

VILLAGE OF BIG VALLEY
Regular Council Meeting Minutes
29 - 1 Avenue South, Big Valley, Alberta
Wednesday, November 12, 2025 @ 5:00 p.m.

PRESENT: Mayor Clark German, Deputy Mayor Gail Knudson, Councillor
Skyla Attfield
CAO/Recording Secretary Colleen Mayne

CALL TO ORDER: Mayor German called the meeting to order at 5:00 PM.

ADOPTION OF AGENDA

RES 25-11-01: **MOVED** by Deputy Mayor Knudson to adopt the November 12, 2025 Regular Council Meeting Agenda as amended.

Addition to Agenda: New Business-Office Access and Security

CARRIED

ADOPTION OF THE
OCTOBER 28 2025
ORGANIZATION
MEETING MINUTES &
REGULAR COUNCIL
MEETING MINUTES

RES 25-11-02: **MOVED** by Mayor German to table the October 28, 2025 Organizational Meeting Minutes & Regular Council Meeting Minutes for adoption to the next Council Meeting.

CARRIED

VISITORS/DELEGATION: NIL

OLD BUSINESS:
BYLAW 885 –
PROCEDURE BYLAW

RES 25-11-03: **MOVED** by Mayor German to amend Draft Bylaw 885 – Procedural Bylaw, and bring back to a Special Council Meeting.

CARRIED

BYLAW 886 –
COMMITTEES BYLAW
RES 25-11-04:

MOVED by Mayor German to amend Draft Bylaw 886 – Committees Bylaw, and bring back to a Special Council Meeting.

CARRIED

**COMMITTEE OF THE
WHOLE MEETING**

– NOV 26, 2027

RES 25-11-05:

MOVED by Councillor Attfield to move the November 26, 2025 Committee of the Whole Meeting to November 27, 2025, commencing at 5:00PM.

CARRIED

**VISITORS &
DELEGATIONS:**

NIL

**BYLAW 887 – ATCO
ENERGY SYSTEMS
FRANCHISE RENEWAL
2026-2035**

RES 25-11-06:

MOVED by Mayor German to direct the CAO to contact the Village ATCO Gas Franchise Representative in regards to being available to discuss the Franchise Agreement with Council, and table Bylaw 887 – ATCO Energy Systems Franchise Renewal to a Special Council Meeting.

CARRIED

RECESS:

Mayor German called recess at 6:17 PM, and went back in session at 6:20pm.

**NEW BUSINESS:
RFD 37-2025 –
VILLAGE OF BIG VALLEY
BUSINESS CARDS**

RES 25-11-07:

MOVED by Deputy Mayor Knudson to adopt the new business card format, and purchase new business cards for Council.

CARRIED

**RFD 38-2025 –
2026 CANADA SUMMER
JOBS APPLICATION**

RES 25-11-08:

MOVED by Deputy Mayor Knudson to direct the CAO to submit an application for the 2026 Canada Summer Jobs program for two (2) summer staff and include in the 2026 Operating Budget.

CARRIED

**RFD 39-2025 –
SHIRLEY MCLELLAN
REGIONAL WATER
SERVICES COMMISSION –
2025-29 WATER
ALLOCATIONS**

RES 25-11-09:

MOVED by Mayor German to direct the CAO to provide projected water allocation estimates based on past trends to Stettler County for the Shirley McLellan Regional Water Services Commission as requested.

CARRIED

**OFFICE KEYS &
SECURITY**

RES 25-11-10:

MOVED by Mayor German to draft a policy for Village Office access and security and bring back to the next meeting.

CARRIED

CAO REPORT

PW REPORT

COUNCIL REPORTS

RES 25-11-11:

MOVED by Deputy Mayor Knudson to accept the Reports as presented.

CARRIED

FINANCIAL REPORTS

RES 25-11-12:

MOVED by Mayor German to accept the Financial Reports as presented.

CARRIED

CORRESPONDENCE:

RES 25-11-13:

MOVED by Councillor Attfield to accept the Correspondence for information.

CARRIED

**NEXT COMMITTEE OF
THE WHOLE MEETING:**

November 27, 2025 at 5:00 PM

**NEXT REGULAR COUNCIL
MEETING:**

December 10, 2025 at 5:00 PM

RECESS:

Mayor German called recess at 8:06 PM, and went back in session at 8:15 PM.

CLOSED SESSION

*_Pursuant to Access to Information
Act (ATIA) and the Protection of
Privacy Act (POPA) relating to
Personnel*

RES 25-11-14:

MOVED by Mayor German to go into Closed Session at 8:15 PM.

CARRIED

OUT OF CLOSED SESSION

RES 25-11-15:

MOVED by Deputy Mayor Knudson to come out of Closed Session at 9:41 PM.

CARRIED

PURCHASE OF SAFE

RES 25-11-16:

MOVED by Mayor German to purchase a safe for securing sensitive documentation.

CARRIED

CAO CONTRACT

RES 25-11-17:

MOVED by Councillor Attfield that Council create a document to nullify the current CAO Employment Contract prior to renewal.

CARRIED

OFFICE CHRISTMAS

HOURS:

RES 25-11-18

MOVED by Mayor German the Village of Big Valley Office will be closed on Wednesday, December 24 and Thursday, December 25, 2025 over the Christmas season, and Thursday, January 1, 2026 on New Years Day.

CARRIED

RECESS:

Mayor German called recess at 9:48 PM

CAO/Recording Secretary Mayne left the meeting at 9:53 PM.

BACK IN SESSION:

Mayor German called the meeting back in session at 9:55 PM.

Councillor Attfield recorded the remainder of the meeting.

CLOSED SESSION

Pursuant to Access to Information Act (ATIA) and the Protection of Privacy Act (POPA) relating to Personnel

RES 25-11-19:

MOVED by Mayor German to go into Closed Session at 9:55 PM.

CARRIED

OUT OF CLOSED SESSION

RES 25-11-20:

MOVED by Mayor German to come out of Closed Session at 10:46 PM.

CARRIED

ADJOURNMENT

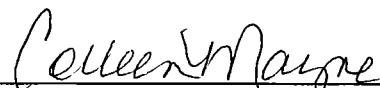
RES 25-11-21:

MOVED by Deputy Mayor Knudson to adjourn the meeting at 10:46 PM

CARRIED



Clark German, Mayor



Colleen Mayne, CAO