



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

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**

All Town Council were present along with Nicky Perry from Career Services, Mike Robinson from RCMP, and Lance & Sarah Underhay & family from Topsy Farmer.

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

Mayor Dunphy called the monthly meeting to order with a quorum. Mayor Dunphy also read 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. Mitsuk to approve the Agenda. C. Mitsuk noted the agenda has the incorrect Civic Address for Item S. It should be 120 Main St., not 15. 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.

- Councillor Outhouse declared conflict on Item S + T. (employee)
- Councillor MacPhee declared conflict on Item CC. (family)
- Mayor Dunphy declared conflict on Item BB. (member of committee)

D. Approval of Minutes – May 12, 2025 Council Meeting and May 21, 2025 SPECIAL Meeting of Council.

MOTION by C. Mitsuk and seconded by C. Jenkins to approve the minutes of May 12, and May 21 meetings as prepared by CAO. No errors or omissions noted. All in favour. Motion carried.

Presentations:

E. Monthly RCMP Report –May 2025

Sgt. Mike Robinson reviewed the RCMP report presented to Council for the previous month (May). A copy of the report was available at the meeting. Sgt. Robinson reported there were some drug related cases in Kings that have been investigated and further action being taken. They had a unique call related to an emergency hot-air balloon landing in Cardross last month. Members have been training. Several traffic stops have been undertaken. 6 in Kings District. School zone monitoring. Road Safety Week. C. MacPhee asked about the Assist Calls in the report. Sgt. Robinson explained they would be for assisting other emergency responders – non-crime calls.

MOTION by C. Outhouse and seconded by C. MacPhee to accept the report of the RCMP provided to Town Council for the month of May 2025. All in favour. Motion carried.

F. Souris Career Development Services – Presentation to Council

Ms. Nicky Perry from Career Development Services presented to Council. Ms. Perry explained the services that are offered at our local CDS. They are located upstairs at the Main Street Mall. CDS staff help people find jobs, assist them with writing resumes or applications, prepare for interviews, etc. Provide direction for training and upgrading. Access potential sources of funding for training, education and wage subsidies. They also work with employers to match potential employees. They have a job board. Appointments are not necessary, you can call or drop by anytime to utilize their service. These services are free. Email souris@cdspei.ca or Phone 902-687-1526.

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.

MOTION by C. Outhouse and seconded by C. MacPhee that the Town cover the cost of replacing the exhaust fan at the Lobster Shack. Quote was provided (\$11,845) along with written request from Mary Jane & Johnny of the Lobster Shack. They have invested significantly in the Lobster Shack in the past with the addition to the building. They've also had to install new cooking equipment.

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.

MOTION by C. Outhouse and seconded by C. Laybolt to approve the materials list required for more garbage bins and covering to seating area between Jerk Shack and Poke Shack. All in favour. Motion carried.

Further discussion needed with Mary Jane in regards to more covered seating area near Lobster Shack.

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

MOTION by C. Mitsuk and seconded by C. Outhouse to approve the A/P as listed for the General Account in the amount of \$3,674.70. All in favour. Motion carried.

O. Town of Souris – Sewer & Water Utility Payables \$303.33 to be approved– as of June 6, 2025.

MOTION by C. Mitsuk and seconded by C. Outhouse to approve the A/P as listed for the Water & Sewer Account in the amount of \$303.33. All in favour. Motion carried.

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.*

Council would like to arrange a meeting to discuss: Policing, Streets & Tax Groups

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 120 Main Street. *Civic address corrected as noted above*

Application attached.

MOTION by C. Mitsuk and seconded by C. MacPhee to approve the application from Topsy Farmer to Operate a Business (Restaurant & Micro-Brewery) at 120 Main Street. All in favour. Motion carried. *(C. Outhouse declared conflict and did not vote)*

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

Request attached.

