



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

Regular Monthly Meeting

Monday, August 11, 2025 @ 7:00pm

**** Please Note Early Start time 6:00pm - for Rezoning Request Consideration****

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

COUNCIL WILL HOST A PUBLIC MEETING AT 6:00PM PRECEDING THE REGULARLY SCHEDULED MEETING AT 7:00PM FOR THE PROPOSED REZONING OF 40 CHAPEL AVENUE.

NOTIFICATION WAS DONE IN COMPLIANCE WITH SECTION 18.4 OF THE TOWN OF SOURIS LAND USE BYLAW 2024-01. THIS PUBLIC MEETING WILL GIVE ANY INTERESTED PARTIES AN OPPORTUNITY FOR INPUT PRIOR TO COUNCIL MAKING THEIR DECISION. DETAILS OF THIS REQUEST, AS PUBLICALLY POSTED, ARE ATTACHED.

Mayor Dunphy called this Public meeting to order at 6:00pm as noted above.

Public in attendance: Susan MacCormack, W. Jenkins, Jerry & Mary Wynn. Applicant Justin Cheverie was also in attendance.

Ms. MacCormack who lives next to the property supports the amendment as she feels our community needs more housing. Would like to see the fence remain or be replaced with newer fence.

Mr. Wynn asked about what type of building it would be and also feels there is a need for housing. Nice to see new developments.

No further questions or comments were received.

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 regular meeting of Council to order at 7:00pm and read the land acknowledgement.

B. Agenda

2.1 Approval of Agenda

MOTION by C. Leard and seconded by C. MacPhee to approve the Agenda as prepared and circulated to Council prior to this meeting. 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.

Councillor MacPhee declared conflict on item R as she lives in proximity of the proposed property requested to be amended.

D. Approval of Minutes – July 14, 2025 Council Meeting

MOTION by C. Outhouse and seconded by C. MacPhee to approve the minutes of July 14, 2025 Council meeting as prepared and provided to Council prior to this meeting to review. All in favour, motion carried.

Presentations:

E. Monthly RCMP Report – July 2025

RCMP report was read and reviewed. No question.

F. Michelle Burge, with MRSB to present Audited Financial Statements for fiscal year ending March 31, 2025

Ms. Burge reviewed the Town of Souris Audited Financial Statements in detail. Once again the Town of Souris is in a positive financial position. Copies of the statements will be made available on our Town's Website.

The Town is currently showing a surplus that can be moved to reserves for future capital projects. This will need to be decided upon by Council. A list of current reserves is included in the statements prepared by MRSB.

MOTION by C. Outhouse and seconded by C. Leard to approve the Audited Financial Statements for the fiscal year ending March 31, 2025 as prepared and presented by MRSB. C. Leard also thanks MRSB and Town staff, especially Liz for all of their work in this year end audit. All in favour, motion carried.

Business and Updates arising from previous meetings:

G. 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. Tentatively booked for Monday evening, August 18, 2025.

H. Enhancing our Souris Youth Summer Camp.

Summer Camp is running smoothly. Lots of extra work, but thankfully Jeannie has been managing the registrations.

I. Souris Beach Gateway Park Update & Requests

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

- New exhaust equipment installed at Seafood Shack.
- 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.
- Proposed new EXIT/ENTRANCE signs. *Proof from Technomedia is attached.*



C. Outhouse asked if we could put some temporary signage up in the meantime & cover the RV Parking on the sign near the food trucks.

- New bike racks have arrived and are being installed.
- Researching information on old dumpsite at Souris Causeway for possible interpretative board
- Brian Deveau has initiated an email to set up a meeting with interested parties to discuss the next steps for the proposed new development at Souris Beach Gateway Park.

Financial Information/Updates/Approvals Required**J. General Account Budget Update – July 2025 (4 months)**

For information only.

K. Water & Sewer Utility Account Budget update – July 2025 (4 months)**L. Town of Souris – General Account Payables \$4,291.52 be approved – as of August 8, 2025**

MOTION by C. Jenkins and seconded by C. MacPhee to approve the payables as listed. All in favour, motion carried.

M. Town of Souris – Sewer & Water Utility Payables \$0 to be approved– as of August 8, 2025.**N. General Account & Water Sewer Account Cheques issued during the month of July 2025. – For review only.****O. Appointment of Auditors for Fiscal Year ending March 31, 2026.**

MOTION C. Jenkins and seconded by C. MacPhee to appoint MRSB as the Town of Souris auditors for the fiscal year ending March 31, 2026. All in favour, motion carried.

P. **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.
- C. MacPhee would like 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 Applications received and under review)

Development, or other Permits requiring Council approval:

Q. Application to Operate a Business

Golden PEI Food Co. Inc has applied 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 the next meeting to request additional information. CAO spoke with the water/sewer dept. manager regarding wastewater from facility.

- Received confirmation of their wastewater removal plan.
- Still waiting for copy of Certificate to Operate from the Province.
- Nothing further to report.

R. 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. A public meeting was scheduled by Town Council to take place August 11, 2025 at 6:00pm.

If deemed appropriate, the Town Council can give first reading to this amendment.

MOTION to give first reading to this amendment to rezone/amend PID 100842 from R1 to R3 was read and made by C. MacPhee and seconded by C. Outhouse. All in favour, motion carried.

MOTION to approve the first reading was made by C. MacPhee and seconded by C. Outhouse. All in favour, motion carried.

Bylaws & Procedures:

S. Council Committees VS Committee of Council ~ Discussion.

Andy Daggett attended Town Council meeting on July 14th to discuss with Town Council his experience of this process as CAO with the Town of Montague/Three Rivers.

MOTION by C. Outhouse and seconded by C. MacPhee that we move forward and investigate what would be required to change our bylaw and enact a Committee of Council vs Council Committees.

