

## April 2024 Meetings

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

 Council Meetings

Flagstaff County Council Meetings are conducted the 2nd and 4th Wednesday of each month commencing at 9 a.m. unless otherwise planned.

Council and Committee meeting agendas are available at the County's website at: [flagstaff.ab.ca/council/meetings-and-minutes](http://flagstaff.ab.ca/council/meetings-and-minutes)

**County Office:** 780-384-4100  
1-877-387-4100

**Email:** [county@flagstaff.ab.ca](mailto:county@flagstaff.ab.ca)

Stay Connected with Us:



**Office Hours:** Monday to Friday  
8 a.m. - 4 p.m.  
(Closed Noon - 1 p.m.)

**Address:** 12435 Township  
Road 442  
P.O. Box 358  
Sedgewick, AB  
T0B 4C0



[flagstaff.ab.ca](http://flagstaff.ab.ca)



*Count Yourself In!*



# 2024 Municipal Census

Flagstaff County will be conducting a census starting May 1 to determine population location to set electoral boundaries and help support other municipal services.

**Residents will be receiving a code in late April to participate in the census online.**

We strongly encourage you to use the online census portal as this will help reduce the cost of the census.

**Census enumerators will begin May 22 visiting properties that did not submit online. Stay tuned for further details.**

**Help us to serve  
you better.**

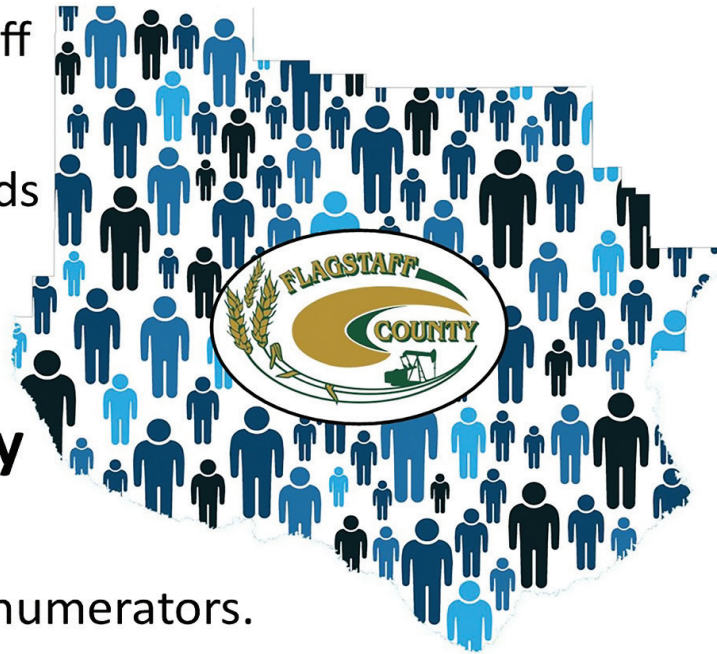
## Enumerators wanted

Interested in helping Flagstaff County get the information we need to plan for the needs of our community?

**Become a Census Enumerator from May 22 to June 27, 2024.**

Training is provided for all enumerators.

Compensation will be \$25/hour, plus mileage and a potential bonus. For more information on compensation, skills required, working hours and to apply, visit: [flagstaff.ab.ca/opportunities/employment](http://flagstaff.ab.ca/opportunities/employment).





Flagstaff County is recruiting for the full-time position of:  
**Asset Management / GIS Coordinator**

**Why Work With Us:** At Flagstaff County, we're committed to building a stronger, vibrant, and sustainable community. We actively engage with local communities, businesses, and government bodies, ensuring transparent financial management and promoting environmental sustainability.

**Flagstaff County's Vision and Principles:**

**Vision:** At Flagstaff County, we envision a vibrant and sustainable regional community that preserves our rural essence and enhances the quality of life for all residents.

**Principles:** Our Council has established three fundamental principles that guide our actions and decision-making: **collaboration, fiscal leadership & environmental responsibility.**

Flagstaff County is unwavering in our dedication to these principles, and they form the foundation of our work. Join our team and contribute to the betterment of our community while upholding these core values.

Interested candidates are encouraged to submit their resume along with a cover letter by email to:

**Contact:**  
 Human Resource Department  
 Email: [Human.Resources@flagstaff.ab.ca](mailto:Human.Resources@flagstaff.ab.ca)  
 Direct: (780) 384-4100

For the full job description please visit: [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca)

**Position Overview:** Reporting directly to the Corporate Services Director, the Asset Management/GIS (Graphic Information Systems) Coordinator will support the Corporate Services Director in the implementation of the County's Asset Management Program and management of the County's GIS database and information system. The individual will work collaboratively with the departments and business units to support the implementation of the asset management activities and processes as outlined in the County's Asset Management Policy and Roadmap. As the GIS Coordinator, the individual will work closely with the County's GIS service provider to maintain the County's GIS database system and improve its accuracy. This position will also be responsible for overseeing records management operations and developing records management procedures in accordance with applicable laws and regulatory requirements.

