

January 2024 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 PROUDLY PRESENTS THE

Canada's Agriculture Day PHOTOGRAPHY Contest

**2024 Theme: Agriculture
in Flagstaff County**
Submit photos to ecdev@flagstaff.ab.ca
Deadline to Submit/Vote: 12 PM February 12, 2024

Public Works Updates

Please refer to our website at www.flagstaff.ab.ca for up-to-date road work throughout the County.

Road Maintenance

Roadways are cleared of snow as necessary. During normal winter conditions, County gravel roads should be cleared of snow within 4 days, unless there is heavy snow and persistent winds. If reduced visibility becomes a safety concern, snow plowing operations will be suspended until conditions improve. In each maintenance area, 3 routes are established. When snow plowing is required, the starting point is rotated between routes to ensure that an equitable level of service is provided. Regular work hours are 8-12 hours per day. Spare graders may be utilized to help during winter storms. One plow truck is designated to remove snow and apply sand/salt to oil and paved surface roads. Two graders are allocated for snow and ice removal on arterial roads. Back roads or blind roads will not be plowed unless deemed necessary by Public Works.

Public Works Services

Please visit the Flagstaff County website at flagstaff.ab.ca for information regarding Gravel Sales, Residential Laneway Maintenance, Road Maintenance, Hamlet Services, and more.

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.



Introducing two new grants to support our region

**Community
Development
Grant**



**Tourism
Grant**

Apply online



flagstaff.ab.ca/opportunities/grants

Please note that these grants are offered to organizations based in the Flagstaff Region and require follow-up reporting. Funding is determined by Council through the annual budgeting process. Completed applications will be brought to Council for a decision.

The Flagstaff County Podcast: Season 4 Episode 1



Tom Lichak

Listen on **Apple Podcasts**

LISTEN ON **Spotify**

Listen on **Google Podcasts**

Listen on **amazon music**



2024 Shelterbelt Establishment Program

**Apply by
January 31!**

Flagstaff County offers the Shelterbelt Establishment Program to rural landowners to help establish and maintain healthy shelterbelts. Shelterbelts conserve soil, protect crops and yard sites, trap snow, provide wildlife habitat, and beautify the landscape.

**For more information, please visit:
<https://bit.ly/trees2024>.**



Flagstaff County's Vision and Principles:

Vision: At Flagstaff County, we envision a vibrant and sustainable regional community that preserves our rural essence and enhances the quality of life for all residents.

Principles: Our Council has established three fundamental principles that guide our actions and decision-making: **collaboration, Fiscal Leadership & environmental Responsibility.**

Flagstaff County is unwavering in our dedication to these principles, and they form the foundation of our work. Join our team and contribute to the betterment of our community while upholding these core values.

Interested candidates are encouraged to submit their resume along with a cover letter by mail or email to:

Contact:
John Guhle
Field Coordinator
Email: county@flagstaff.ab.ca
Direct: (780) 384-4100

For the full job description please visit: www.flagstaff.ab.ca

Thank you to all applicants for their interest in Flagstaff County; however only those chosen for an interview will be contacted.

Flagstaff County is recruiting for the full-time position of:

Grader Operator (Road Recovery & Road Maintenance)

Position Overview: Join our dynamic team dedicated to enhancing community infrastructure and safety. We're seeking a skilled Grader Operator (Road Recovery & Road Maintenance) to make a substantial impact in our Municipal Services department. Reporting directly to the Field Coordinator, this position is responsible for performing grader work required within the road recovery, construction and road maintenance programs of the department in accordance with policies and bylaws established by County Council.

Why Work With Us: At Flagstaff County, we're committed to building a stronger, vibrant, and sustainable community. We actively engage with local communities, businesses, and government bodies, ensuring transparent financial management and promoting environmental sustainability.

Key Responsibilities:

- Operate grader for road recovery, construction, grade repair and transitioning oil roads to gravel.
- Conduct snow plowing and sanding using trucks and graders in winter.
- Aid equipment operations in dust suppressant and arterial road maintenance programs, including hauling.
- Support culvert maintenance, sign installation/repair, and report/fix road damages.
- Report view obstructions and assist in equipment maintenance and cleanliness.
- Perform daily equipment inspections and servicing before operation.
- Manage inventory for grader and other equipment, ensuring parts availability and fuel.
- Assist in training staff for heavy and light-duty equipment operation.
- Ensure compliance with county policies, Health and Safety programs, and HR guidelines.

