

DELEGATION
2015 MAY 25

April 15, 2015

Office of the City Clerk
The City of Burnaby
Burnaby, BC
4949 Canada Way
Burnaby, BC
V5G 1M2

To Whom It May Concern,

We would like to formally request a time slot on the Burnaby City Council's agenda for Tourism Burnaby to deliver an update to the meeting attendees, on recent successes and upcoming initiatives.

The following will be present, with Nancy Small (Executive Director) leading the presentation:

Nancy Small, Executive Director, Tourism Burnaby
Gordon Johnson, Chair, Tourism Burnaby Board
Ed Jaskula, Chair Elect, Tourism Burnaby Board
Councillor Paul McDonnell, Director
Milt Richards, Director
Evelyn Gut, Director
Doug Spindler, Treasurer

We respectfully request the date of **Monday, May 25, 2015** for our presentation.

Please advise if you need any further information. We look forward to hearing from you to confirm our meeting, and the time we are expected.

Sincerely,



Nancy Small
Executive Director
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604-828-5536 (mobile)