



SOURIS TOWN COUNCIL AND  
SOURIS SEWER AND WATER UTILITY CORPORATION

**AGENDA**

**Regular Monthly Meeting**

**Monday, November 10, 2025 @ 7:00pm**

Town Hall ~ Council Chambers ~ 3<sup>rd</sup> Floor

75 Main Street, Souris, PEI

MEETING WILL BE HELD IN THE COUNCIL CHAMBERS – 3<sup>RD</sup> FLOOR  
PUBLIC IS WELCOME – 3<sup>RD</sup> 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 – October 14, 2025 Public meeting for Rezoning Request and October 14, 2025 Regular Council Meetings**

**Presentations:**

**E. Monthly RCMP Report – October 2025**

Business and Updates arising from previous meetings:

**F. Upgrades, Renovation to Eastern Kings Sportsplex**

A meeting was held with representatives of the EK Board. They agree with plans to move forward. C. Leard and Mayor Dunphy to update further.

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

Brian Deveau is arranging for a meeting with various stakeholders to move forward with this. The support seems to be there from both the Province and ACOA. Meeting date is TBD.

Department of Environment requires a more detailed plan. Brian D. is going to find out how much it would cost and see if funds are available to cover.

**Gateway Park Tenants** – A questionnaire/survey doc is being prepared and will be sent to each of the tenants.

Financial Information/Updates/Approvals Required

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

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

**J. Town of Souris – General Account Payables \$8,251.13 to be approved – as of Nov.7, 2025**

**K. Town of Souris – Sewer & Water Utility Payables \$321.93 to be approved– as of Nov. 7, 2025.**

**L. General Account & Water Sewer Account Cheques issued during the month of October 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 six months into this fiscal year which means we are at the half-way point.*

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

**It was suggested that Council set some dates for Budget meetings to discuss various ideas, make plans and start working on the 2026-27 Budget.** This way Council and staff have time to prepare and schedule.

CAO has supplied information to Town Council pertaining to Streets, Policing and Tax Rates. Implications, pros, cons, etc.

- The deadline to add new Property Tax Rate Codes is December 31, 2025
- The deadline to change (increase/decrease) an existing Property Tax Rate is March 31, 2026

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

- Nothing to report this month.

**Development, or other Permits requiring Council approval:**

**N. 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. Planning Advisory Board 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.

At the September 8, 2025, Council meeting Council set a date for a **Public Meeting for October 14, 2025 at 6:00pm** to provide the public with an opportunity for input as per section 18 of our Land Use Bylaw.

- The **Public Meeting was held October 14, 2025 at 6:00pm**. Notes from that meeting are attached.  
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Discussion was held. C. Outhouse noted that the developer J. Cheverie demonstrated that he listened to the concerns of the public and wants to develop what is needed, and currently, that is seniors housing.

- **A Motion was made and approved for the First Reading of this By-law Amendment #2025-03 October 14, 2025.**

A second reading is required.

**O. KC Rentals has submitted a Development Application to build a 4-unit residential building on PID 774869 with access to MacPhee Ave.**

Planning advisory board met October 27<sup>th</sup> to review and recommend approval based on the specifications provided in the application.

**Bylaws & Procedures:**

**P. Council Committees VS Committee of Council**

CAO will share notes from conversation with Mr. Baker from Kensington.

**Q. Dangerous, Hazardous and Unsightly Premises**

Liz Chaisson is now officially appointed as JP for the Town of Souris. Municipal Offence Tickets have been prepared with help from legal counsel and are currently being printed.

See attached document regarding processing.

- A legal notice “Clean Up Order” was issued to property owners at 21 High Street with a deadline to comply of October 17, 2025. It was delivered by Register Mail, Regular Mail and in person by the Town’s Bylaw Enforcement Officer.
- An extra week was given at the request from the property owner. It had appeared they were making some headway.
- Next steps, if property is not brought into compliance, will be to contact a company to do the clean-up.

- Following the extended deadline the property was not brought into compliance. CAO has contacted local waste disposal company for possible clean-up. If they are unable to take on the job, CAO has an alternative company lined up. Will update Council as further information is available.

### **New Business, Correspondence, Requests and/or Additions:**

#### **R. 2025-26 Snow Plowing and Sanding Services Quote to be approved.**

#### **S. Active Transportation Fund**

- RFP has been issued with a deadline to submit of November 21, 2025.
- Deadline on funding agreement is one year from the date of the agreement.

