

**VILLAGE OF BIG VALLEY**  
**REGULAR COUNCIL MEETING MINUTES**  
**Thursday, April 21, 2022 @ 6:30 p.m.**  
**29, 1<sup>st</sup> Avenue South, Big Valley, Alberta**  
**and**  
**Via ZOOM Meeting**

**PRESENT:** In-person:  
Deputy Mayor Amber Hoogenberg, Councillor Gail Knudson, CAO/Recording Secretary Tracy Mindus and Elaine Macdonald  
Members of the Public

Via Zoom:  
Mayor Dan Houle Members of the Public and Delegation Rudy Chan

**CALL TO ORDER:** Mayor Houle called the meeting to order at 6:35 p.m.

**AGENDA:** Moved by Deputy Mayor Hoogenberg  
**RES 22-11-070** That the meeting agenda be approved with the following additions:  
- 8.g – email access for Councillors  
- 8.h – Regional FCSS Meeting

**CARRIED**

**MINUTES:** Moved by Mayor Houle  
**Mar. 10/22 Reg Mtg. Minutes** That the March 10, 2022 Regular Council meeting minutes be approved as amended.  
**RES 22-11-071**

**CARRIED**

**Mar. 25/22 Spec. Mtg. Minutes** Moved by Mayor Houle  
**RES 22-11-072** That the March 25, 2022, Special Council meeting minutes be approved as amended.

**CARRIED**

**VISITORS AND DELEGATIONS**

A. Mr. Rudy Chan from Associated Engineering was in attendance to present the lagoon study report to council.  
B. Mr. Rob Wagenaar from Chem International could not attend and no presentation was made.

**RES 22-11-073** Moved by Mayor Houle  
That Council receive the delegation presentations for information.

**CARRIED**

**OLD BUSINESS:**  
**Proposed Procedure Bylaw 861** Moved by Councillor Knudson  
**RES 22-11-074** That Bylaw 861, for the purpose of the procedure and conduct of council and council committees and other bodies established by council, be brought

	back to a future meeting to allow time for the new CAO to review and amend, if required.	<b>CARRIED</b>
<b>Operating Budget RES 22-12-075</b>	Moved by Mayor Houle That Council authorize Administration to utilize MOST grant funds to balance the operating budget in the amount of \$15342.00	<b>CARRIED</b>
<b>Capital Budget RES 22-12-076</b>	Moved by Councillor Knudson That Council approve the 5 year capital budget with the recommended amendment.	<b>CARRIED</b>
<b>Operating Budget RES 22-12-077</b>	Moved by Deputy Mayor Hoogenberg That Council approve the 3 year operating budget.	<b>CARRIED</b>
<b>Lagoon Study and Proposals RES 22-42-078</b>	Moved by Deputy Mayor Hoogenberg That Council table the lagoon proposals to the next regular Council meeting.	<b>CARRIED</b>
<b>NEW BUSINESS: D&amp;A Consulting RES 22-32-079</b>	Moved by Councillor Knudson That Council terminate the agreement between the Village of Big Valley and D&A Consulting due to not satisfying the timeline requirements.	<b>CARRIED</b>
<b>Infrastructure Study Quotes RES 22-32-080</b>	Moved by Mayor Houle That Council direct Administration to obtain a quote from Tagish Engineering for a new Infrastructure Study as well as post on Alberta Purchasing Connection (APC) to obtain quotes for same.	<b>CARRIED</b>
<b>Fees Bylaw Review RES 22-12-081</b>	Moved by Deputy Mayor Hoogenberg That Council table to the next meeting pending further information.	<b>CARRIED</b>
<b>Water Bylaw Review RES 22-41-082</b>	Moved by Councillor Knudson That there be no change to the fees in the water bylaw.	<b>CARRIED</b>
<b>Appointment of Chief Administrative Officer RES 22-11-083</b>	Moved by Deputy Mayor Hoogenberg That Council hereby appoint Elaine Macdonald as Chief Administrative Officer for the Village of Big Valley with all the powers, duties and functions of the position of Chief Administrative Officer in accordance with Bylaw 800 and the <i>Municipal Government Act</i> , Chapter M-26, effective May 1, 2022. +	<b>CARRIED</b>
<b>RES 22-11-084</b>	Moved by Councillor Knudson That the signing authority for the Village of Big Valley shall be Mayor Dan Houle, or Deputy Mayor Amber Hoogenberg or Councillor Gail Knudson plus Chief Administrative Officer Elaine Macdonald, effective May 1, 2022.	<b>CARRIED</b>

**RES 22-11-085** Moved by Mayor Houle  
That Council appoint CAO, Elaine Macdonald, as FOIPP Officer, Development Officer and Bylaw Enforcement Officer for the Village of Big Valley.

**CARRIED**

**Community Gardens  
RES 22-72-086** Moved by Councillor Knudson  
That Council direct Administration to leave Lots 14 and a portion of lot 15, Block 22, Plan 1482CL as is.

**CARRIED**

**Historical Society –  
Garbage Bins  
RES 22-43-087** Moved by Deputy Mayor Hoogenberg  
That Council direct Administration to provide two (2) garbage bins to the Historical Society, effective immediately.

**CARRIED**

**Email access for  
Councillors  
RES 22-11-088** Moved by Councillor Knudson  
That Administration post email addresses for the Councillors on the Big Valley website as well as in the Whistle.

**CARRIED**

**Regional FCSS  
Meeting  
RES 22-11-089** Moved by Councillor Knudson  
That all of Council be authorized to attend the Regional FCSS meeting being held on May 26, 2022 from 10 a.m. to 3 p.m. in Stettler with mileage and remuneration being paid.

**CARRIED**

**REPORTS:  
RES 22-12-090** Moved by Councillor Knudson  
That the following staff and committee reports be received for information:

- CAO Mindus verbal report;
- Public Works Foreman verbal report, Amanda Valente
- Council Committee Report; Deputy Mayor Hoogenberg attended the Stettler District Ambulance meeting and a Waste Management Meeting.
- Water Committee Report

**CARRIED**

**FINANCE:  
Finance Info.  
RES 22-12-091** Moved by Councillor Knudson  
That Council receive the financial information presented for information.

**CARRIED**

**ITEMS OF  
INFORMATION  
RES 22-12-092** Moved by Councillor Knudson  
That the items of information be received for information.

**CARRIED**

**Closed Session  
RES 22-11-093** Moved by Deputy Mayor Hoogenberg  
That Council go into a Closed Session meeting at 9:16 p.m. pursuant to FOIPPA Section 17 – disclosure harmful to personal privacy. All members of Council and Administration were present for the Closed Session meeting.

**Closed Session  
RES 22-11-094** Moved by Deputy Mayor Hoogenberg  
That Council come out of the Closed Session meeting at 10:01 p.m.

**Next Meeting**  
**RES 22-11-095**

Moved by Deputy Mayor Hoogenberg  
That Council change the next regular Council meeting from May 12<sup>th</sup>, 2022 to May 19<sup>th</sup>, 2022 commencing at 6:30 p.m. at the Administration Office and further that no ZOOM meetings will be required unless COVID-19 restrictions change.

**Adjournment**  
**RES 22 -11-096**

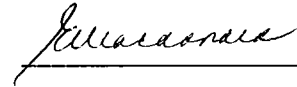
Moved by Mayor Houle  
That the regular meeting of Council adjourn at 10:03 p.m.

**CARRIED**

These council meeting minutes were approved on the 19<sup>th</sup> day of May, 2022.



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Mayor



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CAO