It is intended to dispose of all furniture and equipment through local dealers but the staff will be given preference if they wish to buy any of this furniture for their personal use only.

If you have any particular item in mind, you should state your request in writing to the Office Manager. Subsequently you will be advised of the cost which to CMO staff will be based on lowest dealer price plus 10% plus tax.

for B Vanderfield
Office Manager
Coastal Marine Operations

HLH:hef