

FLAGSTAFF COUNTY

POTENTIAL CANDIDATES
INFORMATION SESSION
AUGUST 19, 2025

MUNICIPAL ELECTION
OCTOBER 20, 2025





WELCOME

We're pleased to have you join us for this important information session as you explore the opportunity to become part of our team.

Flagstaff County is a vibrant rural region built on a strong foundation of agriculture, community spirit, and collaboration. As an organization, we are committed to service excellence, innovation, and supporting the people and communities that make our region so unique.

This session is designed to give you insight into who we are, what we value, and how you could play a meaningful role in shaping the future of our county.

Thank you for your interest, we're excited to connect with potential leaders who share our vision.

VISION & PRINCIPLES

Vision

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

Principles

Collaboration

The County will endeavor to work collaboratively with 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.



STRATEGIC THEMES

Strategic priorities are the key areas of focus for Council and Administration over the term of the Strategic Plan. Council's Strategic Goals and Administration's Tactical Business Plan will align with the Priority Areas identified.



STRONG COMMUNITIES

Flagstaff County's commitment to Strong Communities means we will provide community services that make Flagstaff an attractive place to live for all generations.



ECONOMIC PROSPERITY

Flagstaff County's commitment to Economic Prosperity means we will work collaboratively with our local businesses and regional partners in the diversified growth of our economy.

