



SOURIS TOWN COUNCIL AND  
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

Regular Monthly Meeting

**Monday, August 12, 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.

*Councillors Kim Outhouse and Boyd Leard were unable to attend the meeting.*

**B. Agenda**

**2.1 Approval of Agenda**

**MOTION** by C. Mitsuk and seconded by C. Jenkins to approve the Agenda as presented. All in favour. Motion carried.

**2.2 Additions to Agenda**

**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.

Councillor Laybolt declared conflict for item S. as he works for Justin Cheverie, JP Construction.

**D. Approval of Minutes – July 8, 2024 Council Meeting**

**MOTION** by C. Mitsuk and seconded by C. Laybolt to approve the Minutes of July 8, 2024 meeting as prepared by CAO. No errors or omissions were noted. All in favour. Motion carried.

Presentations:

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

No RCMP representative was present.

Copies of monthly RCMP report were made available to Council.

**F. Presentation from PEI Community Navigators**

Lindee Gallant represented PEI Community Navigators. There are currently 6 navigators working across PEI, of whom two are in our region. Lindee and Rachel Buell. Ms. Gallant explained the services provided by PEI Community Navigators which include helping them navigate through employment processes. Both for newcomers wanting to live here as well as temporary foreign workers. They help to create welcoming communities by hosting community events and community engagement. One of their upcoming events is a Mexican Independence Day Celebration in Murray River on September 16<sup>th</sup>. They organize language training classes and welcome volunteers to help.

Business arising from previous meetings:**G. Proposal from AOR Web Solutions to update Town of Souris website.**

Proposal was accepted and work has begun.

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

**OCTOBER 21, 2024 was selected by the Council at our June meeting.**

**I. Recreation Project Update (Councillor Outhouse)**

- Carried forward to next meeting as C. Outhouse was not available this evening.

**J. Unsightly Premises**

Lawyer is still working on updates to our Bylaw. CAO will follow up.

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

No further updates. CAO and Mayor have spoken to MLA and MP. We will continue to seek funding.

Financial Information**L. General Account Budget Update – July 2024**

For information only.

**M. Water & Sewer Utility Account Budget update – July 2024**

For information only.

**N. Town of Souris – General Account Payables \$7,764.46 be approved – as of August 9, 2024.**

**MOTION** by C. Mitsuk and seconded by C. Laybolt to approve the A/P as listed in the amount of \$7,764.46. All in favour. Motion carried.

**O. Town of Souris – Sewer & Water Utility Payables \$46.01 to be approved– as of August 9, 2024.**

**MOTION** by C. Laybolt and seconded by C. Jenkins to approve the A/P as listed in the amount of \$46.01. All in favour. Motion carried.

**P. General Account & Water Sewer Account Cheques issued during the month of July 2024. – For review only.**

**Development – For Council information:** (approved by development officer as per section 1.6 of our Land Use Bylaw)

- **Development Permit** issued to Sherrill Palmer, PID 100107, 17 Main Street for a 22' x 32' addition to the home.
- **Development Permit** issued to Patrick Moore for a 12' x 18' accessory structure at PID 707331, 8 Sunset Street.
- **Development Permit** issued to Grant Rushton for a 16' x 68' Mini home to be located on PID 102913, 37 Longworth Street. He will be situating the front of the Mini home towards Union Avenue.

**Development requiring Council approval:**

**Q. Request from John D. & Flossie MacDonald to subdivide a portion of their property PID 104885 at 44 Knights Avenue to be conveyed or sold. As per the survey plan provided the new lot would have deeded right-of-way to Knights Ave.**

Planning Advisory Board met July 10, 2024 at 12:00pm. After review and discussion, a MOTION was made by Jim Cheverie and seconded by Arlene McKay that they recommend approval of this subdivision.

**MOTION** by C. Mitsuk and seconded by C. Laybolt to approve the subdivision request as recommended by our Planning Advisory Board. All in favour. Motion carried.

**R. Request from Gord Mitchell to amend the zoning of PID 102194, 18 Church Ave., from R1 to Commercial for purposes of renovating the old home on the property to be used as a small diner and gift shop.**

Planning Advisory Board met July 10, at 12:00pm. After review and discussion, a MOTION was made by Patsy McInnis and seconded by Jim Cheverie to recommend moving forward with this request to amend zoning of this property. Which would be setting a date for a public meeting and notifying the public as per section 18 of our Land Use Bylaw.

**MOTION** by C. Laybolt and seconded by C. Mitsuk that we move this request to the next step which would be setting a date for a public meeting as per our Land Use Bylaw Section 18. September 3<sup>rd</sup>, 2024 will be the date for the public meeting. All in favour. Motion carried.

**S. Request from Justin Cheverie to amend the zoning of PID 921668 from R1 to R3 for purposes of building an 8 unit townhouse. The property is approximately 35,000 square feet with deeded access to Chapel Avenue across St. Mary's Church property. It also has a deeded easement for water and sewer connection to LaVie Avenue.**

Planning Advisory Board met August 8, 2024 at 12:05pm to review this request. Following review and discussion with the applicant who was present at the meeting, Planning Board recommended (Motion by Patsy McInnis and seconded by Jim Cheverie) that this request be moved forward to the next process for amending the zoning of a property. Which would be setting a date for a public meeting and notifying the public as per section 18 of our Land Use Bylaw.

