

VILLAGE OF BIG VALLEY
Organizational Meeting Minutes
Tuesday, October 28, 2025 @ 5:00 p.m.
29, 1st Avenue South, Big Valley, Alberta

PRESENT: Councillor Clark German, Councillor Gail Knudson, Councillor Skyla Attfield
CAO/Recording Secretary Colleen Mayne
Members of the Public

CALL TO ORDER: CAO Mayne called the meeting to order at 5:00 p.m.

**ADOPTION OF
AGENDA:
RES 25-10-01**

Moved by Councillor German that the meeting agenda be accepted as amended.
CARRIED

**NOMINATION AND
APPOINTMENT FOR
MAYOR:**

CAO Mayne called for nominations for Mayor.

Councillor Attfield nominated Councillor Clark German for Mayor. Councillor German 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 25-10-02:

MOVED by Councillor Knudson that nominations cease, and Councillor German be appointed as Mayor.

CARRIED

**SWEARING IN OF
MAYOR:**

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

**NOMINATION AND
APPOINTMENT OF
DEPUTY MAYOR:**

Mayor Clark German called for nominations for Deputy Mayor.

Councillor Attfield nominated Councillor Gail Knudson for Deputy Mayor.
Councillor Gail Knudson accepted the nomination.

Mayor German made a second call for nominations.
Mayor German made a third call for nominations.
No additional nominations were brought forward.

RES 25-10-03

MOVED by Mayor German that nominations cease and Councillor Knudson be appointed as Deputy Mayor.

CARRIED

SWEARING IN OF DEPUTY MAYOR:

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

REGULAR COUNCIL MEETINGS:

RES 25-10-04

MOVED by Mayor German that Regular Village of Big Valley Council Meetings be held on the second Wednesday of each month, with the next scheduled Regular Council Meeting on November 12, 2025, commencing at 5:00 pm.

CARRIED

COMMITTEE OF THE WHOLE MEETINGS:

RES 25-10-05

MOVED by Mayor German that Village of Big Valley Council establish Committee of the Whole Meetings to be held on the fourth Wednesday of each month, with the first scheduled meeting to be held on November 26, 2025, commencing at 5:00 pm.

CARRIED

BYLAW 858 – COMMITTEES BYLAW:

Council reviewed Bylaw 858 – Committees Bylaw.

BYLAW 877 – PROCEDURAL BYLAW:

RES 25-10-06

MOVED by Mayor German to direct the CAO to amend Bylaw 877 – Procedural Bylaw as discussed, and bring back to the November 12th Regular Council Meeting.

CARRIED

APPOINTMENT OF COMMITTEE & BOARD REPRESENTATIVES

**Council Committee & Board Appointments
Effective October 28, 2025**

Board/Committee	Clark German	Gail Knudson	Skyla Attfield
County of Stettler Housing Authority	X		A
County of Stettler Regional Rec Board		A	X
Stettler & District Ambulance Ass'n	A	X	
Emergency Advisory Committee	A		X
Heartland Regional Fire	A	X	
Parkland Community Planning Services	X	A	
Stettler Waste Management Authority	X		A
Shirly McLellan Regional Water Services Committee	X		A
Family & Community Support Services		A	X
Parkland Regional Library Services *			X
Big Valley Municipal Library *			X

X=Primary; A=Alternate (*no alternate)

RES 25-10-07: **MOVED** by Deputy Mayor Knudson to accept the Council Committee & Board Appointments as determined by Council. **CARRIED**

RES 25-10-08: **MOVED** by Mayor German to direct the CAO to amend Bylaw 858- Committees Bylaw to include Committee of the Whole meetings, and correction of a spelling error. **CARRIED**

**COUNCIL
REMUNERATION
POLICY 01-2025**

RES 25-10-09: **MOVED** by Mayor German to accept Policy 2025-01 - Council Remuneration as amended, to come into effect on the date of swearing in, on October 22, 2025. **CARRIED**

**OFFICE HOURS -
POLICY 11-01-21**

RES 25-10-10: **MOVED** by Councillor Attfield to table Policy 11-01-21 – Office Hours to the November 26, 2025 Committee of the Whole Meeting. **CARRIED**

**APPOINTMENT OF
AUDITOR:**

RES 25-10-11: **MOVED** by Mayor German to appoint Justin Tanner of Gitzel and Company, based in Stettler, Alberta as the Village of Big Valley’s Auditor for 2026. **CARRIED**

**APPOINTMENT OF
ASSESSOR:**

RES 25-10-12: **MOVED** by Councillor Attfield to appoint Kevin Bohlken of Wild Rose Assessment, based in Red Deer, Alberta as the Village of Big Valley’s Assessor for 2026. **CARRIED**

**ACCESS TO
INFORMATION
OFFICER:**

RES 25-10-13: **MOVED** by Mayor German to appoint the CAO as the Village of Big Valley’s Access to Information Officer. **CARRIED**

**DIRECTOR OF
EMERGENCY
MANAGEMENT:**

RES 25-10-14: **MOVED** by Councillor Attfield to table appointment of the Director of Emergency Management to the December 10, 2025 Regular Council Meeting. **CARRIED**

ADJOURNMENT

Mayor German adjourned the meeting at 6:55 p.m.



Clark German, Mayor



Elaine Macdonald, Chief Administrative Officer