



April 2, 2003

Ted Townsend
Manager, Communication & Public Affairs
City of Richmond
6911 No.3 Road,
Richmond, BC
V6Y 2C1

Dear Mr. Townsend:

On behalf of BC Hydro Power Smart, we request to appear as a delegation at your April 14th City Council meeting. At this time, Bev Van Ruyven, Senior Vice-President, Distribution will announce that the City of Richmond has achieved the distinction of a Power Smart Certified Partner. The City of Richmond is the first municipality to receive this distinction.

We look forward to celebrating this achievement with you.

Best regards,

Barbara Broughton
Manager, Power Smart Public Relations & Education



City of Richmond

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April 8, 2003
File: 0105-01

BC Hydro Power Smart Communications
#16 – 333 Dunsmuir Street
Vancouver, BC V6B 5R3

Attention: Barbara Broughton
Public Relations & Education Manager

Dear Ms. Broughton:

Re: Announcement of the City of Richmond's Distinction of being a Power Smart Certified Partner

In response to your correspondence dated April 2nd, 2003, this is to confirm that arrangements have been made for Bev Van Ruyven, Senior Vice-President Distribution, to appear as a delegation on the above matter at the open Council Meeting scheduled for 7:00 p.m., Monday, April 14th, 2003 in the Council Chambers, Richmond City Hall. It is noted that your presentation will be placed at the beginning of the Council Agenda, and Ms. Van Ruyven should be in attendance at that time to make the announcement. Please have any material you wish to have included in the Council agenda package for that meeting in this office by 5:00 p.m., Wednesday, April 9th, 2003.

Yours truly,

David Weber
Acting City Clerk

fja

pc Mayor Brodie