

March 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

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

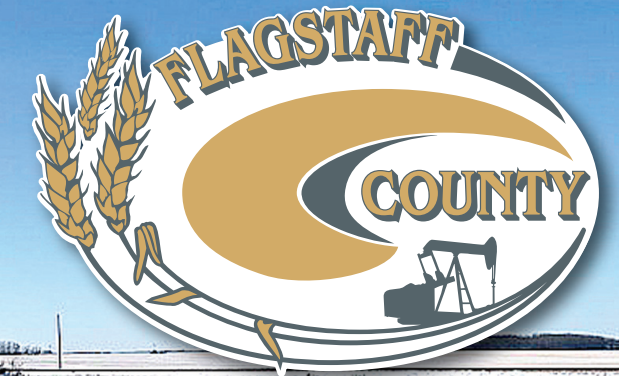
Email: county@flagstaff.ab.ca

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 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

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

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.
- Maintain administration department filing, including Laserfiche, to ensure an orderly and efficient filing system, including archiving and records clean up/ destruction.
- Schedule and organize monthly staff meetings and minutes and complete any follow up required.

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
April 2021—May 2022
Hours of Work: Monday to Friday, 7 hrs/day—35 hrs/wk
Salary Range: \$49,641.70—\$61,053.01
Closing Date: Until suitable candidate is found.



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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

Contact:
Deb Brodie,
Finance/Administration Officer
Email: dbrodie@flagstaff.ab.ca
Direct: (780) 384-4109

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:

Finance Clerk

Summary of Position:

The Finance Clerk is responsible to assist the Finance/Administration Officer to ensure effective operation and delivery of all financial and administrative functions. Some key responsibilities are as follows:

- Responsible for the management and coordination of the financial accounting software.
- Assist in the preparation and analysis of the Business Plan and Budget.
- Complete the monthly bank reconciliations for all bank accounts.
- Prepare and submit Workers Compensation Board (WCB), and GST remittances.
- Responsible for the year end documents and reconciliation for Workers Compensation Board (WCB), Local Authorities Pension Plan (LAPP), accounts payable, benefits accounts, salary disclosure and any other.
- Assists with the development of policies and procedures and other documents relative to the efficient and effective operation of the Finance department.
- Facilitate and administer the payroll and benefits plan and the Human Resources policies and procedures and provide support to Management, Supervisors and all staff.
- Provide support to the Finance/Administration Officer, the Payroll and Benefits Officer, and Accounting Clerk/Receptionist.
- Develop and maintain a good working knowledge of County policies, procedures and bylaws.

Qualifications:

- Two (2) years post-secondary education in business/accounting or equivalent experience.
- Knowledge of local government procedures and experience in a municipal environment will be an asset.
- Ability to handle confidential information in an ethical and professional manner.
- 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.
- Proficiency in Microsoft Office applications, Adobe Software and Accounting Software.

Position Type: Temporary Term Position
April 2021 — April 2022
Hours of Work: Monday to Friday, 7 hours/day
Salary Range: \$62,754.61— \$77,180.23
Closing Date: Until suitable candidate is found.

COVID RELIEF FUNDING for not-for-profit organizations

Are you a not-for-profit organization that provides facilities, services, programs, and events for Flagstaff Region residents?

Municipal Operating Support Transfer

The Government of Alberta and the Government of Canada are providing operating funding support to municipalities through the Municipal Operating Support Transfer (MOST). Flagstaff County's strategy is to utilize this funding to provide financial relief to eligible not-for-profit groups and organizations within the Flagstaff Region that have been negatively impacted by COVID-19 and provincial restrictions.

For full eligibility and application details please visit www.flagstaff.ab.ca. Applications will be accepted from Friday, February 19 - Thursday, March 11, 2021, at 11:59:59 PM

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT KRISTY JACKSON, ECONOMIC DEVELOPMENT OFFICER AT KJACKSON@FLAGSTAFF.AB.CA



FLAGSTAFF COUNTY 2021 SEASONAL EMPLOYMENT OPPORTUNITIES

Public Works

- Class 3 Truck Driver and Light Equip. Operator**
2 Positions—April to November 2021
- Class 1 Truck Driver**
2 Positions—April to November 2021

Parks

- Parks Caretaker**
1 Position—May to August 31, 2021
- Parks Labourer**
2 Positions—May to August 31, 2021

Agricultural Service Board

- Agricultural Inspector**
1 Position—May to August 31, 2021
- Herbicide Applicator—Custom**
1 Position—May to August 31, 2021

Please send applications referencing the position to:

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

Fax: 780-384-3635
Email: county@flagstaff.ab.ca
PH: 780-384-4100

Application Deadline: **Wednesday March 17, 2021**

For further information or a job description, please visit our website at www.flagstaff.ab.ca

We thank all applicants for their interest in these positions. Only those applicants chosen for an interview will be contacted.

