

BYLAW NO. 00-18-090

**MUNICIPAL DISTRICT OF NORTHERN LIGHTS NO.22
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW FOR THE PURPOSE OF ESTABLISHING DESIGNATED OFFICER
POSITION FOR AGRICULTURAL FIELDMAN**

WHEREAS Sections 210, 211 and 212 of the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1 and amendments thereto, empowers a Council to establish one or more positions to carry out the power, duties and functions of a designated officer; and

WHEREAS Section 12 of the Agricultural Service Board Act, RSA, 1980, Chapter A-11 and amendments thereto, requires that the Agricultural Fieldman shall act as a designated officer of the municipality; and

WHEREAS the Council believes it to be in the best interests of the municipality to designate certain positions; now

THEREFORE the Council duly assembled, hereby enacts as follows:

1.0 PURPOSE

1.1 The purpose of this bylaw is to establish certain Designated Officer positions, to assign powers, duties and function to those positions, and to establish a framework for delegation of certain administrative functions.

2.0 DEFINITIONS

2.1 "Chief Administrative Officer" means the Chief Administrative Officer for the municipality and whatever subsequent title may be conferred on that officer by council or statute.

2.2 "Council" shall mean the council of the Municipal District of Northern Lights #22.

2.3 "Municipality" shall mean the Municipal District of Northern Lights #22.

2.4 "Designated Officer" shall mean a Designated Officer within the meaning of the Municipal Government Act.

2.5 "Municipal Government Act" shall mean the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1 and any amendments thereto.

2.6 "Agricultural Service Board Act" shall mean the Agricultural Service Board Act, RSA, 1980, Chapter A-11 and any amendments thereto.

3.0 DESIGNATED OFFICER

3.1 The following Designated Officer positions are established, and the person(s) appointed to these positions will have the following titles:

a) Agricultural Fieldman, to carry out the powers, duties and functions set out in the Agricultural Service Board Act shown in "Schedule A" attached hereto.

4.0 APPOINTMENT OF DESIGNATED OFFICER

4.1 Council will by resolution appoint individuals to the Designated Officer position established by this bylaw and provide the terms and conditions of their employment.

5.0 SUB-DELEGATION

5.1 Designated Officers are hereby authorized to further delegate, and to authorize for the delegation of any matter delegated to them by Council under this bylaw to any employee of the municipality.

6.0 ACCOUNTABILITY

6.1 All Designated Officers are accountable to the Chief Administrative Officer for the exercise of their powers, duties and functions.

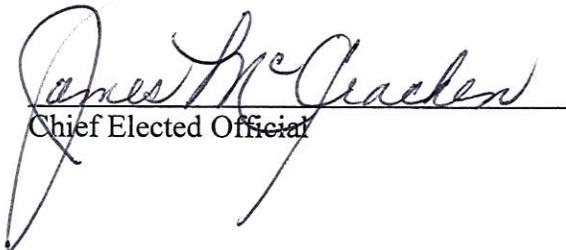
7.0 EFFECTIVE DATE

7.1 The effective date of this by-law is the 8th day of February, 2000.

READ a first time this 8th day of February, 2000.

READ a second time this 8th day of February, 2000.

READ a third time and finally passed this 8th day of February, 2000.



Chief Elected Official



Chief Administrative Officer

“Schedule A” to Bylaw 00-18-090

Position Title: Agricultural Fieldman

Report To: C.A.O.

Department: Agricultural Services

Function: Administer and carry out Agricultural programs as directed by the Agricultural Service Board and Council.

Subordinate Positions: Seasonal Employees

Responsibilities:

- Maintain vegetation control along the road right of ways through a spraying program.
- Enforce the Weed Control Act for the control of Restricted or Noxious weeds within the M.D. boundaries.
- Inspect lands for crop diseases and insect or pest infestations.
- Carry out a seeding program for new and reconstructed roadsides or drainage ditches.
- Cooperate with Alberta Agriculture on extension programs.
- Assist with maintaining drainage ditches by performing weed control,, beaver control, seeding, repairs and easement acquisition.
- Perform inspections at the Manning co-op Seed Cleaning Plant.
- Inspect livestock for warbles or predation problems as requested by the producer.
- Maintain ASB rental equipment for rate payer use.
- Assist the North Peace Applied Research Association and the organizing of AESA demonstration projects.
- Identify MD soil and water conservation problems.
- Deal with landowner's complaints and requests.
- Recruit and supervise summer staff.
- Provide necessary training and licensing of summer staff.

