

**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  
MONDAY DECEMBER 30, 2019**

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

**STAFF:** Administrator Brenda Lockhart

Mayor Leona Bennett called the meeting to order at 6:25 pm.

In Camera

**378/19** Robin Baker/Kirk Maxwell: That the meeting be moved “in Camera”

Carried

The meeting was moved “in camera” at 6:33pm for discussion of human resources and personnel issues

Administrator Assistant Chris Donaldson attended at 7:15pm and left the meeting at 7:35pm

The meeting was moved into open session at 7:47pm

Resignation

**379/19** Marion Fehr-Stead/Darren Harris: That we accept Administrator Brenda Lockhart’s resignation effective January 17, 2020

Carried

Administrator Position

**380/19** Marion Fehr-Stead/Kirk Maxwell: That we agree to promote Chris Donaldson to the position of Acting Administrator effective January 20, 2020 at an annual salary of \$50,180.00

Carried

**381/19** Darren Harris/Andrea Ray: That we hire Brenda Lockhart on a contract basis to mentor Chris Donaldson in getting her Standard Urban Certificate at a rate of \$43.00 per hour and mileage of \$.58 per kilometer

Carried

Office Assistant Position

**382/19** Andrea Ray/Robin Baker: That we agree to advertise for an Office Assistant for three (3) days per week with possible full-time position after three (3) months

Carried

Change of Office Hours

**383/19** Kirk Maxwell/Marion Fehr-Stead: That we agree to change the Office Hours to: Open-Monday, Tuesday and Wednesday 9am to 4pm and Closed to the Public – Thursday and Friday effective January 6, 2020 until further notice

Carried

Employment Bonus

**384/19** Darren Harris/Kirk Maxwell: That we agree to pay Colin Armstrong and Kevin Hepburn an additional \$150.00 for annual bonus

Carried

Adjourn

**385/19** Robin Baker: That we adjourn

Meeting adjourned at 8:15 pm

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Mayor Leona Bennett

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Administrator Brenda Lockhart