Mayor	Tammy Oliver	Town Hall
Deputy Mayor		190 Conception Bay Highway
Councillors	Sherry Lundrigan	Spaniard's Bay, NL A0A 3X0
	Debbie Newman	709-786-3568
	Ann Marie Singleton	709-786-7273
	Terry Sheppard	www.townofspaniardsbay.ca
	Darren Smith	
Town Manager	Vanessa Higgins-Butler	Email: spaniardsbay@persona.ca

The Municipality of Spaniard's Bay

July 14, 2026

A meeting of Council took place on the above date with the following members in attendance: Mayor Oliver, Councillors Lundrigan, Newman, Singleton, Smith and Councillor Sheppard attended via telephone and Town Manager Vanessa Higgins. Visitors included Gerald Harris. 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.

Motion to Adopt Agenda

The agenda for the meeting of July 14, 2026 was tabled.

Motion #26-183 It was moved by Councillor Singleton, seconded by Councillor Lundrigan, that the agenda of July 14, 2026, be adopted as presented.

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

Carried

Adoption of the Minutes

The minutes of the regular meeting June 9, 2026 was tabled.

Motion #26-184 It was moved by Councillor Lundrigan, seconded by Councillor Smith that the minutes of the meeting of June 9, 2026, be adopted as presented.

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

Carried

The minutes of the special meeting June 30,2026 was tabled.

Motion #26-185 It was moved by Councillor Lundrigan, seconded by Councillor Singleton that the minutes of the meeting of June 30, 2026, be adopted as presented.

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

Carried

The minutes of the Committee of a Whole meeting July 8, 2026 was tabled.

Motion #26-186 It was moved by Councillor Lundrigan, seconded by Councillor Singleton that the minutes of the meeting of July 8, 2026, be adopted as presented.

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

Carried

Councillor Singleton stated errors in the header for June 9 and July 8, 2026 need to be fixed.

Town Manager's Report

1. To the best of my knowledge, we have one outstanding leak. It is located on Chipman's Road and is scheduled to be fixed next week.
2. Just to let Council know the parts finally came for the backhoe and Rick completed the repairs on Friday, so we have the backhoe back up and running.
3. Ryans' Road Extension – Road Take Over
4. New quotes for Big Pond Road Paving

Motions arising from Town Managers Report

New quotes for Big Pond Road Paving

Quotes for paving Big Pond Road was tabled. A discussion was had amongst the Councillors regarding the cost of square footage and if there would be a deal for going further In. Councillor Smith inquired about Water & Sewer for Big Pond Road over a 5 year plan. Mayor Oliver stated that it is not financially feasible for Water & Sewer according to the test holes and reports. Councillor Smith requested a copy of those reports for his review. All Councillors agreed that the road needs to be fixed as soon as possible.

A motion was made to apply for the CCBF funding for Paving as far as the Garbage Boxes in the amount of $147,000.00

Motion #26-187 It was moved by Councillor Newman, seconded by Councillor Singleton to Apply for the CCBF Funding for the paving of Big Pond Road to the Garbage Box.

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

Carried.

Committee Reports:
Finance Committee:

Accounts Payable

Motion #26-188 It was moved by Councillor Newman, seconded by Councillor Singleton, that Accounts Payables in the amount of $60,225.45 be paid as presented.

Mayor Oliver, 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.

Planning Committee

a) 9-17 Mall Tree Hill – New House

An application for a new house at 9-17 Mall Tree Hill, Spaniards Bay was reviewed by Planning Committee.

Motion#26-189 It was moved by Councillor Newman, seconded by Councillor Singleton to Conditionally approve the new house at 9-17 Mall Tree Hill, Spaniards Bay, based on the layout according to 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, Councillors Singleton, Newman, Sheppard, Smith and Lundrigan voted in favor of the motion.

Carried

b) 339-441 Conception Bay Highway – Shed (resubmitted)

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

Motion #26-190 It was moved by Councillor Newman, seconded by Councillor Singleton, to deny the application for the Shed at 339-441 Conception Bay Highway, Spaniards Bay Stating the square footage is not there and not enough space for the larger one with the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

It was motioned by Councillor Newman, seconded by Councillor Singleton to approve the Original application for the smaller shed as it meets regulations.

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

Carried

c) 4 Janes' Road, Spaniards Bay – New Garage

An application for a new garage 4 Janes' Road, Spaniard's Bay was reviewed by Planning Committee.

Motion #26-191 It was moved by Councillor Newman, seconded by Councillor Singleton, to conditionally approve the application for a New Garage at 4 Janes' Road, Spaniards Bay. Currently an existing shed that needs to be removed and pegs placed, 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, Sheppard, Smith and Lundrigan voted in favor of the motion.

Carried

d) **99 Pondside Road – New Greenhouse**

An application for a New Greenhouse at 99 Pondside Road, Tilton was reviewed by Planning Committee.

