

Mayor Tammy Oliver
Deputy Mayor Gerald Sheppard
Councillors Sherry Lundrigan
 Debbie Newman
 Ann Marie Singleton
 Terry Sheppard
 Darren Smith
Town Manager Tony Ryan

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The Municipality of Spaniard's Bay

December 16, 2025

A meeting of Council took place on the above date with the following members in attendance: Mayor Oliver, Deputy Mayor Sheppard, Councillors Newman, Singleton, Smith, Sheppard and Town Manager Tony Ryan. Councillor Lundrigan was absent. Visitors included Calvin LeDrew, Sharlene Walsh, David Walsh, Sheldon Coombs, Jackie Coombs, Bruce Pike, Gerald Harris and Rhodie Smith. All residents are invited to watch via Spaniard's Bay Facebook page Live. Mayor Oliver called the meeting to order at 7:00 pm and welcomed everyone.

Motion to Adopt Agenda

The agenda for the meeting of December 16, 2025 was tabled. Councillor Newman stated that she would like to have item 14(a) removed and a decision was made on this topic at the last meeting of Council.

Motion #25-412 It was moved by Councillor Newman, seconded by Councillor Smith, that the Agenda of December 16, 2025 be adopted as amended.

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

Carried

Petitions and/or Visiting Groups

Mr. Bruce Pike

Mr. Pike stated that he would like to know why his application for a commercial inspection license was denied. He stated that he would like to let Council know that this will not bring heavy duty traffic to the area and in the past this same property was operating a business so is wondering why he cannot do so now. Council was not aware of the business in the area before and agreed to gather some further information and look at his application in the New Year.

Adoption of the Minutes

The minutes of the regular meeting November 25, 2025, meeting was tabled.

Motion #25-413 It was moved by Councillor Singleton, seconded by Councillor Newman that the minutes of the meeting of November 25, 2025, be adopted as presented.

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

Carried

Town Managers Report

1. To the best of our knowledge there are at least 2 water line leaks outstanding. One at Back Cove Road South and one at Brown's Road.
2. Attached to my report is a list of invoices received since the agenda cutoff. I need a motion to pay these invoices in the amount of \$64,493.35. The bulk of this amount is the invoice for the Town's 2026 insurance policy.
3. Attached to my report is a quote from Rodco Mechanical to replace the worn-out guide rails in the lift station at Muddy Hole Road in the amount of \$1775.00 plus HST. I need a motion to award this work.
4. Attached to my report is an application to build a new house at Whalen's Road. This application was forwarded to the Planning Committee on December 08th; however, we neglected to include it when preparing the agenda.
5. Snow clearing equipment is in good working Order.
6. I have been in contact with three suppliers to quote on the supply and installation of a new sander for the 1-ton pickup. Expecting to have info in next couple of days. I will then forward these quotes to the Public Works Committee for review and recommendation.
7. Our new John Deere Loader has arrived. It will be ready for use as soon as we pick up license plates at the MRD of Service NL.

Motions arising from the Town Manager's Report

Motion #25-414 It was moved by Deputy Mayor Sheppard, seconded by Councillor Smith, to approve the accounts payables received after the agenda cutoff in the amount of \$64,493.45 as presented.

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

Carried

Motion #25-415 It was moved by Councillor Singleton, seconded by Councillor Newman, to approve the quote from Rodco Mechanical for repairs to rails at Lift Station in the amount of \$1,775.00 plus HST.

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

Carried

Motion #25-416 It was moved by Councillor Newman, seconded by Councillor Singleton to approve a new home at Whalen's Road, Spaniard's Bay as presented in accordance 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, Smith & Sheppard voted in favor of the motion.

Carried

Committee Reports:

Finance Committee:

Accounts Payable

Motion #25-417 It was moved by Deputy Mayor Sheppard, seconded by Councillor Smith, that Accounts Payables in the about of \$88,551.61 be paid as presented.

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

Carried

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

Wharf Committee

There were 2 quotes submitted for replacement of the lights at the breakwater.

Motion #25-418 It was moved by Councillor Smith, seconded by Councillor Sheppard, to proceed with the quote from Complete Electrical Services Ltd in the amount of 2857.00 plus HST to complete repairs to the lights at the breakwater.

