Dec. 07 2004 12:27PM P1

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December 7, 2004

Mr. Richard McKenna City Clerk City Of Richmond

Dear Richard,

FROM : BCRPUPA-PRESIDENT

Further to our telephone conversation of this morning, please accept this as our formal request to appear before City Council at their regular meeting of January 10, 2005. At the 74000 meeting (Robert Fergus, Barry Freeman, Ajay Patel, Geoffrey Atkinson and Gerry Retallick) will be present to make a presentation (a plaque) to the City and to present Mayor and Council with copies of our Final Report which contains a synopsis of how the World Junior Badminton Championships, held in the Richmond Arena from October 16 -30, 2004, were perceived by the participants, the volunteers and the organizing committee and suggestions intended to improve future such efforts. We would then be pleased to answer any questions that Council Members might have.

I would think the whole process would take no more than about 10 - 15 minutes. Thank you for your consideration of our request.

Yours truly,

Gerry Retallick, On Behalf Of Badminton B.C. and the World Junior Badminton Championship Organizing Committee





City of Richmond

6911 No.3 Road, Richmond, BC V6Y 2C1 Telephone (604) 276-4000 www.city.richmond.bc.ca

December 29th, 2004 File: 700-01

Mr. Gerry Retallick 7660 Acheson Road Richmond, BC V6Y 1M9

Dear Mr. Retallick:

Re: World Junior Badminton Championships - October 16 - 30, 2004 - Presentation of Plaque and

Final Report

In response to your letter dated December 7th, 2004, this is to confirm the attendance of Robert Fergus, Barry Freeman, Ajay Patel, Geoffrey Atkinson and yourself (on behalf of Badminton BC and the World Junior Badminton Championship Organizing Committee) to make a presentation to Council regarding the above matter, at the Council Meeting scheduled for Monday, January 10th, 2005, at 7:00 p.m. in the Council Chambers, Richmond City Hall.

It is noted that you have requested 10 to 15 minutes to make your presentation, however, Council procedures only allow five minutes, not including any questions which Council members may ask. This five-minute limit is strictly enforced to ensure that all business for the meeting is dealt with, and any increase in the amount of time required will require a resolution of Council.

Yours truly,

J. Richard McKenna

City Clerk

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