

**WHEATLAND COUNTY  
BYLAW 2024-05**

**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 The 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- d. **"Municipal Government Act"** means the *Municipal Government Act*, R.S.A. 2000 Chapter M-26., as amended, repealed and replaced from time to time;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. **"Procedure Bylaw"** means Wheatland County's bylaw 2023-03, 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 Councillors 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 Vice-Chair will take over the duties of the Chair whenever the Chair is unable to perform those duties.

4.5 The Chief Administrative Officer is responsible for:

- a. Approving presentation requests; and
- b. Approving agendas prior to publication.

## **SECTION 5 MEETINGS**

- 5.1 The Committee will plan to 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 Meetings will be conducted in accordance with the County's Procedure Bylaw.
- 5.4 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 Procedure Bylaw.
- 5.5 Quorum is four members of the Committee.
- 5.6 Agendas are prepared and distributed in accordance with the Procedure Bylaw.
- 5.7 Approval of the agenda will be by the Committee by resolution after the meeting is called to order.

## **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 14 days 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 Chief Administrative Officer or delegate, in order for the presentation to proceed to the requested Committee meeting date. The Chief Administrative Officer or delegate, 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 Chief Administrative Officer 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 at least 10 days prior to the scheduled Committee meeting and will be included in the agenda.
- 6.6 If the presentation materials are not submitted to Administration at least 10 days prior to the scheduled Committee meeting, the presentation may be removed from the agenda at the discretion of the Chief Administrative Officer.
- 6.7 The Chief Administrative Officer may refuse a presentation upon receipt if it includes any of the following content:
  - a. Personal attacks, derogatory remarks or defamatory statements; or

- b. Statements that advocate for discrimination against any individual or group, or that could potentially incite hatred or contempt towards them, as outlined in the Human Rights Act.

Should a presentation be declined, the presenter will receive a written notification, and a copy of this correspondence will also be shared with the Committee.

- 6.8 Presentations to the Committee shall be limited to a duration of 15 minutes, which exclusively accounts for the presentation. This duration does not encompass additional time allocated for the Committee members to ask questions following the presentation. The Committee may pass a resolution to extend any presentation past the allotted time.
- 6.9 Notwithstanding the process outlined in the County's Procedure 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 PRESENTATION FOLLOW UP PROCESS**

- 7.1 If a member of the Committee wishes to advance a request or proposal presented to the Committee for consideration by Council, the Committee Member will add the request for discussion and deliberation at a future Council Meeting in accordance with the Procedure Bylaw.

**SECTION 8 REPEAL AND REPLACE**

- 8.1 This bylaw repeals and replaces Public Presentation Committee Bylaw 2022-23.


**SECTION 9 EFFECTIVE DATE**

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

READ A FIRST TIME this 7th day of May, 2024.

READ A SECOND TIME this 7th day of May, 2024.

READ A THIRD TIME and PASSED this 7th day of May, 2024.

  
Amber Link-Reeve

  
Bran Henderson - Chief Administrative Officer