



SOURIS TOWN COUNCIL AND  
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

Regular Monthly Meeting

Monday, December 11, 2023 @ 7:00pm

Changed to December 18, 2023

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. C. Leard joined the meeting via conference call on speaker so he could participate. C. Chaisson was not available to attend.

**B. Agenda**

**2.1 Approval of Agenda**

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

**2.2 Additions to Agenda**

- C. Mitsuk asked to add discussion of Procurement Bylaw
- Heat Pumps for Matthew McLean Building – potential funding

**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 declared.

**D. Approval of Minutes – November 13, 2023 Council Meetings**

Presentations:

**E. Monthly RCMP Report – November 2023**

Sgt. Les Dill represented RCMP. Written copy of report for November was provided. Speed and Impaired Driving continue to be a concern as well as a priority. Sgt. Dill brought up concern they received from SRS of parents dropping students off in front of the school and making u-turns on Longworth. They feel this poses a safety concern to students walking. Also, he feels we should contact the Province about having an electronic speed sign posted for drivers leaving Souris (west). Speed is an ongoing concern in that area. CAO will forward both of these concerns to Province.

MOTION by C. Leard and seconded by C. Laybolt to accept the RCMP report for the month of November as presented. All in favour. Motion carried.

**F. Presentation from Janice Harper with Forestry**

Copy of presentation attached.

Some ways we can incorporate protecting and enhancing forests/trees: Include provisions in our Official Plan and Land Use Bylaws. Create an inventory of existing trees/forest land. Create new green spaces, trails, etc. Identify Park land.

**MOTION** by C. Mitsuk and seconded by C. Outhouse that we support the Province's initiative to protect and enhance forests on PEI. All in favour. Motion carried.

Business arising from previous meetings:

**G. GREEN AND INCLUSIVE COMMUNITY BUILDINGS PROGRAM. ~ UPGRADES TO Eastern Kings SPORTSPLEX**

As of Friday, December 8, 2023, no further update, or information is available.

**H. Dog Park Update**

**Dog Park Update:** Fence and gates have been installed. Rules (bilingual) for use have been installed. Dog waste bag dispensers, bags and waste bins have been installed. RCMP planted some trees as part of their 150 Celebrations. Benches put in. Park Name Sign from Seaside Signs has been delivered but not put up. CAO has contacted PEI Rural Development and ACOA about an official sign unveiling/opening? As per agreements with both funders any official announcement must be approved by them and give them an opportunity to participate.

C. Laybolt suggested we have the Dog Park sign unveiling on January 1<sup>st</sup> at our New Year's Day Family event. CAO will see if this works for funding partners, Grant family, etc. Other Council agreed this is a good idea.

C. Outhouse suggests we post some signs regarding parking on the grass or blocking the driveway to the Fitness Center.

Financial Information

**I. General Account Budget Update – November 2023**

For information only.

**J. Water & Sewer Utility Account Budget update – November 2023**

For information only.

**K. Town of Souris – General Account Payables \$6,384.92 be approved – as of Dec 8, 2023.**

**MOTION** by C. Mitsuk and seconded by C. Jenkins that we approve the A/P as listed \$6,384.92. All in favour. Motion carried.

**L. Town of Souris – Sewer & Water Utility Payables \$122.26 to be approved– as of Dec 8, 2023.**

**MOTION** by C. Mitsuk and seconded by C. Outhouse that we approve the A/P as listed \$122.26. All in favour. Motion carried.

**M. General Account & Water Sewer Account Cheques issued during the month of November 2023.**

– For review only.

## Development:

### **N. Recent Development Permits issued by CAO:**

1. **Leo & Mary Paquet** – 41 Chapel Ave. - Development permit issued for 52' x 43' new house and 10'x16' accessory building.
2. **Leo & Mary Paquet** – 41 Chapel Ave – Submitted required survey plans for the consolidation as per approved by Council October 10, 2023.
3. **Ryan Hennessey** – 4 Longworth St. - Development permit issued for a 16'x 68' Mini-home. Existing home on property will be demolished prior to this development.
4. **Cory Long** – 6 Spring St. - Development permit issued for a 12'x 16' accessory building.
5. **Terry Clinton** – 13 Main St. - 20'x24' garage to be added to house.

