

October 2024

S	M	T	W	T	F	S
29	30	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	1	2

- Special Council Meeting
- Council Meeting

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

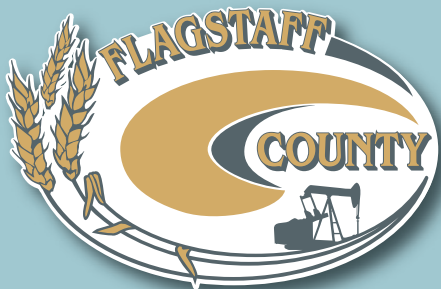
Email: county@flagstaff.ab.ca

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



 **BRAED** Present:
BATTLE RIVER ALLIANCE FOR ECONOMIC DEVELOPMENT

2024 Tourism Forum

Building Amazing Customer Experiences

October 22nd 2024, 9am - 3pm
Forestburg, Alberta



Marty Park

Transforming Your Business Through Exceptional Customer Experiences

Think about the last time you had an experience with a business. It may have been this morning as you purchased a cup of coffee on your way to work. Was the transaction memorable? How? Would you tell others about the experience?

What drives business and gets people talking about your organization is **SERVICE**.



Brian Siddle

Marketing Rural Tourism - How I Would Do It



Panel Discussion

Rural Entrepreneurs Creating Customer Memories

Attendees will have the opportunity to win one-on-one consultations and customer service coaching sessions!



Scan to register today
Tickets are limited and only \$50.

Our Partners



www.braedalberta.ca



Public Notice



Notice of Public Hearing and Petition Period for Proposed Electoral Boundaries Bylaw 08/24

In accordance with the *Municipal Government Act*, please take notice of the following proposed bylaw:

Electoral Boundaries Bylaw 08/24

A bylaw of Flagstaff County for the purpose of establishing electoral boundaries and the number of Councillors to serve on Flagstaff County Council, which divides the municipality into five Divisions with five Councillors.

The first reading of the Electoral Boundaries Bylaw 08/24 was approved at the October 7, 2024 Special Council Meeting.

TAKE NOTICE that a Public Hearing to consider the proposed bylaw will be held in the Flagstaff County Council Chambers at 12435 Twp Rd 442, Sedgewick, AB at 9:00 a.m. on Wednesday, December 18, 2024.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a verbal or written representation may do so at the hearing, or by providing the representation to the County's Chief Administrative Officer before 12:00 p.m. on Monday, December 16, 2024.

Individuals can provide advance notice to Flagstaff County at sarmstrong@flagstaff.ab.ca or Box 358, Sedgewick, AB T0B 4C0 of their intention to make a presentation at the hearing.

AND FURTHER TAKE NOTICE THAT, Section 231 of the *Municipal Government Act* allows the public to submit petitions for a vote on whether Electoral Boundaries Bylaw 08/24 should be passed. A Petition against Electoral Boundaries Bylaw 08/24 must fulfill the requirements of the *Municipal Government Act* and be filed with the Chief Administrative Officer no later than 4:00 p.m. on Monday, December 16, 2024 in order to be valid.

AND FURTHER TAKE NOTICE THAT, a copy of the proposed Bylaw will be posted at www.flagstaff.ab.ca for review and may be inspected at the Flagstaff County administration office during normal business hours.

Dated this 7th day of October, 2024

Shelly Armstrong
Chief Administrative Officer
Flagstaff County



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) 384-4109

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

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

FINANCE OFFICER

Position Overview: Reporting directly to the Corporate Services Director, the Finance Officer is responsible to assist the Director to ensure the effective operation and delivery of all financial and administrative functions.

Key Responsibilities:

- ERP System Coordination:** Manage and troubleshoot the County's Enterprise Resource Planning (ERP) and financial software, assisting users with queries and issues.
- Financial Reporting and Budgeting:** Facilitate business planning and budget meetings, prepare monthly and quarterly financial reports, including revenue/expenditure, bank reconciliations, and variance reports.
- Accounts Receivable Management:** Process general accounts receivable invoices, aging reports, interest charges, and handle past-due accounts and write-offs.
- Insurance Management:** Collaborate with departments and insurance providers to ensure assets are insured, handle claims, and maintain policy documentation.
- Payroll Compliance:** Review payroll transactions, ensure accuracy and compliance with HR policies, and assist in preparing Workers Compensation Board (WCB) remittances and annual reconciliations.
- Audit and Policy Support:** Assist with external audits, documentation, and develop financial policies and procedures.
- Record Management and Compliance:** Maintain an efficient filing system, ensure confidentiality, and ensure compliance with County policies, HR guidelines, and safety programs.

Qualifications:

- Bachelor's degree in accounting/business administration or equivalent. Chartered Professional Accountant (CPA designation preferred.)
- 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, with preferred experience with Adobe software and accounting software.

Position Type: Permanent Full-time
Hours of Work: Monday to Friday, 7 hrs/day—35 hrs/wk
Salary Range: \$71,118.67—\$87,466.96 annually
Closing Date: Until a suitable candidate is selected.

Flagstaff region
Celebrates Success
GALA

OCT 24 2024
— 5:30 PM —
Killam Community Hall



TICKETS



GUEST SPEAKER JAMES BOETTCHER
Chief Empowerment Officer from Righteous Gelato



TREE CARE WORKSHOP



FREE

Oct. 22, 2024
1 p.m. to 4 p.m.

With ISA Certified Arborist Toso Bozic

Flagstaff County Office
To register, call 780-384-4100.



FLAGSTAFF COMMUNITY ADULT LEARNING
LEARN HERE | CONNECT HERE | BELONG HERE

Alberta Payroll Regulations

- ✓ Thursday, October 31st
- ✓ 9-3 PM in Sedgewick
- ✓ Flagstaff County Administration Building

ONLY \$50

- ✓ Including lunch
- ✓ laptop required
- ✓ laptop available upon request

In Partnership with Flagstaff County



Call Us Today
780-385-3712

www.fcal.net

programs@fcal.net