



## Town of Woody Point

P.O. Box 100, Woody Point, NL A0K 1P0  
Tel: (709) 453-2273 Fax: (709) 453-2270 Open 8:30-12:30, 1:00-4:00 Daily  
Email: [townofwoodypoint@live.com](mailto:townofwoodypoint@live.com) Web: [www.woodypoint.ca](http://www.woodypoint.ca)

### Regular Council Meeting Monday, January 15<sup>th</sup>, 2024

**Councillors Present:** Mayor Irene Martin, Deputy Mayor Terry Young, Derek Burden, John Gillam, Rosetta Parsons, Carol-Ann Wilton, Roger Coates

**Councillors Absent:**

**In Attendance:** Sherry Avery, Town Manager/Clerk.

**Outside Attendees:**

**Mayor Irene Martin called meeting to order at 7:01 pm**

**Delegations-**

**Adoption of Minutes from December 18<sup>th</sup>, 2023**

**Motion 2401-01 Councillor J. Gillam / Councillor D. Burden**

Resolved to adopt the agenda as presented.

In Favour: Mayor I. Martin, Deputy Mayor T. Young

Councillors: D. Burden, J. Gillam, R. Parsons, C. Wilton, R. Coates

Absent:

Opposed: 0      Abstaining: 0      Absent: 0

**Motion Carried**

**Motion 2401-02 Councillor J. Gillam / Councillor D. Burden**

Resolved to approve the minutes of regular council meeting on December 18<sup>th</sup>, 2023.

In Favour: Mayor I. Martin, Deputy Mayor T. Young

Councillors: D. Burden, J. Gillam, R. Parsons, C. Wilton, R. Coates

Absent:

Opposed: 0      Abstaining: 0      Absent: 0

**Motion Carried**

- Councillor Coates and Councillor Wilton were both sworn in via the oath of office by Mayor Martin. Also completed the oath of campaign contributions as required by elections Newfoundland and Labrador.

**Committee Reports**- Nil

**Public Works**-

**Permit # 2024-01:** council reviewed the application that was submitted and gave conditional approval based on the following conditions:

- Approval is conditional on attachment to the house.
- Turn shed 90 degrees to increase distance from road (the 10ft side to run along the side of the home), highways approval of distance measurement is required to ensure that proper distance and sight lines are maintained, as per Regulation 28/97, Schedule E.
- Shed to be finished to match the exterior of the existing structure.

**Motion 2401-03 Councillor R. Parsons / Councillor R. Coates**

Resolved to approve permit 2024-01 under the noted conditions.

In Favour: Mayor I. Martin, Deputy Mayor T. Young  
 Councillors: D. Burden, J. Gillam, R. Parsons, C. Wilton, R. Coates

Absent:  
 Opposed: 0     Abstaining: 0     Absent: 0

**Motion Carried**

**Correspondence** - Review of Correspondence

1. Canadian Dental Care Plan
2. Tourism Achievement Awards
3. NL Health – Winter 2024 Schedule
4. Municipal Assessment Agency
5. Parks Canada Bulletin
6. Water and Wastewater Workshop
7. MNL committee members
8.

1. Canadian Dental Care Plan – for information purposes only; council requested TM also post to Facebook page as this may be of interest to residents - **FILE THIS CORRESPONDENCE**

2. Tourism Achievement Awards – for information purposes of council - **FILE THIS CORRESPONDENCE**

3. NL Health - for information purposes only; council requested TM also post to Facebook page as this may be of interest to residents **FILE THIS CORRESPONDENCE**

4. Municipal Assessment Agency - **FILE THIS CORRESPONDENCE**

5. Parks Canada Bulletin - **FILE THIS CORRESPONDENCE**

6. Water and Wastewater Workshop – council discussed the relevance of this workshop to both TM and Maintenance. It was agreed that both employees would attend the workshop.

**Motion 2401-04 Councillor R. Parsons / Councillor C. Wilton**

Resolved to have both staff members attend water and wastewater workshop in Gander on March 26<sup>th</sup> – 28<sup>th</sup>, 2024.

In Favour: Mayor I. Martin, Deputy Mayor T. Young

Councillors: D. Burden, J. Gillam, R. Parsons, C. Wilton, R. Coates

Absent:

Opposed: 0     Abstaining: 0     Absent: 0

**Motion Carried**

7. Call for MNL Committee members circular - **FILE THIS CORRESPONDENCE**

**Finance & Administration**

1. Weekly payables

**Motion 2401-05 Councillor R. Parsons / Councillor J. Gillam**

Resolve that the payables for December 28<sup>th</sup>, 2023, \$6,016.75; January 4<sup>th</sup>, 2024, \$1,590.82; and January 11<sup>th</sup>, 2024, \$11,817.11 be paid.

In Favour: Mayor I. Martin, Deputy Mayor T. Young

Councillors: D. Burden, J. Gillam, R. Parsons, C. Wilton, R. Coates

Absent:

Opposed: 0     Abstaining: 0     Absent: 0

**Motion Carried**

2. Weekly Revenue Reviewed.

3. Weekly Financials Reviewed.

## **Regulations –**

Rules of Procedure – modifications to point # 1 to hold regular public council meetings on every third Monday of 2024; exception being the busy summer months of June, July, and August where there will be 1 meeting per month.

