

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, FEBRUARY 13, 2019 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

**CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).**

1. Land Matter – Section 68(1)(d) of the New Brunswick *Local Governance Act*  
– one (1) item
2. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act*  
– one (1) item

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
5. ITEMS

**POLICE AND FIRE** - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department – Report: FD 02-19 from Fire Chief attached.
- (iii) Report of the By-Laws Office
- (iv) Review of Penalty Provisions Related to Illegal Parking – Information to follow.

**PROPERTY, BY-LAWS AND ENVIRONMENT** – Chaired by Councillor Parker

- (i) Report of Building Inspection Office
- (ii) Report of the Development / Property Management Office

**FINANCE AND ADMINISTRATION** – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information to follow.
- (ii) Report of the Finance Department – Report: TR 02-19 from Treasurer attached.
- (iii) Borrowing Limit Authorizations for the General Operating and Water and Sewerage Operating Funds – Report: TR 03-19 from Assistant Treasurer dated February 13, 2019 attached.
- (iv) Proposed Year Round Campobello Ferry – Letter from Chair, Campobello Year Round Ferry Development Committee dated February 5, 2019 attached.

**PARKS AND RECREATION** – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office – No report this month.
- (ii) Garcelon Civic Center Report – Report: GCC 02-19 attached.

**PLANNING, PROMOTION AND TOURISM** – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Report: EDC 02-19 from Events Development Coordinator attached.
- (ii) Epilepsy Awareness – Letter from The Epilepsy Association of Nova Scotia dated February 1, 2019 attached.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Report: PW 02-19 from Director of Operations attached.
- (ii) Review of Municipal Practice – Charging for Water Meter Replacement – Information to follow.

6. **NEW BUSINESS**

7. **ADJOURNMENT**



**Royal Canadian Mounted Police  
St. Stephen Municipal Post  
RSC 10 West District**

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**POLICE REPORT  
January 2019**

**Council / Mayor's Report:**

This report for the Town of St. Stephen RCMP covers the period of **January 1, 2019 to January 31, 2019 inclusive**. During this time period, the RCMP responded to **301** calls for service within the Municipality of St. Stephen.

**TRAFFIC**

Check stops.....	32
Driving While Disqualified or License Suspension.....	2
Other Moving Traffic Violations – Provincial/Territorial.....	5
Other Non-Moving Traffic – Provincial/Territorial.....	1
Traffic Collision – Non-Reportable.....	7
Traffic Collision – Property Damage.....	3
Traffic Tickets.....	37
Traffic Warnings.....	8

**PROVINCIAL STATUTES:**

False/Abandoned 911.....	8
Fire Prevention Act – Other Activities.....	2
Mental Health Act.....	3
Trespass Act – Provincial/Territorial – Other Activities.....	2

**CRIMINAL CODE:**

Breach of Peace .....	1
Break and Enter – Other .....	1
Break and Enter – Residence .....	2
Criminal Harassment .....	1
Disturbing the peace/Causing a disturbance .....	1
Failure to comply with condition of undertaking/recognition/direction in remand order .....	1
Harassing Communications .....	1
Impaired Operation over 80 mgs of Motor Vehicle .....	1
Mischief – Damage to, or obstruct enjoyment of property .....	4
Other theft under \$5000 .....	2
Theft under/equal to \$5000 – Shoplifting .....	1
Theft under/equal to \$5000 from a motor vehicle .....	1
Theft, forgery, misuse of credit card .....	1
Uttering Threats against a Person .....	3

**OTHER FEDERAL STATUTES:**

Trafficking – Schedule I: Other .....	1
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**OTHER INVESTIGATIONS:**

Assistance to Canadian Federal Agency .....	8
Assistance to Canadian Police (non-RCMP) Agency .....	2
Assistance to Canadian Provincial/Territorial Agency .....	4
Assistance to General Public .....	9
Crime Prevention .....	2
False Alarms .....	14
Information File .....	2
Items Lost/Found – except Passports .....	2
Municipal Bylaws .....	1
Police Certificates/Letters .....	109
Suspicious Person/Vehicle/Property .....	6
Unfounded .....	7
Wellbeing Check .....	3

**Peter STUBBS, Sgt.**  
**Operations NCO i/c St. Stephen Post**  
**Royal Canadian Mounted Police**



**Town of St. Stephen  
Information Report to Council  
Report: FD 04-19**




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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Sean Morton, Fire Chief  
**Resource Staff:**  
**Date of Meeting:** Wednesday, February 13, 2019  
**Subject:** Committee Meeting for February

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**Recommendation:** That this report be received for informational purposes.

