



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

Regular Monthly Meeting

Monday, March 9, 2026 @ 6:30pm

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

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 meeting to order with a quorum. All Council were present. Also in attendance: Judy Burke and Joanne Chisholm from Show Hall Foundation, Wes, Cody and Jason for revamp of Wheels Skatepark, Liz Chaisson, Kyle from Graphic.

B. Agenda

2.1 Approval of Agenda

MOTION by C. Leard and seconded by C. Mitsuk 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 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 was declared.

D. Approval of Minutes – February 9, 2026 & Feb 24, 2026 Council meetings.

MOTION by C. Mitsuk and seconded by C. Outhouse to approve the Minutes of February 9, 2026 and February 24, 2026 Council meetings as prepared by CAO. No errors or omissions noted. All in favour. Motion carried.

Presentations:

E. Monthly RCMP Report – February 2026

F. Souris Show Hall Foundation - Presentation

Judy Burke and Joanne Chisholm presented to Council. The Souris Show Hall is requesting financial support from the Town of Souris in the amount of \$10,000. Ms. Burke highlighted what has been done to date as well as what they are working on to continue to grow and enhance the Souris Show Hall. They continue to work with local businesses and organizations. Host events for all ages. They'd like to be a part in the youth summer camp by offering activities. The Children's Festival was a success last year and is planned again for this year. They are continually applying for government grants and funding. They truly believe the Souris Show Hall to be a 'gem' for our area and for the Island.

Council thanked Ms. Burke and Ms. Chisholm for their presentation and for all the work their group has been doing and advised them their request for funding will be considered as part of the upcoming budget preparations.

G. Skatepark "Wheels" Project - Presentation

Jason Shaw, along with Wes & Cody Sturge of Seven Heads presented their plans to revamp and enhance the "Wheels Skatepark". Their plan is to bring new life to the park. Add murals and graphics, new signage/banners. They also plan to include some background on the original "Wheels" group. The cost for their plans is estimated to be \$10,000. The work is to be completed by June 21st which is "Go Skate Day" and an event will be planned for a re-opening.

MOTION by C. Outhouse and seconded by C. MacPhee to approve \$10,000 for this project from the Recreation Budget to enhance and revitalize the Skatepark. All in favour. Motion carried.

Business and Updates arising from previous meetings:

H. 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.

CBCL is planning a site visit Friday, March 13th.

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

- Updated drawing created by CBCL has been submitted to Department of Environment for review. Copy attached. This is very preliminary just to see if Environment will consider the project – more detailed drawings would be required for construction, funding, etc.
- Brian Deveau has submitted preliminary drawings for review by Department of Environment. To date no response has been received. CAO spoke with Brian Mar 6th.

Gateway Park Tenants/Upcoming Season

- Expressions of Interest were posted. Deadline to submit is March 6, 2026
 - 3 proposals were received for Food Truck Space. Copies provided to Council.
 - 0 proposals received for building. We can re-advertise.

MOTION by C. Mitsuk and seconded by C. Outhouse to offer the Food Truck Space to Charley's Takeout. All three proposals were good making this a difficult decision. C. Outhouse wondered if there is potential for an additional food truck space near the Farmer's Market/E-Bike. CAO to inquire on costs that would be associated. All in favour. Motion carried.

J. E-Bike Project – Expressions of Interest for potential operator/business opportunities.

- Expressions of Interest were posted. Deadline to submit is March 6, 2026
 - No EOI received at submission deadline.

Financial Information/Updates/Approvals Required

K. General Account Budget Update – February 2026 *for information only.*

L. Water & Sewer Utility Account Budget update – February 2026 *for information only.*

M. Town of Souris – General Account Payables \$ 757.27 to be approved – as of March 6, 2026

MOTION by C. Mitsuk and seconded by C. Jenkins to approve the payables as listed in the amount of \$757.27. All in favour. Motion carried.

N. Town of Souris – Sewer & Water Utility Payables \$0.00 to be approved– as of March 6, 2026.

O. General Account & Water Sewer Account Cheques issued during the month of February 2026. –
for information only.

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.

- 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.

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.~~

Unfortunately, the weather did not cooperate for this planned public meeting; two Mondays in a row it stormed. Alternatively, Town Council is considering asking for feedback via an online survey. Questions provided on draft were agreed upon. A note was added to the survey that 2026 is Municipal Election Year. Note also added to provide a list of current council and their portfolios. CAO to provide a summary of responses.

Budget Meeting Schedule – Must be completed by March 30th.

