

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE COMMISSION

FROM: DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

SUBJECT: 2016 RECOGNITION NIGHT

RECOMMENDATION:

1. **THAT** approval be given to host Recognition Night on Friday, 2016 April 22 at the Riverway Golf Course Clubhouse.

REPORT

In 2015 the Commission hosted its annual Recognition Night on April 24 at the Clubhouse at Riverway Golf Course with approximately 180 people in attendance. The purpose of Recognition Night is to recognize the important contribution that the volunteer community groups add to the provision of parks, recreational and cultural programs and services in the city.

After hosting this annual dinner for approximately 40 consecutive years, the event continues to be popular with Burnaby's community organizations and the Riverway Clubhouse has proven to be a very successful venue.

The invitation criteria reflect that the community organizations provide a service or partnership role which enhances the services provided by our department.

The invitation criteria are as follows:

1. The purpose of Recognition Night is to honour representatives from not-for-profit groups which provide a significant benefit to the community through the provision of parks, recreation and cultural services through either a partnership or as a service which enhances that offered by the department.
2. Representatives are invited from groups who offer open membership to all qualified and interested Burnaby residents.
3. Representatives are invited only from those sports associations which represent more than one team.

To: Parks, Recreation & Culture Commission
From: Director Parks, Recreation and Cultural Services
Re: 2016 RECOGNITION NIGHT

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Staff will be working on the arrangements in the coming months and a draft program is attached for the Commission's information. The total budget for the 2016 Recognition Night is \$11,500.

A handwritten signature in black ink, reading "D. Ellenwood". The signature is fluid and cursive, with the first letter of each word being capitalized and prominent.

Dave Ellenwood
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

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Attachment

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**2016 RECOGNITION NIGHT
THE CLUBHOUSE AT RIVERWAY GOLF COURSE
FRIDAY, 2016 APRIL 22**

APPROXIMATE TIME

6:00 - 7:00 pm GUEST SIGN-IN AND SOCIAL HOUR

Chair and Commissioners will take turns greeting guests as they arrive.

- Sign-in of guests / Name tags will be available
- Cash Bar

7:00 - 7:15 pm INTRODUCTIONS

Chair requests guests to be seated.

- Welcome and Introductory remarks: Commission Chair
- Introduction of His Worship, Mayor Derek Corrigan
Brief welcome from his Worship, Mayor Derek Corrigan
- Remarks by Chair:
 - Introduction of Commissioners
 - Introduction of Special Guests
 - Introduction of Staff

Cash Bar remains open during dinner.

7:15 - 8:30 pm DINNER

8:30 pm PRESENTATIONS

- Thank you to staff
- Presentation of gift to former Commissioner Matt Foley
 - Recognition of all Volunteers - Digital Presentation (5 min.)
 - Flower arrangements presentation

8:45 pm CLOSING BY CHAIR