**1. Alarms were:**

Town Alarms	8
Out of Town Alarms	3
Mutual Aid –Calais	0
<b>Total</b>	<b>11</b>

Alarms	# Calls	# FF	# Hours
1. Alarm system activation	2	7	7
2. Motor Vehicle Accident	1	12	12
3. Ambulance Assist	1	9	9
4. Structure Fire	2	33	84
5. Chimney Fire	4	51	63
6. Vehicle Fire	1	6	6
<b>Total</b>			
SSFD	11		
Other FD	53		
St Stephen PW	7		
St Andrews PW	7		
<b>Total calls dispatched</b>	<b>78</b>		

**2. Fire Department Activities**

1. Monthly Meeting of the fire department.
2. Provincial Firefighters Curling Championship in Oromocto. Our team placed first in Division B.

3. Station tour for Beavers.

### **3. Fire Chiefs Activities**

1. Committee Meeting
2. Year-end reporting to the Office of the Fire Marshal.
3. JHSC meetings (internal) and with Shelley O'Dell from Worksafe NB with respect to policy and plan development.
4. Coordinating and instructing the 2019 Firefighter 1 Program on behalf of the Fundy Firefighters Association and NBCC.
5. Updates and information for the new Regional Emergency Measures Coordinator for NBEMO, Region 10.

### **4. Equipment**

1. Pump primer on Unit 202 needed to be replaced.
2. SCBA air compressor went through annual service and some minor repairs.

### **5. Personnel**

1. Two new recruits have been brought on, based on probationary terms. These two recruits began Firefighter 1 training in St. George on January 29<sup>th</sup> and will continue into June, until completion.

Respectfully,

Chief Sean Morton

# TOWN of ST. STEPHEN

## By-Law Enforcement

73 Milltown Blvd. St. Stephen NB. E3L-1G5

## January REPORT

2019

To: CAO – Town of St. Stephen

Please find enclosed my report for January By-Law –Enforcement.  
We handled 62 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (4)	<p><i>Spoke with</i> the RCM Police with regards to the warrant to be executed</p> <p>DPW called with regards to a vehicle that was towed during snow removal</p> <p>Civic center called with regards to a vehicle they need towed with regards to parking issues</p> <p>Summons was served for court as well as affidavit prepared for same</p>	<p>Has not been issued as of yet</p> <p><i>Person returned to vehicle before tow truck arrived.</i></p>
Assist General Public (3)	<p>Local citizen called to complain about the snow removal blocking a drain in Milltown causing water to back up</p>	<p>Spoke with the owner and he will ensure the plow driver fixes the issue.</p>

	<p>Gentleman called to complain about the parking issues on Marks St. during drop off and pick up from school</p> <p><i>This office handled numerous calls from people about getting a parking ticket at the GCC</i></p>	<p>Informed him we will monitor same</p>
<p>Parking (53)</p>	<p>Ten (10) tickets were issued for parking infractions</p> <p><i>12 Warnings were given for parking</i></p> <p>2 overnight parking warning were issued to vehicles on streets</p> <p>10 Tickets in total were paid</p> <p>Nine (9) summonses were sent out by registered mail.</p> <p>Ten (10) were hand delivered</p>	
<p>Dog Complaints (2)</p>	<p><i>This office is currently investigating a dog using the neighbors yard as it's bathroom</i></p>	<p><i>Spoke with the dog's owner and he will make sure that she stops</i></p>