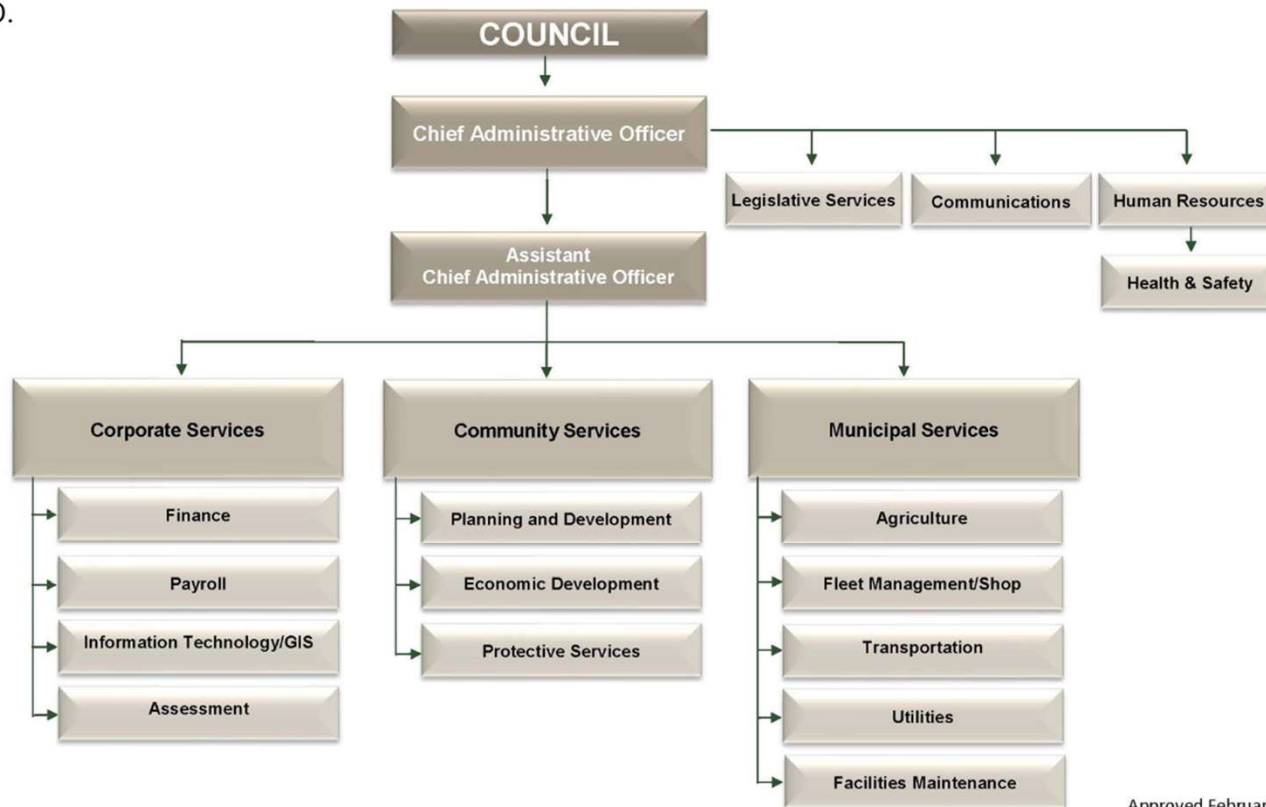


LEADERSHIP

Flagstaff County's commitment to Leadership means we will ensure the reliability and continuity of Flagstaff County's administration and municipal operations.

ORGANIZATIONAL PROFILE

The head of the administrative structure is the Chief Administrative Officer(CAO). The CAO informs and advises Council on strategic and policy direction and directs and aligns the overall operations of the County. The organization is divided into departments with Directors reporting to the CAO.



Approved February 14, 2024

BUDGET TIMELINE

Below is a sample timeline that details the budget planning process. Council approves a new timeline annually. (Note an adjusted timeline is used the year of an election.)



FINANCIAL STATEMENTS

Flagstaff County is required by provincial legislation to prepare annual financial statements by May 1 for the preceding year. These statements are consistent with principles and standards for financial reporting established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada as required by the MGA.

FLAGSTAFF COUNTY STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2024		
REVENUES		
Net municipal property taxes	\$	22,550,010
Sales and user fees		994,189
Government transfers for operating		1,934,025
Investment income		3,710,176
Penalties and costs on taxes		2,211,956
Licences and permits		30,930
Rentals		26,576
Gain on disposal of tangible capital assets		103,295
Fines and other		110,612
Total revenue		<u>31,671,769</u>
EXPENSES		
Legislative		443,236
Administration		3,272,885
Protective services		1,583,347
Public works and airport		12,474,242
Water and Waste management		1,099,757
Family, Community and Public Health		528,985
Ag services and development		2,143,759
Recreation, parks and culture		1,054,370
Provision for uncollectable taxes		3,282,224
Total expenses		<u>25,882,805</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES - BEFORE CAPITAL REVENUE		5,788,964
CAPITAL REVENUE		
Government transfers for capital		<u>2,477,953</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES	\$	<u>8,266,917</u>

FINANCIAL STATEMENTS

FLAGSTAFF COUNTY
CHANGES IN ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets
BALANCE - BEGINNING OF YEAR	\$ 21,101,141	\$ 64,476,566	\$ 76,034,905
Excess (deficiency) of revenues over expenses	8,266,917	-	-
Unrestricted funds designated for future use	(7,700,323)	7,700,323	-
Restricted funds used for operations	-	-	-
Restricted funds used for tangible capital assets	-	(1,060,226)	1,060,226
Current year funds used for tangible capital assets	(4,888,837)	-	4,888,837
Disposal of tangible capital assets	228,433	628,226	(856,659)
Accretion of Asset Retirement Obligations	41,409	-	(41,409)
Annual amortization expense	4,495,801	-	(4,495,801)
Capital lease obligation repaid	(51,921)	-	51,921
Change in accumulated surplus	391,479	7,268,323	607,115
BALANCE - END OF YEAR	\$ 21,492,620	\$ 71,744,889	\$ 76,642,020

FINANCIAL STATEMENTS

**FLAGSTAFF COUNTY
PROPERTY AND OTHER TAXES
FOR THE YEAR ENDED DECEMBER 31, 2024**

TAXATION

Real property taxes	\$	7,928,841
Linear, designated industrial and machinery and equipment property taxes		18,642,713
Government grants in place of property taxes		294
		<u>26,571,848</u>

REQUISITIONS

Flagstaff Foundation		267,925
Alberta Education Funds		3,683,694
Provincial assessment		70,219
		<u>4,021,838</u>

