



“Espresso” yourself!



Join us for ...

**Coffee
with your
Councillor**

**Tuesday
April 2
2 to 4 p.m.
County Office**

Shop Tour at 3 pm

Count yourself in!

2024 Municipal Census

Help us to serve
you better.



Flagstaff County will be conducting a census starting May 1 to determine population location to set electoral boundaries and help support other municipal services.

Residents will be receiving a code in late April to participate in the census online.

We strongly encourage you to use the online census portal as this will help reduce the cost of the census.

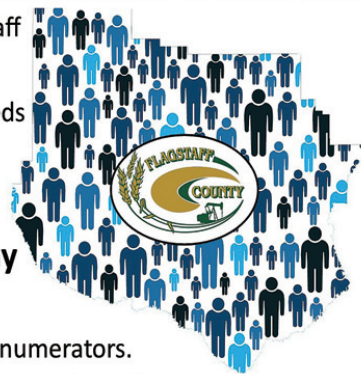
Census enumerators will begin May 22 visiting properties that did not submit online. Stay tuned for further details.

Enumerators wanted

Interested in helping Flagstaff County get the information we need to plan for the needs of our community?

Become a Census Enumerator from May 22 to June 27, 2024.

Training is provided for all enumerators. Compensation will be \$25/hour, plus mileage and a potential bonus. For more information on compensation, skills required, working hours and to apply, please visit: flagstaff.ab.ca/employment for full details.



March 2024 Meetings

S	M	T	W	T	F	S
					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.ab.ca



Farm Truck Inspections

Friday, April 5, 2024
Co-op Cardlock in Killam

BONUS
Specials on oil and DEF will be offered to participants.

Back this year:
Farmers can also have their trucks weighed on portable weigh scales, and get clarification on weight allowances per axle group.

Flagstaff County is hosting voluntary Farm Truck Inspections on Friday, April 5, 2024, at the Co-op Cardlock location in Killam. Critical safety items such as brakes, steering, lights, fuel systems and drive shafts will be inspected.

To schedule an appointment or for more information, please contact Peace Officer Skyler Zelinski via email at: szelinski@flagstaff.ab.ca or by phone at: 780-384-4113.

Pollinator Habitat Establishment Program

Back this year!

100% of all costs covered for County residents!

Applications are now being accepted. Please visit: bit.ly/FlagstaffPollinatorProgram for more details.



Flagstaff County is recruiting for the full-time position of:
Asset Management / GIS Coordinator

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.

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 email to:

Contact:
 Human Resource Department
 Email: Human.Resources@flagstaff.ab.ca
 Direct: (780) 384-4100

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

Position Overview: Reporting directly to the Corporate Services Director, the Asset Management/GIS (Graphic Information Systems) Coordinator will support the Corporate Services Director in the implementation of the County's Asset Management Program and management of the County's GIS database and information system. The individual will work collaboratively with the departments and business units to support the implementation of the asset management activities and processes as outlined in the County's Asset Management Policy and Roadmap. As the GIS Coordinator, the individual will work closely with the County's GIS service provider to maintain the County's GIS database system and improve its accuracy. This position will also be responsible for overseeing records management operations and developing records management procedures in accordance with applicable laws and regulatory requirements.

Key Responsibilities:

- 1. Implement and manage the Asset Management Program:** Coordinate with stakeholders to establish processes aligned with the County's Asset Management Policy, evaluate and maintain records of asset management documents, train department staff on asset management processes, and attend asset management events and report progress to the Corporate Services Director.
- 2. Manage GIS database:** Ensure database processes meet County's GIS needs and Asset Management objectives, support departments with GIS needs and information access, collaborate with GIS service provider to maintain and update the database, and address internal and external GIS information requests.
- 3. Records management:** Coordinate with Laserfiche provider for filing practices and records management systems, oversee records retention and disposal according to schedule, ensure compliance with policies and legislation, and provide training and troubleshooting for records management. Ensure compliance with County policies, health and safety program, and HR guidelines.

Qualifications:

- Post Secondary diploma in a relevant discipline (GIS and database management, engineering technology, asset management, or other related disciplines).
- A minimum of 3 years of related experience in the municipal service delivery field with at least 1 year of related experience in the GIS and database management applications.
- Knowledge of ArcGIS, GeoMedia Professional, GPS data collection, and Microsoft office applications. Proven knowledge of records and information management standards, processes, and terminology.
- Ability to develop clear and concise reports, correspondence, or other written materials. Strong organizational, prioritization, and time management skills.
- Ability to communicate and interact well with stakeholders with different levels of technical expertise. Excellent interpersonal skills that support building strong relationships with internal and external stakeholders.
- Experience in the use of the Laserfiche program and knowledge of local government procedures and municipal service delivery is an asset.

