

WHEATLAND COUNTY BYLAW 2022-23

Being a Bylaw of Wheatland County in the Province of Alberta, for the purpose of establishing a Public Presentation Committee.

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c.M-26, pursuant to section 145(2), that Council may, by bylaw, establish council committees and other bodies.

AND WHEREAS the *Municipal Government Act*, R.S.A. 2000, c.M-26, pursuant to section 145(3), where council establishes a council committee or other body, that council may, by bylaw, establish the functions of the committee or body and the procedures to be followed by it.

NOW THEREFORE the Wheatland County Council in the Province of Alberta, duly assembled, hereby enacts as follows:

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the "Public Presentation Committee Bylaw".

SECTION 2 PURPOSE

- 2.1 This purpose of this Bylaw is to establish the Public Presentation Committee, further referred to as 'The Committee'.
- 2.2 The Committee provides a forum for members of the public and stakeholder groups to present information and updates to the County to ensure the County understands the needs and concerns of its communities

SECTION 3 DEFINITIONS

- 3.1 In this Bylaw:
- a. **"Administration"** means the operations and staff of Wheatland County under the direction of the Chief Administrative Officer;
 - b. **"Council"** means the Council of Wheatland County;
 - c. **"County"** means Wheatland County together with its jurisdictional and geographical boundaries, as the context requires;
 - d. **"Municipal Government Act"** means the *Municipal Government Act*, R.S.A. 2000 Chapter M-26.uu, as amended, repealed and replaced from time to time.
 - e. **"Organizational Meeting"** means an Organizational Meeting of Council held pursuant to section 192 of the Municipal Government Act;
 - f. **"Procedural Bylaw"** means Wheatland County's bylaw 2018-19, the Procedure Bylaw, as amended or replaced from time to time.
 - g. **"Wheatland County"** means Wheatland County as a municipal corporation and geographical area within its jurisdictional boundaries, as the context requires.

SECTION 4 MEMBERSHIP

- 4.1 The Committee will consist of all Members of Council.
- 4.2 The Chair and Vice-Chair will be Councillor's appointed by Council at the annual Organizational Meeting for a one-year term.
- 4.3 The Chair is responsible for presiding over meetings when in attendance.

- 4.4 The Chair and Vice-Chair are responsible for:
- a. Approving presentation requests; and
 - b. Approving agendas prior to publication.
- 4.5 The Vice-Chair will take over the duties of the Chair whenever the Chair is unable to perform those duties.

SECTION 5 MEETINGS

- 5.1 The Committee will meet a minimum of four times annually on the dates set at the annual Organizational Meeting of Council.
- 5.2 Additional meetings or special meetings may be held at the call of the Chair.
- 5.3 No meetings are held during the summer and winter breaks (mid-July-mid-August, and December).
- 5.4 Meetings will be conducted in accordance with the County's Procedural Bylaw.
- 5.5 All meetings are open to the public. If required, closed sessions will be held in accordance with the Municipal Government Act, Freedom of Information and Protection of Privacy Act, and the County's Procedural Bylaw.
- 5.6 Quorum is four members of the Committee.
- 5.7 Agendas are prepared and distributed in accordance with the Procedural Bylaw.
- 5.8 Approval of the agenda will be by the Chair and Vice-Chair.

SECTION 6 PRESENTATION AND REQUEST TO PRESENT

- 6.1 Community groups, stakeholders, and individuals may request to make a presentation at a Committee meeting.
- 6.2 A request must be submitted to Administration 2 weeks prior to the scheduled Committee meeting in order for the presentation to be included on the agenda.
- 6.3 All presentation requests must be approved by the Chair or, in the absence of the Chair, the Vice-Chair in order for the presentation to proceed to the requested Committee meeting date. The Chair or, in the absence of the Chair, the Vice-Chair, at their discretion, may refuse or defer a presentation request in the following circumstances:
- i. The subject matter of the presentation is related to an active application from the presenters, or the presenters intend to submit an application within six (6) months of the presentation date;
 - ii. The subject matter of the presentation is outside of the authority or jurisdiction of Wheatland County;
 - iii. The subject matter of the presentation is more appropriate for a different committee, board, commission, or other body, or
 - iv. Otherwise at the discretion of the Chair and Vice-Chair with reasons provided to the presenter.
- 6.4 If the presentation request is approved, Administration will contact the presenter to confirm their presentation date, time, and the deadline for submitting presentation materials.
- 6.5 Presentation materials shall be submitted to Administration 10 days prior to the scheduled Committee meeting and will be included in the agenda.
- 6.6 Administration will seek direction from the Chair or Vice-Chair if, when received, the presentation materials contain any of the following:

