



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

Regular Monthly Meeting

Monday, June 10, 2024 @ 6:00pm

Town Hall ~ Council Chambers ~ 3rd Floor
75 Main Street, Souris, PEI

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

Councillors Leard, Laybolt, Outhouse, Mitsuk Jenkins present.
Also, in attendance Charlotte MacAulay from Graphic and public (Audrey MacInnis).

Meeting was planned earlier than normal to allow more time for presentation from CPHO. We also live streamed that portion of the meeting and shared on our Facebook page. Numbers watching throughout the live varied from 15 – 40.

A. Call the regular monthly meeting of Council to Order 6: OOPM

Mayor Dunphy called the meeting to order with a quorum.

B. Agenda

2.1 Approval of Agenda

MOTION to approve the Agenda as presented was made by C. Mitsuk and seconded by C. Outhouse.
All in favour. Motion carried.

2.2 Additions to Agenda

- Unsightly premises that require further action

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.

No conflict was declared.

D. Approval of Minutes – May 13, 2024 Council Meeting

MOTION by C. Leard and seconded by C. Mitsuk to approve the minutes of our May 13, 2024 Council Meeting as prepared and presented prior to this meeting. No errors or omissions were noted. All in favour. Motion carried.

Presentations:

- E. Presentation from Chief Public Health Office** – “In response to a request from the Town of Souris, and discussions with the Town, the presentation to Mayor and Council will focus on factors that affect our health, and a broad range of tools available to communities, families, individuals and service providers – all with the goal of helping people be healthy. As requested, there will be a focus on substance use related harms (all substances), and how to address these harms by using all available evidence-based tools in the toolkit.”

Presentation was made by representatives from PEI Public Health Office. Shawn Martin, Kim MacPhee and Heather McIver. This was live streamed on our Facebook page. The power point presentation has also been shared on our Town’s Website.

F. Monthly RCMP Report – May 2024

No representative was available to attend. Motion to approve the RCMP report supplied for the month of May was made by C. Mitsuk and seconded by C. Outhouse. All in favour. Motion carried.

Business arising from previous meetings:

G. Option analysis for EK Sportsplex - revised scope of work – partnership with SeaRoots Alliance.

Further Discussion required. Our report is on hold for now until we know SeaRoots Alliance has been officially approved for funding to proceed with their report. Council would like to arrange a meeting with the current EK Sportsplex board of directors to discuss priorities, plans and working together. Some members of the board are new, including the president. CAO will try to arrange something.

H. HR Salary Review

CAO and Mayor met with an associate from HR Atlantic to discuss services they offer. Proposal has been provided to Council for review. If Council feels it is not a good fit, we can look at other options

Another option was presented: Three Rivers is currently undergoing a similar review and has offered to share their results if we are willing to participate by sharing our HR information (including salary rates) with their consultants. There will be no cost for us.

MOTION by C. Mitsuk and seconded by C. Laybolt that we accept the offer from Three Rivers and share our HR information with them. All in favour. Motion carried.

I. Proposal from AOR Web Solutions to update Town of Souris website. (attached)

MOTION by C. Outhouse and seconded by C. Laybolt to proceed with and update for our Town of Souris website as proposed by AOR web solutions. All in favour. Motion carried.

J. Date for Required By-Election to fill vacant seat on Council.

- must be within 6 months of May 13, 2024
- typically, it is difficult to engage people over the summer, so I would recommend a fall date.
- Attached is schedule for Oct 21 or Oct 28 – these dates would see official posts beginning in September.

MOTION by C. Mitsuk and seconded by C. Leard that we call a By-Election to fill a vacancy on Council on October 21, 2024. Our CAO will be our MEO and plan as required.

All in favour. Motion carried.

Financial Information

K. General Account Budget Update – May 2024

For information only.

A new truck was purchased for the Maintenance department. One of the existing trucks was in need of replacement due to age. It will be offered to the public for sale at fair value.

MOTION by C. Outhouse and seconded by C. Laybolt that we use Street Equipment Reserve Funds to pay for new Maintenance Truck. All in favour. Motion carried.

C. Outhouse asked about increase in Donation budget – a \$100 donation was made to Run 4 Wishes. We only heard about them coming to Souris within a couple of days of their schedule. We normally give them a \$100 donation. It was presented to them by Mayor Dunphy.

L. Water & Sewer Utility Account Budget update – May 2024

For information only.

M. Town of Souris – General Account Payables \$2,352.53 be approved – as of June 7, 2024.

MOTION by C. Mitsuk and seconded by C. Leard to approve the payables as listed. All in favour. Motion carried.

