



**ALTERNATIVE LAND USE SERVICES (ALUS)
PARTNERSHIP ADVISORY COMMITTEE (PAC) MEETING**

Thursday, November 1, 2018

**Next Scheduled Meeting:
Thursday, December 13, 2018**

**BRAZEAU COUNTY
ALTERNATIVE LAND USE SERVICES (ALUS)
PARTNERSHIP ADVISORY COMMITTEE (PAC)**

DATE: November 1, 2018

TIME: 9:00 a.m.

PLACE: Brazeau County Administration Building, Drayton Valley, AB
EOC Meeting Room

- | | | | |
|-----|-----------|---|--|
| 1. | 9:00 am | Call to Order | Warren Noga |
| 2. | | Introductions | All |
| 3. | | Additions to the Agenda | All |
| 4. | Pg. 1-2 | Adoption of the Agenda | All |
| 5. | | Nomination of Chairperson | Warren Noga |
| 6. | | Nomination of Alternate Chairperson | Chairperson |
| 7. | Pg. 3-7 | Adoption of the Minutes
a) Adoption of September 6, 2018 minutes | All |
| 8. | Pg. 8 | Business Arising
a) Review & Adoption of 2018 ALUS PAC Meeting Schedule | All |
| | Pg. 9 | b) Review & Adoption of 2019 ALUS PAC Meeting Schedule | All |
| 9. | | PAC Orientation
a) ALUS Canada
b) ALUS Brazeau Power Point Presentation
c) Review PAC Binder Materials | Christine Campbell
&
Warren Noga |
| 10. | Pg. 10-17 | Revisions to ALUS-1 Policy | Warren Noga |
| 11. | Pg. 18 | Funding Cap Update | Warren Noga |
| 12. | Pg. 19 | By Your Own Hand Guidelines | Warren Noga |
| 13. | | Declaration of Conflicts of Interest | All |
| 14. | | Project Updates
a) 16E-008 (verbal) | Warren Noga |

- | | | | |
|-----|--------|--|-------------|
| 15. | Pg. 20 | ALUS by the Numbers | Warren Noga |
| 16. | | Administrative Matters
a) Expense Claims – Review Honoraria & Mileage | Chairperson |
| 17. | | Adjournment | Chairperson |

MINUTES OF THE BRAZEAU COUNTY ALTERNATIVE LAND USE SERVICES (ALUS) PARTNERSHIP ADVISORY COMMITTEE (PAC), HELD IN THE COUNTY ADMINISTRATION BUILDING, EOC MEETING ROOM, IN DRAYTON VALLEY, ALBERTA ON THURSDAY, SEPTEMBER 6, 2018.

CALL TO ORDER D. Movald, Chairperson, called the meeting to order at 9:04 a.m.

IN ATTENDANCE Sara Wheale, Councillor
Duane Movald, Chairperson
Graham Kathol, Member-at-Large
Henry Hughes, Member-at-Large
Allan Goddard, Member-at-Large
Laina Wentland, Member-at-Large
Kerri O'Shaughnessy, Cows & Fish
Tonia Lwiwski, Cows & Fish
Rachael Nay, West-Central Forage Association
Warren Noga, Assistant Agricultural Fieldman
Nancy Chambers, Recording Secretary

ABSENT Mary Ellen Shain, North Saskatchewan Watershed Alliance
Candace Vanin, Agriculture & Agri-Food Canada
Christine Campbell, ALUS Hub Manager (West)

PUBLIC ATTENDANCE none

INTRODUCTIONS Partnership Advisory Committee members, guests and Administration introduced themselves.

K. O'Shaughnessy & T. Lwiwski entered the meeting at 9:05 a.m.

ADDITIONS TO THE AGENDA No additions were noted.

ADOPTION OF THE AGENDA 023-18 Moved by G. Kathol to approve the agenda as presented.
CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES Members noted a correction to reflect the name of J. Watson on page 4 and project numbering is to be changed from 18E-003 to 18E-002 throughout.

024-18 Moved by H. Hughes to adopt the minutes of the June 7, 2018 ALUS PAC meeting as amended.

