



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

Regular Monthly Meeting

Monday, January 12, 2026 @ 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 called the meeting to order with a quorum and read Land Acknowledgement at 7:00pm.
-All Town Council were present.

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. Leard and seconded by C. Jenkins to approve the Agenda with the additions listed in 2.2. All in favour. Motion carried.

2.2 Additions to Agenda

- **Proposal and quote for new Signage from TechnoMedia**
- **Request from Topsy Farmer to sponsor Topsy Idol Event**

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 Outhouse declared conflict with Item V and Addition for Topsy Idol Event
Councillor MacPhee declared conflict with Item W

D. Approval of Minutes – December 9, 2025 Council meeting.

MOTION by C. Outhouse and seconded by C. Mitsuk to approve the Minutes of December 9, 2025 meeting. No errors or omissions noted. All in favour. Motion carried.

Presentations:**E. Monthly RCMP Report – December 2025**

RCMP report was reviewed by Mike Robinson. Traffic tickets were top of the list. Kings District seen a total of 539 calls – about 37 of those were in the Town of Souris.

Mayor asked about safety for school buses and students when stopping along the highway as she was witness to a driver going through the lights (it was reported).

MOTION by C. Outhouse and seconded by C. Laybolt to approve the RCMP report as presented. All in favour. Motion carried.

Business and Updates arising from previous meetings:**F. Upgrades, Renovation to Eastern Kings Sportsplex**

CBCL has been contacted and asked to provide a quote for preparing RFP for renovations to bowling lane space. They are preparing a proposed scope of work and cost. Following up next week for further discussion.

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).

- Council agreed on December 9th meeting to cover this cost.
- Brian has requested a team's virtual meeting with CBCL to discuss further. Date/time still to be determined.

Gateway Park Tenants/Upcoming Season

- An end of season questionnaire/survey has been sent to each of the tenants as discussed.
- We have confirmed one of the Shops will be available and possibly one of the Food Truck spaces. CAO will know for sure by Monday's meeting. **Confirmed Lola's Food Truck will not be returning in 2026.**

- Council reps for Gateway Park met to review survey responses, lease terms, available spaces and seasonal rates. It was decided to remove the ‘non-compete’ clause from the proposals. Council will still have discretion in considering proposals.

If approved by Council CAO will post for expressions of interest/proposals for spaces available for 2026 Season. Draft post prepared for review.

MOTION by C. Mitsuk and seconded by C. Outhouse to post EOI for the spaces available as drafted. Deadline to submit will be March 6, 2026. All in favour. Motion carried.

- Town Website – should add a “FISH” icon on the homepage that brings people to Souris Beach Gateway Park.

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

- Considerations for 2026 season.
- A Draft Expression of Interest attached for review.

MOTION by C. Outhouse and seconded by C. Laybolt to post the EOI for the E-Bike rentals as drafted. Deadline to submit will be March 6, 2026. All in favour. Motion carried.

Financial Information/Updates/Approvals Required

I. General Account Budget Update – December 2025 *for information only.*

J. Water & Sewer Utility Account Budget update – December 2025 *for information only.*

K. Town of Souris – General Account Payables \$ _____ to be approved – as of Jan 9, 2026

L. Town of Souris – Sewer & Water Utility Payables \$ _____ to be approved– as of Jan 9, 2026.

M. General Account & Water Sewer Account Cheques issued during the month of December 2025. – *for information only.*

N. 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 nine months into this fiscal year which means we are more than the half-way point.*

- Further discussion required on Streets, Policing and Tax Rates.
- 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. Maintenance Department feels this would be possible as we could connect to the power at the E-Bike building.
- Lights in the Sportsplex Parking lot have been repaired.

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.
- Town Council discussed and agreed to add two new property tax codes. **1.** Non-commercial, non-

resident. and 2. Non-commercial, multi-unit (3 or more units) This information and copy of meeting minutes was provided to the provincial taxation department prior to the December 31, 2025 deadline.

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

A **PUBLIC BUDGET MEETING** is scheduled for **Monday, January 19, 2026, 6:00pm** at the Eastern Kings Sportsplex.

The meeting will be formatted similar to last year but there should be a preamble prepared to explain a bit about the budget. Mention items that were suggested last year.

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:

O. Application to Operate a Business in the Town of Souris.

Application from Barry Malone for Malone Law Professional Corp to open an office in Souris above Canada Post at 90 Main Street, Souris. PID 101519. Further details available on application.

MOTION by C. Mitsuk and seconded by C. Outhouse to approve the application to operate a business in the Town of Souris by Barry Malone of Malone Law Professional Corp. as per details of the application. All in favour. Motion carried.

Bylaws & Procedures:

P. Council Committees VS Committee of Council

CAO to contact Municipal Affairs for direction on this.

Q. Dangerous, Hazardous and Unsightly Premises

21 High Street – Unsightly Notice:

- A legal notice “Clean Up Order” was issued in October 2025
- 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. Request from Souris Striders Ski Club for financial support.

MOTION by C. Outhouse and seconded by C. MacPhee to provide a \$1,000 donation to Souris Striders. This will be used to cover memberships for youth under 18. C. Outhouse allowed for this donation in Recreation Budget. All in favour. Motion carried.

