

January 11, 2018

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 the following:

- 2017 Results for Tourism Burnaby + 2018 Objectives & Plans
- 2017 Pat Quinn Classic

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

Nancy Small, Executive Director, Tourism Burnaby
Jennifer Scott, Senior Manager, Sport Burnaby

We respectfully request the date of **Monday, March 12^h, 2018** for our presentation.

We will do a formal powerpoint presentation and will have that to you by the Wednesday prior.

Sincerely,

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

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