



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

**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-two 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.

**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 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 2017*

*Council Approved: October 9, 2012*



## **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 alternative land use services are 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 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. 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. Identify potential sources for in-kind contributions, sponsors, and grants to support the project.
12. 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.

### **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 project, there will be 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
  - Up to 7 partner producer / landowners
  - 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
  - 1-3 Parkland County Committee members
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.

#### **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, 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 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.