



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

AGENDA

Regular Monthly Meeting

Monday, May 12, 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 – April 14, 2025 Council Meeting and April 23, 2025 Public Rezoning Meeting and April 28, 2025 In-Camera Meeting.

Presentations:

E. Monthly RCMP Report –April 2025

F. Souris Public Library Presentation 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 ordered. Wifi has been ordered.

Mayor Dunphy attended regional meeting and will update. What are our next steps.

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

Meetings have been held. A draft was prepared and both parties were given the opportunity to review and give input. MRSB now preparing the final draft of the agreement.

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

This assessment has been completed and a copy provided to Council. Council to now meet and discuss a path forward. Categorize as immediate, 5 year, 10 year, etc.

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 29th, 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 three positions funded and are hoping for at least a fourth. More details will be available to the public once youth camp staff begin in June.

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

Purchase is now complete. Deed and Mortgage documents are completed. Insurance has been added. Next steps: there is some work including replacing a couple of windows and weather stripping on overhead doors required, add automatic door openers, finish and paint the interior walls. Greg has talked to a local contractor for recommendations. Some of the work they can do themselves, some will need to be contracted out.

L. Souris Beach Gateway Park

Update ~ Our vacant spaces have now been filled. Beachside Sweet Treats and The Jerk Shack. Laura Croft will also be setting up her food truck on the north side of the park alongside Blend and Brew. Electrical has been arranged and water and sewer for both. The electric bill will come to the Town and we will invoice each of the two food trucks as mutually agreed. Maintenance has increased the parking area near the food trucks as well.

Other items to discuss Re Gateway Park:

- **Signage – Entrance/Exit**
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- **Potential new project Phase as proposed by Brian Deveau to extend the north side of the park.**

Financial Information/Updates/Approvals Required

M. General Account Budget Update – April 2025 (*1 month*)

For information only.

- N. Water & Sewer Utility Account Budget update – April 2025 (1 month)**
- O. Town of Souris – General Account Payables \$382.45 be approved – as of May 9, 2025.**
- P. Town of Souris – Sewer & Water Utility Payables \$402.40 to be approved– as of May 9, 2025.**
- Q. General Account & Water Sewer Account Cheques issued during the month of April 2025. – For review only.**
- R. 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 one month into this fiscal year, but it's never too early to start planning.*
- S. Provincial Funding Update**
 As noted at our last meeting we will be receiving some additional funds due to an increase in funding agreement between Province and Municipalities. Council should consider where to allocate these funds. We haven't received the actual agreement yet, but it should be in the range of \$28,000 - \$30,000. *Amounts will be calculated on Apr 30th assessment values.*

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

- **Theresa McInnis**, PID 101006, 10 Sutherland Ave, Souris. Development Permit to add 16' x 30' to the existing home. The proposed development meets the requirements of our Land Use Bylaw. The applicant will be required to obtain a Building/Construction Permit from the Province of PEI.

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.
- **Advertising was done as required.**
 - **A 4x4 sign was posted on the property to be rezoned as required.**
 - **A Public meeting was held April 23, 2025, at 6:00pm for public input.**
 - **If approved the Town Council can give first reading to amendment and rezone this property from PSI to R3.**
- U. 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.

V. Development Application from Piccott Care Woodland Home for an addition to their Facility

A development application was received for an addition to Piccott Care Woodland Home. The addition is to house an elevator and stairwell. Also, proposed in this application is a separate exterior stair to be built for fire exit purposes. Drawings are attached. Planning Board to review and recommend.

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. . .

W. 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.

New Business, Correspondence, Requests and/or Additions:**X. RGI Application for Fire Fighting Equipment.**

The Town is eligible to apply for 75% funding up to \$100,000 through RGI. CAO has completed an application with quotes provided by fire department of some essential equipment required. Including 24 new BA's, 5 sets of new Bunker gear, High Flow Pump, Thermal Imaging Camera, and Hose Couplings. A resolution by Council is required to support the application.

Y. Souris Regatta request for sponsorship

A request for sponsorship was received from The Souris Regatta Revival committee for sponsorship of their 2025 Event. Copy of request attached.

Z. 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 of the process they have adopted for further action including a Municipal Offense Ticket that is used to issue fines. And the process around that.

