

**Town of Norman Wells  
Committee of the Whole Minutes  
Tuesday, October 17<sup>th</sup>, 2017 – 7:00pm  
Council Chambers, Town of Norman Wells**

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<b>Present:</b>	Nathan Watson Tim Melnyk Heidi Deschene Lise Dolen Pam Gray Sherry Hodgson Harold McGregor	Mayor (Chairperson) Deputy Mayor Councilor Councilor Councilor Councilor Councilor
<b>Regrets:</b>		
<b>Staff:</b>	Catherine Mallon Deian Cassie	Senior Administrative Officer Acting Town Clerk
<b>Guest:</b>	Eleanor Young Barry Harley Karel Meulenbroek Myles Erb Ashley Erb Dudley Johnson Stewart Beckingham Margrit Minder Harold Harris JP Bernard Pascal Audet Chris Chivers Brian Lickoch	

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1. **Call to Order – 7:04pm**
2. **Declaration of Conflict of Interest**
3. **Review and Adoption of Agenda**

**‘Be it resolved that the Agenda for the Committee of the Whole Meeting, dated October 17<sup>th</sup>, 2017, is hereby adopted as presented.’**

<b>Motion:</b>	<b>No. 17-115</b>	
<b>Moved by:</b>	<b>Councilor H. Deschene</b>	
<b>Seconded by:</b>	<b>Councilor Gray</b>	<b>Motion Carried</b>

4. **Delegation – Deputy Minister of MACA, Eleanor Young**
5. **In Camera**

**‘Be it resolved that we hereby go in camera, the time 7:04pm.’**

<b>Motion:</b>	<b>No. 17-116</b>	
<b>Moved By:</b>	<b>Councilor Deschene</b>	
<b>Seconded By:</b>	<b>Councilor Gray</b>	<b>Motion Carried</b>

6. **In Camera**

**‘Be it resolved that we hereby adjourn in camera, the time being 7:38pm.’**

**Motion:** No. 17-117  
**Moved by:** Councilor Deschene  
**Seconded By:** Councilor Gray

**Motion Carried**

**7. Old Business**

a) none

**8. New Business**

a) Minister of MACA appoints Eleanor Young as interim Municipal Administrator effective October 18, 2017.

Discussion: The Deputy Minister clarified that the Administrator is an individual elected by the body in the Community and performs the duties of Council for a period of time. She stated that the Municipal Inspector identified key points regarding the Town's By-Laws and much needed updates. There was also concern around conflict of interest.

In short, the Inspector found issues that impacted governance. With the result that the Minister opted to hit the reset button and that the Administrator would now take the place of Council. Karel Meulenbroek and Ashley Erb both asked questions around does the Administrator take the place of the SAO? Will administrator serve as interim agency for Council?

The Deputy Minister clarified that the Administrator only takes place of the Council and that the Town's Senior Administrative Officer/Town Manager, Catherine Mallon would remain in her post and that Staff would continue to report to Ms. Mallon as the Town's Senior Administrative Officer/Town Manager.

The Deputy Minister confirmed that the Town's finances were good, much capital work continued to include sewer replacement and improved water and sewer infrastructure.

**9. Adjourn**

**'Be it resolved that we hereby adjourn, the time being 8:42 pm.'**

Moved by: Councilor Gray  
Seconded by: Councilor Deschene



Allen Stanzell  
Town Administrator



Catherine Mallon  
Senior Administrative Officer/Town Manager