



EAST HANTS

Application Form - Request for Making Presentation to Committee/Council

Mailing: 230-15 Commerce Court, Elmsdale, NS B2S 3K5
Phone: (902) 883-2299 Toll Free: 1-866-758-2299
www.easthants.ca

Meetings of Municipal Council and Municipal Committees are held in the Council Chambers at the Lloyd E. Matheson Building, 15 Commerce Court, Elmsdale, Nova Scotia. Please call the Municipal Office to confirm meeting date(s) at 902-883-2299 Ext. 217 or check the municipal website at www.easthants.ca

No more than two (2) public presentations will be scheduled on the agenda of each Committee/Council meeting each month. Each presentation is limited to ten (10) minutes and ten (10) minutes will be allotted for discussion.

This form must be returned properly completed no later than seven (7) calendar days prior to the meeting at which you wish to appear.

1) Name of Presenter: _____

2) Address: _____

3) Phone: _____ Email: _____

4) Reason you wish to appear before Committee/Council (provide a brief summary of presentation/identify specific requests for funding, if any):

5) Date of Committee/Council Meeting at which you wish to appear:

6) Are you representing:
 Yourself
 An Organization/Society/Club (Name): _____
 A Business (Name): _____
 Other (Please Specify): _____

7) Please attach a paper or electronic copy of your presentation to this application or submit it no later than the Friday before the Committee/Council meeting. Your presentation will be circulated to Councillors prior to the meeting to provide Councillors with an opportunity to review your submission.

Note: Failure to provide a paper or electronic copy of your presentation will result in the processing of this request to be delayed or your scheduled presentation postponed until the required information is received.

Please return the completed form to: Sheralee MacEwan, Assistant Municipal Clerk
230-15 Commerce Court, Elmsdale, NS B2S 2K5
Email: smacewan@easthants.ca

Once you have read the document attached to this form, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

I have read the attached document on making Public Presentations to Committee/Council and understand the conditions under which an opportunity to make a presentation to Council or Municipal Committee will be provided.

Signature

For Office Use Only:

<p><i>Date Request Received:</i> _____</p> <p><i>Approved</i> _____</p> <p><i>Refused</i> _____ <i>Reason for Refusal:</i> _____</p> <p>_____</p> <p><i>Applicant Notified</i> _____</p> <p><i>If Approved, Date of Presentation:</i> _____</p>
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1. Purpose

To provide a regular opportunity for members of the public to make presentations to Council or Council Committees per the *Council Procedural Policy*. It is intended to guide the CAO when approving or scheduling requests from the public to make a presentation to Council or Municipal Committees.

It is not intended to limit Councillors from lobbying other Councillors or Council itself from time-to-time to consider matters of general interest in their respective districts. Councillors may approach Council or Committee directly to consider hearing presentations from members of the public from within their own district without being limited to do so.

2. Objective

The objective is to:

- 2.1 Reserve time for members of the public to make a ten-minute presentation to Council or a Municipal Committee.
- 2.2 To reserve time for an additional ten minutes on a Council or Committee agenda, following a public presentation, for Councillors or Committee members to ask questions pertaining to the information provided in a presentation from a member of the public.
- 2.3 Manage the impact of public presentations on regular Council and Committee agendas.

3. Process to be Followed to Obtain Approval to Make A Presentation to Committee/Council

3.1 One week in advance of a Committee/Council meeting

The applicant shall submit a completed "Application Form - Request for Making Presentation to Committee/Council" in writing by letter or electronically by email, identifying: the nature of the presentation to be made, and the name, address and phone number of the presenters. This will allow the CAO to determine the most appropriate Committee/Council meeting to accommodate the request and give the request appropriate consideration. A written or electronic copy of the presentation may accompany the form at this time.

3.2 By 12:00 noon the Friday Before the Committee/Council meeting

A written or electronic copy of the presentation, if not submitted with the application, must be submitted to the Assistant Municipal Clerk. Staff will provide a copy of the presentation to Councillors in advance of the scheduled presentation. Where this deadline is not met, further consideration of the request will be postponed for one month and the presenter will be appropriately advised.

3.3 Steps 3.1 and 3.2 can be done at the same time provided the respective deadlines are met.

4. Process to be Followed to Review, Approve or Reject an Application

4.1 Processing Completed Application

Upon receipt of a properly completed application, the CAO shall review the application.

The application may be:

- a) Placed on an appropriate agenda (Committee or Council)
- b) Provided to Council as a written submission only
- c) Refused if it is determined that the subject matter is outside the jurisdiction of the municipality.

4.2 Conditions Attached to Approved Application

Approved presentations placed on a Council or Committee agenda shall be scheduled, subject to the following criteria:

- a) A maximum of two (2) public presentation shall be scheduled per meeting, unless emergency situations exist or for other good reason there is cause for more presentations as determined by the CAO and/or Warden
- b) Each presentation shall deal with one topic only
- c) Each presentation shall be no more than ten (10) minutes
- d) An additional ten (10) minutes will be allocated on the agenda for discussion (questions/answers)
- e) The presentation shall be relevant and timely
- f) Members of Committee/Council may ask questions of clarification of the presenter(s)
- g) There shall be no debate of the subject matter of the presentation, at this time

5. Notification to Presenter(s)

The list of presentation requests will be finalized and the presenter(s) notified by noon on the Friday immediately preceding a Council or Committee meeting regarding disposition of their request.

6. Basis for Rejection a Request to Make a Presentation

Failure to adhere to the Requirements outlined herein is basis for rejection.

A request to make a presentation shall be placed on a Council or a Committee agenda only if the presentation is in reference to an item of business before the Council or Committee or any matter generally within the jurisdiction of the Council.

Where a topic has previously been addressed by Council, further applications to address Council in relation to the same matter will only be accepted if new issues are to be introduced. Issues previously raised are not to be re-presented unless specifically approved by Council in advance of the presentation.

7. Basis of Rejection of Request for Any Other Reason

After consultation with the Warden, the CAO may refuse any request to make a presentation for any reason deemed appropriate by the CAO subject to the reporting requirement identified below in Section 9.

8. Disposition of Rejected Application

Any application to make a presentation to Committee/Council, which is rejected by the CAO shall be immediately reported electronically to any Councillor deemed effected by the decision and will be placed on the Correspondence for Information agenda for the next Council meeting for the information of Councillors.

9. Conduct during Presentation to Committee/Council

Any persons presenting to Committee/Council shall not:

- Speak disrespectfully of any person;
- Use offensive language;
- Speak on any subject other than the subject for which they have received approval;
- Disobey any decision of the presiding officer;

- Enter into cross debate with other delegations, staff or Committee/Council members.

The presiding officer may curtail any delegation, any questions or a delegation and/or debate during a delegation for disorder or any other breach of these conduct expectations and, if the presiding officer rules that the delegation is concluded, the person or persons appearing shall withdraw, and the decision of the Warden/presiding officer shall not be subject to challenge.

10. Other

The Chairperson must interrupt the presentation when the timeframe is exceeded and ask direction from Committee/Council on whether the presentation shall continue.

Upon completion of the presentation, Committee/Council may refer the matter as appropriate for further consideration.