



**KANANASKIS  
IMPROVEMENT  
DISTRICT**

**KID Procedural Policy: Public Participation at KID Council Meetings**

**April, 2018**



## **KANANASKIS IMPROVEMENT DISTRICT**

**WHEREAS** such a government requires to conduct council meetings and committee meetings in public in accordance with s.197 of the *Modernized Municipal Government Act* (MMGA);

**AND WHEREAS** public have the right to attend council and committee meetings, pursuant s.198 of the MMGA.

**THEREFORE** the Kananaskis Improvement District (KID) council establishes the following procedural policy to administrate public participation at KID Council meetings.

### **TITLE**

KID Procedural Policy: Public Participation at KID Council Meetings

### **PURPOSE**

This document is to provide a clear process for public members to participate at KID Council meetings.

### **REGULAR COUNCIL MEETINGS**

KID regular council meetings are held on the second Tuesday of odd numbered months at the KID Council Chambers (located on the lower level of the Kananaskis Village Centre in Kananaskis Village) or as indicated at <http://kananaskisid.ca/p/community-events>. Regular council meetings are open to the public.

### **SPECIAL COUNCIL MEETINGS**

In accordance with s.194 of the MMGA, KID Council may call for a special council meeting. Special council meetings may be held at the KID Council Chambers or as indicated at <http://kananaskisid.ca/p/community-events>. Special council meeting are open to the public, however, no public delegations will present unless requested by the whole of council and no public gallery questions will be taken at special council meetings.

### **COUNCIL COMMITTEE MEETINGS**

Council committee meetings are scheduled and available at <http://kananaskisid.ca/p/community-events>. Additional council committee meetings may be scheduled in accordance with s.195 of the MMGA. Council committee meetings are open to the public, however, no public delegations will present unless requested by the whole of council and no public gallery questions will be taken at council committee meetings.

### **AGENDAS**

Agendas can generally be obtained for regular council meetings one week prior to the meeting at <http://kananaskisid.ca/p/council-agendas>. Council has the right to change the order or content of the agenda, therefore, agenda items will not necessarily be considered in the same order as published on the KID website.



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It should be noted that council may move “in-camera” – in private without the presence of the public – to discuss confidential items per Division 2 of the *Freedom of Information and Protection of Privacy Act* (FOIP) and s.197 of the MMGA.

### **PUBLIC GALLERY**

Public gallery occurs at the end of every regular council meeting, or as determined by council, and provides an opportunity for members of the public to provide comment or ask questions that must be related to agenda item(s) of the present meeting. At the time which public gallery takes place, the chair will request that you stand, state your name and direct your comment or question to council. Individuals are permitted 2 minutes to address council. Comment or question should be concise and specific. You must be prepared to answer questions when asked to provide clarification.

### **PUBLIC DELEGATIONS**

A public delegation is the formal term for an individual or group who appear before council in order to:

- make a presentation on a matter that is of broad interest and that falls within the jurisdiction of the KID;
- enter a request for action;
- register a complaint;
- initiate interest or guidance to a solution for an item of public concern;
- bring council up to date on a project, idea, or concept; or
- provide further information on an issue currently before the council for a decision.

Regular council meetings will have a maximum of two public delegations per regular council meeting, or as modified at the discretion of council, and therefore the date of appearance is subject to change. Delegations will be approved by the KID Administration on a first come first served basis, and in conjunction with the KID Procedural Order for appropriate delegations at a regular council meeting. KID Administration will contact public delegations to confirm date and time.

### **REQUEST TO APPEAR BEFORE COUNCIL**

Requests to appear as a public delegation are accepted by the Chief Administrative Officer (CAO) up until 4:30pm on the tenth complete day before the day on which the next council meeting is being held (i.e. 10 days prior). Any documents, presentations, etc., which are to be included in the council agenda package are also required 10 days prior to the meeting. Requests must be in writing and include the completed form in Appendix A.

To have an item placed on the meeting agenda, submit the completed form in Appendix A to:

[info@kananaskisid.ca](mailto:info@kananaskisid.ca)

Please note that since all meetings of council are public, your letter and other documents are considered public documents. The information you submit will be distributed to council and may be posted on the KID website. Please do not include any information in your submission that you would not want made public.

### **PRESENTING FORMALITIES**



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Certain formalities prevail during meetings of council. The following points may assist you in preparing to present at a council meeting:

- Delegations representing a group are allowed up to 10 minutes to address council.
- Individuals are allowed up to 5 minutes, exclusive of the time required to answer questions by council, unless granted a time extension by the majority of council.
- Delegations must be in attendance when their agenda item is called.
- Delegations will be introduced by the chair and are asked to remain present until the item has been completely dealt with by council.
- Delegations must be recognized by the chair prior to speaking.
- Delegations must refer to councillors as “Councillor (last name)”.
- Delegations must address all councillors via the chair. When replying to a councillor’s question(s), delegations may respond directly to the councillor.
- Delegations must be prepared to answer questions when asked to provide clarification.
- Delegations must refrain from interrupting councillors or others within the council chamber, and wait for their turn to speak when prompted by direct questions of councillors or via the chair.
- The presenter is to give the same instructions to anyone in their group that they may call upon to answer a question. The person should be introduced to council and then answer the questions through the chair.
- Answers must be factual responses to questions as opposed to personal opinions or assumptions.

Disclaimer: council may suspend portions of the policy subject to a majority vote by council.



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**Appendix A – Delegation Request Form**

**CONTACT INFORMATION**

<b>First Name</b>	
<b>Last Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Date of Appearance</b>	
<b>Topic of Discussion</b>	

**TOPIC OF DISCUSSION – DESCRIPTION**

Please describe in 3 sentences or less:

**ACTION SOUGHT FROM COUNCIL**

Please describe in 3 sentences or less:

Please attach any supporting documents/photos upon submitting your completed form

**FORM SUBMISSION**

Email: [info@kananaskisid.ca](mailto:info@kananaskisid.ca)

The personal information collected on this Delegation Request Form is collected in compliance with s.33 of the Alberta FOIP. We collect only what is necessary to respond to your request and to share the information with internal departments that relate to your request. Moreover, we do not create individual profiles with the information you provide. Further, we keep the information only for the length of time necessary to fulfill the purpose for which it was collected.