

Internal Request for Award Presentation at Regional Council

FOR OFFICE USE ONLY

Meeting Name:

Regional Council

Meeting Date : DD/MM/YY 26/05/2022

Request Date :DD/MM/YY _____

Main Departmental Contact Information

Name	<u>Bethany Lee</u>	Department	<u>Corporate Services</u>
Division	<u>Marketing and Communications</u>	Section	_____
		Ext.	_____

Award Presentation Information

Provide a brief summary of the nature/purpose of the award presentation

CAO Janice Baker to present the Gold Quill Award Certificate to the Marketing and Communications team.

Provide a list of all participants

Name	<u>Lisa Duarte, Bethany Lee, Stephen McEachern, Drew Fairservice, Genevieve Ricciardella, Victoria Persoglio</u>
Title	<u>(con't) Ashleigh Hawkins</u>
Organization	<u>Region of Peel</u>
Name	_____
Title	_____
Organization	_____

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

Certificate

Describe the format of your presentation (PowerPoint, Pdf, Picture File, Video File)

CAO to present certificate to the team and speak to the award. We have a .jpeg image which can be displayed on screen.

* If the presentation is PowerPoint will it be provided in hard copy Yes No

* If you replied YES to the above, please prepare your handouts as follows:

- Provide electronic materials, at a minimum, seven days before the meeting to Legislative Services

Will there be a photo opportunity? Yes No

Who have you contacted in Communication Services regarding this award presentation?

Name Bethany Lee Ext. _____

Will circulation of any materials to Councillors at the time of the presentation be required? Yes No

If YES please specify (i.e. pens, cups, brochures)

Note: Delegations to Council shall be limited to speaking no more than five minutes in accordance with the Region of Peel Procedure By-law 9-2018, as amended. For further information, please contact your **Legislative Services representative**.