S. Sponsorship Request from Eastern Kings 55+ Winter Games in Souris January 17-24

MOTION by C. Outhouse and seconded by C. Mitsuk to approve a donation of \$300 to the Eastern Kings 55+ Winter Games to be held later this month. All in favour. Motion carried.

T. Request from Eastern Kings Sportsplex to help with 2025-2026 Insurance costs

MOTION by C. Mitsuk and seconded by C. Laybolt that we table this request till February and request updated financial statements from EKSP including Budget. *CAO confirmed Insurance is currently up to date, this would only be payable to the Town.* All in favour. Motion carried.

U. Request from Women's Winter Wellness Group

MOTION C. Jenkins and seconded by C. MacPhee that the Town will cover the cost of coffee/team for the 8 weeks of this program for a cost of \$160.00. All in favour. Motion carried.

V. Request from Topsy Farmer's for seasonal street closure or partial street closure of Belle Ave

Discussed by Council. This intersection has been a concern for some time. Especially with sightlines exiting from Belle on to Main and during the busier summer months with ferry Traffic. Considerations would need to be given to impacts on other businesses/residents in the area and how it would affect traffic. Councillor Laybolt and MacPhee are actively trying to set up a meeting with Minister of Transportation to see if they have any suggestions or can provide any help. CAO to respond to Topsy with an update of this discussion and to suggest they also get in touch with local MLA which may help the conversation.

C. Outhouse declared conflict as she is employed by Topsy Farmer and did not participate in the conversation.

W. Request for letter of Support – CUPE 3260

MOTION by C. Mitsuk and seconded by C. Laybolt that the Town should not be involved in any Labour Union negotiations that do not relate to Town business. Doing so could put the Town in conflict. CAO will respond accordingly. All in favour. Motion carried.

C. MacPhee declared conflict as she is a member of this Union and did not participate in the conversation or vote.

ADDED:**Request from Topsy Farmer for sponsorship of Topsy Idol competition happening during the month of January.**

MOTION by C. Mitsuk and seconded by C. MacPhee that the Town donation some Town promo items to be used as prizes for the winners of Topsy Idol. C. Leard expressed his concern over supporting a for-profit business. Vote taken 4 in favour, C. Leard not in favour. Motion carried.

C. Outhouse declared conflict as she is employed by Topsy Farmer and did not participate in the conversation or vote.

Proposal and quote for new Signage from TechnoMedia

MOTION by C. Outhouse and seconded by C. Laybolt that we move forward with these signs as proposed. C. Outhouse has done a great deal of work putting these together and the proposed cost fits within current budget. A quote was provided from TechnoMedia that includes photos of new signs. All in favour. Motion carried.

ITEMS CARRIED FORWARD FOR UPDATE OR THAT ARE STILL PENDING, DISCUSSION**SeaRoots Alliance Update**

The Feasibility Study has been completed. SeaRoots Alliance is planning a roundtable later this month to review and discuss the findings.

MOTION by C. Mitsuk and seconded by C. Laybolt to schedule a CLOSED meeting to discuss this Feasibility Study. **January 14, 2026 at 6:30pm**. This will be a closed meeting due to the fact that the Feasibility Study has not yet been made public by SeaRoots. All in favour. Motion carried.

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 completed of the Water tank to ensure nothing had been missed., CBCL has the results of that inspection and are working on finalizing the 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 10th. No changes to the scope of work, just potential for more funding.

Most recent response in request for an update received Jan 9, 2026. . . . *Senior Management have met regarding CHIF Projects; however, no decisions have been made. We are hopeful to get a decision soon for provincial approvals, and if approved then it goes for federal approval.*

TREE GRANTS –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, Tug-of-War organizers as well as Jill & Mark MacCormack.
- CAO will ask David MacAulay if he would consider helping the Town create a site plan for Event Space.

CBCL completed an assessment of Town owned buildings.

This report will be helpful when looking forward to budgeting purposes.

CAO has received quotes from local provider to replace rain gutters for properties noted in this report. Town Hall, Fire Hall, and Matthew McLean Bldg. Quotes attached for budget purposes.

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.

Jeannie has been working on revamping the registration form so that it all online and designing it so that once a particular day or option is filled it will show as unavailable.

MOTION by C. Outhouse and seconded by C. Laybolt that we donate \$1,600 from Summer Camp profit 2025 to SRS for use of the school. All in favour. Motion carried.

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 3rd 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.

Active Transportation Fund

- RFP has been awarded to MRSB
- Initial kick-off meeting was held Dec 18th (virtual)
- Site visit took place Jan 8th.
- CAO to request update that can be shared with the public at our budget meeting.

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 10th meeting.
- Full application was submitted prior to December 12, 2025 deadline.
- It is expected review and decision will take four to six months.

Additional Discussion Requests:

- **Matthew & McLean spaces**
 - C. Outhouse asked, could second floor storage room be made rentable?
 - Visitor Information Centre – C. Outhouse suggested asking them to move into Museum Space, that would free up Main Street facing space for something else. PEI Museums potentially to do something at the Historium.