- Qualifications:**
- 2-3 years of exp operating a grader and other heavy/light duty equipment.
 - Valid class 1 driver's license or class 3 with an air endorsement.
 - Experience training other staff
 - Ability to work independently and cooperatively in a team environment.
 - Flexibility to adapt to various working conditions.

All candidates are required to undergo and pass a drug and alcohol screening as a condition of employment.

Position Type: Permanent Full-time
Hours of Work: Monday to Friday 8-10 hrs/day (Guaranteed 176hrs/month)
Salary Range: \$31.77/hour to \$39.08/hour (*2023 salary)
Closing Date: Open until suitable candidate is selected



Flagstaff County Vision:

A safe, caring and vibrant rural "Community of communities" committed to working with our neighbours to ensure the quality of life for all citizens.

As an innovative and progressive "Community" that balances economic prosperity and environmental stewardship, we deliver a responsible level of service that is both efficient and effective.

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:
Jim Fedyk, Assistant CAO
jfedyk@flagstaff.ab.ca
Direct Line: 780-384-4104

For the full job description please visit: www.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 permanent full-time position of:

Community Peace Officer-Level I

Summary of Position:

The Community Peace Officer is required to diligently patrol and enforce appointed and designated Provincial Statutes and approved Municipal Bylaws within Flagstaff County and the municipalities under contract with Flagstaff County.

Some key responsibilities are as follows:

- Work in accordance with the Alberta Peace Officer Act and Regulation, the Public Security Peace Officer Program Policy and Procedure Manual, Flagstaff County Peace Officer Standard Operating Policies, following the duties and jurisdiction indicated on his/her Peace Officer Appointment.
- Conduct safe and efficient road patrols throughout the County and the municipalities under contract and enforce infractions of County Bylaws, Provincial Statutes, Commercial Vehicle Enforcement and other traffic offences.
- Thoroughly investigate all complaints to ascertain validity and take appropriate action to bring an equitable solution of compliance or enforcement.
- Responsible for ensuring compliance with Flagstaff County Policies, the Health and Safety Program, and the Human Resources guidelines and procedures.

Qualifications:

- Completion of the Solicitor General's Public Security Peace Officer Training Program or equivalent and eligible to obtain an appointment as a Community Peace Officer Level 1 through Alberta Justice and Solicitor General.
- Completion of an approved physical abilities evaluation test for uniformed enforcement roles.
- Familiar with the Community Peace Officer Program policies and procedures manual.
- Level C First Aid and CPR.
- A related diploma in the field of law enforcement and/or criminology from a recognized post secondary institution with diverse law enforcement experience would be an asset.
- Ability to handle complex issues and confidential information in an ethical and professional manner.
- Other assets would include certification in: Radar/laser speed detection, commercial vehicle legislation/enforcement, defensive weapon and tactics training within the last two (2) years or be willing to receive such training.

All candidates are required to undergo and pass a drug and alcohol screening as a condition of employment.

Position Type: Permanent full-time
Hours of Work: 4 days on shift, 4 days off shift
Salary Range: \$78,923.69 to \$97,066.18 annually (*2023 salary)
Closing Date: Until suitable candidate is selected.



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Interested candidates can submit their resumes with a cover letter by email to:

Jim Fedyk,
Assistant CAO
jfedyk@flagstaff.ab.ca
Direct Line: 780-384-4104

For the full job description please visit: www.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 full time position of:

Community Services Director

Flagstaff County is located in East Central Alberta and is a safe, caring and vibrant community. We are currently recruiting for a Community Services Director. Reporting directly to the Assistant Chief Administrative Officer, the Community Services Director is responsible for the overall operations of the Planning and Development, Economic Development and Protective Services departments in order to develop, maintain and enhance related programs while providing quality service to residents.

Responsibilities will include:

- Strategic Management:** Lead short and long-term planning, operation, delivery, and evaluation of programs in Planning and Development, Economic Development, and Protective Services. Develop new policies and programs in consultation with the Assistant Chief Administrative Officer.
- Leadership and Support:** Act as a member of the County's senior leadership team, providing technical and administrative support to the organization and stakeholders.
- Budget Management:** Prepare, monitor, and manage the Community Services Division's portion of the business plan within the approved budget.
- Human Resource Management:** Provide leadership in developing and retaining competent, customer service-oriented staff. Handle selection, compensation, training, and day-to-day management practices aligning with the County's vision.
- Personnel Oversight:** Oversee recruitment, supervision, training, and performance management of department personnel. Make recommendations to the Assistant Chief Administrative Officer.
- Compliance and Governance:** Ensure Community Services programs adhere to all applicable policies, bylaws, legislation, and legal authority.
- Grant Administration:** Research, prepare, and administer grants or grant opportunities.
- Safety Compliance:** Ensure a safe work environment for department personnel at all work sites and contracted project sites. Comply with Flagstaff County policies, the Health and Safety program, and Human Resources guidelines and procedures.

