



SOURIS TOWN COUNCIL AND  
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

Regular Monthly Meeting

**Monday, July 8, 2024 @ 7:00pm**

Town Hall ~ Council Chambers ~ 3<sup>rd</sup> Floor  
75 Main Street, Souris, PEI

**MEETING WILL BE HELD IN THE COUNCIL CHAMBERS – 3<sup>RD</sup> FLOOR  
PUBLIC IS WELCOME – 3<sup>RD</sup> FLOOR IS ACCESSIBLE BY ELEVATOR**

**A. Call the regular monthly meeting of Council to Order 7: OOPM**

Mayor Dunphy called the meeting to order with a quorum. All Council were present. (we still have one vacancy on Council) Also in attendance, representative from RCMP and Eastern Graphic.

**B. Agenda**

**2.1 Approval of Agenda**

MOTION by C. Leard and seconded by C. Jenkins to approve the agenda as circulated prior to this meeting. All in favour. Motion carried.

**2.2 Additions to Agenda**

- **Addition:** Business Application from Falon MacDonald - Dental Hygienist

**C. Conflict of Interest Declaration**

Part VI, Section 23 of the Municipalities Act, which maintains that no member of Council shall derive any profit or financial advantage from his/her position as a member of Council and, where a member of Council has any pecuniary interest in or is affected by any matter before the Council, shall declare his/her interest therein and abstain from voting and discussion thereon.

**Conflict declared** by C. Outhouse and C. Mitsuk on Item “U” as they are part of the organizing committee requesting support.

**D. Approval of Minutes – June 10, 2024 Council Meeting**

MOTION by C. Mitsuk and seconded by C. Leard to approve the Minutes of June 10, 2024 meeting as prepared by CAO and shared with Council prior to this meeting. All in favour. Motion carried.

Presentations:

**E. Monthly RCMP Report – June 2024**

RCMP Officer Mike Robinson presented June’s report of calls. Regular road/traffic checks happening. Reviewed staffing. C. Laybolt asked if more coverage could be provided during Friday evenings when local Kid’s Club meets. In particular in the CN park area. Some youth have been confronted by people in the park that has made them nervous. Typically 7 – 9pm.

School Resource pilot project at Montague High School will made into a permanent project.

MOTION by C. Laybolt and seconded by C. Outhouse to approve the RCMP report as presented to Council. All in favour. Motion carried.

Business arising from previous meetings:

- F. Option analysis for EK Sportsplex - revised scope of work – partnership with SeaRoots Alliance.**  
Further Discussion required.
- G. HR Salary Review**  
CAO has shared information with Three Rivers, who are undertaking a Salary Review, by participating in a survey sent out by their consultants. They will share the results with municipalities that participated.
- H. Proposal from AOR Web Solutions to update Town of Souris website.**  
Proposal was accepted and work has begun.
- I. Date for Required By-Election to fill vacant seat on Council.**  
OCTOBER 21, 2024 was selected by the Council at our June meeting.
- J. Unsightly Premises**  
This bylaw is still under review by our lawyer. CAO will follow up.

Financial Information

- K. General Account Budget Update – June 2024**  
For information only.
- L. Water & Sewer Utility Account Budget update – June 2024**  
For information only.
- M. Town of Souris – General Account Payables \$1,332.31 be approved – as of July 5, 2024.**  
MOTION by C. Mitsuk and C. Leard to pay the A/P in the amount of \$1,232.31 as listed. All in favour. Motion carried.
- N. Town of Souris – Sewer & Water Utility Payables \$115.35 to be approved– as of July 5, 2024.**  
MOTION by C. Mitsuk and seconded by C. Outhouse to pay the A/P in the amount of \$115.35 as listed. All in favour. Motion carried.
- O. General Account & Water Sewer Account Cheques issued during the month of June 2024. – For review only.**

Development – For Council information: (approved by development officer as per section 1.4 of our development bylaws)

N/A

### Development requiring Council approval:

**P. Application for Development from EK Learning Academy for an addition and fence relocation.** Childcare services are allowed to operate in a residential zone by Special Permit of Council. Which they received when they first opened at this location.

