

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

Town Hall  
190 Conception Bay Highway  
Spaniard's Bay, NL A0A 3X0  
709-786-3568  
709-786-7273  
www.townofspaniardsbay.ca

Email:  
spaniardsbay@persona.ca

# The Municipality of Spaniard's Bay

**November 25, 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, Lundrigan and Sheppard, with Councillor Smith joining via teleconference and along with Vanessa Higgins. Visitors included Calvin LeDrew, Rod Yetman, Denise Fitzgerald, Debbie Sheppard and Sheldon & Jackie Coombs. 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.

Mayor Oliver offered deepest condolences to Eric Jewers Family, he was a crucial & invaluable part of the town having served 20 years on Council and will be missed.

## **Motion to Adopt Agenda**

The agenda for the meeting of November 25, 2025 was tabled.

**Motion #25-376** It was moved by Councillor Lundrigan, seconded by Councillor Singleton, that the Agenda of November 25, 2025 be adopted as presented.

Carried

## **Motions to Rescind**

Deputy Mayor Sheppard submitted a notice of motion to rescind a motion made at a regular meeting held on October 18, 2021 in relation to the closure of Northern Cove Pond Road to through traffic.

Councillor Sheppard submitted a notice of motion to rescind motion #24-305 of a regular meeting held August 13, 2024 in relation to the 3 way stops in particular the ones at Roberts Road/Big Pond and the proposed stop at New Harbour Road/Mint Cove Pond Road N.

Councillor Singleton submitted a notice of motion to rescind motion #23-274 of a regular meeting held September 12, 2023, 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.

## **Adoption of the Minutes**

The minutes of the regular meeting October 21, 2025, meeting was tabled.

**Motion #25-377** It was moved by Councillor Lundrigan, seconded by Deputy Mayor Sheppard that the minutes of the meeting of October 21, 2025, be adopted as presented.

Carried

## **Town Managers Report**

1. To the best of our knowledge there is one (1) leak outstanding. One leak on New Harbour Road they started today but not finished.
2. Attached to my report is a letter of approval for the Special Assistance Grant. We were approved for \$18,302.19 to assist with emergency repairs to the Seawall in Back Cove
3. Attached to my report is a list of Payables that came in since the cutoff date for the Agenda. I need a motion to pay \$17,458.62 in payables.
4. Attached to my report are some permits that came in after the deadline.
  1. New Garage – 18 Chipman's Road
  2. New Storage Units – 205-207 Conception Bay Highway

## **Motions arising from the Town Manager's Report**

**Motion #25-378** It was moved by Councillor Singleton, seconded by Councillor Lundrigan to approve the accounts payables received after the agenda cutoff in the amount of \$17,458.62 as presented.

Carried

**Motion #25-379** It was moved by Councillor Newman, seconded by Councillor Singleton to approve a new garage at 18 Chipman'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.

Carried

**Motion #25-380** It was moved by Councillor Newman, seconded by Councillor Singleton to approve a new Storage unit at 205-207 Conception Bay Highway, 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.

Carried

## **Committee Reports:**

### **Finance Committee:**

#### **Accounts Payable**

**Motion #25-381** It was moved by Deputy Mayor Sheppard, seconded by Councillor Newman, that Accounts Payables in the about of \$88,551.61 be paid as presented.

Carried

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

## **Planning/Policy Committee**

### **a) Resident of New Harbour Rd – Rezoning request**

The application to rezone a property on 183 New harbour Road, Spaniard's Bay was reviewed by Planning Committee.

**Motion #25-382** It was moved by Councillor Newman, seconded by Councillor Singleton to have Town Manager proceed with acquiring the cost from the planner to have the property rezoned in the Town Plan and advise the resident.

Carried

**b) Application for a New House – 104 Bishops Cove Road**

The application for a new house at 104 Bishops Cove Road, Spaniard's Bay was tabled

**Motion #25-383** It was moved by Councillor Newman, seconded by Councillor Singleton to deny the application for a new house at 104 Bishops Cove Road, Spaniard's Bay. The property does not meet minimum required square footage of floor size and does not have the 15-30 ft buffer from ocean. The Town Plan states that natural areas such as drainage courses, rock and coup and rugged shorelines and steep slopes are protected from development to preserve environment resources and the rural character of the town.

Carried

**c) Application for new Multi Resident complex – 776-796 CB Highway**

The application for a new complex at 776-778 CB Highway, Tilton was tabled.

