

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

March 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 was absent due to work obligations. Visitors included Curt Roberts, Charlie Janes Sheldon Coombs and Jackie Coombs. 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 March 10, 2026 was tabled.

Councillor Newman added B(d) to planning, snow clearing policy.

Motion #26-055 It was moved by Councillor Lundrigan, seconded by Councillor Singleton, that the agenda of March 10, 2026, be adopted as amended.

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

Carried

Petitioning/Visiting Groups

Chief Curt Roberts and Charlie Janes of the Spaniard's Bay Volunteer Fire Department presented the 2025 financials.

Motion #26-056 It was moved by Deputy Mayor Sheppard, 2nd by Councillor Smith to refer the 2025 Spaniard's Bay Fire Department Financial report to Finance Committee for review.

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

Carried

Adoption of the Minutes

The minutes of the regular meeting February 10, 2026, meeting was tabled.

Motion #26-057 It was moved by Councillor Singleton, seconded by Councillor Lundrigan that the minutes of the meeting of February 10, 2026, be adopted as presented.

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

Carried

The minutes of the special meeting February 25, 2026, meeting was tabled.

Motion #26-058 It was moved by Councillor Lundrigan, seconded by Councillor Smith that the minutes of the meeting of February 25, 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 Committee as a Whole meeting March 4, 2026, meeting was tabled.

Motion #26-059 It was moved by Councillor Lundrigan, seconded by Councillor Singleton that the minutes of the committee as a whole meeting of March 4, 2026, be adopted as presented.

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

Carried

Business arising from the minutes

Mayor Oliver asked for a correction on pg. 12 as word 'consider' needed to be added. Councillor Lundrigan asked about the Special Olympic Storage room and Town still need to contact Autism group about clearing up one of the rooms there are using.

Town Manager's Report March 10, 2026

1. To the best of our knowledge there are several waterline leaks outstanding. One at Back Cove Road South, one at Conception Bay Highway and at least one other at New Harbour Road that has not yet been located. In addition, we have 2 properties that require sewer line repair. One at Church Hill and one at New Harbour Road. Incidents like a breakdown at the Town's reducing station at the bottom of Brazil's Hill will almost certainly result in waterline leaks throughout the town.
2. Attached to my report is an application from Triple V Enterprises to construct a new garage on their property at 855 Conception Bay Highway along the Tilton Barrens. This application was received just today. The proposed building meets the Town Plan requirement for meeting minimum side yard and rear yard depths although I do appreciate the fact that the Planning Committee has not had the opportunity to review the application. I ask that this item be referred to the Planning Committee for its review and recommendation back to Council.
3. The transmission repairs have now been completed on the F-550 and the vehicle has been returned to the Town. We do have brake work scheduled for this vehicle which should be completed tomorrow.
4. Snow clearing equipment is in good working. It is nice to see the snow disappearing, yet snow season is far from over.

Motions arising from the Town Manager's Report

Motion #26-060 It was moved by Councillor Newman, seconded by Councillor Singleton, to refer the application for a new garage at 855 Conception Bay Highway to Planning Committee for review and recommendation back to council.

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

Carried

Committee Reports:
Finance Committee:

Accounts Payable

Motion #26-061 It was moved by Deputy Mayor Sheppard, seconded by Councillor Smith, that Accounts Payables in the about of \$73,132.66 be paid as presented.

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

Carried

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

Union Agreement

2026-2030 Union Agreement was tabled.

Motion #26-062 It was moved by Deputy Mayor Sheppard, seconded by Councillor Lundrigan to accept the agreement as presented.

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

Carried

Muddy Hole Tax deduction request

A request for a reduction to property taxes was tabled. Deputy Mayor Sheppard stated that all property owners are responsible to pay taxes regardless of services available. Council does not want to set a precedence as all property owners are treated equally.

Motion #26-063 It was moved by Deputy Mayor Sheppard, seconded by Councillor Singleton to deny the request for property tax reduction at Muddy Hole Road.

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

Carried

Planning Committee

a) Development – Planning Change

A request to amend the towns plan in the area of Conception Bay highway from Back Track Road to the property past Youngs Lane, as currently zoned Residential Infill as doesn't accommodate apartments.

Motion#26-064 It was moved by Councillor Newman, seconded by Councillor Singelton to have the towns plan amended from RI (Residential Infill) to RMD (Residential Medium Density) in the area of Conception Bay Highway from Back Track to the property past Youngs Lane.

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

Carried

b) Senior Apartments – 776-796 Conception Bay Highway

An application for new Senior's apartment complex at 776-796 Conception Bay Highway was reviewed by Planning for review and recommendation to Council.

Motion #26-065 It was moved by Councillor Newman, seconded by Councillor Lundrigan, to a grant conditional approval for the development pending finalized details such as the esthetics of the project.

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

Carried

c) Northern Pines Development

An application to start Phase II in the Northern Pines development was tabled.

Motion #26-066 It was moved by Councillor Newman, seconded by Councillor Singleton to defer the application to begin Phase II in the Northern Pines until Council has met with the developer.