They are now applying for a development permit for an addition to the main dwelling as well as relocating their existing fence. (details are attached)

MOTION by C. Outhouse and seconded by C. Mitsuk that we approve the development application from EK Learning Academy for an addition and fence relocation. All in favour. Motion carried.

This project is dependent on EK Learning Academy receiving funding.

**Q. We received an application from Laura Croft to operate a Food Truck within the Town of Souris.**

All required licenses have been obtained. The applicant is aware that permission from potential landowners (commercial) will be required in writing and submitted to the Town's CAO prior to setting up. Applicant's food truck is fully self-sustaining. A temporary permit can be issued as per section 4.27 that is valid for a 20-week period by Special Permit from Council.

MOTION by C. Mitsuk and seconded by C. Leard that we issue a temporary 20 week permit to Laura Croft to operate a Food Truck within the Town of Souris. As per section 4.27 of our Land Use Bylaw. Location(s) to be determined. A letter from the property owner would be required prior to set up.

### **ADDED:**

**Faylon MacDonald submitted a Business Permit Application to operate a Dental Hygienist Clinic in Souris.**

MOTION by C. Mitsuk and seconded by C. Laybolt to approve this application to Operate a Business within the Town. All in favour. Motion carried.

Everyone is quite happy Faylon has decided to provide this service in Souris as our long-time dentist Dr. Colin Jack is retiring. This will at least provide a level of service to residents for their dental health until such a time a new dentist opens. It is our understanding Faylon can Xray and refer clients to a dentist(s) when needed.

### Town of Souris Bylaws required to be added and/or updated:

As per the Municipal Government Act (MGA) it is recommended that PEI Municipalities review and update certain bylaws. (CAO is working with Municipal Affairs Senior Officer on Drafts of these for review by Council) Some we are currently reviewing include:

- *REMUNERATION*
- *ELECTIONS*
- *GRANTS*
- *BORROWING*
- *TAX RATE GROUPS*
- *PROCUREMENT*

**R. ACCESS TO INFORMATION BYLAW and PRIVACY PROTECTION #2024-07** – Draft is attached. This bylaw received first reading at our June 10, 2024, meeting. If the Council approves it could receive second and final reading at this (July 8<sup>th</sup>) meeting. (copy of draft was also made available on our website for public review)

**A MOTION TO READ** for a second time by C. Outhouse and seconded by C. Mitsuk the ACCESS TO INFORMATION BYLAW and PRIVACY PROTECTION #2024-07. All in favour. Motion

carried.

**MOTION** by C. Outhouse and seconded by C. Mitsuk to approve the second reading of this ACCESS TO INFORMATION BYLAW AND PRIVACY PROTECTION BYLAW #2024-07. All in favour. Motion carried. CAO to register with the Province of PEI.

- S. WATER AND SEWER UTILITY BYLAW #2024-08** - Draft is attached. This bylaw received first reading at our June 10, 2024, meeting. If the Council approves it could receive second and final reading at this (July 8<sup>th</sup>) meeting. (copy of draft was also made available on our website for public review) **A MOTION TO READ** for a second time by C. Mitsuk and seconded by C. Outhouse the WATER AND SEWER UTILITY BYLAW #2024-08. All in favour. Motion carried. **MOTION** by C. Mitsuk and seconded by C. Outhouse to approve the second reading of this WATER AND SEWER UTILITY BYLAW #2024-08. All in favour. Motion carried. CAO to register with the Province of PEI.

### New Business, Correspondence, Requests and/or Additions:

**T. Conceptual Plans for New Fire Hall – as prepared by CBCL**

Created by CBCL. Meetings were held with Firefighters to discuss their needs and wishes. Visited some other departments for ideas of what to do & what NOT to do.

