

**THE REGULAR MINUTES OF THE COUNCIL OF THE TOWN OF BRUNO**  
**Held in Council Chamber, 601 Main Street, February 18<sup>th</sup>, 2020 at 7:00 pm**

**PRESENT:** Mayor Dale Glessman, Councilors Laurel Grayson, Jenna Hale, and Kayla Shaw  
Administrator Colette Radcliffe

**ABSENT:** Deputy Mayor Debbie Kramer, Councilor Daryl Lepage.

**CALLED TO ORDER:**

**043/2020** Glessman/Hale: call meeting to order at 7:00 PM. **CARRIED**

**PECUNIARY INTEREST:** Mayor Dale Glessman – Bruno Lumber payment.

**ADOPTION OF THE MINUTES:**

**044/2020** Hale/Shaw: Adopt the January 21<sup>st</sup>, 2020 Regular Council meeting minutes as presented. **CARRIED**

**FINANCIAL INFORMATION:**

Bank Reconciliations

**045/2020** Hale/Grayson: Approve bank reconciliations for January 2020 as presented **CARRIED**

Cancel payment

**046/2020** Hale/Shaw: Cancel cheque 18024 to Wooden Wabbits and advise that we no longer require his services. **CARRIED**

Mayor Dale Glessman leaves Council Chamber at 7:07 pm.

Deputy Mayor Deb Kramer joins meeting electronically at 7:08 pm

**ACCOUNTS FOR APPROVAL:**

Bruno Lumber

**047/2020** Grayson/Shaw: Approve payment to Bruno Lumber for \$1889.85 for Archery Range Expenses, Fire department expenses, Town expenses and Rink expenses **CARRIED**

Deputy Mayor Deb Kramer leaves meeting at 7:09 pm.

Mayor Dale Glessman returns to Council Chamber at 7:10 pm

Cheques Used for Jan.

Pre-Approvals

**048/2020** Glessman/Grayson: Acknowledge cheques 18141 to 18154 for \$12,162.98 used for payment of January 21<sup>st</sup> meeting payables. Amount differs by cancelled cheque to Pattison (wrong vendor) \$603.68. **CARRIED**

Payments made for

Approved expenses

**049/2019** Grayson/Hale: Acknowledge use of cheques 18155 to 18205, totaling \$66,672.76 for approved expenses and payroll. **CARRIED**

February meeting payables

**050/2019** Hale/Shaw: Approve payments as listed for \$35,618.01. **CARRIED**



Acknowledge expenses  
And payment to Mastercard  
**051/2020**

Shaw/Glessman: Acknowledge expenses and payment of \$59.52 made to Town Mastercard for January 2020. **CARRIED**

Approve transfer  
**052/2020**

Grayson/Shaw: Approve transfer of \$2500.00 from the Town of Bruno General Account to the Artificial Ice donation account for donations received. **CARRIED**

Approve payment  
**053/2020**

Hale/Grayson: Approve payment to Hugh Corbett for expenses as submitted \$529.59. **CARRIED**

Approve transfer  
**054/2020**

Shaw/Glessman: Approve transfer of \$508.54 from the Town of Bruno General Account to Rink Committee 2005 debit card account for the purchase of tools and 1<sup>st</sup> Aid kits by Rink caretaker. **CARRIED**

**REPORTS:**  
File Written Reports  
**055/2020**

Glessman/Hale: File written reports with the minutes. **CARRIED**

**COMMUNICATIONS:**  
File Communications  
**056/2020**

Grayson/Shaw: File communications with the minutes. **CARRIED**

**NEW BUSINESS:**  
Donation in kind receipt  
**057/2020**

Glessman/Hale: Approve "in kind" receipt to be issued as requested. **CARRIED**

Cherry Sunday sponsorship  
**058/2020**

Shaw/Hale: Approve sponsorship of the tent for Cherry Sunday at \$4137.38. **CARRIED**

Bouncy Castle  
**059/2020**

Shaw/Grayson: Approve sponsorship of Bouncy castle at the Bruno Show & Shine 2020 up to a \$400 maximum. Town of Bruno to coordinate castle supply. Show & Shine committee to provide workers for castle. **CARRIED**

