



STEVESTON COMMUNITY SOCIETY

4111 Moncton Street,
 Richmond, B.C. V7E 3A8
 Tel: 604-718-8080
 Fax: 604-718-8096

February 5, 2003

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Mr. Richard McKenna
 City Clerk
 City of Richmond
 Hand Delivered

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**RE: Steveston Community Society presentation to City Council
 February 10th, 2003 meeting**

Dear Mr. McKenna;

The Steveston Community Society would like to make a presentation to the City of Richmond of a cheque towards improvements to the Steveston Community Centre playground. Would you please add our presentation to the agenda for the meeting of February 10th 2003?

Due to work commitments, there is a small chance that I will be unable to attend the meeting. If this is the case, our V.P. of Programs, Mr. Ben Branscombe will make the presentation.

Thank you.

Yours truly,

R. Winstell
for

Geoff Christenssen
 President
 Steveston Community Society

GC/rlw





City of Richmond

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www.city.richmond.bc.ca

FAXED

February 6, 2003

File: 0105-01

VIA FAX NO. 604-718-8096

Geoff Christensen, President
Steveston Community Society
4111 Moncton Street
Richmond, BC V7E 3A8

Dear Sir:

Re: Presentation of Cheque for Playground Equipment

In response to your correspondence dated February 5th, 2003, this is to confirm that arrangements have been made for Ben Branscombe and/or yourself to appear as a delegation on the above matter at the open Council Meeting scheduled for 7:00 p.m., Monday, February 10th, 2003 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.

Yours truly,

David Weber
Acting City Clerk

fja