Position Type: Permanent Full-time
Hours of Work: Monday to Friday, 7 hrs/day—35 hrs/wk
Salary Range: \$76,426.02—\$93,994.35 annually
Closing Date: Until a suitable candidate is selected



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

Flagstaff County is located in East Central Alberta and is a safe, caring and vibrant community. We are currently recruiting for a Municipal Services Director. Reporting directly to the Assistant Chief Administrative Officer, the Municipal Services Director is responsible for the overall operations of the Transportation, Fleet Management/Shop, Utilities, Agriculture and Facilities Maintenance departments in order to maintain and enhance existing infrastructure while providing quality service to the residents.

Responsibilities will include:

- 1. Strategic Management:** Manage short and long-term planning, operation, delivery, and evaluation of various departmental programs and services including Transportation, Fleet Management/Shop, Utilities, Agriculture, and Facilities Maintenance, ensuring alignment with existing policies.
- 2. Leadership and Support:** A member of the County's Senior Leadership Team, providing technical and administrative support to the organization and stakeholders.
- 3. Budget Management:** Prepare, monitor, and manage departmental business plans within approved budgets, ensuring fiscal responsibility.
- 4. Staff Development:** Provide leadership in developing and retaining highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices aligned with the County's vision.
- 5. Personnel Management:** Oversee recruitment, supervision, training, and performance management of department personnel, making recommendations to the Assistant Chief Administrative Officer.
- 6. Policy Development:** Collaborate with the Assistant Chief Administrative Officer to develop new policies and programs, enhancing operational effectiveness.
- 7. Infrastructure Oversight:** Ensure County infrastructure compliance with policies, bylaws, legislation, and legal requirements, including administering weight restriction policies for road bans and permits.
- 8. Grant Administration:** Research, prepare, and administer grants or grant opportunities.

Qualifications:

- A diploma in Civil Engineering Technology is preferred.
- A minimum of 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.
- Thorough knowledge of road infrastructure and agricultural services with a strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records, organization and functions of an elected Council.
- Ability to develop clear and concise reports, correspondence and other written materials, with excellent communication skills.
- Ability to establish and maintain effective working relationships other governmental and regulatory officials, management teams and staff, contractors and others.
- Experience working in municipal government setting is preferred.
- Valid class 5 driver's licence & proficient in Microsoft applications.

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

Position Type: Permanent Full-Time Position
Hours of Work: Monday to Friday, 7 hrs/day—35 hrs/wk
Salary Range: \$125,253.75 - \$154,046.29 annually
Closing Date: Until a suitable candidate is selected

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Human Resource Department
 Email: Human.Resources@flagstaff.ab.ca
 Direct: 780-384-4100

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.

Complete our 2025 Business Plan Survey and you could win \$500 in Flagstaff Bucks!

As part of the development of our 2025 Business Plan, we are seeking public input on our current programs and levels of service. Please take a few moments to complete this survey and then enter our draw for \$500 in Flagstaff Bucks!

Name: _____

Email address: _____

1 What age category do you belong to?

- Under 18 50-64
 18-29 65+
 30-49

2 What is your connection to Flagstaff County?

- Primary residence
 Reside and own a business
 Reside and own a farm
 Own a business and live elsewhere
 Not a property owner within the Flagstaff County municipality

3 How long have you owned property in Flagstaff County?

- Not applicable 2-10 years
 Less than 2 years Over 10 years

Communications

Electronic Media

Flagstaff County leverages digital platforms and multimedia channels to disseminate information, engage audiences, and enhance brand visibility.

4 Which of the following describes how you view the Electronic Media program?

- Critical Important Desirable

5 In your opinion, does Flagstaff County leverage electronic media channels (website, social media, podcasts) effectively to foster dynamic communication, engagement and outreach?

- 1 2 3
 Not satisfied Satisfied

Print Media

Flagstaff County utilizes traditional print channels to deliver targeted messages, promotional materials, and informative content to specific audiences.

6 Which of the following describes how you view the Print Media program?

- Critical Important Desirable

7 In your opinion, does Flagstaff County produce compelling print materials that effectively inform, educate, and engage residents?

- 1 2 3
 Not satisfied Satisfied

Public Participation

Flagstaff County promotes inclusive decision-making processes by engaging community members, stakeholders, and residents in meaningful dialogue, collaborative workshops, and feedback mechanisms.

8 Which of the following describes how you view the Public Participation program?

- Critical Important Desirable

9 In your opinion, does Flagstaff County enhance communication and community connection by creating compelling print materials that effectively inform, educate, and engage residents?

