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**TO:** CHAIR AND MEMBERS  
PARKS, RECREATION & CULTURE COMMISSION

**FROM:** DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

**SUBJECT: 2018 RECOGNITION NIGHT**

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**RECOMMENDATION:**

1. **THAT** approval be given to host Recognition Night on Friday, 2018 April 20 at the Riverway Golf Course Clubhouse.

**REPORT**

In 2017 the Commission hosted its annual Recognition Night on April 28 at the Clubhouse at Riverway Golf Course with approximately 160 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 more than 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: 2018 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. Estimated expenses for the 2018 Recognition Night are \$13,500.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

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Attachment

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**DRAFT**

**2018 RECOGNITION NIGHT**  
**THE CLUBHOUSE AT RIVERWAY GOLF COURSE**  
**FRIDAY, 2018 APRIL 20**

**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 Lee Loftus
  - Recognition of all Volunteers - Digital Presentation (5 min.)
  - Flower arrangements presentation

**8:45 pm            CLOSING BY CHAIR**