

## 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	Carroll Francis	Ext.	6505	Department	Employee and Business Services
Division	Communications and Service Delivery	Section	Service Delivery		

### Award Presentation Information

<b>Provide a brief summary of the Nature / Purpose of the award presentation</b>	
R. Kent Gillespie, Commissioner of Employee and Business Services and Carroll Francis, Chair, 911 Advisory Group and Supervisor, Service Delivery, presenting the annual Paul Schram Memorial Award for the 2011 Emergency Communica	
<b>Provide a list of all participants</b>	
Name	R. Kent Gillespie
Title	Commissioner of Employee and Business Services
Organization	Regional Municipality of Peel
Name	Carroll Francis
Title	Supervisor, Service Delivery
Organization	Regional Municipality of Peel

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

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

None			
* If the presentation is PowerPoint will it be provided in hard copy?	Yes	No	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
* If you replied YES to the above, please prepare your handouts as follows:			
<ul style="list-style-type: none"> <li>• Two slides per page, double-sided, stapled, three-hole punched, 35 copies</li> <li>• Provide the material, at a minimum, the day before the meeting to Legislative Services</li> </ul>			
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	Mei Ling	Ext.	4575
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):			
None			

**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**.