

## August 2021 Meetings

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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	31				

### 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***



### Flagstaff County Vision:

To be a strong, vibrant and sustainable regional community of communities through collaboration and a focus on economic, social and environmental cooperation that contributes to a rural essence and quality of life.

To view the full job description, please refer to the Flagstaff County website at [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca)

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

Flagstaff County  
12435 Township Road 442,  
PO Box 358  
Sedgewick, AB T0B 4C0  
Phone: (780) 384-4100

**Contact:**  
Cheryl Bergman,  
Executive Assistant  
Email: [cbergman@flagstaff.ab.ca](mailto:cbergman@flagstaff.ab.ca)

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

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

## Administrative Assistant — Legislative

### Summary of Position:

The Administrative Assistant is responsible for providing administrative support to the Executive Assistant with some key responsibilities as follows:

- Assist in, and in the absence of the Executive Assistant, responsible for Council and Committee meeting agenda preparation in accordance with the Procedural Bylaw, including preparation of information, creation of the electronic meeting package, recording and preparation of the minutes, and follow-up on issues and delegated tasks as required.
- Responsible for the agenda preparation for the Health and Safety Leadership Committee, Maintenance Shop Health and Safety Committee, and Emergency Management which includes preparation of the background information, creation of the electronic meeting package, recording and preparation of the minutes, and follow-up on the issues and delegated tasks as required.
- Assist in maintaining and updating the Health and Safety Manual, hazard assessments, training and task lists, annual incident summaries, new employee orientation packages, Commercial Vehicle Safety program manual, Occupational Injury Service and Workers Compensation Board duties.
- Assist in maintaining and updating the Municipal Emergency Plan, assist in planning exercises, and develop and maintain an Emergency Operations Centre (EOC) inventory checklist. Maintain the "Main Event Log" when the EOC is operational.
- Assist in the preparation and maintenance of bylaws, agreements, policies and procedures.
- Prepare correspondence, documents and reports as requested to the Legislative and Health and Safety departments.
- Provide backup assistance to the Receptionist.
- Receive and respond to public inquiries in a professional manner and provide assistance where necessary.
- Assist in gathering information and preparation of summaries or special projects as required.
- Maintain administration department filing, including Laserfiche, to ensure an orderly and efficient filing system, including archiving and records clean up/destruction.
- Coordinate and register Council and staff for conferences, workshops and seminars including making necessary arrangements for travel and accommodation as required.
- Schedule and organize monthly staff meetings and minutes and complete any follow up required.
- Develop and maintain a good working knowledge of County policies, procedures and bylaws, the Municipal Government Act, Safety Codes Act, Occupational Health and Safety Act, and other relevant legislation.
- Responsible for ensuring compliance with Flagstaff County Policies, the Health and Safety Program and the Human Resources guidelines and procedures.

### Qualifications:

- One (1) year post-secondary education in business/office administration or equivalent experience.
- Knowledge of local government procedures and experience in a municipal environment will be an asset.
- Proficiency in Microsoft Office applications.
- Ability to develop clear and concise reports, correspondence and other written materials, with excellent communication, organizational and accuracy skills.
- Ability to establish and maintain effective working relationships in the course of work, including the ability to work cooperatively in a team environment as well as independently.
- Ability to perform a variety of tasks and prioritize the use of time to meet deadlines.

**Position Type:** Temporary Term Position, until May 2022  
**Hours of Work:** Monday to Friday, 7 hrs/day—35 hrs/wk  
**Salary Range:** \$27.28—\$33.55  
**Closing Date:** Until suitable candidate is found



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**Flagstaff County**  
12435 TWP RD 442  
PO Box 358  
Sedgewick, AB T0B 4C0

**Contact:**  
**Randy Brodie**, Field Co-ordinator  
Road Maintenance/ Hamlets  
rbrodie@flagstaff.ab.ca  
Direct Line: (780)384-4125

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

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

**Maintenance Grader Operator  
MA#4 based out of Sedgewick**

**Summary of Position:**

The Maintenance Grader Operator is responsible for performing grader work on all gravel and dirt roads within a designated maintenance area within the road maintenance program of the Public Works department in accordance with policies and bylaws established by County Council.

