



# Public Presentation Committee

## Terms of Reference

TOR #C-PPC

### Purpose

- 1 The Public Presentation Committee (PPC) ensures that Rocky View County (the County):
  - (1) 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:
  - (1) 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 will be a Councillor appointed by Council at the annual Organizational Meeting for a two-year term and the Vice Chair will be appointed by the PPC at its first meeting following the annual Organizational Meeting, for a two-year term.
- 6 The Chair is responsible for presiding over meetings when in attendance.
- 7 The Chair and Vice Chair are responsible for:
  - (1) approving presentation requests; and
  - (2) 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 (August and December).
- 12 Meetings will be conducted in accordance with the County's *Procedure Bylaw*.



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- 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 Procedure Bylaw.
- 14 Quorum is four members of the Public Presentation Committee.

### Agendas

- 15 Agendas are prepared and distributed in accordance with the Procedure 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 four 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:
  - (1) 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 months of the presentation date;
  - (2) the subject matter of the presentation is outside of the authority or jurisdiction of Rocky View County;
  - (3) the subject matter of the presentation is more appropriate for a different committee, board, commission, or other body; or
  - (4) 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 must be submitted to Administration 15 days prior to the scheduled PPC meeting and will be included in the agenda.



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- 22** Administration will seek direction from the Chair or Vice-Chair if, when received, the presentation materials contain any of following:
- (1)** the presentation contains personal attacks or derogatory or defamatory statements; or
  - (2)** the presentation contains 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, in accordance with provisions of the Human Rights Act.
- 23** Administration will circulate the request to the appropriate department, that department will 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 20 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 Procedure 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:
- (1)** the County already has an active application from the presenter;
  - (2)** a presenter is in the pre-development stage (for example, pre-development meetings with Administration); or
  - (3)** 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 Meeting Agenda has been published if:
- (1)** the presenters introduce new material or amended presentation materials that change the scope of the original presentation request; or
  - (2)** otherwise at the discretion of the Chair and Vice Chair.





## Public Presentation Committee

### 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:
- (1) **“Administration”** means the operations and staff of Rocky View County under the direction of the Chief Administration Officer;
  - (2) **“Council”** means the duly elected Council of Rocky View County;
  - (3) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time;
  - (4) **“Organizational Meeting”** means an Organizational Meeting of Council held pursuant to section 192 of the *Municipal Government Act*;
  - (5) **“Procedure Bylaw”** means Rocky View County Bylaw C-8277-2022, the Procedure Bylaw, as amended or replaced from time to time; and
  - (6) **“Rocky View County”** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.



Approval Date

Replaces

Lead Role

Committee Classification

Last Review Date

Next Review Date

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- Public Presentation Committee
- PPC Chair
- Council
- N/A
- N/A

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Mayor

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Approval Date