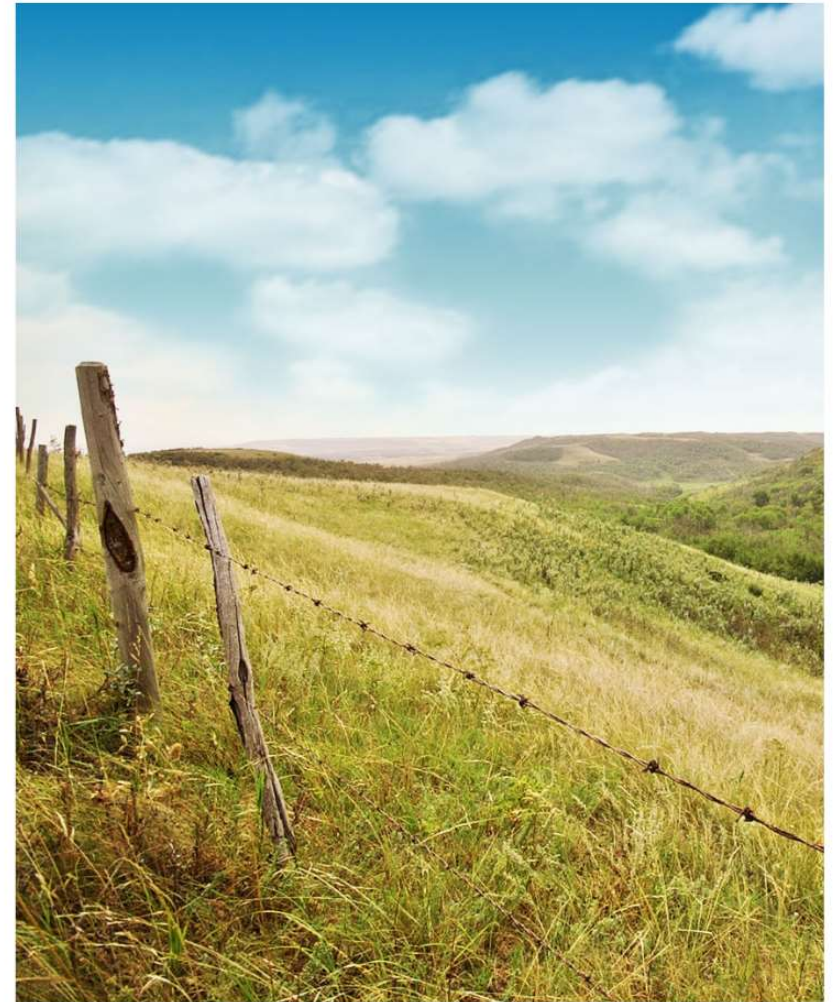
NET MUNICIPAL PROPERTY TAXES	\$	<u>22,550,010</u>
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LEGISLATION

The Municipal Government Act (MGA) is the key piece of legislation that outlines how municipalities in Alberta are governed. If you're thinking about running for Council, it's important to understand that the MGA is essentially the rulebook that guides everything a municipal Council does.

As per Section 3 of the MGA, the purpose of a Municipality are:

- a) to provide good government,
- b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
- c) to develop and maintain safe and viable communities.



DUTIES OF COUNCILLORS

As per Section 153 of the MGA, duties of a Councillor are to:

- Consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
- Promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities;
- Participate generally in developing and evaluating the policies and programs of the municipality;
- Participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
- Obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO;
- Keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public;
- Perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

As per Section 201 of the MGA, Council's principal roles in the municipal organization are:

1. Council is responsible for:
 - a. Developing and evaluating the policies and programs of the municipality.
 - b. Carrying out the powers, duties and functions expressly given to it under this or any other enactment.
2. A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the Chief Administrative Officer or designated officer.

CHIEF ADMINISTRATIVE OFFICER

As per Section 207 of the MGA, the Chief Administrative Officer:

- is the administrative head of the municipality;
- ensures that the policies and programs of the municipality are implemented;
- advise and informs the council on the operation and affairs of the municipality;
- performs the duties and functions and exercises the power assigned to a Chief Administrative Officer by this and other enactments or assigned by Council.

The Chief Administrative Officer (CAO) is the only employee of Council.
The CAO is the go-between of council and staff.



