

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

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

Email: 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



Farm Truck Inspections

Friday, April 5, 2024

Co-op Cardlock in Killam

Back this year:
Farmers can also have their trucks weighed on portable weigh scales, and get clarification on weight allowances per axle group.

BONUS
Specials on oil and DEF will be offered to participants.

Flagstaff County is hosting voluntary Farm Truck Inspections on Friday, April 5, 2024, at the Co-op Cardlock location in Killam. Critical safety items such as brakes, steering, lights, fuel systems and drive shafts will be inspected.

To schedule an appointment or for more information, please contact Peace Officer Skyler Zelinski via email at: szelinski@flagstaff.ab.ca or by phone at: 780-384-4113.

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 for more details.

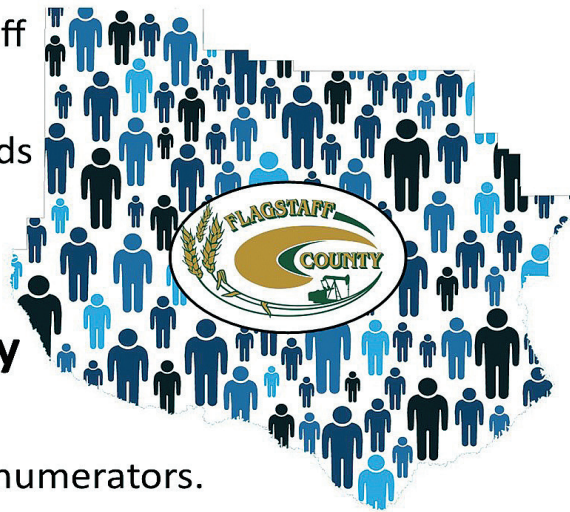


Enumerators wanted

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, please visit: flagstaff.ab.ca/employment for full details.



Count yourself in!

**2024
Municipal
Census**

Help us to serve
you better.



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.

Council Highlights



Special Council Meeting of March 27, 2024

Council Highlights briefly identify decisions made by Council. Council encourages its residents, businesses and stakeholders to keep in touch with Council news.

2023 Financial Statements

Council approved the 2023 audited Financial Statements as presented by Peggy Weinzierl, Auditor from Gitzel & Company, and Deb Brodie, Flagstaff County Corporate Services Director. The audited Financial Statement and Financial Information Return (FIR) is a legislated requirement and is an integral part of our Strategic Plan. It provides accountability to our citizens with openness, transparency, and inclusiveness.

FIRST — Caravan Project — Letter of Support

Council approved that a letter of support be provided to Flagstaff's Informed Response Sharing Team Society (FIRST) for their grant application for their Caravan project through the Healthy Aging Alberta - Provincial Assisted Transportation Project - Phase 2.

Special Council Meeting — April 3

Council approved that a Special Council Meeting be held April 3. This meeting is to finish reviewing the previous year's programs and services, as part of the 2025-2028 Business Plan and Budget process.

Provincial Regional Airport Collaboration Working Group

Council approved to support the Provincial Regional Airport Collaboration Working Group.

Once approved, the full Council Meeting minutes can be found at www.flagstaff.ab.ca under the "Council" tab and in the "Meetings and Minutes" section.



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
 Direct: (780) 384-4100

For the full job description please visit: 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:

- 1. 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.
- 2. 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.
- 3. 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:

- 1. 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.
- 2. Leadership and Support:** A member of the County's Senior Leadership Team, providing technical and administrative support to the organization and stakeholders.
- 3. Budget Management:** Prepare, monitor, and manage departmental business plans within approved budgets, ensuring fiscal responsibility.
- 4. 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.
- 5. Personnel Management:** Oversee recruitment, supervision, training, and performance management of department personnel, making recommendations to the Assistant Chief Administrative Officer.
- 6. Policy Development:** Collaborate with the Assistant Chief Administrative Officer to develop new policies and programs, enhancing operational effectiveness.
- 7. Infrastructure Oversight:** Ensure County infrastructure compliance with policies, bylaws, legislation, and legal requirements, including administering weight restriction policies for road bans and permits.
- 8. 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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Human Resource Department
 Email: Human.Resources@flagstaff.ab.ca
 Direct: 780-384-4100

For the full job description please visit: 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.