



MAYOR DON IVESON
CITY OF EDMONTON

2nd FLOOR, CITY HALL
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EDMONTON, ALBERTA, CANADA T5J 2R7
PHONE: 780-496-8100
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January 15, 2015

PLEASE RETURN BY FRIDAY, JANUARY 30, 2015
FAX TO: 780-496-8292

Dear Northern Alberta Mayors' and Reeves':

I am writing to confirm the upcoming Northern Alberta Mayors' and Reeves' Caucus Meeting:

Friday, February 13, 2015, 9:30 a.m. – 3:30 p.m.
Sutton Place Hotel, Angus Room (10235-101 Street)
*A continental breakfast will be available

A complete agenda package will be forwarded closer to the event.

Please confirm your attendance no later than **Friday, January 30, 2015**, by faxing this completed form to 780-496-8292 or by email to joan.laventure@edmonton.ca

A block of rooms is being held under 'Northern Alberta Mayors' and Reeves' Caucus – City of Edmonton, Office of the Mayor' (block code ED140207NOR) at the **Sutton Place Hotel**. In order to receive the preferred rate of \$157.00 (plus taxes) for either a Sutton Executive or Deluxe Executive room, you must reserve your room directly with the hotel no later than **January 23, 2015**. Rooms can be booked by phoning the Sutton Place Hotel directly at 1-866-378-8866 or email cro@suttonplace.com

Hotel underground parking is available or you can park at a number of other lots available in the area.

Should you have any questions or require further information, please contact Joan Laventure in my office at 780-496-3724.

Yours truly,

Don Iveson, Chair
Northern Alberta Mayors' and Reeves' Caucus

PLEASE CONFIRM BEFORE Friday, January 30, 2015

- I **WILL** be attending the NAMRC Meeting on Friday, February 13, 2015 at the Sutton
- I **WILL NOT** be attending the NAMRC Meeting

Name of Mayor / Reeve

Municipality

