



100 – 4460 Beresford Street
 Burnaby, B.C. V5H 0B8
 604-431-0400 Fax 604-431-9499
 www.burnabynh.ca
 email: info@burnabynh.ca

March 3, 2015

To: Executive Committee of Council
 c/o Clerk's Department,
 Burnaby City Hall
 4949 Canada Way, Burnaby, BC V5G 1M2

Dear Executive of Council:

I am very pleased to inform you that the Burnaby Neighbourhood House Society has joined in the efforts with 13 other Neighbourhood Houses throughout the Lower Mainland to celebrate **Neighbourhood House Week from May 4th to 10th 2015**. We have many activities planned to help celebrate. This includes a special wine and cheese reception on **Wednesday May 6th at Heritage Hall** in Vancouver where Mayor and Council from each of the municipalities will be invited to attend. (Details to follow) We also have a media campaign planned that will be implemented throughout the Lower Mainland including Burnaby.

The Burnaby Neighbourhood House continues to work with residents and community partners to develop a wide range of programs and supports that promote community engagement and provides services that are responsive to local social needs. Over the past 15 years we have established a Neighbourhood House in South and are currently working with North Burnaby residents to create a sustainable Neighbourhood House in North. Each of our Neighbourhood Houses aim to create a welcoming place for community members and promote community participation. In addition to two Neighbourhood Houses, BNH also operates 9 daycare centres and one Community Hall.

On behalf of BNH and the Neighbourhood House Week organizing committee, I would like to request in-kind sponsorship of Neighbourhood House Week from the City of Burnaby. Our request is for print services from the City's print shop.

We require the following print materials:
 768 poster, 1-side print on 11" x 17" 100lb gloss paper stock
 3200pcs 4" x 6" postcards, 2-side print on 110lb gloss cover stock.

Quotes that we have received for the above request have been approximately \$1500. With this in-kind sponsorship support I would be very proud to see the City of Burnaby logo displayed throughout the print materials that will be circulated throughout the Lower Mainland. The media campaign will help raise awareness of the role of Neighbourhood Houses in supporting our local communities.

I look forward to hearing from you.

Sincerely,

Antonia Beck
 Executive Director
 Burnaby Neighbourhood House

"Our mission is to make neighbourhoods better places to live"