



SOURIS TOWN COUNCIL AND  
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

**Regular Monthly Meeting**

**Monday, March 10, 2025 @ 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/AND Land Acknowledgement 7: OOPM**  
Mayor Dunphy called the meeting to order with a quorum and read the Land Acknowledgement.

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.

**B. Agenda**

**2.1 Approval of Agenda**

MOTION by C. Leard and seconded by C. Jenkins to approve the Agenda as prepared and 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 declared.

**D. Approval of Minutes – February 10, 2025, Council Meeting**

MOTION by C. Mitsuk and seconded by C. MacPhee to approve the Minutes of February 10, 2025 Council Meeting as prepared by CAO. No errors or omissions noted. All in favour. Motion carried.

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

Cpl. Mike Robinson was present to review previous month RCMP report. Updated council on status of HR, reviewed calls received in comparison to the previous month and same month last year.

MOTION by C. Laybolt and seconded by C. Outhouse to approve the RCMP report as presented. All in favour. Motion carried.

**F. Proposal from Shawn Laybolt on an idea he has for the Bowling Lane Space at EK Sportsplex.**

Mr. Laybolt presented a overview of his proposal for a sports simulator in the space that currently houses the bowling lanes at the Eastern Kings Sportsplex. He proposes he would require ½ the space. He is proposing to also have a pub with food potentially being supplied by existing canteen at the rink. Many details are yet to be determined. Talks have taken place that Eastern Kings Fitness Centre would also like more space and could potentially use the other ½ of the space. Mr. Laybolt realizes more details would be required before any decisions could be made. He has met with local MLA and Board of Directors at the Sportsplex.

A representative of the Eastern Kings Fitness Centre, Natalie Robertson, was also at the meeting and advised that they have a very strong membership, higher than ever, and that they can likely access Rural Growth funding to have some of the work done as well.

Council advised that they are currently undergoing a review of the operational agreement between the Town and the Board of Directors of the Eastern Kings Sportsplex and therefore, would like to wait until the new agreement is in place before moving forward with any decisions.

Council thanked Mr. Laybolt for presenting this initiative. They hope to have the new agreement in place within 4 – 6 weeks.

Business and Updates arising from previous meetings:**G. E-Bike Project**

We must decide where the bikes will be located, source a building (if required) either pre-built or to be built on site, signage required and arrange for necessary electrical for charging stations. Funds are available based on Budget attached.

MOTION by C. Outhouse and seconded by C. MacPhee that we proceed with this project. A building 10'x20' would work. Location decided as lower part of rink parking lot close to Main Street. Power can be run from the sign. CAO to look into sources for a building and other requirements. All in favour. Motion carried.

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

Alex McBain with MRSB has started this project. He has provided a timeline for the work proposed with intention to have everything completed by the end of April. Please confirm your availability for first week of April with CAO.

CAO will confirm with Alex that Council is available the first week of April.

**I. 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 been completed, and we anticipate receiving the final report this month. Will share with Council once received.

**J. Enhancing our Souris Youth Summer Camp.**

Funding applications have been submitted to Provincial Jobs for Youth, Federal Student Jobs program, and Community Impact Fund to enhance our Summer Youth camp by providing full day camps vs partial day.

Unfortunately, the Community Impact Fund Application was NOT approved. We will wait and see if funding can be secured through other sources. (Jobs for Youth, Skills PEI, etc.)

CAO to find out more information about offering full days. Will we need specific licenses? Permits?

**K. Canada Post Community Foundation Impact Fund**

An application was submitted to the Canada Post Community Foundation Fund for a grant to help finance the replacement of the playground at the Souris Beach Gateway Park. The deadline to submit was February 28, 2025. Response is not expected until July/August. Still pending.

CAO will contact Recreation PEI about Playground Inspection services to have an inspection of the playground at Gateway Park.

It was also suggested that we investigate other funds such as the Canadian Tire Fund.

**L. Summer Garden/Flower Contract**

A Request for Proposals was sent out earlier in the year for our Garden/Flower Bed services for this upcoming season. Two were received. Council to award.

MOTION by C. Mitsuk and seconded by C. Outhouse that we award the Summer Garden/Flower Contract to Fortune Bridge Farms. All in favour. Motion carried.

**Financial Information****M. General Account Budget Update – February 2025**

For information only.

**N. Water & Sewer Utility Account Budget update – February 2025**

For information only.

