

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

October 21, 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 Smith, with Councillor Sheppard joining via teleconference and along with Town Manager Tony Ryan. Visitors included Don & Mary Hutchings, Calvin LeDrew & Debbie Sheppard also Olivia Bradbury from Shoreline. 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 October 21, 2025 was tabled.

Motion #25-346 It was moved by Councillor Smith, seconded by Councillor Lundrigan, that the Agenda of October 21, 2025 be adopted as presented.

Carried

Adoption of the Minutes

The minutes of the regular meeting September 23, 2025, meeting was tabled.

Motion #25-347 It was moved by Councillor Lundrigan, seconded by Councillor Singleton that the minutes of the meeting of September 23, 2025, be adopted as presented.

Carried

The minutes of the Swearing in Ceremony October 14, 2025, was tabled.

Motion #25-348 It was moved by Councillor Lundrigan, seconded by Councillor Singleton that the minutes of the Swearing in Ceremony October 14, 2025, be adopted as presented.

Carried

Business Arising from the Minutes

Mayor advised the Letterhead needs to be updated on the minutes. She also inquired about the Stop Signs and was advised will be available when ready to be installed. Town manager also advised that 3 pumps were returned this week and will be re-installed soon.

Town Managers Report

1. To the best of our knowledge there is at least one leak (likely more) outstanding at Brazil's Hill. We are having difficulty locating the source of the leak. Estimated water loss is about 400 gallons per minute.
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 \$179,895.08
3. Attached to my report is request from a property owner seeking a variance to build on property within the town. I am asking that this request be referred to the Planning Committee for review and recommendation back to Council.
4. Attached is a request from a resident seeking a new water line connection from the top of Gosse's Drive. I am asking for the Public Works Committee to review this request to make a recommendation back to Council.
5. I have had a request from a resident inquiring about the lift station at Ryan's Road. I would like for this matter to be reviewed by the Public Works committee for information and awareness purposes as well as conducting an objective review of the matter to make recommendations back to Council if deemed necessary.
6. Attached is a copy of the former video surveillance policy for the Town. I am requesting that a Council committee review this policy and make any required changes to make this policy acceptable by today's standards. I suggest that the Planning/Policy Committee conduct such a review.
7. In accordance with the Municipal Elections Act, Council are reminded to schedule a private meeting to review the annual disclosure statements for election officials and department heads.
8. I asked for quotes from 2 town contractors to provide a price to mix sand and salt for the upcoming winter season. Triple V submitted a quote of \$1500.00 plus HST for a total for \$1725.00. Donald H. Smith Ltd quoted \$3400.00 plus HST for a total of \$3910.00. Looking for a motion to award the work to Triple V Enterprises as they are the lowest bidder meeting the requirements of the bid.
9. 2 quotes were solicited to complete repair work in front of the property at 40 Casey's Lane. Triple V Enterprises Ltd submitted a quote of \$2250.00 plus HST for a total of \$2587.50 and Donald H. Smith Ltd. submitted \$1385.00 plus HST for a total of \$1592.75. Looking for motion to award to Donald H. Smith being the low bid.
10. 2 quotes were solicited to complete repair work in front of the property at 46 Rectory Avenue. Triple V Enterprises Ltd submitted a quote of \$17,750.00 plus HST for a total of \$20,412.50 and Donald H. Smith Ltd. submitted \$10,145.00 plus HST for a total of \$11,666.75. Looking for motion to award to Donald H. Smith being the low bid.

Motions arising from the Town Manager's Report

Motion #25-349 It was moved by Deputy Mayor Sheppard, seconded by Councillor Newman to approve the accounts payables received after the agenda cutoff in the amount of \$179,895.08 as presented.

Carried

Motion #25-350 It was moved by Councillor Newman, seconded by Councillor Singleton to refer the request from the resident of 314-316 Conception Bay Highway to adjust the variance to Planning Committee for review and recommendation back to council.

Carried

Motion #25-351 It was moved by Councillor Singleton, seconded by Councillor Lundrigan to refer the request from a resident of Ryan Road to relocate the water supply to Public Works for review and recommendation back to council.

Carried

Motion #25-352 It was moved by Deputy Mayor Sheppard, seconded by Councillor Smith to refer the request from a resident of Ryan's Road to review the lift station on Ryan's Road to Public Works for review and recommendation back to council.

Carried

Motion #25-353 It was moved by Councillor Newman, seconded by Councillor Lundrigan to defer the Surveillance Policy to Planning Committee for review and recommendation back to council.