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

Carried

Fire Department – Wild Fire Community Awareness Day Award

Motion #25-419 It was moved Councillor Sheppard, seconded by Councillor Singleton to apply for the Wild Fire Community Awareness Day Award.

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

Carried

Recreation Committee – Request for Funding

A letter was tabled from the Recreation Committee requesting funding for purchasing of new coats and shirts for community events.

Motion #25-420 It was moved by Councillor Newman, seconded by Deputy Mayor Sheppard, to refer this request to the Finance Committee for review and recommendation back to Council.

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

Carried

CBN Joint Council Minutes

Councillor Newman stated that herself and Councillor Sheppard attended the Joint Council Meeting. She stated that they had a visitor from the new Mobile Health Service project and are having great outcomes and that the RCMP also visited and gave some stats on the amount of calls they received in local areas, she also stated that the RCMP have approval for 5 new Officers to help police the areas.

Quote for Pump Repairs – Bishops Cove Road

A quote was tabled for repairs to the pump located at Bishops Cove Road from Xylem, the quote was for \$6,463.45.

Motion #25-421 It was moved by Councillor Singleton, seconded by Councillor Sheppard, to accept the quote in the amount of \$6,463.45 and have repairs completed on the pump at Bishops Cove Road.

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

Carried

2026 Compost Bin Distribution Program

Mayor Oliver stated that we have been offered a discounted price for compost bins for bulk purchasing. We need minimum order of 40 bins. Council would like to let residents know if they are interested in purchasing to contact the office and once we get enough we will place an order.

Ballot – Avalon Regional Director MAA

Motion #25-422 It was moved by Councillor Newman, seconded by Councillor Singleton, to select Eric Snow for Avalon Regional Director

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

Carried

Ballot – Eastern Regional Service Board

Motion #25-423 It was moved by Councillor Singleton, seconded by Deputy Mayor Sheppard, to select Ron Delaney for Eastern Regional Service Board

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

Carried

Notice to Rescind Motion

(a) Privileged Meeting

Motion #25-424 It was moved by Councillor Sheppard, seconded by Councillor Smith, to rescind motion # 23-274 made on September 12, 2025 stating that privileged meetings should only be attended in person. This is the only way to ensure that conversations and personal information is kept private and that a breach does not occur. All aspects of ATIPP should always be adhered to.

Councillor Singleton & Councillor Newman voted against the motion, and Mayor Oliver, Deputy Mayor Sheppard, Councillor Smith and Sheppard voted in favor of the motion.

Carried

(b) Northern Cove Pond Road

Motion #25-425 It was moved by Deputy Mayor Sheppard, seconded by Councillor Smith, to rescind the motion made on October 18, 2021 to install cement barricades, install signs on Northern Cove Pond Road and notify first responders of the change.

Councillor Singleton and Councillor Newman voted against the motion, and Mayor Oliver, Deputy Mayor Sheppard, Councillor Smith and Sheppard voted in favor.

Carried

Mayor Oliver stated that she and many Councillors have heard from many residents that expressed their concerns and are in favor of reopening this road, Council will still be reviewing this road in the new year when they create their traffic calming policy.

Councillor Newman stated that she feels reopening this road is an accident waiting to happen and safety is her main priority.

Councillor Singleton stated that she feels that Planning and Policy should review this matter before the barricades are removed.

(c) 3 Way Stops

Motion #25-426 It was moved by Councillor Sheppard, seconded by Councillor Smith, to rescind motion #24-305 made on August 13, 2024 to install 3 way stops at New Harbour Road/Rocky Pond Road, Roberts Road/Big Pond Road, Gosse's Road/Pondside Road and a seasonal stop at New Harbour Road/Mint Cove Pond Road and to remove the speedbump at Pondside Road.

Councillor Newman and Councillor Singleton voted against the motion, Mayor Oliver, Deputy Mayor Sheppard, Councillor Sheppard & Smith voted in favor

Carried

Motion #25-427 It was moved by Councillor Sheppard, seconded by Councillor Smith, to hold off on installing any speed bumps until Traffic Calming Policy is completed.

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

Carried

Motion #25-428 It was moved by Councillor Sheppard, seconded by Councillor Newman, to install a 3 way stop at Gosse's Road/Pondside Road.

