

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

### Assistant Agricultural Fieldman

**Summary of Position:**  
The Assistant Agricultural Fieldman shares the responsibility for the development, coordination and delivery of Agricultural Service Board (ASB) and Recreational Parks programs in accordance with policies and bylaws established by County Council, and is responsible for the delivery of the agricultural and environmental extension programming as follows:

- Responsible for the seasonal operations of the Agricultural Service Board (ASB) and Recreational Parks programs, as well as assisting with the development and delivery of all agricultural and extension programming.
- Responsible for the Shelterbelt Enhancement Program, Weed Control program, Nuisance Wildlife Control program, herbicide application, inspection and maintenance of tankloading facilities, and to assist the Agricultural Fieldman to coordinate and perform inspections of all Seed Cleaning Plants.
- Ensures the maintenance of all ASB and Parks department equipment in coordination with the Public Works shop staff.
- Assist in the Agricultural Service Board (ASB) agenda preparation, including preparing background information, alternatives and recommendations that require direction from the Board.
- Assist in the planning and budgeting of the above programs in consultation with the Agricultural Service Board, other department staff and the Chief Administrative Officer.
- Assist in the monitoring of expenditures and the analysis of program costs and effectiveness to ensure compliance to the budget on an ongoing basis.
- Responsible for the supervision, training and coordinating the activities of all seasonal staff for the Agricultural Service Board (ASB) and Recreational Parks programs.
- Acts as municipal inspector under the Weed Control Act, Pest Control Officer under the Agricultural Pests Act and Soil Conservation Officer under the Soil Conservation Act.
- Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day supervisory practices which support the County's vision.
- Make recommendations to the Agricultural Fieldman regarding performance management, including hiring and/or dismissal of seasonal staff.
- Maintains membership in good standing with the Association of Alberta Agricultural Fieldmen.
- Ensures a safe work environment for department personnel at all work sites and contracted project sites by ensuring compliance with Flagstaff County policies, the Health and Safety program and the Human Resources guidelines and procedures.
- Such other duties and responsibilities as may be assigned from time to time by the Supervisor.

**Qualifications:**

- A minimum of three (3) years of related experience in an agricultural supervisory role with a strong working knowledge of the principles and practices of supervision to enable him/her to perform his/her duties completely and effectively.
- A minimum of a post-secondary diploma in agricultural/environmental related discipline.
- Skilled in planning and organizing work, supervising staff and delegating work effectively.
- Ability to develop clear and concise reports, correspondence and other written materials, with excellent communication skills.
- Ability to establish and maintain effective working relationships with management teams and staff, contractors and others encountered in the course of work.
- Thorough knowledge of agricultural practices 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 appointed Committee.
- Valid driver's licence.
- Proficiency in Microsoft Office applications.

**Position Type:** Permanent Full-Time  
**Hours of Work:** Monday to Friday, 8 hours/day  
**Salary Range:** \$67,437.78—\$82,939.95  
**Closing Date:** Until suitable candidate is found.



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.

If you are interested in being a part of our economic development team, please submit your resume and cover letter by email to [kjackson@flagstaff.ab.ca](mailto:kjackson@flagstaff.ab.ca) with the subject line "EcDev Coordinator Application".

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

**Contact:**  
Kristy Jackson  
Economic Development Officer  
[kjackson@flagstaff.ab.ca](mailto:kjackson@flagstaff.ab.ca)  
Direct line: (780) 384-4121

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:

### Economic Development Coordinator

**Summary of Position:**  
Reporting to the Economic Development Officer, the Economic Development Coordinator will assist with the implementation of our Five-Year Economic and Community Development Strategic Plan, which focuses on the following priorities for the Flagstaff Region:

- Business retention and expansion
- Attraction and retention of citizens
- New Business Start-ups
- New Business Investment
- Being a Supportive Team Member

Our ideal candidate will be passionate about community development and collaborating with regional businesses and residents. They will be eager to help local businesses thrive and have a strong business foundation to draw upon. Additionally, they will be energetic and enjoy planning, promoting, and executing department events within the Flagstaff Region.

**Qualifications:**

- One (1) or two (2) years post-secondary education in a related field such as Business Administration, Marketing, Commerce, Communications, or equivalent experience.
- Knowledge of local government procedures and experience in a municipal environment will be an asset.
- Self-motivated, proactive, energetic, and goal-oriented with superior interpersonal and public engagement skills.
- Social media skills and website maintenance experience are desirable.
- Ability to develop clear and concise reports, correspondence, and other written materials, with excellent communication, organization, and accuracy skills.

**Areas of Responsibility:**

- Collaborate with local businesses, industries, and residents on opportunities, needs, and challenges within the Flagstaff Region.
- Work collaboratively with regional economic development and tourism organizations, and all communities within the Flagstaff Region.
- Assist with the attraction and facilitation of new industries, business, and services.
- Assist with the research and administration of grant applications for economic, business, and community development.
- Assist with department marketing and social media platforms (i.e.: Facebook and Instagram)
- Assist with the development of marketing campaigns and promotional strategies.

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

The successful applicant will be required to provide a criminal records check and driving record.

**Position Type:** Temporary Term Position  
September 2021—May 2022, with the possibility of extension

**Hours of Work:** Monday to Friday, 7 hours/day (Some overtime may be required)

**Salary Range:** \$34.48/hr—\$42.41/hr

**Closing Date:** Until a suitable candidate is found

### MG 30 RESIDENTIAL DUST SUPPRESSANT AGREEMENT



**Flagstaff County**  
12435 TWP RD 442  
Box 358  
Sedgewick, AB T0B 4C0  
Phone: (780) 384-4100  
Fax: (780) 384-3635

**Deadline: August 1<sup>st</sup>, 2021**

#### APPLICATION FOR MG 30 DUST SUPPRESSANT AND PAYMENT AUTHORIZATION

I, \_\_\_\_\_ and \_\_\_\_\_, the "Resident(s)" of the following lands:

Address \_\_\_\_\_  
Phone \_\_\_\_\_ do hereby request

Flagstaff County to supply and apply dust control (MG 30). Please indicate your choice of application:

- 100 Meters = \$ 810.60
- 200 Meters = \$ 1,589.70
- 300 Meters = \$ 2,368.80
- 400 Meters = \$ 3,147.90

\*All prices include GST

The Resident recognizes roadways are subject to seasonal weather changes, traffic volume and vehicle weight. Dust suppressants will be maintained as required at the discretion of Flagstaff County. This impacts the effectiveness and life expectancy of the dust suppressant.

**Note: All Dust Controls may be bladed in the spring and prior to winter.**

Payment must be returned with application via cheque or internet banking options (including e-transfer) are available, please refer to the County website [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca) for more information.

Dated at \_\_\_\_\_, in the Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Field Coordinator \_\_\_\_\_ Resident(s) \_\_\_\_\_

### Interested in joining Flagstaff County's Agricultural Service Board as a Member at Large?

The Agricultural Service Board (ASB) is an advisory board of Flagstaff County, which reviews and makes recommendations on agricultural policies and other agriculture-related matters of the County. The Agricultural Service Board usually meets six times a year and is seeking one member from Flagstaff County for a three-year term.

For more information, visit the Flagstaff County website at: [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca).

### 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:

- Southwest of Forestburg on Range Road 160, south from Highway 53 to Township Road 410 for 6.0 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.

*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.*

#### Dust Suppressant

Crews will continue to spray the second residential dust suppressant application with MG 30 dust suppressant this week. All MG 30 dust suppressant application is dependent on weather conditions.

#### 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.