#### **T. Green Municipal Fund Safe & Active School Routes**

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

- A pre-application was submitted for the installation of sidewalks along LaVie Ave and Longworth St.
- Our pre-application has been deemed eligible for the next step, which is the full application process. The deadline to submit full application is December 12, 2025.

#### **A requirement for the full application is:**

A council resolution confirming that the project aligns with the municipality's active transportation priorities.

#### **U. Request for Support for Pond Hockey Program in Souris**

#### **V. Special Request from Topsy Farmer for Christmas Parade Day**

#### **W. Request for Support – Lennon Recovery House “Clean Start” Campaign**

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

#### **SeaRoots Alliance Update**

SeaRoots Alliance has asked the Town Council to respond with considerations for governance of a new facility. Further discussion is required to respond. Copy of email was sent to all of Council.

#### **New Fire Hall Update & Next Steps**

- CAO has nothing further to report.

#### **Water Tank Restoration – CCBF**

Maintenance supervisor and CAO are still working with CBCL, and we should be ready to tender this project out soon. It will be tendered separately from the Water Line Bypass as it would be two separate types of contractors required for each job. A draft of the tender will be shared once 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.

**UPDATE - We were asked to REVISE** our application as originally some items were deemed ineligible and were since changed to be eligible. CAO worked with Engineers and Developers to make these changes that were due to be submitted by October 10<sup>th</sup>. No changes to the scope of work, just potential for more funding.

**TREE GRANTS** – Tree Grant Application process opens this fall. Jeannie in our office is working on them as we speak. Fruit Trees were mentioned. Suggestions about where these could be planted included: *Depending on the variety they could require a bit more maintenance and upkeep.*

- CN Park would be a good location for fruit trees considering it is close to the community gardens.
- Other places suggested for Trees is on the land the Town owns behind houses on Anniversary Ave. Farmer's Market to provide more shade to vendors (along driveway by dog park). Souris Beach Gateway Park.
- Admin staff will continue to pursue funding for tree planting.

### **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 looked at as part of our AT Study or Future RGI project.

- Can the Gazebo at CN Park be moved? Yes, according to our Maintenance Department it could be moved but it would require a moving truck that moves larger buildings. So, you would want to determine the location it is going first.
- Plan a meeting with other stakeholders including Eastern Kings Exhibition and Tug-of-War organizers.

### **E-Bike Project – Building, Electrical, Internet**

- Considerations for 2026 season.

### **CBCL completed an assessment of Town owned buildings.**

This report will be helpful when looking forward to budgeting purposes. CAO has asked local provider of rain gutters to provide a quote on some buildings that were identified in the report for budgeting purposes. Local provider reached out to say they hadn't forgotten. CAO confirmed locations.

### **Belle Ave/Main Street Intersection and other traffic concerns.**

Chairperson of Streets requested further correspondence with the Province to see if changes can be made that would include changes on Breakwater Street that may reroute ferry traffic. Also, other areas such as Church/Pond St.

### **Enhancing our Souris Youth Summer Camp.**

Summary of responses received from parents.

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

Following Council Special Meeting September 22, 2025, it was determined that we would apply for funding under this stream of funding to extend water and wastewater on Beach Avenue. CAO worked with CBCL to try to pull this together before the October 3<sup>rd</sup> deadline. However, based on a pre-liminary plan it was determined that we could not have everything pulled together by that deadline. CAO has confirmed that there will be a spring intake for this stream of funding in March 2026. This will allow

time for discussions with potential land developers and to properly and confidently put some numbers to this project rather than rushing it.

**Monthly CAO Report** – Copy of monthly report provided to Council.

### **COUNCIL REPORTS:**

#### **Mayor JoAnne Dunphy**

##### **Souris Lions Club 70th Anniversary**

I was honored to join the Souris Lions Club as they celebrated their 70th Anniversary. This remarkable milestone recognizes seven decades of service, generosity, and commitment to our community. The Lions have contributed so much to Souris through their projects, fundraising efforts, and unwavering support of local causes.

It was wonderful to gather with members past and present and celebrate all they have done — and continue to do — for the people of Souris and the surrounding area.