- **Session to review individual departments – meeting held February 24, 2026**
- **Meeting to review the compiled draft budget – Draft to be reviewed March 9, 2026**
- **Meeting for final approval – Approval of Budget scheduled for March 23, 2026 @ 6:30pm.**

Discussion/Changes Re DRAFT Budget Review:

- Recreation Director. Should the Town consider hiring one. Possibly could be done in conjunction with neighbouring communities or the EK Sportsplex. If with the Sportsplex it could provide year-round activities. As discussed during the operating agreement, it could be leased seasonally. Flooring on the ice surface would make it safer to use in the off-season for volleyball, pickleball, etc. Council should arrange for a meeting with the Board of Directors to discuss.
- Events/ Recreation – consideration of adding to or changing the position.
- New Phone System at Town Hall. Current system is outdated and we can no longer get parts for it. Admin is looking into options for replacement, but it should be considered in the budget.
- **Fire Department** – it was decided to remove the dress uniform from the budget.
MOTION by C. Mitsuk and seconded by C. Outhouse to Increase the Firemen’s Payroll by \$1. Per call (from \$15 - \$16).
- **ShowHall Request**
MOTION by C. Mitsuk and seconded by C. Outhouse to offer an alternative of the \$10,000 financial contribution requested by the ShowHall in the form of support for a project they are working on. Possibly \$3,500 - \$4,500 towards their mural project, or sponsor some of the new seats they are proposing. Something like this could come from the Economic Development Budget. 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)

- Nothing to report this month.

Development, or other Permits requiring Council approval:

- Q. Julie Lindsay** is requesting a letter of support from Town Council to operate a seasonal tourism rental at 148 Main Street. Souris, PE. PID 101840
MOTION by C. Mitsuk and seconded by C. Outhouse to provide a letter of support to Julie Lindsay to operate a seasonal tourism rental at 148 Main Street. All in favour. Motion carried.

R. Public Clarification is required for the Amendment/Rezoning of PID 102814 and 101741 on Prince Ave to clearly state that in addition to the amendment from its current zoning category of M1 Industrial to R3 Mixed-Density Residential, it will **ALSO** include an amendment to Town of Souris Official Plan **Future Land Use Map** from Industrial to Residential.

First reading was made by Council for these amendments on February 9, 2026 at Town Council Meeting. A second reading is required. - must be read and approved – two motions.

MOTION to give second reading to Bylaw 2025-03 by C. Mitsuk and seconded by C. MacPhee. All in favour. Motion carried. Copy of Resolution read for Bylaw 2025-03 attached to these minutes.

MOTION by C. Mitsuk and seconded by C. MacPhee to Approve Bylaw 2025-03 upon this second reading. All in favour. Motion carried.

Bylaws & Procedures:

S. Council Committees VS Committee of Council

CAO spoke with Municipal Affairs for direction on this. Does Council want to implement a second meeting per month? And if so, when and how will it be formatted?

Municipal Affairs basically stated it would be up to Council to determine when it meets and to amend the procedural bylaw to specify the details. They suggested changing the format this close to the end of a term might not be ideal.

Council suggested the 2nd and 4th Monday of each month. With the 2nd Monday for information/discussion and the 4th Monday for deciding. Maybe financials could be the exception if something needs to be paid in a timely manner. A format for the agenda would need to be determined, how far in advance items must be added to the agenda, etc. If keeping committees, each committee chair/co-chair could provide any updates.

T. Dangerous, Hazardous and Unsightly Premises

21 High Street – Unsightly Notice:

- A legal notice “Clean Up Order” was issued in October 2025
- Bylaw Officer has since notified the owner that the property is still not in compliance with the bylaw. Some cleanup was undertaken. Further action to be taken.
- CAO will request Bylaw Officer monitor the property as the snow clears and advise measures to be taken to bring the property into compliance.

New Business, Correspondence, Requests and/or Additions:

U. Request from Ringmasters Ringette Team

MOTION by C. Outhouse and seconded by C. Mitsuk to provide a \$25 donation to each of two players identified in this request to help with costs. All in favour. Motion carried.

V. Request from Transportation East for continued sponsorship.

MOTION by C. Mitsuk and seconded by C. Laybolt to continue this sponsorship for Transportation East in the amount of \$500. This is a great service being offered in the area. All in favour. Motion carried.

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

Carried over from January meeting. Requested additional information from EKSP. At the time of this meeting the information requested was still not received.

MOTION by C. Mitsuk and seconded by C. Laybolt that the request for support be denied as information requested as per new operating agreement was not made available. All in favour. Motion carried.

