



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

Regular Monthly Meeting

Monday, July 14, 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.

Mayor Dunphy called the meeting to order with a quorum and read land acknowledgement. All Council were present. Mike Robinson with the RCMP, Andy Daggett and Fire Chief Donnie Aitken were also present. Charlotte MacAulay with the Graphic.

B. Agenda

2.1 Approval of Agenda

MOTION by C. Leard and seconded by C. Jenkins to approve the Agenda as circulated to Council prior to this meeting with additions noted in 2.2. All in favour. Motion Carried.

2.2 Additions to Agenda

- Financing for new Holder Machine
- Artisans on Main proposed artwork for mural at Treatment Plant Facility

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.

No conflict declared.

D. Approval of Minutes – June 9, 2025 Council Meeting

MOTION by C. Mitsuk and seconded by C. MacPhee to approve the minutes of June 9, 2025 Council meeting as prepared by CAO, no errors or omissions noted. All in favour. Motion carried.

Presentations:

E. Monthly RCMP Report – June 2025

Mike Robinson presented monthly report to Council. RCMP members participate in ongoing training including requalification for firearms.

MOTION by C. MacPhee and seconded by C. Outhouse to accept the RCMP monthly report as presented. All in favour. Motion carried.

F. RGI Application – Request for Support from Angela Wintar

The proposed project will strengthen and increase the quality of life for newcomers and foreign workers in the Souris area. As a non-incorporated organization, they would require the Municipalities support for the application. More details attached. (Ms. Wintar plans to attend our meeting to answer questions)

MOTION by C. MacPhee and seconded by C. Outhouse that the Town support this request. Ms. Wintar was not available to attend the meeting, but Council feels this initiative would be a benefit to our community. All in favour. Motion carried.

G. Andy Daggett to Discuss Committee of Council

Mr. Daggett was invited to share his experience with “Committee of Council” while he worked as CAO for the Town of Montague (Three Rivers). Prior to adopting this procedure they hired a consultant, Rick Ramsay, to review and recommend. Once adopted they meet twice per month. 2nd and 4th week.

Anything that is to be decided upon at their council meeting (held the 2nd week of the month), must be discussed first at the Committee of Council meeting (held the 4th week of the month). Forms must be submitted by a specific time prior to the meeting that indicate where the request or topic is coming from, what it is they want, and any pertaining information that will help Council make an informed decision. Mr. Daggett felt this provides Council with more time to consider their decision rather than being put on the spot. More professional.

Further discussion and consideration will be taken on this matter. CAO to carry forward.

Business and Updates arising from previous meetings:

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

Status of project. Rentals have begun. We are still waiting for signage and bike racks. Temporary Signage has been made. No dedicated staff person. Existing Town staff will try to manage.

- Link to E-Bike Rentals to be added to Town’s Webpage.

I. 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.

J. 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. Following meeting to discuss, CAO has requested quotes for some work including rain gutters at Fire Hall, Matthew McLean Building, and Town Hall.

K. Enhancing our Souris Youth Summer Camp.

Our summer camp is in full swing. Basically, at full capacity with waiting list and normally vacancies fill quickly.

L. Souris Beach Gateway Park Update & Requests

Update ~ CAO has applied for the PEI Beach Infrastructure Funding. \$5,000 to go towards enhancing our waste management and bike racks. **Funding has been approved.**

A new exhaust for the Lobster Shack has been installed.

Waste collection bins have been enlarged.

Covering over, a new eating area between Jerk Shack and Poke Shack has been completed.

New EXIT arrows have been painted at exit from Food Truck side.

- Technomedia has been asked to design clear EXIT and ENTRANCE signs for the Gateway Park.
- Beach Infrastructure Funding to include Bike Racks & additional waste disposal receptacles.
- We should see if an interpretive board could be created that would explain where the sharp glass is coming from on the Beach.
- Bins on the beach filled with metal and glass should be emptied more often. Possibly more bins added.

M. Request from owners of Heartwood Crescent Development for a reduction in Municipal property taxes.

MOTION by C. Mitsuk and seconded by C. Leard that this request be denied. This decision to deny was based on a few things. When looking at what other PEI Municipalities do for multi-unit residential of similar nature, it was determined most actually charge a higher rate per assessed value. The Town of Souris feels they have supported this project significantly in many ways including donating the land for the development, accessing Strategic Component of Gas Tax dollars to help with the infrastructure, as well as investing more than \$200,000 in the project that included surveying, securing easements, legal costs, hiring engineers and more. The Town going forward will be responsible for maintaining the street and water/sewer infrastructure that is in place at Heartwood Crescent. All in favour. Motion carried.

