

Council Meeting  
AGENDA  
Sept 16, 2026

1. Calling of Meeting to Order
2. Land Acknowledgement
3. Adoption of Agenda Sept 16 2026
4. Adoption of minutes of the regular meeting June 17, 2026
5. Business arising from minutes (action report)
6. Appointments  
6:30pm Resident
7. General Business:
  - (a) Correspondence (See Attached List)
  - (b) Permits see attached list
  - (c) Finances see attached list
  - (d) Bank Balance \$86,412.30
  - (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
    - (j) Website Design
8. Exemptions
9. Unfinished Business  
MAA Drone  
Meeting with Transportation
10. Round Table
11. Notice of Motion
12. Closed Meeting
13. Next Council Meeting Oct 21, 2026
14. Adjournment

**Town of Stephenville Crossing  
PUBLIC COUNCIL MEETING  
June 17, 2026, 6:00 PM  
Council Chambers**

The regular meeting of the Stephenville Crossing Town Council was held on June 17, 2026

Members Present

Mayor Lisa Lucas

Deputy Mayor Cynthia Downey

Regrets

Councillors:

Brian Downey

Sean King

Kim Nolan

Tom Brake

Anna Brake-Blanchard

Also, Present

Yvonne Young Clerk/ Manager

Carolyn Brake, Adm Assistant

Emma Alexander Office Assistant

Norma Childs Office Assistant

Sean Martin 6:20 pm

Mayor Lisa Lucas called the meeting to order 6:00 p.m.

Land Acknowledgement

Motion 104/26 Brake-Blanchard

Be it resolved that Norma Childs, Office Assistant record the minutes of the June 17/26 Council meeting.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>7</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carried</b>   |          |                |          |                   |          |

Motion105/26 Councillor King/Nolan

Be it resolved that the agenda of the regular meeting of June 17, 2026, be adopted as presented.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>7</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carrier</b>   |          |                |          |                   |          |

Motion106/26 Deputy Mayor Downey/Brake

Be it resolved that the Minutes of the May 20/26 be adopted as presented.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>7</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carried</b>   |          |                |          |                   |          |

Motion 107/26 Councillor Downey/Brake

Be it resolved that anyone getting criminal checks be dated from the date applied.

**All in favour 7      Opposed 0      Abstaining 0**

**Carried**

#### **Permits**

Motion 108/26 Councillor Brake-Blanchard/Downey

Be it resolved that General Repair permits #9675-#9682 be approved as presented.

**All in favour 7      Opposed 0      Abstaining 0**

**Carried**

Motion 109/26 Councillor Brake-Blanchard/Nolan

Be it resolved that an application to operate a Home-Based Business Construction Company be approved.

**All in favour 7      Opposed 0      Abstaining 0**

**Carried**

Motion 110/26 Deputy Mayor Downey/Nolan

Be it resolved that an application to construct a dwelling on 4 Oakland Drive be approved with the understanding that it be hooked up to water and sewer be from South Street. This would have to be in writing.

**All in favour 7      Opposed 0      Abstaining 0**

**Carried**

Mayor Lucas vacated the Chair and left Council meeting at 6:35 pm

Deputy Mayor Cynthia Downey presided over meeting

Motion 111/26 Councillor Brake/Councillor Downey.

Be it resolved that a road be constructed along the fence at 4-10 Seal Cove Road to gain access to water wells #4 and #5

**In favour 6      Opposed 0      Abstaining 0**

**Carried**

#### **Finances**

Motion 112/26 Councillor King/Brake

Be it resolved the following bills be paid General \$67,145.87 Fire Dept \$531.93 Library \$45.14 P&R 302.23

**In favour 6      Opposed 0      Abstaining 0**

**Carried**

Motion 113/26 King/Councillor Downey

Be it resolved that invoice in amount of \$12,685.06 for engineering for Phase 5, Seal Cove Rd be paid.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>6</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carried</b>   |          |                |          |                   |          |

Motion 114/26 King/Brake

Be it resolved that invoice in amount of \$23,287.50 for work Town Employees did at end Seal Cove be paid.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>6</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carried</b>   |          |                |          |                   |          |

Motion 115/26 Councillor Downey/Brake-Blanchard

Be it resolved that as it will be the Fire Department 60<sup>th</sup> Anniversary in 2026, a celebration be planned.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>6</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carried</b>   |          |                |          |                   |          |

Motion 116/26 Councillor Downey/Brake-Blanchard

Be it resolved that Arrears Sales By-Laws be adopted.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>6</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carried</b>   |          |                |          |                   |          |

Motion 117/26 Brake/King

Be it resolved that Water and Sewer Fee for Service By-Laws be adopted.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>6</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carried</b>   |          |                |          |                   |          |

Motion 118/26 Councillor Downey/King

Be it resolved that Property Standards Collections Policy be adopted.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>6</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carried</b>   |          |                |          |                   |          |

Motion 119/26 Brake/Nolan

Be it resolved that Collections By-Law be adopted.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>6</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carried</b>   |          |                |          |                   |          |

Moton 120/26 Councillor Downey/Brake

Be it resolved that Mayor and Clerk Manager sign By-Laws.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>6</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carried</b>   |          |                |          |                   |          |

Motion 121/26 Brake/King

Be it resolved that all Policies be accepted.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>6</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carried</b>   |          |                |          |                   |          |

Motion 122/26 Councillor Downey/Nolan

Be it resolved that a resident that has a broken water line be advised to have his line repaired.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>6</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carried</b>   |          |                |          |                   |          |

Motion 123/26 King/Brake-Blanchard

Be it resolved that a Tire Pick Up Day be scheduled. Town employees, MMSB, and Containerize Sanitation be involved.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>6</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carried</b>   |          |                |          |                   |          |

Motion 124/26 Brake-Blanchard/Brake

Be it resolved that no further business meeting be adjourned at 7:20 PM.

|                  |          |                |          |                   |          |
|------------------|----------|----------------|----------|-------------------|----------|
| <b>In favour</b> | <b>6</b> | <b>Opposed</b> | <b>0</b> | <b>Abstaining</b> | <b>0</b> |
| <b>Carried</b>   |          |                |          |                   |          |

Mayor\_\_\_\_\_

Clerk/Manager\_\_\_\_\_

Office Assistant\_\_\_\_\_

Date: Sept 16, 2026