	<i>Complaint of a pit bull, lab mix running at large in the Milltown area</i>	<i>Have passed this onto animal control and this office is looking into it as well.</i>
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Respectfully Submitted,  
Brent MacDougall  
By-Law Enforcement Officer

**REPORT OF THE ANIMAL CONTROL OFFICER**

Received a call from a man who found a dog at Subway, the owner came for the dog before I arrived. I received a call of a dog looking lost at the bottom of Dover Hill , I was unable to locate the dog. I received call from a resident on Murchie Ave. about their dog missing , the dog was located at a apartment building where a female lives. I spoke to the owners and warnings were given. Received a complaint of a dog running at large on Church St. Found the home of the dog but the owners would not answer the door. After numerous attempts a letter was sent to them. Received a call of a little dog hanging around the corner of Union and King, the dog was impounded. Later the owner paid a fine, license and board. Received a call of a pit bull mix running out at people on corner of Pleasant and Riverside. I spoke with the owner and a warning was given. Received a call of a Black Lab running on Church St., the address given was the wrong one. Received a call of a dog tied out in bad weather in the Milltown area, I spoke with the owner and they agreed to get a dog house suitable for the animal. Received a call of a pit bull running loose on Pleasant St. The owner later called stating the dog was missing.

Respectfully Submitted,  
Mike Shannon  
Animal Control Officer

	2019	2018	2019	2018	2019	2018	2019	2018
<b>BUILDING INSPECTION 2019</b>								
<b>JANUARY</b>								
	<b># of Per.</b>	<b># of Per.</b>	<b>Value</b>	<b>Value</b>	<b>YTD.#Permits</b>	<b>YTD.#Permits</b>	<b>YTD.Value</b>	<b>YTD.Value</b>
<b>TYPE OF CONSTRUCTION</b>	<b>Pres/mth</b>	<b>Prev/yr/mth</b>	<b>Pres. Mth</b>	<b>Prev.Yr Mth</b>	<b>Present Year</b>	<b>Prev year</b>	<b>Present Year</b>	<b>Previous Year</b>
New Residential	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Residential Renos/Additions	0	1	\$0.00	\$30,000.00	0	1	\$0.00	\$30,000.00
New Com/Indus/Instit.	3	0	\$5,344,000.00	\$0.00	3	0	\$5,344,000.00	\$0.00
Com./Indus./Inst. Renos	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Institutional	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Demolition	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
<b>TOTALS</b>	<b>3</b>	<b>1</b>	<b>\$5,344,000.00</b>	<b>\$30,000.00</b>	<b>3</b>	<b>1</b>	<b>\$5,344,000.00</b>	<b>\$30,000.00</b>
	<b>Cur. Mth</b>							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	4	N/A						
Electrical waivers issued	5	N/A						
Active Unsightly Premises	5	N/A						
Sign Permits	5	N/A						

# Town of St. Stephen

*Canada's Chocolate Town*



## Report of Development / Property Management Office – January 2019

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<b>Planning Advisory Committee</b>	No meeting held in January.
<b>Sign Permits</b>	5 approved
<b>Variances</b>	0 approved
<b>Approved Plans</b>	0 approved
<b>Unightly Premises</b>	The Office of the Building Inspector has five (5) active and ongoing unsightly files open.

### PROPERTIES

<b>R.C.M.P. Building</b>	No activity to report.
<b>Library</b>	No activity to report.
<b>Airport</b>	2019 budget being reviewed with airport attendant.
<b>5 Kings Restaurant</b>	Issues with lack of heat being investigated.



**Town of St. Stephen  
Information Report to Council  
Report: TR 02-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, Treasurer  
**Resource Staff:** Assistant Treasurer, Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection and Human Resource/Office Manager  
**Date of Meeting:** February 8, 2019  
**Subject:** TREASURER INFORMATIONAL REPORT

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**Recommendation:** That this report be received for informational purposes.