- a. The presentation contains personal attacks or derogatory or defamatory statements; or
 - b. The presentation contains statements that promote discrimination against a person or class or persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with provisions in the Human Rights Act.
- 6.7 Administration will circulate the request to the appropriate department/business unit, who will then prepare an introductory cover report for each presentation request. This report will include the presentation materials from the presenter.
- 6.8 Presentations to the Committee are no longer than 15 minutes in duration, unless the Committee passes a resolution to extend the presentation time. This presentation time does not include questions directed to the presenter from the Committee.
- 6.9 Notwithstanding the process outlined in the County's Procedural Bylaw, the Committee may by resolution allow members of the public, not affiliated with the presenter, to address the Committee following the presentation and question period for that item.
- 6.10 All presentations and discussions are directed through the Chair and presenters are not permitted to ask questions of Committee members.
- 6.11 Presentations on planning and development matters are not accepted when:
- a. The County already has an active application from the presenter;
 - b. A presenter is in the pre-development stage (for example, pre-development meetings with Administration); or
 - c. A presenter indicates that they intend to submit an application to the County within six months.
- 6.12 The Committee may by resolution cancel or defer an approved presentation after the agenda has been published if
- a. The presenters introduce new material or amended presentation materials that change the scope of the original presentation request; or
 - b. Otherwise at the discretion of the Chair and Vice-Chair.

SECTION 7 TERMS OF REFERENCE

- 7.1 All meetings and members will follow the Terms of Reference as attached as Schedule A.

SECTION 8 EFFECTIVE DATE

- 8.1 This bylaw shall come into effect when it has received third and final reading.

READ A FIRST TIME this 20th day of September, 2022.

READ A SECOND TIME this 20th day of September, 2022.

READ A THIRD TIME and PASSED this 20th day of September, 2022.



Amber Link
Reeve



Brian Henderson
Chief Administrative Officer



Document Type	Terms of Reference
Document Name:	Public Presentation Committee
Functional Owner:	Committee of Council – Public Presentation Committee
Adoption Date:	[TBD]
Effective Date:	[TBD]
Date Last Amended:	[TBD]– Res. xx-xx-xx
Date Last Reviewed:	[TBD]– Res. xx-xx-xx

PURPOSE

1. The Public Presentation Committee (PPC) ensures that Wheatland County (the County)
 - a) Provides a forum for members of the public and stakeholder groups to present information and updates to the County to ensure the County understands the needs and concerns of its communities.

FUNCTIONS

2. Council delegates to PPC the following responsibilities:
 - a) Hearing presentations from the public and stakeholder groups on matters affecting the County.
3. The PPC does not have any decision-making authority; any recommendations arising from the PPC must be referred to Council for decision.

MEMBERSHIP

4. The PPC consists of all Members of Council.

CHAIR

5. The Chair and Vice-Chair will be Councillor's appointed by Council at the annual Organizational Meeting for a one-year term.
6. The Chair is responsible for presiding over meetings when in attendance.
7. The Chair and Vice-Chair are responsible for:
 - a) Approving presentation requests; and
 - b) Approving agendas prior to publication.
8. The Vice-Chair will take over the duties of the Chair whenever the Chair is unable to perform those duties.

