

Nov. 30, 2001  
Richard McKenna,  
City Clerk,  
City of Richmond

From: Sylvia Gwozd, Chair Sister City Committee  
Subject: Year End Report 2001

	INT
	NEW
✓	DW
	KY
	AE
	DE
	WB
✓	FA

Our committee would like to request that a delegation appear before council in order to present our year-end report covering the 2000 and 2001 year at the next council meeting, Dec 10<sup>th</sup>, 2001.

0100-20-SCITI-01  
XREF: 0105-01

Sylvia Gwozd, Chair, Danielle Alie, Vice Chair, and Gord Ellis, Past Chair will make the presentation.

We will have a written report, in addition to our presentation.

Our presentation will be brief, however, we request that council consider an extension of time should we go beyond it.

Our report will have items for consideration of council.

With appreciation,  
Sylvia Gwozd, on behalf of Richmond Sister City Committee

I may be contacted at 604-275-4579  
4686 Mahood Drive,  
Richmond B. C.  
V7E 5C4

sylviag@telus.net





## City of Richmond

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December 3, 2001

File: 0100-20-SCIT1-01

Ms. Sylvia Gwozd, Chair  
Sister City Committee  
4686 Mahood Drive  
Richmond, BC V7E 5C4

Dear Sir:

Re: Presentation of 2000/2001 Year-End Report

In response to your correspondence dated November 30<sup>th</sup>, 2001, this is to confirm that arrangements have been made for Danielle Alie, Vice Chair, Gord Ellis, Past Chair, and you to appear as a delegation on the above matter at the open Council Meeting scheduled for 7:00 p.m., Monday, December 10<sup>th</sup>, 2001 in the Council Chambers, Richmond City Hall. It is noted that your presentation will be placed at the beginning of the Council Agenda, and your delegation should be in attendance at that time to make the presentation. 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, December 5<sup>th</sup>, 2001.

Yours truly,

A handwritten signature in black ink, appearing to read "J. Richard McKenna", with a long horizontal flourish extending to the right.

J. Richard McKenna  
City Clerk