



# **WHEATLAND COUNTY**

## **Agricultural Service Board Meeting Agenda**

January 15, 2020, 9:00 a.m.

### **ORGANIZATIONAL MEETING**

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#### **Pages**

#### **1. CALL TO ORDER AND RELATED BUSINESS**

##### **1.1 Call To Order**

Note: meetings are recorded and may be posted on the official Wheatland County website and/or via social media.

##### **1.2 Nominations (Chair & Vice Chair)**

###### **1. Nomination of Chair**

###### **2. Nomination of Vice Chair**

##### **1.3 Adoption of Agenda**

#### **2. ITEMS FOR DISCUSSION AND RELATED BUSINESS**

##### **2.1 Appointments to Committees**

###### **1. ASB Bursary and Environmental Stewardship Committee**

2

###### **2. Alternative Land Use Services (ALUS) Partnership Advisory Committee (PAC)**

5

###### **3. 2022 Provincial Agricultural Service Board Summer Tour**

10

##### **2.2 ASB April 8, 2020 Change of Meeting Date**

12

#### **3. INFORMATION ITEMS**

#### **4. ADJOURNMENT**



# WHEATLAND COUNTY

Where There's Room to Grow

## Request for Decision

January 15<sup>th</sup>, 2020

Resolution No. \_\_\_\_\_

Date Prepared December 13<sup>th</sup>, 2019

### Subject

Decision-making topic title

Agricultural Service Board Bursary and Environmental Stewardship Awards Committee

### Recommendation

Clear resolution answering – what/who/how/when

**Move approval to appoint members to the Agricultural Service Board Bursary and Environmental Stewardship Awards Committee**

### CAO Comments

Any additional comments regarding the reason for the recommendation

### RECOMMENDATION

Report/Document:

Attached

☒

Available

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None

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### Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

Provision is given within Agricultural Service Board Bylaw 2019-29 for the Board to appoint advisory committees relating to its function as a board.

Three members and one alternate are required for the Agricultural Service Board Bursary & Environmental Stewardship Awards Committee.

2019 committee membership consisted of J. Wilson, T. Ikert, B. Van Laar and B. Armstrong as alternate.

### Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Agricultural Service Board Bylaw 2019-29

Wheatland County General Policy 3.25, Environmental Policy

Agricultural Service Board Bursary Program Policy 2.2.12

### Strategic Relevance

Reference to goals or priorities of current work program

ASB Goal #1 – To operate as an effective, viable, proactive Agricultural Service Board that fosters the growth and development of partnerships.

**Response Options and Desired Outcome(s)**

Main result, along with highlighted requisites and benefits

1. Approve recommendation
2. Not approve recommendation
3. Approve an alternate recommendation of the Board's choosing

**IMPLICATIONS OF RECOMMENDATION****General**

Consequences to community, overall organization and/or other agencies

These appointments will review nominations and applications and submit a recommendation to ASB to recognize award recipients.

**Organizational**

Policy change or staff workload requirements

One meeting per year is required of the committee members.

**Financial**

Current and/or future budget impact

Pay per diem rates as per policy 5.1.1

**Environmental, Staff and Public Safety**

Consequences for the environment, consideration of effects on the safety of staff and the public

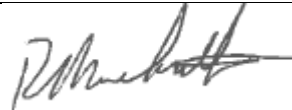
N/A

**Follow-up Action / Communications**

Timelines, decision-making milestones and key products

The Bursary and Environmental Stewardship Award Committee will meet to review nominations and applications to determine a recommendation prior to the October 7<sup>th</sup>. 2020 ASB meeting.

Submitted by: Russel Muenchrath  
Manager of Agriculture and Environment



Reviewed by: Mike Ziehr  
General Manager of Transportation and Agriculture



## **Agricultural Services Board Bursary and Environmental Stewardship Awards Committee**

### **Terms of Reference**

**Purpose:** To review applications for the Agricultural Services Board Bursary and nominations for the Environmental Stewardship Awards and recommend recipients to the Agricultural Services Board.

**Members:** Three (3) members of the Agricultural Services Board, One (1) alternate member of the Agricultural Services Board

**Resource Staff:** Manager of Agriculture and Environment, Administrative Assistant to Agriculture and Environment, Environmental Coordinator

**Meetings:** There will be one meeting per year.

**Meeting Structure:** Meetings will be chaired by resource staff with all decisions being made by members. Meetings will follow an informal decision-making structure whereby final decision will be reached by consensus amongst members.

