



**Alternative Land Use Services (ALUS)
Parkland County Program
Partnership Advisory Committee (PAC)
*Terms of Reference – Summary***

Deleted: Project

PURPOSE

The Alternative Land Use Services Partnership Advisory Committee (PAC) is an advisory committee to the Mayor and Council. PAC members will provide advice and community input into the decision-making process that shapes how alternative land use services are delivered in Parkland County.

LEGISLATIVE AUTHORITY

Municipal Government Act.

REPORTS TO

Council.

MEMBERSHIP

One Council member, one alternate Council member, one member from ALUS Canada, up to seven partner producer/landowners, one three Parkland County Committee members, one Alberta Riparian Habitat Management Society representative, one Alberta Agriculture and Forestry representative, one Alberta Environment and Parks representative, one Alberta Conservation Association representative, one Agriculture and Agri-Food Canada representative, and one Agricultural Research and Extension Council of Alberta representative.

Deleted: two

Deleted:

TERM OF OFFICE

Council appointments are made annually at the organizational meeting.
Public Committee members are appointed by Parkland County Council for four year terms.

CHAIRMANSHIP

PAC members shall elect a Chair and Vice Chair on an annual basis from among their members.

Commented [TH1]: member or number?

Commented [JC2R1]: The word “number” is used throughout the document; question for Barb, is this a Leg term or can we change it to “member”

Deleted: number

MEETINGS

Meetings will be held a minimum of four (4) times, and a maximum of 10 times per year.

TERMS OF REFERENCE

Attached.

ADMINISTRATIVE RESPONSIBILITY

Chief Administrative Officer.

*Last Reviewed: January 2019,
Council Approved: October 9, 2012*

Deleted: 7



Partnership Advisory Committee (PAC) For Alternative Land Use Services (ALUS) Terms of Reference

Purpose

The Alternative Land Use Services Partnership Advisory Committee (PAC) is an advisory committee to the Mayor and Council. PAC members will provide advice and community input into the decision-making process that shapes how [the ALUS program is](#) delivered in Parkland County.

Deleted: alternative land use services are

Roles and Responsibilities

Issues requiring oversight and guidance by the PAC will include, but are not limited to, the following:

1. The committee shall on an annual basis review the Terms of Reference for the committee, and identify goals and priorities based on the outcomes of Council's annual strategic planning retreat.
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. Reviewing and deciding on potential agricultural producer / landowner projects based on ALUS principles.
4. Establishing payment structure/amounts for each agricultural producer / landowner project.
5. [Provide advice and recommendation to Council on a regular basis.](#)
6. [Establishing and monitoring of](#) demonstration parcels to ensure continued conformance with landowner agreements.
7. Deciding on the participation of external organizations, businesses and other individuals.
8. Communicating with external organizations.
9. Acting as a liaison between Parkland County Administration, Council, and the [community.](#)
10. Promoting ALUS in Parkland County.
11. Hearing, collecting, recording and acting on public feedback where and when appropriate.
12. Identify potential sources for in-kind contributions, sponsors, and grants to support the [program.](#)
13. The Chairperson or public member designate of the committee 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.

Deleted: M

Deleted: producer

Deleted: project

Partnership Advisory Committee (PAC) Membership

1. The PAC will be a standing committee of Parkland County and ALUS Canada, the lead partners for ALUS as identified in the ALUS Memo of Understanding. As ALUS is a community-led and agricultural producer/landowner-delivered [program](#), there will be

Deleted: project

strong representation of local agricultural producers and landowners, with the remainder of the PAC to be made up of partners who contribute significant knowledge and resources to the committee.

2. The PAC will include voting representation from the following stakeholders:
 - 1 Parkland County Councilor (1 alternate Parkland County Council Member)
 - 1 ALUS Canada
 - Must have 1-7 partner producer / landowners
 - 1-3 Parkland County Committee members

The PAC may include voting representation from the following stakeholders:

- 1 Alberta Riparian Habitat Management Society
- 1 Alberta Agriculture and Forestry
- 1 Alberta Environment and Parks
- 1 Alberta Conservation Association
- 1 Agriculture & Agri-Food Canada
- 1 Agricultural Research and Extension Council of Alberta

3. Parkland County's Public Committee Members Policy C-AD26 provides for the selection, appointment, removal, remuneration, and recognition of public committee members.

