



July 15, 2004

Mr. Al Little
GIS Manager
Corporate Services
City of Hamilton
77 James Street North
Suite 320
GIS Services Section
Hamilton, ON L8R 2K3

Urgent! — Your immediate reply to this letter is requested

Dear Mr. Little,

I am very pleased to advise you that *MAP.Hamilton - City of Hamilton Geographic Information Systems Website* has been selected as a finalist for the Distinction Awards 2004 under *GROUP III - Municipal Awards*. On behalf of the organizers of GTEC Week and the Finalist Selection Committee, I would like to congratulate you and your team on being selected from among many outstanding nominations.

The Distinction Awards Program recognizes and celebrates projects and individuals who have demonstrated leadership and excellence in the innovative management and application of information and information technologies in the public sector. In 2004 we received 100 nominations for the Distinction Awards, and the Finalist Selection Committee faced an extremely difficult task in reducing the 100 nominations to 40 finalists. Your selection reflects very highly on the quality of your nomination.

Over the next month, a Medalist Selection Committee, comprised of senior representatives from the private and public sector IT communities, will review the 40 finalist entries and select up to 27 award winners. The announcement of these winners will be made during the Distinction Awards Gala on Monday, October 18, 2004 at the Canadian Museum of Civilization in Gatineau, Quebec. As a Distinction Awards 2004 finalist, you are cordially invited to attend the Awards Gala as our celebrated guest.

The Distinction Awards Gala is a very special and highly anticipated evening, which is sponsored by the private sector, and attended by a large number of the most senior managers from all levels of government. This Gala creates a unique opportunity to honour you as one of the 40 exceptional finalists, singled out by your colleagues for your accomplishments.

I am attaching the following information to enable us to finalize your participation as a Distinction Awards 2004 Finalist:

- **Acknowledgement of Receipt Form:** we require this to be **returned immediately, along with the verification of the bilingual version of your project name (and individual titles)**, which is urgently required in order to publish the listing of finalists;
- **Distinction Awards Gala Finalist Complimentary Ticket(s) RSVP Form:** you are required to **return this RSVP form immediately** in order to reserve your Gala seat(s); and,

- **Request for Gala Tickets for Paying Guests of Finalists Form:** should you wish to purchase additional tickets for the Gala, **please return this form immediately.**

Please do not risk disappointment by delaying the return of the above forms.

I am also attaching for your information:

- A two page handout entitled "**It May be Helpful for You to Know**"; these are answers to the most commonly asked questions on being a Distinction Awards Finalist; and,
- A copy of "**Centre Stage**", our news release on this year's Distinction Awards Gala.

I trust that the above information will help you to become well acquainted with the details of the Distinction Awards 2004 Program and Gala. Above all, we would like you to be able to relax and enjoy this very special moment in the spotlight. Should you have any questions, please feel free to call me at (613) 736-9851.

Once again, please accept our congratulations on this well deserved honour. As part of our annual report to Deputy Ministers, your achievement in being selected as a finalist for the Distinction Awards 2004 will be appropriately acknowledged.

Sincerely,



Andrea Walton
Director, Special Events
GTEC Week

Encls.

cc: David Grzicic