

Mayor Tammy Oliver
Deputy Mayor Gerald Sheppard
Councillors Sherry Lundrigan
Debbie Newman
Ann Marie Singleton
Terry Sheppard
Darren Smith
Town Manager Vanessa Higgins-Butler

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The Municipality of Spaniard's Bay

June 9, 2026

A meeting of Council took place on the above date with the following members in attendance: Mayor Oliver, Deputy Mayor Sheppard, Councillors Newman, Singleton, Lundrigan, Smith and Councillor Sheppard attended via telephone as well as Clerk II Andrea Sheppard. Visitors included Gerald Harris, Olivia Bradbury from Shoreline, Sheldon & Jackie Coombs. All residents are invited to watch via Spaniard's Bay YouTube Channel. Mayor Oliver called the meeting to order at 7:02 pm and welcomed everyone.

Mayor Oliver gave an opening speech giving condolences to the late John Pauls, a member of Branch 9 of The Spaniard's Bay Legion and thanked him for his service. She also reminded that a new camera has been ordered to ensure a better streaming viewing.

Motion to Adopt Agenda

The agenda for the meeting of June 9, 2026 was tabled.

Motion #26-158 It was moved by Councillor Lundrigan, seconded by Councillor Newman, that the agenda of June 9, 2026, be adopted as presented.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard, Smith and Lundrigan voted in favor of the motion.

Carried

Adoption of the Minutes

The minutes of the regular meeting May 19, 2026 was tabled.

Motion #26-159 It was moved by Councillor Newman, seconded by Councillor Singleton that the minutes of the meeting of May 19, 2026, be adopted as presented.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Smith, Sheppard and Lundrigan voted in favor of the motion.

Carried

The minutes of the special meeting June 3, 2026 was tabled.

Motion #26-160 It was moved by Councillor Lundrigan, seconded by Councillor Newman that the minutes of the meeting of June 3, 2026, be adopted as presented.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Smith, Sheppard and Lundrigan voted in favor of the motion.

Carried

Mayor Oliver stated visitors at the meeting need to be fixed and Olivia last name and business needed to be updated.

Town Manager's Report

1. To the best of my knowledge, we have no outstanding leak. It is located on Conception Bay Highway and is scheduled to be fixed tomorrow.
2. Just to let Council know the parts that came for the backhoe were the wrong parts, the company is express shipping the correct ones. Hopefully should be too long getting them in.
3. The new swing sets for the playgrounds have arrived in St Johns, our workers have taken down the old swings and we are just waiting for the company to come out and install the new ones.
4. The new speed sign has been installed on Northern Cove Pond Road, Battery did not come with the sign so one is being shipped out tomorrow and the sign should be up and running after that.
5. Attached to my report is the updated Road Take Over Policy.
6. Also, reminder to residents that town crews are still flushing water lines, so residents may experience lower than normal water pressure and some dirt in their lines. To help clear your lines you can run your cold water tap for a few mins to clear the lines.

Motions arising from Town Managers Report

The Take over Road policy was tabled. There was a discussion amongst council on the changes made since the last discussion as added section 3.3. stating a minimum of 3 houses and discretionary on the length of the road. Councillor Sheppard was in disagreement on the addition and was not previously agreed upon. Council had discussed this addition at the Committee as a Whole.

Motion #26-161 It was moved by Councillor Singleton, seconded by Counillor Newman to accept the Take over Road Policy as presented.

Mayor Oliver, Councillors Singleton, Newman and Lundrigan voted in favor of the motion.

Deputy Mayor Sheppard, Councillors Sheppard and Smith voted against the motion.

Carried

Committee Reports:

Finance Committee:

Accounts Payable

Motion #26-162 It was moved by Deputy Mayor Sheppard, seconded by Councillor Newman, that Accounts Payables in the about of \$40,399.77 be paid as presented.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Smith Sheppard and Lundrigan voted in favor of the motion.

Carried

Quick Stats, Income Expense Statement and Cheque Register were tabled for Council's information.

2025 Financial Statement

The 2025 Financial Statement was presented. Byron Smith has presented the statement at a private meeting as was unable to attend this council meeting.

Motion #163 It was moved by Deputy Mayor Sheppard, seconded by Councillor Singleton to accept the 2025 Financial Statements as presented.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Smith Sheppard and Lundrigan voted in favor of the motion.

Carried

Planning Committee

a) 32-34 Gosse's, Spaniard's Bay – New Garage

An application for a new garage at 32-34 Gosse's Drive was reviewed by Planning Committee.