N. Town of Souris – Sewer & Water Utility Payables \$55,744.89 to be approved– as of June 7, 2024.

MOTION by C. Mitsuk and seconded by C. Leard to approve the payables as listed. All in favour. Motion carried.

C. Outhouse noted there is some graffiti on the water tank. CAO will see if Maintenance can cover or remove.

O. General Account & Water Sewer Account Cheques issued during the month of May 2024. – For review only.

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

- All documentation has been submitted to the Province of PEI for approval of our new **Land Use Bylaws and Official Plan**. There will be a minor amendment required to make us in compliance with the provincial regulations but not major enough that it will require additional public meetings. Our consultant is currently working on the wording for this amendment. We expect they will approve it as submitted with the knowledge and confidence we are aware of, and that we are working on the necessary amendment that will take place shortly thereafter. **UPDATE** – Minister has signed off on both of these documents. They become effective on the date signed, which was May 16, 2024. *As noted, they recommended a minor amendment to some of the wording to align with Provincial priorities. We are going to request if it can be addressed in our next review.*
- **Development Application from Andrew Sinclair/Julie Lindsay** for an addition 2' x 3' to their porch at 10 Prince Ave, PID 102806.

- **Demolition Application from Bert & Camilla Paquet** to demo a 16'x24' storage building on their property at 9 Souris River Rd. PID 104190
- **Development Application from Silver Threads Club** for an 8' x 8' accessory building on their property at 78 Main Street, PID 101410

Development requiring Council approval:

P. Development Application from Andre Malguzzi to develop a 24' x 36' detached garage on their property at 50 Main Street, PID 101139. As recommended by Planning Advisory Board Mr. Malguzzi has requested and been granted permission from the Department of Transportation for a new entrance way on Main Street. The developer will be responsible for the cost of cutting the curb and reinstating the sidewalk.

MOTION by C. Mitsuk and seconded by C. Jenkins to approve this development application from Mr. Malguzzi. All in favour. Motion carried.

Q. Application to Operate a Business from Regal Lewis to operate a short-term rental for the summer months (June – Sept) at his home located at 10 Hebrew Ave, PID 101303. Off street parking is available. Name of business: “Sea Spray Retreat”. No signage. No structural alterations.

MOTION by C. Outhouse and seconded C. Leard to provide a letter of support to Mr. Lewis for the operation of short-term rental of his home at 10 Hebrew Ave, Souris. All in favour. Motion carried.

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

As per the Municipal Government Act (MGA) all PEI Municipalities are required to adopt or amend specific mandatory bylaws. There are also other bylaws that they recommend be added or updated. These include, but are not limited to: (CAO is working with Municipal Affairs Senior Officer on Drafts of these for review by Council)

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

R. ACCESS TO INFORMATION AND PROTECTION OF PRIVACY BYLAW #2024-07 – Draft is attached. If Council approves it could receive first reading. (copy of draft was also made available on our Website for public review)

READ A FIRST TIME by C Mitsuk and seconded by C. Laybolt.

MOTION to approve the first reading made by C. Mitsuk and seconded by C. Laybolt.

A second reading is required before formally adopting this bylaw. Council can decide to give second reading at their next public meeting. Next meeting is scheduled for July 8, 2024.

- S. WATER AND SEWER UTILITY BYLAW #2024-08** - Draft is attached. If Council approves it could receive first reading. (copy of draft was also made available on our Website for public review) **READ A FIRST TIME** by C Mitsuk and seconded by C. Laybolt.
MOTION to approve the first reading made by C. Mitsuk and seconded by C. Laybolt.
 A second reading is required before formally adopting this bylaw. Council can decide to give second reading at their next public meeting. Next meeting is scheduled for July 8, 2024.

New Business, Correspondence, Requests and/or Additions:

