

## Municipality of the District of St. Mary's Request for Making a Presentation Form

Meetings of Municipal Council and Municipal Committees are held at the St. Mary's Municipal Office, 8296 Highway #7, Sherbrooke, Nova Scotia.

No more than one (1) public presentation will be scheduled on the agenda of each Committee/Council meeting. Each presentation is limited to fifteen (15) minutes and ten (10) minutes will be allotted for discussion. Please refer to the Presentations to Council policy for more information.

1) Names of Presenters : \_\_\_\_\_

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) 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 submit it no later than five business days before the Committee/Council meeting.

**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:

Municipality of St. Mary's C/O Chief Administrative Officer

8296 Highway #7 PO Box 296, Sherbrooke NS B0J 3C0

Email: [council@saint-marys.ca](mailto:council@saint-marys.ca)

Once you have read the Municipality of St. Mary's Presentations to Council policy, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

**I have read the St. Mary's Presentations to Council Policy 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><b><i>Date Request Received:</i></b> _____</p> <p><b><i>Approved</i></b> _____</p> <p><b><i>Refused</i></b> _____ <b><i>Reason for Refusal:</i></b> _____</p> <p><b><i>Applicant Notified</i></b> _____</p> <p><b><i>If Approved, Date of Presentation:</i></b> _____</p>
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