DUTIES OF COUNCILLORS

Time Commitment

The Local Authorities Election Act specifies that members elected in the 2025 general election will serve a four-year term.

The time commitment required of an elected official is considerable and depends on their position and board/committee appointments. The amount of time spent is left to the discretion of each member of Council; however, there are certain minimum duties that need to be performed should a candidate be elected to Council.

- Attend Council and Board/Committee Meetings
Read and review the agenda package to prepare for meetings.
- Respond to Citizen Inquiries
- Liaise with the Chief Administrative Officer
- Attend Community Events as requested



DUTIES OF COUNCILLORS

Committee Board Participation:

Councillors are expected to serve on internal and external committees and boards that promote regional cooperation and uphold the County's interests. Committee appointments are made annually during the Organizational meeting in October. Meetings may be held during the day or evening, and time commitments will vary based on the committee and board.

Committee/Board	Meeting Frequency	No. of Councillors
BOARDS		
Agricultural Service Board (ASB)	4 meetings/year	3
Battle River Alliance for Economic Development (BRAED)	6 meetings/year	1 + alternate
Battle River Research Group (BRRG)	6 meetings/year	1 + alternate
Diplomat Mine Museum Society	Annually	1 + alternate
Flagstaff Family & Community Services (FFCS)	12 meetings/year	1 + alternate
Flagstaff Regional Housing Group (FRHG)	4 meetings/year	2 + alternate
Flagstaff Waste Management (FRSWMA)	12 meetings/year	1 + alternate
Parkland Regional Library	4 meetings/year	1 + alternate
Soil Conservation Appeal Board	As required	All Council
Veterans Memorial Highway Association	Annually	1 + alternate
COMMITTEE OF COUNCIL		
Building Committee	Project Orientated	3
Emergency Management Committee	Annually	Reeve, Deputy Reeve
SPECIAL COMMITTEES		
Battle River Watershed Alliance Land & Water	12 meetings/year	1 + alternate
Battle River Watershed Alliance Land & Water Board of Directors	4 meetings/year	1
Citizens Advisory Committee	4 meetings/year	1 + alternate
Flagstaff Healthcare Attraction and Retention (FIHAR)	2 meetings/year	1
Flagstaff Regional Emergency Services Society (FRESS)	6 meetings/year	2
Intermunicipal Collaboration Committee	As required	3
Intermunicipal Planning Alliance, Heisler, Loughheed-Committee Daysland-Committee Forestburg-Committee Hardisty-Committee Killam-Committee Sedgewick-Committee MD of Provost-Committee	As required	2 for each committee

MANDATORY ORIENTATION

Council Orientation & Training

New legislation requires that orientation is mandatory for all members of Council.

The orientation provides Elected Officials critical information about their roles and responsibilities, County functions, processes, and plans.

Key Important Dates

Date	Detail
October 28,2025	Regional Council Orientation-Killam
October 29,2025	Council Organizational Meeting 9 am with Orientation to Follow.
November 4,2025	George Cuff Presentation – Camrose
November 12,2025	Regular Council Meeting
November 17-20,2025	Rural Municipalities of Alberta (RMA) Convention in Edmonton



REMUNERATION

The long-term interest of the community are best served by dedicated, committed and representative elected officials who on behalf of the citizens provide good governance. To attract such individuals, remuneration should be responsible, fair and equitable.

Remuneration, Expenses and Benefits:

As per Flagstaff County Policy LE 003 Council Remuneration, Expenses and Benefits, County Council will receive an annual salary for their time and service.

2025 Annual Salaries

Reeve \$48,887.00

Councillors \$44,442.69

Mileage, Meals and Accommodation:

While representing the municipality on business beyond the boundaries of Flagstaff County, reimbursement will be provided in accordance with Policy HR 006 – Mileage and Subsistence and the Fees and Charges Schedule.

Mileage: \$0.72/km First 5,000km, \$0.66/km additional km's.

Meals: \$20-Breakfast, \$25-Lunch, \$45-Supper

Accommodations: \$75/night or actual receipt.

Parking: Actual cost with receipt.