### **Duties and Objectives:**

1. Receive bursary applications and recommend bursary recipients to the Agricultural Services Board
2. Receive Environmental Stewardship Award nominations and recommend award recipients to the Agricultural Services Board.
3. Review Bursary and Environmental Stewardship Award Program Guidelines annually and recommend amendments to the Agricultural Services Board.



# WHEATLAND COUNTY

Where There's Room to Grow

## Request for Decision

January 15<sup>th</sup>, 2020

Resolution No. \_\_\_\_\_

Date Prepared December 16, 2019

### Subject

Decision-making topic title

Alternative Land Use Services Partnership Advisory Committee (ALUS)

### Recommendation

Clear resolution answering – what/who/how/when

**Move approval to accept the Alternative Land Use Services Partnership Advisory Committee appointments made at the July 3, 2018 council meeting as information.**

### CAO Comments

Any additional comments regarding the reason for the recommendation

### RECOMMENDATION

Report/Document:

Attached

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Available

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None

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### Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

**RESOLUTION 18-07-45 WILSON MOVED** approval of the Alternative Land Use Services (ALUS) Partnership Advisory Committee Terms of Reference, and Alternative Land Use Services Memorandum of Understanding; and further approval of the appointment of two (2) Agricultural Service Board members at large and one (1) Agricultural Service Board member to the Alternative Land Use Services Partnership Committee; based on the recommendation of the Agricultural Service Board Regular Meeting (April 11<sup>th</sup>, 2018) and information provided in the request for decision. Further approval of the appointment of one (1) Agricultural Service Board member to the Alternative Land Use Services Partnership Advisory Committee as an alternate.

Note: Agricultural Service Board members representing Wheatland County on the ALUS Partnership Committee: Rex Harwood; Barry Van Laar; Jason Wilson; Ben Armstrong (alternate).

**The current committee terms of reference states that the appointments will run with the term of the Agricultural Service Board membership of the appointee.**

**Relevant Policy / Practices / Legislation**

Cite existing policies, practices and/or legislation

ALUS Partnership Advisory Committee Terms of Reference.

**Strategic Relevance**

Reference to goals or priorities of current work program

ASB Goal #1 – To operate as an effective, viable, proactive Agricultural Service Board that fosters the growth and development of partnerships.

Goal #3 – To be responsive to current issues and trends in agriculture and incorporate them into ongoing programs

**Response Options and Desired Outcome(s)**

Main result, along with highlighted requisites and benefits

1. Approve recommendation
2. Not approve recommendation
3. Approve an alternate recommendation of the Board's choosing

**IMPLICATIONS OF RECOMMENDATION****General**

Consequences to community, overall organization and/or other agencies

Appointments to the ALUS committee will be responsible for decision making surrounding the allocation of ALUS funding. The primary goal will be to spend dollars where the farming community values them most.

**Organizational**

Policy change or staff workload requirements

N/A

**Financial**

Current and/or future budget impact

N/A

**Environmental, Staff and Public Safety**

Consequences for the environment, consideration of effects on the safety of staff and the public

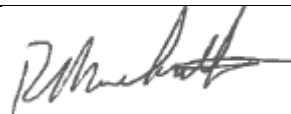
N/A

**Follow-up Action / Communications**

Timelines, decision-making milestones and key products

The ALUS Committee will meet 4 times per year after the scheduled ASB meetings.

Submitted by: Russel Muenchrath  
Manager of Agriculture and Environment



Reviewed by: Mike Ziehr  
General Manager of Transportation and Agriculture



## Terms of Reference

### ALUS Partnership Advisory Committee

#### Background/Mandate

The Alternative Land Use Services (ALUS) Partnership Advisory Committee (PAC) will guide the ALUS Program in Wheatland County. PAC members will provide advice and community input into the decision-making process that shapes how ALUS is delivered in Wheatland County.

Responsibilities of the PAC will include, but are not limited to, the following:

1. Reviewing and deciding on potential agricultural producer/landowner projects based on ALUS principles.
2. Establishing payment structure/amounts for each agricultural producer/landowner project.
3. Monitoring demonstration parcels to ensure continued conformance with landowner agreements.
4. Promoting ALUS in Wheatland County

Responsibilities of the PAC Coordinator include, but are not limited to, the following:

1. Communicating with external organizations in regards to the Wheatland County ALUS program
2. Attracting in-kind contributions and grants to support the program.
3. Acting as a liaison between the ALUS program and Wheatland County Administration, Council, and the producer community.
4. Reporting to Council and ALUS

#### Goals

The goal of the Wheatland County Partnership Advisory Committee (PAC) is to promote sustainable management of our natural resources by supporting our local agricultural producers, in alignment with the goals of ALUS Canada.

