



## Application Form – Request for Making Presentations to Council or Committees

Mailing Address: PO Box 1264, Liverpool, NS, B0T 1K0

Phone: (902) 354-3453

[www.regionofqueens.com](http://www.regionofqueens.com)

Meetings of Municipal Council and Committees are held in the Council Chambers at the Municipal Administration Building, located at 249 White Point Road, Liverpool, Nova Scotia. Please call the municipal office to confirm meeting date(s) and time(s) at (902) 354-3453 or check the municipal website at [www.regionofqueens.com](http://www.regionofqueens.com).

No more than two (2) public presentations will be scheduled on the agenda of each Council or Committee meeting. Each presentation is limited to ten (10) minutes, and ten (10) minutes will be allotted for discussion.

This form must be returned properly completed no later than fourteen (14) calendar days prior to the meeting at which you would like to appear.

1) Name of Presenter: \_\_\_\_\_

2) Address: \_\_\_\_\_

3) Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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5) Date of Council or Committee Meeting at which you would like to appear:

\_\_\_\_\_

6) Are you representing:

- Yourself (only Committee Meetings)
- An Organization/Society/Club (Name) \_\_\_\_\_
- 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 seven (7) days prior to the Council or Committee Meeting. Your presentation will be circulated to the Mayor and Councillors prior to the meeting to provide them 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 being postponed until the required information is received.**

Please return the completed form to:

Angela Green, Municipal Clerk  
PO Box 1264, Liverpool, NS, B0T 1K0  
Email: [agreen@regionofqueens.com](mailto:agreen@regionofqueens.com)

*For Office Use Only*

<p><b>Date Request Received:</b> _____</p> <p><b>Approved</b> _____</p> <p><b>Refused</b> _____ <b>Reason for Refusal:</b> _____</p> <p>_____</p> <p><b>Applicant Notified:</b> _____</p> <p><b>If Approved, Date of Presentation:</b> _____</p>
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