Motion #26-164 It was moved by Councillor Newman, seconded by Councillor Singleton to defer the application for a new garage at 32-34 Gosse's Drive until the Enforcement Officer can confirm the measurements.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard and Lundrigan voted in favor of the motion.

Carried

b) 10 Meadow Road, Spaniard's Bay - Garage extension

An application for new garage extension at 10 Meadow Road, Spaniard's Bay was reviewed by Planning Committee.

Motion #26-165 It was moved by Councillor Newman, seconded by Councillor Lundrigan, to approve the application for a new garage extension, Spaniard's Bay with the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard, Smith and Lundrigan voted in favor of the motion.

Carried

c) 1-3 Caroline Place, Spaniard's Bay – New Garage

An application for a new garage 1-3 Caroline Place, Spaniard's Bay was reviewed by Planning Committee.

Motion #26-166 It was moved by Councillor Newman, seconded by Councillor Singleton, to approve the application for a New Garage at 1-3 Caroline Place with the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard, Smith and Lundrigan voted in favor of the motion.

Carried

d) **Jack Pine Drive – Cluster Development**

An application for a new cluster development on Jack Pine Drive was reviewed by Planning Committee.

Motion #26-167 It was moved by Councillor Newman, seconded by Councillor Singleton, to approve the application for a New Cluster development in Jack Pine Drive conditionally pending a full development plan assessment, with the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard, Smith and Lundrigan voted in favor of the motion.

Carried

Asset Management/Climate Equity Policy

A new Asset Management/ Climate Equity Policy was tabled.

Motion #26-168 It was moved by Councillor Lundrigan, seconded Councillor Singleton to approve the new combined Asset management/Climate Equity Policy as presented

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard, Smith and Lundrigan voted in favor of the motion.

Carried

Voyent Alert - Subscription

The annual subscription for the Voyent Alert system was tabled.

Motion #26-169 It was moved by Councillor Singleton, seconded by Councillor Newman to approve the new annual subscription for the Voyent Alert system in the amount of \$3,400.00 + hst.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard and Lundrigan voted in favor of the motion.

Carried

New seasonal Clerk I

The seasonal administrative clerk position was advertised and interviews were conducted.

Motion #26-170 It was moved by Councillor Lundrigan, seconded by Councillor Singleton to appoint Kaitlyn Hookey as the new seasonal Administrative Clerk I for the Town of Spaniard's Bay.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard, Smith and Lundrigan voted in favor of the motion.

Carried

Carried

Permits

18 Jack Pine Drive, Tilton

An application for a new duplex at 18 Jack Pine Drive, Tilton was tabled.

Motion #26-171 It was moved by Councillor Newman, seconded by Councillor Singleton,

to approve the application for a New Duplex at 18 Jack Pine Drive, Tilton in principle pending, a new survey and pegs in the ground for review, with the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard, Smith and Lundrigan voted in favor of the motion.

Carried

85 Pondside Road – New garage

An application for a new garage at 85 Pondside Road, Tilton was tabled.

Motion #26-172 It was moved by Councillor Newman, seconded by Councillor Lundrigan, to approve the application for a New Garage at 85 Pondside Road, Tilton with the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard, Smith and Lundrigan voted in favor of the motion.

Carried

179 Conception Bay Highway – New House

An application for a new house at 179 Conception Bay Highway was tabled.

Councillor Sheppard declared a conflict of interest in accordance with section 5(1)(a) of the Municipal Code of Conduct as they are the owners of the property.

Deputy Mayor Sheppard declared a conflict of interest in accordance with section 5(1)(b) of the Municipal Code of Conduct as they are related to the applicant.

DM Sheppard & Councillor Sheppard removed themselves from the conversation 7:30pm

Motion #26-173 It was moved by Councillor Newman, seconded by Councillor Singleton, to approve the application for a New House at 179 CB Highway, Spaniard's Bay in principle pending, demolition a new survey and pegs in the ground for review, with the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Mayor Oliver, Councillors Singleton, Newman, Smith and Lundrigan voted in favor of the motion.

Carried

13 Rectory Avenue – New Garage

An application for a new garage at 13 Rectory Avenue, Spaniard's Bay was tabled.

Motion #26-174 It was moved by Councillor Newman, seconded by Councillor Lundrigan, to approve the application for a New Garage at 13 Rectory Avenue, conditionally pending pegs, with the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Mayor Oliver, Councillors Singleton, Newman, Smith and Lundrigan voted in favor of the motion.

