



Gravel Advisory Committee

Terms of Reference

PURPOSE

The Gravel Advisory Committee is an advisory committee to the Mayor and Council. Parkland County has significant gravel resources within its boundaries. Parkland County is committed to ensuring that this resource is extracted, processed and transported in a responsible manner.

The Gravel Advisory Committee serves Council by advising Council on the creation, monitoring and revising of policy which supports a balance between residents' needs and desires and the gravel industry requirements, to support a healthy gravel industry which is respectful and responsive to the needs of Parkland County residents.

The Gravel Advisory Committee makes recommendations to Council regarding policy for gravel extraction and related gravel industry activity in Parkland County.

ROLES AND RESPONSIBILITIES

- 1. The committee on an annual basis (either at the first meeting of each year or at the first meeting following Council's strategic planning retreat), review the Terms of Reference for the committee, and identify goals and priorities for the following year.**
- 2. The actions of the committee are to align with Council's vision and assist in the execution of Council's goals as identified in the Strategic Plan.**
3. To review existing County policies regarding Gravel extraction, processing and transportation.
4. To make recommendations on new Council policy affecting gravel extraction, processing and transportation.
5. To make recommendations on changes to existing Council policy affecting gravel extraction, processing and transportation.
6. To be committed to bringing forward recommendations that focus on County-wide solutions, and not solutions specific to an area or a particular interest group.
7. To ensure that Parkland County policy reflects the best interest of the County in general, and to ensure the safe, effective and environmentally conscious extraction, processing and transportation of gravel while recognizing the legitimate concerns of residents in this process.
- 8. The Chairperson shall, on an annual basis, make a presentation to Council, either in writing or by formal presentation, regarding the work undertaken and the accomplishments to date of the committee.**

MEMBERSHIP

1. The Committee will be comprised of:
 - One (1) elected official from Parkland County Council, and one (1) alternate elected official
 - Three (3) public members, and
 - Three (3) representatives from the gravel industry.

2. Public members must be current residents of Parkland County. Gravel industry representatives must be employed by companies actively engaged in the gravel industry in Parkland County. Parkland County will appoint an alternate representative from Council, who will act in the absence of the appointed member.
3. Parkland County's Public Committee Members Policy C-AD26 provides for the selection, appointment, removal, remuneration, and recognition of public committee members.

TERM OF OFFICE

Council members are appointed annually at the organizational meeting for the following calendar year. Public and Gravel industry representatives are appointed for a term of three (3) years. Initial appointments will be made so as to stagger terms to ensure continuity for the Committee.

CHAIRMANSHIP

Chairmanship will be for one (1) year. The chairmanship will be selected by the committee members, and will alternate between a public member and a gravel industry representative.

SPECIFIC PRINCIPLES

Given the nature of the issues of the gravel industry and the emotions of the public where gravel extraction, processing and transportation takes place, specific principles need to be respected for the committee to have a positive impact in the community:

- Committee members must be committed to bringing forward recommendations that focus on County-wide solutions, and not solutions specific to an area or a particular interest group.
- Committee members must respect that they have been appointed by Council to ensure that Parkland County policy reflects the best interest of the County in general, and to ensure the safe, effective and environmentally conscious extraction, processing and transportation of gravel while recognizing the legitimate concerns of residents in this process.
- The Committee shall develop their own process for coming to consensus and determining which recommendations will go forward to Council for consideration. This process will be based on trust and respect among members as the basis for decision making.
- This process must be transparent and open and be able to be defended in a public forum. This process fosters open discussion between committee members while maintaining mutual respect for others positions on issues being discussed.

MEETINGS

1. Meetings will be held a minimum two (2) times and maximum four (4) times per year.
2. A quorum of the committee shall be a majority of the members.
3. Decisions are encouraged to be made by consensus. If a vote is required on any question, all members in attendance, including the Council representative, shall vote.
4. Minutes of all meetings of the Committee shall be kept by a County employee acting as recording secretary.

ROLES AND DUTIES OF ADMINISTRATION

1. Administration shall orientate public committee members with regards to the Terms of Reference and roles of the committee members and administration.
2. Administration shall attend meetings to provide guidance and assistance in accordance with the Terms of Reference, and to take minutes.

3. Agendas will be prepared by administration, in consultation with the appointed Council member and Chairperson, which will be provided to all members one week in advance of the meeting.

ADMINISTRATIVE LIAISON

General Manager Community Services. In addition to the General Manager Community Services, the Committee will utilize the expertise of various county staff and external resources. These resources will be brought into the committee discussions as required and as available.