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November 10, 2000

Mr. Richard McKenna, City Clerk
 City of Richmond
 Richmond City Hall
 6911 No. 3 Road
 Richmond, BC V6Y 2C1

0060-20-TRIC1

Dear Sir,

Re: Richmond Trade and Exhibition Centre

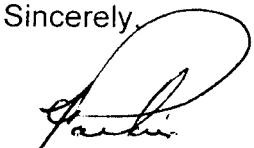
On behalf of Tourism Richmond this is a request for a delegation to Council at its meeting on November 28th. The purpose of the delegation is to inform Council about the work that Tourism Richmond has completed in determining the location, facility specifications and implementation program for building a Trade and Exhibition Centre in Richmond. We will also be seeking Council's support and involvement in the project.

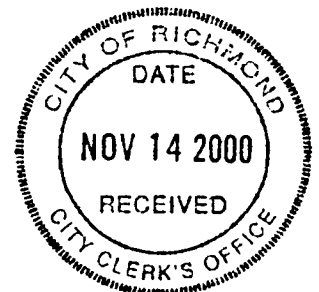
We would very much appreciate it if we could be placed at the beginning of the Council agenda and request that due to the significance of the project that we are allotted 10 minutes for the presentation.

We intend to make a Power Point presentation and will discuss arrangements to be made with your office when we receive confirmation of our request.

Thank you for your consideration

Sincerely,


 Francis Parkinson
 President





City of Richmond

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

November 16th, 2000
File: 0060-20-TRIC1

Tourism Richmond
11980 Deas Thruway
Richmond, BC V6W 1L1

Attention: Mr. Francis Parkinson,
President

Dear Sir:

Re: Richmond Trade and Exhibition Centre

In response to your letter dated November 10th, 2000, this is to confirm that arrangements have been made for you to appear as a delegation at the Council Meeting scheduled for Tuesday, November 28th, 2000, at 7:00 p.m. in the Council Chambers, Richmond City Hall.

It is noted that you have requested that your delegation be placed at the beginning of the Council Agenda, and that you be given 10 minutes to make your presentation. A resolution of Council will be required, not only to vary procedure to hear your presentation at the beginning of the Council Meeting but also to authorize an extension of the speaking time to 10 minutes. This will be considered at or near the beginning of the meeting, which starts at 7:00 p.m.

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

fja

RICHMOND
Island City, by Nature