

Internal Request for Award Presentation at Regional Council

The following information is requested prior to the confirmation of an award presentation before Regional Council:

Main Departmental Contact Information

Name <u>Norman Lee</u>	Ext. <u>4703</u>	Department <u>Public Works</u>
Division <u>Waste Management</u>	Section <u>Office of Director</u>	

Award Presentation Information

Provide a brief summary of the Nature / Purpose of the award presentation	
<u>Certificate of Appreciation from Stewardship Ontario to Trevor Barton for advising, creating and training</u>	
<u>municipal employee across Ontario regarding the Blue Box program.</u>	
Provide a list of all participants	
Name	<u>Trevor Barton</u>
Title	<u>Supervisor, Waste Program Planning</u>
Organization	<u>Region of Peel</u>
Name	_____
Title	_____
Organization	_____

Provide details of what is to be presented (Photo, Award, Cheque, Plaque, etc.)

Certificate of Appreciation	
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Describe the format of your presentation (PowerPoint*, DVD, VHS, Display, etc.)

PowerPoint			
* If the presentation is PowerPoint will it be provided in hard copy?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
* If you replied YES to the above, please prepare your handouts as follows:			
<ul style="list-style-type: none"> • Two slides per page, double-sided, stapled, three-hole punched, 35 copies • Provide the material, at a minimum, the day before the meeting to Legislative Services 			
Will there be a photo opportunity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Who have you contacted in Communication Services regarding this award presentation?			
Name <u>Alex Fuller</u>	Ext. <u>4867</u>		
Will circulation of any materials to Councillors at the time of the presentation be required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Please specify (i.e. pens, cups, brochures): _____			

NOTE: Delegations to Council shall be limited to speaking no more than five minutes in accordance with Section IV-4 (f) of the Region of Peel Procedural By-law 57-2006. For further information, please contact your **Legislative Services representative**.