



Application for Participation (Standing)

The Mass Casualty Commission is now accepting Applications for Participation (sometimes referred to as “standing”). This process allows individuals and groups to apply to participate in the Commission’s proceedings and to apply for funding to do so. Applications for Participation at the Commission’s proceedings are invited from any person with a substantial and direct interest in the subject matter of the Commission. The manner of participation of the persons given participant status shall be determined by the Commissioners.

Please review the following rules on participation and funding and send complete PDF application form via email to participation@masscasualtycommission.ca no later than **April 12, 2021**. Should you require support completing your form, or if you would like to receive a hard copy form, please contact Maureen Wheller, Community Liaison Director for assistance: Maureen.Wheller@masscasualtycommission.ca or 902-626-8673. Please visit the Mass Casualty Commission website for additional information on the Applications for Participation: <https://masscasualtycommission.ca/participation/>

RULES ON PARTICIPATION AND FUNDING

General

1. These Rules on participation and funding apply to the Mass Casualty Commission (the “Commission”), established pursuant to Nova Scotia Government Order in Council 2020-293 and Government of Canada Order in Council 2020-0822.
2. Commissioners may amend these Rules or dispense with compliance of these Rules as they deem necessary to ensure the Commission is thorough, fair, and timely.
3. These Rules relate to the opportunity for participation in the Commission’s proceedings, including the fact-finding and policy aspects of the mandate.
4. In these Rules, “participants”, refers to individuals, groups, governments, agencies, institutions, or other entities granted an opportunity to participate in the Commission’s proceedings.

5. Those applying for an opportunity for appropriate participation are “applicants” in these Rules.
6. All participants, witnesses, and their lawyer or representative in the proceedings shall be deemed to undertake to adhere to these Rules, and may raise any issue of non-compliance with the Commissioners.
7. The Commissioners may deal with a breach of these Rules as they deem appropriate.
8. Commission Counsel have the primary responsibility of representing the public interest throughout the Commission, including the responsibility to ensure that all matters that bear on the public interest are brought to the attention of the Commissioners. Commission Counsel will assist the Commissioners throughout the inquiry and ensure the orderly conduct of the inquiry process.

Participation

9. Any individual or group who wishes to be a participant must download the PDF application form (<https://masscasualtycommission.ca/files/documents/participation/participation-and-funding-form.pdf>) and send the completed form via email to participation@masscasualtycommission.ca no later than **April 12, 2021**. Should you require support completing your form, or if you would like to receive a hard copy form, please contact Maureen Wheller, Community Liaison Director for assistance: Maureen.Wheller@masscasualtycommission.ca or 902-626-8673. Please visit the Mass Casualty Commission website for additional information on the Applications for Participation: <https://masscasualtycommission.ca/participation/>.
10. Applications in writing for the opportunity to participate must include the following information:
 - (a) The applicant’s name, address, telephone number, email address;
 - (b) The name of the lawyer or representative, if any, representing the applicant together with their address, telephone number, and email address;
 - (c) An explanation of the applicant’s substantial and direct interest in the subject matter of the Commission having specific regard to the mandate of the Commission.
11. Participation in various aspects of the Commission’s work will be granted at the discretion of the Commissioners in accordance with the mandate.

12. The Commissioners will make decisions about participation in the Commission's proceedings based on the completed application form and supporting documentation. Should oral submissions be required, the Commissioners will determine an appropriate time and format.
13. The Commissioners may determine those aspects of the Commission's work in which a person granted an opportunity for appropriate participation may engage and the form of their participation.
14. The Commissioners may direct that a number of applicants share participation with those with whom they have a common interest.
15. Those granted an opportunity for participation will be designated as "participants" before the Commission.
16. Further information with respect to participation may be available on the website at: <https://masscasualtycommission.ca>.

Funding

17. Pursuant to the mandate of the Commission, the Commissioners may make recommendations to the Clerk of the Privy Council regarding funding for a participant, where, in the view of the Commissioners, the person would not otherwise be able to participate in the Commission without such funding. Funding recommendations will correlate with the Commissioners' determination of the appropriate degree of participation for each application for funding.
18. Any individual or group who wishes to be a participant must download the PDF application form (<https://masscasualtycommission.ca/files/documents/participation/participation-and-funding-form.pdf>) and send the completed form via email to participation@masscasualtycommission.ca no later than **April 12, 2021**. Should you require support completing your form, or if you would like to receive a hard copy form, please contact Maureen Wheller, Community Liaison Director for assistance: Maureen.Wheller@masscasualtycommission.ca or 902-626-8673. Please visit the Mass Casualty Commission website for additional information on the Applications for Participation: <https://masscasualtycommission.ca/participation/>.
19. Applications in writing for funding must include the following information:
 - a) The applicant's name, address, telephone number, email address;
 - b) The name of the lawyer or the representative, if any, representing the applicant, together with their address, telephone number, and email address;