**Councilor Laybolt declared conflict and left the room.**

**MOTION** by C. Mitsuk and seconded by C. Jenkins that we move this request to the next step which would be setting a date for a public meeting as per our Land Use Bylaw Section 18.

This will also be added to the September 3<sup>rd</sup>, 2024 date for the public meeting along with item R.  
All in favour. Motion carried.

### **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*

Nothing available for this month.

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

#### **T. Request to Purchase Govee Lights**

**Councillor Outhouse would like the Town to purchase some Govee Lights for lighting up spaces around the Town. Once installed, they can be changed for various occasions, seasons, holidays, etc.**

C. Outhouse was unavailable, but we discussed purchasing some of these lights. It was felt by Council it would be a good idea. It will save on reinstalling lights each Christmas and could be used for other occasions. We will get pricing.

#### **U. COUNCIL REPORTS:**

##### **Mayor JoAnne Dunphy**

- Regular meetings with Admin staff, signing cheques, responding to calls, etc.
- Attended FPEIM meeting
- July 10<sup>th</sup> Planning Advisory Meeting
- July 18<sup>th</sup> Rollo Bay Fiddle Festival Sponsor Appreciation Event
- July 25<sup>th</sup> meeting with Cathy Rose from CBDC
- July 25<sup>th</sup> meeting with potential developer
- July 22 – 28<sup>th</sup>, set up, organizing, etc. for Seaglass Festival.
- August 5<sup>th</sup> Council discussion meeting.
- August 6<sup>th</sup> meeting with EK Sportsplex Board of Directors
- August 7<sup>th</sup> attended Elmira Railway Station event
- August 7<sup>th</sup> Seaglass Festival meeting
- August 8<sup>th</sup> Meeting with MLA
- August 8<sup>th</sup> Planning Advisory Board Meeting
- August 11<sup>th</sup> – Diversity Festival
- August 11<sup>th</sup> – Topsy Farmer Community Dinner and Woofer Willows Dog Park Opening
- Attended Tug of War, Seaside Shennanigans, Seaglass Festival.
- CBC Radio interview on New Fire Hall project. New Dental Hygienist.
- Lions Club Road Toll

## Deputy Mayor Boyd Leard

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## Kim Outhouse

- Jul 4, 11, 18, 25, Aug 1 & 8 Farmers' Market prep
- Jul 5, 12, 19, 26, Aug 2 & 9- Farmers' Market on-site support
- Jul 8 - CBC radio interview parks & recreation
- Jul 9 - CBC radio interview regatta
- Jul 10 - Bonus Sign Co meeting
- Jul 12 & 13- community meal prep
- Jul 15 - SeaRoots Alliance meeting (Town Hall)
- Jul 16 - Regatta musician meeting
- Jul 18 - SeaRoots Alliance meeting (Ski Lodge)
- Jul 22-26 Mermaid Tears/Regatta decorating
- Jul 25 & 26 - coach tug of war team
- Jul 26 - Seaside Shenanigans Pageant
- Jul 28 - High Stakes on the High Seas/ Festival tear down
- Jul 29 - Festival tear down
- Jul 29 - SMHA BOD meeting
- Aug 5, 6 & 7 - dugout reno volunteer
- Aug 5 - meeting with Jeannie
- Aug 5 - Council discussion meeting (Town Hall)
- Aug 6 - EKSP meeting (EKSP)
- Aug 8 – coach tug of war
- Various meetings and preparations for events and activities in Souris including August Community Dinner and Woofer Willows Grand Opening

## Stephanie Mitsuk

- Jul 4, 11 - Farmers' Market prep with Kim
- Jul 9 - CBC radio interview regatta
- Jul 15 - SeaRoots Alliance meeting (Town Hall)
- Jul 16 - Regatta musician meeting
- Jul 17- SHAI finance meeting
- Jul 22-26 Mermaid Tears/Regatta decorating
- Jul 26 - Seaside Shenanigans Pageant
- Jul 28 - High Stakes on the High Seas/ Festival tear down
- Jul 29 - Festival tear down
- Aug 5 - meeting with Jeannie
- Aug 5 - Council discussion meeting (Town Hall)
- Aug 6 - EKSP meeting (EKSP)
- Aug 7 - Mermaid Tears Seaglass Festival meeting
- Aug 11 - TF&F community meal + Grand Opening of Woofer Willows dog park
- Various meetings and preparations for events and activities in Souris including August Community Dinner and Woofer Willows Grand Opening
- C. Mitsuk would like to Thank all the volunteers that came out to help with the recent community BBQ and Dog Park opening. Ross Magic, the magician, was a big hit.

**Curtis Laybolt**

- EKSP meeting with Board of Directors.
- Lions Club Road Toll
- Community Gardens

**David Jenkins**

- Lions Club Road Toll
- Bingo caller for Seaglass Bingo
- Celebrated 75<sup>th</sup> Birthday with family home from away

**V. MOTION** by C. Mitsuk to adjourn the meeting at 8:15pm.

*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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