Motion #26-192 It was moved by Councillor Newman, seconded by Councillor Singleton, to approve the application for a New Greenhouse at 99 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, Councillors Singleton, Newman, Sheppard, Smith and Lundrigan voted in favor of the motion.

Carried

d. **57 Chipman's Road – New Shed Addition**

An application for a new shed addition at 57 Chipman's Road, Spaniards Bay was reviewed by Planning Committee.

Motion #26-193 It was moved by Councillor Newman, seconded by Councillor Singleton, to approve the application for a New Shed addition at 57 Chipman's Road, Spaniards Bay, 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, Sheppard, Smith and Lundrigan voted in favor of the motion.

Carried

Development Regulations Amendment No. 3 2026

The Development Regulations Amendment No. 3 2026 was tabled. It was posted with no objections.

Motion #26-194 It was moved by Councillor Singleton, seconded Councillor Newman to approve the Development Regulations Amendment No. 3 2026 as presented

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

Carried

Property Damage Policy – Seasonal Operations

The Property Damage Policy – Seasonal Operations was tabled

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Motion #26-195 It was moved by Councillor Singleton, seconded by Councillor Newman to adopt the new Property Damage Policy as presented and to add it to our website.

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

Carried

Preliminary Estimate for Capital Works Project
Culvert Quote

The quote regarding Culverts was tabled and discussed amongst the Councillors.

Motion #26-196 It was moved by Councillor Sheppard, seconded by Councillor Newman to accept the Culvert Quote in the amount of $17,770.36.

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

Carried

Frazil Ice Shield

The letter regarding the installation of a Frazil Ice Shield was tabled. A discussion amongst the Councilors was had about how a Frazil ice Shield helps reduce the ice build up. Councilor Newman stated that the cost of the Frazil Ice Shield is being split with the Town of Upper Island Cove on a 65-35% division, with Spaniards Bay covering 65% of the cost and Upper Island Cove covering 35%.

Motion #26-197 It was moved by Councillor Newman, seconded by Councillor Singleton, to accept the quote for the Frazil Ice Shield in total amount of $139, 481.12 to be split with the Town of Upper Island Cove at a 65% - 35% split.

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

Carried

Deputy Mayor - Appointment

The topic of Deputy Mayor was tabled. A lengthy discussion was had amongst the Councillors whether to wait until after the By-Election.

Nominations for Deputy Mayor were taken. Councillor Singleton nominated Councillor Newman. Councillor Newman accepted the nomination. Councillor Sheppard nominated Councillor Lundrigan, Councillor Lundrigan accepted the nomination. At 8:00 p.m the Council members stepped into a private ballot. With Councillor Sheppard's permission, Town Manager Vanessa Higgins took Councillor Sheppard's vote via text message. The votes were tallied and a tie-vote was called at 8:04 p.m. Both names were added to a closed box and Gerald Harris was asked to pull a name. At 8:06 p.m. Sherry Lundrigan was appointed Deputy Mayor.

Letter to Request Municipal By-Election Date

The request for a letter to extend the Municipal By-Election was tabled. Town Manager Vanessa Higgins suggested a motion be made by Council to extend the date due to the time of year and a lot of residents being away on holidays.

Motion #26-198 It was moved by Councillor Singleton, seconded by Deputy Mayor Lundrigan to write a letter to the minister to extend the By-Election date by 14 days after Labor Day and

Advanced Poll for September 19 and By-Election on September 22, 2026.

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

Carried

Motion #26-199 It was moved by Councillor Singleton, seconded by Councillor Newman to appoint Town Manager Higgins as Returning Officer and Clerk II Andrea Sheppard as Alternate Officer.

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

Carried

Quote for Sealing and Lines

The quotes for Sealing and Lines were tabled. 2 quotes were received from Clints and B&D for the Rec Centre and the intersection of New Harbour Road and Conception Bay Highway. Council had a discussion regarding the cost of the bids.

Motion #26-200 It was moved by Councillor Newman, seconded by Councillor Singleton, to accept the bid from Clints for the sealing and lines for the Rec Centre and the intersection of New Harbour Road and Conception Bay Highway in the amount of $1,180.00.

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

Carried

Permits

13 Rectory Avenue – New Garage – Revision

An application for a New Garage at 13 Rectory Avenue, Spaniards Bay was tabled. Councillor Sheppard declared conflict as it is his own permit. Councillor Sheppard noted that the address showing 15 Rectory Avenue is incorrect, it should be 13 Rectory Avenue. Councillor Sheppard left at 8:13 p.m.

Motion #26-201 It was moved by Councillor Newman, seconded by Councillor Singleton, to approve the application for a New Garage at 13 Rectory Avenue, Spaniards 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 Lundrigan, Councillors Singleton, Newman, and Smith voted in favor of the motion.

