



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

Regular Monthly Meeting

Monday, September 8, 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 was unable to attend. **Meeting was chaired by Deputy Mayor Boyd Leard.** Deputy Mayor Leard called the meeting to order with a quorum at 7:00pm and read land acknowledgement. *Others present included a representative from Eastern Graphic and RCMP.*

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

No conflict declared.

D. Approval of Minutes – August 11, 2025 Council Meeting

MOTION by C. Jenkins and seconded by C. MacPhee to approve the minutes of August 11, 2025. C. Outhouse noted item S. should be changed to reflect vote taken. If a councillor does not vote, and did not abstain from voting for other reasons, then it should be counted as a vote in favour. *CAO will make note of this and amend the Aug 11 minutes.*

All in favour. Motion carried.

Presentations:

E. Monthly RCMP Report – August 2025

Sergeant Mike Robinson presented monthly report to Town council.

C. Leard commended RCMP for cracking down on impaired drivers.

C. Outhouse passed along concerns she has been hearing from residents, especially some seniors that are not feeling safe in their homes. Sgt. Robinson urges anyone feeling unsafe to call the RCMP any time, and every time.

MOTION to accept the RCMP Report for the month of August as presented. All in favour. Motion carried.

Business and Updates arising from previous meetings:

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

MRSB prepared a new agreement and had it reviewed by their legal advisors. Town Council had an opportunity to meet with the EK Sportsplex Board of Directors. Final copy to be signed.

MOTION to approve and sign the new operating agreement between the Town of Souris and the Eastern Kings Sportsplex Board of Directors by C. Outhouse and seconded by C. Laybolt. All in favour. Motion carried.

G. Souris Beach Gateway Park Update, Requests & Potential new phase of development.

- Meetings have taken place to discuss moving forward with a new phase. ACOA has shown interest along with the Province of PEI.
- Temporary EXIT signs were posted at the EXIT on to Main Street – far west EXIT
New Entrance/Exit signs were ordered from Technomedia (proof provided at last meeting) for North site that will be larger and hopefully clearer to direct traffic.

Financial Information/Updates/Approvals Required

H. General Account Budget Update – August 2025 *for information only.*

I. Water & Sewer Utility Account Budget update – August 2025 *for information only.*

J. Town of Souris – General Account Payables \$7,682.75 to be approved – as of Sept 6, 2025

MOTION by C. Mitsuk and seconded by C. MacPhee to approve the A/P as listed in the amount of \$7,682.75. All in favour. Motion carried.

K. Town of Souris – Sewer & Water Utility Payables \$0 to be approved– as of Sept 6, 2025.

L. General Account & Water Sewer Account Cheques issued during the month of August 2025. –for information only.

M. 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 five 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.
- Discussion is required for setting up and/or changing reserve accounts as discussed with Town accountants MRSB at our August meeting. **Council could set a date for a special meeting to discuss.** Surplus, Reserves, CCBF etc.

Council has set a **Special Meeting date for September 22, 2025 at 6:30pm** to discuss:

1. Reserves
2. CCBF MSC Funding
3. Other Funding opportunities

LiveWell PEI Fund – pre- application Letter of Intent is due September 16, 2025. CAO will submit with intention to provide cooking classes for youth, gardening group for youth, possible enhancements to Lions Club Community Gardens, Food Share possibilities, etc. Up to \$7,500 is available.

Collaboration with Souris Regional School, Lions Club and other partners.

MOTION by C. Laybolt and seconded by C. Outhouse to support this application to Live Well PEI for funding as proposed. All in favour. Motion carried.

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

- Patrick Moore, 8 Sunset – addition to house
- Theresa McInnis, Sutherland Ave – Revised plans – the structure of the older house was deemed unfit to add on to, therefore, will now be building a new house on the existing foundation with the proposed extension as in original plans. The total completed size will be 16' x 60'. Revised plans have been submitted.
- Jesse MacLeod, 5 High Street – to construct a 6 ft high fence
- Frank & Kim Ahlering, Federal Ave. – 8'x10' storage building to be used for private storage

Development, or other Permits requiring Council approval:

N. 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.

Town Council approved first reading to this amendment at their August 11, 2025 Council meeting.

