



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

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

Mayor Dunphy called the meeting to order with a quorum. C. Laybolt joined virtually by phone. All other Council members were present. Also, Charlotte MacAulay from the Eastern Graphic.

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 circulated. All in favour. Motion carried.

2.2 Additions to Agenda

No additions 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.

Councillors Mitsuk and Outhouse declared conflict on item (Y) as they are members of the Regatta committee.

D. Approval of Minutes – April 14, 2025 Council Meeting and April 23, 2025 Public Rezoning Meeting and April 28, 2025 In-Camera Meeting.

MOTION by C. Mitsuk and seconded by C. MacPhee to approve the minutes of the April 14, 2025 and April 28, 2025 Council meetings as prepared. All in favour. Motion carried.

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

Copies of report were made available to Council.

F. Souris Public Library Presentation to Council

Alysha represented the Souris Public Library. Annual report presented.

A request they would like to make for next fiscal year is the installation of a panic button as the librarians work alone in the buildings on evenings and weekends.

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.

- Bikes are in Montague, we can pick up anytime.
- Helmets were ordered by Cathy.
- Air tags, reflectors being considered.
- Website & Signage still being worked on.
- Site for building – Rink parking lot.
- Council would like to see final proof of signage.
- CAO to research regulations for e-bikes, scooters, etc.
- Maybe D.O.T. could post some “Share the Road” signs around the Town.

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.

Council set meeting date for Monday, May 26th to review and discuss the report.

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**
- We need better Entrance/Exit signage. Speed bumps would also help to slow traffic. CAO advised we already have some speed bumps that could be installed.
-
- **Potential new project Phase as proposed by Brian Deveau to extend the north side of the park.** Council would like to set up a meeting with Brian Deveau and other interested parties to discuss a path forward. Souris and Area Wildlife, Rural Growth Initiative, ACOA, Environment, etc. CAO will try to set something up.

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.

MOTION by C. Mitsuk and seconded by C. MacPhee to approve the A/P as listed \$382.45. All in favour. Motion carried.

P. Town of Souris – Sewer & Water Utility Payables \$402.40 to be approved– as of May 9, 2025.

MOTION by C. Mitsuk and seconded by C. MacPhee to approve the A/P as listed \$402.40. All in favour. Motion carried.

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.*

- Snow Plowing and RCMP contracts to be given consideration.
- Library's request for panic button

C. Mitsuk asked about the NHL Legends Tour. Have we gone any further with that. Has the EK Sportsplex Board of Directors been asked about hosting? To follow up once agreement is in place

Follow up with Recreation PEI to see if inspection of Gateway Park Playground structure has happened, if not, when.

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 #774869 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. Notes from this meeting were given to all of Council. No major objections were noted or received.**
 - **If approved the Town Council can give first reading to amendment and rezone this property from PSI to R3.**

This Amendment will be referred to as:

Land Use Bylaw #2024-01 - By-law Amendment #2025-02

MOTION by C. Outhouse and seconded by C. Mitsuk to give **first reading** to this request to rezone PID 774869 from PSI (Public Service Institutional) to R3 (Mixed- Density Residential). A second reading at a separate public meeting is required. All in favour. Motion carried.

MOTION by C. Leard and seconded by C. Jenkins to approve this first reading to rezone PID 774869. All in favour. (approved by a majority of Council May 12th) Motion carried.

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.

Further information required before approval. What is there plan for wastewater removal. Do they have an operating certificate. CAO will inquire with applicants.

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.

MOTION by C. Laybolt and seconded by C. Outhouse to approve this development application from Piccott Care Woodland Home for an addition to their facility. Planning Board reviewed and recommended approval. 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. . .

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.

C. Outhouse feels going with this format would provide Council with the opportunity to discuss and then have time to consider, ask questions, etc. before making decisions. It would allow all Council to be more involved in decisions rather than just a few. C. MacPhee agreed.

Mayor Dunphy spoke with Mayor from Three Rivers to see how it works as they currently use this method. Feels there are pros and cons, and further discussion would be welcome.

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.

MOTION by C. Leard and seconded by C. Mitsuk to support this application to RGI for funding to cover 75 % up to \$100,000 for new fire fighting equipment. All in favour. Motion carried.

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.

MOTION by C. Laybolt and seconded by C. Jenkins that we provide \$1,000 sponsorship to the Souris Regatta Revival Events as sponsors of the Carnival portion of the event. C. Mitsuk and C. Outhouse abstained due to conflict. All others in favour. Motion carried.

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.

CAO to have this process of issuing Municipal Offense Tickets reviewed by legal counsel.

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.

MOTION by C. Laybolt and seconded by C. MacPhee that we move forward with this project to partner with the Province of PEI to install a lighted crosswalk at the intersection of MacPhee and Main. This will provide safer access to the Sportsplex, Farmer's Market, Dog Park and more, and will fit in with our future Active Transportation plan. All in favour. Motion carried.

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?

Contact should be made with our new MP Kent MacDonald.

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.*

MOTION by C. Mitsuk and seconded by C. Jenkins that we move forward with this project. CAO to reach out to CBCL to get things going. They will prepare a tender document for pricing with plans to have the work done this construction season. All in favour. Motion carried.

GRANTS – How can we approach differently? For discussion.

Discussion on how we can keep up to date on grants that may be available. There may be some links or pages to follow for updates. FPEIM. Grant Access. Grant Connect.

Beach Infrastructure Grant is available again this year. \$5,000 towards a variety of eligible things. It was decided we'd look at additional waste management resources and bike racks. CAO to submit the application.

Tree Grants – CAO to ask Admin Assistant Jeannie to investigate available grants.

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
- Met with Artisans on Main May 10th to discuss project for murals at treatment plant. They have some great ideas. They will get back to us with a budget.

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

C. Laybolt noted there was a lot of glass near the CN Park Gazebo. CAO to speak with Maintenance about cleaning it up.

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

***REMINDER* - NEXT COMMUNITY MEAL SCHEDULED FOR MAY 18TH AT SRS.**

BB. ADJOURNMENT

MOTION by C. MacPhee to adjourn the meeting at 9:20pm.

MINUTES Prepared by:
Shelley M. LaVie
Chief Administrative Officer
Town of Souris
town@sourispei.com