

**VILLAGE OF BIG VALLEY
ORGANIZATIONAL MEETING MINUTES
Thursday, October 21, 2024 @ 6:30 p.m.
29 1st Avenue South, Big Valley, Alberta**

PRESENT: Councillors Chantelle Janke, Timmothy Field, Dan Houle
CAO/Recording Secretary Colleen Mayne
Members of the Public

CALL TO ORDER: CAO Mayne called the Organizational Meeting to order at 6:36 p.m.

AGENDA:

RES 24-10-01 **MOVED** by Councillor Janke that the meeting agenda be accepted as amended.

CARRIED.

NOMINATION

CAO Mayne called for nominations for Mayor.

AND

**APPOINTMENT
OF MAYOR**

Councillor Houle nominated Councillor Chantelle Janke for Mayor. Councillor Janke accepted the nomination.

CAO Mayne made a second call for additional nominations.

CAO Mayne made a third call for additional nominations.

No additional nominations were brought forward.

RES 24-10-02

MOVED by Councillor Field that nominations cease, and Councillor Chantelle Janke be appointed as Mayor.

CARRIED.

**SWEARING IN
OF MAYOR**

Councillor Chantelle Janke was given the Oath of Mayor and sworn in by CAO Mayne, Commissioner for Oaths.

NOMINATION

Mayor Janke called for nominations for Deputy Mayor.

AND

**APPOINTMENT
OF DEPUTY
MAYOR**

Councillor Houle nominated Councillor Timmothy Field for Deputy Mayor. Councillor Field accepted the nomination.

Mayor Janke made a second call for nominations.

Mayor Janke made a third call for nominations.

No additional nominations were brought forward.

MOVED by Mayor Janke that nominations cease and Councillor Field be appointed as Deputy Mayor.

RES 24-10-03

CARRIED.

**SWEARING IN
OF DEPUTY
MAYOR**

Deputy Mayor Timmothy Field was given the Oath of Deputy Mayor and sworn in by CAO Mayne, Commissioner for Oaths.

SIGNING

AUTHORITY

RES 24-10-04

MOVED by Mayor Janke that Council appoint Mayor Chantelle Janke, Deputy Mayor Timmothy Field, Councillor Daniel Houle, and CAO Colleen Mayne as Signing Authorities for the Village of Big Valley.

CARRIED.

**APPOINTMENT
OF DESIGNATED
OFFICERS**

RES 24-10-05

MOVED by Councillor Houle that the Village appoint Kevin Bohlken of Wild Rose Assessment Services as the Assessor for the Village of Big Valley for the years of 2025 to 2029 inclusive.

CARRIED.

RES 24-10-06

MOVED by Mayor Janke that the Village appoint Justin Tanner of Gitzel & Company Chartered Professional Accountants as the Auditor for the Village of Big Valley for the 2025 year.

CARRIED.

**ESTABLISHMENT
OF DATE, TIME
AND PLACE FOR
REGULAR
COUNCIL
MEETINGS**

RES 24-10-07

MOVED by Mayor Janke that Regular Council Meetings be held on the third Monday of each month commencing at 7:00 p.m. at the Village Office, with the exception of those Mondays falling on a Statutory Holiday in which those meetings would be held at 7:00 pm the previous Monday of the month.

CARRIED.

**COUNCIL
COMMITTEE &
BOARD
APPOINTMENTS**

2024/2025 Council Committee & Board Appointments

Board/Committee	Chantelle Janke	Timmothy Field	Daniel Houle
County of Stettler Housing Authority	A		A
County of Stettler Regional Recreation Board	A	X	
Stettler & District Ambulance Assoc.	X	A	
Emergency Advisory Committee	X		A
Stettler Regional Fire Authority	A	X	
Parkland Regional Library Services <i>(no alternate)</i>		X	
Big Valley Municipal Library <i>(no alternate)</i>		X	
Parkland Community Planning Services		A	X
Stettler Waste Management Authority		X	A
Shirley McLellan Regional Water Service Committee		A	X
Family and Community Support Services of Alberta	X		A

X=Primary; A=Alternate

RES 24-10-08 **MOVED** by Mayor Janke that Council approve the 2025 Council Committee and Board Appointments as listed. **CARRIED.**

**BYLAW 828 –
COUNCIL CODE
OF CONDUCT**

BYLAW REVIEW: **MOVED** by Deputy Mayor Field that Council accept “Bylaw 828 – Council Code of Conduct”, for information. **CARRIED**
RES 24-10-09

**BYLAW 877 –
PROCEDURAL**

BYLAW REVIEW: **MOVED** by Councillor Houle that Council accept “Bylaw 877 – Procedural Bylaw”, for information. **CARRIED**
RES 24-10-10

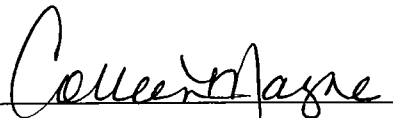
**POLICY 01-2024
– COUNCIL
REMUNERATION**

POLICY REVIEW: **MOVED** by Mayor Janke that Council accept “Policy 01-2024 – Council Remuneration Policy”, for information. **CARRIED**
RES 24-10-11

Mayor Janke adjourned the Organizational Meeting of the Village of Big Valley at 7:03 p.m. **CARRIED.**



Chantelle Janke, Mayor



Colleen Mayne, CAO