Alternative Land Use Services (ALUS) primary goal is to create a healthy landscape that sustains agriculture, wildlife and natural spaces for all Canadians.

The administration and delivery of the ALUS program encourages and supports sustainable agriculture by promoting beneficial management practices and the implementation of on-the-ground projects which protect and restore natural areas such as wetlands, grasslands, riparian areas and treed areas. The results of these project may include: habitat for fish and wildlife, species at risk, and native pollinator insects; cleaner air and water; and sustainable food production on working landscapes.

#### Membership

The PAC will be a standing committee of Wheatland County, in partnership with ALUS Canada, as per the Memorandum of Understanding between Wheatland County and ALUS Canada. As ALUS is a community-led

and agricultural producer-delivered project, there will be representation of local agricultural producers and Wheatland County staff, with the remainder of PAC to be made up of partners that can contribute significant knowledge and resources to the ALUS Program in Wheatland County.

The PAC will include voting representation from the following stakeholders:

- 1 Wheatland Agricultural Service Board member (and one alternate ASB member)
- 2 Wheatland County Agricultural Services Board Members-at-Large
- 2 Members from local agro-environmental government and/or non-government agencies

TOTAL = 5 Voting Members

Non-voting PAC members

- ALUS Coordinator
- Agricultural Services Staff
- ALUS Canada Representative
- Additional Members of local agro-environmental government and/or non-government agencies occasionally invited as “Technical Advisors”

Appointments of ASB Members-at-Large and ASB members will be done at the ASB Organizational Meeting as per ASB Organizational Policy, and run with the current term of Agricultural Service Board membership of the appointee.

Voting members from local agro-environmental government and/or non-government agencies will be invited by the ALUS Coordinator on an annual basis for a 1-year term.

The per diem rate will be set by Legislative Policies 5.1.1 Elected Officials Remuneration and 5.1.2 Remuneration County Appointed Non-Elected Committee Members. PAC members who are being paid by another organization to attend PAC meetings as part of their regular scope of work, and/or are considered to be providing in-kind support to Wheatland County’s ALUS program, are not eligible for payment.

In addition to the above Voting Members, PAC and/or Administration may invite additional “Technical Advisors” to come to PAC meetings to provide technical advice to the PAC.

The following list of organizations represent local agro-environmental government and/or non-government agencies from which voting members and technical advisors may be drawn. This list may change over time at the discretion of the PAC:

- Alberta Riparian Habitat Management Society (“Cows and Fish”)
- Alberta Environment and Parks
- Alberta Agriculture and Forestry
- Alberta Conservation Association
- Forage and Grazing Association
- Ducks Unlimited Canada
- Bow River Basin Council
- Red Deer River Watershed Alliance
- The Western Irrigation District
- Foothills Forage and Grazing Association

## Meetings

Meetings will be held following the Agricultural Service Board Meetings in the afternoon starting at 1:00pm, there will be 4 planned meetings held per year. Additional meetings can be planned if deemed necessary by the PAC and/or ALUS Coordinator.



Voting PAC members shall elect a Chair and Vice Chair on an annual basis from among their number. The Chairperson and in his/her absence the Vice-chair shall preside at meetings and carry out the following duties:

- Work with the ALUS Coordinator to prepare the agenda;
- Know and follow the rules of parliamentary procedure.

Decisions of the PAC will be reached by majority vote. In the event of a tie vote, the motion will be deemed denied.

Quorum shall consist of a majority of PAC (at least 3 voting members).

Minutes will be taken at each meeting and circulated to all PAC members within 30 days following the meeting. Approved minutes will be made available to the public and may be posted on the County or ALUS Canada websites.

## Support Resources

The PAC will be supported by Wheatland County's ALUS Program Coordinator and other Wheatland County staff as required. Wheatland County will provide financial administration of revenues and expenditures for PAC and disbursements to the agricultural producer/landowner partner projects. Staff from ALUS Canada and the ALUS Alberta Municipal Alliance may be at PAC meetings to provide advice, information and other resources. From time to time, representatives of interested groups will be invited to attend meetings as non-voting guests and provide input or information.

## Conflict of Interest and Confidentiality

PAC members must declare any conflict of interest and refrain from discussing or voting on any matter before PAC that the member has a pecuniary interest or conflict of interest. PAC members must not disclose confidential or personal information accessed as a committee member.

