



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

AGENDA

Regular Monthly Meeting

Monday, June 9, 2025 @ 7:00pm

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**

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.

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 12, 2025 Council Meeting and May 21, 2025 SPECIAL Meeting of Council.

Presentations:

E. Monthly RCMP Report –May 2025

F. Souris Career Development Services – Present to Council

Business and Updates arising from previous meetings:

G. E-Bike Project – Building, Electrical, Internet

Status of project. 12' x 18' building has been delivered and wired, we are just waiting for Maritime Electric and Wifi. E-Bikes are ready to be picked up in Montague. They come with helmets, locks, air-tags. We were also given one extra battery.

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

Final copy to be signed. CAO has requested a meeting with EK Sportsplex Board of Directors to discuss steps moving forward. Chair Matthew Birt indicated July would work best for them. Date still to be determined.

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

A report was prepared in which Town Council met June 2, 2025, to review and prioritize action as recommended.

J. Enhancing our Souris Youth Summer Camp.

We will be offering a full day youth camp this summer. It was decided upon at a recent discussion meeting that it will run for eight weeks beginning June 30^h, and it will be offered Monday – Friday 8am – 4:30pm. \$100 per week with a \$25 discount for youth that are residents of the Town. We currently have four positions funded and filled. Two of the four have started and are working on plans for the summer. The other two will begin June 30th.

K. Souris Beach Gateway Park Update & Requests

Update ~ CAO has submitted an application for the PEI Beach Infrastructure Funding. \$5,000 to go towards enhancing our waste management and bike racks. Approval pending.

Request from The Lobster Shack for repairs to the exhaust. Quote provided.
Copy of request attached to Council information.

Estimate cost for covering the seating area between Poke Shack and Jerk Shack.

Estimate cost to increase the size of the garbage bins at the Gateway Park. One by The Lobster Shack and one by the Food Trucks.

Financial Information/Updates/Approvals Required

L. General Account Budget Update – May 2025 (2 months)

For information only.

M. Water & Sewer Utility Account Budget update – May 2025 (2 months)

- N. Town of Souris – General Account Payables \$3,674.70 be approved – as of June 6, 2025**
- O. Town of Souris – Sewer & Water Utility Payables \$303.33 to be approved– as of June 6, 2025.**
- P. General Account & Water Sewer Account Cheques issued during the month of May 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. *We are only two months into this fiscal year, but it's never too early to start planning.*

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

- **Dawn Gregory** – 8'x10' storage shed on PID 617951, 32B Prince Ave.
- **Grant Ruston** – 8'x16' storage shed on PID 102913, 15 Union Ave.

Development, or other Permits requiring Council approval:

R. Application to Operate a Business

Golden PEI Food Co. Inc has submitted an application to operate a business in the Town of Souris. 20 Hope Street, owned by Souris Harbour Authority. Operations to include manufacturing potato, french fries and diced potatoes. No proposed signage. Copy of application attached.
 Tabled till next meeting to request additional information. CAO to speak with water sewer dept. manager.

- Received confirmation of their wastewater removal plan.
- Still waiting for copy of Certificate to Operate from the Province.

S. Application from Topsy Farmer to Operate a Business at 15 Main Street.

Application attached.

T. Request from Topsy Farmer for a letter of support for a liquor license

Request attached.

U. Request from Souris Show Hall for a letter of support for a liquor license.

Request attached.

Bylaws & Procedures:

V. Council Committees VS Committee of Council ~ Discussion.

Something like this would require a change to our Bylaw to Regulate the Proceedings of Council #2024-06. Three Rivers and Kensington currently use this format. Maybe discussing with Council members from these communities would help. It would require two public meetings per month. The first meeting, Committee of Council, would be for discussion and recommendation only. It does appear; presentations are permitted at Committee of Council meetings. The second, regular council meeting, is for decision and motions/resolutions. For example: Three Rivers are two weeks apart. 2nd & 4th Monday of the month.
 Some Councilors attended a recent meeting in Three Rivers. Further discussion.

W. Dangerous, Hazardous and Unsightly Premises & Report from Bylaw Officer

Bylaw Officer has issued 6 NOV's by registered mail to property owners that have until the end of May to comply. It was noted in the NOV that further action will be taken following that date.

CAO has received information from another municipality regarding the process they have adopted for further action including a Municipal Offense Ticket that is used to issue fines. And the process around that.

Municipal Offense Ticketing Process

CAO had this process that was shared with us reviewed legally. Response with recommendations attached.

New Business, Correspondence, Requests and/or Additions:**X. Event Grounds at 20 Lea Crane Boulevard**

An idea brought forth by C. Outhouse during a recent Council discussion. Request for further discussion by Council.

