

## 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.



## Council Highlights



### Regular Council Meeting of March 10, 2021

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

**Flagstaff Victim Services — Letter of Support 2021-03-10**

Council approved a motion to provide a letter of support to Flagstaff Victim Services in support of their Victims of Crime Fund grant application.

**CLEO Energy Corp. — Tax Payment Agreement**

Council approved the tax repayment agreement with CLEO Energy Corp., allowing them to pay the 2018-2020 outstanding tax levy by way of 36 minimum monthly payments, and penalties in the amount of \$135,358.88 be waived as per the conditions in the agreement.

**Tax Repayment Agreement — Roll 670510 and 670710**

Council approved a motion to enter into a tax repayment agreement with the owners of Roll 670510 and 670710 for payment of taxes in the amount of \$28,064.79, which includes the May 1, 2021 penalty.

**Regional Fire Services Manager — Recruitment Firm 2021-03-10**

Council approved a motion to request the Recruitment Committee provide a recommendation to County Council on the selection of a recruitment firm, within a budget of \$20,000, for the hiring of a Regional Fire Services Manager.

**Authority to Enforce the Public Health Act and Chief Medical Officer of Health's Orders**

Council approved a motion that Flagstaff County choose not to enforce through the provision of our Community Peace Officers, the Public Health Act and Chief Medical Officer of Health's Orders.

**Forestburg South Road**

Council approved a motion to leave the Forestburg South road (ENE 34-41-15 - Rge Rd 152 south for 3.5 miles) as an unbanned oiled surface road until it deteriorates.

Council approved a motion to leave the Daysland East road (NNW 10-45-16 - Twp Rd 452 east for 4.0 miles) as an unbanned oiled surface road until it deteriorates.

**RCMP Killam Detachment Initiative**

Council approved a motion that administration gather additional information that outlines the duration, the objective and how it benefits the region, on the RCMP Killam Detachment's request to provide funding for an initiative to encourage members to be more visible in the public.

**Transitioning of Oiled Roads**

Council defeated a motion to leave the Hardisty South road (ENE 21-42-10 - Rge Rd 102 south for 4.0 miles) and Heisler East road (NNW 35-42-16 - Twp Rd 430 east for 6.0 miles) as unbanned oiled surface roads until they deteriorate.

**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.**