Military service Book Ad  
**060/2020**

Shaw/Hale: Deny sponsorship for 2020. **CARRIED**

MLDP Module  
**061/2020**

Glessman/Hale: Approve fees and expenses for Deputy Mayor Kramer to attend the next MLDP modules as space permits. **CARRIED**

Town Office Bulletin Board  
**062/2020**

Grayson/Hale: Approve new rules for Office Bulletin Board. Only Municipal, Federal or Provincial news and regulations, Bylaw information, Community Events and Housing for sale or rent allowed to be displayed. No personal ads. **CARRIED**

Gravel Tender  
**063/2020**

Glessman/Shaw: Approve gravel tender to be advertised as presented. **CARRIED**

HR Manual  
**064/2020**

Glessman/Hale: Approve HR Employers Manual as prepared by Sagehill Community Futures.

CARRIED

Offer to Purchase  
**065/2020**

Shaw/Grayson: Approve sale of Commercial Lot - Block 02 Plan G308, civic address 502 Kirby Street, as per offer presented.

CARRIED

**BYLAWS & POLICIES**  
Waterworks QAQC 2020

**066/2020**

Hale/Shaw: Approve Waterworks QAQC policy 2020.

CARRIED

Waterworks Emergency Plan  
**067/2020**

Hale/Shaw: Adopt Waterworks Emergency Plan as presented.

CARRIED

Municipal Lot Purchase Policy  
**068/2020**

Shaw/Hale: Approve Municipal Lot Purchase Policy as presented.

CARRIED

1<sup>st</sup> reading Bylaw #02/2020  
**069/2020**

Hale/Grayson: That Bylaw #02/2020, A Bylaw for Destruction of Documents, be given first reading.

CARRIED

2<sup>nd</sup> reading Bylaw #02/2020  
**070/2020**

Shaw/Glessman: That Bylaw #02/2020, A Bylaw for Destruction of Documents, be given second reading.

CARRIED

Go to 3<sup>rd</sup> reading  
**071/2020**

Hale/Grayson: That #02/2020, A Bylaw for Destruction of Documents be given 3 readings at this meeting.

CARRIED

3<sup>rd</sup> reading Bylaw #20/2020  
**072/2020**

Shaw/Glessman: That Bylaw #02/2020, A Bylaw for Destruction of Documents, be read a 3<sup>rd</sup> time, adopted, signed and sealed.

CARRIED

**CLOSED SESSION:**

Closed Session  
**073/2020**

Hale/Glessman: motion that council moves into Closed Session to discuss HR Matters.

CARRIED

*Closed session commences at 8:52 pm*  
*Closed session ends at 9:06 pm*

Resume Open Session  
**074/2020**

Hale/Shaw: motion that council return to Open Public Meeting

CARRIED

Title Change  
**075/2020**

Shaw/Glessman: Motion that effective January 1<sup>st</sup>, 2020 the Administrator title be changed to Chief Administrative Officer. (CAO)

CARRIED

2020 Wage Increases

**076/2020**

Hale/Grayson: motion that pay increases effective January 1<sup>st</sup>, 2020 will be as follows:

1. Colette Radcliffe salary adjustment as per UMAAS guidelines - \$64,000 / year.
2. Wesley Niebrugge \$30.00 / hour.
3. Landon Yaworski \$25.52 / hour.
4. Christopher Kramer \$24.19 / hour.
5. Donna Olchowski \$16.24 / hour.
6. Kathrin Zichichi \$15.20 / hour.
7. Derek Vetter \$11.83 / hour.
8. Megan \$17.86 / hour.
9. Summer student \$15.00 / hour.

**CARRIED**

Probationary Wage Adjustment

**077/2020**

Hale/Grayson: Upon successful completion of probationary review, Christopher Kramer wage shall be adjusted to \$25.52 / hour.

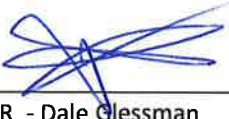
**CARRIED**

**ADJOURNMENT OF MEETING:**

**078/2020**

Glessman/Shaw: This regular meeting is adjourned at 9:09 pm,  
Next regular meeting will be on Tuesday March 17<sup>th</sup>, 2020 at 7:00pm in Council Chambers.

**CARRIED**



MAYOR - Dale Glessman



CAO – Colette Radcliffe