Carried

Motion #25-353 It was moved by Councillor Smith, seconded by Councillor Lundrigan to award Triple V to mix the sand and salt for the upcoming winter in the season in the amount of \$1,500.00 plus HST for a total of \$1,725.00 as presented.

Carried

Motion #25-354 It was moved by Deputy Mayor Sheppard, seconded by Councillor Smith to award Donald H. Smith the contract to complete repairs at 40 Caseys Lane in the amount of \$1,385.00 plus HST for a total of \$1,592.75 as presented.

Carried

Motion #25-355 It was moved by Councillor Lundrigan, seconded by Councillor Newman to award Donald H Smith the contract to complete repairs at 46 Rectory Avenue in the amount of \$10,145 plus HST for a total of \$11,666.75 as presented

Carried

Committee Reports: **Finance Committee:**

Accounts Payable

Motion #25-356 It was moved by Deputy Mayor Sheppard, seconded by Councillor Smith, that Accounts Payables in the about of \$88,371.91 be paid as presented.

Carried

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

John Deer Loader – Amend motion to Borrow

A letter was tabled to amend the motion made at a previous meeting held August 20, 2025 to approve borrowing for the 2025 John Deer Loader.

Motion #25-357 It was moved by Councillor Singleton, seconded by Councillor Lundrigan that the Town write to the Minister of Municipal Affairs and Community Engagement, seeking approval to borrow the sum of Four hundred and ninety five thousand, three hundred fifty eight dollars and 50 cents (\$495,358.50) from the Bank of Nova Scotia for the purchase of a 2025 John Deer 624P Loader with Bucket, Wing, Blade and Snow gear. Said loan to be repaid in 5-year terms, amortized over a period not to exceed 5 years at an interest rate of Primeless ½ percent.

Carried

Update Municipal Order

An order was issued to a resident at Conception Bay Highway to remove roosters.

Motion #25-358 It was moved by Councillor Singleton, seconded by Councillor Sheppard to uphold this order, currently in effect, and such letter be reinforced with a letter from the Towns solicitor reiterating the same, including, advising the resident of their legal right to appeal in accordance with section 40 through 46 of the Urban and Rural Planning Act (2000).

Carried

Motion #25-359 It was moved by Councillor Singleton, seconded by Councillor Sheppard to recommend that the residents of our town be notified and/or reminded of the Towns Use Zone 16 (c) entitled Traditional Agricultural Uses.

Carried

Policy & Procedures

A copy of the Towns Policy and procedures was tabled for review of council and will be deferred to next council meeting.

Animal Control

A letter was tabled from the Animal Control Officer requesting a review of the Contract.

Motion #25-360 It was moved by Councillor Lundrigan, seconded by Councillor Newman to refer the Animal Controls wage increase request to Finance Committee for review and recommendation back to council.

Carried

Letters

Resident of Bishops Cove Rd

A letter was tabled from a resident of Bishops Cove Road with an objection to a pending Permit on Bishops Cove Road.

Motion #25-361 It was moved by Councillor Newman, seconded by Councillor Singleton to defer the letter of objection to the Planning Committee for review and recommendation back to council.

Carried

Resident of Eady's Road

A letter was tabled from a resident of Eady's Road requesting to have the road snow cleared.

Motion #25-362 It was moved by Deputy Mayor Sheppard, seconded by Councillor Lundrigan to refer the request to snow clear Eady's Road to Public Works Committee for review and recommendation back to council.

Carried

Resident Seymour's Road

A letter was tabled from a resident of Seymour's Road requesting a DHH (hearing Impaired) signage.

Motion #25-363 It was moved by Councillor Singleton, seconded by Councillor Newman. To approve a DHH sign for Seymour's Road as presented.

Carried

Resident of Rectory Avenue

Councillor Sheppard declared a conflict of Interest in accordance with Section 5(1)(a) of the Municipal Code of Conduct Act as he is the owner of the property in question.

Councillor Sheppard removed himself from conversation 7:30pm

A letter was tabled from a resident of Rectory Avenue concerning the conditions of the property after Cougar completed paving in the area.

Motion #25-364 It was moved by Deputy Mayor Sheppard, seconded by Councillor Lundrigan to defer the letter concerning property damage by Cougar on Rectory Avenue to Public Works Committee for review and recommendation back to council.

Carried

Councillor Sheppard returned 7:31pm

Resident of Northern Cove Pond Road

A letter was tabled concerning the low well water levels on Northern Cove Pond Road.

Motion #25-365 It was moved by Councillor Singleton, seconded by Councillor Sheppard to defer the water supply issues on Northern Cove Pond Road to Public Works for review and recommendation back to council.

Carried

Resident of New Harbour Road

A request to rezone a property located on New Harbour Road was tabled.

