

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.