**Motion #25-384** It was moved by Councillor Newman, seconded by Councillor Singleton to approve the application in principle for a new housing complex at 776-796 CB highway, Spaniard's bay under discretionary use pending a development agreement in accordance with the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Carried

**d) Application for a New Equipment Building – 82 Brazil's Hill**

The application for a new business at 82 Brazil's Hil, Spaniard's Bay was tabled.

Councillor Smith declared a conflict of interest in accordance with section 5(1)(a) of the Municipal Code of Conduct as he is the owner of the property.

Councillor removed himself from the conversation 7:18pm

**Motion #25-385** It was moved Councillor Newman, seconded by Councillor Singleton to approve the new business at 82 Brazil's Hill: Spaniard's Bay under discretionary use in accordance with the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Carried

Councillor Smith returned 7:20pm

**e) Application to build – 314-316 Conception Bay Highway**

The application to build at 314-316 Conception Bay Highway, Spaniard's Bay was tabled.

**Motion #25-386** It was moved by Councillor Newman, seconded by Councillor Singleton to defer the application to build at 314-316 Conception Bay Highway, Spaniard's Bay to Planning Committee for review and recommendation back to Council.

Carried

**f) Town Plan Change**

A letter to change the Towns Plan was tabled.

**Motion #25-387** It was moved by Councillor Newma, seconded by Councillor Singleton to deny any amendments to the Town Plan.

Carried

**g) Video Surveillance Policy**

An amended Video Surveillance Policy was tabled.

**Motion #25-388** It was moved by Councillor Newman, seconded by Councillor Singleton to accept the amended Video Surveillance Policy as presented.

Carried

**Motion #25-389** It was moved by Councillor Sheppard, seconded by Councillor Smith to erect more No Dumping signage through out town.

Carried

**Public Works**

**a) Resident of Eady's Road - Snow Clearing**

A letter was tabled from a resident of Eady's Road request the town reassess snow clearing on their privately owned section of Eady's Road.

**Motion #25-390** It was moved by Deputy Mayor Sheppard, seconded by Councillor Sheppard to stand by the resident's building permit stating Council will not consider snow clearing until the road is brought up to Town standards and a copy will be provided to the resident.

Carried

**b) Resident of Ryan's Road – Requesting water hook-up on Gosse's Drive.**

A letter was tabled from a resident of Ryan's Road, Spaniard's Bay requesting to hook up a new water line at Gosse's Drive.

**Motion #25-391** It was moved by Deputy Mayor Sheppard, seconded by Councillor Sheppard to have the resident seek approval from the Developer Ric-Car Investments then Council will approve the Hook-up.

Carried

**c) Resident of Ryans Road – Lift Station Concerns**

A letter was tabled from a resident of 8-10 Ryans Road, Spaniard's Bay concerning the lift station. They are requesting they be notified when the lift station is down to prevent further damage to their personal lift station they have installed.

**Motion #25-391** It was moved by Deputy Mayor Sheppard to have the foreman notify the resident of 8-10 Ryan's Road, Spaniard's Bay when the lift station is down.

Carried

**d) Chipman's Road – 2 Culverts**

A request to replace 2 culverts at 3 Chipman's Road and 33 Chipman's Road was tabled.

**Motion #25-392** It was moved by Deputy Mayor Sheppard, seconded Councillor Sheppard to replace the culverts at 3 Chipman's Road and 33 Chipman's Road as presented.

Carried

**Fire Department**

Mayor Oliver presented the letter from the Department of Justice and Public Safety for the \$17,000.00 contribution made to the Fire Department for aiding in the Forest Fires in the summer of 2025.

Councillor Sheppard brought forward a request to contribute \$30.00 per active fire fighter to go towards the purchase of jackets for the Fire Department.

**Motion #25-393** It was moved by Councillor Sheppard, seconded by Councillor Smith to approve the contribution of \$30.00 per active fire fighter towards new jackets.

Carried

### **Policy & Procedures**

A copy of the Towns Policy and procedures was tabled for review of council.

**Motion #25-394** It was moved by Councillor Newman, seconded by Councillor Singleton to accept the Spaniard's Bay Policy & Procedures as presented.

Carried

### **Recreation Director**

A letter was tabled from the Recreation Director requesting a review of the Salary.

Deputy Mayor Sheppard & Councillor declared a conflict of interest in accordance with section 5(1)(b) of the Municipal Code of Conduct as The Recreation Director is a relative.

Both left their seats at 7:44pm

**Motion #25-395** It was moved by Councillor Newman seconded by Councillor Lundrigan to refer the Recreation Director request to Finance Committee for review and recommendation back to council.