SAMPLE COUNCIL AGENDA



Council Meeting Agenda

Wednesday, April 16, 2025, 9:00 AM
Council Chambers of the Administration Building

	Pages
1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. DELEGATIONS	
3.1 900 A.M. - MUNICIPAL SERVICES	
3.1.1 2025 PUBLIC WORKS DECLARATION WEEK	4
3.1.2 SERVICES TO TOWNS AND VILLAGES - TOWN OF KILLAM REQUEST	6
3.2 1000 A.M. - CORPORATE SERVICES	
3.2.1 2024 FINANCIAL STATEMENTS PRESENTATION	9
3.2.2 2025 REVISED BUDGET	60
3.2.3 2025 TAX BYLAW	71
3.3 1100 A.M. - VALLEY SKI HILL - FUNDING REQUEST - SNOW GUNS	77
4. ADOPTION OF MINUTES	
4.1 MARCH 12, 2025 COUNCIL MEETING MINUTES	83
5. BUSINESS	
5.1 2024 ANNUAL PROGRAM EVALUATIONS	87
5.2 2025 TOURISM ASSISTANCE GRANT - FLAGSTAFF SCOTTISH CLUB, GATHERING OF THE CLANS- 04-16-2025	158
5.3 2025 TOURISM ASSISTANCE GRANT - FORESTBURG ARENA ASSOCIATION, BUCKIN IN THE BURG- 04-16-2025	164
5.4 2025 POLICY REVIEW 2025-04-16	171

SAMPLE COUNCIL AGENDA

5.5	INTERMUNICIPAL COLLABORATION FRAMEWORK - EXTENSION WITH TOWN OF HARDISTY	194	13.	Rural Municipalities of Alberta (RMA) – June 12, 2025 Canoe Charity Golf Tournament	
5.6	REQUEST TO RESCIND RESOLUTION - COUNCIL REMUNERATION	196	14.	Alberta Municipal Affairs – Bill 50 Municipal Affairs Statutes Amendment Act Tabled	
5.7	VILLAGE OF FORESTBURG - INDUSTRIAL SUBDIVISION	219	15.	Battle River Lending Place Society – Invitation to Annual General Meeting	
6.	COMMITTEE REPORTS		16.	Flagstaff County – January to March 2025 Financial Report	
6.1	COMMITTEE REPORTS 2025-04-16	222	17.	Mitchel Kroetsch – 2025 Submission Review RA23022 and RA23022A	
1.	Battle River Alliance for Economic Development (BRAED) – March 27, 2025 Agenda		18.	Quarterly Resolution Update for Council – 2025-01-01 – 2025-03-31	
2.	Battle River Alliance for Economic Development (BRAED) – April 1, 2025 Quik Notes		19.	Alliance Community Garden – Request for Donation	
3.	Flagstaff Regional Solid Waste Management Association – March 24, 2025 Meeting Minutes and Agenda		20.	Parkland Regional Library System (PRLS) – February 27, 2025 Meeting Minutes and Board Talk	
4.	Flagstaff Regional Housing Group (FRHG) – March 26, 2025 Agenda		21.	Camrose County – Intermunicipal Collaboration Framework Amending Agreement	
5.	Diplomat Mine Museum Society (DMMS) – April 8, 2025 Agenda		22.	Municipal District of Walnwright No. 61 – Intermunicipal Collaboration Framework Amending Agreement	
6.	Battle River Research Group (BRRG) – March 25, 2025 AGM Minutes		23.	Town of Hardisty – Intermunicipal Collaboration Framework Amending Bylaw	
7.	Battle River Research Group (BRRG) – April 9, 2025 Agenda		8.	INFORMATION ITEMS	
7.	CORRESPONDENCE ITEMS		8.1	INFORMATION ITEMS 2025-04-16	425
7.1	CORRESPONDENCE ITEMS - 2025-04-16	237	1.	Alberta Government – Collaborating with RMA on Overdue Oil and Gas Taxes	
1.	Alberta Municipal Affairs – Education Property Tax		2.	Parkland Regional Library System (PRLS) – March 20, 2025 Parkland Update	
2.	Alberta Municipal Affairs – Elector Assistance Terminals		3.	Parkland Regional Library System (PRLS) – April 3, 2025 Parkland Update	
3.	Alberta Municipal Affairs – Provincial Priorities Act Municipal Sector Fact Sheet		4.	Rural Municipalities of Alberta (RMA) – April 2025 District Update	
4.	Battle River School Division – Invitation to May 22, 2025 Powwow		5.	Battle River Watershed Alliance (BRWA) – April, 2025 The Current	
5.	Flagstaff Regional Housing Group (FRHG) – 2024 Audited Financial Statements		9.	CLOSED MEETING (IN CAMERA) SESSION	
6.	Flagstaff Regional Housing Group (FRHG) – December 3, 2024 Organizational and Regular Meeting Minutes		9.1	CLOSED MEETING (IN CAMERA) SESSION - FOIP SECTION 24 - 2025-04-16	458
7.	Flagstaff Waste Correction to Annual Closure Post Closure Liability vs Reserves Review		10.	ADJOURNMENT	
8.	Rural Municipalities of Alberta (RMA) – March 12, 2025 Unpaid Oil and Gas Survey Member Update				
9.	Rural Municipalities of Alberta (RMA) – March 14, 2025 Contact Newsletter				
10.	Rural Municipalities of Alberta (RMA) – March 28, 2025 Contact Newsletter				
11.	Rural Municipalities of Alberta (RMA) – April 4, 2025 Contact Newsletter				
12.	Rural Municipalities of Alberta (RMA) – April 11, 2025 Contact Newsletter				