Financial Information/Updates/Approvals Required

N. General Account Budget Update – June 2025 (3 months)

For information only.

Councillor Outhouse asked for a summary of Reserves. MRSB will be at our meeting in August with audited financial statements and will have a current breakdown of reserves.

O. Water & Sewer Utility Account Budget update – June 2025 (3 months)

P. Town of Souris – General Account Payables \$3,269.49 be approved – as of July 10, 2025

MOTION by C. Mitsuk and seconded by C. MacPhee to approve the A/P as listed in the amount of \$3,269.49. All in favour. Motion carried.

Q. Town of Souris – Sewer & Water Utility Payables \$0 to be approved– as of July 10, 2025.

R. General Account & Water Sewer Account Cheques issued during the month of June 2025. – For review only.

S. 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 three months into this fiscal year, but it's never too early to start planning.*

- Council would like to meet to discuss Policing, Streets and Tax Groups.
- Councillor MacPhee would like the Town to consider hiring a Recreation Director.

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

Development, or other Permits requiring Council approval:

T. 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.

U. An application from Final Kast/Trent MacPhee to replace their 2 fishing shacks on the wharf with 1 larger one. Setbacks will remain the same.

MOTION by C. Leard and seconded by C. MacPhee to approve this development application of Final Kast/Trent MacPhee for a new conjoined fishing shack at the Souris wharf. It will replace the 2 current shacks owned by these fishermen, that will be demolished and replaced with 1 shared building. All in favour. Motion carried.

V. An application was received from Justin Cheverie to rezone/amend PID 100842 (corner of Chapel and Colville) from R1 to R3. The Planning Advisory Board met on July 3rd and recommended that this process proceed.

Council agreed with this recommendation by Planning Advisory Board to move forward with the public notification process as per our Land Use Bylaw. The date has been set for **Monday, August 11, 2025 at 6:00pm**. CAO will carry out the notification process as required.

Bylaws & Procedures:

W. Council Committees VS Committee of Council ~ Discussion.

See item G – Andy Daggett has agreed to discuss with Town Council from his experience as CAO with Three Rivers.

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

We have started the necessary process to be able for us to issue Municipal Offence Tickets. This process is still pending. . .

New Business, Correspondence, Requests and/or Additions:

Y. 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.

- CAO has spoke with a representative of the Province about access road as well as additional land that is owned by the Province that could be used for parking. Potentially, they are interested in trading that piece of land for a piece of land the Town owns on St. Catherines Road beside their aggregate storage yard.
- A culvert needs to be put in for access to this land so it can be used for parking prior to the Regatta. CAO will make arrangements with Maintenance Dept to have this done.

Z. Request for continued support and Sponsorship of Transportation East.

MOTION by C. Jenkins and seconded by C. MacPhee that we continue our support of Transportation East with a \$500 donation. All in favour. Motion carried.

AA. Request for Sponsorship of 2025 Rollo Bay Fiddle Festival.

MOTION by C. Laybolt and seconded by C. Jenkins that we provide a \$500 donation to the 2025 Rollo Bay Fiddle Festival. All in favour. Motion carried.

BB. Support from the Town for an RGI application for Souris Regatta Revival Festival

The RGI funding proposed will help the Regatta to involve newcomers in the events such as, Tug-of-war, Come try Bass Fishing, Movie Night, hire newcomers for entertainers, provide diverse foods, etc. MOTION by C. Laybolt and seconded by C. Leard that we support this RGI application for the Souris Regatta. *Councillors Mitsuk and Outhouse are part of the Regatta Committee did not participate in the vote.* All in favour. Motion carried.

ADDED:

1. Financing offer from Souris Credit Union for purchase of new Holder Machine.

MOTION by C. Laybolt and seconded by C. Outhouse that we accept the proposed offer from Souris Credit Union to finance the new Holder Machine with accessories. Amount to be financed is \$130,611.20 over 60 months. Interest 4.95%. Monthly payments \$2,461.80. All in favour. Motion carried.