**Key Responsibilities:**

- Implement and manage the Asset Management Program:** Coordinate with stakeholders to establish processes aligned with the County's Asset Management Policy, evaluate and maintain records of asset management documents, train department staff on asset management processes, and attend asset management events and report progress to the Corporate Services Director.
- Manage GIS database:** Ensure database processes meet County's GIS needs and Asset Management objectives, support departments with GIS needs and information access, collaborate with GIS service provider to maintain and update the database, and address internal and external GIS information requests.
- Records management:** Coordinate with Laserfiche provider for filing practices and records management systems, oversee records retention and disposal according to schedule, ensure compliance with policies and legislation, and provide training and troubleshooting for records management. Ensure compliance with County policies, health and safety program, and HR guidelines.

**Qualifications:**

- Post Secondary diploma in a relevant discipline (GIS and database management, engineering technology, asset management, or other related disciplines).
- A minimum of 3 years of related experience in the municipal service delivery field with at least 1 year of related experience in the GIS and database management applications.
- Knowledge of ArcGIS, GeoMedia Professional, GPS data collection, and Microsoft office applications. Proven knowledge of records and information management standards, processes, and terminology.
- Ability to develop clear and concise reports, correspondence, or other written materials. Strong organizational, prioritization, and time management skills.
- Ability to communicate and interact well with stakeholders with different levels of technical expertise. Excellent interpersonal skills that support building strong relationships with internal and external stakeholders.
- Experience in the use of the Laserfiche program and knowledge of local government procedures and municipal service delivery is an asset.

**Position Type:** Permanent Full-time  
**Hours of Work:** Monday to Friday, 7 hrs/day—35 hrs/wk  
**Salary Range:** \$76,426.02—\$93,994.35 annually  
**Closing Date:** Until a suitable candidate is selected



Flagstaff County is recruiting for the full-time position of:

**Municipal Services Director**

Flagstaff County is located in East Central Alberta and is a safe, caring and vibrant community. We are currently recruiting for a Municipal Services Director. Reporting directly to the Assistant Chief Administrative Officer, the Municipal Services Director is responsible for the overall operations of the Transportation, Fleet Management/Shop, Utilities, Agriculture and Facilities Maintenance departments in order to maintain and enhance existing infrastructure while providing quality service to the residents.

**Responsibilities will include:**

- Strategic Management:** Manage short and long-term planning, operation, delivery, and evaluation of various departmental programs and services including Transportation, Fleet Management/Shop, Utilities, Agriculture, and Facilities Maintenance, ensuring alignment with existing policies.
- Leadership and Support:** A member of the County's Senior Leadership Team, providing technical and administrative support to the organization and stakeholders.
- Budget Management:** Prepare, monitor, and manage departmental business plans within approved budgets, ensuring fiscal responsibility.
- Staff Development:** Provide leadership in developing and retaining highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices aligned with the County's vision.
- Personnel Management:** Oversee recruitment, supervision, training, and performance management of department personnel, making recommendations to the Assistant Chief Administrative Officer.
- Policy Development:** Collaborate with the Assistant Chief Administrative Officer to develop new policies and programs, enhancing operational effectiveness.
- Infrastructure Oversight:** Ensure County infrastructure compliance with policies, bylaws, legislation, and legal requirements, including administering weight restriction policies for road bans and permits.
- Grant Administration:** Research, prepare, and administer grants or grant opportunities.

**Qualifications:**

- A diploma in Civil Engineering Technology is preferred.
- A minimum of five (5) years of related experience in a management role; with a strong working knowledge of the principles and practices of management and supervision to enable him/her to perform his/her duties completely and effectively.
- Thorough knowledge of road infrastructure and agricultural services with a strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records, organization and functions of an elected Council.
- Ability to develop clear and concise reports, correspondence and other written materials, with excellent communication skills.
- Ability to establish and maintain effective working relationships other governmental and regulatory officials, management teams and staff, contractors and others.
- Experience working in municipal government setting is preferred.
- Valid class 5 driver's licence & proficient in Microsoft applications.

All candidates are required to undergo and pass a drug and alcohol screening as a condition of employment.

**Position Type:** Permanent Full-Time Position  
**Hours of Work:** Monday to Friday, 7 hrs/day—35 hrs/wk  
**Salary Range:** \$125,253.75 - \$154,046.29 annually  
**Closing Date:** Until a suitable candidate is selected

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 Direct: 780-384-4100

For the full job description please visit: [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca)

Thank you to all applicants for your interest in Flagstaff County; however, only those chosen for an interview will be contacted.

# Pollinator Habitat Establishment Program

**Back this year!**

**100% of all costs covered for County residents!**

Applications are now being accepted. Please visit: [bit.ly/FlagstaffPollinatorProgram](http://bit.ly/FlagstaffPollinatorProgram) for more details.