

# KCICC

## Kananaskis Country Interdepartmental Consultative Committee (KCICC)

### Terms of Reference

March 11, 2003

#### Authority

- The authority for KCICC resides in the Minister of Community Development's Ministerial Order #07/02 respecting the Kananaskis Improvement District (KID) Land Use Order and Ministerial Order #08/02 respecting the Kananaskis Country Interdepartmental Consultative Committee.

#### Purpose

- KCICC is established for the purposes of overseeing and coordinating interdepartmental activities and initiatives, which impact Kananaskis Country and overseeing and coordinating land use within Kananaskis Improvement District.

#### Roles and Responsibilities

1. To oversee and coordinate land use in KID;
2. Review and advise on policies governing land use in KID;
3. Review and advise on proposals affecting land use in KID, including without limitation, developments as defined in the KID Land Use Order, resource allocation agreements, management plans and land and water policies;
4. Seek public input regarding policy on development issues as deemed appropriate;
5. Develop a long-term land use plan for KID;
6. Provide advice and recommendations to the Minister with respect to matters which may affect Kananaskis Country and KID;
7. Perform such other tasks as the Minister may request from time to time.

#### Membership

- KCICC shall be made up of the following:
  - a) Employees from the departments responsible for parks, fish and wildlife, forests, public lands, environment, infrastructure, transportation, and tourism who are selected by the Minister after receiving recommendations from each such department. These employees shall include at least:
    - i. One Director with responsibilities under the *Provincial Parks Act* in KID;
    - ii. One Manager with responsibilities under the *Provincial Parks Act* in KID;
    - iii. Two Managers with responsibilities under the *Public Lands Act* in KID;
    - iv. One Manager from Economic Development

- b) The Chief Administrative Officer of KID;
  - c) Such other employees of the Province as the Minister may determine from time to time; and
  - d) In the case where a person holding one of the above positions is unable to participate on the KCICC for any reason and another person has been appointed to act in that person's position, the acting appointee shall be a member of the KCICC in place of the position's incumbent.
- KCICC shall be co-chaired by a Director of the department with responsibilities under the Parks Act for KID and by a Manager of the department with responsibilities under the Public Lands Act for KID.

#### **Procedures/Issue Resolution**

1. KCICC will meet on the second Tuesday of January, March, May, July (as needed only), September and November.
2. KCICC members and alternates are responsible for representing their agencies interests and are to be empowered to make consensus decisions and implement approved strategies.
3. KCICC shall operate on a consensus basis. Interdepartmental issues that are unresolved will be conveyed to the executive management of the respective departments for resolution.
4. KCICC will issue public service notices, publish notices of meetings in the local press and post notices of upcoming meetings in Kananaskis Country offices (Calgary and Canmore), the KID office, on the Kananaskis Country website and appropriate public notice boards at least 14 days prior to each meeting.
5. The public will be invited to make presentations on matters of relevance to KCICC that are within the mandate of the Committee to consider. Public presentations will be limited to a total of 20 minutes including questions and answers unless otherwise allowed by the committee.

6. KCICC will deal with matters related to interdepartmental coordination, policies or plans that are in the “draft” stage of development, or to review private sector development proposals where confidentiality is warranted “in camera”. KCICC meetings will otherwise, be open to the public. The co-chairs shall ultimately decide which agenda items are to be dealt with “in camera”.
7. Once approved by the Committee and signed off by the co-chairs, minutes of each KCICC meeting shall be available to the public at Kananaskis Country Offices, KID, Kananaskis Village Centre library, and the Kananaskis Country website. ([www.cd.ab.ca/enjoying\\_alberta/parks/featured/kananaskis/welcome.asp](http://www.cd.ab.ca/enjoying_alberta/parks/featured/kananaskis/welcome.asp)).
8. KCICC shall conduct an annual public meeting to inform the general public of its activities. The meeting shall be held in the April/May timeframe each year.
9. KCICC shall review its terms of reference at least annually and update them to reflect required changes in mandate or operating procedures.
10. Media inquiries concerning KCICC shall be directed to the co-chairs for response. Inquiries that are clearly within the mandate of a member department shall be referred to that department.