Application
Request for Delegation/Public Presentation to Council/Committees

Meetings of Shelburne Town Council and Town Committees regularly take place at Council Chambers, 63 King Street Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-875-2991 Ext. 4 or check the Town of Shelburne website at www.shelburnens.ca.

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting, each month. Each presentation is limited to fifteen (15) minutes. Presentations are scheduled on a first come, first serve basis.

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

Name of Presenter: _____

Address: _____

Phone: _____ Email: _____

Council/Committee you wish to appear before:

- ☐ Town Council
- ☐ Community Participation & Volunteerism Committee
- ☐ Port Committee
- ☐ Asset Management Committee
- ☐ Shelburne County East RCMP Advisory Board
- ☐ Accessibility Committee

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

_____

_____

Date of Council/Committee meeting at which you wish to appear: _____

Are you representing:

- ☐ Yourself
- ☐ An Organization/Society/Club (Name): _____
- ☐ A Business (Name): _____
- ☐ Other (Please Specify): _____

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee 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:
Jessie Dyer, Executive Coordinator Town of Shelburne, 162 Mowatt Street, Shelburne, NS, jessie.dyer@shelburnens.ca (902) 875-2991 ext. 4, Fax: 902-875-3932.

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 Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature

_____

For Office Use Only:

Date Request Received: _____

Approved Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: _____

Signature of Executive Coordinator/Committee Secretary _____

Delegation/Public Presentation Information Form

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

It is also not intended to limit Councillors from lobbying other Councillors or Council itself from time-to-time to consider matters of general interest; Councillors are not delegations.

Objective
To reserve time for members of the public to make a presentation of up to 15 minutes to Council or a Town Committee.

To allow Councillors or Committee Members to ask questions pertaining to the information provided in a presentation from a member of the public (within the allotted 15 minutes).

To manage the impact of delegations/public presentations on regular Council and Committee Agendas.

Process to be followed to Obtain Approval to Make A Presentation to Council/Committees
Applications are to be provided to the Town Clerk one week in advance of a Council/Committee meeting.

The applicant shall submit a completed application form 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 staff to determine the most appropriate Council/Committee 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.

By 12:00 noon at least 5 business days before the Council/ Committee meeting a written or electronic copy of the presentation, if not submitted with the application, must be submitted to the Town Clerk. Staff will provide a copy of the presentation to Councillors/Committee 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 and the presenter will be appropriately advised.

The application may be:

- Approved and placed on the appropriate agenda (Council or Committee)
- Refused if it is determined that the subject matter is outside the jurisdiction of the Town of Shelburne or for any reason whatsoever deemed to be inappropriate by Staff

Conditions Attached to Approved Applications

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

a) A **maximum of two (2) public presentations shall be scheduled per meeting**, unless emergency situations exist or for other good reasons there is cause for more presentations as determined by the CAO and/or Mayor at their discretion
b) Each presentation shall deal with **one topic only**
c) Each presentation shall be **no more than 15 minutes** long, allowing for questions
d) The presentation should be relevant and timely

e) Members of the Council/Committee may ask questions of clarification of the presenter(s)
f) There shall be **no debate** of the subject matter of the presentation, at this time

Notification to Presenter(s)
The list of presentation requests will be finalized and the presenter(s) notified by the Town Clerk preceding a Council or Committee meeting regarding their request.

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 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 or Committee.

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 except by motion of Council.

Basis of Rejection of Request for Any Other Reason
The CAO may refuse any applicants request for delegation/public presentation for any reason deemed appropriate by the CAO. All rejected applications will be place 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/Committee, which is rejected by the CAO shall be immediately reported electronically to any Councillor deemed effected by the decision

Conduct during Presentation to Committee/Council
Any persons presenting to Committee/Council **shall not**:
a) Speak disrespectfully of any person
b) Use offensive language
c) Speak on any subject other than the subject for which they have received approval
d) Disobey any decision of the Chair
e) Enter into cross debate with other delegations, staff, Councillor or Committee member

The Chair 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 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/Committee on whether the presentation shall continue.

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