



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

Regular Monthly Meeting

TUESDAY, APRIL 14, 2020 @ 7:00pm

Town Hall ~ Council Chambers
75 Main Street, Souris, PEI

PLEASE NOTE CHANGE OF DATE DUE TO EASTER MONDAY

MEETING WILL BE HELD THROUGH TEAM MEETINGS APP DUE TO COVID-19 PRECAUTIONS PUT IN PLACE BY CHIEF PUBLIC HEALTH OFFICER DR. MORRISON.

**We were unable to livestream our meeting. Therefore, we are making the minutes available earlier for public interest. Keep in mind minutes must be approved by Council at their next meeting in order for them to be considered official.*

We had 3 Council members plus CAO inside the Council Chambers, Mayor JoAnne Dunphy, Councillors Wanda Bailey and Thelma MacDonald and the other 4 council members joined us via Team Meetings, Councillors Ian MacDonald, Frankie Chaisson, Boyd Leard and Kenny Peters.

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

Mayor Dunphy called the meeting to order with a quorum.

B. Agenda

2.1 Approval of Agenda

MOTION by C. Leard and seconded by C. Chaisson to approve the Agenda as circulated prior to meeting. All in favour. Motion carried.

2.2 Additions to Agenda

No additions were noted.

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 – ~~February 10, 2020~~ March 9, 2020

MOTION by C. Peters and seconded by C. Ian MacDonald to approve the minutes of March 9, 2020 (noted that incorrect date was in original agenda – should have read March 9, 2020)

All in favour. Motion carried.

Presentations:**E. Monthly RCMP Report (March 2020)**

We did not have representation from RCMP at our meeting due to COVID-19, however a report was available and read by Mayor Dunphy.

MOTION by C. Thelma MacDonald and seconded by C. Bailey to accept the report as provided by our local RCMP for the month of March. All in favour. Motion carried.

Business arising from previous meetings:**F. By law Enforcement – Donna Johnson of PEI Bylaw Enforcement began weekly patrols of the Town.**

If anyone has anything you want her to deal with, please call CAO at Town Hall as she checks in prior to her weekly patrol.

Financial Information**G. PRELIMINARY BUDGET REVIEW FOR 2020-21 AS PREPARED BY COUNCIL AND CAO**

CAO reviewed the preliminary budgets. Budgets were put together by both Council and staff. Council are urged to take some time to review the budget. If any questions or changes, please speak to Finance Chair JoAnne Dunphy or CAO. Our Mayor has scheduled a meeting to approve the budget for Monday, April 20th at 7:00pm.

The deadline to submit the budget to the Province has been extended due to COVID-19 however, it is important for us to have a budget to work with.

H. General Account Budget Update – March 31, 2020

For review and information.

I. Water & Sewer Utility Account Budget update – March 31, 2020

For review and information.

J. Town of Souris – General Account Payables to be approved – April 8, 2020

MOTION by C. Leard and seconded by C. Bailey to approve the payables in the amount of \$1,341.30 as per the list provided. All in favour. Motion carried.

K. Town of Souris – Sewer & Water Utility Payables to be approved – April 8, 2020

MOTION by C. Leard and seconded by C. Bailey to approve the payables in the amount of \$1,725.35 as per the list provided. All in favour. Motion carried.

L. General Account & Water Sewer Account Cheques issued during the month of March 2020

– For review only.

Planning/Development:**M. Information regarding new Building Permit procedures put in place with the adoption of the National Building Code by the Province of PEI.**

Effective March 2020 anyone that plans to develop/build within the Town of Souris will now require a second permit from the Province of PEI for the actual construction. The Town will still have the say in what gets build where, but the actual construction will be followed up by Provincial Inspectors. The Province will not issue a construction permit until the applicant has received a development permit from the Town of Souris. (There is a one-year delay for single family homes and duplexes until March 2021)

More information provided in attachment.

New Business, Correspondence, Requests and/or Additions:**N. Power Lifting Championship request for Sponsorship.**

MOTION by C. Thelma MacDonald and seconded by C. Peters to donate \$200. The event was scheduled for April 18, 2020. CAO will be in contact with the organizers to see if the event will be cancelled or rescheduled prior to issuing the cheque. All in favour. Motion carried.

O. Breakwater Street Lift Station – Tender review and recommendation from CBCL

MOTION by C. Ian MacDonald and seconded by C. Leard to award the project to the lowest tender in the amount of \$647,900 received from Island Coast Services as per recommendation from our engineers CBCL. This is about \$31,000 over the estimated budget. Three bids were received. C. Ian MacDonald questioned the number of days to complete the project as it was higher than the next bid. CAO added that CBCL considered this as well, but they feel the number of days proposed is reasonable for the project. We are also having a clause added to the tender, for the successful bidder to sign, regarding concerns around COVID-19.

All in favour. Motion carried.

P. Council Reports:**Mayor JoAnne Dunphy**

- COVID-19 phone calls, letters, conference calls, etc.
 - CTMA, Fishery, Immigrant workers
 - Daily updates from EMO office.
 - Staying in contact with local businesses, making sure they have the information they need including translation of information into various languages. We've been able to source some hand sanitizer that we have been sharing with local essential businesses.
- Advising CAO on setting up Team Meetings for our virtual meetings.
- Virtual meeting with Brian Deveau and Cathy Rose regarding interpretive signage for new Boardwalk
- Worked with staff to prepare various budgets.
- Virtual meeting with Province regarding new building code measure put in place.

Deputy Mayor Kenny Peters

- Staying in contact with CAO
- Souris Fire Department have adopted safe measures to deal with calls during this COVID-19 pandemic.
- Prepared Fire Dept Budget with firefighter officers.

Wanda Bailey

- Submitted Recreation budget to CAO

Frankie Chaisson

- Nothing to report

Ian MacDonald

- Nothing to report

Thelma MacDonald

- Staying in contact with CAO
- Submitted budget to CAO

Boyd Leard

- Sworn in as Councillor March 9, 2020
- Councillor Leard wished to add a Thank you to our Mayor and staff for handling things during COVID-19. Especially our Mayor as she has dealt with many issues through phone calls, emails and letters: CTMA Ferry, Fishery, Immigrant workers, etc. in regards to this pandemic in order to keep our residents safe.

Q. Adjournment.

MOTION by C. Peters to adjourn the meeting at 7:35pm.

MINUTES Prepared by:
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