Carried

Deputy Mayor Sheppard and Councillor Sheppard returned to their seats 7:45pm

### **Municipal Assessment Agency – Ballot – Avalon Director**

A letter was tabled from Municipal Assessment Agency with the candidates for the upcoming election for Avalon Director.

It was generally agreed upon to have Council review the candidates and select by next council meeting.

### **Letters**

#### **Resident of Spaniard's Bay – Requesting to move Bonfire**

A letter was tabled from a resident of Spaniard's Bay to have the bonfire location moved.

**Motion #25-396** It was moved by Councillor Sheppard, seconded by Deputy Mayor Sheppard to refer the request to relocate the Bonfire to Public Works Committee for review and recommendation back to Council

Carried

#### **Resident of Spaniard's Bay**

A letter was tabled from a resident of Spaniard's Bay requesting to have Northern Cove Pond Road reopened. The subject had already been discussed and Council acknowledged receipt of this letter.

#### **Resident of Ryans Road Ext. to Extend Road maintenance**

A letter was tabled from a resident of Ryans Road Ext to have their road maintained by Council. As per the other 2 requested Council discussed reassess the Towns requirements to take over a non-serviced road.

**Motion #25-397** It was moved by Councillor Sheppard, seconded by Councillor Smith to Deny the request until the road is brought up to the town standards as presented and to have further discussion on the town requirements to service a roadway.

Carried

### **Resident of Chipman's Road – Extend Road maintenance**

A letter was tabled from a resident of Chipman's Road requesting road service be extended on Chipman's Road

Councillor Sheppard and Deputy Mayor Sheppard asked council to determine if they are in conflict.

Deputy Mayor Sheppard and Councillor Sheppard left their seats at 8:04pm

**Motion #25-398** It was moved by Councillor Smith seconded by Councillor Singleton that Deputy Mayor Sheppard and Councillor Sheppard are not in conflict.

Councillor Smith voted in favor of Deputy Mayor Sheppard and Councillor Sheppard not being in conflict. Mayor Oliver, Councillors Singleton, Newman and Lundrigan denied the request in accordance with section 5(1)(b) of the Municipal Code of Conduct as property owner is a relative.

Defeated

Council discussed the request and as per the other 2 requested determined that the road needs to be brought up to town standards before considering and further discussion on town requirements will be reassessed.

**Motion #25-399** It was moved by Councillor Newman, seconded by Councillor Singleton to defer the topic to Planning and Public Works Committee for further review of the Town Policy on taking over roads.

Carried

Deputy Mayor Sheppard and Councillor Sheppard returned to their seats at 8:10pm

### **Permits**

#### **Application for a new Apartment Building – 307-309 CB Highway, Spaniards Bay**

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

**Motion #25-399** It was moved by Councillor Newman, seconded by Councillor Singleton to deny the application for new apartments at 307-309 CB Highway as presented as it does not comply with minimum town standards for a 2-story complex.

Carried

#### **Application for a New Shed**

An application was tabled for a new shed at 4 Rectory Avenue, Spaniard's Bay.

**Motion #25-400** It was moved by Councillor Newman, seconded by Councillor Singleton to approve a new shed 4 Rectory Avenue, 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.

Carried

#### **Application for a New Business – 47 CB Highway**

An application was tabled for a new business at 47 CB Highway, Spaniard's Bay.

**Motion #25-401** It was moved by Councillor Newman, seconded by Councillor Singleton, to approve the new afterschool Day Care business 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.

Carried

#### **Application for a Baby Barn - 247 CB Highway, Spaniard's Bay**

An application was tabled for a new baby barn at 247 CB Highway, Spaniard's Bay.

**Motion #25-402** It was moved by Councillor Newman, seconded by Councillor Singleton to approve the new baby barn at 247 CB 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.

Carried

#### **Request to renovate 39-43 Pondside Rd, Tilton**

A request was tabled to renovate 39-43 Pondside Road, Tilton.

**Motion #25-403** It was moved by Councillor Newman, seconded by Deputy Mayor Sheppard to grant approval for the renovations at 39-43 Pondside Rd, Tilton for personal use only, not to develop storage units, in accordance with the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Carried

#### **Application to alter a body of water**

A request was tabled to alter a body of water at Cranes Road, Spaniard's Bay

**Motion #25-404** It was moved by Councillor Newman, seconded by Councillor Singleton to grant approval to alter a body of water at Cranes Road, Spaniard's Bay.

Carried

#### **Application for a New Building – 833-851 CB Highway, Tilton**

An application was tabled to build a new garage/storage building at 833-851 CB Highway, Tilton.

