



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

Regular Monthly Meeting

Monday, February 10, 2025 @ 6:30pm *note early start time

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

PLEASE NOTE: Council will meet prior to the official start of the regular meeting time to review a proposal of a potential Solar Array project in conjunction with SHAI. The proponent will be here to answer questions. This will begin at 6:30pm.

Evan, Luciano from AKA-group and Andy D. from SHAI were present to review a proposal presented to Town Council for a potential Solar Array project in the area of the Souris Wastewater Treatment Facility.

- We have limited land at the Treatment Plant Facility to install our own solar panels.
- This project could reduce energy costs and emissions.
- It would include a micro-grid with a battery that would provide protection in the event of a power outage. The battery would allow the treatment facility to keep operating until the diesel generator kicks in, preventing any glitches or need for the system to reboot/reset itself.
- At this point, no financial commitment from the Town has been proposed. That is yet to be determined.
- There may also be further opportunities to partner with other businesses in the area.
- Renewable fuels are the way of the future.
- It would show the Town working towards reducing it's carbon footprint – green credits?
- A consistency in cost into the future, making it easier to budget

A. Call the regular monthly meeting of Council to Order/AND Land Acknowledgement 7: OOPM

In the spirit of Reconciliation, we acknowledge that the land upon which we gather is unceded Mi'kmaq territory. Epekwitk (Prince Edward Island), Mi'kma'ki, is covered by the historic Treaties of Peace and Friendship. We pay our respects to the Indigenous Mi'kmaq People who have occupied this Island for over 12,000 years; past, present and future.

Mayor Joanne Dunphy called the regular meeting of Town Council to order with a quorum at 7:08pm. All Council were present. Representative from Eastern Graphic, MLA Robin Croucher, Brian Deveau Cpl. Cote with the RCMP and 1 member of the public were also present.

B. Agenda**2.1 Approval of Agenda**

MOTION by C. Leard and seconded by C. Mitsuk to approve the Agenda as circulated prior to this 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 declared.

D. Approval of Minutes – January 13, 2025, Council Meeting

MOTION by C. Mitsuk and seconded by C. Outhouse to approve the minutes of January 13, 2025 Council meeting as prepared by CAO. All in favour. Motion carried.

Presentations:**E. Monthly RCMP Report – January 2025**

Cpl. Cote presented RCMP report for January. Copy of report was supplied to Council.

MOTION by C. Mitsuk and seconded by C. MacPhee to approve the monthly RCMP report as presented. All in favour. Motion carried.

F. Presentation from Brian Deveau Re Souris Beach Gateway park expansion

Mr. Deveau has been a part of past development projects at the Souris Beach Gateway park and has a great personal interest. He would like to see further development, in particular, on the North side of the road. He has prepared a rough draft of his ideas. They include reclaiming land in order to offer more useable land and space. This additional space could be used for parking, picnic/shelter area, or more retail space. His plan also included a floating dock that could be used to launch paddle boards, canoes or kayaks into the river water.

Council agree we should investigate this potential further. A meeting with shareholders and partners could be set up. Funding partners, environmental entities and other partners as well as other members of our past planning groups.

Business arising from previous meetings:**G. Website update.**

Work is still ongoing – soon ready to launch.

H. CCBF Funding for Matthew McLean Building Heat System

Revised quotes received from First Mechanical and RDMD. Direction required from Council if we should proceed with this project. We have allocated funds from our CCBF for this project.

MOTION by C. Leard and seconded by C. MacPhee that we award this project to First Mechanical. Both quotes were very competitive and comparable. First Mechanical has provided service to the system for the past many years, so it was decided to award the project to them. All in favour. Motion carried.

I. RGI Application for Funding – Eastern Kings Sportsplex

Quotes received for compressors are being summarized by CBCL for budgeting purposes. The application is ready to be submitted once the budget is determined.

A summary from CBCL was provided. They have determined that the lower bid from Lowther Refrigeration meets the needs of the Sportsplex. And therefore, recommend we move forward with them. Lowthers have been maintaining and keeping our system going for at least the last 15 years and they know the system well.

MOTION by C. Leard and seconded by C. Outhouse that we move forward with this RGI application based on the quote provided to us by Lowther's. All in favour. Motion carried.

J. SeaRoots Alliance Update

Update from SeaRoots received Feb 7, 2025 . . For an update we are happy to share that SeaRoots has received applications from both the federal and provincial governments to complete for their third of the funding. We have been and will continue to be working to have these completed in the next week. We also have received confirmation we are able to release the RFP and we will include within it that the awarding of the contract is conditional on finalizing or securing financing. We hope to have the finalized RFP ready to be released mid next week.

K. Updating or creating a new operating agreement/policy between the Town of Souris and the Eastern Kings Sportsplex Board of Directors.

Proposal received from MRSB to provide assistance to the Town and the EK Sportsplex Board of Directors in the creation of a new operating agreement. RGI application for funding to be supported by Council.