- 1 2 3
 Not satisfied Satisfied

Economic Development

Small Business Exposure

Flagstaff County offers branding support and features a business from the Flagstaff Region each month with a Flagstaff County produced video and story.

10 Which of the following describes how you view the Small Business Exposure program?

- Critical Important Desirable

11 In your opinion, does Flagstaff County facilitate connections between entrepreneurs and consumers by increasing the visibility and exposure of local businesses?

- 1 2 3
 Not satisfied Satisfied

Business Resources

Flagstaff County offers a suite of support services including mentorship, training,

networking opportunities, and access to resources, designed to empower entrepreneurs and small business owners at every stage of their journey.

12 Which of the following describes how you view the Business Resources program?

- Critical Important Desirable

13 In your opinion, does Flagstaff County support the growth and success of local enterprises by offering a wide range of resources and services tailored to the needs of businesses?

- 1 2 3
 Not satisfied Satisfied

Protective Services

Patrol Services

Flagstaff County's peace officers observe traffic, conduct traffic stops and issue warnings or provincial tickets as necessary to ensure compliance with the Traffic Safety Act. Flagstaff County provides traffic enforcement services for the urban municipalities within the County through agreements.

14 Which of the following describes how you view the Patrol Services program?

- Critical Important Desirable

15 In your opinion, does Flagstaff County create a safe and secure environment for all road users by maintaining a visible presence and diligently patrolling gravel roads and highways?

- 1 2 3
 Not satisfied Satisfied

Agriculture

Vegetation Management on Municipal Lands

Flagstaff County employs proactive strategies to maintain lands under municipal ownership including rights-of-way.

16 Which of the following describes how you view the Vegetation Management program?

- Critical Important Desirable

17 In your opinion, does Flagstaff County sufficiently address overgrowth and invasive species through managing roadside

vegetation?
 1 2 3
 Not satisfied Satisfied

Water Loading Stations

Flagstaff County provides access to bulk water supply for agricultural use at various locations.

18 Which of the following describes how you view the Water Loading Stations program?

- Critical Important Desirable

19 In your opinion, does Flagstaff County provide easy and reliable access to bulk water that meets the needs of agricultural stakeholders?

- 1 2 3
 Not satisfied Satisfied

Transportation

Gravel Road Maintenance

Flagstaff County maintains the condition of our gravel roads through grading, pothole filling, and drainage improvements across nine (9) maintenance areas with a heightened focus on the arterial road network.

20 Which of the following describes how you view the Gravel Road Maintenance program?

- Critical Important Desirable

21 In your opinion, does Flagstaff County provide well-maintained gravel road infrastructure, promote efficient transportation and elevate the overall quality of our community's road network through the systematic grading of roads that provides a consistent and smooth driving surface in all seasons?

- 1 2 3
 Not satisfied Satisfied

Dust Suppressant

Flagstaff County mitigates dust and stabilizes gravel roads in front of residences on arterial roads and other strategic locations.

22 Which of the following describes how you view the Dust Suppressant program?

- Critical Important Desirable

23 In your opinion, does Flagstaff County create a more comfortable, environmentally friendly, and durable road network by applying a dust suppressant that mitigates dust, stabilizes the road surface, and improves air quality while ensuring a smoother and safer travel experience?

- 1 2 3
 Not satisfied Satisfied

Service Request Management

Flagstaff County processes complaints and service requests through streamlined communication channels and systematic tracking.

24 Which of the following describes how you view the Service Request (complaint) program?

- Critical Important Desirable

25 In your opinion, does Flagstaff County deliver sufficient response to complaints through timely responses and effective solutions?

- 1 2 3
 Not satisfied Satisfied

Thank you!

Your feedback is valued.

Don't forget to please include your name and email address to be eligible for the draw for \$500 in Flagstaff Bucks.

Then drop off or mail your completed survey to:

Cary Castagna
 Flagstaff County
 12435 Twp Rd 442
 P.O. Box 358
 Sedgewick, AB
 T0B 4C0



There are two more ways you can earn an entry in our draw for \$500 in Flagstaff Bucks!



Brainstorm Board

Submit an innovative idea on our online Brainstorm Board and you will earn another entry in the draw for \$500 in Flagstaff Bucks! Visit: flagstaff.ab.ca for more information.

Coffee with your Councillor

Stop by the Flagstaff County Administration Building between 2 and 4 p.m. on Tuesday, April 2, for Coffee with your Councillor and you will earn yet another entry in the draw for \$500 in Flagstaff Bucks!