C. Leard expressed his concern about making this change prior to potential changes to the MGA that the Province is working on. He feels we should wait.

Vote was taken. C. Outhouse, C. MacPhee, C. Laybolt in favour, C. Leard opposed, C. Jenkins doesn't feel he has enough information to decide.

T. 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:

U. Souris Regatta Revival Festival – Finances/Bank Account

Previously the Town set up a bank account at Souris Credit Union for the Souris Regatta. It has since been decided (with advice from our auditors) that since the event happened independently, with its own committee, vs as a Town organized event, it would be more appropriate they manage their finances independently. Therefore, the Town will transfer any funds that had been deposited in that account to the Souris Regatta's newly set up account dedicated to this event.

After discussion and explanation Council agreed to close the Souris Regatta Account that was set up under the Town of Souris and transfer any funds accumulated to date to the separate Souris Regatta Account that the committee has set up at the Souris Credit Union.

V. Belle Ave/Main Street Intersection

C. Outhouse requested discussion on this intersection. It has been and continues to be an intersection that receives many complaints. It is very difficult to see traffic when exiting from Belle on to Main. Especially during times of high traffic when the CTMA ferry unloads. CAO will ask provincial department of transportation for advice and direction.

W. Request for Sponsorship of 2025 Eastern Kings Exhibition.

MOTION by C. Leard and seconded by C. Jenkins to approve \$500 donation to the Eastern Kings Exhibition. All in favour, motion carried.

X. FPEIM is requesting a letter of support for a PACE program they are seeking funding for.

MOTION by C. Outhouse and seconded by C. Laybolt that we provide a letter of support to the FPEIM for this program. All in favour, motion carried.

ITEMS CARRIED FORWARD FOR UPDATE OR THAT ARE STILL PENDING, DISCUSSION

RGI Application for Funding – Eastern Kings Sportsplex

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 (2026) install.

Mr. Blaisdell with the RGI program has indicated that we can make a public announcement regarding this project. They would just like for it to be reviewed by their media representatives prior to release.

- **CAO to draft a media release.**

SeaRoots Alliance Update

Town Council has a virtual meeting planned August 12th at 11:00am with consultants hired to do the comprehensive feasibility study and plan. A public meeting will also take place August 26, 2025 at Ecole La-Belle Cloche in Rollo Bay at 7:00pm,

Active Transportation Fund proposed projects

An application was submitted prior to the January 17, 2025, deadline. We've received a phone call saying that we are being approved for \$50,000. An official agreement with details should be available to us in the next few days.

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

The installation of this equipment has been completed. Just some final pressure tests to take place.

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 will update at meeting. A copy of our design was provided to Mr. MacDonald.
- CAO has also been in contact with the Municipal Green Energy Fund. There is a webinar planned for later this month. Further correspondence is expected.

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. Surveys have been done for drawings and tender preparation. 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.

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 and driveway were installed to allow for parking on the above-mentioned Provincial land. (with their permission)

E-Bike Project – Building, Electrical, Internet

Status of project. Rentals have begun. Signage and bike racks are in place. No dedicated staff person. Existing Town staff is notified of rentals and arrange to meet them at the building.

CBCL completed 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 this discussion meeting CAO has requested quotes for some work including rain gutters at Fire Hall, Matthew McLean Building, and Town Hall. Quotes are still pending. This document can also provide Town Council direction when working on future budgets.

Monthly CAO Report – *COPY PROVIDED TO COUNCIL*

COUNCIL REPORTS:

Mayor JoAnne Dunphy

- Regular meetings with CAO, Admin Assistant and Events Coordinator
- Many phone calls, emails, conversations, etc. with the public
- Attended the Seaglass Festival. Thank you to Mary Theresa and all the volunteers for making this year another successful year. There were many wonderful comments from the vendors about the weekend.
- Thank you to the Souris Regatta Revival committee for your many hours of preparation and organization of reviving the Souris Regatta. It was wonderful to see the many participants at the events.
- These events bring many people to our town. Thank you to everyone for making all our events fun and very successful.
- Attended Music in the Park
- Our Gateway Park is very busy this year.... Great to see so many visitors stopping to enjoy all we have to offer

Thank you to the Souris Regatta and Mermaid Tears Festival committee members and volunteers for all of their hard work making these events such a great success.

Deputy Mayor Boyd Leard

- Would like to request that the Town post the Provincial Fire Ban on sign at entrance to Souris.
- Thank you to Souris & Area Wildlife on another successful Lobster Supper.

Kim Outhouse

- Rollo Bay Fiddle Festival
- Souris Regatta Revival – many events
- Participated in the Dunk Tank

Stephanie Mitsuk

- Seaglass meeting
- Prepared food in collaboration with Topsy Farmer Community Dinners for Seniors Strawberry social
- SHAI finance meeting
- Regatta planning and execution

Curtis Laybolt

- Lions' road toll August 2nd
- Community gardens cut grass and talked with gardeners.
- Conversations with members of our municipality.

David Jenkins

- Annual Lions Club Road Toll
- Cheque signing at Town Hall
- Delivered congratulatory certificate to Elmira Railway Museum from Town and Council
- Coordinated the destruction and cleanup of an unwanted flowerbed between Silver Threads and Souris show hall
- Attended an open house and social at the Annandale Lighthouse.
- Attended some events of the Regatta Kudos to the committee on a job well done
- Cooked burgers for the Silver Threads Strawberry Social.

Rebecca MacPhee

- August 11 - Regular Council Meeting
- Assisted with the Souris Regatta Revival as needed
- Various correspondence with the public, staff, Mayor and Council

Y. ADJOURNMENT

MOTION to Adjourn by C. Outhouse at 8:45pm

MINUTES Prepared by:
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