L. CBCL to undertake an assessment of Town owned buildings.

Approved by Council on November 12, 2024, Meeting. The initial meeting with CBCL was held December 12, 2024 at 10am. Work has begun, to date they have completed 4 of the 9 properties to date. CAO updated that all properties have been completed. The report should be available soon. CAO to follow up.

M. Request for Support from Lennon House

We have a basket of goods gathered that will be brought to Lennon House. We are grateful to those who donated items. This included staff, Council and some residents of our community.

Financial Information

N. General Account Budget Update – January 2025

For information only.

O. Water & Sewer Utility Account Budget update – January 2025

For information only.

- P. Town of Souris – General Account Payables \$1,933.70 be approved – as of February 7, 2025**
MOTION by C. Mitsuk and seconded by C. Jenkins to approve the A/P as listed in the amount of \$1,933.70. All in favour. Motion carried.
- Q. Town of Souris – Sewer & Water Utility Payables \$138.65 to be approved– as of February 7, 2025.**
MOTION by C. Outhouse and seconded by C. MacPhee to approve the A/P as listed in the amount of \$138.65. All in favour. Motion carried.
- R. General Account & Water Sewer Account Cheques issued during the month of January 2025. –**
 For review only.
- S. 2025-26 BUDGET PLANNING ~ for Fiscal Period of April 1, 2025 – March 31, 2026**
 Proposals for 2025-26 Operating & Capital Budget
 If any Council member has anything they would like noted, please do so and CAO will add to working file. Budget Planning Public Open House was held Tuesday, February 4, 2025. 5pm – 7pm at EK Sportsplex. About 30 people attended. A list of ideas from our February 4th public meeting has been provided to Council. Staff have met with several Council members to discuss and help their new budgets.
 We should set a date for public presentation of 2025/26 Budgets which must be approved prior to March 31, 2025 at a Public Meeting. Possibly a draft could be available at our March 10th meeting.

Draft Budget to be available at our March 10, 2025 Town Council Meeting.
2025-26 Budget Approval/Presentation date has been set for March 24, 2025 at 7:00pm

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

- NEW – The Province will be sharing a list of building permits that they issue for properties within the Town of Souris. This was a request put forth by the AMAPEI. We felt it was important as a follow up on development permits we issue so we know that developers are following through with that step.

Development requiring Council approval:

- T. Application from Allison Pellette for Library Inn to operate as a Bed and Breakfast during the summer months. 15 Breakwater St.** Copy of application is attached along Provincial documentation.
MOTION by C. Mitsuk and seconded by C. Outhouse that Town Council approve a Business Permit for Allison Pellette for the Library Inn, a Bed and Breakfast, at 15 Breakwater St., Souris. All in favour.
 Motin carried.
- U. Request from Island East Tourism Group for new signage at Souris Beach Gateway Park**
 Island East Tourism Group is applying for funding to do a beach marketing campaign at our 50 Beaches in Points East. They are looking at installing signs that are aluminum 18”x18” to remind residents and visitors how we are stewards of this place, and we are to keep the coast clear. Attached a mockup of their design. They are seeking approval to have sign(s) posted at Souris Beach Gateway Park.
MOTION by C. Outhouse and seconded by C. MacPhee that we support the efforts of Island East Tourism in posting signage on our Town Beach for protection of our shores. It is suggested that a sign be posted at each access point to the beach if possible. 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 and policies. . .

Remuneration Bylaw to be amended if Council is changing Council rates as proposed by MRSB.

Also, researching Hiring/Staffing Policies.

CAO to work on revising our Remuneration Bylaw based on recommendations provided by our independent remuneration and allowances commission with MRSB. Draft to be presented at our next meeting for potential first reading.

New Business, Correspondence, Requests and/or Additions:

V. Creation of a new Seasonal position with our Town Maintenance Department.

Our maintenance department is requesting the addition of a seasonal employee position for the months of April – December. They feel, with their current workload during those months, it is a justifiable need. A job description was prepared by our maintenance manager and presented to CAO and our HR committee. Seeking Council's approval for the creation of this new seasonal position.

MOTION by C. Outhouse and seconded by C. Jenkins that Town Council supports the creation of an additional seasonal employee with our Town's Maintenance department as recommended. All in favour. Motion carried.

W. Enhancing our Souris Youth Summer Camp.

It has been suggested that we grow and enhance our Souris Youth Summer Camp to provide an opportunity for children to spend a full day at camp. This would provide more opportunities for programming and activities, as well as providing parents, especially those that work, an option for a longer day. More staff would be required for this and therefore we would need more funding. The council's support is required to apply for additional funds and hire additional staff.

MOTION by C. MacPhee and seconded by C. Outhouse that we pursue additional funding that would allow us to offer a full-day summer camp for families this upcoming summer. CAO will submit a funding application as suggested by C. MacPhee. All in favour. Motion carried.

X. Canada Post Community Foundation Impact Fund

Potential funding for Playground Equipment replacement. Applications are open Feb 10 – 28th.