**Staff Activity since last report:**

- 1) Monthly accounting procedures:
  - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
    - Accounts Receivable closed to October 31, 2018.
    - Processing Utility bills Oct-Dec/18-Complete.
  - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
    - Accounts payable closed to November 30, 2018.
  - C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
    - Bi-weekly 82 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 116 employees.
    - Calculating Union retroactive pays-Complete.
    - T4's & T4A's-In Progress.
    - Worksafe NB 2019 remittance-In Progress

- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
  - Finalized Month end completed to February 28, 2018.
  - Council and Department Head Statements of Revenue and Expenditures to October 31, 2018.

1) Meetings:

- A) Weekly Garcelon Civic Center Management Staff meetings.
- B) Weekly Finance Department Staff meetings.
- C) Committee Meeting-January 16, 2019.
- D) Special Council Meeting-January 21, 2019.
- E) Bank of Nova Scotia Representative Meeting-January 29, 2019.

2) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
  - 1) 2012 Sidewalks and Streets Rehabilitation.
  - 2) Civic Center.
  - 3) Prince William Street Infrastructure Renewal.
  - 4) Milltown Blvd (Church Street to Pleasant Street).
  - 5) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
  - 6) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
  - 7) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
  - 8) Skateboard Park.
  - 9) Old Town Hall.
  - 10) Waterfront Revitalization.
  - 11) Turning the Corner Community Space.
  - 12) Combined Sewer Separation and Utility Renewal (Murchie Avenue and Cedar Street).
  - 13) Milltown Blvd (Pleasant Street to Riverside Drive).
  - 14) Water and Sanitary Sewer System Extension (Route 3)
  - 15) 2019 Capital Plans-16 additional capital projects
  
- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to October 31, 2018.
  
- C) 2019 Capital Budget-Complete.
  
- D) 2019 Operating budgets-In Progress.

- E) Multiple HST remittances-In Progress.
- F) Various insurance issues-In Progress.
- G) Municipal Asset Management Plan Project-In Progress.
- H) Administering the Charles F Todd Trust Fund-In Progress.
- I) Review of online banking packages-In Progress.
- J) 2018 charitable donation receipts-In Progress.
- K) Computer server maintenance.

Tim Tozer, CPA, CMA  
Treasurer  
Town of St. Stephen



**Town of St. Stephen**  
**REQUEST FOR DECISION**  
**Report: TR 03-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Frank Godsoe, Assistant Treasurer  
**Resource Staff:**  
**Date of Meeting:** February 13, 2019  
**Subject:** Borrowing Limit Authorizations for the General Operating and Water and Sewerage Operating Funds

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**Recommendation:** That Council authorize borrowing limits for 2019 for the General Operating Fund and Water and Sewerage Operating Fund as calculated in accordance with the Local Governance Act maximums based on the 2019 respective budgets.

**BACKGROUND**

Yearly resolutions are required to modify the borrowing authority to comply with limits set for local governments by the Local Governance Act and as required by our Financial Institutions.

The maximum limits that the Town is permitted to have as overdraft protection in the General and Water and Sewerage Operating Funds are set upon approval by Council and the Financial Institution.

The limits are as follows:

General Operating Fund (Scotiabank) – 4% of the 2019 budget or \$15,000 whichever is greater. For 2019 this limit is set at \$369,944 and includes any General Fund operating credit lines and overdraft protection, including our credit card limit which has been set at \$20,000.

Water and Sewerage Operating Fund (Royal Bank) – 50% of the budgeted revenue for the year. For 2019 this limit is set at \$1,166,197 and includes any operating credit lines and overdraft protection for Water and Sewerage Operating accounts.

Changes to the Borrowing limits, within limits set by the Local Governance Act, must be approved by Council as security for the respective Financial Institutions.

**OPTIONS**

**Option 1-Approve the recommendation and direction:** Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

**Option 2-Approve a different amount:** Council may determine that it is appropriate to approve an amount which is lower than the maximum amount authorized by statute.

