

Municipality of the District of St. Mary's

Presentations to Council Policy



1. Purpose

To provide an opportunity for members of the public to make presentations to Council and Municipal Committees. It is intended to guide the CAO when approving or scheduling requests from the public to make a presentation and help manage the impact of public presentations on Council and Municipal Committee agendas.

2. Authority

The Municipality takes its authority for this policy under the provisions set out in section 48(3) of the Municipal Government Act which states, "the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality."

3. Scope

This policy applies to presentations from members of the public, community organizations, businesses, and government organizations.

4. Procedure

- 4.1. To obtain approval to make a presentation, the applicant shall submit a complete **Form PCP-1 - Request for Making a Presentation** in writing or electronically, identifying:
 - a. the nature of the presentation to be made; and
 - b. the name, address, and phone number of the presenters.
- 4.2. The CAO will 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 PCP-1** at this time.
- 4.3. 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.

- 4.4. If a presentation is approved a written or electronic copy of the presentation, if not submitted with the application, must be submitted to the Municipal Clerk at least five business days before the scheduled presentation. Where this deadline is not met, further consideration of the request may be postponed, and the presenter will be appropriately notified.
- 4.5. After consultation with the Warden, the CAO may refuse any request to make a presentation for any reason deemed appropriate by the CAO. Any application to make a presentation to Committee/Council which is rejected by the CAO shall be immediately reported electronically to all council members for information purposes.
- 4.6. Failure to adhere to the requirements outlined herein is basis for rejection.
- 4.7. Approved presentations placed on a Council or Committee agenda shall be scheduled, subject to the following criteria:
 - a. A maximum of one (1) public presentation shall be scheduled per meeting, unless emergency situations exist or if 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 Fifteen (15) minutes.
 - d. An additional ten (10) minutes will be allocated for discussion (questions/answers).
 - e. The presentation shall be relevant and timely.
 - f. Members of Committee/Council may ask questions of the presenter(s).
 - g. There shall be no debate of the subject matter of the presentation, at the time of the presentation.
- 4.8. Any persons making a presentation shall:
 - a. Be formally introduced at the beginning of the presentation;
 - b. Not speak disrespectfully of any person;
 - c. Not use offensive language;
 - d. Not speak on any subject other than the subject for which they have received approval;
 - e. Not disobey any decision of the Chairperson;
 - f. Not enter into cross debate with other delegations, staff or Committee/Council members.
- 4.9. Only individuals listed as Presenters on **Form PCP-1- Request for Making a Presentation** may speak during the presentation.

4.10. Please note that all presentations are held at a public meeting, therefore, the Presenters' name and topic will be added to the agenda, which is made available to the public and posted on the Municipality of the District of St. Mary's website and social media. Personal contact information will not form part of the agenda but may be subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

4.11. The Chairperson may curtail any presentation, questions or debate for disorder or any other breach of these conduct expectations.

5. Related Policies, Procedures and Legislation

- Council Procedural Policy
- Meetings of Council – Electronic Devices Policy

6. Revisions

6.1 The Municipality shall ensure that this policy is reviewed at least every four years and, where necessary revised.

Municipal Clerk

Date

FORM PCP-1
REQUEST FOR MAKING A PRESENTATION

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

*Municipality of the District of St. Mary's
Presentations to Council Policy*

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

Date

For Office Use Only

Date Request Received: _____

Approved: _____

Refused: _____ ***Reason for Refusal:*** _____

Applicant Notification Date _____

If Approved, Date of Presentation: _____

SCHEDULE A
“Policy Record”

This policy will be reviewed at least once annually. The “Policy Review Record” will be updated accordingly to reflect policy review and amendment dates.

Date of Review	Section(s) Updated	Council Approval Date
	Adoption of Policy	April 10, 1995
June 2019		June 10, 2019
July 2022	2, 3, 4.3, 5, 6, 7	