Carried

9 Rectory Avenue – New House (resubmit)

An expired permit application for a new house at 9 Rectory Avenue, Spaniard's Bay was tabled.

Motion #26-175 It was moved by Councillor Newman, seconded by Councillor Singleton,

to approve the expired permit for a New House at 9 Rectory Avenue, Spaniard's Bay conditionally pending a new application with the same stipulations as expired permit, with the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Mayor Oliver, Councillors Singleton, Newman, Smith and Lundrigan voted in favor of the motion.

Carried

Councillor Sheppard and Deputy Mayor Sheppard returned 7:35pm

617 Conception Bay Highway, Spaniard's Bay

An application for a new house at 617 Conception Bay Highway was tabled

Motion #26-176 It was moved by Councillor Newman, seconded by Councillor Singleton, to approve the application for a New House at 617 CB Highway, Spaniard's Bay in principle pending, demolition and new pegs in the ground for review, with the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Mayor Oliver, Deputy Mayor Sheppard Councillors Singleton, Newman, Sheppard, Smith and Lundrigan voted in favor of the motion.

Carried

Letters

a) Resident of Delaney's Crescent – Garbage Box damage

A letter was tabled from a resident of Delaney's Crescent to review damage to the garbage box by town plows. Councillor Sheppard reviewed the damage and determined it was done by a plow.

Motion #26-177 It was moved by Councillor Sheppard, seconded by Deputy Mayor Sheppard that council will replace the garbage box at Delaney's Crescent as damaged by the Towns plow.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Smith, Sheppard and Lundrigan voted in favor of the motion.

Carried

Donation

Harold Gosse Memorial Award

A donation request for the Harold Gosse Memorial Award for Holy Redeemer School was tabled.

Motion #26-178 It was moved by Councillor Newman, seconded by Councillor Singleton to approve a donation of \$100 to the Harold Gosse Memorial Award.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard and Smith, Lundrigan voted in favor of the motion.

Carried

Tri-Con Gentle Giants -Special Olympics

A donation request for the Tri-Con Giants was tabled.

Motion #26-179 It was moved by Councillor Singleton, seconded by Councillor Lundrigan to approve a standard donation of \$25 to Tri-Con Gentle Giants as presented.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard and Smith, Lundrigan voted in favor of the motion.

Carried

Soccer – Team NL - Bartlett

A donation request for Andrew Bartlett for travel with Soccer NL team to Nationals was tabled.

Motion #26-180 It was moved by Councillor Singleton, seconded by Councillor Lundrigan to approve a donation of \$100 to Andrew Bartlett for Soccer NL Travel team as presented.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard and Smith, Lundrigan voted in favor of the motion.

Carried

Royal Canadian Legion Branch 9

A donation request from Royal Canadian Legion Branch #9 was tabled

Motion #26-181 It was moved by Councillor Singleton, seconded by Councillor Newman to approve a donation of \$75 to the Royal Canadian Legion Branch 9 to be in the 100th anniversary booklet as presented.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard and Smith, Lundrigan voted in favor of the motion.

Carried

Other Business

Deputy Mayor Sheppard presented his resignation to Council effective immediately.

Councillor Singleton stated that the town should have a Community Bulletin Board somewhere for events. She reminded parents to ensure kids know road safety as summer begins and congratulated the students for a successful year. She also reminded residents the work at the parks will begin soon.

Councillor Newman advised of the ACW Women's Tea Party June 20th and tickets can be purchased from any member. She wished children a safe summer. She advised that Canada Day celebrations will be held again this year, its free of charge and volunteers are welcome.

Councillor Lundrigan also stressed the importance of road safety and slow down. She also said she was sad to see Gerald Sheppard go.

Councillor Sheppard stated he was still reflecting on this council and the need for change.

Mayor Oliver stated that a by-election will be coming soon.

Adjournment

Mayor Oliver stated that the next meeting of Council as a whole will be July 9th 2026 at 10am and Regular Council meeting will be July 14th, 2026 at 7:00 pm.

Motion #26-182 It was moved by Councillor Lundrigan, seconded by Councillor Singleton, and carried that the meeting adjourn at 7:48pm.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Sheppard, Smith and Lundrigan voted in favor of the motion.

Carried

Recorder
Andrea Sheppard

Mayor, Tammy Oliver