



Terms of Reference

Purpose

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

Functions

- 2 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; and
 - (4) Promoting ALUS in Rocky View County.
- 3 Responsibilities of the PAC Coordinator include, but are not limited to, the following:
 - (1) Communicating with external organizations in regards to the Rocky View County ALUS program;
 - (2) Seeking in-kind contributions and grants to support the program;
 - (3) Acting as a liaison between the ALUS PAC, the Agricultural Service Board, Council, and the agricultural community; and
 - (4) Reporting to Council and ALUS.

Goals

- 4 The goal of the PAC is to promote sustainable management of Rocky View County's natural resources by supporting Rocky View County's local agricultural producers in alignment with the goals of ALUS Canada.
- 5 Alternative Land Use Services primary goal is to create a healthy landscape that sustains agriculture, wildlife and natural spaces for all Canadians.
- 6 The operation 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 projects 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.



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Membership

- 7 The PAC is an ad hoc committee of Rocky View County's Agricultural Service Board, in partnership with ALUS Canada, as per the Memorandum of Understanding between Rocky View County and ALUS Canada.
- 8 The PAC will include seven voting members consisting of the following:
 - (1) Three Rocky View County Agricultural Service Board Council members; and
 - (2) Four Rocky View County Agricultural Service Board members at large.
- 9 Appointments of ASB members at large **will be for a three year term** and ASB Council members **will be for a two year term** to the PAC, **which** will be done at the first meeting of the ASB following the appointment of any new or incumbent ASB member.

Supporting Resources

- 10 The PAC will be supported by Rocky View County's ALUS Program Coordinator, Rocky View County staff, ALUS Canada, and additional technical advisors as required. Rocky View 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.
- 11 Supporting resources include:
 - (1) ALUS Coordinator;
 - (2) Rocky View County Agricultural Services Staff;
 - (3) ALUS Canada Representative; and
 - (4) Additional members of local agro-environmental government and/or non-government agencies occasionally invited as technical advisors.
- 12 The following list of organizations represents local agro-environmental government and/or non-government agencies from which technical advisors may be drawn. This list may change over time at the discretion of the PAC:
 - (1) Alberta Riparian Habitat Management Society ("Cows and Fish");
 - (2) Alberta Environment and Parks;
 - (3) Alberta Agriculture and Forestry;
 - (4) Alberta Conservation Association;
 - (5) Ducks Unlimited Canada;



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- (6) Bow River Basin Council;
- (7) Red Deer River Watershed Alliance;
- (8) Jumpingpound Creek Watershed Partnership;
- (9) The Western Irrigation District; and
- (10) Foothills Forage and Grazing Association.

Remuneration

- 13 The per diem rate for the PAC will be same as the Agricultural Service Board rates established in Rocky View County Policy C-221, *Council Committee Remuneration*, for voting members of the PAC.
- 14 Technical advisors 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 Rocky View County's ALUS program, are not eligible for payment.

Chair

- 15 The ASB shall appoint the Chair for a two-year term at its first meeting following the annual organizational meeting of Council. The PAC members shall elect a Chair and shall appoint a Vice Chair for a two-year term at its first meeting following the annual organizational meeting of Council. The Chair, and in his/her absence the Vice-Chair, shall preside at meetings and carry out the following duties:
 - (1) Working with the ALUS Coordinator to prepare meeting agendas; and
 - (2) Knowing and following the rules of parliamentary procedure.

Meetings

- 16 There will be three to four planned meetings held per year. Additional meetings can be planned if deemed necessary by the PAC and/or ALUS Coordinator.
- 17 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. 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. In the event of a tie vote, the motion will be deemed denied.
- 18 Quorum shall consist of a majority of PAC (at least four voting members).
- 19 Minutes will be taken at each meeting and circulated to all PAC members in a timely fashion following the meeting. Approved minutes will be made available to the public and may be posted on the County or ALUS Canada websites.



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Conflict of Interest and Confidentiality

- 20** 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

- 21** The PAC will exist as long as the ALUS Memorandum of Understanding between Rocky View County and ALUS Canada is renewed. Dissolution of PAC will occur if either ALUS Canada or Rocky View County decides to end their participation in the Rocky View 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 the 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.



Approval Date

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Replaces

• n/a

Lead Role

• PAC Chair

Committee Classification

• Ad Hoc Committee of the Agricultural Service Board

Last Review Date

• n/a

Next Review Date

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Reeve

Approval Date



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Definitions

22 In this document, the following definitions apply:

- (1) “ALUS” means Alternative Land Use Services;
- (2) “ASB” means the Agricultural Service Board;
- (3) “Council” means the duly elected Council of Rocky View County;
- (4) “PAC” means the Partnership Advisory Committee; and
- (5) “PAC Coordinator” means the Agricultural Services Staff Member responsible for implementation and coordination of the ALUS program