Modifications to point # 2, town Clerk/Manager will provide notice of each meeting by way of agenda emailed to all council members twenty-four (24) hours prior to the meeting.

### **Motion 2401-06 Councillor R. Parsons / Deputy Mayor T. Young**

Resolve that the modifications to the rules of procedure be adopted and accepted as presented.

In Favour: Mayor I. Martin, Deputy Mayor T. Young

Councillors: D. Burden, J. Gillam, R. Parsons, C. Wilton, R. Coates

Absent:

Opposed: 0     Abstaining: 0     Absent: 0

### **Motion Carried**

## **New Business**

- Winter 2024 Mandatory Orientation Training Schedule shared with councillors C. Wilton and R. Coates.
  - Training for these modules must be completed within 60 days.
  - Deadline to complete training is March 15<sup>th</sup>, 2024.
  - Both council members will be required to complete the training on the available dates; otherwise, they must not sit at the council table until training is completed.
  - Module 1-2; March 7<sup>th</sup> @ 9:00 am to 12:00 pm
  - Module 3-4; January 25<sup>th</sup> @ 9:00 am to 12:00 pm
  - Module 5; January 23<sup>rd</sup> @ 2:00 pm to 4:00 pm
- Disclosure statements completed by all council members for 2024.
- Code of conduct was reviewed with all council members and signed by new council members. New council members were given an additional copy to review.
- 2024 Schedule of Regular Public council meetings was presented as per the rules of Procedure.
- Government Holidays 2024 – Town Clerk/Manager printed off the list of holidays from the Government of Newfoundland Treasury Board. The list was presented to council.

**Motion 2401-07 Deputy Mayor T. Young / Councillor R. Parsons**

I move that the town council accept the 2024 list of government holidays; on these holidays the town office will be closed, and the employees paid for the holiday.

In Favour: Mayor I. Martin, Deputy Mayor T. Young

Councillors: D. Burden, J. Gillam, R. Parsons, C. Wilton, R. Coates

Absent:

Opposed: 0     Abstaining: 0     Absent: 0

**Motion Carried**

- The Town Clerk-Manager emailed the draft budget to the council for review and consideration prior to the regular meeting.
- The following points were highlighted in the budget discussion:
  - Loan 6996-162 for the town truck was paid off and closed in September 2023.
  - Loan 6996-522 for the town portion of the water tank will be paid off in September 2024.
  - Garbage rates have remained at the 2023 rates; council may have to review this when the new contract is received.

**Motion 2401-08 Councillor D. Burden/Councillor R. Parsons**

Be it resolved that the Town Council accept the 2024 budget as presented for submission to the Department of Municipal and Provincial Affairs.

In Favour: Mayor I Martin, Deputy Mayor T. Young

Councillors: J. Gillam, R. Parsons, D. Burden, C. Wilton, R. Coates

Absent:

Opposed: 0     Abstaining: 0     Absent: 0

**Motion Carried**

- TM presented the tax structure along with the budget for approval by council. No increase has been made in the tax structure for 2024. This however may need to be revisited when the garbage contract has been awarded.

**Resolution 2401-09 Councillor J. Gillam/Councillor D. Burden**

Be it resolved that the Town Council accept the 2024 tax structure as presented.

In Favour: Mayor I Martin, Deputy Mayor T. Young

Councillors: J. Gillam, R. Parsons, D. Burden, C. Wilton, R. Coates

Absent:

Opposed: 0     Abstaining: 0     Absent: 0

**Motion Carried**

## Regular Automatic Withdrawal Payments

Monthly bill payments for the following accounts are deducted from our general bank account:

Moneris debit machine fees  
Loan 6995-522 + interest  
BMO deposit edge fee  
Insurance  
Mastercard  
TRIO Health benefits

Regular monthly payments manually entered include:

Bell (phones + internet)  
Payroll Deductions  
Wages  
Hydro

All other payments are approved by a motion of council.

### **Motion 2401-10 Councillor J. Gillam/Councillor D. Burden**

Be it resolved that the Town Council accept the regular automatic withdrawal payments as well as the regular monthly manual payments as listed.

In Favour: Mayor I Martin, Deputy Mayor T. Young

Councillors: J. Gillam, R. Parsons, D. Burden, C. Wilton, R. Coates

Absent:

Opposed: 0     Abstaining: 0     Absent: 0

### **Motion Carried**

- Noted that the plow has been out of commission; awaiting parts should be received and plow repaired this week.
- Town Hall meeting... Council has not made any decision to hold a town hall meeting. Residents are welcome to come to any public meeting to have their concerns addressed. Must be registered as a delegate to speak.
- Material placed in front of dam has trees growing up.... Maintenance to add this to spring list of issues to be looked at.

**Motion 2401-11 Councillor R. Parsons**

Resolved to adjourn this regular council meeting at 9:08 pm and reconvene February 5<sup>th</sup>, 2024 @ 7:00 pm

In Favour: Mayor I Martin, Deputy Mayor T. Young

Councillors: J. Gillam, R. Parsons, D. Burden, C. Wilton, R. Coates

Absent:

Opposed: 0     Abstaining: 0     Absent: 0

**Motion Carried**

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Mayor

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Town Clerk