**O. Town of Souris – General Account Payables \$1,086.94 be approved – as of March 7, 2025.**

MOTION by C. Outhouse and seconded by C. Mitsuk to approve the A/P as listed in the amount of \$1,086.94. All in favour. Motion carried.

**P. Town of Souris – Sewer & Water Utility Payables \$597.44 to be approved– as of March 7, 2025.**

MOTION by C. Outhouse and seconded by C. Mitsuk to approve the A/P as listed in the amount of \$597.44. All in favour. Motion carried.

**Q. General Account & Water Sewer Account Cheques issued during the month of February 2025. –**

For review only.

**R. 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 4<sup>th</sup> public meeting has been provided to Council. Staff have met with several Council members to discuss and help their new budgets.

**Draft Budget to be prepared and reviewed at March 10, 2025 Council meeting.**

**Final Budget to be presented and approved at a Special Meeting of Council March 23, 2025 at 6:00pm**

C. Mitsuk brought up discussions she's had with Artisans on Main regarding the potential them doing some kind of mural for up at the Sewer Treatment Plant. An amount to be included in the Budget.

MOTION by C. Outhouse and seconded by C. MacPhee that we try to market our promotional materials at local retail shops. With Morgan the Mouse/Town Logo. Vote taken. Five voted yay, One, C. Leard voted nay as it could mean giving away the rights to our logo. Motion carried.

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

- No permits have been issued this past month.

**Development requiring Council approval:**

- S. Application from Gord Mitchell to locate a Mini-home into the Mini-Home Park on MacDonald Ave.** Planning Board met to review and recommended approval of this development with the proposed variance to fit within the existing Mini-Home Park.

MOTION by C. Outhouse, seconded by C. Leard to approve the development application as proposed by Gord Mitchell to move a Mini-home into MacDonald Ave Mini-home park. Variance permitted as per application to accommodate the mini-home on an existing lot. All in favour. Motion carried.

- T. Request from Kurt & Stacy Chaisson and Craig Jackson to rezone PID located at the corner of MacPhee Ave and Green St. Their request is to rezone this property from PSI to R3 for the development of multiple housing units.** Planning Advisory Board met to review and recommend that the first step for rezoning take place. They feel the proposed use would help with housing needs for the Town. The first step would be to arrange for a Public Consultation meeting.
- MOTION by C. Mitsuk and seconded by C. MacPhee to move this rezoning application to the next step which would be holding a public meeting to give the public an opportunity for input as per Section 18 of our Land Use Bylaw. Meeting date is set for April 23, 2025 at 6:00pm. 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. . .*

## U. Remuneration and Allowances Bylaw 2025-01

A Draft of this Bylaw has been prepared for Council review and approval. If approved, this will replace **Bylaw No. 85.3 Honorarium for Mayor and Councillors**.

*Copy of Draft will also be shared on our website for public information.*

MOTION by C. Outhouse and seconded by C. Mitsuk that this Remuneration and Allowances Bylaw 2025-01 be read a first time. C. Outhouse read the required resolution. A copy of the Bylaw was available for review prior to this meeting. All in favour. Motion carried.

MOTION by C. Outhouse and seconded by C. Mitsuk that the majority of Council approve the first reading of this Remuneration and Allowances Bylaw 2025-01. All in favour. Motion carried.

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

- V. **Matthew McLean 2<sup>nd</sup> Floor Space available April 1, 2025** (previous tenant Wingspan Wholistic) – **Decision on rate to be charged required.** Summary of other rates within the building provided to Council for comparison.

MOTION by C. Outhouse and seconded by C. Leard that the rate per square foot for this space be set at .97cents per square foot. CAO to advertise accordingly. All in favour. Motion carried.

## W. Spaces Available at Souris Beach Gateway Park

Request for Proposals were advertised. Submission received to be reviewed by Council.

MOTION by C. Outhouse and seconded by C. Mitsuk that we accept the proposal from Brittany Gillis to lease the space where the Ice Cream Shoppe was for “Sprinkles & Sweets” Ice Cream & Sweets. All in favour. Motion carried.

At this time no submissions were received for the Paddle Board space. CAO to extend the advertisement. Consideration may be needed to provide water/sewer service to the building.

Cara Eastman with the POKE Shack asked about the space in between the shops where paddle boards were stored. Could it be used for seating?

MOTION by C. Laybolt and seconded by C. MacPhee that we look at the option of making this space available for seating if potential new tenants didn’t require the space. All in favour. Motion carried.

