

**Town of Norman Wells  
Inaugural Meeting of Council  
Council Minutes  
Tuesday, November 03, 2015 – 7:00 pm  
Council Chambers, Town of Norman Wells**

---

<b>Present:</b>	Nathan Watson Tim Melnyk Heidi Deschene Lise Dolen Sherry Hodgson Gregor H. McGregor	Mayor (Chairperson) Deputy Mayor Councillor Councillor Councillor Councillor
<b>Regrets</b>	Pamela Gray	Councillor
<b>Administration:</b>	H. Alec Simpson Catherine Mallon Karel Meulenbroek	Town Manager (Interim transitional) Town Manager Town Clerk

---

**1. Call to Order – 7:00 pm**

Mr. Simpson called the meeting to order at 7:00 p.m. and officially announced the election results of Mayor and Councillors; all Councilors and Mayor were acclaimed. Mr. Simpson then proceeded to announce the District Education Council results.

**2. Swearing in of Mayor and Councillors**

**a) Swearing in of Mayor and Councillors**

Mr. Simpson, Town Manager and Returning Officer, dutifully swore in Nathan Watson, Mayor; Heidi Deschene, Councillor; Lise Dolen, Councillor; Sherry Hodgson, Councillor; Gregor H. McGregor, Councillor; Tim Melnyk, Councillor. The Mayor and each of the Councillors signed the "Oath of Office".

Mr. Simpson then handed the chair of the meeting over to Mayor Watson.

**b) Appointment of Deputy Mayor**

Discussion ensued as Council traditionally appointed the Councillor who was elected with the most votes. As all members of council were acclaimed a discussion ensued and Mr. Melnyk became the choice of Council.

**Motion: No. 15-252**  
**Moved by: Councillor McGregor**  
**Seconded by: Councillor Dolen**

**'Be it resolved that the Council of the Town of Norman Wells hereby appoint Councillor Melnyk as Deputy Mayor for the three year term of Council.**  
**Motion Carried**

**c) Appointment of Senior Administrative Officer By-Law 15-21**

**Motion: No. 15-253**  
**Moved by: Councillor McGregor**  
**Seconded by: Councillor Deschene**

**'Be it resolved that the Council of the Town of Norman Wells hereby approves the executing of an employment agreement to employ an S.A.O. effective 12:01 am Monday November 2, 2015'**

**Motion Carried**

**Motion:** No. 15-254  
**Moved by:** Councillor Deschene  
**Seconded by:** Councillor McGregor

**'Be it resolved that the Council of the Town of Norman Wells hereby give first reading to "Senior Administrative Officer Appointment" By-Law 15-21.'**  
**Motion Carried**

**Motion:** No. 15-255  
**Moved by:** Councillor Hodgson  
**Seconded by:** Councillor McGregor

**'Be it resolved that the Council of the Town of Norman Wells hereby give second reading to "Senior Administrative Officer Appointment" By-Law 15-21.'**  
**Motion Carried**

**d) Extension of Mr. Alec Simpson's Employment Contract**

By-Law 15-21 could not be read for a third time as not all members of Council were present. Due to the wording in contracts an extending motion was not deemed to be required.

**e) Council Member Orientation Initiative Discussion**

Council members expressed their greatest interest in workshop #1 (Conflict and Codes/Legal Responsibilities) and Workshop #5 (Roles and Responsibilities), then comes workshop #2 (SAO-A team resource) and lastly workshop #3 (Financial Awareness).

As Councillor Gray was absent Council wants to ensure that Councillor Gray will be able to attend the sessions. It was agreed to organize the sessions around the weekend of November 21 or November 28 if all required elements for successful attendance by all parties can be met.

**f) Appointment to "Committees of Council"**

**Committee Appointments**

**DEVELOPMENT APPEAL BOARD**

**Motion:** No. 15-256  
**Moved by:** Councillor Deschene  
**Seconded by:** Councillor Melnyk

**'Be it resolved that the Council of the Town of Norman Wells hereby appoint Councillor Deschene as Council member and four public members to be determined later as public members on the Development Appeal Board.'**  
**Motion Carried**

**RECREATION COMMITTEE**

**Motion:** No.  
**Moved by:** Councillor Deschene  
**Seconded by:** Councillor Hodgson

**'Be it resolved that the Council of the Town of Norman Wells hereby appoint Councillor \_\_\_\_\_ as Recreation Committee Chairperson and Councillor \_\_\_\_\_ as Alternate and also to appoint 1 \_\_\_\_\_, 2 \_\_\_\_\_, 3 \_\_\_\_\_, 4 \_\_\_\_\_, 5 \_\_\_\_\_, 6 \_\_\_\_\_, 7 \_\_\_\_\_ as public members on the Recreation Committee.'**

The discussion of Council representatives to committees led to a greater discussion about all the Council committees requiring Council representation. As Councillor Gray was absent from the meeting it was decided that it would be better to wait with the rest of the Committee Appointments Until hearing back from Councillor Gray. Delaying the Committee Appointments will also help Councillors to determine their Committee preferences.