**Motion #25-405** It was moved by Councillor Newman, seconded by Councillor Singleton to refer the application for a new garage/storage building at 833-851 CB Highway, Tilton to the Planning Committee for review and recommendation back to Council.

Carried

#### **Application for a new House – Jone's Road ext. (405C CB Hwy)**

An application to build a new house at 405C CB Highway, Spaniard's Bay was tabled

**Motion #25-406** It was moved by Councillor Newman, seconded Councillor Singleton to Approve a new House at 405C Conception Bay Highway, Spaniard's Bay conditionally pending application approval from the Department of Environment and Climate Change and maintain the 15m reserve in accordance with the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Carried

## **Donations**

### **Chosen Few #153 LOL - Tilton**

A donation request was tabled from Chosen Few #153 LOL - Tilton.

**Motion #25-407** It was moved by Councillor Newman, seconded by Councillor Singleton to approve a \$25 donation to Chosen Few #153 LOL - Tilton.

Carried

### **No Surrender#15 LOL – Spaniard’s Bay**

A donation request was tabled from No surrender #15 – Spaniard’s Bay.

Councillor Newman declared a conflict of interest in accordance with section 5(2)(a) of the Municipal Code of Conduct.

Councillor Newman left her seat at 8:22pm

**Motion #25-408** It was moved by Councillor Singleton, seconded by Councillor Lundrigan to approve a \$25 donation to No Surrender #15, LOL, Spaniard’s Bay.

Carried

Councillor Newman returned to her seat 8:23pm

### **Goodwill seniors Center - Tilton**

A donation request was tabled from Goodwill Seniors Center.

**Motion #25-409** It was moved by Councillor Singleton, seconded by Councillor Newman to approve a \$25 donation to Goodwill Seniors Center.

Carried

## **Other Business**

Deputy Mayor Sheppard stated that Budget time has begun, and first meeting of the Finance Committee will be Monday Dec 1<sup>st</sup>, 2025 at 9am.

Councillor Singleton asked about the upgrades on assisting Council can attend meetings when they aren’t there.

**Motion #25-410** It was moved by Councillor Singleton, seconded by Councillor Sheppard to obtain prices to upgrade the Towns system to allow Council to attend meeting via online.

Carried

Councillor Singleton also advised on the following Tilton events: Tree Lighting is November 28<sup>th</sup> at 7pm. Blue Christmas service at all Saints Church is Sunday Dec. 14<sup>th</sup> at 7pm. Christmas Kitchen Party is Dec. 5<sup>th</sup> at 5pm. Tilton Santa Clause parade is Dec 13<sup>th</sup>, Breakfast with Santa is Dec. 14<sup>th</sup>. Boxing Day raffles & Music is Dec. 26<sup>th</sup> and Free skate at Danny Cleary Stadium Harbour Grace sponsored by Orange Lodge Tilton Dec. 28<sup>th</sup> at 5pm.

Councillor Newman discussed the SAM conference she attended for the Stewardship Association of Municipalities. She talked of a green crab which is a concern for CB North and also remind residents not to dump goldfish in a lake or pond as harmful to the environment. She mentioned the Spaniard’s Bay Women’s group were hosting an afternoon tea November 27<sup>th</sup> at 2pm at the Recreation Center. The Grand Lodge is hosting a Raffle November 29<sup>th</sup> at 2pm, Goodwill Seniors Open Mic is November 27<sup>th</sup> and The Legion is hosting a Raffle December 6<sup>th</sup> at 2pm.

Councillor Lundrigan advised that The Christmas Grinch Lunch is sold out in record time, that is being held December 7<sup>th</sup>.

Councillor Sheppard advised that the Spaniard's Bay Fire Department has a full roster of members, but encourage people to apply, applications are at Town hall.

Mayor Oliver stated a Joint Council Meeting is coming up and encourage all Council to attend. She thanked Department of Highways for great job on the bridge on Bishops Cove Road. She thanked Pam Parsons for assistance, as the Town was successful in attaining a grant to repair some of the Seawall in Back Cove. She said many upcoming events and encouraged residents to get out and attend.

### **Adjournment**

Mayor Oliver stated that the next meeting of Council will be December 16<sup>th</sup>, 2025, at 7:00pm.

### **Motion #25-411**

It was moved by Councillor Lundrigan, seconded by Councillor Singleton, and carried that the meeting adjourn at 8:41pm.

Carried

Recorder  
Andrea

---

Mayor, Tammy Oliver