



**APPLICATION  
REQUEST FOR DELEGATION/PUBLIC  
PRESENTATION TO COUNCIL**

Meetings of Mahone Bay Town Council and Town Committees regularly take place at the Town Hall Office, Council Chambers, 493 Main Street, Mahone Bay, Nova Scotia. Please call the Town Hall Office to confirm meeting dates at (902)624-8327, email the clerk at [clerk@townofmahonebay.ca](mailto:clerk@townofmahonebay.ca) or check the Town of Mahone Bay website at [www.townofmahonebay.ca](http://www.townofmahonebay.ca).

No more than two public presentations will be scheduled on the agenda of each Council meeting. Each presentation is limited to ten minutes. Presentations are scheduled on a first come, first serve basis.

This completed form must be submitted no later than five business days prior to the meeting at which you wish to appear.

Name of Presenter: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Date of Council meeting at which you wish to appear:

\_\_\_\_\_

Are you representing:

Yourself

An Organization/Society/Club (Name): \_\_\_\_\_

A Business (Name): \_\_\_\_\_

Other (Please Specify): \_\_\_\_\_

Please attach a paper or electronic copy of your presentation to this application, or, email your presentation materials to [clerk@townofmahonebay.ca](mailto:clerk@townofmahonebay.ca). Your presentation will be circulated to Council prior to the meeting to provide Council Members 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:

Kelly Redden, Town Clerk, Town of Mahone Bay, 493 Main Street, Mahone Bay, NS, [clerk@townofmahonebay.ca](mailto:clerk@townofmahonebay.ca), Fax: (902)624-8069

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.

Signature

\_\_\_\_\_

For Office Use Only:

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

Approved

Refused

Reason for Refusal: \_\_\_\_\_

\_\_\_\_\_

Applicant Notified

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

Signature of Town Clerk: \_\_\_\_\_

## Delegation/Public Presentation Information Form

### Purpose

To provide an opportunity for members of the public to make presentations to Council. It is intended to guide the staff when approving or scheduling requests from the public to make a presentation to Council.

It is not intended as a deterrence to participation; all Council meetings are open to the public. It is also not intended to limit Councillors from lobbying other Councillors or Council itself from considering matters of general interest; Councillors are not delegations.

### Objective

To reserve time for members of the public to make a presentation of up to 10 minutes to Council.

To allow Councillors to ask questions pertaining to the information provided in a presentation from a member of the public.

To manage the impact of delegations/public presentations on regular Council agendas.

### Process to Follow to Obtain Approval to Make a Presentation to Council

Completed applications are to be provided to the Town Clerk five business days in advance of a Council meeting.

The applicant shall submit a completed application, identifying: the nature of the presentation to be made, and the name, address and phone number of the presenters.

A written or electronic copy of the presentation is to be provided five business days in advance of the Council meeting. Staff will provide a copy of the presentation to Council Members in advance of the scheduled presentation. Where this deadline is not met, further consideration of the request will be postponed until the next meeting, Council and the presenter will be appropriately advised.

### The Application may be:

- Approved and placed on the agenda of Council
- Refused if it is determined that the subject matter is outside the jurisdiction of the Town of Mahone Bay or, for any reason whatsoever, deemed to be inappropriate by Staff

### Conditions Attached to Approved Applications

Approved presentations placed on a Council Agenda shall be scheduled subject to the following criteria:

- A maximum of two public presentations shall be scheduled per meeting, unless emergency situations exist or there is cause for more presentations as determined by the COA and/or Mayor
- Each presentation shall deal with one topic only
- Each presentation shall be no more than 10 minutes long
- The presentation shall be relevant and timely
- Members of Council may ask questions or clarification of the presenter(s), this will not be included in the 10 minutes allotted for the presentation
- There shall be no debate of the subject matter of the presentation, at this time

### Notification to Presenters

The list of presentation requests will be finalized, and the presenters notified by end of the day four business days preceding a Council meeting.

### Basis for Rejection of 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 Agenda only if the presentation is in reference to an item of business before the Council 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 information is to be introduced. Information previously received is not to be re-presented except by motion of Council.

The CAO may refuse any applicants request for delegation/public presentation for any reason deemed appropriate by the CAO. All rejected applications will be placed on the next Council agenda for the information of Council, at which time the rejection status can be overruled by vote of Council.

Any application to make a presentation to Council, which is rejected by the CAO, shall be immediately reported electronically to any Councillor deemed effected by the decision.

### Conduct during Presentation to Council

Any persons presenting to 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 Chair
- Enter into cross debate with other delegations, staff or Council members

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

#### Other

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

Upon completion of the presentation, Council members may deem the matter as appropriate, or not, for further consideration.