February 5, 2019

Dear Mayor Allan McEachern & Council

I am sending this to you, in order to request that it is discussed with council, regarding the efforts to advocate for a year round ferry to and from Campobello island year round to mainland Canada. The island is the only one in Canada that does not have direct access to its own country, as islanders have to travel through US Customs to reenter their own country in to the town of St Stephen. We are requesting that a show of public support and also a letter to be sent in support to MLA Greg Thompson and MP Karen Ludwig from you the Mayor & Council.

We started this effort well over a year ago and I am sure you and members of council have seen all the press coverage it received even on the national level. We meet with MP Karen Ludwig and former MLA John Ames. We realized we needed to have a survey done of islanders, along with doing a business plan moving forward. We received the support for the survey from the Rural Community of Campobello for the survey along with \$500.00 towards it. We received the support in putting in the application for funding by the St Andrews Chamber of Commerce and ACOA granted the funding for phase 1 and Phase 2 reports and hiring the consultant.

We are very pleased that last night at their monthly council meeting to get the first letter of support being sent by the St. Andrews Mayor & Council and we are making similar requests along with the Town of St. Stephen to other Mayors & Council's in the region. I want to point out it was arrived by the survey that the region could benefit by the year round ferry in their local economies. I would be happy to provide anything else the council would like in order to give the public support to the effort if requested or needed. I look forward hearing back and also I can either be contacted by email or my home phone 506-714-8428.

Yours Truly

Brent MacPherson

Chair of the Campobello year round ferry development committee





**Town of St. Stephen  
Information Report to Council  
Report: GCC: 02-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Jeremy McShane, Operations/Maintenance Coordinator  
**Resource Staff:** Kari Kluge and Nikki Mott  
**Date of Meeting:** February 6<sup>th</sup>, 2019  
**Subject:** Garcelon Civic Center Monthly Report

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**Recommendation:** That this report be received for information.

**Operations and Maintenance**

1. Ongoing preventative maintenance in building.
2. Ongoing work on pool filters
3. Interview process continuing for Casual Maint. Position
4. One swim platform being replaced by manufacturer. Defect in manufacturing.
5. Work on commercial Makeup air unit for kitchen, found a few issues, will be fixed.
6. Shift trial with a designated custodial rotation has been proven to be making a difference in the trouble areas. Will continue with this.

**Aquatics Department**

1. Halfway through winter swimming lessons
2. Planning spring swimming lessons with registration beginning March 24th
3. Organizing and planning courses to teach lifeguards the swimming lesson instructor and advanced swimming lesson instructor courses.
4. Ordering new equipment for the gym (more weight plates)
5. Planning summer programming schedules for GCC and Milltown Pool

**Administration/Accounting**

**1. Monthly Projects**

- a. Completed the Accounts Receivable Aging Report for November and December 2018. Submitted to Accounting for processing.
- b. Reviewed Outstanding Invoices.
- c. Sent monthly invoices to various organizations.
- d. Updated Corporate Membership Policy. New policy will start on April 1, 2019.
- e. Trained a casual employee for flex work when needed.

- f. Updated Admin/Front Desk training manual. Will re-training student staff throughout the month of February.
- g. Liaised with Events Coordinator and Aquatics/Fitness Coordinator on various programs and future planning.

**2. Statistics:**

- a. Approximately 1834 membership check-ins were recorded for the month.
- b. Approximately 165 monthly memberships were purchased/renewed throughout the month.
- c. Approximately 58 punch cards sold throughout the month.



**Town of St. Stephen  
Information Report to Council  
Report: EDC 02-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Michelle Vest, Events Development Coordinator  
**Resource Staff:** N/A  
**Date of Meeting:** Wednesday, February 13th, 2019  
**Subject:** EDC Informational Report

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**Recommendation:** That this report be received for informational purposes.