## X. Request from Laura Croft to rent space at Souris Beach Gateway Park for her Food Truck

Proposal attached.

MOTION by C. Mitsuk and seconded by C. Outhouse to approve the proposal from Laura Croft to locate her Food Truck on the North side of Gateway Park beside Blend and Brew. Consideration was given to whether there was any direct competition with other park tenants. It was felt that the menu items Laura had proposed would not directly compete with anyone else. All in favour. Motion carried.

## Y. Purchase of 32 Lea Crane Blvd. to be used as Town of Souris Maintenance Garage and Office

Purchase Agreement has been drafted. Financing options provided by various lending institutions. This may require additional time to review.

CAO has recommended that we have a 3<sup>rd</sup> party appraisal done on this property for financing purposes.

MOTION by C. Laybolt and seconded by C. Mitsuk that we proceed with an appraisal. It will be helpful for us to have for insurance purposes as well. All in favour. Motion carried.

## **ITEMS CARRIED FORWARD THAT ARE STILL PENDING ~ no action required**

### **Website update.**

Work is still ongoing – soon ready to launch.

### **RGI Application for Funding – Eastern Kings Sportsplex**

Quotes received for compressors were summarized by CBCL for budgeting purposes. Council moved to base budget on quote from Lowthers. The RGI application has been submitted. We are just waiting on the official word from the Province to order the equipment.

### **SeaRoots Alliance Update**

Update from SeaRoots received Feb 28, 2025. They have released their RFP and will update again once submissions are received and reviewed. We have issued a cheque to them for our \$15,000 commitment towards the Feasibility Study. It was important to them to show their other funders they had this commitment from the Municipality.

### **Active Transportation Fund proposed projects**

An application was submitted prior to the January 17, 2025, deadline. Still pending. CAO to follow-up to see what the expected timeline is.

### **\*ITEM ADDED:**

MOTION by C. Outhouse and seconded by C. Mitsuk that we use \$350 budget dollars left in our non-sport donations budget to help some local businesses and organization. With everything going on, tariffs, etc. supporting local is even more important. Each Councillor will spend \$50 at a local business and donate their purchase to a local organization, group or cause. All in favour. Motion carried.

## **COUNCIL REPORTS:**

### **Mayor JoAnne Dunphy**

- Meeting with Nicholson Insurance Group
- Meeting with Johnny Flynn
- Walkin clinic meeting
- Municipal restructuring meeting
- E-bike meeting on Management Systems booking etc.
- Town of Souris Planning/Advisory Board meeting
- Meetings with CEO & Events Coordinator
- Meetings with Administrative assistant
- Meeting with MRSB

### **Deputy Mayor Boyd Leard**

- The fire Department welcomed two new members. Jacob MacPhee & Rob Emond
- Met with staff and Fire Department to work on budgets and insurance for firefighters.
- Thank you to Liz for all her work on Firefighter's Life Insurance file.

**Kim Outhouse**

- Feb 15th: Volunteer Poker Run FCC
- Feb 18th: Regatta 2025 meeting
- Feb 19th: Regionalization session FCC
- Feb 20th: MGA session at SRS
- Feb 25th: Volunteer Striders Draw
- Feb 27th: Organized/Volunteered at CAFE Trivia night iso Regatta
- Mar 5th: Telecon w/Boyd re: budgets and on completion submitted drafts

**Stephanie Mitsuk**

- Aspin Kemp meeting
- Seaglass meeting
- Regatta planning
- Municipality restructuring meeting
- MGA public meeting
- SHAI board meeting
- Regatta trivia fundraiser

**Curtis Laybolt**

- Municipal restructuring meeting at SRS
- Lions Club meeting

**David Jenkins**

- Attended meeting in Fortune re :Regional Government
- Hosted a seminar on "eating well on a budget" at the senior's club
- I attended a directors meeting at Seniors Club...
- Planned demo of bon-fire skills at Ski Lodge nixed due to weather
- Visitations at Hospital
- Two trips to Town Hall to sign checks
- Arranged days for painting Seniors Club having to work around daily rentals. Happy to announce job is complete and looks pristine...

**Rebecca MacPhee**

- February 19 - meeting with other municipalities and guests
- February 19 - gathered information about kid's day camp from another municipality
- February 20 - attended MGA feedback event
- March 7 - budget prep meeting
- Various correspondence with the public, councilors and staff

z. **ADJOURNMENT** MOTION by C. Leard to adjourn at 9:07pm

MINUTES Prepared by:  
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