SAMPLE COUNCIL BUSINESS ITEM



Report

TITLE: SERVICES TO TOWNS AND VILLAGES – TOWN OF KILLAM REQUEST

Meeting: Council Meeting

Meeting Date: April 16, 2025

Background

The Town of Killam has submitted a request to Flagstaff County to provide snow removal, grading, gravel, and dust control services on a no charge or a cost shared basis for the following roads.

Requested Road Segments and Estimated Costs

- 52 Avenue 1800m (Elevator Road)
 - Gravel (3-year rotation): \$7,200
 - Dust Suppressant (Annual Application): \$10,800
 - Maintenance: \$5,000
- Township Road 442 1800m – from Highway 36 east past the Killam Cemetery
 - Gravel (3-year rotation): \$7,200
 - Dust Suppressant (Annual Application): \$10,800
 - Maintenance: \$5,000
- Township Road 442 300m – North of the Centennial Park Ball Diamonds and West of the 57th Street
 - Gravel (3-year rotation): \$900
 - Dust Suppressant (Annual Application): \$2,000
 - Maintenance: \$1,300

Estimated Total Annualized Cost: \$40,000

The Town of Killam has indicated they understand that cost-sharing arrangements have been made with other municipalities in the past and are potentially ongoing elsewhere within the County. However, it should be noted that all other municipalities are currently receiving services on a full cost recovery basis, except for blading and plowing activities on 700m of 51 Ave within the Village of Forestburg. This stretch of road lies between Township Roads 420A and 420B. The Village of Forestburg continues to pay full cost recovery for gravel material.

Previously Policy PW 009 Public Works Services for Towns and Villages allowed for:

- One application of dust control annually free of charge
- Oil surface services on a 50/50 cost share basis.

PW009 was updated on February 10th, 2021, to reflect Council's December 16th, 2020 resolution (FC20201216.1014) requiring full cost recovery for services provided to towns and villages. Current policy was confirmed on December 18, 2024 and is attached for your reference.

This request is inconsistent with current policy. Maintaining the current policy supports fairness, transparency, and effective resource management.

Alignment with the Strategic Plan

Fiscal Leadership – Flagstaff County will balance the servicing and program needs of the community with consistent, prudent and transparent financial management.

Alternatives/Options

Option #1 – Continue to provide services to all towns and villages on a full cost recovery basis, as outlined in the current Policy PW 009- Municipal Services for Towns and Villages

Option #2 – Engage with all towns and villages to identify and quantify similar service requests and review and update Policy PW 009 based on scope of requests and the County's capacity.

Recommendation

TO advise the Town of Killam that Flagstaff County will continue to provide services to all towns and villages on a full cost recovery basis, as outlined in the current Policy PW 009 - Municipal Services for Towns and Villages.