Carried

Councillor Sheppard returned at 8:15 p.m.

Letters

a) **Resident of Tilton – Funding Disbursement Concerns**

A letter was tabled from a resident of Tilton regarding concerns with funding disbursement. Council had a lengthy discussion and stated most decisions were made by previous Council. Town Manager Vanessa Higgins to write a letter back to the resident about his concerns, and add a statement to the Town website about what things are going on within the Town. Councillor Smith suggested putting a statement on the Shoreline about the beautification in the town.

b) **Resident of Spaniard's Bay – Benches for Ryans Mini Park**

A letter was tabled from a resident of Chipman's Road to place 2 Memorial benches/chairs at Ryans Mini Park.

Motion #26-202 It was moved by Councillor Newman, seconded by Councillor Smith to approve the placement of 2 benches/chairs at Ryan's Mini Park at the expense of the resident.

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

Carried

c) **Resident of Spaniards Bay – Water Pressure Concern (Water Leak)**

A letter was tabled from a resident of Spaniards Bay regarding water pressure concerns. Mayor Oliver stated that the leak is on the property owners side and that we have a policy to stick by. A previous conversation with Foreman Randy Davis confirmed that the leak is on his side.

Motion #26-203 It was moved by Councillor Singleton, seconded by Councillor Newman to inform the resident that it is their responsibility to fix the water leak.

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

Carried

d) **Resident of Spaniards Bay – Floating Dock Proposal**

A letter was tabled from a resident of Spaniards Bay suggesting to put in a dock space on the back of the Town Hall. A lengthy discussion was had by Council, Councillor Sheppard requested to have a discussion with the resident regarding the dock and the who would take care of the cost.

Motion #26-204 It was moved by Councillor Smith, seconded by Councillor Singleton to have a discussion with the resident for clarification at a date TBD.

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

Carried

e) **Resident of Tilton – Speeding & Signage**

A letter was tabled from a resident of Tilton regarding speeding and signage. Mayor Oliver visited the area and noted multiple signs regarding speed, children at play, and hearing impaired. The Councillors set a date to discuss and adopt the Traffic Calming Policy for July 21, 2026 @ 1:00 p.m.

f) **Resident of Spaniards Bay – Pride Month**

A letter was tabled from a resident of Spaniards Bay regarding Pride Month. A lengthy discussion was had amongst Council and a general agreement was made to table this discussion for June 2027, and to acknowledge the residents letter.

Donations

NL Volleyball Association – Out of Province

A letter requesting a donation from the NL Volleyball Association was tabled.

Motion #26-205 It was moved by Councillor Singleton, seconded by Councillor Newman to donate $100.00 to the NL Volleyball Association.

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

Carried

Team Avalon – Female Ball Hockey Team

A letter requesting a donation from the Team Avalon Female Ball Hockey Team was tabled.

Motion #26-206 It was moved by Councillor Singleton, seconded by Councillor Newman to give the standard donation for within the province of $25.00.

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

Carried

Other Business

Councillor Sheppard discussed the position for Superintendent and has concerns about the work overload on the Public Works workers. General agreement made that the position would be discussed following the Traffic Calming Policy meeting.

Deputy Mayor Lundrigan discussed the resident of Spaniards Bay who has taken an interest in the Community Gardens. Discussion had amongst the Councillor regarding looking into a grant for 2027 for soil and other garden related items.
Councillor Lundrigan also noted that the Serenity Garden opening from the past weekend was beautiful.

Councillor Smith stated how nice the crosswalk is for the Veterans that was completed in front of the Memorial. As well as a note for residents to please clean-up and tidy up after yourselves down at the Warf, and reminder to slow down.

Councillor Newman gave thanks to all helpers and volunteers for Canada Day and that Family Fun Day is August 2nd and volunteers are needed. If anyone has any ideas or suggestions to please contact the office.

Councillor Singleton gave thanks to Councillor Newman and all the helpers and volunteers for Canada Day. Reminder to residents that the L.O.L Lodge is hosting their Family Fun Day on August 1st. Reminder to residents that the Heritage Museum is open Monday-Wednesday, Friday-Sunday 10:00 a.m. to 6:00 p.m. and Thursdays 11:00 a.m. to 7:00 p.m.

Mayor Oliver reminder that the Legion's 100th Anniversary is this upcoming weekend.

Adjournment

Mayor Oliver stated that the next meeting of Committee As A Whole will be August 5th at 7:00 p.m. and the Regular Meeting will be August 11th at 7:00 p.m.

Motion #26-207 It was moved by Deputy Mayor Lundrigan, seconded by Councillor Singleton and carried that the meeting adjourn at 8:59 p.m.

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

Carried

Recorder
Kaitlyn Hookey

_____
Mayor, Tammy Oliver