### **Applications currently under review:**

1. **Luis Mendes** – 1 Maple Ave – 5'x10' shed in back yard and addition to front deck.

### **O. Plan for moving forward with Land Use/Development Bylaw & Official Plan Review.**

Planning Advisory board will be meeting **December 13<sup>th</sup>** for final review of these documents and recommendation to Council.

One concern was brought forth from the owner of the now existing Mini-home park and was documented at the November 9<sup>th</sup> meeting as well the owner submitted his concern in writing prior to the November 23<sup>rd</sup> deadline. S. Murphy has made a change in the official plan to address this concern stating clearly that any existing Mini-home parks can continue to exist as a Mini-home park and is an allowable use within the Clustered Housing zone.

Recommendation from Planning Advisory Board will come back to Council and then two readings will be required, at two separate public meetings, prior to being sent to the Minister for signing to make official.

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

### **P. Request for Donation from Eastern Kings 55+ Winter Games.**

**MOTION** by C. Outhouse and seconded by C. Jenkins that we provide \$300 donation to the 2024 55+ Winter Games to be held in Souris area Jan 20-27<sup>th</sup>, 2024. All in favour. Motion carried.

Discussion also included the fact that this budget line is over budget. The reason being the \$5,000 contribution to the Trail Blazer's ATV Club was not budgeted for. CAO will ask bookkeeper to show that as a separate line so it's not throwing the recreation sport grant donations budget off.

### **Q. Thank you letters from Lions Club and Holland College Scholarship recipient.**

#### **ADDED:**

#### ➤ **Procurement Bylaw as requested by C. Mitsuk**

CAO inquired further and found that Municipal Affairs are still working on a template for this bylaw. The mandatory date for adoption of this bylaw is still to be determined. CAO will continue communicating with Municipal Affairs to see when this will be ready.

#### ➤ **Heat Pumps for Matthew McLean Building**

**CAO provided a quote for 2 heat pumps proposed for the Matthew McLean building. There are two particular areas that don't seem to get enough heat from the existing system.**

**It was suggested that we consider installing heat pumps. There is funding available through Rural Development that would cover 50% of the cost.**

After discussion by Council it was recommended that we ask First Mechanical (who currently maintain the system in the building) for their recommendation. Should we be looking at an upgrade to the existing system? Is it nearing the end of its life expectancy?

And if we do go with heat pumps, we should get more than 1 quote. Also, we should look into having an Energy Efficiency test done at the building to see if there are other measures we should consider.

## **R. COUNCIL REPORTS:**

### **Mayor JoAnne Dunphy**

- Attended RCMP presentation at Silver Threads Club re Scams
- Participated in a IWMC virtual meeting to discuss their strategic plan moving forward on PEI
- Firefighter's Appreciation Dinner
- Met with a potential renter for 95 Main Street. They declined our offer.
- Attended Damien Morris Event at Show Hall and Town Tree Lighting
- Bus trip to Kensington with Martina MacDonald and CAO along with reps from Three Rivers.
- Habitat for Humanity key ceremony
- Lions Club Seniors Party
- Delivered 90+ calendars to seniors in Souris.
- Christmas Parade and week of events was a big success.

### **Deputy Mayor Boyd Leard**

- Condolences to Mayor Dunphy for the recent loss of her sister Linda
- Heard all positive comments about the Christmas Parade. Thank you to staff and volunteers for all their hard work.
- Health wise, doing better and working with physio.

### **Kim Outhouse**

- It's been a busy month with tons of meetings.

### **Stephanie Mitsuk**

- SHAI finance meeting
- EKHF board meeting
- SHAI board meeting
- Attended Christmas tree lighting.
- Participated in the Souris Christmas parade.
- Completed Code of Conduct online training

### **Curtis Laybolt**

- Firefighters Appreciation Dinner
- Christmas Parade
- Bakery Bingo

**Frankie Chaisson**

- N/A

**David Jenkins**

- Firefighters Appreciation Dinner
- Volunteers to help with Parade
- Lions Club Seniors Party
- Salvation Army Kettle Collection

**S. ADJOURNMENT**

**MOTION** by C. Mitsuk to adjourn at 8:25pm

*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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