MOTION by C. Mitsuk and seconded by C. Laybolt that we submit a funding application to the Canada Post Community Foundation Impact Fund for potential funding to be used towards replacing the playground equipment at Souris Beach Gateway Park.

Y. Spaces Available at Souris Beach Gateway Park

Currently we have two spaces available for this upcoming season. Seeking Councils direction on setting rates prior to posting a request for proposals.

MOTION by C. Mitsuk and seconded by C. Leard that we increase the seasonal rental rate for the shops and spaces at Souris Beach Gateway Park by 2.5%. That we incorporate into the lease that an annual increase will be automatic based on CPI. And that we post a request for proposals for the two vacant buildings based on this new rate/terms. All in favour. Motion carried.

Z. Active Transportation Fund proposed projects

An application was submitted prior to the January 17, 2025 deadline. Our request included \$15,000 for bike racks and signage, \$40,000 for rest shelters and signage, \$20,000 to have an Active Transportation Plan developed that would gather all ideas and put it into a plan of action. Total amounted to \$75,000.

AA. Request from Souris U12 Ringette Team that will be travelling to Montreal in May by bus.

Copy of letter from manager Helena Penny is attached.

MOTION by C. Outhouse and seconded by C. MacPhee that we provide \$300 to the Souris U12 Ringette Team that will be travelling by bus to Montreal in May. All in favour. Motion carried.

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

- Meeting with the Honorable Lawrence MacAulay and Daniel MacDonald
- FPEIM Meeting
- Attended Fire Department meeting
- Helped with Community Dinner as a member of Lions Club and Town of Souris
- Meeting with Municipal affairs
- Welcome to the Town of Souris meeting with our new Dr. Campbell. We are so fortunate to have Dr. Campbell join us here as a family physician.
- Attended walk in clinic meeting in Three Rivers
- Attended Retirement gathering for John Dewey of FPEIM
- Attended Souris Firehall meeting
- Attended meeting with Kevin & Shelley from Municipal Affairs
- Consultation meeting with CEO of Health PEI, Melanie Fraser
- Communication with MLA, Robin Croucher
- Communication with residents- concerns forwarded to CAO
- Attended Public budget meeting at Acorn Room
- Communication with media
- Updates daily from CAO
- Met with Maintenance department to discuss water and sewer

Deputy Mayor Boyd Leard

- Attended Souris Fire Dept meeting.
- Working on Budgets
- Attended Eastern Kings Sportsplex meetings

Kim Outhouse

- January 14-presented at RMEK council meeting
- January 18&19- community meal prep and execution
- January 22- Regatta planning
- January 28- Budget discussions
- February 4- Public mixer budget meeting
- February 6- Meeting with Municipal Affairs
- Budget work ongoing throughout the month; conversations with residents re budget and development. Various volunteer work and PR interviews regarding events and programs

Stephanie Mitsuk

- January 15- SHAI finance meeting
- January 19 – Topsy Farmer & Friends Community Meal
- January 22- Regatta planning
- January 23- SHAI board meeting
- January 27- Budget discussions with CAO, Mayor and Maintenance Department
- February 4- Public mixer budget meeting
- February 6- Meeting with Municipal Affairs
- Budget work ongoing throughout the month; conversations with residents; HR policy consults with Mayor and CAO
 - ❖ A special mention to a few residents of the Eastern Kings area who recently received the King Charles III Coronation Medal for their achievements and sustained contributions to Canada and positively impacting the communities of Prince Edward Island. Congratulations to Keisha Rose-Topic, Capt. Walter Bruce, Chef Michael Smith, Dr. Steve O'Brien, and to all others across the Island who received the honor.

Curtis Laybolt

- January 16th - Lions meeting
- January 24 - Streets and sidewalks Budget discussions with CAO, Liz, and Maintenance Department.
- January 27- water and sewage Budget discussions with CAO, Mayor and Maintenance Department.
- February 4- Public mixer budget meeting
- February 6- Meeting with Municipal Affairs
- Lions Club Community Dinner

David Jenkins

- Community meal at High School Jan.19
- Lions meeting Jan.16
- Attended 2 dinners at Silver Threads; one for the musical entertainers and one for seniors
- Attended town hall meeting with Municipal Affairs
- Attended public open house budget meeting at the arena
- Visitations to residents at the hospital

Rebecca MacPhee

- Code of conduct training completed
- January 17 - meeting regarding budget
- February 4 - Public input meeting
- February 6 – Council training with Municipal Affairs
- *Various correspondence with the public, councillors and staff

CC. ADJOURNMENT

MOTION to adjourn the meeting by C. Outhouse at 8:45pm

CLOSED PORTION OF MEETING ~CONFIDENTIAL~

A short in-camera meeting will be held following the adjournment of the regular meeting. This is permitted as per section 119 of the Municipal Government Act.

In particular in this case ~ section (e) a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations;

A meeting was held to discuss the purchase of a property. A price was determined by Council for negotiation purposes.

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:
Shelley M. LaVie
Chief Administrative Officer
Town of Souris
town@sourispei.com