## Dissolution

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



# WHEATLAND COUNTY

Where There's Room to Grow

## Request for Decision

January 15<sup>th</sup>, 2020

Resolution No. \_\_\_\_\_

Date Prepared December 16<sup>th</sup>, 2019

### Subject

Decision-making topic title

2022 Provincial Agricultural Service Board Tour

### Recommendation

Clear resolution answering – what/who/how/when

**Move approval to rely on the Agricultural Service Board in 2020 for early planning of the 2022 Provincial Agricultural Service Board Tour**

### CAO Comments

Any additional comments regarding the reason for the recommendation

### RECOMMENDATION

Report/Document:

Attached

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Available

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None

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### Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

The Provincial ASB tour will be placed as an agenda item for the remaining ASB meetings in 2020 rather than forming a separate sub-committee. Staff will carry out the required research between meetings and bring back information for discussion at each meeting. If required a sub-committee may be set up in 2021 to complete the detailed planning required up to the tour date.

### Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Agricultural Service Board Bylaw 2019-29

### Strategic Relevance

Reference to goals or priorities of current work program

ASB Goal #2 – To promote agriculture and the rural way of life.

**Response Options and Desired Outcome(s)**

Main result, along with highlighted requisites and benefits

1. Approve recommendation
2. Not approve recommendation
3. Approve an alternate recommendation of the Board's choosing

**IMPLICATIONS OF RECOMMENDATION****General**

Consequences to community, overall organization and/or other agencies

N/A

**Organizational**

Policy change or staff workload requirements

N/A

**Financial**

Current and/or future budget impact

Per-diem and mileage expense savings by not having separate sub-committee meetings throughout the year.

**Environmental, Staff and Public Safety**

Consequences for the environment, consideration of effects on the safety of staff and the public

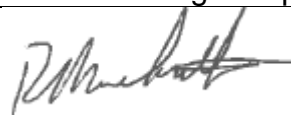
N/A

**Follow-up Action / Communications**

Timelines, decision-making milestones and key products

Appoint a sub-committee at the January 2021 ASB Organizational Meeting if required.

Submitted by: Russel Muenchrath  
Manager of Agriculture and Environment



Reviewed by: Mike Ziehr  
General Manager of Transportation and Agriculture





# WHEATLAND COUNTY

Where There's Room to Grow



## Request for Decision

January 15<sup>th</sup>, 2020

Resolution No. \_\_\_\_\_

Date Prepared December 13<sup>th</sup>, 2019

### Subject

Decision-making topic title

2020 April ASB Meeting Date Change

### Recommendation

Clear resolution answering – what/who/how/when

**Move approval to change the April 8<sup>th</sup>, 2020 scheduled Agricultural Service Board meeting date to April 1<sup>st</sup>, 2020.**

### CAO Comments

Any additional comments regarding the reason for the recommendation

### RECOMMENDATION

Report/Document:

Attached

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Available

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None

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### Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

Proposed meeting date change to accommodate the Manager of Agricultural and Environment who will be unable to attend the April 8<sup>th</sup> meeting date.

### Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Agricultural Service Board Bylaw 2019-29 – Section 7.3 - The Board shall meet a minimum of four (4) times per year with dates set at the annual organizational meeting of County Council.

#### 2020 ASB Meeting Dates

- January 15<sup>th</sup>, 2020 – ASB 9:00 A.M. – ALUS 1:00 P.M.
- Change from April 8<sup>th</sup>, 2020 to April 1<sup>st</sup>, 2020– ASB 9:00 A.M. – ALUS 1:00 P.M.
- July 8<sup>th</sup>, 2020 – ASB 9:00 A.M. – ALUS 1:00 P.M.
- October 7<sup>th</sup>, 2020 – ASB 9:00 A.M. – ALUS 1:00 P.M.

### Strategic Relevance

Reference to goals or priorities of current work program

ASB Goal #1 – To operate as an effective, viable, pro-active Agricultural Service Board that fosters the growth and development of partnerships.

**Response Options and Desired Outcome(s)**

Main result, along with highlighted requisites and benefits

Option 1 – Approve recommendation

Option 2 – Not approve recommendation

Option 3 – Approve an alternate recommendation of Board's choosing

**IMPLICATIONS OF RECOMMENDATION****General**

Consequences to community, overall organization and/or other agencies

N/A

**Organizational**

Policy change or staff workload requirements

N/A

**Financial**

Current and/or future budget impact

N/A

**Environmental, Staff and Public Safety**

Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

**Follow-up Action / Communications**

Timelines, decision-making milestones and key products

Advertise meeting date change

Submitted by: Russel Muenchrath  
Manager of Agriculture and Environment



Reviewed by: Mike Ziehr  
General Manager of Transportation and Agriculture