Y. Request for Sponsorship of Points East Lighthouse Relay/Run

The relay/run is happening this month. In previous years the Town of Souris was a Silver Sponsor. Request attached.

Z. Kelli Jennings request for sponsorship to attend the 2025 CPA Bodybuilding Championships in Moncton.

Copy of Request attached.

AA. Souris Show Hall suggestion for alternative funding/sponsorship offering from the Town

Correspondence attached.

BB. Sponsorship Request from PEI Rural Beautification Society

Copy of letter attached.

CC. Sponsorship Request from Rorie MacPhee, Canada Games PEI Female Lacrosse Team

Copy of letter attached.

ITEMS CARRIED FORWARD FOR UPDATE OR THAT ARE STILL PENDING, DISCUSSION**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 was submitted. RGI agreement was signed to confirm funding. Compressors have been ordered. With the delay in funding approval delivery is now not expected until December 2025 so we will be looking at an end-of-season install.

SeaRoots Alliance Update

CAO requested update from SeaRoots June 6th.

Active Transportation Fund proposed projects

An application was submitted prior to the January 17, 2025, deadline. Still pending. CAO requested an update on May 9, 2025. Applications have been reviewed and recommended by the working group. Now being reviewed by decision makers.

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.

Matthew McLean Building Geo-Thermal System Update

Shop drawings were all approved and everything has been ordered.

ETA is 12 to 14 weeks from Feb 11th. The latest update has equipment leaving the factory June 5th and expected to arrive on the Island approximately June 19th.

New Fire Hall Update & Next Steps

- At our last meeting, it was suggested that we speak with our new MP Kent MacDonald.

Water Tank Restoration

As per the motion made at our May meeting CAO has asked CBCL to begin design and tender documents for this project to potentially have the work completed this year. Will provide further update at meeting if available.

GRANTS – Admin Assist Jeannie did some research on Tree Grants. Info attached.

[Monthly CAO Report](#) – *Attachment on SharePoint*

COUNCIL REPORTS:

Mayor JoAnne Dunphy

- Ebike meeting
- Federation of PEI Municipalities meeting
- Attended Three Rivers Committee of Council meeting
- A review of the report and discuss how best to move forward and set priorities for Municipal buildings
- Mermaid Tears Seaglass meeting
- Interview with CBC
- Interview about Emergency Department in Souris
- Regular updates from Chief Executive officer of Health PEI
- Daily Updates from CAO, Shelley LaVie
- Lions Club meeting
- Consultation with new businesses in the area
- Attended Community dinner

Deputy Mayor Boyd Leard

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Kim Outhouse

- May 21st attended Special Meeting
- Jun 2nd Town Building Report Discussion
- Parks & Recreation Update:
- Met several times with Maintenance staff to discuss improvements at Farmers' Market site and batting cages
- Batting cage for McCormack arrived and will be setup soonest
- Batting cage at Clinton measurements confirmed and work to begin Sun, 8th (weather permitting)
- Dugouts SMBA has hired Ricky Gallant to complete steel at McCormack. Ricky is donating his time to repair wood at Clinton
- Met with Eastern Region Sports & Recreation several times to assist with their NHL Street program. Over 65 children participating
- Made an informal suggestion re: "Event Grounds" to council, will seek to have this item added to June regular meeting agenda
- Volunteer Work/Meetings/Misc
- TF&F Community Meal
- SMHA
- Regatta Revival Committee
- Donated Blood June 3rd

Stephanie Mitsuk

- May 14 -SHAI Finance meeting
- May 18 - Topsy Farmer and Friends Community Meal
- May 21 - special council meeting
- May 24 - Judged at National Skills Competition in Regina
- June 2 - Town Building Assessment discussion
- June 9 - Festival and Events meeting
- Ongoing preparation for Regatta
- Various communication with town residents and town staff/council

Curtis Laybolt

- May 21 - special meeting
- May 26 - attended Three Rivers meeting to observe
- June 21- council meeting to discuss Town Building Assessment
- June 9 - regular council meeting
- Lions meetings - May 15th and June 5th
- Community gardens - cutting grass, tilling gardens and readying them for gardeners.

David Jenkins

- Attended Directors meeting Seniors Club.
- Attended Senior's Meeting
- Spent a fair bit of time between Montague and Charlottetown E.R.s over the last two weeks.
- Special Meeting of Council May 21st.

Rebecca MacPhee

- May 21 - special meeting
- May 24 - municipal women all day workshop
- May 26 - attended Three Rivers meeting to observe
- June 2- council meeting to discuss Town Building Assessment
- June 9 - regular council meeting
- *Various correspondence with the public, staff, Mayor and Council

DD.ADJOURNMENT

Notes _____

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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