



**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. The ALUS Partnership Advisory Committee (PAC) will guide the ALUS Pilot Project in Parkland County. PAC members will provide advice and community input into the decision-making process that shapes how alternative land use services are ALUS is delivered in Parkland County.

Roles and Responsibilities

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

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. 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. Monitoring demonstration parcels to ensure continued conformance with landowner agreements.
6. Deciding on the participation of external organizations, businesses and other individuals.
7. Communicating with external organizations.
8. Acting as a liaison between Parkland County Administration, Council, and the producer community.
9. Promoting ALUS in Parkland County.
10. Hearing, collecting, recording and acting on public feedback where and when appropriate.
11. Attracting in-kind contributions and grants to support the Pilot Project. Identify potential sources for in-kind contributions, sponsors, and grants to support the project.
12. 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.

Partnership Advisory Committee (PAC) Membership

1. The PAC will be a standing committee of Parkland County and Delta Waterfowl, the lead partners for the ALUS pilot as identified in the ALUS Memo of Understanding. As ALUS is a community-led and agricultural producer / landowner-delivered project, there will be strong representation of local agricultural producers and landowners, with the remainder of the PAC to be made up of partners contributing significant knowledge and resources to the Pilot project **committee**.
2. The PAC will include voting representation from the following stakeholders:
 - 1 Parkland County Councillor (1 alternate Parkland County Council Member)
 - 1 Delta Waterfowl
 - ~~3~~ **Up to 4** partner producer / landowners
 - 1 Alberta Riparian Habitat Management Society “Cows and Fish” program
 - 1 Alberta Agriculture and Rural Development
 - 1 – 2 Alberta Environment and Sustainable Resource Development
 - 1 Alberta Conservation Association
 - 1 Agriculture & Agri-Food Canada
 - 1 Agricultural Research and Extension Council of Alberta
 - 1-2 Parkland County Agriculture and Rural Life Advisory Committee member(s)
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 three (3) year term.

Support Resources

The PAC will be supported by a Project Coordinator provided by Delta Waterfowl 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 Project 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.

Decision Making

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, ALUS and Delta Waterfowl websites.

Administration

~~Producer and landowner members of the PAC, who are not government or non-profit agency employees assigned to participate, will be paid per diem and mileage rates established by Parkland County for public committee members.~~

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 Delta Waterfowl remains in force. Dissolution of the PAC will occur if either Delta Waterfowl or Parkland County decides to end their participation in the Parkland County ALUS Pilot Project, 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 Council member and Chairperson, which will be provided to all members one week in advance of the meeting.

Last Reviewed: December 2013
Council Approved: October 9, 2012