- **6 Hebrew (Old Town Garage)**
 - C. Outhouse asked - Could the existing building be moved?
- **Current Fire Hall**
 - C. Outhouse heard from Firefighters that they would like to free up some space in the firehall. Could any trucks be stored off site? And if so, where? Discussed at one time making doors wider, and/or building an extension. C. Leard will talk to Fire Dept at their next meeting.

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

COUNCIL REPORTS:

MAYOR JOANNE DUNPHY ~ MAYOR'S REPORT

I hope everyone had a wonderful Christmas and holiday season. As we are already nearly two weeks into January, it is clear that there is a great deal of important work ahead as we move forward into the new year.

Council and Administrative Operations

Town staff and Council continue to be actively engaged in the detailed work of multiple ongoing and upcoming projects. Through a strong, collaborative approach, staff and Council are working closely together as preparations begin for the 2026–2027 municipal budget.

This is a critical planning period, and residents are encouraged to bring forward any key projects or priorities they would like Council to consider. Community input is essential to ensuring that future investments reflect the needs and expectations of our residents.

Community Events and Engagement

Attended and assisted with decorating for the Seniors Lions Club Christmas Party.

Attended a Lions Club meeting.

Attended the New Year's Day Levee, which was very well attended by residents. Hot chocolate and hot dogs were served and thoroughly enjoyed. Bingo was once again a great hit, with many families and children participating and having fun. Sincere thanks are extended to all volunteers, members of Council, and Town staff who assisted with and organized the event, including those who worked on a holiday to ensure its success.

Planning, Recreation, and Active Transportation

Participated in a Teams meeting regarding the Active Transportation Plan.

Attended a meeting with MRSB and Coles to further discuss the Active Transportation Plan

Gateway Park 2026 Season

Attended a meeting regarding Gateway Park

Town of Souris Events

Met with the Events Coordinator to discuss upcoming community events, including planning for Family Day.

Communications and Media

Participated in an interview with The Graphic.

Health, Housing, and Workforce Sustainability

Held discussions with Health officials regarding housing needs for incoming workers for the hospital and manor.

Housing

Met with our MLA, Hon. Robin Croucher, to discuss the ongoing issue of two vacant RCMP homes in Souris, which have remained unoccupied for many years despite a significant housing shortage in the community.

Spoke with many residents in Souris and surrounding areas to explore opportunities to help address the vacancy of homes for incoming workers.

Housing is Critical

The housing situation in the Town of Souris remains critical. Adequate housing is essential to attract and retain workers, support families, and sustain vital services within our community. Council will continue to advocate strongly and work collaboratively with residents and provincial partners and federal counterparts to pursue solutions to this pressing issue.

Additionally,

- Helped with Lions Club Christmas Box Campaign. Wrapped toys, helped with delivery. The entire program is very well organized.
- Active Transportation Study meetings
- Housing is in serious need for our community – talked with employers in the area, MLA, MP, etc.

DEPUTY MAYOR BOYD LEARD

- Teams meeting with MRSB for AT Study
- Several discussions with citizens

COUNCILLOR KIM OUTHOUSE

- December 8th council meeting
- December 10 - Food Drive helper
- December 18th-Active Transportation Plan Project Initiation Call (Virtual)
- January 8- Active Transportation Plan Project Meeting & Site Visits
- Sign project emails with Technomedia, Wheels project meeting with Bonus Design Co & 7 Heads
- Potentially an event to be held June 21st at the SkatePark involving 7 Heads.
- Other various correspondence and meetings with council, staff, and constituents

COUNCILLOR STEPHANIE MITSUK

- December 8 - Drought contingency information meeting
- December 10 - 1st Annual TOS Food Drive – thanks to all who helped, decorated, special mention to Souris Fire Department for their participation.
- December 16 - SHAI finance & board meeting
- January 7 - Gateway Park meeting
- Various correspondence with town staff, council and public.

COUNCILLOR CURTIS LAYBOLT

- December 9th Council meeting
- December 17th worked on Lions Christmas boxes
- December 18th Lions meeting
- December 19th worked on Lions Christmas boxes
- December 23rd delivered Lions Christmas boxes
- January 1st Souris Town Levee
- January 5th Policing Community Consultative Group meeting

COUNCILLOR DAVID JENKINS

- Attended Lions Club Meetings
- Participated in the Lions Christmas Box Delivery
- Attended Seniors Christmas Dinner
- Attended Seniors Meeting
- Unable to partake in Levee due to illness
- Attended Town Hall to sign cheques
- Participated in Lions Club annual Seniors Christmas Party at the Souris Legion where 99 seniors attended.
- Arranged for volunteers for Salvation Army Kettle Program. Silver Threads Club will take this on in 2026.

COUNCILLOR REBECCA MACPHEE

- December 10 - Food Drive helper
- December 18 - meeting with “Growcer” regarding LiveWell Grant
- January 5 - Policing Community Consultative Group meeting
- January 12 - Regular council meeting
- *Various correspondence with the public, staff, Mayor and Council*

X. ADJOURNMENT

MOTION by C. Mitsuk to adjourn the meeting.

MINUTES Prepared by:
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