

## 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



## Council Highlights



### Regular Council Meeting of February 24, 2021

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

#### 2021 Purchase of Grader

Council approved the quote received from Brandt Tractor Ltd. for the purchase of one 2021 John Deere 772GP AWD Grader for the cash basis price of \$420,600.

#### 2021 Sale of Used Graders

Council approved a motion to re-tender for the 2015 Caterpillar 160M AWD Grader, with no wing. Council approved a motion that the following bids received for the sale of used graders be accepted: \$185,240 + GST for the 2016 John Deere 872GP AWD Grader, from Ritchie Bros. Auctioneers; and \$180,000 + GST for the 2016 John Deere 872GP AWD Grader, trade-in from Brandt Tractor Ltd.

#### PW 013 Residential Dust Suppressant Draft Policy

Council approved a motion to direct administration to further revise the draft policy PW 013 Residential Dust Suppressant to reflect the options of providing residents to either continue to utilize the County provided MG 30 dust suppressant at full cost recovery, or utilize an approved dust suppressant product as per the Alberta Transportation dust abatement product list.

#### Public Input for 2022 Business Plan

Council approved a motion to contract a communications company to provide a proposal to create an effective and meaningful public engagement program.

#### Killam and District Health Care Foundation — Request for Funding

Council approved a motion to direct administration to review if there is a business case for the development of the Seniors Tailored Living complex in Killam, AB.

#### Fire Guardian Appointments

Council approved the appointments of Kim Cannady, Brent Hoyland, and Kelly Loder as fire guardians for Flagstaff County under the Forest and Prairie Protection Act, effective March 1, 2021 until February 28, 2022.

#### Intermunicipal Assessment Review Board — Appointment of Chair

Council approved the appointment of Murray Hampshire as Chair of both the Intermunicipal Composite Assessment Review Board and the Intermunicipal Local Assessment Review Board for a two-year term, expiring March 2023.

#### Regional Fire Services Manager — Recruitment Firm

Council approved a motion to table the recommendation that Council request the Recruitment Committee select the recruitment firm for the hiring of a Regional Fire Services Manager; and as Flagstaff County has agreed to fund the costs, set a budget limit for the recruitment process.

#### Policy HR002 Long Service Incentive

Council approved a motion that we provide reasonable notice of elimination of Policy HR002 Long Service Incentive Program and provide a voluntary option of payment based on current eligibility effective March 1, 2021.

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.



#### 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

Contact:  
Deb Brodie,  
Finance/Administration Officer  
Email: [dbrodie@flagstaff.ab.ca](mailto: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](http://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](mailto: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

#### Agricultural Service Board

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

#### Parks

- **Parks Caretaker**  
1 Position — May to August 31, 2021
- **Parks Labourer**  
2 Positions — 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](mailto: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](http://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](http://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](http://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.



## COMMUNITY CARES VIRTUAL WEBINAR SERIES

The Virtual Webinar Series to get you through 2021!

### 1 DREADED TAX SEASON



Let our experts at Grant Thornton talk you through personal taxes and what may have changed in 2020. Whether you accessed CERB or worked from a home office, they have the information for you. This combined with some high level budgeting tips for 2021 should help ease your mind for April.

**DATE: March 10, 2021 @ 5:30 pm**

### 2 MENTAL HEALTH AND WELLNESS



Join us and a local panel of mental health and wellness experts to learn about what you can be doing to positively impact your wellbeing while rocking it in isolation - or honestly let's just celebrate putting on pants together!

**DATE: March 24, 2021 @ 5:30 pm**

### 3 FITNESS AND NUTRITION



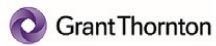
I don't know about your thoughts but the pandemic has been tough! Let's get tougher together and hear what all the local fitness experts have to say about fitness and nutrition from home!

**DATE: April 7, 2021 @ 5:30 pm**

#### FOR MORE INFORMATION AND TO REGISTER:

Registration is FREE but required! Please register via Eventbrite or by emailing [ecdev@flagstaff.ab.ca](mailto:ecdev@flagstaff.ab.ca)

#### PRESENTED BY:



## 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.

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.