Tender for Sale of Grader

Flagstaff County invites tenders for the sale of the following used grader:

G1616 – 2015 Caterpillar 160M AWD Grader C/W Front Lift Group and Hydraulic Angle Dozer – Serial number: CAT160MJD9T01423. Comes with 17.5R25 Michelin Snow Plus tires, blade life accumulators, 16" moldboard, hydraulic front lift group, 132" hydraulic front angle dozer. Current hours: 5,339. Estimated hours at time of sale: 5,450. Documentation to support a consistent and comprehensive SOS maintenance schedule and any historical repairs on this machine can be provided upon request.

- This equipment can be viewed on our website at www.flagstaff.ab.ca/opportunities/tenders or at the County Shop in Sedgewick and will be sold on an "as is basis." Hours may vary slightly depending on time of sale.
- Download a tender form from our website at www.flagstaff.ab.ca/opportunities/tenders or contact our Administration Office at 780-384-4123 to receive a tender form.
- Please send bids in a sealed envelope marked "**USED GRADERS TENDER**" to Flagstaff County Administration Office, Box 358, 12435 Twp Rd 442, Sedgewick, AB.
- Closing date for bidding on items is **Monday, March 15th, 2021 at 11:00:00 a.m. MST. The highest or any tender not necessarily accepted.** The tender opening will be streamed live on Monday, March 15th, 2021, starting at 11 a.m. Watch the website for a link.

For further information, please contact: Kevin Kinzer, Shop Supervisor, at 780-390-0312.



Accepting Tenders to Purchase

ACCEPTING TENDERS TO PURCHASE HEISLER GRADER SHED SHOP

Flagstaff County (the "County") is currently accepting tenders for the purchase of the Heisler Grader Shed Shop building located adjacent to the Village of Heisler at 43010 Rge Rd 162, within Flagstaff County, Alberta, legally described as Plan 8221991, Block 1, Lot 1.

This property is currently zoned as Agricultural District in the Flagstaff County Land Use Bylaw 09/18, Section 9.3. For more information, please visit: <https://www.flagstaff.ab.ca/county-services/planning-development/bylaws-policies-and-related-documents> and refer to Section 9.3.1 AGRICULTURAL DISTRICT – Permitted and Discretionary Uses for this parcel.

The tender documents can be obtained at the Flagstaff County Administration Building or by email by contacting the County Office at 780-384-4100. Tenders must be placed in sealed envelopes, duly marked **"Tender – Sale of Heisler Grader Shed Shop"**.

All sealed tenders will be received until **11:00:00 a.m. MST on March 25, 2021** in person, or by registered mail, to the Flagstaff County Administration Building located at 12435 Township Road 442, Sedgewick, AB T0B 4C0, Attention: Darrell Szott, Public Works Superintendent.

Tender opening will follow immediately after tender closing and will be streamed live on the Flagstaff County website: <https://www.flagstaff.ab.ca/opportunities/tenders>.

For further information regarding the Building and instructions, please contact Darrell Szott, Public Works Superintendent, at 780-384-4100.

Accepting Tenders to Purchase

ACCEPTING TENDERS TO PURCHASE HAMLET OF STROME OFFICE/ POST OFFICE BUILDING

Flagstaff County (the "County") is currently accepting tenders for the purchase of the Strome Office/Post Office building located at 5025 – 50th Street, in the Hamlet of Strome, Alberta, legally described as Plan RN 67, Block 3, Lots 6 and 7.

This property is currently zoned as Hamlet Public District in the Flagstaff County Land Use Bylaw 09/18, Section 9.11. For more information please visit: <https://www.flagstaff.ab.ca/county-services/planning-development/bylaws-policies-and-related-documents> and refer to Section 9.11.1 HAMLET PUBLIC DISTRICT - Permitted and Discretionary Uses for this parcel.

The tender documents can be obtained at the Flagstaff County Administration Building or by email by contacting the County Office at 780-384-4100. Tenders must be placed in sealed envelopes, duly marked **"Tender – Sale of Strome Office/Post Office Building"**.

All sealed tenders will be received until **11:00:00 a.m. MST on March 25th, 2021** in person, or by registered mail, to the Flagstaff County Administration Building located at 12435 Township Road 442, Sedgewick, AB T0B 4C0, Attention: Darrell Szott, Public Works Superintendent.

Tender opening will follow immediately after tender closing and will be streamed live on the Flagstaff County website: <https://www.flagstaff.ab.ca/opportunities/tenders>.

For further information regarding the Building and instructions, please contact Darrell Szott, Public Works Superintendent, at 780-384-4100.