

Presenting to Council

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How to Participate in Public Hearings

Public Hearings provide the opportunity for community members and interested parties to address Council directly when they consider matters of public interest. Public Hearings are held during regular Council meetings at the [County's Administration Office](#), and are typically scheduled to begin at 9:00 am. Members of the public are welcome to attend in person, or via current telecommunication means identified on [each meeting agenda](#) posted on the Wheatland County website the Thursday prior to the meeting. If participating remotely and you wish to speak, please notify Planning and Development by email prior to the Hearing date.

planninganddevelopment@wheatlandcounty.ca

Public Hearing Process

The Municipal Government Act (MGA) legislates how municipalities must conduct Public Hearings, which typically follow this format:

1. Planning staff summary and recommendation
2. Applicant Presentation
3. Interested parties in favour
4. Interested parties in opposition
5. Applicant rebuttal to opposition (if any)
6. Council deliberation and decision



Based on the outcome of the hearing, Council may approve or refuse the application, or table it to a future date pending additional information.

In accordance with the public nature of a Public Hearing, all submissions, whether written or verbal, must include your name(s), address, and details of how you are affected by the proposed bylaw. These details will become part of the public record, and anonymous submissions are not accepted.

Public Hearing Submissions

Written submissions regarding the Public Hearing must be received by the File Manager prior to the Hearing. If your written submission is not received prior to the Hearing, please provide fifteen (15) copies for distribution at the Public Hearing. Please note, however, that late submissions may not be accepted at the discretion of Council.

180. Public Hearing circulations and advertisements must meet the requirements of section 606 of the Municipal Government Act and must include the process and deadlines for Public Hearing submissions.
181. Public Hearing submissions may be in the form of a written submission. Alternate forms of Public Hearing submissions may be provided if the Public Hearing is being held at an electronic Meeting without public access to the Council Chambers.
182. An individual or Group may provide a written submission for a Public Hearing to present, but an individual cannot speak for themselves and for a group.
183. For a submission to be included as part of a Public Hearing, submissions must be received prior to the advertised submission deadline and must include the following:
 - 1) the name of the person providing the submission and how they are affected by the subject of the Public Hearing, preferably in the form of a statement of whether they are in support or in opposition and with reasons why;
 - 2) an indication of where the person lives in proximity to the subject of the Public Hearing, preferably in the form of a municipal address or legal land description;
 - 3) the names, if any, of any additional people that the submission is on behalf of;
 - 4) an indication of where any additional people named in the submission live in proximity to the subject of the Public Hearing, preferably in the form of a municipal address or legal land description; and
 - 5) how any additional people named in the submission are affected by the subject of the Public Hearing, preferably in the form of a statement of whether they are in support or in opposition and with reasons why.
184. Public Hearing submissions that otherwise comply with this Bylaw but are received after the advertised submission deadline will only be provided at the Public Hearing if Council passes a motion to receive the late submissions at the Public Hearing.



185. Public Hearing submissions containing the following may not be included as part of the Public Hearing:
- 1) personal attacks derogatory or defamatory statements; or
 - 2) statements that promote discrimination against a person or class of persons or is likely to expose a person or class of persons to hatred or contempt, pursuant to the Alberta Human Rights Act.

Presenting at a Public Hearing

186. People who wish to present at a Public Hearing, whether on their own behalf or on behalf of a Group, should speak as either in support or in opposition of the subject of the Public Hearing when attending the Public Hearing in-person.
187. Presentations at a Public Hearing are limited to five (5) minutes for an individual, or ten (10) minutes for a Group, unless extended by a Resolution of Council.
188. When presenting at a Public Hearing, each presenter must provide:
- 1) their name and how they are affected by the subject of the Public Hearing, preferably in the form of a statement of whether they are in support or in opposition and the reasons why;
 - 2) an indication of where they live in proximity to the subject of the Public Hearing, preferably in the form of a municipal address or legal land description;
 - 3) the names, if any, of any additional people that the presentation is on behalf of;
 - 4) an indication of where any additional people named in the presentation live in proximity to the subject of the Public Hearing, preferably in the form of a municipal address or legal land description; and
 - 5) how any additional people named in the submission are affected by the subject of the Public Hearing, preferably in the form of a statement of whether they are in support or in opposition and the reasons why.
189. Presentations may include supplemental materials such as photos, videos, maps, and PowerPoint presentations. All presentation materials provided at a Public Hearing will be collected by Wheatland County to retain with the Meeting minutes and will be provided to the public upon request.
190. A Group may provide a written submission or presentation at a Public Hearing if the Group is comprised of three or more people who claim to be affected by the subject of the Public Hearing and they have agreed to put forward common interests or concerns.
- 1) If a Group wishes to provide a presentation at a Public Hearing, the Group must designate one individual as its spokesperson to be solely responsible for presenting on behalf of the Group.



191. All the same requirements under this Bylaw that would apply to a presentation or submission by an individual apply to a presentation or submission by a Group.

Further Information

- [Administration Office Location](#)
- [Agendas](#)
- [The Planning Process](#)
- Public Hearings
- [Wheatland County Procedure Bylaw 2025-36](#)