- c) An indication that the applicant requests funding due to the risk of personal financial hardship which would prevent participation; or an indication that the applicant does not require funding in order to participate.
20. Funding will be recommended at the discretion of the Commissioners in accordance with the Government of Canada Order in Council 2020-0822 (1) (f) (vi) and the Nova Scotia Government Order in Council 2020-293 (1) (f) (vi).
 21. Where the Commissioners' funding recommendation is accepted, funding shall be in accordance with Treasury Board guidelines respecting rates of remuneration and reimbursement and the assessment of accounts.
 22. Further information with respect to funding may be available on the website at: <https://masscasualtycommission.ca>.

APPLICATIONS FOR PARTICIPATION AND FUNDING

ALL APPLICATIONS MUST BE RECEIVED BY THE MASS CASUALTY COMMISSION NO LATER THAN APRIL 12, 2021.

The Commission encourages applications to be submitted by email to participation@masscasualtycommission.ca.

THE APPLICANT

INDIVIDUAL

Name _____

Email Address _____

Mailing Address _____

Telephone Number _____

Social Media Platforms (optional) _____

If Represented by a Lawyer:

Name _____

Firm _____

Email Address _____

Mailing Address _____

Telephone Number _____

GROUP

Name _____

Contact Person (name and position) _____

Email Address _____

Mailing Address _____

Telephone Number _____

Social Media Platforms (optional) _____

If Represented by a Lawyer:

Name _____

Firm _____

Email Address _____

Mailing Address _____

Telephone Number _____

PARTICIPATION – REASONS FOR YOUR PARTICIPATION REQUEST (Individual or Group)

Applications for Participation should not exceed 10 pages.

- 1. Explain your direct and substantial interest in the subject matter of the Commission.**

- 2. In order to avoid duplication, please indicate if you have a common interest with any other individual or organization that may be seeking to participate. If so, specify their name. Indicate your position on whether the Commission should grant shared participation to you and to those with whom you have a common interest.**

APPLICATIONS FOR RECOMMENDATIONS FOR FUNDING

Applications for recommendations for funding should not exceed 10 pages, excluding funding application forms.

The Commissioners may make recommendations to the Clerk of the Privy Council to provide funding to support an applicant's ability to participate in the Commission where, in the view of the Commissioners, that person would otherwise not be able to participate.

Are you seeking funding in order to participate in the Commission process?

Yes

No

If "yes", please ensure you include:

- Funding application form individual (page 9) or funding application form group (page 10)

Please review the Important Information for Applicants Seeking Participation Status and Funding: <https://masscasualtycommission.ca/participation/faq/>.

FUNDING APPLICATION FORM – INDIVIDUAL

1. My name is _____
and I live in _____ (city, province).

2. I am an individual applying to participate in the Joint Federal/Provincial Commission into the April 2020 Nova Scotia Mass Casualty (the “Mass Casualty Commission”). Please check the appropriate box:

I am a family member of a victim or victims of the mass casualty.

I have a direct interest in the subject matter of the Commission.

3. Please check the appropriate box:

Applicant requests funding due to the risk of personal financial hardship which would prevent participation.

Applicant does not require funding in order to participate.

* Please note that the Commission may request additional information, including income verification documents, in some circumstances.

I hereby certify that the information set out by me in this document is true and correct to the best of my knowledge and belief.

Date: _____

Signature: _____

FUNDING APPLICATION FORM – GROUP OR COALITION

1. My name is _____ and I represent (name of group or coalition)
_____.
2. I am the _____ (position with the group or coalition applying) which group or coalition has applied to participate in the Joint Federal/Provincial Commission into the April 2020 Nova Scotia Mass Casualty (the “Mass Casualty Commission”).
3. The _____ (name of group or coalition) is seeking funding to participate in the Mass Casualty Commission.
4. Without funding, _____ (name of group or coalition) will not be able to participate.
5. My group is (check the appropriate box):
 - a registered charity; or
 - a non-profit society; or
 - other: _____ (please indicate what type of organization you represent); and
6. Attach your group’s most recent annual Financial Statement; and/or
7. Attach any other relevant documents about your group’s financial situation; and
8. If these documents are not provided, please explain why not.

I hereby certify that the information set out by me in this document is true and correct to the best of my knowledge and belief.

Date: _____

Signature of Group Representative: _____