If deemed appropriate, a second and final reading can be done at this meeting. *CAO will draft.*

SECOND READING was read by C. Mitsuk, seconded by C. Outhouse to approve this rezoning request for PID 100842 to change the zoning from R1 to R3 as proposed.

MOTION to approve this second reading by C. Mitsuk, and seconded by C. Outhouse. Motion approved by a majority of Council. Motion carried.

O. An application was received from Justin Cheverie to rezone/amend PID 102814 and PID 101741 located on Prince Avenue from M1 Industrial to R3 Mixed Density Residential.

Planning Advisory Board met August 28, 2025 at 12:05pm to review and make recommendations on this proposed amendment. They have recommended that the process to rezone and amend these two properties as proposed be initiated by Town Council as per section 18 of the Town of Souris Land Use Bylaw. If Council chooses to move forward, the first step would be to set a date for a public hearing.

MOTION by C. Mitsuk and seconded by C. Outhouse to proceed with the required process to amend these properties from M1 to R3 by setting a meeting date for public input. Meeting date to be set for Tuesday, October 14, 2025 at 6:00pm. All in favour. Motion carried. CAO will carry out necessary measures for notification as per our Land Use Bylaw.

Bylaws & Procedures:

P. Council Committees VS Committee of Council

CAO is seeking further information on the process of changing from Council Committees to Committee of Council as directed by Town Council at August meeting.

CAO to ask Mr Daggett if he would share the forms that were used in Three Rivers.

Q. 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.

See attached.

No further update. Still in progress.

New Business, Correspondence, Requests and/or Additions:

R. Quote for Replacement of the Furnace at the Town Maintenance Garage (Lea Crane Blvd)

A quote was presented to Council for replacement at the Town Maintenance Garage on Lea Crane Blvd. Council asked if additional quotes could be sought. CAO to do so.

S. Proposed Sale of CU Food Cupboard Bldg.

MOTION by C. Mitsuk and seconded by C. MacPhee that we purchase the CU Food Cupboard Bldg. for use by the Souris Fire Department as proposed by Souris Credit Union. This will benefit our Fire Department with extra storage as well as benefit our local Food Bank. All in favour. Motion carried.

T. Eastern Kings Sportsplex

1. Bowling Lane Space Lease Opportunities – RFP

2. Acorn Room Updates/Renovations

3. Roof – consideration for alternative roof repair and/or replacement as discussed with Board of Directors.

U. Green Municipal Fund Safe & Active School Routes

<https://greenmunicipalfund.ca/funding/safe-and-active-school-routes>

- Sidewalks on Longworth & Lavie Ave - to be discussed further

V. CCBF Municipal Strategic Component (MSC) stream is now accepting applications.

See attached.

- To be discussed at Special Meeting Sept 22

W. Special Request for Meet-a-Machine Event happening at SRS

- Determined not to be within our jurisdiction to permit.

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.

A media announcement has been drafted. Once approved, can be released.

- **Council would like more emphasis** on what has been done to date. Also, that Government has honoured their promise. We will look at alternatives and options when it comes to roof replacement.

SeaRoots Alliance Update

More key informant interviews were scheduled (they haven't heard back on them yet). They were very pleased with the intake from the survey, the results, and the attendance at the meetings.

Thank you to all who attended the meeting and provided insights as key informants. They really appreciate everyone taking that time. They will continue to keep Town Council up to date as more information is available.

Active Transportation Fund proposed projects

We have been approved for \$50,000.

CAO to prepare a DRAFT AT Study RFP to hire consultant to complete the study. Draft to be available at next meeting.

