

**DELEGATION
2016 JULY 11**

June 21, 2016

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

We would like to formally request to appear as a delegation at the Burnaby City Council meeting.

Tourism Burnaby will 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

Ed Jaskula, Chair, Tourism Burnaby Board
Doug Spindler, Treasurer
Lynda Cannell, Director
And perhaps some Tourism Burnaby staff.

We respectfully request the date of **Monday, July 11th** for our presentation.

We will do a formal powerpoint presentation and will have that to you by Wednesday, July 6th.

Sincerely,

Nancy Small
Executive Director
nsmall@tourismburnaby.com
604-828-5536 (mobile)

Copied to:
City Manager
Deputy City Manager
Dir. Planning & Building
Dir. Parks, Rec. & Cul. Services