

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

February 10, 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 Town Manager Tony Ryan. Councillor Sheppard joined the meeting via Phone. Visitors included Barbara Vokey and Craig Wescot from the Shoreline News. All residents are invited to watch via Spaniard's Bay Facebook page Live. Mayor Oliver called the meeting to order at 7:01 pm and welcomed everyone.

Motion to Adopt Agenda

The agenda for the meeting of February 10, 2026, was tabled.

Motion #26-027 It was moved by Councillor Lundrigan, seconded by Councillor Newman, that the agenda of February 10, 2026, be adopted as presented.

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

Carried

Adoption of the Minutes

The minutes of the regular meeting January 13, 2026, meeting was tabled.

Motion #26-028 It was moved by Councillor Lundrigan, seconded by Councillor Smith that the minutes of the meeting of January 13, 2026, be adopted as presented.

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

Carried

The minutes of the Code of Conduct Training meeting of Jan 19, 2026 was tabled.

Motion #26-029 It was moved by Councillor Lundrigan, seconded by Councillor Singleton, that the minutes of the Code of Conduct Training, be adopted as presented.

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

Carried

The minutes of a meeting of Council as a whole February 4, 2026 was tabled.

Motion #26-030 It was moved by Councillor Lundrigan, seconded by Deputy Mayor Sheppard that the minutes of the Council as a whole February 4, 2026, be adopted as presented.

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

Carried

Town Manager's Report

February 10, 2026

1. To the best of our knowledge there are no outstanding leaks.
2. Attached to my report is a Quote to supply and install a controller for a sewer lift pump at the Rocky Pond Road SLS. I need a motion to award this work at \$4200.00 plus HST.
3. The 2026 budget includes installing a new swing set at the playground on Back Cove Road. I need a motion to submit an application under the CBCF (Gas Tax) program seeking approval for \$20,960.00 plus 3144.00 HST for a total of \$24,104.00 for the supply and installation of a new swing set for the playground at Back Cove Road North. See attached quote from APEX Construction Specialties.
4. The proposed Traffic Calming Policy is slated to include traffic count studies at selected points around town. I have quotes attached to either rent or purchase the equipment to conduct these studies. Choices include renting a used (trade show model) at \$750.00 per month or purchasing new at \$4200.00 or 4600.00 per month. HST extra in all instances. I need a motion to proceed if it is the wish of Council to do so.
5. At the last Council meeting Council approved repair work to our old western blade from the 2025 one-ton pickup. It was determined that this blade was beyond servicing to be of any use to our current setup. I need the motion to approve the purchase of a new blade for the truck in the amount of \$12200.00 plus 1830.00 HST (Total of \$14,030.00). This purchase will nullify the previous motion to repair the old blade for the 1-ton pickup truck.
6. Snow clearing equipment is in good working Order except for the 2023 Ford F550. It is at Avalon Ford in St. John's with transmission problems. This is warranty work. No ETA as to when the work will be complete.

Motions arising from the Town Manager's Report

Motion #26-030 It was moved by Councillor Newman, seconded by Councillor Singleton, to accept the Quote from Barret's Electrical and have the work completed at the Sewer Lift Station on Rocky Pond Road in the amount of \$4200.00 plus HST.

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

Carried

Motion #26-031 It was moved by Councillor Singleton, seconded by Councillor Newman, to apply under the CCBF for new playground equipment for the Spaniard's Bay Playground in the amount of \$20,960.00 plus HST.

Councillor Sheppard asked was this a grant we were applying for? Town Manager Tony Ryan explained what the Canada Community Building Fund was. That's the Town has a certain allotment each year that we can apply to use and it does not have to be paid back.

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

Carried

Motion #26-032 It was moved by Councillor Singleton, seconded by Deputy Mayor Sheppard, to purchase the new speed/monitoring sign for the cost of \$4600.00 plus HST.

Town Manager Tony Ryan stated that his opinion would be to purchase the sign as rental cost is expensive and before long the sign would be paid for. Councillor Smith stated that he agreed that we should purchase instead of renting. Councillor Sheppard stated that by owning one we can rotate and cover all roads with issues around town to compile data.

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

Carried

Motion #26-033 It was moved by Councillor Newman, seconded by Singleton, pay the invoice of \$12,000.00 plus HST to Drive Products for a new plow and sander for the new truck.