X. Battle of the Atlantic Celebration 2026

- Received an official invitation to host this event in Souris. Further information will be available with details.

Y. NHL Legends Tour

- Requested input from North Rustico and Tignish where the tour was held recently.

It was suggested that this invitation to host NHL Legends Tour be forwarded to the Eastern Kings Sportsplex. If to be held here, it really should be them hosting it. The Town could offer support and help.

Z. Commemorative Plaque on Town Hall

- Consideration of the status of the Plaque that was placed July 15, 1989, to commemorate the restoration of the Souris Town Hall. – picture attached.

With the recent news of Prince Andrew facing severe legal and social ramifications due to suspicion of misconduct in public office and being stripped of his royal titles it was decided that the plaque should be removed or covered. CAO to investigate options.

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

SeaRoots Alliance Update

- The Feasibility Study has been completed. Town Council responded with concerns. Town Council met with SeaRoots January 29th. Council attended roundtable discussion with other stakeholders Saturday, January 31st. A request from SeaRoots for a Yes or No on the site was tabled at the February 9th Council meeting pending further information and consultation. Council met again with members of SeaRoots February 18th at SRS. Council attended SeaRoots Public meeting March 4, 2026.
- Further discussion required.

MOTION by C. Laybolt seconded by C. Mitsuk that the Town responds to SeaRoots with a No (at this time) for the site as proposed. Further investigation including an actual structural analysis of the Sportsplex should be done before the Town can agree to give it away or demolish it. Options for the existing Sportsplex were to be included in the Feasibility Study recently, but none were provided. Vote taken – 5 in favour, C. Laybolt, Leard, Outhouse, Mitsuk, Jenkins. and 1 – Opposed, C. MacPhee Motion carried.

New Fire Hall Update & Next Steps

- CAO has nothing further to report.

Water Tank Restoration – CCBF

- CAO and Maintenance department met with CBCL February 13th to review specs.
- Revised specs received from CBCL for review by Maintenance department March 2nd.

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.*

MP Kent MacDonald has received a copy of this application so if and when it reaches the Federal level he will be aware.

Nothing further to report.

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.
- David MacAulay has agreed to assist with creating a site plan and is willing to meet with all stakeholders for input. Meeting date to be determined.

TRAFFIC CONCERNS 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. In addition to this, there is a request on the table from Topsy Farmers to close a section of Belle Avenue during the summer months. Council committed to further investigation at January's meeting.

- Another email was sent to the Dept of Transportation requesting input and support. There is a newly appointed Minister of Transportation, hopefully this file will be carried forward.

A public meeting was scheduled for March 30, 2026 at 6:30pm for Council to hear public input on Belle Ave. C. Jenkins will see if we can book the Silver Threads Club for this meeting. Once location is confirmed, CAO will send notices to residents in the area and post publicly on the Town's Website.

Enhancing our Souris Youth Summer Camp.

Jeannie has revamped the registration form so that it will be all online and designing it so that once a particular day or option is filled it will show as unavailable. Wage subsidy applications have been submitted to hire students to run the camp. Minimum of 4 will be required to keep the numbers we had last summer, having a fifth person would be even better.

Councillor MacPhee identified a potential funding source through the Provincial Mentorship Program. Upon inquiry into this program, it is noted that the person must be hired for 52 weeks, they must have

graduated within the last 5 years, the position must be in relation to their field of study, and if approved the program will pay 50% of the wages up to \$25. per hour.

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.

A meeting with potential land developers has been requested in plans to be ready to apply to this fund by the 3rd Friday in March.

No meeting with land developers has been secured to date. CAO will try to make contact again.

ACTIVE TRANSPORTATION STUDY

- RFP has been awarded to MRSB
- Initial kick-off meeting was held Dec 18th (virtual)
- Site visit took place Jan 8th.
- Survey has been launched online. Please share to encourage folks to participate.
- MRSB has set up a Teams meeting for March 10th at 6:30pm to review with Town Council “what they’ve heard” from the study and plan for Public Meeting to be held March 12th at 6:30pm at SRS.

C. Laybolt asked for summary of AT Funding to see what else we can get in place by this summer.

COUNCIL REPORTS:

MAYOR JOANNE DUNPHY ~ MAYOR’S REPORT

During this time, I continued to work with Council, staff, community organizations, and residents on matters related to municipal operations, budgeting, and community initiatives.

