

Council Meeting
AGENDA
January 28, 2026

1. Calling of Meeting to Order
2. Land Acknowledgement
3. Adoption of Agenda January 28, 2026
4. Adoption of minutes of the regular meeting Dec 17, 2025.
5. Business arising from minutes (action report)
6. Appointments
7. General Business:
 - (a) Correspondence (See Attached List)
 - (b) Permits see attached list
 - (c) Finances see attached list
 - (d) Bank Balance \$40,121.60
 - (e) Committee Reports
 - (a) Finances
 - (b) Building and Planning
 - (c) Beautification/Conservation
 - (d) Parks/Rec/Special Events
 - (f) Southwest Coast Joint Council
 - (g) SAM
 - (h) Waste Management
 - (i) Fire Dept
 - (j) Policy Committee
 - (k) Sewage Treatment
 - (l) HR Committee
8. Exemptions
9. Unfinished Business
10. Round Table
11. Notice of Motion
12. Closed Meeting
13. Next Council Meeting Feb 18, 2026
14. Adjournment

**Town of Stephenville Crossing
PUBLIC COUNCIL MEETING
December 17, 2025, 6:00 PM
Council Chambers**

The regular meeting of the Stephenville Crossing Town Council was held on December 17, 2025

Members Present

Regrets

Mayor Lisa Lucas

Deputy Mayor Cynthia Downey

Councillors:

Brian Downey

Tom Brake

Sean King

Kim Nolan

Anna Brake-Blanchard

Also, Present

Yvonne Young Clerk Manager

Carolyn Brake, Adm Assistant

Emma Alexander Office Assistant

Mayor Lisa Lucas called the meeting to order 6:05 p.m.

Land Acknowledgement

Motion 263/25 Downey/DM Downey

Be it resolved that Office Assistant Emma Alexander take minutes until further notice.

In favor	7	Opposed	0	Abstaining	0
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Carried

Motion 264/25 DM Downey/King

Be it resolved that the agenda of December 17, 2025, be adopted as presented.

In favor	7	Opposed	0	Abstaining	0
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Carried

Motion 265/25 Brake-Blanchard/Nolan

Be it resolved that the minutes of the regular meeting of November 26, 2025, and Special Meeting held on December 4, 2025, be adopted as presented.

In favor	7	Opposed	0	Abstaining	0
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Carrier

Correspondence

Motion 266/25 Brake-Blanchard/Downey

Be it resolved that Town take over streetlight on Skinner's Lane.

In favor	7	Opposed	0	Abstaining	0
Carried					

Finances

Motion 267/25 DM Downey/King

Be it resolved that the following invoices be paid **General \$63,206.33, Fire Dept. 7520.36, Library \$295.30, Parks and Recreation \$2179.91**

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 268/25 DM Downey/Brake

Be it resolved that the 2026 Budget in the amount of \$2,753,776.65 be adopted as presented.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 269/25 Brake/Nolan

Be it resolved that Mayor Lucas and Clerk Manager Young sign 2026 Budget.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 270/25 Brake-Blanchard/Downey

Be it resolved that Write offs in the amount of \$48,293.26.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 271/25 DM Downey/Nolan

Be it resolved that support for Skada (sewer system) in amount of \$2,837.91.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 272/25 Brake/King

Be it resolved that Membership fees for FCM for \$693.08, MNL for \$2,640.64 and PMA for \$425.00 be paid.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 273/25 DM Downey/Brake

Be it resolved that by resolution of council dated December 17, 2025, the following tax rates are in effect from the period of January 1, 2026, to December 31, 2026.

Definition of Mil Rate: the Mil Rate is a multiplier applied to a property assessed value to determine the annual property tax. ie: **a mil rate of 6.5 mils means the property owner pays \$6.50 in tax for every \$1,000.00 of assessed value.**

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 274/25 Brake/Nolan

Be it resolved that Property Tax shall be calculated by multiplying the assessed value of each property by .0065, and the amount shall be levied as the annual property tax for the property.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 275/25 Brake-Blanchard/Downey

Base Rate

Be it resolved that the Base Rate of \$600.00 shall be charged on all properties with an assessed value between \$1 and \$92,306.65 inclusive.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 276/25 DM Downey/King

Be it resolved that water and sewer taxes residential be \$462.00 per unit.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 277/25 Brake/Brake-Blanchard

Be it resolved that Business Water and sewer be \$650.00 per unit.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 278/25 Brake-Blanchard/Nolan

Be it resolved that Government buildings be \$5,000.00 per unit.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 279/25 DM Downey/Downey

Be it resolved that St. Michael's School be \$5,000.00 per unit

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 280/25 Brake/Brake-Blanchard

Be it resolved that Construction Permits be \$50.00

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 281/25 Brake-Blanchard/King

Be it resolved that General Repair Permits for 3 items or less be \$10.00 and 4 or more items be \$25.00.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 282/25 DM Downey/Brake

Be it resolved that Fencing permit be \$10.00

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 283/25 Brake/Nolan

Be it resolved that Tax Certificate be \$100.00.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 284/25 Brake-Blanchard/Downey

Be it resolved that Compliance Certificate be \$100.00.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 285/25 DM Downey/Brake-Blanchard

Be it resolved that Water and Sewer Connection be \$1000.00 per connection.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 286/25 Brake/Brake-Blanchard

Be it resolved that that Fire Protection for non incorporated Areas be \$50.00 per household.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 287/25 Brake-Blanchard/King

Be it resolved that Emergency Water shut off for after Hours be \$75.00.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 288/25 DM Downey/Brake

Be it resolved that the borrowing of the snake be \$20.00 each time.