Terms of Member Appointments

Committee members will be appointed by Parkland County Council for a four (4) year term.

Support Resources

The PAC will be supported by a Hub Manager provided by ALUS Canada and Parkland County resource staff as required. Parkland County will provide financial administration of revenues and expenditures for the PAC and disbursements to the agricultural producer/landowner partner projects. From time to time, representatives of interested groups will be invited to attend meetings as non-voting guests and provide input.

PAC Chair

PAC members shall elect a Chair on an annual basis from among their number. The Chair's duties will include:

1. Preside at meetings, maintain order and keeps the meeting moving;
2. Work closely with the ALUS Coordinator to prepare the agenda;
3. Start and adjourn meetings on time;
4. Prioritize agenda items, schedule them accordingly and adhere to the agenda, accepting only discussion on the agenda topic from the floor
5. Know and follow the rules of meeting procedure (including parliamentary procedure);
6. Vote when decisions are to be decided by a vote, and second vote in event of a tie, to break the tie.

7. If both the Chair and Vice-Chair are absent from the meeting, the appointed Parkland County Councillor will become acting Chair.

Decision Making

Deleted: Up to 7

Moved (insertion) [1]

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Indent: Left: -0.1", No bullets or numbering

Moved up [1]: <#>1-3 Parkland County Committee members¶

Commented [TH3]: Should this say number? Or members?

Formatted: Highlight

Deleted: ¶

Decisions of the PAC will be reached by consensus as much as possible, where consensus is defined as “close enough to agreement that there is no formal objection.” The PAC works primarily to advise and direct the general direction of ALUS within the community. If necessary, formal votes will be called and the majority shall rule. Each member casts one vote, with the exception for the chair noted above. A quorum shall consist of a majority of the PAC.

Minutes

Minutes will be taken at each meeting and circulated to all PAC members soon after each meeting. Other members of the community expressing interest and support in ALUS may receive approved minutes circulated upon request to the Chair. Approved minutes may also be posted on the County, and ALUS Canada websites.

Meeting Frequency

Meetings will be held a minimum of four times, and a maximum of 10 times per year.

Conflict of Interest and Confidentiality

Committee members will sign and follow the Parkland County Oath and Acknowledgement of Terms of Appointment which limit disclosure of confidential or personal information accessed as a committee member. It requires that committee members declare any conflict of interest, and refrain from discussing or voting on any matter before the committee that the member has a pecuniary interest or conflict of interest.

Sub Committees

The PAC may strike sub committees as appropriate. Such committees must be chaired by a PAC member, but may include members of the community who are supportive of the ALUS concept. Proposed actions by committees must be approved by consensus or by a quorum of the PAC prior to implementation.

Dissolution

The PAC will exist as long as the ALUS Memorandum of Understanding between Parkland County and ALUS Canada remains in force. Dissolution of the PAC will occur if either ALUS Canada or Parkland County decides to end their participation in the Parkland County ALUS Program, pursuant to the dissolution clauses contained in the Memorandum of Understanding. Should dissolution of the PAC occur as a result of the above, each member will be provided with written notification thirty (30) days in advance of the dissolution of the PAC. Upon receipt of the notice of dissolution, the Chair of the PAC may call for a final “wrap-up” meeting to resolve any outstanding business that may exist.

Roles and Duties of Administration

1. Administration shall orientate public committee members with regards to the Terms of Reference and roles of 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 Chairperson, which will be provided to all members one week in advance of the meeting.

Last Reviewed: January 2019

Deleted: Project

Deleted: .?

Deleted: Council member and

Deleted: 7

Council Approved: **October 9, 2012**

Formatted: Highlight