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

Carried

Committee Reports:
Finance Committee:

Accounts Payable

Mayor Oliver declared a Conflict of interest in accordance with section 5(1)(a) of the Municipal Code of Conduct as she has invoices submitted that she purchased for the town.

Mayor Oliver vacated her seat at 7:17 pm and Deputy Mayor Sheppard chaired the meeting.

Motion #26-034 It was moved by Councillor Smith, seconded by Councillor Lundrigan, that Accounts Payables in the about of \$108,006.14 be paid as presented.

Deputy Mayor Sheppard, Councillors Singleton, Newman, Smith, Lundrigan & Sheppard voted in favor of the motion. Mayor Oliver did not vote as she declared a Conflict.

Carried

Mayor Oliver returned to her Chair at 7:18 pm

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

Planning Committee

a) Change in Apartments 307-309 Conception Bay Highway, Spaniard's Bay

Councillor Newman stated that this application was already approved for apartments but the contractor submitted a revised floor plan which adds 2 additional units. This change will not alter the building in any way only using more space that previously was not going to be developed.

Motion #26-035 It was moved by Councillor Newman, seconded by Councillor Singleton to approve 2 additional apartments at 307-309 Conception Bay Highway, 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, Smith, Lundrigan & Sheppard voted in favor of the motion.

Carried

b) Request to Increase Height by 2FT – 39-43 Pondsides Road

Councillor Newman stated that this application was approved for renovations at the last meeting of Council. The owners are requesting that when they repair the roof to add an additional 2 ft of height to the building. This meets all regulations under the Town Plan.

Motion #26-036 It was moved by Councillor Newman, seconded by Councillor Singleton, to allow for and increase of height of 2 ft to the garage on 39-43 Pondsides Road, Tilton .

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

Carried

c) Resident of New Harbour Road – Address Change of Garage

A letter was tabled to seek a letter of approval from Council for a change of address for a commercial inspection location site. Planning reviewed this matter and met with the resident and recommends that we deny this request as this area is zoned residential and in the town plan a commercial garage is not permitted in a residential area. Councillor Smith declared a Conflict of interest in accordance with section 5(1)(a) of the Municipal Code of Conduct. He left his seat at 7:20 pm Councillor Sheppard questioned why there is a garage operating up the road and we will not permit this one. Town Manager Tony Ryan stated that according to Town Plan Regulation 49 (1) “that non confirming uses in a land use zone prior to the town plan be permitted to continue “ and in this case the garage up the road was operating before the Town Plan came into place in 1993.

Motion #26-036 It was moved by Councillor Newman, seconded by Councillor Singleton to Deny this request as it does not meet the regulations of the Town Plan.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, and Lundrigan voted in favor of the motion. Councillor Sheppard voted against the Motion and Councillor Smith did not vote as he declared Conflict.

Carried

Councillor Smith returned to his seat at 7:31 pm

d) New Building – 833-851 Conception Bay Highway

An application was tabled for a new building at 833-851 Conception Bay Highway. Councillor Newman stated that Planning met with the applicant.

Motion #26-037 It was moved by Councillor Newman, seconded by Councillor Singleton, to deny the application for a new building at 833-851 Conception Bay Highway as the property does not meet the 10M Buffer Zone to a residential area in accordance with the Town Plan.

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

Carried

e) Request for a Domestic Saw Permit – 435 Conception Bay Highway

An application to operate a domestic saw permit at 435 Conception Bay Highway, Spaniard’s Bay was tabled.

Motion #26-038 It was moved by Councillor Newman, seconded by Councillor Singleton, to approve the application for a domestic saw permit for personal use only at 435 Conception Bay Highway.

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

Carried

f) Road Take Over Policy

Councillor Newmans stated that Planning discussed this matter and they recommended no changes to the policy at this time.

Councillor Sheppard stated that he don't feel like he was included in this decision and stated his frustrations that these decisions were made and discussed while he was away and had no part in discussions.

Councillor Singleton stated that it was not done behind the scenes, and it was a topic that has been left on the table for months and Planning wanted to have a decision to bring back to the people.

Councillor Smith stated that he feels this Policy is geared more towards contractors building subdivision and not individual people.

Mayor Oliver stated that she thinks the reason behind this decision is that each individual road is different and they need to be looked at individually not as a whole. She stated that by making this motion tonight does not mean we cannot look at it again in the future.