Qualifications:

- Post secondary education in Land Use Planning, Development, Public Administration or a related field with at least five (5) years of related experience in a management role; with a strong working knowledge of the principles and practices of management and supervision to enable him/her to perform his/her duties completely and effectively.
- NACLA certification or CLGM designation considered an asset. Equivalent combinations of experience and education will be considered.
- Thorough knowledge of planning and development, public administration skills including budgeting and record maintenance. Experience and understanding of working in a rural environment.
- Excellent communication skills with the ability to develop clear and concise reports. Proven ability to establish and maintain effective working relationships with various stakeholders.
- Experience working in municipal government setting is preferred
- Proficient in Microsoft applications

All candidates are required to undergo and pass a drug and alcohol screening as a condition of employment.

Position Type: Full-Time Position
Hours of Work: Monday to Friday, 7 hrs/day—35 hrs/week
Salary Range: \$125,253.75 - \$154,046.20 annually
Closing Date: Until a suitable candidate is selected



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Interested candidates can submit their resumes with a cover letter by email to:

Attn: Randy Brodie
Field Coordinator
rbrodie@flagstaff.ab.ca
Direct Line: 780-384-4125

For the full job description please visit: www.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 full-time position of:

Utility Operator

Position Overview: Join our dynamic team dedicated to enhancing community infrastructure and safety. We're seeking a skilled Utility Operator to make a substantial impact in our Municipal Services department. Reporting directly to the Lead Utility Operator, the Utility Operator is responsible to assist in the planning, organizing and executing of the programs for the hamlets within Flagstaff County. The Utility Operator is responsible to assist the Lead Utility Operator to ensure residents have safe and clean water in accordance with government legislation. The programs include street maintenance, maintenance of buildings and properties, vehicles and equipment, and the water and sewer services; all programs are to be carried out in accordance with policies and bylaws established by County Council.

Key Responsibilities:

- Responsible to assist in the operations of the programs identified in the Summary of Position for the hamlets within Flagstaff County.
- Assist in the planning and budgeting of the identified programs in consultation with other staff.
- Assist with the waterworks system (the water treatment and distribution systems and related equipment and the sewer treatment and collection system and related equipment) which includes day-to-day process control, maintenance, laboratory, administration and special study/engineering functions and fulfilling all requirements of the approval or registration through Alberta Environment.
- Adheres to the Alberta Government's Code of Conduct for Water and Wastewater Operator Certification as the "person responsible for the waterworks system" (from Environment Protection and Enhancement Act Potable Water Regulation). A copy of the operator's sworn Code of Conduct will be kept in the personnel file.
- Assist with the operation and maintenance of vehicles and equipment, property and facilities, fire hydrants, manholes, water valves and other associated infrastructure, and for streets, sidewalks and any other surface infrastructure in consultation with the Supervisor.
- Assist in the monitoring of any construction and maintenance work undertaken by contract.
- Responsible for ensuring compliance with Flagstaff County policies, the Health and Safety program and the Human Resources guidelines and procedures.

Qualifications:

- Level 1 Water/Wastewater Certification with a minimum of two (2) years of related experience is preferred.
- Demonstrates the ability to establish and maintain effective working relationships, collaborating both in a team environment and independently.
- Exhibits flexibility and adaptability to work in diverse conditions and perform a variety of tasks.
- Proficient in operating light-duty equipment, with basic knowledge of heavy equipment operation considered an asset.
- Capable of developing clear and concise reports and correspondence. Excellent communication skills are essential, and Proficiency in Microsoft Office applications.
- Valid class 5 driver's licence.

All candidates are required to undergo and pass a drug and alcohol screening as a condition of employment.

Position Type: Permanent Full-time
Hours of Work: Monday to Friday 8 hrs/ day—40 hrs / wk.
Salary Range: \$37.16 hour to \$45.70 hourly
Closing Date: January 26, 2024