Motion #25-366 It was moved by Councillor Newman, seconded by Councillor Singleton to defer the request to rezone a property on New Harbour Road to Planning Committee for review and recommendation back to council.

Carried

Resident of Conception Bay Highway

A request to change the town plan was tabled. Requesting to change the Towns Use Zone 16 (c) entitled Traditional Agricultural Uses to increase number of chickens from 6 to 12.

Motion #25-367 It was moved by Councillor Lundrigan, seconded by Councillor Smith to defer the request to change the Town Plan to Planning Committee for review and recommendation back to council.

Carried

Permits

Application for a New House – 104 Bishops Cove Road, Spaniards Bay

An application was tabled for a new house at 104 Bishops Cove Road, Spaniards Bay.

Motion #25-368 It was moved by Councillor Newman, seconded by Councillor Singleton to refer the application for a new house at 104 Bishops Cove Road, Spaniard's Bay to Planning Committee for review and recommendation back to council.

Carried

Application for a New Multi Resident Complex at 776-796 CB Highway, Tilton

An application was tabled for a new complex at 776-796 CB Highway, Tilton.

Motion #25-369 It was moved by Councillor Newman, seconded by Councillor Singleton to refer the application for a new complex at 776-796 CB Highway, Tilton Bay to Planning Committee for review and recommendation back to council.

Carried

Application Shed Extension – 47 Seymour's Road

An application was tabled for a shed extension 47 Seymour's Road, Spaniard's Bay Councillor Sheppard declared a conflict-of-interest accordance with section 5(1)a of the Municipal Conduct Act as his sister's property.

Councillor Sheppard removed himself from conversation 7:39pm

Motion #25-370 It was moved by Councillor Newman, seconded by Councillor Singleton, to approve the shed extension at 47 Seymour's Road, Spaniard's Bay Road 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 Sheppard returned 7:40pm

Application for a new Equipment Rental Business – 84 Brazil's Hill, Spaniard's Bay

An application was tabled for a new equipment rental business at 84 Brazil's Hill, Spaniard's Bay.

Councillor Smith declared a conflict of interest in accordance with section 5(1)a of the Municipal Conduct Act as next two applications are his applications.

Councillor Smith left his chair 7:40pm

Motion #25-371 It was moved by Councillor Newman, seconded by Councillor Singleton to refer the business application for equipment rental at 84 Brazil's Hill to Planning for review and recommendation back to council.

Carried

Application for Office rental Business – 413 CB Highway, Spaniard's Bay

An application was tabled for a new Office rental business at 413 Conception Bay Highway, Spaniard's Bay.

Motion #25-372 It was moved by Councillor Newman, seconded by Councillor Singleton to approve the office rental business at 413 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

Councillor Smith returned to his seat at 7:42pm

Application for Crownlands

An application to apply for Crownlands at Singletons Lane, Tilton was tabled

Motion #25-373 It was moved by Councillor Newman, seconded by Councillor Lundrigan to recommend the application for crownland at Singletons Lane, Tilton as presented.

Carried

Donations

Kids Eat Smart – Breakfast Program

A donation request was tabled from Kids Eat Smart Program.

Motion #25-374 It was moved by Councillor Singleton, seconded by Councillor Smith to approve a \$100 donation to the Kids Eat Smart Breakfast Program for Holy Redeemer School Spaniard's Bay.

Carried

Other Business

Councillor Sheppard just reminded residents that the committees have just be finalized and the deferred topics will be addressed.

Councillor Lundrigan regretted to inform residents that this years Trunk or Treat has been cancelled due to limited number of participants. She also advised Haunted House starts Thursday Oct 23 at a cost of \$10 and that Saturday Afternoon 2-4pm is the Child friendly time at a cost of \$5.

Councillor Newman inquired about the brush cutting on Mint Cove Pond Road. She also reminded residents that Church Hill on the west side is a one way street and very dangerous to be used incorrectly.

Councillor Singleton thanked the Neil family for the donation of a boat and the monetary donation to Heritage.

Deputy Mayor Sheppard inquired about the cost sharing for Chlorinator costs wit Island Cove. Town manager informed 65/35 split on costs.

Mayor Oliver advised of the upcoming Joint Council AGM next Thursday October 30th in Carbonear and encouraged all council to attend and put name forward for the council if interested.

Adjournment

Mayor Oliver stated that the next meeting of Council will be November 18, 2025 at 7:00pm.

Motion #25-375

It was moved by Councillor Lundrigan, seconded by Councillor Smith, and carried that the meeting adjourn at 7:53pm.

Carried

Recorder
Andrea

Mayor, Tammy Oliver