"Schedule A" to Bylaw 00-18-090

- Maintain good public relations between the MD staff and ratepayers.
- Prepare and maintain budget.
- Keep up to date with record keeping and reports.
- Maintain adequate inventories of parts and supplies required to carry out tasks.
- Review all invoices and related paperwork to verify accuracy and monitor expenditures.
- Maintain and inspect pesticide container sites.
- Ensure that applicable Federal, Provincial and Municipal regulations are followed through the course of operations.
- Assist the North Peace Applied Research Association (when time permits).
- Facilitate A.S.B. meetings and conferences.
- Maintain M.D. grounds and fences.
- Coordinate program activities with Public Works and other government agencies.
- Cooperate with neighboring MD's in setting up programs and activities of mutual benefit.
- **Have a good working knowledge of the following Acts:**

Agricultural Service Board Act
Weed Control Act
Pest Control Act
Environmental Protection and Enhancement Act
Livestock Disease Act
Agricultural Pests Act
Municipal Government Act
Water Act

Have a good working knowledge of the following regulations:

Transport of dangerous Goods Regulations
Pesticide Storage Regulations
Seed Cleaning Plant Licensing Regulations

Education and Training Requirements:

1. -General
 - Applicators License
 - High School graduate plus post secondary agricultural training
 - Valid Driver's License

2. Other
 - Permit To Use and Issue Predator Control Devices
 - Transport of Dangerous Goods Certification
 - Beaver Damage Control License

3. Optional
 - Defensive Driving Certification
 - St John's Standard First Aid / CPR Certification - WHMIS
 - Wellsite Reclamation Course
 - AAAF Update Training

Specific Objectives:

Warble inspections to be performed each spring on all cattle either in the north ½ or the south 1/2 of the M.D. per year. Advertising regarding treatment for warbles to be run each fall in the local newspaper.

Annually weed inspect all road allowances. Secondary roads, primary highways, railways, hamlets, cemeteries, transfer sites, and drainage ditches, In addition weed inspections to be performed on private land, major access roads in the green zone, and some crown lands, Spraying to be performed on all of the municipal roads for weeds and brush. Brush 3 meters in height (or less) will be controlled through chemical application.

Enforcement of the Weed Control Act to be undertaken on all lands with excessive amounts of noxious weeds. There will be zero tolerance for restricted weeds. Noxious weeds such as Scentless Chamomile, Toadflax and Tansey or any other noxious weeds not abundant in the M.D. take preference over common noxious weeds.

Inspect Canola crops for the incidence of Blackleg and other pests such as Lygus bugs or Army worms within the MD's white zone. Producers to be advised of the remedial action when necessary.

“Schedule A” to Bylaw 00-18-090

Roadside seeding to be performed immediately after construction of roads with a suitable grass legume mixture to prevent erosion and weed establishment. Seeding of drainage ditches to be performed immediately upon completion and newly constructed or repaired ditches when requested to do so.

Beaver control to be performed on all water courses directly impacting Municipal drainage ditch projects. Control involves hiring a qualified contract person and provide him with the necessary assistance to remove beavers and blast dams. On occasion a backhoe operator will be called upon to release the dams when public safety is a concern.

To work cooperatively with Alberta Agriculture personnel in carrying out a number of extensions activities through awareness programs, seminars, fairs, farmer training, demonstrations, and newspaper ads.

Time permitting, will assist NPARA in setting up their demonstration projects. Will undertake MD demonstration projects that promote soil and water conservation. Promote and attend the ASB/NPARA demonstration tour held annually for MD producers.

Assist Alberta Agriculture in performing inspections of the Manning Co-Op Seed Cleaning Plant. Collect and analyze seed samples from plant for licensing purposes. Issue the annual seed cleaning plant licence upon meeting the provincial requirement.

Prepare for ASB meetings on a monthly basis to keep the board informed of field activities and upcoming items significant to the board

Maintain the grounds of MD Administration office on a weekly basis, Will include lawn cutting, tree watering and trimming, weed spraying, and debris removal.

Other duties may include, attend meetings of special producer groups; being a member of local and regional committees (ASB related).