



SOURIS TOWN COUNCIL AND  
SOURIS SEWER AND WATER UTILITY CORPORATION

**AGENDA**

**Regular Monthly Meeting**

**Monday, December 8, 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 – November 10, 2025 Council meeting and November 26, 2025 Special Council Meetings**

**Presentations:**

**E. Monthly RCMP Report – November 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. CAO to engage engineers to develop plan for budget and tendering. Still waiting for response.

#### **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.

Department of Environment requires a more detailed plan due to the fact this development is proposed in an area with a significant amount of saltwater marsh. Because of this it will also require approval from DFO.

CBCL will prepare a preliminary drawing of the project to be presented to various departments for permitting purposes and potentially and for funders for a **cost of \$1,200. Plus HST**, if approved by Council. Scope of work would include:

1. *Project initiation/PM*
2. *Teams meeting to discuss the planned project.*
3. *Drafting of the project plan (to scale) over top of a georeferenced orthophoto.*
4. *Submission of a draft drawing (8.5"x11") for review.*
5. *Teams review meeting and revisions.*
6. *Final drawing.*

The cost would be \$1,200 (HST extra).

**Gateway Park Tenants** – An end of season questionnaire/survey has been sent to each of the tenants as discussed.

### Financial Information/Updates/Approvals Required

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

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

**J. Town of Souris – General Account Payables \$9,196.57 to be approved – as of Dec 5, 2025**

**K. Town of Souris – Sewer & Water Utility Payables \$0.00 to be approved– as of Dec 5, 2025.**

**L. General Account & Water Sewer Account Cheques issued during the month of November 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 eight months into this fiscal year which means we are more than 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.
- C. MacPhee would like to consider adding lights to the dog park for evening use in fall winter months.

**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.

- A meeting was held November 26, 2025 to discuss these items.
  - 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. Development Application received from Justin Cheverie of JP Construction to build a 6 unit Town House on PID 101741 Prince Avenue.**

- A copy of the development application and site plan is attached.
  - Planning Advisory Board met December 1, 2025 and recommended approval of this development application. *Privacy fence to be constructed between new development and neighboring industrial business.*
- *Final steps of rezoning process are still pending.*

#### **O. Request for consolidation of PID 550871 and 100255 at 3 Sunset Street by new owner Kelly MacDonald.**

Survey plans were submitted to CAO. Approval by Council is required. *The existing house already encroaches on to the adjoining property, and they would like to develop a wraparound deck. The proposed consolidation would allow them the room for this addition and allow for necessary setback specifications to be met for their R1 zoning.*

### **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 now available for use.

#### **21 High Street – Unsightly Notice:**

- 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, a local contractor helped to remove 2 trailer loads of debris from the yard. Bylaw Officer

has since notified the owner that the property is still not in compliance with the bylaw. Further action to be taken.

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

#### **R. 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.
- Review and Award of RFP required. Copies of 6 submissions received are available on SharePoint.

#### **S. 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.
- A motion of support by Town Council for the full application was made at the November 10<sup>th</sup> meeting.
- The deadline to submit full application is December 12, 2025.

### **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.

- Council met on November 26<sup>th</sup> for Special Council Meeting to discuss this and other topics.  
Response determined by Council:
  - ... After much discussion and consideration, Council felt it would be difficult to respond fully without first knowing the outcome of the feasibility study. There are still many considerations and questions that need to be addressed before any decisions can be made.  
Therefore, at this time, Council has not established preliminary considerations for the governance model of the new facility. These decisions will be better informed once the feasibility study is complete and its recommendations are reviewed. . .

#### **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.

- Another inspection was just completed of the Water tank to ensure nothing has been missed., CBCL waiting for results of that inspection to finalize tender document.

### **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.

Nothing further to report.

**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.
- An application has been submitted as discussed. Pending response from funders.

### **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, the exact location should be determined 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.

Nothing further to report.

### **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.

- ❖ We are currently working on setting up a meeting with MLA and Minister of Transportation.

### **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**

- **Meetings attended**
  - Special Council Meeting
  - Planning Advisory Board Meeting
  - Meeting for the Drought Contingency Plan with Water Sewer Dept
  - Meeting with the Library representatives regarding updates to the PEI Libraries Act
  - Discussion with our MLA, Hon. Robin Croucher
  - PEI Rural Beautification Meeting
- **Events Attended**
  - Remembrance Day Service and Dinner
  - Souris Fire Department Appreciation Dinner (decorated and attended)
  - Federal Housing Announcement at the new Railside Home.
  - Town of Souris Annual Tree Lighting
  - Souris Regional School Home and School Christmas Event
- **Community & Volunteer Engagement**
  - Volunteered with the Souris Legion
  - Attended Lions Club meetings preparing for the Lions Club being our Parade Marshal, decorating the float, preparing for the Seniors Christmas Party, and food boxes.
  - Organized Christmas decorating for St. Mary's Church
  - Annual Souris Christmas Parade
- **Administrative & Community Support**
  - Provided a letter of support for the Souris and Area Wildlife Association for their Provincial Climate Challenge Fund application
  - Ongoing discussions with staff, council, and members of the public
- **Staff Appreciation**
  - Thank you to all the staff for their tremendous dedication to their busy jobs. We appreciate each one of you for everything you do.

❖ **Merry Christmas and Happy Holidays to all!**

#### **Deputy Mayor Boyd Leard**

- Special Town Council Meeting Nov 26<sup>th</sup>

### **Kim Outhouse**

- November 12 - EKSP AGM
- November 19 - Community Meal Volunteer
- November 21 - Souris Fire Dept Dinner
- November 26 - Special Council Mtg
- Met with Michelle Beaton;
- and had various conversations/did volunteer work with community and members

### **Stephanie Mitsuk**

- November 11- attended Remembrance Day service
- November 12- attended eastern kings Sportsplex AGM
- November 19- 15th community dinner
- November 19- SHAI finance meeting
- November 21- attended firemen's dinner
- November 26- special council meeting
- November 27- SHAI board meeting
- December 8 - attended a meeting for a drought contingency plan
- Planning continues for the drive through food drive which was postponed due to weather to December 10 from 6-8pm
- Gateway Park questionnaires have been sent out to tenants. Plans are being made to sit and review lease contracts.
- HR correspondence and various conversations with residents, town staff and council.

### **Curtis Laybolt**

- November 11- attended Remembrance Day service
- November 12- attended eastern kings Sportsplex AGM
- November 19- attended the community dinner
- November 21- attended firemen's dinner
- November 26- special council meeting
- Lions' meetings and other Lions activities.
- Various correspondence with council members and public.

### **David Jenkins**

- Attended Remembrance Day Services
- Attended Silver Threads meeting
- Attended Planning Advisory Board meeting
- Attended Lions Club meeting
- Attended Town Tree Lighting Ceremony
- Attended Community meal at French School
- Attended Special Council meeting Nov 26th.
- Attended EK. Learning Centre Teddy Bear Parade at Sportsplex
- Traffic Control for Christmas Parade

**Rebecca MacPhee**

- November 12 - EKSP AGM
- November 19 - Community Meal Volunteer
- November 21 - Souris Fire Dept Dinner
- November 26 - Special meeting
- December 1 - attended Tree Lighting
- December 2 - Helped with Kids Christmas event
- December 8 - Regular Council Meeting
- Finalizing Community Consultative Group for Policing and plan on a January meeting.
- Various correspondence with the public, staff, Mayor and Council

**T. 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!*



AGENDA Prepared by:  
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