

JAN. 07, 2004

City Clerk,
City of Richmond,
City Hall,
Richmond, B.C.

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Dear Mr. R. McKenna:

Mr. Barry Freeman, Mr. Robert Fergus and I (Gerry Retallick) would like to appear as a delegation before Council at the Council meeting of January 26, 2004 on a matter not on the agenda.

7400-01

The purpose of our attendance is to update Council members with regard to the forthcoming World Junior Badminton Championships, which will be held from October 16, 2004 until October 31, 2004 in the Richmond Arena.

If you would be so kind as to contact me regarding this opportunity, I can be reached at :

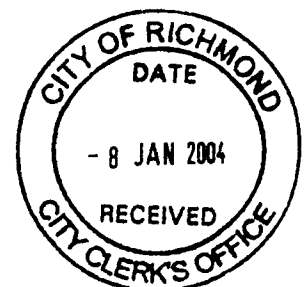
Gerry Retallick
7660 Acheson Road
Richmond, B.C.
V6Y 1M9

Telephone - 604 278 6366
e mail <gretallick@richmond.sd38.bc.ca>

Yours truly,



Gerry Retallick,
Member of the Organizing Committee,
2004 World Junior Badminton Championships





City of Richmond

6911 No.3 Road, Richmond, BC V6Y 2C1

Telephone (604) 276-4000

www.city.richmond.bc.ca

January 13, 2004

File: 7400-01

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

Dear Sir:


Re: 2004 World Junior Badminton Championship

In response to your letter dated January 7th, 2004, this is to confirm the attendance of Mr. Barry Freeman, Mr. Robert Fergus and yourself as a delegation to Council regarding the upcoming World Junior Badminton Championships, at the Council Meeting scheduled for Monday, January 26th, 2004, at 7:00 p.m. in the Council Chambers, Richmond City Hall. Because this item is not on the agenda you will be heard at or near the end of the Council meeting.

As you are aware, Council procedures allow five minutes for you to make your presentation, 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.

Please conclude your presentation with a specific request on what you are seeking by appearing before Council as a delegation.

Yours truly,



J. Richard McKenna
City Clerk

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