

KCICC

Kananaskis Country Interdepartmental Consultative Committee (KCICC)

Terms of Reference

Adopted May 8, 2018

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

- To oversee and coordinate land use in KID;
- Review and advise on policies governing land use in KID;
- 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;
- Seek public input regarding policy on development issues as deemed appropriate;
- Advise on long-term land use plan for KID;
- Provide advice and recommendations to the Minister with respect to matters which may affect Kananaskis Country and KID;
- Perform such other tasks as the Minister may request from time to time.

Membership

- KCICC shall be made up of the following:
 - 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. One Director (or equivalent) with responsibilities under the *Public Lands Act* in KID;
 - iv. One Director (or equivalent) with responsibilities under the *Fisheries Act* and *Wildlife Act* in KID;

- v. One Manager with responsibilities under the *Public Lands Act* in KID;
 - vi. One Manager from Culture & Tourism
 - vii. One Director representing Infrastructure
 - viii. One Director representing Transportation
 - ix. One Manager with responsibilities under the *Forests Act*
- The Chief Administrative Officer of KID;
 - Such other employees of the Province as the Minister may determine from time to time; and
 - 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.
 - Other Ministries may attend from time to time based on relevant topics or statutory authorization.
- KCICC shall be co-chaired by a Director of the department with responsibilities under the Parks Act for KID and by a Director 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, September and November. A July meeting will only be held if urgent agenda items are presented.
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 publish notices of meetings on the Kananaskis Country website at least 14 days prior to each meeting.
5. KCICC will issue public service notices, when required, in an appropriate manner and format including local press, Kananaskis Country Offices, KID offices, websites, etc.
6. 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. The request for a presentation will be brought forward by a KCCIC member whose area of responsibility/jurisdiction the presentation topic falls under and the KCICC member will confirm the presentation with the KCICC chairs.

7. KCICC will deal with matters “in camera” when 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. 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”.
8. Once approved by the Committee and signed off by the Co-chairs, minutes of each KCICC meeting shall be available to the public by request. Minutes will be available for Committee review two weeks following the meeting.
9. KCICC may conduct periodic public meetings in conjunction with the KID Council annual public meeting to inform the public of its activities.
10. KCICC shall review its terms of reference at annually in January and update them to reflect required changes in mandate or operating procedures.
11. 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.