- T. Conceptual Plans for New Fire Hall – as prepared by CBCL**
 Carried forward to next meeting. Final draft still being reviewed.
- U. Farmer’s Market – Potential for new location**
 There have been some concerns about the current location. 1. Parking is limited to just the street. 2. The number of vendors is outgrowing the space we lease from the Province. 3. Safety for everyone. Events Coordinator has check with EK Sportsplex manager to see if it could be held on the green space near the lower end of the parking lot. It would still be on Main Street, have ample parking and be much safer for all involved. (access to bathrooms would also be a bonus too)
MOTION by C. Outhouse and seconded by C. Laybolt that we move the location of the Souris Farmer’s Market to the EK Sportsplex at 203 Main Street for this season. Safety and accessibility are the key reasons for the move. All in favour. Motion carried.
- V. Request from Souris ATV Club/Trailriders for continued use of land on PID 631093 and signage.**
MOTION by C. Outhouse and seconded by C. Laybolt that we extend the agreement with the local ATV Club for them to use land on PID 631093 for loading and unloading ATVs. They will be posting a sign. They have offered tours of the trails if anyone is interested.
 All in favour. Motion carried.
- W. Parks and Recreation update from Councillor Outhouse.**
 The subsequent discussions may create possible motion(s) for spending or action.
- C. Outhouse updates:
- Fields have been rolled. (this in an annual maintenance required to level the fields)
 - Sponsored a Seniors Yoga Program as part of Participation Challenge
 - Stocked up new Sports Shed at Tennis Courts with various types of sporting equipment and made arrangements with Harbourview for a key sign-out. They are open 8am – 3:30pm and will work out a system that works. Maybe a drop-box for afterhours. Large key ring/tag. Signage.
 - Also working on Signage and Identification for all of our Recreation parks including researching where the names of each originated, civic addresses, etc.. Potential “Name” for tennis court/skateboard park. “Wheels” – “Souris All-Play”
 - CAO will look into potential funding for these enhancements.
 - Official Opening for “Dog Park”. National Dog Day is August 26th. Maybe we could organize an event as an Official Opening.
- X. Request for Sponsorship from Souris Live Inc.**
MOTION by C. Outhouse and seconded by C. Jenkins that we provide a \$200 sponsorship to Souris Live Inc. Non-sport donation. All in favour. Motion carried. They seem to have a great summer planned.

ADDED:

Our Bylaw Officer has issued some Notice of Violations for Unsightly Premises. If these properties are not brought up to required standards by the date noted on the NOV our bylaw officer is recommending that Council take further action.

CAO is also recommending that we have our lawyer review the Unsightly Premises Bylaw. It requires updates.

MOTION by C. Laybolt and seconded by C. Mitsuk that we take further action with these NOV's as per our Bylaw. And that our CAO have our Unsightly Premises bylaw reviewed by lawyer for suggested and required updates to ensure it will stand up in court if necessary. All in favour. Motion carried.

Y. COUNCIL REPORTS:**Mayor JoAnne Dunphy**

- Regular meetings with Admin staff, signing cheques, responding to calls, etc.
- Attended FPEIM meeting
- Met with H.M.C.S. Charlottetown to make a donation from Town of Souris to “Make a Wish”
- EMO planning Committee met to review and update our Plan. Also had representative from PEI Public Safety Office inspect the Acorn Room so it could be officially designated as our EMO Reception Centre.
- Meetings with Events Coordinator
- Helped to coordinate presentation from CPHO
- Meeting with Admin assistant about Auditors
- Phone call with CBCL
- Attended Lions Club meeting
- Phone calls to Nabuurs gardens – Nabuurs will be planting our flower beds and boxes in the next week or so.
- Letter to Minister of Transportation and Engineers about changing the location of the Speed Sign to where we had initially intended it to go.
- Daily communication with MLA Robin Croucher
- Phone calls with FPEIM
- Communication with media
- Spoke with many of the pickleball group.

Deputy Mayor Boyd Leard

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Kim Outhouse

- May 14 - Techno Media phone meeting
- May 16 - Volunteer Food Safety Training
- May 17 - Baseball Dugout Reno Clinton
- May 18 & 19 - Community Meal Volunteer
- May 22 - Met with Techno Media
- May 22 - Playteck phone meeting
- May 25 & 26 - Senior Meals Volunteer

- May 28 - Show Hall AGM
- May 29 - Shed Storage, Stock and Keys
- May 29 - EMO Meeting & Acorn Room Inspection
- Jun 3 - First Shift Launch
- Jun 5 - SMHA Exec Meeting
- Jun 5 - MMTF Regatta Revival Meeting
- Jun 5 - ATV Club Meeting

Stephanie Mitsuk

- May 15 - SHAI finance meeting
- May 16 - Volunteer Food Safety Training
- May 18 & 19 - Community Meal Volunteer
- May 22 - Seaglass meeting
- May 23 - SHAI Board meeting
- May 25 & 26 - Senior Meals Volunteer
- Various phone calls with Mayor & council members re: HR, community concerns, etc.
- Working on Festival & Event posters and social media campaigns
- June 4 - Seaglass Festival decor committee meeting
- Jun 5 - MMTF Regatta Revival Meeting
- **Information Technology update**- quote received from AOR360 to complete the website upgrade.
- Volunteered with Souris Lighthouse Run/Relay
- Community Participation Challenge

Curtis Laybolt

David Jenkins

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Z. ADJOURNMENT

MOTION to adjourn the meeting by C. Jenkins.

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!



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