##### **FPEIM Semi-Annual Meeting**

I attended the FPEIM Semi-Annual meeting, where information was gathered on issues facing municipalities across the province, including infrastructure needs, funding challenges, and ways to better support growing communities.

Following this, a follow-up meeting was held with Gordon MacIntosh to review and discuss the insights gathered at FPEIM and determine potential steps the organization could implement to assist municipalities across PEI.

##### **Souris Sportsplex**

This month, I participated in a meeting with the Souris Sportsplex Board of Directors.

The board continues to work hard to ensure the facility remains a vital part of our community, offering recreation and wellness opportunities for residents of all ages.

We discussed current operations, future upgrades, and ways to support ongoing community use throughout the year.

I want to thank the board members and volunteers who dedicate their time to keeping this important facility running smoothly.

##### **Small Business Week**

I took part in organizing Small Business Week in Souris, attending the opening and closing barbecues in Souris and Three Rivers to highlight the importance of businesses, both small and large, to our communities.

I also helped select prize winners for over \$1,500 in gift cards purchased from local businesses, in support of our local economy. Please continue to support local!

##### **Silver Threads Halloween Party**

I attended and helped judge the Silver Threads Halloween party, which was a fun night with many creative costumes.

##### **Post Office Interview**

I spoke with the *Guardian* regarding the post office strike and potential changes to postal services.

Our post office remains an essential service for both residents and businesses.

##### **Land and Development Meeting**

Chaired the Land and Development meeting to discuss ongoing and future projects in the Town of Souris.

### **Unightly Premises Discussions**

Discussions with the CAO and our By-law Officer regarding unsightly premises in the Town.

### **Correspondence with Government Officials**

I corresponded with Minister Bloyce Thompson, MLA Robin Croucher, and MP Kent Macdonald regarding resources for our RCMP and community safety.

### **Town of Souris Halloween Event**

I assisted with taking down decorations from the Town of Souris Halloween event.

### **CN Park Gazebo**

I received many messages from youth and parents expressing their desire to keep the gazebo at CN Park in its current location. Many of the youth expressed that they are willing to help maintain the area and appreciate having the gazebo as a place to relax and meet friends. Being in the open makes it accessible to them, and it is also frequently used by adults traveling along the trail as a place to rest.

A close neighbor, Jerry Wynne, also visited Town Hall to express that he would hate for the gazebo to be moved.

### **PEI Rural Beautification Awards**

As Vice President and Mayor of Souris, I attended the PEI Rural Beautification Awards.

Congratulations to the Town of Souris for winning 2nd place in the Community Spirit Award!

Thank you to everyone who voted and participated in beautifying our community.

### **New Housing Development**

I visited the new 8-unit apartment building developed by Baltic Enterprises, owned by Justin Cheverie, Kyle Kickham, and MacGregor. Congratulations on this beautiful housing development in the Town of Souris.

Thank you to our Staff and Council for your continued dedication to the residents of the Town of Souris.

### **Deputy Mayor Boyd Leard**

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### **Kim Outhouse**

- October 18 - PEIFM Semi-Annual meeting
- October 22 - community meal volunteer
- November 10 - regular Council Meeting
- Meetings, interviews, and correspondence for various volunteer work and community matters

### **Stephanie Mitsuk**

- October 18- PEIFM Semi-Annual meeting
- October 22- 14th community meal
- October 23- SHAI board meeting
- October 28- PEI Rural Beautification Awards
- October 29- special SHAI board meeting
- November 3- special events meeting re: Art event for March 2026
- Various correspondence with Mayor, staff and residents.
- Working on year-end questionnaire for Gateway Park tenants.

### **Curtis Laybolt**

- October 18 - PEIFM Semi-Annual meeting
- October 16 - Lions meeting
- October 26 - Lions 70th anniversary
- November 3 - meeting with SRS regarding grant
- November 6 - Lions meeting
- November 10 - regular Council Meeting
- Conversations with people in the community.

### **David Jenkins**

### **Rebecca MacPhee**

- October 18 - PEIFM Semi-Annual meeting
- October 22 - community meal volunteer
- October 23 - District 1 PC AGM, wanted to hear any general concerns the community may voice
- October 30 - meeting with RCMP
- November 3 - meeting with SRS regarding grant
- November 10 - regular Council Meeting
- \*Various correspondence with the public, staff, Mayor and Council\*

## **X. 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!*



MINUTES Prepared by:  
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