



SOURIS TOWN COUNCIL AND  
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

**Council Meeting**  
**Monday, JULY 13, 2026 @ 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 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 along with staff members L Chaisson, MT Halon and a member of the public. Also, a representative from Eastern Graphic.

**B. Agenda**

**2.1 Approval of Agenda**

- **MOTION** by C. Leard and seconded by C. Jenkins to approve the agenda as presented. All in favour. Motion carried.

**2.2 Additions to the Agenda**

- **Addition** requested by C. MacPhee to discuss Not-for-profit organizations.

**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.

- Mayor Dunphy declared conflict on item "O" as it pertains to her personal property.

**D. Approval of Minutes from June 8, 2026, and June 15, 2026, Town Council Meetings.**

- **MOTION** by C. Mitsuk and seconded by C. Curtis to approve the minutes of June 8, 2026, and June 15, 2026, town council meetings as prepared and presented. No errors or omissions noted. All in favour. Motion carried.

## PRESENTATIONS:

### **E. RCMP Report for the month of June.**

- RCMP Representative Adam Robar attended. Review monthly report for June 2026. A resident asked about “no parking” area in front of SRS. Discussion was held on how best to report such incidents. A community consultative group meeting is planned for August 4<sup>th</sup>. It is important to the RCMP that local concerns are heard as they try their best to prioritize.

**MOTION** by C. Laybolt and seconded C. Mitsuk to approve the monthly 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. C. Outhouse and CAO met with Sable Arc May 13, 2026 at the facility and discussed proposed renovations. They are to prepare a scope of work and cost association with preparation of plans and options.

Installation of New Compressors is underway.

- They have requested a change to allow for a small roll-up door for access to the compressor room. CAO has requested additional information including cost.

### **G. Structural or Assessment of Condition of Eastern Kings Sportsplex Building**

Please see attached proposal to complete a Building Condition Assessment of the Eastern Kings Sportsplex as well as a Hazmat for the building to identify any potential hazardous materials which may need to be abated as part of any demolition or retrofit works.

- **A couple of concerns were noted and are to be clarified.** Pg 1 “limited to” and Pg 2 “easily accessible”. Council wants to make sure this won’t limit what is looked at. With a roof that has leaked for several years it is important that “everything” is looked at to ensure there are no hidden damages. CAO to ask CBCL for clarification.

### **H. Proposed Signage for Main Street – downtown core. Lobster/Mouse Design. Next steps.**

- **MOTION** by C. Mitsuk and seconded by C. Laybolt that we purchase one 8’ Mouse sign (double sided) to promote downtown core businesses as per quote received from Rollo Bay Metal Works. All in favour. Motion carried.

### **I. Potential for pathway for Farmer’s Market for improved accessibility. Potential funding opportunity.**

- **MOTION** by C. Outhouse and seconded by C. Laybolt that the Town of Souris submit a funding application to the “New Horizons” fund with a deadline of July 14, 2026 for improved accessibility to our market by installing an asphalt walkway throughout. Letters of support to be requested from local groups. All in favour. Motion carried.

## **FINANCIAL INFORMATION/UPDATES/APPROVALS REQUIRED**

**J. General Account Budget Update – June 2026** for information only

**K. Water & Sewer Utility Account Budget update – June 2026** for information only

**L. Town of Souris – General Account Payables \$4,441.79 to be approved – as of July 10, 2026**

- **MOTION** by C. Mitsuk and seconded by C. MacPhee to approve the general account payables of \$4,441.79 as per list provided. All in favour. Motion carried.

**M. Town of Souris – Sewer & Water Utility Payables \$359.35 to be approved– as of July 10, 2026**

- **MOTION** by C. Mitsuk and seconded by C. MacPhee to approve the sewer & water utility payables of \$359.35 as per the list provided. All in favour. Motion carried.

**N. General Account & Water Sewer Account Cheques issued during the month of June 2026.** – for information only

## **2027-28 BUDGET PLANNING ~ for Fiscal Period of April 1, 2027 – March 31, 2028**

2026-27 Town of Souris Operating and Capital Budget was approved March 23, 2026.

2025-26 Year End Audit took place June 3 – 4, 2026 with MRSB – additional off-site work over the next few weeks will conclude that process. Expectation will be for audited statements to be presented in August. A preliminary or Draft will be available prior to public presentation.

## **DEVELOPMENT – FOR COUNCIL INFORMATION:**

Approved by development officer as per section 1.6 of our Land Use Bylaw.

Development Applications issued or under review:

- 49 LaVie Ave., 16' addition to existing building (JJ Chaisson)
- 21 High Street, 14'x27 Accessory Structure (C. Gregory)
- 10 Beach Ave., for an addition to house and an addition to the existing garage. These additions will create a connection between these two structures. House and garage will be attached. (C. Chapman)
- 148 Main Street, fence over 4' high (A. Sinclair)

## **DEVELOPMENT, OR OTHER PERMITS REQUIRING COUNCIL APPROVAL:**

**O. Development application from Charles Dunphy for a 40'x30' (1,200 sq.ft.) Private Garage at 37 Chapel Ave.**

For development of an accessory structure over 1,000 sq ft approval by Town Council is required.

As proposed in the application submitted this development meets the specifications for minimum setbacks, and maximum lot coverage as per the Town's Land Use Bylaw for its current zoning of R1.

- **MOTION** by C. Laybolt and seconded by C. Mitsuk to approve the development application for Charles Dunphy to develop a 40' x 30' accessory structure on their property at 37 Chapel Ave. All in favour. *(Mayor abstained from vote due to conflict declared)* Motion carried.