**1. Past Events:**

- a. ACES games – Jan 12<sup>th</sup>, 15<sup>th</sup>, 18<sup>th</sup>, 26<sup>th</sup>
- b. Jan 3-6 – Hockey Tournament. Canteen open for the duration (10 hours Thurs, 14hrs/day for Fri and Sat, 8hrs Sun).
- c. Feb 1<sup>st</sup> – Charity hockey game for Tyler Tapley. Well attended, lower canteen and portable bar open.
- d. Feb 2<sup>nd</sup> – ACES Idol – sold out event benefiting “We’ve Got Your Back”. The Town was a Gold Sponsor and had its banner on display on stage, was part of the pre-event slide show, and was recognized in printed material.

**2. Future Events:**

- a. ACES games – February 17<sup>th</sup> and 24<sup>th</sup>, March 1<sup>st</sup>, 3<sup>rd</sup>, 9<sup>th</sup>
- b. Family Day fun at the Garcelon Civic Center. Skating 11-12:30, cake/refreshments in the lobby 12:30-1, swimming 1-3.
- c. NHL Legends game, sponsored by Minor Hockey – March 9<sup>th</sup>
- d. Feb 9-10 – Hockey Tournament. Canteen open for the duration.
- e. Feb 23-24 – Hockey Tournament. Confirmation of this tournament still pending SSMH.
- f. Trade Show confirmed for May 3<sup>rd</sup> 5-9pm and 4<sup>th</sup> 10am-4pm and confirmed that the Councillors will take turns manning the Town booth.
- g. IWK confirmed for May 11<sup>th</sup> with Jenn Johnson – pending signed user agreement.
- h. Chamber of Commerce AGM Feb 21<sup>st</sup>, 2019.
- i. Heritage week Feb 11<sup>th</sup> – 18<sup>th</sup>. There will be a rotating display of historical photos in the Garcelon Civic Center lobby during the week off different places around the community.

**3. Other Activities:**

- a. Continue to oversee the booking of events at the Garcelon Civic Center. Bookings are available through the main phone number at 467-3030 Mon-Fri 8-4. Larger/speciality events continue to flow through the EDC as different contracts are required.
- b. Concessions – continue to oversee the staff and day to day operations of the upper and lower canteens, including inventory and purchasing.
- c. Attended a joint Christmas Committee planning meeting with Ghislaine Wheaton. Discussions centered around the parade date once again. Some members of the committee feel that the businesses represented at the meeting (3 downtown business) should speak for the entire community. I requested feedback from all Chamber members and the Chamber agreed to send out a poll to all their members requesting feedback on potential parade dates – they agreed and the poll was sent out 2/6/19.
- d. International Festival – I had a meeting with my American co-chair, and we will be scheduling a general meeting for later in February or early March to begin planning for the upcoming festival.
- e. Spoke with Heather Estey regarding this year’s Chocolate Fest, and pending confirmation that it may be condense down to only 4 days (to pack more activities in per day, and encourage out of towners to attend, rather than only an activity or two per day).

Respectfully submitted,

Michelle Vest

Events Development Coordinator



The Epilepsy Association of Nova Scotia  
306-5380 Spring Garden Road, Halifax, N.S. B3H 1Y1  
Tel: 902-429-2633 or 1-866-EPILEPSY  
[ed@epilepsyns.org](mailto:ed@epilepsyns.org)  
[www.epilepsyns.org](http://www.epilepsyns.org)



February 1, 2019

Mayor Allan MacEachern and the  
Town Council of St. Stephen  
Town Hall  
Suite 312 - 73 Milltown Blvd.  
St. Stephen, NB E3L 1G5  
[mvest@town.ststephen.nb.ca](mailto:mvest@town.ststephen.nb.ca)

Re: Purple Day 2019

Dear Mayor MacEachern and Town Council:

The Town of St. Stephen is going to participate in Purple Day 2019 by reading the Purple Day Proclamation and wearing purple ribbons to the council meeting in March. We hope you folks remember to take a photo so we can post on our Facebook page so our members from your area will be able to see their representatives support them!

