

## 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](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 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.
- 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.



**PUBLIC NOTICE**  
**Flagstaff County**  
**Water Act**  
**NOTICE OF APPLICATION**

Notice is given that Flagstaff has filed an application under the provisions of the Water Act for a Licence for the diversion of up to 9092 cubic metres of groundwater for the purpose of Municipal (Water Use for the Hamlet of Galahad) located at SW 23-041-14 from a well. The production interval of the well is from 20.7 m – 29.9 m (Application No. 001-00467919).

Any person who is directly affected by the application may submit a statement of concern to:

Environment and Parks  
 Regulatory Approvals Centre  
 5th Floor, South Petroleum Plaza  
 9915 108 Street  
 EDMONTON AB T5K 2G8  
 Phone: 780-427-6311  
 Fax: 780-422-0154  
 Email: aep.waapplications@gov.ab.ca

Within **30** days of providing this notice.

The written statement of concern should include the following:

- Please reference File No. **00467919**.
- Describe concerns that are relevant to matters regulated by the Water Act.
- Explain how the filer of the concern will be directly affected by the activity and/or diversion of water proposed in the application.
- Provide the legal land location of the land owned or used by the filer where the concerns described or believed to be applicable.
- State the distance between the land owned or used by the filer and the site in the application.
- Contact information including the full name and mailing address of the filer. Please provide the phone number and/or email address for ease of contact.

Environment and Parks will review each written statement of concern, seek more information if needed and notify each filer by letter of the decision to accept or reject their written submission as a valid statement of concern. The Public Notice of this application will also be posted on the Department's website at: <https://avw.alberta.ca/PublicNoticesViewer.aspx>

Further information regarding this project can be obtained from:

Jared Payot  
 Tagish Engineering  
 G4 5550 45 Street  
 RED DEER AB T4N 1L1  
 Phone 403-346-7710  
 Email [j.payot@tagish-engineering.com](mailto:j.payot@tagish-engineering.com)

Statements filed regarding this application are public records which are accessible by the public and Applicant. Failure to file statements of concerns may affect the right to file a Notice of Appeal with the Environmental Appeals Board.

**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.

**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.

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