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

Carried

d) Snow Clearing Policy

Councillor Newman discussed the current snow clearing Policy and requested to add that the Town will replace Garbage Boxes with a comparable box once it was determined to be broken by the Town negligence and the Town will not reimburse only replace.

Motion #26-067 It was moved by Councillor Newman, seconded by Councillor Singleton to update the Snow Clearing policy to include the replacement of garbage boxes with a comparable one once it was determined to be negligible on part of the Town and the Town will no longer reimburse.

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

Carried

Public Works Committee

a) Water supply to residents on Well services

Deputy Mayor Sheppard stated that Council will not be running temporary water lines to residents that have wells. Residential building permit have stated they are responsible for their own Well and Septic systems. It is not feasible to supply all residents in the town that have wells run dry with temporary services.

Motion #26-068 It was moved by Deputy Mayor Sheppard, seconded by Councillor Singleton, to advise residents the Town will not run temporary lines to Residents on Well Services going forward.

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

Carried

Fire Department

a) Disbursement of Funds/Accounts Payables

A letter was tabled from Chief Roberts requesting a review of how the Payables are processed as there is an overlap between the office and Fire Department.

Motion#26-069 It was moved by Councillor Smith, seconded by Deputy Mayor Sheppard to refer the letter requesting the Payables process reviewed to the Finance Committee for review and recommendation back to Council.

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

Carried

b) Signing Officers

Updating the Signing Officers for the Spaniard's Bay Volunteer Fire Department was tabled.

Motion #26-070 It was moved by Councillor Lundrigan, seconded by Councillor Newman to accept the recommendation of the Spaniard's Bay Volunteer Fire Department that the Fire Chief Curt Roberts, Assistant Chief Randy Davis, Treasurer Charlie Janes and Director of Public Works, Vanessa Higgins be appointed signing officers for the Spaniard's Bay Volunteer Fire Department Account. Two of these individuals' names above shall be required to sign each cheque written on the account. Further to the above, please remove Jason Dyke as a signing officer on this account.

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

Carried

c) Wildfire Prevention and Mitigation

The application for the Community Wildfire Prevention and Mitigation Program was tabled. Tract Consulting has offered to complete the application for the Town and if approved will cost \$38,870 +HST which will be 100% funded by the NL Government.

Motion #26-071 It was moved by Councillor Newman, seconded by Councillor Singleton to have Tract Consulting to apply for the Wildlife Prevention and Mitigation on behalf of the Town of Spaniard's Bay as presented.

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

Carried

National Building Code and National Fire Safety Code

The National Building Code and National Fire Safety Code 2025 was tabled to be adopted.

Motion #26-072 It was moved by Councillor Lundrigan, seconded by Councillor Singleton to adopt the National Building Code and national Fire Safety Code 2025 effective July 12, 2026 and the permit letters have the following conditions" Subject to the Town's Regulations, the national Building Code(2025) and National Safety Code(2025) (It is the responsibility of the applicant to ensure compliance with these codes and regulations as Council will not undertaking inspections)"

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

Carried

Garbage Tender

Garbage Tender for Spaniards Bay, Tilton and Upper Island Cove for May 2026-April 2029 was tabled. The town received on bid from Lynches Trucking Ltd.

Motion #26-073 It was moved by Councillor Smith, seconded by Councillor Singleton to grant the tender for Spaniard's Bay, Tilton & Upper Island Cove for 2026-2029 garbage collection to Lynch's Trucking Ltd. in the amount of \$436,500 per year HST included, with Spaniards Bay, Tilton share at \$258,750.00 plus Hst for 1150 households.

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

Carried

CCBF Project Completion

A request to release remaining funds from CCBF project # 234-2012-7362 and CCBF project # 234-2021-7464 was tabled.

Motion #26-074 It was moved by Deputy Mayor Sheppard, seconded by Councillor Singleton to resolve that the Town of Spaniard's Bay close CCBF project#234-2021-7362, Road Upgrades 2021, with the remaining balance of \$2,173.00 for use on future projects.

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

Carried

Motion #26-075 It was moved by Deputy Mayor Sheppard, seconded by Councillor Singleton to resolve that the Town of Spaniard's Bay close CCBF project#234-2021-7464, Road Upgrades Gerald Smiths Lane, Singletons Lane, Lizzys Lane and Perrys Hill Extension, with the remaining balance of \$138.88 for use on future projects.

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

Carried

Letters

a) Resident in opposition re: Ball Room rental decision

Letters were tabled from residents of Spaniard's Bay in opposition to denying the rental of the Ballroom at the Town Hall. There was a discussion that fire safety regulations do not allow for outside rentals and the Town only has Town run functions there. Council acknowledged receipt of the letters but will not change the current motion to deny the future rental of the Ballroom. Council will continue to seek advice and options to enable the possibility of renting the space in the future.

b) Resident Rocky Pond Road – Water Shut off- Tax Adjustment

A letter was tabled from a resident of Rocky Pond Road wanting to have the water turned off and to have the water taxes adjusted accordingly as they have a private well. Town Manager advised that it would set a precedence if allowing to give a discount on a property that has water lines going by.

