



SOURIS TOWN COUNCIL AND  
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

**Regular Monthly Meeting**

**Monday, April 14, 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. All Council members were present. Various members of the community attended including proponents for the Matthew McLean 2<sup>nd</sup> Floor space and the Gateway Park available shack. Kyle from the Graphic. Mike Robinson from the RCMP.

*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 this meeting. All in favour. Motion carried.

**2.2 Additions to Agenda**

C. Outhouse asked to add a request from Avery MacPhee for sponsorship.

**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.

Councillor R. MacPhee declared conflict with the addition of sponsorship request from Avery MacPhee

**D. Approval of Minutes – March 10, 2025, and March 23, 2025, Council Meetings**

MOTION by C. Mitsuk and seconded by C. MacPhee to approve the minutes of March 10, 2025 and March 23, 2025 as prepared by our CAO and circulated to Council prior to this meeting for review. No errors or omissions were noted. All in favour. Motion carried.

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

Mike Robinson with the RCMP review report to Council. Highlighted some activities. Updated human resources status of their members. Currently 2 new members still in training with others. Mayor asked about the report being stamped “not for public dissemination”. Robinson will get a formal response for the mayor as he was not prepared to answer at the meeting.

C. Outhouse asked about e-bikes, if they are allowed to drive on Town streets and sidewalks. Robinson responded that they would be permitted on streets if they adhere to provincial regulations for cyclists. Not meant to be driven on sidewalks. Scooters are not considered bicycles, and would fall under different rules and regulations.

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

Business and Updates arising from previous meetings:**F. Matthew McLean 2<sup>nd</sup> Floor Space available April 1, 2025** (previous tenant Wingspan Wholistic) –

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

MOTION by C. MacPhee and seconded by C. Outhouse that we accept the proposal from Seven Heads & Bonus Design, (Cody Sturge, Wesley Sturge, and Jason Shaw) to lease the available space on the 2<sup>nd</sup> floor of Matthew McLean Building. All in favour. Motion carried.

**G. Spaces Available at Souris Beach Gateway Park**

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

MOTION by C. Outhouse and seconded by C. MacPhee that we accept the proposal from Nicole Drakes to open the “Jerk Shack” as proposed in the available building at the Souris Beach Gateway Park. No other proposals were received. All in favour. Motion carried.

**H. E-Bike Project – Building, Electrical, Internet**

Liz attended recent e-bike meeting and provided information to Council. Contact has been made with Eastlink for internet services. This can double as Wi-Fi for Farmer’s Market. CAO is still trying to source a building to be moved to the site. Site chosen is near the main entrance just off Main Street at rink property. Electrical can be done by local electrician once building is here.

**I. 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. Meetings were held. Follow up in process.

**J. CBCL to undertake an assessment of Town owned buildings.**

Approved by Council on November 12, 2024. The initial meeting with CBCL was held December 12, 2024, at 10am. Draft of Final report attached. Open for discussion, questions, etc.

**K. 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.
- To date, we have received 50% funding for one (1) student through Federal Student Jobs funding for 7 weeks.

The consensus is that we pursue full day vs part day even if it means smaller numbers. Using the Rink as a homebase. Staff will reach out to GoEast PEI to see if they would offer a week or two of funding as part of the camp. Potentially we could access EDA funding to hire an adult to work with the program as well. Weekly Themes. Registration by the week with options to select weeks in advance. Further discussion required.

### **Financial Information/Updates/Approvals Required**

#### **L. General Account Budget Update – March 2025**

For information only.

#### **M. Water & Sewer Utility Account Budget update – March 2025**

For information only. (March is the last month of the fiscal year, please note \* there are more year-end adjustments to be made)

#### **N. Town of Souris – General Account Payables \$2,059.62 be approved – as of April 11, 2025.**

MOTION by C. Mitsuk and seconded by C. Outhouse to approve the general account payables as listed. All in favour. Motion carried.

#### **O. Town of Souris – Sewer & Water Utility Payables \$20.63 to be approved– as of April 11, 2025.**

MOTION by C. Jenkins and seconded by C. Mitsuk to approve the water and sewer utility payables as listed. All in favour. Motion carried.