Meetings and Activities

Budget Meetings

Participated in budget meetings with various committees, including discussions related to the Fire Department budget, to review priorities, operational needs, and financial planning for the Town’s upcoming budget.

SeaGlass Meeting

Attended a SeaGlass meeting to discuss ongoing planning and opportunities related to this important community and tourism initiative.

Lions Club Volunteer Meeting

Attended a Lions Club volunteer meeting and had discussions with members regarding community initiatives and the important role volunteers play in supporting events and programs in Souris.

Community and Municipal Engagement

Continued regular conversations with Town staff, members of Council, and residents regarding municipal matters, community concerns, and opportunities to support the continued growth and well-being of the Town of Souris.

Closing

I would like to acknowledge and thank our Town staff and members of Council for their continued dedication and commitment to the Town of Souris. Working together, we continue to support and strengthen our community.”

DEPUTY MAYOR BOYD LEARD

- Feb 18 – SeaRoots Alliance Meeting
- Feb 24 – Council Budget Meeting
- Mar 4 – Public Meeting Wellness Centre - SeaRoots

COUNCILLOR KIM OUTHOUSE

- Feb 12 - CBC interview
- Feb 18 - SeaRoots Meeting
- Feb 24 - Council Budget Meeting
- Mar 4 - SeaRoots Meeting

COUNCILLOR STEPHANIE MITSUK

- February 17 - budget gathering information session for W&S
- February 18 - Meeting with SeaRoots
- February 18 - SHAI finance meeting
- February 19 - budget gathering information session with Events and other portfolios
- February 23 - HR meeting
- February 24 - pre-budget public meeting
- February 25 - SHAI board meeting
- Regatta planning
- Various conversations with town staff/council/Mayor and town residents

COUNCILLOR CURTIS LAYBOLT

- February 18 - meeting with SeaRoots Alliance
- February 24 - council budget meeting
- March 4 - attended public meeting hosted by SeaRoots
- March 9 - regular council meeting
- Various Lions meetings
- 65th Surprise Birthday Celebrations for Dale Laybolt

COUNCILLOR DAVID JENKINS

- Sea Roots meeting Feb.18th. SRS 6:00pm.
- Lions Meeting Feb.19 th.
- Budget meeting Feb.23rd Council Chambers
- Sea Roots public meeting at SRS 6:00 pm.
- Participated in provincial playdowns for cribbage
- Signed cheques at Town Hall on Mar.3rd.
- Attended seniors meeting Mar.18 Silver Threads
- Attended Directors Meeting Feb.26th. Silver Threads
- Attended Grant Committee meeting Feb.26th Silver Threads

COUNCILLOR REBECCA MACPHEE

- February 18 - meeting with SeaRoots Alliance
- February 24 - council budget meeting
- March 4 - attended public land use meeting hosted by PEI Dept. of Land and Environment
- March 4 - attended public meeting hosted by SeaRoots
- March 9 - regular council meeting
- *Various correspondence with the public, staff, Mayor and Council*

AA. ADJOURNMENT

Meeting adjourned at 9:50pm. Motion by C. Mitsuk.

MINUTES Prepared by:
Shelley M. LaVie
Chief Administrative Officer
Town of Souris
town@sourispei.com

Second Reading – Town of Souris Bylaw 2025-03

AS READ AND MOVED BY: Councillor Stephanie Mitsuk

SECONDED BY: Councillor Rebecca MacPhee

A bylaw to amend the Town of Souris Land Use Bylaw 2024-01 and the Official Plan, regarding the rezoning of PID 102814 and PID 101741 on Prince Avenue.

Bylaw 2025-03 proposes to rezone these properties from M1 – Industrial to R3 – Mixed Density Residential, and to redesignate them on the Official Plan Future Land Use Map from Industrial to Residential. These amendments ensure consistency between the Official Plan and the Land Use Bylaw, as required under the Planning Act.

First Reading of this bylaw was completed on February 9, 2026

At this time, I would like to motion that Bylaw 2025-03 (*Copy provided to Council*) be given a second reading. All in favour. Motion approved by a majority of council.

Bylaw 2025-03: A Bylaw to Amend the Town of Souris Land Use Bylaw 2024-01 and Official Plan by rezoning PID 102814 and PID 101741 from M1 – Industrial to R3 – Mixed Density Residential and redesignating the same properties on the Official Plan Future Land Use Map from Industrial to Residential.

Councillor Stephanie Mitsuk motioned, seconded by Councillor Rebecca MacPhee to officially approve Bylaw 2025-03 at this Second Reading given March 9, 2026. All in favour. Motion carried.