CARRIED UNANIMOUSLY

BUSINESS ARISING

025-18 Moved by S. Wheale to adopt the 2018 PAC meeting schedule with a change to reschedule the December 6, 2018 meeting to December 13, 2018.

CARRIED UNANIMOUSLY

**INVESTMENT
FRAMEWORK
FOR
ENVIRONMENTAL
RESOURCES
(INFFER)**

Members discussed the INFFER Final Report compiled by Land Stewardship Centre and Natural Decisions, dated August, 2018. Members discussed the possibility of Brian Ilnicki to present the INFFER report to Council. If B. Ilnicki is not available, W. Noga is able to present the report to Council. Administration will aim to have it brought forward to the October 2 or October 16, 2018 Council meeting.

026-18 Moved by A. Goddard to receive the INFFER Final Report for information.

CARRIED UNANIMOUSLY

027-18 Moved by L. Wentland to have the INFFER Final Report presented at the next available Council meeting.

CARRIED UNANIMOUSLY

**PARKING LOT
ITEMS**

Members discussed the items placed in the “parking lot”, as outlined in the Parking Lot Items Report.

Members asked if other ALUS groups currently have caps for the amount of money a producer can utilize. K. O’Shaughnessy will investigate what other ALUS groups are doing and forward to W. Noga.

028-18 Moved by K. O’Shaughnessy to direct Administration to gather information on maximum caps utilized by other ALUS communities.

CARRIED UNANIMOUSLY

Members discussed the scenario of producers having work already completed and then also applying for a new project. If the project was completed within a certain time frame, the PAC could look at approving

the work “by your own hand”, provided receipts were made available. However, we must be aware of what restrictions funders may have.

029-18 Moved by K. O’Shaughnessy to direct Administration to review our current policies for guidelines on including payments for existing projects and to gather information from other ALUS communities for “by your own hand”.

CARRIED UNANIMOUSLY

Application deadlines for Expressions of Interest have not been an issue presently. If the contract is signed by the end of the calendar year, we can count the acres to secure funding and pay when the project is in the ground.

030-18 Moved by H. Hughes that the item of application deadlines be left in the parking lot to be reviewed at a later date.

CARRIED UNANIMOUSLY

Members discussed Canadian Agricultural Partnerships (CAP) funding, which may be utilized for water sources if a long-term water management plan is approved. Members discussed the funding of water sources vs water systems. If funding of water sources are available through other programs, perhaps ALUS can instead fund the water systems to move the water to the desired location.

031-18 Moved by A. Goddard to direct Administration to draft an amendment to the ALUS-1 Policy to exclude funding of water wells by Brazeau ALUS PAC and bring the draft policy revision back for review by the PAC.

CARRIED UNANIMOUSLY

LABOUR RATE CAP

W. Noga presented a verbal report on the labour rate cap, seeking clarification on the fencing cap of \$7/m. Members confirmed the cap is at \$7 per meter which includes both materials and labour in the \$7/meter cap.

032-18 Moved by A. Goddard to direct Administration to draft an amendment to the ALUS-1 policy Schedule A to clarify that the establishment costs for fencing includes materials and labour capped at \$7 per meter, and bring the draft policy back to the next ALUS meeting.

CARRIED UNANIMOUSLY

Members discussed site prep costs such as mulching, and agreed it will be discussed on a case-by-case basis.

**INTERIM
AGREEMENT &
TIME FRAME FOR
ENTERING
INTO CONTRACTS**

W. Noga presented the Interim Agreement & Time Frame for Entering into Contracts report. Members discussed various scenarios and how dates would affecting funding and timelines to enter into contracts.

033-18 Moved by K. O'Shaughnessy to direct Administration to draft an amendment to the ALUS-1 policy stating a 12 month deadline after PAC approval to enter into a Participant Agreement and complete the project, and bring the draft policy back to the next ALUS meeting.

CARRIED UNANIMOUSLY

S. Wheale left the meeting at 11:13 a.m.

**DECLARATION OF
CONFLICTS OF
INTEREST**

D. Movald reminded PAC members if there are any conflicts of interest, they must be declared before proceeding to the discussion of the projects. No conflicts of interest were noted.

