



## WHEATLAND COUNTY PUBLIC PRESENTATION COMMITTEE (PPC) REQUEST TO PRESENT FORM

Date Submitted:

Name of the Group/Individual:

Representative(s):

Contact telephone number:

E-mail:

Presentation Topic:

Do you have an active planning application on this matter?      Yes      No

Will you be submitting an application on this matter in the next six (6) months?      Yes      No

Please check off all the appropriate information about the presentation:

Information – Public Interest

Community Group Update

Development Proposal

Other, please explain

Overview of the topic and purpose of your presentation:

If a group, please tell us about your group (mandate, membership, including a statement on why this matter should go before PPC)



### **Presenting to the Public Presentation Committee**

- The members of the Public Presentation Committee are County Councillors, but the meetings are not Council meetings, and Council decisions are not made.
- Meetings are held to receive information and share your vision with the Committee and not to ask for advice on what should be done on a specific property.
- If you would like to bring a matter to the Committee's attention, that does not require a decision of Council, you can apply to make a presentation to the Committee.
- Examples of presentations that the Public can present to the Committee include:
  - Developers and/or landowners can submit their vision for a future project that will not require a Council decision;
  - Not-for-profit organizations about their work in the community, or about recognition for special volunteers;
  - Post-secondary institutions or research groups about studies or surveys that might interest the County;
  - Resident or community groups about future plans or current activities that the groups are involved in; or
  - Businesses or organizations that wish to apprise Committee members of projects or initiatives that will not require a Council decision.
- Examples of presentations that **cannot** be accepted by the Committee include:
  - 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.
  - The subject matter of the presentation is outside of the authority or jurisdiction of Wheatland County.
  - The subject matter of the presentation is more appropriate for a difference committee, board, commission, or other body.
  - Otherwise at the discretion of the Chair and Vice-Chair with reasons provided to the presenter.
- 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.

### **How to Submit a Presentation Request**

Forms can be submitted via email to [admin@wheatlandcounty.ca](mailto:admin@wheatlandcounty.ca), or print it and send or drop off a paper copy to:

Wheatland County  
Attention: Chief Administrative Officer  
242006 RGE RD 243  
Wheatland County, AB  
T1P 2C4

- Please make your requests as early as possible. Requests are to be submitted 2 weeks prior to the scheduled PPC meeting for the presentation to be included on the agenda.
- Once you have submitted your request, Administration will contact the presenter to confirm the date, time and deadline for presentation material.
- You must provide with a final copy of any print or visual materials at least 10 days before the presentation.

### **Questions**

If you have questions about presenting to the Public Presentation Committee, contact Wheatland County at (403) 934-3321.

The personal information requested here is being collected under the authority of Alberta's Protection of Privacy Act, Section 4(c), that information relates directly to and is necessary for an operating program or activity of the public body, and is protected under the Act. Personal information may be filtered and processed using automated software; however, it is not used to make decisions. All information remains accessible for those making decisions. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the ATIA Coordinator at Wheatland County Administrative Office, 242006 Range Road 243 Wheatland County, Alberta, T1P 2C4 403-934-3321.