Motion #26-076 It was moved by Councillor Lundrigan, seconded by Councillor Singleton to deny the request for a tax adjustment as would set a precedent for a resident that has access to the water supply line.

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

Carried

c) Resident Ridge Road – Adjustment as own septic system

A letter was tabled from a resident of Ridge Road advising they have own Septic System and do not use the Towns services and seeking a reduction in taxes.

Motion #26-077 It was moved by Councillor Lundrigan, seconded by Councillor Singleton to refer the request to Finance Committee for review and recommendation back to Council.

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

Carried

d) Resident of Mercers Lane- Garbage Box damage

A letter was tabled from a resident of Mercers Lane requesting a new garbage box as the plow has damaged theirs. Council reviewed the site and determined to be neglect on the part of the Town.

Motion #26-078 It was moved by Councillor Newman, seconded by Councillor Singleton, to replace the garbage box at 7 Mercers Lane due to neglect by the Town.

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

Carried

e) Resident 35 Seymour's Road – Garbage Box reimbursement

A letter was tabled from a resident of 35 Seymour's Road, Spaniard's Bay requesting to reimburse the cost a new garbage box. Council determined that it was caused by the Towns negligence. This will be a special circumstance, as going forward the Town will only replace not reimburse garbage boxes damaged by Town Equipment.

Motion #26-079 It was moved by Deputy Mayor Sheppard, seconded by Councillor Smith to reimburse the resident of 35 Seymour's Road the full cost of a new garbage boxes presented.

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

Carried

f) Resident Big Pond Road, Spaniard's Bay – Road Conditions & w/s Lines

A letter was tabled from a resident of Big Pond Road with concerns of the condition of the road and when will water and sewer be started on Big Pond Road.

Council discussed the condition of the road and that the road needs to be repaired. Council also discussed the installation of water and sewer on Big Pond Road. Engineers will need to determine the best course of action.

Motion #26-080 It was moved by Councillor Singleton, seconded by Councillor Smith, to acknowledge receipt of the letter and start the tender process seeking an engineering company to start the steps to determine the best action to run water and sewer on Big pond Road.

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

Carried

g) Resident 315 Conception Bay Highway – Depot fence replacement

A letter was tabled from a resident regarding the fence bordering their property and the Towns Depot and the current condition.

Deputy Mayor Sheppard stated this fence belongs to the Town and will need to be assessed in the spring to be repaired or replaced.

Motion #26-081 It was moved by Deputy Mayor Sheppard, seconded by Councillor Singleton to have the fence repaired or replaced in the spring as it is the property of the Town.

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

Carried

Permits

a) Application for a New Shed – 25 Jack Pine Drive, Tilton

An application for a new shed at 25 Jack Pine Drive, Tilton was tabled

Motion #26-082 It was moved by Councillor Newman, seconded by Councillor Lundrigan to grant approval for a new shed at 25 Jack Pine Drive, Tilton as presented once the pegs have been reviewed by the Enforcement Officer 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 and Lundrigan voted in favor of the motion.

Carried

b) Application for a New Business – Vokey's Road, Spaniard's Bay

An Application for a New Business at 12 Vokey's Road was tabled. Councillor Newman states the partially finished shed will require a new permit.

Motion #26-083 It was moved by Councillor Newman, seconded by Councillor Lundrigan to grant approval for a new business at 12 Vokey'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 and Lundrigan voted in favor of the motion.

Carried

Donations

Royal Canadian Legion – Wreath donation

A request was tabled for a donation to go towards a new wreath for the war memorial.

Motion #26-084 It was moved by Councillor Newman, seconded by Deputy Mayor Sheppard to give a donation of \$100 to the Royal Canadian Legion as presented.

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

Carried

Other Business

Deputy Mayor Sheppard advised he will be stepping down as Chair of the Public Works Committee and Councillor Terry Sheppard will be taking his place as Chair.

Councillor Newman advised residents that the Goodwill Seniors will be hosting St. Paddy's Day on March 17th, with raffles and a free supper. She also reminded that the Fireman's Ball is April 25th at a cost of \$30 per person tickets can be purchased from Charlie Janes and encourage residents to show their support and attend.

Councillor Smith wanted to thank the Town workers for great work on controlling the runoff.

Councillor Lundrigan asked to ensure the Grad sign is done soon for upcoming season. She also inquired about have Ryans Mini Park plowed in the winter, Town Manager stated something to discuss later. She also thanked Tony Ryan for his years of service.

Mayor Oliver wanted to wish everyone a Happy Easter. She then gave a heart felt speech for Tony Ryan for his many years of committed service, as he has shaped the Town and has been the backbone for over 25 years. Councillors and visitors applauded Tony for his years of service.

Adjournment

Mayor Oliver stated that the next meeting of Council as a whole will be April 8th, 2026 at 10am and Regular Council meeting will be April 14th, 2026 at 7:00 pm.

Motion #26-085 It was moved by Councillor Lundrigan, seconded by Councillor Smith, and carried that the meeting adjourn at 8:27 pm.

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

Carried

Recorder
Andrea Sheppard

Mayor, Tammy Oliver