PROJECT UPDATES

12 a) FILE: 18E-001

W. Noga presented a verbal report on file 18E-001 noting that the contract has been signed, with 21.7 acres enrolled and establishment costs have been paid for 1848.91 m of fencing. Annual payments will be distributed by November 30 for all contracts.

034-18 Moved by A. Goddard to receive the report on 18E-001 for information.

CARRIED UNANIMOUSLY

12 b) FILE: 16E-008

W. Noga presented a report on file 16E-008, requesting direction on how to proceed with the file. Members discussed that AWE funding is no longer available. It must be clearly communicated to the applicant that although AWE funding is no longer available, the PAC has approved a 50% cost-share on the establishment costs, plus annual payments. If an agreement is signed, members specified the project shall be completed within one year.

035-18 Moved by L. Wentland to direct Administration to proceed with option A: "PAC approves staff recommendation to direct Administration to send a letter to the participant for file 16E-008, advising the participant that if an ALUS Conservation Agreement is not entered into within 30 days, the file will be closed and the participant will have to re-apply if they wish to proceed."

CARRIED UNANIMOUSLY

**ALUS BY THE
NUMBERS**

W. Noga reviewed the statistical information and budget report.

036-18 Moved by A. Goddard to accept the ALUS by the Numbers Report for information.

CARRIED UNANIMOUSLY

**ADMINISTRATIVE
MATTERS**

D. Movald reminded members to submit their Expense Claims at the conclusion of the meeting.

D. Movald reminded members to submit Citizen Appointment Forms if interested in applying as a PAC member again. The Council Organizational meeting is scheduled for October 16, 2018.

ADJOURNMENT

037-18 Moved by L. Wentland to adjourn at 11:39 a.m.

CARRIED UNANIMOUSLY

Duane Movald
Chairperson

Nancy Chambers
Recording Secretary

2018 Brazeau County ALUS PAC Meeting Schedule

~~March 1, 2018~~ - cancelled

April 5, 2018

June 7, 2018

September 6, 2018

November 1, 2018

December 13, 2018

BRAZEAU COUNTY

2019 ALUS PAC Meeting Schedule

(1st Thursday of every Second Month)

February 7, 2019

April 4, 2019

June 6, 2019

August 1, 2019

October 3, 2019

December 5, 2019

DRAFT



BRAZEAU COUNTY

UPDATE REPORT TO THE BRAZEAU COUNTY ALTERNATIVE LAND USE SERVICES PARTNERSHIP ADVISORY COMMITTEE (ALUS PAC)

SUBJECT: Updates to ALUS-1 Policy

DATE TO PAC: November 1, 2018

PREPARED BY: Warren Noga, ALUS Coordinator

UPDATE INFORMATION: At the September 6, 2018 PAC meeting, members moved the following motions in relation to the ALUS-1 policy:

031-18 Moved by A. Goddard to direct Administration to draft an amendment to the ALUS-1 Policy to exclude funding of water wells by Brazeau ALUS PAC and bring the draft policy revision back for review by the PAC.

CARRIED UNANIMOUSLY

032-18 Moved by A. Goddard to direct Administration to draft an amendment to the ALUS-1 policy Schedule A to clarify that the establishment costs for fencing includes materials and labour capped at \$7 per meter, and bring the draft policy back to the next ALUS meeting.

CARRIED UNANIMOUSLY

033-18 Moved by K. O'Shaughnessy to direct Administration to draft an amendment to the ALUS-1 policy stating a 12 month deadline after PAC approval to enter into a Participant Agreement and complete the project, and bring the draft policy back to the next ALUS meeting.

CARRIED UNANIMOUSLY

These changes, along with minor Administrative changes, are shown in the attached revised draft ALUS-1 Policy.

Policy Name

Alternative Land Use Services (ALUS) – Guiding Framework

Policy Number

ALUS – 1

Policy Statement

The Alternative Land Use Services program or ALUS is a voluntary program developed to work at the community level to recognize the important role agricultural producers play not only in producing food, but maintaining a healthy environment for all Canadians.