Town Manager Tony Ryan stated that the wording of the motion end with at this time which means it can be looked at again in the future if Council feels the need to do so.

Motion #26-039 It was moved by Councillor Newman, seconded by Councillor Singleton to make no changes to current Take over Road Policy at this time.

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

Carried

g) New Shed – 439-441 Conception Bay Highway

Motion #26-040 It was moved by Councillor Newman, seconded by Councillor Singleton, to approve a new shed at 439-441 Conception Bay Highway 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, Lundrigan & Sheppard voted in favor of the motion.

Carried

Public Works Committee

a) Snow Clearing Request – Chipman's Road

Councillor Sheppard and Deputy Mayor Sheppard declared a conflict of interest in accordance with section 5(1)(c) of the Municipal Code of Conduct as their immediate family owns property in the area.

Councillor Sheppard and Deputy Mayor Sheppard removed themselves from the conversation at 7:49 pm

Motion #26-041 It was moved by Councillor Newman, seconded by Councillor Singleton, to deny this request as the road way does not meet specifications of the Take Over Road Policy.

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

Carried

Mayor Oliver stated that out of our of the multiple requests we have received, this property is only missing the paving part of the guidelines. I feel maybe Council should consider paving this area of road.

Town Manager Tony Ryan asked if he could speak. He stated that as a tax payer of this town he does not feel that we should use tax payers dollars to pave a private driveway.

Councillor Sheppard and Deputy Mayor Sheppard returned 8:01 pm.

b) Quote for John Deere Excavator Bucket

A quote was table to purchase a new bucket for the John Deere Excavator.

Motion #26-042 It was moved by Councillor Newman, seconded by Councillor Lundrigan, to accept this quote of \$2218.00 plus HST and order the new bucket.

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

Carried

c) Letter of Concern – Northern Cove Pond Road

A letter of concern regarding speeding and the opening of Northern Cove Pond Road was tabled.

Councillor Lundrigan declared a conflict of interest in accordance with section 5(1)(c) of the Municipal Code of Conduct as their immediate family owns property in the area.

Councillor Lundrigan removed herself from the conversation at 8:04 pm

Motion #26-043 It was moved by Deputy Mayor Sheppard, seconded by Councillor Singleton, to write the resident and let them know that we have adopted a new traffic calming policy and there will be more items added to the road to help make the road safer.

Mayor Oliver, Deputy Mayor Sheppard, Councillors Singleton, Newman, Smith, & Sheppard voted in favor of the motion. Councillor Lundrigan did not vote as she declared conflict.

Carried

Councillor Lundrigan returned to her chair at 8:05 pm

Fire Department – New Executive

Councillor Sheppard read aloud the new executive.

Assistant Chief – Randy Davis
First Captain – Cory Mahaney
Second Captain – Rod Yetman
First Lieutenant – Charlie Janes
Second Lieutenant – Trevor Eveleigh
Secretary – Denise Fitzgerald
Treasurer – Charlie Janes
OH&S – Randy Davis
Public Relations – Garry Gosse

Motion #26-044 It was moved by Councillor Singleton, seconded by Councillor Sheppard, to accept the new executive.

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

Carried

Quote for Annual Service for Chlorination Plant

A quote was tabled for the annual service of the chlorination plant.

Motion #26-045 It was moved by Councillor Singleton, seconded by Deputy Mayor Sheppard, to accept the quote in the amount of \$5938.50 plus HST and have the annual service of the chlorination plant completed.

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

Carried

Traffic Calming Policy

Mayor Oliver stated that Council has discussed this policy and had many consultations to have this policy put in place. This Policy will help Council learn what road have issues by using the new equipment previously approved to purchase and help the town know what areas need to be modified to help keep our roads safe.

Councillor Sheppard stated that speed is a major issue in our towns and this will help mitigate the problem. A copy of this policy will be added to our towns website for anyone to review and there is an application that residents to fill out to have their areas of concerns reviewed.

Motion #26-046 It was moved by Councillor Smith, seconded by Councillor Sheppard, to adopt the new Traffic Calming Policy as presented.

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

Carried

Motion to Appoint Mitch Moran as the Town's Appeal Commissioner

Motion #26-047 It was moved by Councillor Newman, seconded by Councillor Singleton, to appoint Mitch Moran as the town's appeal commissioner.