MOTION by C. Leard and seconded by C. Mitsuk to approve and support the request from Topsy Farmer for a PEI Liquor License. CAO will provide the necessary letter of support to PEI Liquor Control Commission. All in favour. Motion carried. *(C. Outhouse declared conflict and did not vote)*

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

Request attached.

MOTION by C. Outhouse and seconded by C. Jenkins to approve and support the request from Souris ShowHall for a PEI Liquor License. CAO will provide the necessary letter of support to PEI Liquor Control Commission. All in favour. Motion carried.

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.

C. MacPhee, C. Laybolt, C. Leard and Mayor Dunphy attended a meeting in Three Rivers.

CAO to invite Andy Daggett to our next meeting to discuss Committee of Council. Andy currently works with SHAI but was previously CAO for Montague (Three Rivers) when they switched their procedure of meetings.

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.

MOTION by C. Mitsuk and seconded by C. Laybolt to proceed with necessary actions so that we can issue Municipal Offence Tickets/Fines. Liz Chaisson agreed to be appointed JP. All in favour. Motion carried.

We will require some minor amendments to bylaws pertaining to this process. CAO will proceed with preparing with legal counsel.

MOTION by C. Outhouse and seconded by C. Jenkins that we move directly to legal action towards 21 High St. as several NOV's have been issued and no action taken, if anything it has gotten worse. CAO will request lawyers prepare legal notice. All in favour. Motion carried. (The Municipal Offense Ticketing process may take some time, therefore, our bylaw enforcement officer recommended moving directly to legal action on this particular property due to the serious nature of the infractions)

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.

- Great idea, we should prepare a plan
- Inventory of infrastructure
- Talk to the Province about access road and land for parking
- Coordinate with Exhibition for potential funding opportunities

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.

MOTION by C. MacPhee and seconded by C. Jenkins that we become a Silver Sponsor once again with a \$500 donation in support of this event. All in favour. Motion carried.

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

Copy of Request attached.

MOTION by C. Mitsuk and seconded by C. MacPhee that we provide \$100 sponsorship to Kelli Jennings who will be representing Souris at the upcoming 2025 CPA Bodybuilding Championships in Moncton. All in favour. Motion carried.

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

Correspondence attached.

MOTION by C. Mitsuk and seconded by C. Outhouse that we provide \$4,000 funding to the Souris Show Hall as proposed. \$2,000 to sponsor Children's Movies and \$2,000 for the Children's Festival planned for September. All in favour. Motion carried.

BB. Sponsorship Request from PEI Rural Beautification Society

Copy of letter attached.

MOTION by C. Jenkins and seconded by C. Mitsuk that we donate \$260 to PEI Rural Beautification Society for 2025 Awards. All in favour. Motion carried. (*Mayor Dunphy declared conflict and did not vote*)

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

Copy of letter attached.

MOTION by C. Outhouse and seconded by C. Laybolt that the Town sponsor Rorie MacPhee in the amount of \$300. Rorie will represent PEI and Souris at the upcoming Summer Canada Games as a member of the PEI Female Lacrosse Team. All in favour. Motion carried. (*C. MacPhee declared conflict and did not vote*)

❖ We should consider a "Donation Policy"

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.

Questions were asked about Fire Fighting Equipment to be ordered through the RGI funding application that has been submitted. Clarification on thermal imaging cameras added to helmets – are they detachable? Can anyone use them? CAO will ask the Fire Chief.

ADDED: **A late Request was received from Melody McInnis and Justin MacKenzie for a reduction in property taxes for Heartwood Crescent.**

Council was not prepared and asked to have this carried forward to their next meeting. CAO to gather further information for council consideration.

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
- Receiving updated from PEI Health CEO

Deputy Mayor Boyd Leard

- Attended Three Rivers Council meeting
- Attended Special Meeting of Town Council

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 2 – Town Building Assessment discussion.
- 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 – Rebecca noted this was a very informative meeting.
- 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

MOTION to adjourn by C. Jenkins.

MINUTES Prepared by:
Shelley M. LaVie
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