AA. Request to use Budget funds to build a sidewalk/landing area for new crosswalk from MacPhee Ave AT Trail across Main Street to Rink. This was a request from the residents committee of Colville Manor so residents can attend the farmer's market. This will also be of great benefit to all residents and walkers going to Farmer's Market, Rink, Dog Park, etc.

The province is committed to installing a lighted crosswalk at this intersection but to do so, they need a landing area to attach it to. Our Maintenance department has assessed and can do this work for approximately \$2,500. Requesting use of budget funds to complete.

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 has been submitted. We are just waiting on the official word from the Province to order the equipment.

SeaRoots Alliance Update

CAO requested update from SeaRoots May 9th. They advised their RFP was re issued on April 17th. The Proposal submission deadline is May 16th, Proposal Reviews is May 17th-30th. And the proposed plan is for contract to be awarded on June 2nd. They will keep us posted.

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

- Where are we now?

Water Tank Upgrades

Our CIP to CCBF for this project was approved for \$396,500. An inspection was completed and budget prepared by CBCL. See attached. Next step would be to move forward with the project.

Keep in mind although it was approved under our CCBF, that money comes to us over 5 years. We've received our year 1 installment. So potentially short-term financing might be required.

GRANTS – How can we approach differently? For discussion.

Monthly CAO Report – Attachment on SharePoint

COUNCIL REPORTS:

Mayor JoAnne Dunphy

- E - bike meetings
- Meeting with potential developer
- Public meeting on rezoning of land on MacPhee Ave
- Meeting with RCMP on priorities for 25/26
- AGM Federation of PEI Municipalities meeting - Summerside
- Signed documents for purchase of property Lea Crane
- Eastern Kings Wind Farm meeting
- EK Sportsplex Board & MRSB virtual Teams meeting to discuss agreement
- In-Camera meeting to discuss potential development and funding
- Teams meeting for updates on Windmill transportation concerning Town of Souris
- Council Discussion meeting-Summer camp and Sportsplex Agreement
- Attended Village Feast meeting (update provided in Council package)
- Attended Eastern Chamber of Commerce Awards Ceremony
- CHIF Funding virtual meeting

Deputy Mayor Boyd Leard

- Public meeting for Rezoning of property on MacPhee Ave
- Souris Fire Department – review of new insurance policy
- EK Sportsplex Board & MRSB virtual Teams meeting
- Council discussion meeting for summer camp and rink agreement
- In-Camera meeting to discuss potential development

Kim Outhouse

- Apr 23rd Public Mtg (Rezoning)
- Apr 27th Community Meal Volunteer
- Apr 28th FPEIM AGM
- Apr 28th Closed Council Mtg
- May 5th Met with Maint (Clinton Field)
- May 6th Met with CAO (EKE prop use)
- May 7th Public Mtg (Summer Youth Prog)

Stephanie Mitsuk

- Apr 16th SHAI Finance meeting
- Apr 23rd Public Mtg (Rezoning)
- Apr 24th SHAI Biard meeting
- Apr 27th Community Meal Volunteer
- Apr 28th FPEIM AGM
- Apr 28th Closed Council Mtg
- May 5th Met with Maint (Regatta chat)
- May 7th Public Mtg (Summer camp program)
- Ongoing Regatta work
- various correspondence with residents, staff, Mayor and Council

Curtis Laybolt

- April 23 - Public meeting for rezoning proposal
- April 23 - Eastern Kings Windmill meeting
- May 7 - discussion meeting for Kids Camp
- May 12 - regular council meeting
- April 24th, May 1st - Lions meeting
- May 3rd - clean-up community gardens and CN park

David Jenkins

- Public Meeting for Rezoning of land on MacPhee Ave
- Closed meeting to discuss development & funding
- Attended Lions Meetings April 17, May 1st
- Seniors AGM April 16th

Rebecca MacPhee

- April 28 – Closed Meeting Re development & funding
- April 23 - Public meeting for rezoning proposal
- April 23 - Eastern Kings Windmill meeting
- April 27 - Community Meal
- May 7 - discussion meeting for Kids Camp
- May 12 - regular council meeting
- *Various correspondence with the public, staff, Mayor and Council

BB. ADJOURNMENT

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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