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

Carried

Motion to Schedule the full year of Council Meetings

Motion #26-048 It was moved by Councillor Newman, seconded by Councillor Singleton, to schedule the Regular Meeting of Council to the 2nd Tuesday of every month, and the Committee of a Whole Meeting the first Wednesday of each month for the 2026 year.

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

Carried

Councillor Sheppard stated that he is not in a situation right now to agree to attend a set schedule of meetings due to work and he feels it is not fair due to previously regulations that he cannot attend from away.

Town Manager stated that the motion he is referring to was rescinded back in December and he has the right to call in for any type of meeting that Council has.

Municipal Plan Amendment

Motion #26-049 It was moved by Councillor Newman, seconded by Councillor Singleton to adopt Municipal Plan Amendment # 1

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

Carried

Motion #26-050 It was moved by Councillor Newman, seconded by Councillor Singleton to adopt Development Regulation # 2

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

Carried

Councillor Sheppard questioned if this will just give the right for anybody to just add multiple apartments to their home?

Town Manager Tony Ryan that this Municipal Plan Amendment will amend Residential policy Res-3 to allow for the addition of Garden suites, In-law Suites and Subsidiary Apartment where a secondary dwelling unit can be built behind or attached to the primary single dwelling home.

Councillor Lundrigan stated that she believe that in the future we should also look at adding Tiny Homes to our Municipal Plan as well.

Request to Use Downstairs Ball Room – Grad 9 Graduation

Councillor Lundrigan stated that we know it is a beautiful room downstairs, but the town do not have a capacity order on this room and cannot get one. There is issues with fire exits. Town Manager Tony Ryan stated that there are multiple business's and non for-profit organizations around town that the town does not like to compete with for rental space. At this time we cannot rent this room without the capacity order.

Request for Tax Reduction

Councillor Smith declared a conflict of interest in accordance with section 5(1)(c) of the Municipal Code of Conduct . He left his seat at 8:34 pm

Town Manager Tony Ryan stated that this person requested to have this property rezoned to residential years ago and was planning on building in the area. He stated that this should be referred to Finance Committee for further discussion.

Motion #26-051 It was moved by Councillor Newman, seconded by Councillor Singleton to refer this request to Finance for review and recommendation back to Council.

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

Carried

Councillor Smith returned to his seat at 8:37 pm.

Request for Storage Space – Special Olympics

Councillor Lundrigan stated that we have allowed this before and can accommodate a room for them. She also asked if the office could contact the previous tenant and have them have their stuff removed from the 2nd room that they did not have approval to use.

Motion #26-052 It was moved by Councillor Lundrigan, seconded by Councillor Singleton, to accommodate the Special Olympics request for a storage room.

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

Carried

Donations

Ascension Collegiate – Annual Auction

Motion #26-053 It was moved by Councillor Singleton, seconded by Councillor Newman, to give a donation of \$50 for a half page advertisement to Ascension Collegiate.

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

Carried

Other Business

Councillor Newman stated that the Lodge Spaniard's Bay is having their Variety Concert on Feb 12, 2026 at 7:00 pm. Anyone wishing to attend can contact any member of the lodge for a ticket. She stated she would also like to wish her parents a Happy 65th Wedding Anniversary.

Councillor Lundrigan stated that she would like to let the workers know they done a great job with widening the roads.

Mayor Oliver stated that this week is Education Week and Teacher appreciation week. She would like to give a heartfelt thank you to all of the teachers and staff for everything they do for our youth.

Mayor Oliver stated that she attended a very important meeting this past week in Bay Roberts with Joint Council, RCMP and our MHS's regarding issues our towns are having with crime. They announced that our area will be receiving funds to hire 5 more Officers for our area. It is definitely needed in our area. They stressed the importance of people calling and reporting crimes, and the more reports they get the more resources they can get.

Adjournment

Mayor Oliver stated that the next meeting of Council as a whole will be March 4th, 2026 at 10am and Regular Council meeting will be March 10th, 2026 at 7:00 pm.

Motion #26-054 It was moved by Councillor Lundrigan, seconded by Councillor Singleton, and carried that the meeting adjourn at 8:56 pm.

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

Carried

Recorder
Vanessa Butler

Mayor, Tammy Oliver