**Motion: No. 15-257**  
**Moved by: Councillor Deschene**  
**Seconded by: Councillor Dolen**

**'Be it resolved that the Council of the Town of Norman Wells hereby table the motion appoint Councillor \_\_\_\_\_ as Recreation Committee Chairperson and Councillor \_\_\_\_\_ as Alternate and also to appoint 1 \_\_\_\_\_, 2 \_\_\_\_\_, 3 \_\_\_\_\_, 4 \_\_\_\_\_, 5 \_\_\_\_\_, 6 \_\_\_\_\_, 7 \_\_\_\_\_ as public members on the Recreation Committee.'**

**Motion Carried**

**g) Decide the Date / Time of Council Meetings**

**Motion: No. 15-258**  
**Moved by: Councillor McGregor**  
**Seconded by: Councillor Hodgson**

**'Be it resolved that the Council of the Town of Norman Wells hereby authorizes that the regular town council meetings be held on the first Tuesday of each month at 7:00 p.m. in the Council Chambers.'**

**Motion Carried**

Meeting frequency will be reviewed after four months

**h) Decide the Date/Time of Committee of the Whole**

**Motion: No. 15-259**  
**Moved by: Councillor McGregor**  
**Seconded by: Councillor Melnyk**

**'Be it resolved that the Committee of the Whole meet the third Tuesday of each month at 7:00 p.m. in the Council Chambers.'**

**Motion Carried**

Meeting frequency will be reviewed after four months

**i) Signing Authority – Mayor & 2 Councillors**

**Motion: No. 15-260**  
**Moved by: Councillor Deschene**  
**Seconded by: Councillor McGregor**

- 1. Authorized Signing Officers for the Town of Norman Wells effective November 3, 2015 be Mayor Nathan Watson, or Deputy Mayor Melnyk, or Councillor Deschene, and the Town Manager, or Town Clerk, or Recreation Director or Director of Finance are authorized for and on behalf of the Corporation from time to time to:**
  - a) Sign or endorse any cheques, promissory notes and evidences of indebtedness, whether or not an overdraft is created in any Account as a result;**
  - b) Provide any authority to any CIBC officer to accept and/or pay any and all drafts, bills of exchange or promissory notes on the Corporation's behalf;**
  - c) Enter into any securities-related transactions with CIBC or any of its securities subsidiaries;**

- d) Receive from CIBC or any of its subsidiaries any stocks, bonds or other property of our firm;
  - e) Sign receipts for and orders relating to any of the Corporation's property held by or on behalf of CIBC or any of its subsidiaries;
  - f) Borrow money or otherwise obtain credit from CIBC by way of loans, advances, overdrafts or otherwise; and to give security over any or all of the Corporation's currently owned or after-acquired, real or personal, movable or immovable property to secure any such credit obtained by CIBC, and to sign all documents necessary to do so;
  - g) Guarantee to CIBC the indebtedness and liability of any person, firm or corporation, in either a limited or unlimited amount and either with or without security; and
  - h) Sign any agreement with or authority to CIBC or any of its subsidiaries relating to the Corporation's banking and financial services needs, whether generally or with regard to any particular transaction (including, among other things, (i) the Account Operation Agreement; (ii) interest rate, foreign exchange and commodity-related banking arrangements, and (iii) CIBC's service agreements for centralized cash control, third party payments, electronic data interchange, money market trader and any other of CIBC's cash management services).
  - i) Execute and deliver any application or agreement that CIBC may require with respect to any Service and appoint any person(s) permitted to be appointed with respect to such Service.
2. Any of the Authorized Signing Officers as well as any of the following, the Administrative Assistant or Secretary/Receptionist is authorized for and on behalf of the Corporation from time to time to negotiate for deposit with CIBC (but for the credit of the Account only) any and all cheques, promissory notes, bills of exchange and payment orders.  
The Corporation's endorsement on any item deposited to an Account may be made by means of a rubber stamp or any other device;
  3. If the Corporation operates any Account under one or more business or trade names, the terms of this resolution apply to each such Account;
  4. In this resolution, the phrase "Account" means each and every account of the Corporation maintained with CIBC, whether in a trade name or otherwise;
  5. CIBC may rely on everything that is done and on all documents signed on the Corporation's behalf in accordance with this resolution. All such documents will be valid and binding upon the Corporation whether or not the Corporation's corporate seal has been placed on any such documents;
  6. The Corporation will provide CIBC with a certified true copy of this resolution and a list of the names of all individuals authorized to act in accordance with this resolution, as well as specimens of their signatures. Each office and branch of CIBC act in accordance with those documents and this resolution until the written notice has been given to and received by a responsible CIBC officer.'

**Motion Carried**

At this time Councillor Dolan expressed her interest in providing forum comments. The rest of council supported her request.

Councillor McGregor Welcomes everyone new here and is looking forward to it.

Councillor Deschene When do we get our agendas and in what format? The Town Clerk responded by saying Friday afternoon (normally after 3 pm) prior to the Council meeting. Four Councillors expressed interest in receiving hard copies of the agenda.

Councillor Melnyk

Brushing around the utilidor right of way. When is the work being done near his utilidor as it looks like it was missed.  
Asked for an update on the quarry work that is being performed at the moment. Mayor Watson explained that Esso had requested additional quarry materials.  
Asked about staffing: Town Manager Simpson advised that Mr. Hugo Pabke was hired as water plant trainee and Mr. Tommy Tremblett was hired as Maintenance Support Worker. The Director of Finance position has one internal applicant and several external applicants.

Councillor Dolen

It is good to be back.

Councillor Hodgson

Welcome to everyone Looking forward to the next three years.

Mayor Watson

Really happy with all council members. Thanks Mr. McGregor for the last three years of service as Mayor of Council. Looking forward to working with all returning and new Council members.

**3. Adjourn**

**Motion: No. 15-261**  
**Moved by: Councillor Hodgson**

**'Be it resolved that we hereby adjourn, the time being 8:33 p.m.'**

**Motion Carried**

  
\_\_\_\_\_  
Nathan Watson  
Mayor

  
\_\_\_\_\_  
H. Alec Simpson  
Town Manager