





## City of Richmond

---

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

December 29<sup>th</sup>, 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 7<sup>th</sup>, 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 10<sup>th</sup>, 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

fja