ALUS recognizes the role agricultural producers play as stewards of the land by paying for their services conserving and enhancing public resources like clean water, clean air, habitat for fish and wildlife (benefits of nature).

ALUS was designed by farmers and ranchers, for farmers and ranchers. ALUS assists in the creation or enhancement of nature's benefits on specific areas of farmland agreed to by the landowner. The ALUS program helps to improve the environment while providing agricultural ~~producers~~producers fair market value in annual payments for the benefits of nature they provide.

ALUS places a value for those benefits of nature produced by agricultural producers and is establishing markets for those benefits without threatening property rights.

Brazeau County has adopted the ALUS program and intends to work closely with local producers to implement the program. The need for a policy has been recognized in order to establish a guiding framework for specific program details and guidelines.

To this effect, Brazeau County will seek to:

- Educate agricultural producers on this policy when they approach the County regarding ALUS;
- Provide a step by step procedure once an Expression of Interest (EOI) application form has been submitted; and
- Establish eligibility criteria, general policy, and rates for establishment costs and annual payments;



Policy

The Brazeau County ALUS program will adhere to the Partnership Advisory Committee (PAC) Terms of Reference in effect, as adopted by Council, ~~on February 16, 2016.~~

a) Eligibility Criteria

Purpose

The PAC establishes eligibility criteria for local projects and producers in order to assess whether a project can be approved and funded. The criteria can be varied but should generally be adhered to in order to meet the objectives established by ALUS Canada which focuses on agriculturally marginal lands currently under production by a producer that qualifies for farm tax status.

Procedure

The function of the PAC is to review and approve potential projects. Potential projects should meet specific criteria, as established by the Brazeau County ALUS PAC. For projects to be considered by the PAC, projects should:

- ~~1) 1.~~ Be submitted by an agricultural producer with a registered or legally defined farming operation, eligible for farm tax status in Alberta; and
- ~~2) 2.~~ Have agricultural activity occurring on marginal or environmentally sensitive portions of the lands that are being considered for enrollment in ALUS; and
- ~~3) 3.~~ Be located on less than 20% of the titled and/or leased land within Brazeau County, managed by the producer.

b) Submission of Expression of Interest (EOI) Application Form

Purpose

The ~~Planning and Development Department (P&D)~~Community Services (CS) Department will be the main point of contact for all inquiries about the ALUS program including submission of an Expression of Interest (EOI) Application Form. The EOI is the initial step in a project application and will be review by the ALUS Coordinator.

Procedure

When an inquiry is received, ~~P&D~~the CS Department will utilize the following procedure to review the EOI and bring an application forward to the PAC:

- 1) The ALUS Coordinator, PAC members, ALUS producers, and farmer liaisons can all be used as contacts for agricultural producers seeking information on ALUS and for EOI submissions.
- 2) A completed EOI form will be required. Once received, file setup will occur including database entry and a hard copy folder. A participant ID will be generated and assigned to that file.
- 3) After reviewing the information, a site inspection shall occur with the landowner to review the proposed project. Any alterations or amendments can be discussed at that time.
- 4) Once a site inspection has been completed, and likely eligibility has been established, further site inspections and discussion will occur as required. The site will be mapped and an approximate acreage will be established if required.
- 5) Anticipated establishment costs will be provided by the producer if required.
- 6) Once a complete package has been assembled with project details including mapping, project costs, timelines, etc., the application will be brought forward to the PAC for a decision.
- 7) The PAC will assess the project against the eligibility criteria, available funds, funding sources and benefit to the County. The PAC may choose to approve, amend, or refuse the application.
- 8) If approved, the ALUS Coordinator will follow up with producer to sign a Participant Agreement and finalize project details including payment.

~~8)9)~~ The producer shall enter into a Participant Agreement and complete the project within 12 months of the PAC approval date. Should a Participant Agreement not be executed and the project not completed in this time frame, the file is closed and the

producer shall re-apply with a new application should they wish to proceed with the project.

10) The rates outlined in **Appendix A** will be used to establish the annual payment for the proposed project area.

