



EAST HANTS

# APPLICATION FORM REQUEST TO PRESENT TO COMMITTEE/COUNCIL

Address: Box 230, Suite 170, 15 Commerce Court, Elmsdale, NS, B2S 3K5 Phone: (902) 883-2299 Toll Free: 1-866-758-2299 [easthants.ca](http://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 902-883-6217 or check the municipal website at [www.easthants.ca](http://www.easthants.ca)

This form must be returned properly completed no later than seven (7) calendar days prior to the meeting at which you wish to appear. Each presentation is limited to ten (10) minutes with an additional ten (10) minutes allotted for discussion. More information can be found in Section 7 of the Council Procedural Policy on the municipal website found here: <https://www.easthants.ca/council-policies/>

**(Please complete all sections)**

- 1) Name of Presenter(s): \_\_\_\_\_
- 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): \_\_\_\_\_
  - ☐ If acting on behalf of an Organization/Society/Club, are you authorized to do so? \_\_\_\_\_
  - ☐ 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  
Box 230, Suite 170, 15 Commerce Court  
Elmsdale, NS B2S 2K5  
Email: [smacewan@easthants.ca](mailto:smacewan@easthants.ca)

*Once you have read the guideline 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 "Request to Present to Council/Committee Guidelines" 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:***

***Date Request Received:*** \_\_\_\_\_

***Approved*** \_\_\_\_\_

***Refused*** \_\_\_\_\_

***Reason for Refusal:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Applicant Notified:*** \_\_\_\_\_

***If Approved, Date of Presentation:*** \_\_\_\_\_

## Request to Present to Committee/Council Guidelines

### PURPOSE

To provide 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 schedule requests from the public to make a presentation to Council or Council 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.

### OBJECTIVE

The objectives are to:

- Reserve time for members of the public to make a ten-minute presentation to Council or a Council Committee
- 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
- Manage the impact of public presentation on Council and Committee agendas

### APPLICATION PROCESS

1. One week in advance of a Committee/Council Meeting - The application shall submit a completed "Application Form - Request to Present to Committee/Council" in writing by letter or electronically by email, identifying: the nature of the presentation to be made, the name/address/phone/email of the presenters. If applying on behalf of an organization, society or club, the applicant must verify they are authorized to do so. 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.

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 at least one month and the presenter will be appropriately advised.

## **REVIEW PROCESS**

1. Review of Completed Application - Upon receipt of a properly completed application, the CAO shall review the application. The application may be:
  - a) Approved and a presentation scheduled on an appropriate agenda (Committee or Council)
  - b) Provided to Council as a written submission only
  - c) Refused if it is deemed that the subject matter is outside the jurisdiction of the municipality or a topic already addressed by Council
  - d) Attached to a Council agenda, at the discretion of the CAO, for Council decision on whether they approve or reject the application
2. Conditions - Approved presentations placed on a Council or Committee agenda shall be scheduled, subject to the following criteria:
  - a) A maximum of two (2) public presentations shall be scheduled per meeting, unless emergency situations or reasons exist 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

3. Notification to Presenter(s) - The list of presentation requests will be finalized and the presenter(s) notified within one (1) business day following approval/refusal.
4. Basis for Rejection of Application - 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.

5. Disposition of Rejected Application - Any application to make a presentation to Committee/Council, which is rejected by the CAO shall be placed on the Correspondence for Information section of the Council agenda for the next Council meeting.
6. Conduct During Presentation to Committee/Council - Any person or supporting delegation 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 and/or debate deemed to be disruptive or disorder or any other breach of these conduct expectations and, if the presiding officer rules that the presentation is concluded, the person or persons appearing shall withdraw, and the decision of the presiding officer shall not be subject to challenge.

7. Other - The presiding officer must interrupt the presentation when the timeframe is exceeded and ask direction from Committee/Council on whether the presentation shall continue or be deferred.

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

## RELATED DOCUMENTATION

Document Name	Document ID	Document Type
Council Procedural Policy		Policy

## VERSION LOG

Version Number	Amendment Description	Document Editor	Document Owner	Approver	Approval Date
1.0	Creation	Assistant Municipal Clerk	CAO	CAO	September 5, 2014
2.0	Branded and updated to include verification that applicants acting on behalf of an organization/club/society have authorization to do so (as updated in the Council Procedural Policy)	Assistant Municipal Clerk	CAO	CAO	January 23, 2026

## CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that these guidelines were duly approved.



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Kim Ramsay  
Municipal Clerk