Now that we have this conceptual plan created, we can begin to look for funding. CAO will make some initial contacts with the Province, Federal Government, ACOA, etc.

**U. Request from Topsy Farmer Group to Host Free Community BBQ & Official Opening for Dog Park**

*Councillors Mitsuk & Outhouse declared conflict and left the meeting as they are both on this organizing committee.*

MOTION by C. Laybolt and seconded by C. Leard that we provide an additional \$2,000 to Topsy Farmer & Friends to Host the August Community Dinner as an Official Opening of our Woofer Willows Dog park. Outdoor free BBQ and Games will be held. Official “Leash” cutting. We will invite funders of the project.

**V. Parks and Recreation update from Councillor Outhouse.**

Parks and Recreation progress update and motion(s) to proceed

MOTION by C. Outhouse and seconded by C. Laybolt that Town Council supports an application for RGI funding for various recreational items. (Upgrades to tennis courts, skatepark naming/event, better signage, décor, seating, etc) All in favour. Motion carried.

### W. COUNCIL REPORTS:

**Mayor JoAnne Dunphy**

- Regular meetings with Admin staff, signing cheques, responding to calls, etc.
- Attended FPEIM meeting
- Announcement in Kensington on the new MIF fund
- Meeting about the new MIF fund available with interested developers
- Attended the fundraiser walk for ALS on Souris Boardwalk

- Attended 70th Anniversary of the Souris Credit Union and participated in the fundraising for the Community Food initiative.
- Joined the Souris Lions Club. Will be happily participating with this dedicated group of volunteers for helping our community.
- Attended Souris Regional School graduation
- Attended and spoke at the Ecole LA Belle Clouche graduation. Congratulations to all the graduates of 2024.
- Attended Canada Day Celebrations. Thank you to all the Town Council, organizers, staff, volunteers and everyone helped in any way. It was a wonderful day and evening. It was definitely a great day of celebrating with friends and family.
- Attended Souris Farmers Market in its new location. Great to see how well the vendors are doing. All positive comments about the move.

### **Deputy Mayor Boyd Leard**

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### **Kim Outhouse**

- Jun 14 - Website zoom meeting
- Jun 14 & 15 - Community Meal Volunteer
- Jun 18 - repeatedly dunked Mayor Dunphy
- Jun 18 - Minor Hockey AGM Ch'town
- Jun 20 - Eastern Region Coord meeting
- Jun 24 - Interview with the Graphic
- Jun 26 - SMHA AGM
- Jun 27 - Regatta sub-committee meeting
- Jun 27 - Farmers' Market prep with Jeannie
- Jun 28 - Farmers' Market on-site support
- Jun 29 - Bonus Sign Co meeting
- Jul 1 - Canada Day volunteer
- EK Health Foundation meeting
- Interview with CBC

### **Stephanie Mitsuk**

- June 14 - website re-do zoom meeting
- June 14 – meal prep for community meal
- June 15 - TF&F community meal
- June 17 - EKHF AGM
- June 18 - attended Souris Credit Union 70th Anniversary
- June 19 - SHAI finance meeting
- June 27 - Revive the regatta committee meeting
  - Boat Poker Run and maybe also Car Poker Run
- July 1 - Canada Day Festivities
- July 7 - attended the Village feast
- Various interactions with council members and community members.

### **Curtis Laybolt**

- Month of June, got the community gardens ready for this year's gardeners, meet with most of them to pick their plot.
- July 1 - Canada Day Festivities with the Lions club BBQ.
- July 7 - I'll be attending the Village feast
- Various interactions with council members and community members.

**David Jenkins**

- Quiet month. Dealing with some health issues, but seeing improvements.
- Helped Silver Threads Club acquire funding for new chairs
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**X. MOTION** to adjourn by C. Outhouse at 8:19pm

*Please keep in mind that some people are very sensitive to strong smells, especially from colognes and perfumes. Let us keep our public meetings SCENT FREE so all can enjoy!*

*Your cooperation is appreciated!*



MINUTES Prepared by:  
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