

## August 2024 Meetings

S	M	T	W	T	F	S
28	29	30	31	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



**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](mailto:Human.Resources@flagstaff.ab.ca)  
Direct: (780) 384-4109

**For the full job description please visit: [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca)**

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

## ADMINISTRATIVE ASSISTANT- CORPORATE SERVICES

**Position Overview:** Reporting directly to the Corporate Services Director, the Administrative Assistant – Corporate Services position is responsible to perform administrative and reception duties as outlined below.

### Key Responsibilities:

- Reception and Customer Service:** Perform main reception duties, handle customer inquiries, and maintain positive public relations.
- Financial Duties:** Complete and balance cash receipts, manage bank deposits, and oversee meeting room rentals.
- Administrative Tasks:** Prepare and manage correspondence, documents, reports, and incoming/outgoing mail.
- Office Management:** Maintain office supplies and ensure efficient filing systems, including archiving and records clean-up.
- Records Management:** Monitor and coordinate records retention and disposal in compliance with policies and legislation, providing support for Laserfiche.
- Service Request System:** Manage the Service Request System (SRM), ensuring proper documentation, communication, and follow-up.
- Compliance and Support:** Provide administrative assistance to Protective Services and ensure adherence to County policies, health and safety programs, and HR guidelines.

### Qualifications:

- One (1) year post-secondary education business/office administration or equivalent experience.
- Excellent customer service skills to communicate effectively with customers in a diplomatic, positive and professional manner.
- Proficiency in Microsoft Office applications as well as preferred experience with accounting software.
- Excellent communication, organizational and accuracy skills with the ability to perform a variety of tasks and prioritize effectively to meet deadlines.
- Ability to handle confidential information in an ethical and professional manner.
- 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.
- Knowledge of local government procedures and experience in a municipal environment will be an asset.

**Position Type:** Permanent Full-time  
**Hours of Work:** Monday to Friday, 7 hrs/day—35 hrs/wk  
**Salary Range:** \$56,258.05—\$69,190.27 annually  
**Closing Date:** Until a suitable candidate is selected.



The Flagstaff County Podcast: Season 4 Episode 14



Listen on Apple Podcasts LISTEN ON Spotify Listen on Google Podcasts Listen on amazon music

With Guest Expert:  
**Jessica Janzen**  
 Resiliency | Mindset | Author | Philanthropist | Mental Health Advocate

**Small Business Workshop**

TOPIC: MINDSET & RESILIENCY

**In-Person Workshop #1**  
 SESSION ONE: Wednesday September 4, 2024  
 12:00 p.m. - 3:30 p.m.

**Virtual Follow-Up Coaching Session**  
 SESSION TWO (follow-up) : Wednesday September 18, 2024  
 12:00 p.m. - 1:00 p.m.

**In-Person Workshop #2**  
 SESSION THREE: Wednesday October 9, 2024  
 12:00 p.m. - 3:30 p.m.

**Virtual Follow-Up Coaching Session**  
 SESSION FOUR (follow-up) : Wednesday October 30, 2024  
 12:00 p.m. - 1:00 p.m.

REGISTER NOW:  
[csutter@flagstaff.ab.ca](mailto:csutter@flagstaff.ab.ca)

# Council Highlights

## Regular Council Meeting of August 14, 2024

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

**Purchase of Additional Gravel**  
 Council approved to purchase up to an additional 30,000 tonnes of 4:20 spec. gravel from McNabb Construction for a total cost of \$566,000, to be funded by Reserves – Public Works (Gravel). McNabb Construction, which is currently crushing gravel for Flagstaff County, recently discovered a pocket of gravel and contacted the County with a proposal to purchase this surplus.

- 2024 Tax Sale — Set Reserve Bids**  
 Council approved the reserve bid be set for the tax sale of the following parcels, with the terms for the sale to be cash, certified cheque or bank draft to be received within 48 hours of sale.
- Roll # 1007550 at RN67;6;35,36 to be set at \$44,000;
  - Roll # 1015500 at 6044AJ;5;1,2 to be set at \$40,000;
  - Roll # 1112400 at 8123146;;6 to be set at \$54,000;
  - Roll # 1105300 at 3010BO;3;7,8 & 9 to be set at \$130,000;
  - Roll # 1105400 at 3010BO;3;10 to be set at \$36,000;
  - Roll # 525800 at SE-14-42-15-W4 to be set at \$6,000.

**Village of Forestburg — Request to Acquire Land at NE 35-41-15-W4**  
 Council approved to request administration to provide additional information on the Village of Forestburg’s request for consent for the acquisition of land and to determine the potential impact on Flagstaff County as the proposed land is the location of a joint industrial development project and part of the Area Structure Plan for the Forestburg/Flagstaff Industrial Subdivision as described in Bylaw 08/23.

Council approved to invite the Village of Forestburg to attend a Council meeting to share their vision of the future of the Forestburg/Flagstaff Industrial Subdivision and further discuss the request for acquisition of NE 35-41-15-W4.

**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.**



**Properties For Sale by Public Auction**

Notice is hereby given that, under the provisions of the MGA, Flagstaff County will offer for sale, by public auction, in the Flagstaff County Office, 12435 TP RD 442, Sedgewick, AB, on **Wednesday, September 11, 2024 at 11am, the following lands:**

Roll # 1007550  
RN67;6;35, 36 STROME, 14,934 Square Feet  
RESERVE BID \$40,000



Roll # 1015500  
6044AJ;5;1, 2 STROME, 12,200 Square Feet  
RESERVE BID \$40,000



Roll #525800  
SE-14-42-15-W4 RURAL, 4 acres  
RESERVE BID \$6,000



Roll # 1105300  
3010B0:3;7,8 & 9 GALAHAD, 11,700 Square Feet  
RESERVE BID \$130,000



Roll # 1105400  
3010B0:3:10 GALAHAD, 6,250 Square Feet  
RESERVE BID \$36,000