#### **P. General Account & Water Sewer Account Cheques issued during the month of March 2025. – For review only.**

#### **Q. 2026-27 BUDGET PLANNING ~ for Fiscal Period of April 1, 2026 – March 31, 2027**

Proposals for 2026-27 Operating & Capital Budget

If any Council member has anything they would like noted, please do so and CAO will add to working file.

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

Purchase Agreement has been prepared and signed. Financing options provided by various lending institutions. A motion to borrow will be required.

CAO presented various lending options from CIBC, BMO and Souris Credit Union.

All were comparable based on primed lending rates. BMO was +.25 above Prime. CIBC and Credit Union were based on Prime. Prime is currently at 4.95%. Fixed rates varied based on terms.

**MOTION** by C. Laybolt and seconded by C. Jenkins that we go with Souris Credit Union because the Souris Credit Union contributes significantly back to our community.

A statement regarding purchase price along with adjustments made by our lawyers is attached. The amount to be borrowed will be \$430,000.00, which is the agreed upon purchase price. A Bank Draft for the full price including adjustments will be issued in trust to Key Murray April 15, 2025, for closing with funds from our general account in the interim until loan funds are available. Then the \$430,000 will be returned to the general account.

All in favour. Motion carried.

**S. Provincial Funding Update** – *for information only, no action required.*

We received notice that our Provincial Funding will increase slightly. This is due to an increase in the service tax credit rates. It will increase from 0.324 to 0.351 this year and 0.362 for the next fiscal year. The major increase is in the Planning Tax Credit, it doubled from 0.012 to 0.024 and our base credit increased from 0.044 to 0.059. This is to help municipalities that have land use plans and issue development permits. No change to Hospital, Police or Streets. This should work out to be about \$28,000 in extra revenue for this fiscal year. An agreement detailing everything is to be available in the coming weeks. All PEI municipalities/towns are funded with this same formula based on their current non-commercial assessment values.

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

- Donnie Aitken, LaVie Ave., requested an increase in the size of the addition he was previously approved for. Original size approved was 8' x 12' he is increasing it to 8' x 18'. This will be made as an amendment to his original development permit no. 690 issued June 2024. He has also applied for an amendment to their provincial building permit.

**Development requiring Council approval:**

- 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. Town Council motioned to move forward with a public meeting as per our bylaw pertaining to amending property zoning.
- **A Public meeting has been advertised for April 23, 2025, at 6:00pm.** To be posted in Graphic April 16, 2025. Also, as per section 18 of our Land Use Bylaw, properties owners within the 500' radius have been notified by mail.

**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**. A first reading was held and approved at our March 10, 2025, public meeting.

Second Reading is Required.

MOTION by C. Mitsuk and seconded by C. Outhouse to provide and approve the second reading of the Remuneration and Allowances Bylaw 2025-01. A copy of this Bylaw has been available on our Website for public review. It received first reading at our March 10, 2025, public meeting. All in favour. Motion carried.

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

### **V. Souris Striders “Light the Trail” Fundraising Campaign**

The Souris Striders Ski Club has been a beloved part of Eastern PEI for decades, offering cross-country skiing and snowshoeing for all ages and skill levels. Our lit 3km trail has made night skiing and snowshoeing under the stars a special experience for the community. Now, we’re expanding to a 5km lit trail, making it the longest-lit trail east of Quebec!

Details of funding request is attached.

MOTION by C. Outhouse and seconded by C. Laybolt that we become an “Illuminator Sponsor” with a \$3,000 donation. With this we will get to choose and name a portion of the lit trail. This will be very exciting for the area and for the Island being able to say we have the longest lit trail east of Quebec. All in favour. Motion carried.

### **W. Funding Request from Spud Fest for sponsorship.**

Spud Fest 2025 is happening July 12, 2025. This will be their 6<sup>th</sup> Annual.

MOTION by C. Laybolt and seconded by K. Outhouse that we provide a \$500 sponsorship to the 2025 Spud Fest. This is a homegrown festival that supports a very worthy local cause. It promotes inclusivity and creativity. All in favour. Motion carried.

**ADDED: A late request was received from Avery MacPhee. Avery and her hockey team “The Eastern Stars” will be representing PEI at the National level later this month.**

MOTION by C. Outhouse and seconded by C. Jenkins we provide Avery and her team with \$300 to help with the costs of travelling to Lloydminster, Alberta later this month. C. MacPhee abstained from the meeting due to conflict. All in favour. Motion carried. Good Luck Avery!

