



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

PURPOSE

The Alternative Land Use Services (ALUS) 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 [to](#)-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, [one](#) Agricultural Research and Extension Council of Alberta representative, and one West Central Forage Association 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 members.

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



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

Purpose

The Alternative Land Use Services ([ALUS](#)) 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.

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 recommendations to Council on a regular basis.
6. Establishing and monitoring of projects 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 as per [the](#) Communication Plan.
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.

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 Memorandum of Understanding. As ALUS is a

community-led and agricultural producer/landowner-delivered program, there will be strong representation of local agricultural producers and landowners, with the remainder of the PAC to be made up of stakeholders who contribute significant knowledge and resources to the committee.

2. The PAC will include voting representation from the following stakeholders:

- ~~1 Parkland~~ 1 Parkland County ~~Councillor~~ Councilor (1 alternate Parkland County Council Member)
- ~~1 ALUS~~ 1 ALUS Canada representative
- 1-7 partner producer / landowners
- 1-3 Parkland County Committee members assigned annually as per their work plan and committee Terms of Reference

The PAC may include one voting representative ~~from~~ from the following members:

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

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 to provide input as ~~a~~ non-voting ~~guest~~ guests.

PAC Chair

PAC members shall elect a Chair on an annual basis from among their members. 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 in the event of a tie, to break the tie; 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, acting Chair will be nominated by the Committee.

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.

Quorum

Stakeholders with assigned representation at the start of the meeting will be included in quorum.

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Minutes

Minutes will be taken at each meeting in accordance with County meeting procedures ~~Bylaw,~~ ~~and Bylaw,~~ circulated to all PAC members with the next meeting agenda, and adopted at that meeting. Other members of the community expressing interest and support in ALUS may receive adopted minutes ~~circulated~~ upon request to administration. Adopted minutes may also be posted on the County, and ALUS Canada websites.

Meeting Frequency

Meetings will be held a minimum of four (4) times, and a maximum of ten (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 limits 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 for which ~~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~~ member but may include members of the community who are supportive of the ALUS concept. Proposed actions by sub committees must be approved by consensus or by a quorum of the PAC prior to implementation.

Farmer Liaison

PAC members shall elect 1-7 Farmer Liaisons on an annual basis from among their public members. The Farmer Liaison duties will include:

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1. Become very familiar with the ALUS concept;
2. Promote the ALUS program to their network of agricultural producers and related businesses;
3. Promote the ALUS program to agricultural producers in strategically selected areas within the County, as directed by the Program Coordinator;
4. Contact agricultural producers with potential for implementing beneficial projects, promote the ALUS program and encourage their participation;

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5. Introduce ALUS program staff to interested agricultural producers and assist with developing and implementing ALUS projects on their land;
6. Stay in regular communication with the Program Coordinator and coordinate with him/her on site visits to interested producers;
7. Keep a daily diary of ALUS related work and submit expense claims and time sheets regularly; ~~and~~
8. Other duties as directed by the Program Coordinator.

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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 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.