**Some key responsibilities are as follows:**

- Responsible for maintaining roads within any designated maintenance areas, including spreading gravel as part of the gravelling program.
- Operate heavy and light equipment as required, including various truck and trailer combinations for hauling gravel or equipment.
- May be required to assist with the backsloping, road construction, and dust suppressant programs, as well as truck and grader snow plowing and sanding during the winter months.
- Responsible for reporting and assisting in repairing damaged or missing signs, damaged or plugged culverts, road surface damages, washouts, shoulder/ditch damages and disposing of any items having a diameter larger than five inches (5") off of any road surface.
- Responsible for reporting view obstructions such as brush, grass, weeds, etc.
- Assist in the servicing, maintenance and cleanliness of the grader and other equipment.
- Responsible for inspecting and servicing equipment daily prior to operation.
- Responsible for maintaining the required inventory for the grader and grader shed including equipment tools, replacement parts, grader blades, picks, rotovator teeth, tires, fuel, etc.
- Responsible to ensure that the grader shed and yard is kept in a clean, orderly and safe condition and will be checked if the operator is going to be away for more than three (3) days.
- Responsible for ensuring compliance with Flagstaff County policies, the Health and Safety program and the Human Resources guidelines and procedures.

**Qualifications:**

- A minimum of two to three (2-3) years of related experience in operating a grader is preferred.
- Valid class 3 driver's licence.
- Ability to establish and maintain effective working relationships in the course of work, including the ability to work cooperatively in a team environment as well as independently.
- Flexibility and adaptability to be able to work in a wide range of conditions and perform a variety of tasks.

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

**Position Type:** Permanent Full-time  
**Hours of Work:** Monday to Friday 8-10 hrs/day (Guaranteed 176hrs/month)  
**Salary Range:** \$29.03/hr — \$35.71/hr  
**Closing Date:** Wednesday, August 31, 2021 at 12:00 p.m.

**Public Works Updates**

Please refer to [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca) for up-to-date road work happening throughout the County.

**Road Recovery**

Crews will continue working on the following shoulder pulling project this week:

- **South of Galahad on Township Road 404, east from Range Road 142 for 2.5 miles.**

**Gravelling Crews**

As the summer re-gravel program is underway, please be aware of gravel trucks on County roadways. Please slow down when passing gravel trucks to avoid loose gravel.

**Strome Lagoon Repairs**

Flagstaff County is performing major repairs at the Strome lagoon, located north of Strome on Rge Rd 151. If possible, please take an alternate route to avoid the construction.

**Public Works Services**

Please visit the Flagstaff County website at [flagstaff.ab.ca](http://flagstaff.ab.ca) for information regarding Gravel Sales, Residential Laneway Maintenance, Road Maintenance, Hamlet Services, and more.

*Please keep in mind that our seasonal crews will be out working on our roadways and to use extreme caution while travelling on these roads while they are being maintained in any way. We thank you in advance for your cooperation during this season.*

*Council Highlights*



**Regular Council Meeting of August 11, 2021**

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

**Agricultural Service Board — Member at Large**

Council approved the appointment of Steven Vincett as an advisory member at large to the Agricultural Service Board for a three (3) year term.

**Purchase of Self-Propelled Packer**

Council approved a motion to accept the quote received from Rocky Mountain Equipment for the purchase of a 2022 Case SV213E Padfoot Roller in the amount of \$210,100 plus GST.

**Motion to Rescind an Action of Council**

Council defeated a motion to rescind Resolution # FC20210714.1009: To not provide a letter of support to the Minister of Education supporting the concept of allowing school buses into the Hardisty community to transport students to the school of their choice.

**Campaign to Protect Victim Services**

Council approved a motion to advocate directly to the Government of Alberta to ensure that victim services organizations receive adequate and consistent funding.

**Once approved, the full Council Meeting minutes can be found at [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca) under the "Council" tab and in the "Meetings and Minutes" section.**