



300 Dufferin Avenue
P.O. Box 5035
London, ON
N6A 4L9

London
CANADA

12 January 2016

Chair and Members Corporate Services Committee

Re: Absence from Meeting

In an effort to keep the community and staff updated and informed with respect to my absence, I regret to inform that I will not be available to attend the Corporate Services Committee meeting scheduled for January 19th, 2016 at 12:00 due to the fact that I will be out of the country.

Respectfully submitted,

A handwritten signature in cursive script that reads "Virginia Ridley".

Virginia Ridley
Councillor Ward 10