2025 ELECTION

Nomination Day

Monday September 22, 2025 by 12 p.m. (noon)

Nomination papers can be submitted to the Returning Officer at the Flagstaff County Administration Office during regular business hours throughout the nomination period, which commences January 1, 2025, through to 12:00p.m. (noon) on Nomination day which is September 22, 2025.

If the Nomination Paper and Candidate Acceptance Form will be filed by someone other than the Candidate themselves, the Candidate must ensure that they have signed the Oath before a Commissioner of Oaths.

Nomination papers must be filed in-person with the Returning Officer. Faxed or emailed copies of nomination papers WILL NOT be accepted.



2025 ELECTION

Election Notification

At the close of nominations if the number of persons nominated is the same number required to be elected, the Returning Officer shall declare the persons nominated to be elected to the division for which they were nominated.

or

If more than the required number of persons for any division remain nominated after the close of nominations, the Returning Officer shall declare that an election shall be held for that office.

2025 ELECTION

Election Day

Monday October 20, 2025 10:00 a.m. – 8:00 p.m.

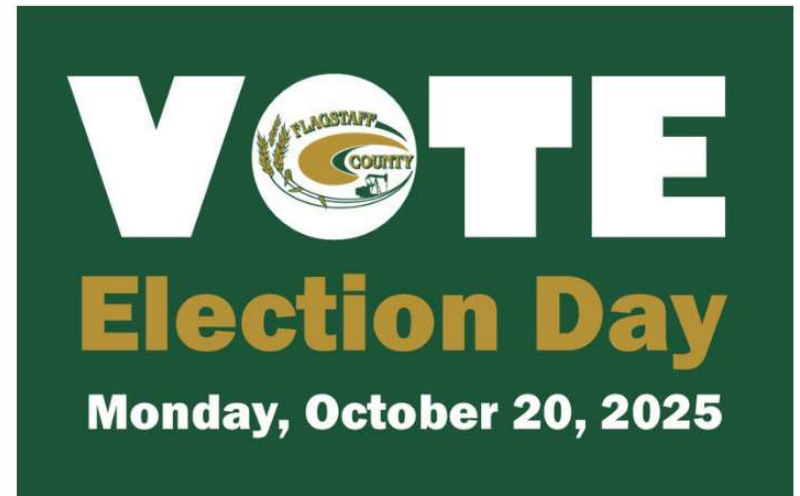
Eligible electors may cast their vote at established voting stations.

There will be 2 voting stations per Division with an official election being held. Those locations will be announced September 23, 2025.

Eligibility to Vote

A person is eligible to vote in Flagstaff County if the person is:

- at least 18 years old;
- a Canadian citizen; and
- resides in Alberta and the person's place of residence is located in the local jurisdiction on election day. Electors can only vote for a candidate running in the division in which the elector resides.



OTHER INFORMATION & RESOURCES

1 SIT IN ON A COUNCIL MEETING

Sitting in on the last two Council meetings is a great way to gain firsthand insight into current priorities, discussions, and decision-making ahead of the election.

Meeting Dates:

September 10, 2025

October 15, 2025*

2 SPEAKING WITH THE CAO

Book an appointment to meet with Shelly Armstrong prior to Nomination Day.

To book an appointment:

email: sarmstrong@flagstaff.ab.ca

phone: 780-384-4101

3 FLAGSTAFF COUNTY WEBSITE

Exploring the resources available on the Flagstaff County website. You'll find a comprehensive archive of past Council meeting agendas and minutes, the current year's business plan and budget, previous financial statements, the County's current strategic plan, and a variety of past and present reports. These documents offer valuable insight into County operations.

4 ALBERTA MUNICIPAL GOVERNMENT ACT

The Alberta Municipal Government Act is crucial, it outlines the powers, responsibilities, and rules that guide how municipalities like Flagstaff County operate. To review visit:

<https://open.alberta.ca/publications/121>



THANK YOU



780-384-4100



flagstaff.ca



returningofficer@flagstaff.ab.ca



sarmstrong@flagstaff.ab.ca