



SOURIS TOWN COUNCIL AND  
SOURIS SEWER AND WATER UTILITY CORPORATION

AGENDA

Regular Monthly Meeting

**Monday, June 10, 2024 @ 6:00pm**

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 6: OOPM**

**B. Agenda**

**2.1 Approval of Agenda**

**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.

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

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.”

**F. Monthly RCMP Report – May 2024**

Business arising from previous meetings:

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

**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.

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

Financial Information**K. General Account Budget Update – May 2024**

For information only.

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

### 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 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)
- 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)

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

- T. Conceptual Plans for New Fire Hall** – as prepared by CBCL
- U. Farmer’s Market** – Potential for new location
- V. Request from Souris ATV Club/Trailriders for continued use of land on PID 631093 and signage.**

**W. Parks and Recreation update from Councillor Outhouse.**

The subsequent discussions may create possible motion(s) for spending or action.

**X. Request for Sponsorship from Souris Live Inc.****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.

**Curtis Laybolt**

**David Jenkins**

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**Z. ADJOURNMENT**

- **DON'T FORGET OUR CANADA DAY ACTIVITIES BEING HELD MONDAY, JULY 1<sup>ST</sup> AT THE CN PARK. HOPE TO SEE YOU ALL THERE!!**



*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!***



AGENDA Prepared by:  
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