

MUNICIPAL PASTURE MANAGER JOB RESPONSIBILITIES & POLICIES

A. Following is a list of the responsibilities and expectations for the Pasture Manager:

Maintain a log book (purchased by Pasture Manager with cost to be reimbursed by the municipality) containing the following information, which is to be turned in to the office at the close of each season:

1. dates and hours worked...either opening days, round-ups, or time spent riding the pastures checking cattle
2. number of cattle counted at each pasture round-up
3. any medication or treatment given to animals (noting type of medication and amounts), plus identification of animal and owner's name
4. note of new calves born, or dead animals found
5. dates & details of when salt blocks or oilers were checked or replaced
6. date & time spent fixing fence, and location details
7. any other relevant information pertaining to your duties

Purchase salt blocks, minerals, medications, etc. as needed, with invoices to be sent to the office.

Administer minor medications as needed, according to specifications in the regulations, and notify the owners, as well as the office of the animals treated. If major illness occurs, contact the owner, and arrange for the animal to be collected or treated by a veterinarian (at owner's expense).

Arrange for pasture riders for round-ups, and notify the office so that payment can be issued.

Attend to minor fence repairs, and notify Foreman Stacey Beisel or the office of any major fence or corral repairs needed.

Collect manifests, and record brands, ear tag numbers and other identification information for each animal admitted to pasture.

If animals should be found dead, or disappear, report loss to the Councillor in charge, the owner and the office. Make every effort to locate missing animals, with neighbors, other patrons, etc. Report disappearances to the local brand inspector if animals are not found in a reasonable period of time.

Contact all pasture patrons, of any necessary changes that may arise (such as round-up dates, due to weather, or other reasons), or any other matter that is required. Such changes can only be made upon approval of the Councillor in charge.

B. The following policies remain in place for the current pasture season:

A payment of **\$100.00** per pasture will be made available for the remuneration of extra riders hired by the Pasture Manager for each of the scheduled round-up days, with no additional compensation paid to the Pasture Manager.

The Pasture Manager will be responsible to purchase the required medication, needles and salt blocks, and submit the bills monthly to the office for payment. The patrons will be charged \$1.00 per cc for this medication service.

A penalty fee of **\$100.00** will be charged to the patron, if a Pasture Manager is requested to return after regular closing hours on pasture opening days to admit cattle, with arrangement of such to be at the pasture manager's convenience, and further, that such fee collected will be reimbursed by the municipality to the Pasture Manager.

A penalty fee of \$30.00 per hour is in effect for late arrivals on all pasture days. These fees are to be charged according to the discretion of the Pasture Manager, and will be reimbursed to the Pasture Manager.

Records must be kept for each patron, regarding penalties due, and medication administered, so that appropriate charges are made at the end of the season. These extra charges are to be submitted to the office on a monthly basis.

Dianne Hahn
Administrator

**Last Revised: Jan.2022*