

June 8, 2005

David Weber
Director, City Clerk's Office
City of Richmond

Dear David

Re: City Council Meeting, June 12, 2005

This is to confirm a request on behalf of the Richmond 2010 Olympic Oval Steering Advisory Committee to make a brief presentation at the City Council meeting on June 12, 2005 on a non-agenda matter.

Steering Committee members wish to discuss their recent best practises trip to Lillehammer and Torino to view Olympic venues. The presentation will be led by Terry McPhail, chair of the Steering Committee. He will be joined by fellow committee members Kathleen Beaumont (also chair of the Building Advisory Committee) and Cheryl Taunton (also chair of the Stakeholder/User Advisory Committee).

Yours truly,

Ted Townsend
Manager, Communications, Richmond Olympic Business Office