~~9)~~

10)11) Once the Participant Agreement has been signed, ~~P&D~~the CS Department will be responsible for maintaining and tracking all details of the agreement including annual payments and anniversary date. Annual payments will be due within 30 days of the end of each calendar year.

~~11)12)~~ The producer will be required to adhere to all terms and conditions of the Participant Agreement.

Six (6) months prior to the ~~anniversary expiry~~ date of the Participant Agreement, ~~P&D~~the CS Department will utilize the following procedure:

1) The agricultural producer will be contacted to confirm if they wish to renew the Participant Agreement. If the agricultural producer indicates they wish to renew the Participant Agreement, the project will be brought back to the PAC if no changes are required.

2) If it is determined that the project has changed, a new EOI application will be required.

c) Annual Payment Rates & Establishment Costs

Purpose

Approved ALUS projects are paid a per acre annual payment for land eligible for the program. Establishment Costs for projects will be presented to the PAC and may be capped at a maximum amount for different materials, at the discretion of the PAC. These rates will be established by the PAC and included in the Participant Agreement.

Procedure

The ALUS Coordinator ~~and ALUS Assistant~~ will be responsible for payment and tracking of Annual Payments and Establishment Costs.

d) Inspection of Projects

Purpose

Potential project sites shall be inspected prior to being brought to the PAC and may be further inspected during the term of the Participant Agreement. This will provide the ALUS Coordinator and PAC with the information required to provide recommendations on project approval and ensuring the terms and conditions of the Participant Agreement are being adhered to.

Procedure

When undertaking a site inspection, the County shall utilize the following procedure:

- 1) The producer will be contacted to inform them that a site inspection is being undertaken and to determine if there are any special considerations for County staff entering the site.
- 2) County staff shall ensure all gates are left as found when both entering and exiting the site. If livestock are present, County staff shall ensure as little disturbance to the animals as possible.
- 3) All safety and PPE requirements shall be followed as per Brazeau County safety procedures for site inspections as a minimum guideline.
- 4) If during the site inspection process, it is determined that the Participant Agreement has not been adhered to, Brazeau County may, at its discretion, choose to terminate the Participant Agreement and may require the producer to pay back a pro-rated amount of the Establishment Costs. Annual Payments will immediately cease if the Participant Agreement is terminated.

e) Policy Review and Rate Changes

Purpose

It is important that this policy stay updated to ensure a fair and transparent process for all parties. Rates are regularly adjusted, at the discretion of the PAC, and should reflect current market values that provide producers with fair compensation for managing ALUS lands.

Procedure

This policy will be reviewed and revised as required.

APPENDIX A

2017 Brazeau ALUS Annual Payment Schedule & Establishment Costs

Landscape Type	Payment per Acre
Cropland	\$50.00
Pasture	\$37.50
Forest (Existing)	\$15.00
Wetland - Ephemeral (in cropland)	\$50.00
Wetland - Ephemeral (in pasture)	\$37.50
Existing Wetland - Permanent	\$20.00
Wetland - Restored/Created	\$50.00 / \$37.50

Establishment Cost Caps	
Fencing (including materials & labour)	\$7/meter

Items Ineligible for Brazeau ALUS PAC Funding
Water wells

Notes:
<ul style="list-style-type: none"> - Payment rates are based on current land use types. - Pasture rate includes forest pasture. - Forest (Existing) rate is only for unused forest land. - Wetland - Permanent rate is for the area of permanently covered water (i.e. the "bed and shore" of the permanent wetland.) - Payment rates are not solely based on lands' ability to create traditional agricultural production, but also includes value created for environmental stewardship



BRAZEAU COUNTY

UPDATE REPORT TO THE BRAZEAU COUNTY ALTERNATIVE LAND USE SERVICES PARTNERSHIP ADVISORY COMMITTEE (ALUS PAC)

SUBJECT: Funding caps

DATE TO PAC: November 1, 2018

PREPARED BY: Warren Noga, ALUS Coordinator

UPDATE INFORMATION: At the September 6th, 2018 PAC Meeting the following motions were made:

028-18 Moved by K. O'Shaughnessy to direct Administration to gather information on maximum caps utilized by other ALUS communities.