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. **Notice was received that this application was denied.** Attached.

Matthew McLean Building Geo-Thermal System Update

Completed. This project was an approved CCBF project so the funds will be transferred to cover the cost. The invoice received matched the quote provided.

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. CAO participated in Webinar for Municipal Green Energy Fund. 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.

- Potentially this could be incorporated in to our AT Study.

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. Gateway park staff have been parking one of the e-bikes at the Beach and in doing so rentals increased.

- C. Outhouse requested discussion on - Eastern PEI Electric Bike Rentals: Souris Location LEASE OPPORTUNITY 2026.
- COA will see if we can get a report on how other Eastern PEI locations did. Then possibly we could put out an RFP for someone to manage.

CBCL completed an assessment of Town owned buildings.

We can refer to this report when planning future Budgets. CAO to follow up with Matthew Rice re the rain gutters on buildings that were identified.

Belle Ave/Main Street Intersection

CAO has requested advice and direction from a provincial traffic engineer. Nothing further to report.

Souris Youth Summer Camp.

CAO to arrange for a survey – google doc – to go to all parents for review of summer camp. What worked, what didn't, etc. to better understand and enhance the program for future years.

COUNCIL REPORTS:

Mayor JoAnne Dunphy

- Regular meetings with CAO, Admin Assistant and Events Coordinator
- Many phone calls, emails, conversations, etc. with the public
- Met with Brian Deveau, David MacAulay, Allie Gallant, CAO at Gateway park
- Planning Advisory Board meeting August 28th

Deputy Mayor Boyd Leard

- Communications with EK Sportsplex Board.
- Communications with Souris Fire Dept., nice to see the ice going in earlier this year.
- Received concern from residents about increased traffic.
- Received concern about the location of the “No Trucks” sign for Knights Ave. It should be on Main St before you make the turn, vs after you turn on to Knights Ave.

Kim Outhouse

- Aug 20th Meeting with EKSP board re: agreement, rental opportunities and small-moderate facility renovation(s)
- Aug 26th SeaRoots public in-person meeting at ELBC
- Various meetings and calls re: Town issues and volunteer work (Community Dinners return this month, Sept 11th in conjunction with SRS Meet the Teacher night)

Stephanie Mitsuk

- Aug 20th Meeting with EKSP board
- Aug 26th SeaRoots public in-person meeting at ELBC
- August 27 CBC interview with Artisans on Main re: murals
- August 28 SHAI board meeting
- September 6 Eastern Kings Exhibition
- ~~September 8 Meeting with Brian Deveau re Souris Gateway Park expansion~~
- Various meetings and calls re: Town issues and volunteer work (Community Dinners return this month, Sept 11th in conjunction with SRS Meet the Teacher night)
- Also, received concerns on traffic in relation to ferry traffic. Possibly they could consider a no-left turn when exiting the terminal, that would force them to go up MacPhee Ave.

Curtis Laybolt

- Meeting with EKSP Board
- Still would like to see speed bumps on Church Ave to slow traffic down
- Also has concerns with ferry traffic and breakwater street.

David Jenkins

- Attended Irish Benevolent Society’s strawberry festival held at the Silver Threads Club
- made two deliveries on meals-on-wheels
- attended meeting virtually with MRSB Re the new planned Wellness Facility.

- Attended music at the Gazebo
- signed a load of cheques at town hall

Rebecca MacPhee

- August 12 - attended meeting organized by SeaRoots
- Aug 20 - meeting with EKSP board
- August 26 - attended public meeting hosted by SeaRoots
- September 8 - Regular council meeting
- *Various correspondence with the public, staff, Mayor and Council
- Asked about the intersection of Sutherland and King streets; And asked about having shrubbery near Union/High/Longworth intersections trimmed back.

X. ADJOURNMENT

Motion by C. Mitsuk to adjourn at 9:20pm

MINUTES Prepared by:
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