

July 2025

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

Council Meeting

All regular Flagstaff County Council meetings shall commence at 9 a.m. in the Council Chambers of the County administration building. Council meetings shall be held once per month, unless amended by resolution of Council.

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 Vision:

To be a strong, vibrant, and sustainable regional Community of communities, contributing a rural essence and quality of life.

Our Principles:

Council has defined three guiding principles that flow throughout all their priorities. These principles will become a part of all planning activities and considered in all operational decision making:

- Collaboration – The County will endeavour to work collaboratively with the communities within Flagstaff County, their neighbours, local businesses, non-profit organizations and through provincial and federal programs in the delivery of programs and services.
- Fiscal Leadership – Flagstaff County will balance the servicing and program needs of the community with consistent, prudent and transparent financial management.
- Environmental Responsibility – The County will consider environmental impacts on all planning and development decisions and in the operations of their programs and services.

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

Contact:
Human Resource Department
Attn: Candace Adams, HR Advisor
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.

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

Administrative Assistant — Legislative

Flagstaff County is currently seeking a highly organized and detail-oriented individual to join our team as an **Administrative Assistant – Legislative**. Reporting directly to the Executive Assistant, this position plays a vital role in supporting both the **Legislative** and **Health and Safety** departments, contributing to the effective and efficient operation of County functions.

As the Administrative Assistant – Legislative, you'll be responsible for a wide range of administrative duties including preparing meeting agendas and minutes, maintaining vital documentation such as bylaws and safety manuals, responding to public inquiries, and ensuring compliance with legislation and internal policies. This role also supports the Emergency Management Committee and other Health and Safety initiatives.

Key Responsibilities

- Prepare Council and Committee meeting agendas, electronic packages, and minutes.
- Support Health and Safety Leadership, Joint Health and Safety, and Emergency Management Committees.
- Assist with updates to safety manuals, training records, and the Municipal Emergency Plan.
- Maintain bylaws, policies, and official records; act as FOIP Coordinator.
- Provide professional front-line service to the public and support other administrative functions such as reception, cash receipts, and accounts.
- Coordinate staff travel, training, meetings, and documentation for conferences and workshops.
- Support the development and maintenance of records and compliance with municipal legislation and policies.

Qualifications:

- One (1) year post-secondary education in business/office administration or equivalent experience.
- Knowledge of local government procedures and experience in a municipal environment will be an asset.
- Proficiency in Microsoft Office applications.
- 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

Position Type:

Hours of Work:

Salary Range:

Closing Date:

Temporary Full Time Position

Monday to Friday, 7 hrs/day—35 hrs/wk

\$57,923.28 - \$71,238.30 annually

July 4, 2025



Public Participation Opportunity

What's Happening?

Resonance Energy Ltd. is proposing an amendment to Flagstaff County's Land Use Bylaw 01/23 to the Agricultural Land Use designation to include Data Processing Facilities as a discretionary use.

What is a Data Processing Facility?

A Data Processing Facility means a building, a dedicated space within a building, or a group of buildings used to house computer systems and associated infrastructure and components for the digital transactions required for processing data. This includes, but is not limited to, artificial intelligence, digital currency processing, non-fungible tokens, and blockchain transactions.

Proposal Details

The applicant intends to establish a cryptocurrency data mining facility on the site of an existing, producing oil well. The proposed facility would:

- Be powered by a natural gas-driven generator (approximately 980 kW)
- Operate within two sea can containers: one containing the generator (genset), the other housing the data processing equipment
- Utilize otherwise flared natural gas, thereby reducing emissions at a single-well battery site

To ensure compliance with environmental standards, a Noise Impact Assessment will be completed to confirm that the facility will remain within acceptable noise limits at all times during operation.

We Want to Hear from You

Resonance Energy Ltd. invites you to ask questions and share your feedback regarding this proposal on or before July 11, 2025.

Please contact:

Don Gallant
Resonance Energy Ltd.
403-930-1066
dgallant@resonanceenergy.com

OR

Karen Burnand,
Development Officer
Flagstaff County
780-384-4140
kburnand@flagstaff.ab.ca



The Flagstaff County Podcast: Season 5 Episode 8

Building a Brighter Tomorrow



Battle River Community Foundation



Bobbi Way



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