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

Carried

Letters

Resident of Spaniard's Bay – Notice For Council & Committee Meetings

A letter was tabled from a resident of Spaniard's Bay requesting that all regular Meetings and Committee Meetings are posted on the webpage and Facebook page.

Mayor Oliver stated that Council have been in discussions on how they are going to proceed with meeting going further. They feel that on a trial basis they would like to start in the New Year by having regular Council meetings the first Tuesday of each month and having a committee of a whole meeting the week before the regular meeting.

Town Manager Tony Ryan stated that he doesn't think one meeting a month will work as it is too long in between meetings, and it will cause things like bills to get behind.

Motion #25-429 It was moved by Councillor Singleton, seconded by Councillor Newman, to schedule the regular meeting of Council to be the first Tuesday of every Month and have Committee of a whole meeting the week before on a trial basis for 3 months.

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

Carried

Residents of Ridge Road/Delaney's Crescent

A letter was tabled from residents of Ridge Road/Delaney's Crescent regarding concerns of continuous water loss and length of time it takes to get water back if there is a water loss. They requested an in-person meeting with Council and looking for a response regarding repairs and the future.

Motion #25-430 It was moved by Councillor Sheppard, seconded by Councillor Singleton, to set a meeting with residents in mid January.

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

Carried

Permits

Application for a New Business – 13 Rectory Avenue, Spaniards Bay

An application was tabled for new business at 13 Rectory Avenue, Spaniard's Bay. Deputy Mayor Sheppard and Councillor Sheppard declared a Conflict of Interest in accordance with section 5(1)(a) of the Municipal Code of Conduct as Councillor Sheppard is the owner of the property and Deputy Mayor Sheppard is the uncle of the applicant.

Deputy Mayor Sheppard and Councillor Sheppard left their seat and sat in the gallery at 8:16 pm.

Motion #25-431 It was moved by Councillor Newman, seconded by Councillor Singleton to approve the application for new business at 13 Rectory Avenue as it will just be used as an office and will not cause increase in traffic.

Mayor Oliver, Councillor Singleton, Newman and Smith voted in favor of the motion. Deputy Mayor Sheppard & Councillor Sheppard did not vote as they declared Conflict.

Carried

Deputy Mayor Sheppard & Councillor Sheppard returned to their seats at 8:17 pm

Application for a New Apartments – 307-309 Conception Bay Highway

An application was tabled for a new apartment at 307-309 Conception Bay Highway, Spaniard's Bay.

Motion #25-432 It was moved by Councillor Newman, seconded by Councillor Singleton to approve a new apartment at 307-309 Conception Bay Highway, Spaniard's Bay in accordance 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, Smith & Sheppard voted in favor of the motion.

Carried

Donations

Santa Clause Parage Loot Bags

Motion #25-433 It was moved by Councillor Singleton, seconded by Councillor Newman, to give \$250.00 to the Spaniard's Bay Fire Department and \$100.00 to the Tilton Church Ladies towards the loot bags for the Santa Clause Parade.

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

Carried

Other Business

Councillor Singleton stated that she would like to remind residents of the Boxing Day Raffle at the Tilton Lodge on Sunday, December 26th. The Tilton Lodge is also hosting a free skate on Sunday, December 28th, 2025 at the Danny Cleary Statement. She stated she would like to wish everyone a Merry Christmas and a Happy New Year.

Councillor Newman stated that the Spaniard's Bay Lodge is have a mummers party on December 19, 2025 at 7:00 pm & a raffle on December 20th at 2:00 pm. She also stated that she would like to wish everyone a Merry Christmas and Happy New Year.

Councillor Smith stated that he would like to make a motion regarding the wharf committee.

Motion #25-434 It was moved by Councillor Smith, seconded by Councillor Sheppard to takes unused funds from the wharf committee from 2025 and move to 2026.

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

Carried

Councillor Sheppard stated that he would like to wish everyone a Merry Christmas and a Happy New Year.

Adjournment

Mayor Oliver stated that she would like to wish everyone a Merry Christmas and a Happy New Year.

Mayor Oliver stated that the next meeting of Council will be January 6th, 2026, at 7:00pm.

Motion #25-435

It was moved by Councillor Singleton, seconded by Councillor Newman, and carried that the meeting adjourn at 8:27 pm.

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

Carried

Recorder
Vanessa

Mayor, Tammy Oliver