

**MINUTES OF THE MEETING OF THE COUNCIL OF THE TOWN OF RADISSON AS  
HELD IN THE COUNCIL CHAMBERS OF THE MUNICIPAL ADMINISTRATION  
BUILDING AT 329 MAIN STREET ON  
WEDNESDAY DECEMBER 18, 2019**

**PRESENT:** Mayor Leona Bennett, Councilors Kirk Maxwell, Robin Baker, and Peter Reddekopp were present. Darren Harris arrived at 5:02 pm and Deputy Mayor Marion Fehr-Stead arrived at 5:05 pm. Councilor Andrea Ray was absent

**STAFF:** Administrator Brenda Lockhart

Mayor Leona Bennett called the meeting to order at 5:00 pm.

**AGENDA APPROVAL**

Add Items to Agenda

**352/19** Peter Reddekopp/Robin Baker: That we agree to add the following items to the Agenda

Reports - 16 to 43 Waste Management  
Old Business – Draft 2018 Financial Statement  
New Business – Grant Thornton Audit Engagement Letter

Carried

Adopt Agenda

**353/19** Robin Baker/Kirk Maxwell: That the Agenda for the December 18, 2019 meeting be adopted as presented

Carried

Approve Minutes

**354/19** Kirk Maxwell/Robin Baker: That the Minutes from the November 19th, 2019 Regular Meeting be approved as presented

Carried

**355/19** Peter Reddekopp/Kirk Maxwell: That the Minutes from the December 12th, 2019 Special Meeting be approved as presented

Carried

Financial Statements

**356/19** Darren Harris/Kirk Maxwell: That we approve the Financial Statements for November 2019 as presented

Carried

### Accounts Payable

**357/19** Marion Fehr-Stead/Kirk Maxwell: That the accounts covered by cheques numbered 9752 to 9760 and No. 175 to 208 inclusive, and on-line payments totaling \$83,097.31 be approved for payment, identified as Schedule "A" and attached to these minutes

Carried

### Reports

**358/19** Peter Reddekopp/Robin Baker: That the following reports be accepted as presented:

- a. Maintenance Report – Verbal Report
- b. Water Treatment Plant - Report
- c. Employee Time Sheets
- d. Administrator's Report
- e. 16 to 43 Waste Management Report

Carried

### Co-op Card lock

**359/19** Kirk Maxwell/Darren Harris: That we apply for a Co-op Card lock fuel card

Carried

### CU Debit Cards

**360/19** Marion Fehr-Stead/Peter Reddekopp: That we obtain two debit cards for Maintenance Staff usage at the Affinity CU and that the Debit Card with CIBC be Cancelled

Carried

### Utility Meter Readings

**361/19** Kirk Maxwell/Robin Baker: That we agree to change the water meter reading schedule from quarterly readings to bi-annual readings to be done by March and September

Carried

### Bylaw No. 10-2019

**362/19** Peter Reddekopp/Robin Baker: That we agree to give Bylaw No. 10-2019, a bylaw to set the rates for water and sewer usage, be given a first reading at this meeting

Carried

### Sign Corridor

**363/19** Darren Harris/Robin Baker: That we agree to table a review of the sign corridor policy and billing procedure until January 2020

Carried

Abate Richard Armstrong Taxes - Extension

**364/19** Peter Reddekopp/Robin Baker: That we agree to give Richard Armstrong an extension on his tax payment and tax abatement plan to Dec. 31, 2019

Carried

In Camera

**365/19** Robin Baker/Kirk Maxwell: That the meeting be moved “in Camera”

Carried

The meeting was moved “in camera” at 6:23pm for discussion regarding the 2018 Draft Financial Audit and other financial matters and personnel matters inclusive of compensation discussion

Deputy Mayor Marion Fehr-Stead declared conflict of interest and left Chambers at 6:50pm

Deputy Mayor Marion Fehr-Stead returned to Chambers at 6:55pm

The meeting was moved into open session at 7pm

2019 Bonus – 2020 Wages

**366/19** Kirk Maxwell/Darren Harris: That the 2020 bonuses for staff be set as follows:

Brenda Lockhart, Administrator	\$400 Bonus
Chris Donaldson, Assistant	\$400 Bonus
Kevin Hepburn, Foreman	\$250 Bonus
Colin Armstrong, Maintenance Assistant	\$250 Bonus
Shirley Hosegood, Janitor	\$250/Month \$100 Bonus
Duncan Stead, Certified Operator	\$500/Month \$100 Bonus

Wage Reviews for Brenda, Chris, Kevin and Colin will be done in April 2020

Carried

Meeting Date Change

**367/19** Marion Fehr-Stead/Robin baker: That we agree to change the December meeting date and time to the following:

Wednesday December 18, 2019 at 5pm

Carried

Council & Staff Christmas Dinner

**368/19** Darren Harris/Robin Baker: That we agree to hold our Council and Staff Christmas Dinner on Wednesday, December 18, 2019 at 7:00pm at the Red Bull Restaurant and that Council pay for the cost of Dinner, excluding alcoholic drinks, for Council members and current staff only and that spouses are welcome at their own cost.

Carried

Green Sands Coring Sample

**369/19** Peter Reddekopp/Darren Harris: That we agree to the Maintenance staff conducting a core sampling of the water treatment plant green sand and sending to AWI for analysis

Carried

Tablet Purchase for Council Meeting

**370/19** Robin Baker/Marion Fehr-Stead: That we agree to purchase eight (8) tablets from Visions for use at Council meetings at a cost of approx. \$100 each plus applicable taxes

Carried

Credit Union Telpay

**371/19** Peter Reddekopp/Kirk Maxwell: That we authorize the Administrator to enroll with Credit Unions Telpay Service for online payment of tax and utility services

Carried

Revised Contract – Colin Armstrong

**372/19** Kirk Maxwell/Marion Fehr-Stead: **That the following resolution Resolution#339/19 That we offer Colin Armstrong revised hours of work being Wednesday to Sunday, 8 hours per day with term of January 2, 2020 to March 31, 2020. All previous contracts would be null and void be hereby rescinded**

Carried

**373/19** Marion Fehr-Stead/Darren Harris: That we offer Colin Armstrong revised hours of work being Wednesday to Sunday, 8 hours per day with term of January 2, 2020 to March 31, 2020.

Carried

## Municipal Eligibility Requirements

**374/19** Robin Baker/Darren Harris: That the council of the Town of Radisson confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant as to the following:

- Submission of the 2018 Audited Financial Statement to the Ministry of Government Relations
- Submission of the 2018 Public Reporting on Municipal Waterworks to the Ministry of Government Relations
- In Good Standing with respect to the reporting and remittance of Education Property Taxes
- Adoption of Council Procedures Bylaw
- Adoption of Employee Code of Conduct: and
- All members of Council have filed and annually updated their Public Disclosure Statements, as required: and

That we understand if any requirements are not met, our Municipal Revenue Sharing grant may be withheld until all requirements are met: and

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations

Carried

## Charitable Donations

**375/19** Darren Harris/Marion Fehr-Stead: That we adopt the Charitable Donations Policy as presented to be in effect January 1, 2020 for all donations exceeding \$50.00 in total.

Carried

## Correspondence

**376/19** Marion Fehr-Stead/Kirk Maxwell: That the following correspondence be accepted as presented  
Snow Clearing – Baker

Carried

## Adjourn

**377/19** Peter Reddekopp: That we adjourn

Meeting adjourned at 7:20 pm

Next Regular Council meeting is scheduled for 7:00 p.m. Tuesday Jan. 21, 2020

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Mayor Leona Bennett

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Administrator Brenda Lockhart