

FOR OFFICE USE ONLY

Meeting Name:

Regional Council

Meeting Date : DD/MM/YY **08/06/2023**

Request Date :DD/MM/YY **03/05/2023**

Main Departmental Contact Information

Name	<u>Arlene Appleton</u>	Department	<u>Corporate Services</u>
Division	<u>Human Resources</u>	Section	<u>Strategic Integration & Workforce Intel</u> Ext. _____

Award Presentation Information

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

Gary Kent, Chief Administrative Officer, Sharon Lobo and Carolyn Tong, Selection Committee and HR to present the Peel Celebrates Employee Awards recipients.

Provide a list of all participants

Name	<u>Gary Kent</u>
Title	<u>Chief Administrative Officer</u>
Organization	<u>Region of Peel</u>
Name	<u>Sharon Lobo and Carolyn Tong</u>
Title	<u>Selection Committee Lead and Member, Human Resources</u>
Organization	<u>Region of Peel</u>

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

During the presentation, award recipients will be invited forward to be recognized and take part in a photo opportunity.

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

PowerPoint

* A PowerPoint presentation will be provided Yes No

* If you replied YES to the above

- Please provide electronic materials to Legislative Services a minimum of seven days before the meeting

Will there be a photo opportunity? Yes No

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

Name Denise McDonough 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, etc.)

Note: Delegations to Council shall be limited to speaking no more than five minutes in accordance with the Region of Peel Procedure By-law 27-2022, as amended. For further information, please contact your **Legislative Services representative**.