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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>Waste Operations</u>	

Award Presentation Information

Provide a brief summary of the Nature / Purpose of the award presentation	
<u>Solid Waste Association of North America (SWANA) for its Household Hazardous Waste Program and was awarded the Gold Award of Excellence. Region of Peel was recognized as the top performing municipality in North America.</u>	
Provide a list of all participants	
Name	<u>Larry Conrad</u>
Title	<u>Manager Waste Operation</u>
Organization	<u>Region of Peel - Waste Management</u>
Name	<u>Grace McKenzie</u>
Title	<u>Team Lead - Household Hazardous Waste</u>
Organization	<u>Region of Peel - Waste Management</u>

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

Award

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

PowerPoint		
	Yes	No
* If the presentation is PowerPoint will it be provided in hard copy?	<input checked="" type="checkbox"/>	<input 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**.