	<b>MUNICIPAL DISTRICT OF PEACE NO. 135</b>	
<b>PREPARED BY:</b> Barbara Johnson and Nasar Iqbal <b>REVISED BY:</b>	<b>ADOPTED BY:</b> COUNCIL	<b>NUMBER:</b> ASB - 13  Page 1 of 2
<b>TITLE:</b> Manager of Agricultural Services	June 23, 2020	


The Agricultural Service Board under the mandate of the *Agricultural Service Board Act* develops agricultural extension services and agricultural programs for the residents of the Municipality as well as guides the Manager of Agricultural Services who will implement the services and programs and will ensure ratepayers' compliance with the *Weed Control Act*, *Agricultural Pest Act*, *Soil Conservation Act* and *Animal Health Act*. Because the Municipality's Organizational Chart shows both the Agricultural Service Board and the Chief Administrative Officer (CAO) as supervising the Manager of Agricultural Services, it was felt that there should be a policy which will clearly outline hiring, termination, supervision and assessment of the Manager of Agricultural Services position.

### **HIRING**

- Municipal Administration will advertise the position in the same manner as other permanent positions are routinely advertised.
- After consultation with Ag Service Board members, the Chair of the Agricultural Service Board and the Chief Administrative Officer (CAO) to review all applications and shortlist applications to 2-3 individuals for interviews, which will be scheduled by the CAO.
- Interviews will be conducted at the MD of Peace Office by the CAO, the Director of Legislative Services and the Chair of the Agricultural Service Board. They will determine among them who will be the lead interviewer.
- The final hiring decision and job offer will be made by the CAO with input from the ASB Chair and the Director of Legislative Services.

### **SUPERVISION**

- The Manager of Agricultural Services is considered by the Municipal District of Peace No. 135 to be a management position and therefore, will be included in any management meetings.
- The Manager of Agricultural Services will organize ASB meetings as necessary and will deliver any programs or follow policies as directed by the ASB. The CAO will be available to the Manager of Ag Services and/or the ASB to provide any additional guidance or clarification and may provide advice when asked regarding any issues that may arise and which would affect the Municipality.

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### **PERFORMANCE ASSESSMENTS**

- Performance assessments are conducted annually, usually at year end, or at the end of probationary periods, by the CAO or the Supervisor of each MD department. In the case of the Manager of Agricultural Services position, the CAO will seek input from the Agricultural Service Board and will combine the Board’s remarks/recommendations into the annual performance assessment.
- The CAO will review the Performance Assessment with the Manager of Agricultural Services.

### **TERMINATIONS**

- Disciplinary action follows certain steps, as outlined in the Personnel Policy, and is at the discretion of the CAO, with consultation from the ASB and Council.
- As per the MD of Peace Personnel Policy, employment may be terminated at any time during the probationary period by either the employee or the MD.
- Notice of termination or wages in lieu of notice are outlined in the Personnel Policy and applies to all municipal employees.
- The CAO has the authority to suspend, reinstate and dismiss the Manager of Agricultural Services, after proper consultation with the ASB and Council.