MEETINGS

9. The PPC will meet a minimum of four times annually on the dates set at the annual Organizational Meeting of Council.
10. Additional meetings or special meetings may be held at the call of the Chair.
11. No meetings are held during the summer and winter breaks (mid-July-mid-August, and December).
12. Meetings will be conducted in accordance with the County's Procedural Bylaw.
13. All meetings are open to the public. If required, closed sessions will be held in accordance with the Municipal Government Act, Freedom of Information and Protection of Privacy Act, and the County's Procedural Bylaw.
14. Quorum is four members of the PPC.

AGENDAS

15. Agendas are prepared and distributed in accordance with the Procedural Bylaw.
16. Approval of the agenda will be by the Chair and Vice-Chair.

PRESENTATIONS AND REQUEST PROCESS

17. Community groups, stakeholders, and individuals may request to make a presentation at a PPC meeting.
18. A request must be submitted to Administration 2 weeks prior to the scheduled PPC meeting in order for the presentation to be included on the agenda.
19. All presentation requests must be approved by the Chair or, in the absence of the Chair, the Vice-Chair in order for the presentation to proceed to the requested PPC meeting date. The Chair or, in the absence of the Chair, the Vice-Chair, at their discretion, may refuse or defer a presentation request in the following circumstances:
 - i. The subject matter of the presentation is related to an active application from the presenters, or the presenters intend to submit an application within six (6) months of the presentation date;
 - ii. The subject matter of the presentation is outside of the authority or jurisdiction of Wheatland County;
 - iii. The subject matter of the presentation is more appropriate for a different committee, board, commission, or other body, or
 - iv. Otherwise at the discretion of the Chair and Vice-Chair with reasons provided to the presenter.
20. If the presentation request is approved, Administration will contact the presenter to confirm their presentation date, time, and the deadline for submitting presentation materials.
21. Presentation materials shall be submitted to Administration 10 days prior to the scheduled PPC meeting and will be included in the agenda.
22. Administration will seek direction from the Chair or Vice-Chair if, when received, the presentation materials contain any of the following:
 - a) The presentation contains personal attacks or derogatory or defamatory statements; or
 - b) The presentation contains statements that promote discrimination against a person or class or persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with provisions in the Human Rights Act.
23. Administration will circulate the request to the appropriate department/business unit, who will then prepare an introductory cover report for each presentation request. This report will include the presentation materials from the presenter.
24. Presentations to the PPC are no longer than 15 minutes in duration, unless the PPC passes a resolution to extend the presentation time. This presentation time does not include questions directed to the presenter from the PPC.
25. Notwithstanding the process outlined in the County's Procedural Bylaw, the PPC may by resolution allow members of the public, not affiliated with the presenter, to address the PPC following the presentation and question period for that item.
26. All presentations and discussions are directed through the Chair and presenters are not permitted to ask questions of PPC members.
27. Presentations on planning and development matters are not accepted when:
 - a) The County already has an active application from the presenter;
 - b) A presenter is in the pre-development stage (for example, pre-development meetings with Administration); or
 - c) A presenter indicates that they intend to submit an application to the County within six months.
28. The PPC may by resolution cancel or defer an approved presentation after the agenda has been published if:
 - a) The presenters introduce new material or amended presentation materials that change the scope of the original presentation request; or
 - b) Otherwise at the discretion of the Chair and Vice-Chair.

ADMINISTRATIVE SUPPORT

29. Administration supports the PPC by preparing agendas and minutes, coordinating meetings, and providing information as required.

DEFINITIONS

30. In these Terms of Reference, the following definitions apply

- a) “**Administration**” means the operations and staff of Wheatland County under the direction of the Chief Administrative Officer;
- b) “**Council**” means the duly elected Council of Wheatland County;
- c) “**Municipal Government Act**” means the Municipal Government Act, RSA 2000, c M-26, as amended or replaced from time to time;
- d) “**Organizational Meeting**” means an Organizational Meeting of Council held pursuant to section 192 of the Municipal Government Act;
- e) “**Procedural Bylaw**” means Wheatland County’s bylaw 2018-19, the Procedure Bylaw, as amended or replaced from time to time;
- f) “**Wheatland County**” means Wheatland County as a municipal corporation and geographical area within its jurisdictional boundaries, as the context requires.