2. Artwork Proposed by Artisan's on Main for Mural at Treatment Plant Facility

C. Mitsuk shared drawings of artwork proposed by Artisan's on Main for the Mural at the Treatment Plant Facility. This is a project that has been discussed and budgeted for. The mural will not only be beautiful it will provide a visual buffer between the lighthouse area and the wastewater treatment facility. The art is to include a bit of the history, culture and industries of our community. Fishing, farming, etc. Drafts were share with Council and everyone agreed they look great. C. Mitsuk may ask them to incorporate Acadian colours into the mural, just to highlight that culture a bit more.

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.

- CAO to follow up with the Province on a Press Release for this project. Council wants to ensure that the community knows it is happening, and that the province has committed money as promised. The decision to move the money from the roof to the compressors was made after consideration of the greatest need (roof or compressors) by the Town Council and Board of Directors.

SeaRoots Alliance Update

CAO requested update from SeaRoots. Latest update is attached.

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 is that some of the equipment has arrived with hopes the balance of it will be delivered soon and the project can begin.

New Fire Hall Update & Next Steps

- At our last meeting, it was suggested that we speak with our new MP Kent MacDonald. Mayor has since met with MP and made him aware of this need. He asked for a copy of the design, which has been forwarded to him. He indicated that he expects a restructuring of funding that will include municipal buildings such as Fire Halls. He also asked for a copy of our Active Transportation Fund.
- C. Outhouse suggested we reach back out to the Municipal Green Energy Fund to see what might be available, now that we have a plan/design.

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.

CHIF Canada Housing Infrastructure Funding

An application was submitted for a potential residential subdivision. Cost to be shared with private developers.

Still pending review and decision of funders.

GRANTS – Tree Grant Application process opens this fall. We will apply.

Monthly CAO Report – *Attachment on SharePoint*

Report was sent by email to Council following the meeting.

COUNCIL REPORTS:

Mayor JoAnne Dunphy

- FPEIM
- Attended Souris Regional School Graduation
- Attended Ecole La-Belle Cloche Graduation
- Canada Day Celebrations
- Mermaid Tears Seaglass meeting
- Discussions with Fortune Bridge Farms
- Planning Advisory Committee meeting
- Meeting with MP Kent MacDonald
- Special In-Camera Town Council meeting.
- Regular meetings with CAO, Admin Assistant and Events Coordinator
- Many phone calls, emails, conversations, etc. with the public
- Canada Day was a great success. Fireworks were the best we've had.
- Attended Ice cream social.

Deputy Mayor Boyd Leard

- Met with MP Kent MacDonald
- Attend In-Camera meeting of Council

Kim Outhouse

- In-Camera meeting of Council
- Canada Day – joined Council in singing O'Canada, set up booth promoting local events
- Volunteer Red Isle Relay
- Regatta Revival meetings

Stephanie Mitsuk

- June 9 - HR Meeting
- June 14 - volunteered at East Points Lighthouse Relay
- June 18 - Mermaid Tears Seaglass meeting & SHAI finance meeting
- June 22 - Red Isle Relay volunteer
- June 25 - Meeting with Seven Heads Tattoo club and Bonus Design Co for Regatta & Town events
- June 26 - SHAI board meeting
- July 1 - Canada Day celebrations with the town
- July 4-5 - attended the 8th Annual Souris Pickleball tournament (80+ players from all over Maritime's) - Pickleball organization would really like an indoor place to play with proper flooring.
- July 7 - Closed council meeting
- July 10 - Regatta committee meeting
- July 12 - Topsy Farmer & Friends Community Dinner senior grant sponsored the meal for the senior's strawberry social

Curtis Laybolt

- June 14th and 19th - Lions meetings
- June - many visits to the community gardens to meet with gardeners to assign plots and cut the grass.
- July 1 Canada Day celebration – BBQ'd with Lions – very busy
- July 7 In-camera meeting with Council
- July 14 regular council meeting
- Other discussions with residents.

David Jenkins

- Canada Day Activities
- Lions Club meeting
- Seniors Club meeting
- In-camera meeting with Council
- Strawberry Social

Rebecca MacPhee

- July 1 - Canada Day celebration
- July 7 - in camera meeting
- July 14 - regular council meeting
- *Various correspondence with the public, staff, Mayor and Council

CC.ADJOURNMENT

MOTION to adjourn at 9:16pm by C. Mitsuk.

MINUTES Prepared by:
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