In favor	7	Opposed	0	Abstaining	0
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Carried

Motion 289/25 Brake/Nolan

Be it resolved that invoice request more than once per year be \$15.00 per request.

In favor	7	Opposed	0	Abstaining	0
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Carried

Motion 290/25 Brake-Blanchard/Downey

Be it resolved that Local Service Districts Subdivision Administration Fee be \$300.00 per each subdivision.

In favor	7	Opposed	0	Abstaining	0
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Carried

Motion 291/25 DM Downey/Brake-Blanchard

Be it resolved that Local Service District Construction Administration Fee be \$50.00 per application.

In favor	7	Opposed	0	Abstaining	0
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Carried

Motion 292/25 Brake/King

Be it resolved that Crown Land Application residential be \$50.00 per application.

In favor	7	Opposed	0	Abstaining	0
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Carried

Motion 293/25 Brake-Blanchard/DM Downey

Be it resolved that Crown Land Application Commercial be \$100.00 per application.

In favor	7	Opposed	0	Abstaining	0
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Carried

Motion 294/25 DM Downey/Brake

Be it resolved that Category 1 business tax base amount of \$150.00 plus 0.00001 % of gross revenue.

In favor	7	Opposed	0	Abstaining	0
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Carried

Motion 295/25 Brake/Nolan

Be it resolved that Category 2 business tax be \$1 base amount plus 12 mills on assessed property value.

In favor	7	Opposed	0	Abstaining	0
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Carried

Motion 296/25 Brake-Blanchard/Downey

Be it resolved that Category 3 business tax be \$1 Base amount plus 15 mills on assessed property value.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 297/25 DM Downey/Brake-Blanchard

Be it resolved that Category 4 business tax be \$1 Base amount plus 20 mills on assessed property value.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 298/25 Brake/King

Be it resolved that Category 5 business tax be \$1 Base amount plus 25 mills on assessed property value.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 299/25 Brake-Blanchard/DM Downey

Be it resolved that Category 6 business tax be \$1 Base amount plus 30 mills on assessed property value.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 300/25 DM Downey/Brake

Be it resolved that Category 7 business tax be \$1 Base amount plus 7 mills on assessed property value

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 301/25 Brake/Nolan

Be it resolved that Category 8 business tax Base amount of \$200.00 plus 0.0000 1% of gross revenue.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 302/25 Brake-Blanchard/Downey

Be it resolved that Category 9 business tax Base amount of \$1000.00 plus 0.00001% of the gross revenue.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 303/25 DM Downey/Brake-Blanchard

Be it resolved that Category 1 tax base amount of \$150.00 plus 0.00001% of gross revenue.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 304/25 Brake/King

Be it resolved that Category 2 Accounting offices, rentals, repair shops, taxies, restaurants, takeouts, lounges, clubs, hardware stores, flower shops.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 305/25 Brake-Blanchard/DM Downey

Be it resolved that Category 3 Medical clinic, dental clinics, surveying, broadcasting, liquor store, Convenience stores, variety stores, mail order

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 306/25 DM Downey/King

Be it resolved that Category 4 Building Supplies, drug stores

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 307/25 Brake/DM Downey

Be it resolved that Category 5 Catering business, funeral homes.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 308/25 Brake-Blanchard/Nolan

Be it resolved that Category 6 Oil companies, grocery stores.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 309/25 DM Downey/Downey

Be it resolved that Category 7 Fitness Centers

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 310/25 Brake/Brake-Blanchard

Be it resolved that Category 8 Construction Companies without any assessed value.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 311/25 Brake-Blanchard/King

Be it resolved that Category 9 Financial institutions.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 312/25 DM Downey/Brake

Be it resolved that in accordance with taxation of Utilities and Cable Television Companies Act those companies covered by the Act will be taxed at the rate of 2.5% of Gross Revenue.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 312/25 Brake/Nolan

Be it resolved that all taxes are due and payable January 1, 2026.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 313/25 Brake-Blanchard/Downey

Be it resolved that all taxes must be paid in full by June 30, 2026, or your account will be considered in arrears.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 314/25 DM Downey/Brake-Blanchard

Be it resolved that water and sewer taxes are payable monthly and if not paid after three months, water and services to your property will be disconnected.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 315/25 Brake/King

Be it resolved that to enforce payment of any tax imposed, the council may disconnect the service provided by water and sewer systems.

In favor	7	Opposed	0	Abstaining	0
Carried					

Motion 316/25 Brake-Blanchard/DM Downey

Be it resolved that any account not paid in full by date on the cut off notice is subject to a \$75.00 penalty.

In favor	7	Opposed	0	Abstaining	0
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Motion 317/25 Brake-Blanchard/King

Be it resolved that no further business meeting be adjourned at 6:40 PM.

In favor	7	Opposed	0	Abstaining	0
Carried					