## ITEMS CARRIED FORWARD FOR UPDATE OR THAT ARE STILL PENDING ~ no action required

### **Website update.**

New website has been launched. Still some minor updates happening. Check it out [www.sourispei.com](http://www.sourispei.com)

### **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. Hopeful we will get the official word soon so the equipment can be ordered and installed prior to next ice season.

### **SeaRoots Alliance Update**

Update from SeaRoots received April 8, 2025. They have revised their RFP. Details in attached letter.

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

An application was submitted prior to the January 17, 2025, deadline. Still pending.

### **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.

### **Summer Garden/Flower Contract**

Council awarded to Fortune Bridge Farms as per quote received. A meeting was held to discuss plans for this summer's services.

### **Monthly CAO Report** – Attachment on SharePoint

### **COUNCIL REPORTS:**

#### **Mayor JoAnne Dunphy**

- Meeting fireman's insurance
- Rural Fire District Meeting
- HR meeting
- Meeting with tenant from Gateway Park
- Meeting Sportsplex Operational Agreement
- Project initiation meeting MRSB
- Angela Winter inclusive community Grant
- Budget discussion meeting
- Public budget presentation and approval
- Meeting with Kent MacDonald
- Sportsplex Operational agreement with MRSB/Council
- Lions club meeting
- Meetings Regional Government
- E-bike meeting
- Meetings with staff and discussions with council
- Shop Local event went over very well.

#### **Deputy Mayor Boyd Leard**

- Budget preparations
- Meetings with Mayor, Liz and fire dept members to review options for updated insurance for firefighters
- Souris Rural Fire District Meeting
- Special meeting held March 23<sup>rd</sup> for Tax Rate and Budget Approval
- Meeting with MRSB Re Operational Agreement for the Sportsplex
- “Shop Local – Support Local” with Gift Card from Remedy RX donated to Souris Food Bank

**Kim Outhouse**

- March 14th Regatta Discussion/Preps
- March 20th Budget Discussion
- March 23rd Community Meal
- March 23rd Budget Meeting
- March 26th \$50 Shop Local & Donation
- April 2nd MSRB Discussion
- April 9th Regatta Discussion/Preps
- -Self research and education re: amalgamation
- -Various calls and emails for portfolio business including project quotes, recreation facilities, NHL street and more.

**Stephanie Mitsuk**

- March 14th Regatta Discussion/Preps
- March 14th Gateway Park/HR Meeting
- March 19 SHAI finance meeting
- March 20th Budget Discussion
- March 23rd Community Meal
- March 23rd Budget Meeting
- March 24th \$50 Shop Local & Donation
- March 25 Mermaid Tears Sea glass Meeting
- March 26 SHAI Board Meeting
- April 2nd MSRB Discussion
- April 9th Regatta Discussion/Preps
- April 11th Preliminary discussions with Teri Hall re: art project at Souris Lighthouse. Artisans are excited to work with us on this. Plans to meet to discuss this further. They will work within our budget. Theme to be determined if anyone has something in mind. Depending on the cost it may be done in phases – so much per year.

**Curtis Laybolt**

- March 13th Regional government organizational meeting.
- March 20th Budget Discussion
- March 23rd Community Meal
- March 23rd Budget Meeting
- March 27th Regional government organizational meeting.
- April 2nd MSRB Discussion
- April 3rd Regional government organizational meeting.
- April 3rd Lions meeting
- April 8th Souris Regional Home and School evening of learning event.
- Many other discussions with people from the community about things happening in the community.

**David Jenkins**

- Pizza Party at Picott’s “Shop Local – Support Local”
- Visited seniors and helped with transportation to run errands
- Attended meeting with MRSB
- Signed cheques when Mayor was away.
- Grant Committee Meetings with Silver Threads
- Lions Club meeting

**Rebecca MacPhee**

- March 21 - “Shop Local” donation
- March 23- budget meeting
- April 2 - meeting with MRSB with mayor/council
- Various correspondence with the public, Mayor Council and Staff

**X. ADJOURNMENT**

MOTION by C. Outhouse to Adjourn the meeting at 8:15pm.

MINUTES Prepared by:  
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