In addition to this, Jennifer McKeeman is hoping she can put up plastic purple ribbons along Milltown Blvd on 10-15 lamp posts. Jennifer is a significant supporter and advocate for those living with epilepsy. It is so great to see support even from people you do not know. I have a little boy in the Saint John area who says Purple Day is his day and it is like having another birthday. Having been diagnosed when he was 3 months old with infantile seizures, he knows the challenges and it makes him smile so much when he sees people wearing those purple ribbons. St. Stephen is going one step more by putting them strategically on a main street where more people will notice and we thought this was an amazing idea. I hope you will consider this request. Jennifer would like to put them up around March 19<sup>th</sup> and take them down by month end (March is epilepsy awareness month too).

If you do not know anything about Purple Day, it was founded by 8-year-old Cassidy Megan from Halifax who after hearing how her peers responded to the education session we provided for her school, felt courage to speak of her condition. With the help of the Epilepsy Association of Nova Scotia, Founding Agency of Purple Day, this has now become a global initiative in more than 85 countries. We even have been on the International Space Station! Astronaut Ricky Arnold's daughter wrote us last year with a photo of her dad wearing a purple shirt for Purple Day and Mission Control dressed entirely in purple to support her!

...2/

Thank you for considering this request. I have copied Jennifer on this email and please feel free to respond to us both. I look forward to seeing the photo of council in March!

Kindest regards,

A handwritten signature in black ink, appearing to read "Debbie Polun". The signature is written in a cursive, flowing style.

Executive Director  
Epilepsy Association of Nova Scotia (Epilepsy Association of the Maritimes)  
[ed@epilepsyns.org](mailto:ed@epilepsyns.org)  
902-429-2633



**Town of St. Stephen  
Information Report to Council  
Report: PW 02-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Lee Johnson, Director of Operations  
**Resource Staff:** Supervisor II, Supervisor I and Treatment Plant Operator  
**Date of Meeting:** February 04, 2019  
**Subject:** February Committee Meeting

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**Recommendation:** That this report be received for informational purposes.

**1: Water system:**

- a) Repaired 1 Water Main.
- b) Installed 2 new Meters.
- c) Plowed Snow.
- d) Repaired 2 Laterals.
- e) Repaired 2 Hydrants.

**2: Streets:**

- a) Picked up Christmas Trees.
- b) Plowed and Sanded Streets and Sidewalks.
- c) Hauled Snow.
- d) Repaired 3 Catch Basins.
- e) Cold patched pot holes.

**3: Waste Water:**

- a) Videoed 3 Sewer Laterals.
- b) Flushed 1 Sewer Lateral.
- c) Plowed Snow.
- d) Hauled Snow.

## **Progress Updates**

February 04, 2019

### ***Water and Sanitary Sewer System Extension – Route 3 – Project No. 18-8036***

Pipe installation is complete to approximately Station 0+740. This represents approximately 2/3 of the pipe length to be installed. The contractor is coordinating with their drilling subcontractor to schedule the pipe installation under the ramp and Route 3. This schedule is not yet confirmed, but it is anticipated that the construction will resume on February 11.

### ***Combined Sewer Separation and Utility Renewal (Murchie Avenue) – Project No. 18-7576***

The project is complete with the exception of the asphalt surface course, sidewalk and lawn restoration which will be completed in the Spring of 2019.

### ***Street Improvements 2018 (Milltown Boulevard Pleasant Street to Riverside Drive) – Project No. 18-7514***

The project is complete with the exception of some sidewalk and lawn restoration which will be completed in the Spring of 2019.

### ***Waterfront Revitalization – Project No. 18-7081***

Dillon is currently reviewing options that will reduce project cost which will be discussed with the Town in February prior to re-tendering the project with a modified scope of work.

### ***Combined Sewer Separation and Utility Renewal (Elm Park, Pinewood, Maple) – Project No. 16-4847***

Work is scheduled to be completed on the remaining section of Maple Street in Spring 2019. Correction of some asphalt surface deficiencies will be completed at this time as well.

### ***Water Main and Utility Renewal (Milltown Boulevard) – Project No. 17-5356***

All underground work is complete. The only remaining work to complete the project is replacement of some of the concrete sidewalk panels within the work area. This work is scheduled to be done in Spring 2019