CARRIED UNANIMOUSLY

Other ALUS communities utilize funding caps for fencing and solar waterers. Parkland is currently exploring funding caps as well.

Red Deer County has a cap of \$20,000.00 that a participant can receive in one calendar year. RDC also utilizes a system where projects in high priority areas can receive a larger percentage cost share (i.e. 50% establishment cost in low priority area up to 85% cost share in high priority areas).

Establishing a funding cap may allow for more projects by more participants to be engaged in (if all the funds are utilized). However this does not guarantee more acres will be enrolled. For example one producer with a large project may provide more acres than multiple smaller projects. It is also possible that a single large project will have more of environmental benefit than multiple smaller ones.



ALUS Brazeau – By your own hand guidelines

On occasion ALUS Brazeau may be contacted by a resident who has already undertaken work to protect or conserve an area. If this work may have qualified as an ALUS project if it was presented to the PAC, there is an opportunity to work with the resident to enroll acres in ALUS.

ALUS Canada will not fund the establishment costs of an existing “project”. However, there is a chance Brazeau County funds could be used. The use of Brazeau County funds for this purpose will be subject to the same requirements of new projects and require PAC approval. While ALUS Canada funds cannot be used for establishment costs, there is the opportunity for these funds to be used for annual payments.

A by your own hand style project may receive annual payments if something additional is done to the “project area”. This additional work may either increase the size of the project area (i.e. expanding an exclusion fence) or increase the potential benefits of the area (i.e. planting spruce or other late succession plants in an aspen stand or staking willows in a riparian area).

While annual payments will be made for the whole project (by your own hand area plus additional ALUS area), establishment costs may be paid for the additional work at current PAC approved levels (i.e. new fencing to increase riparian exclusion area paid at 50% cost to a maximum of \$7/m).

All by your own hand style projects will be screened to ensure adequate funding is available, including the potential for funding existing establishment costs with Brazeau County (or other) funds. By your own hand projects will be subject to PAC approval.

ALUS By the Numbers - as of October 23, 2018

Total number of contracts signed since program inception	9
Number of contracts signed in 2018	2
Number of individual projects approved *	15
<i>* number of projects per contract range from 1 to 3</i>	
Acres enrolled under contract	285.01

EXTERNAL FUNDERS (GRANTS RECEIVED)	
2015 - Weston	\$ 2,000.00
2015 - NCP	\$ 5,000.00
2017 - Bissett	\$ 18,800.00
2017 - Weston	\$ 10,000.00
2018 - WRRP (projected)	\$ 20,000.00
Total External Funds Received	<u>\$ 55,800.00</u>

FUNDS PAID OUT BY BRAZEAU ALUS	
Establishment costs paid to date	\$ 10,495.39
2017 Annual payments paid out	\$ 2,900.70
Total Paid Out By Brazeau ALUS	<u>\$ 13,396.09</u>

FUNDING PAID BY OTHERS	
16E-005 - Establishment Costs paid by AWE	\$ 15,207.35
16E-006 - Establishment Costs paid by AWE	\$ 17,919.20
16E-007 - Establishment Costs paid by AWE	\$ 2,500.00
16E-008 - Establishment Costs paid by AWE	\$ 16,747.00
16E-009 - Establishment Costs paid by AWE	\$ 14,504.00
16E-010 - Establishment Costs paid by AWE	\$ 12,278.00
16E-011 - Establishment Costs paid by AWE	\$ 11,354.00
Total Funding Paid by Others	<u>\$ 90,509.55</u>

COMMITTED FUNDS **	
Establishment costs	\$ -
2018 Annual payments	\$ 8,531.42
2019 Annual payments	\$ 9,256.58
2020 Annual payments	\$ 9,256.58
2021 Annual payments	\$ 9,256.58
2022 Annual payments	\$ 6,355.87
2023 Annual payments	\$ 725.16
Total Committed Funds	<u>\$ 43,382.19</u>
<i>** as approved by PAC</i>	