## **BYLAWS & PROCEDURES:**

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

Council met April 29, 2026, to discuss further. It was decided at that meeting to proceed with making the change to town's procedural bylaw to move from Council Committees to the Committee of Council structure. Draft attached.

### **Unightly & Dangerous Premises**

Various properties have received notices. Some have taken action, others have not. CAO requested proposal for dedicated legal representation. Attached for council review.

## **NEW BUSINESS, CORRESPONDENCE, REQUESTS AND/OR ADDITIONS:**

### **Q. Request from Eastern Kings Early Learning Academy**

- **MOTION** by C. Laybolt and seconded by C. Jenkins that we approve this request from EK Early Learning Academy to loan them some of our yard games and tents for their upcoming family day social event. All in favour. Motion carried.

### **R. Request for Budget to restore existing Murals around the Town.**

- **MOTION** by C. Laybolt and seconded by C. MacPhee to approve using \$1,000 each (\$2,000) of Economic Development Budget to restore two murals. Located at SHAI and Souris Petro Canada. Restoration to be done by original artist Lorraine Hennessey. All in favour. Motion carried.

### **S. Request from Farmer's Market to purchase new Feather Flags and stipend to be paid to EK Sportsplex for use of public washrooms during the market.**

- **MOTION** by C. Mitsuk and seconded by C. Laybolt that we pay \$500 to EK Sportsplex for the use of public washrooms during the Farmers Market. This is to offset their costs of cleaning and supplies. And to purchase new feather flags. Based on proposed revenue generated from vendor registrations and other costs – these cost will be covered by the market. The flags will be considered a capital purchase. All in favour. Motion carried.

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

### **SeaRoots Alliance**

- The latest correspondence was a request for information on another potential site. CAO provided SeaRoots with the requirements and considerations based on Town of Souris' Land Use Bylaw.

**New Fire Hall Update & Next Steps** • Following a recent conversation with our mayor MP MacDonald has indicated a funding portal through the Federal Government is expected to be available in the coming weeks. • Council to discuss if another municipal service could be included in the plan for a new Fire Hall.

Council met June 15<sup>th</sup> to discuss further. It was determined that services required for Emergency Measures Operations would be a good fit with a new Fire Hall. CAO has asked CBCL to update the costing provided to a Class "C" estimate as required by the federal funding program.

- Further discussion. CBCL is working on updating to a Class C estimate. Has Island EMS been contacted to see if they would be interested in being a tenant within a new Fire Hall? Initial contact should be made at the executive level. Mayor/Council and Owner/Management. Then, if they are interested we can involve design team.

### **Water Tank Restoration – CCBF**

- Phase I has been awarded to Chapman Bros. Const. This will include the water bypass line installation and fencing.
- Phase II will be ready to go out for tender soon. It will include the actual restoration of the water tank.

### **CHIF Canada Housing Infrastructure Funding**

Our Funding application was approved for a proposed new subdivision. Official announcement of this funding was made July 2, 2026. Mayor and CAO have signed the funding agreement.

Next steps will involve design of the subdivision. Review by Planning Advisory Board and Town Council.

Environmental requirements and Duty to consult steps have been initiated by CBCL.

Also, development of a legal agreement between developers and the Town to address financial responsibilities.

### **Event Grounds at 20 Lea Crane Boulevard**

An idea that was brought forth by C. Outhouse during past Council discussion to upgrade the old Exhibition Grounds into a space that could be used for community events. - A meeting was held with various Stakeholders May 27, 2026. Including: Municipal Staff, EK Exhibition, Tug of War, Mark MacCormack, Souris Regatta, ATV Club and David MacAulay. Many great ideas were shared. David is working on a preliminary plan.

Some bigger ideas may take some time and money; but it was determined that some things could be done now to make some improvements for this season. Including: General Event grounds cleanup, bleacher repair & paint, building repair and paint, fence repair & paint, new fence and pad improvements.

### **TRAFFIC CONCERNS**

Belle Ave/Main Street Intersection and other traffic concerns.

A public meeting was held March 30th to hear concerns from the public regarding Belle Ave. A summary of responses received are attached. Cement barriers with flower boxes were placed in front of 120 Main to clearly identify this space as no parking. No Parking signs have been ordered from Sign Shop. Further discussion.

### **ACTIVE TRANSPORTATION STUDY/FUNDING**

- Final Report has been supplied to Town Council.
- AT Committee to meet to decide on balance of funding to be spent. Pricing for shelters, bike racks has been shared. Potentially signage for trails to be considered.
- DriftScape App for Active Transportation. Further discussion and decisions required.
  - It was decided that "Driftscape" would be moved forward for consideration in 2027 Budget.
  - Further discussion meeting for AT Fund – July 21, 2026 at 11:00am. What to use the balance of the funding for.

**Agreement between Town of Souris & Souris Minor Baseball** (draft shared at May meeting) and Souris Lamplighters Soccer to be shared with organizations for discussion purposes. The intent of the agreements would be to clearly define who is responsible for things. Eg. Maintenance, grass cutting, dugouts, etc.

**Matthew & McLean building** Council did a walk-through May 19, 2026. C. Outhouse has proposed finishing a current unfinished space on the second floor above the Evergreen. CAO has asked David MacAulay if he could prepare a detailed scope of work to request quotes.

**East PEI Ebike Rentals** plan - we should discuss and make a new plan for 2027

## **MAYOR AND COUNCIL REPORTS:**

### **Mayor Joanne Dunphy**

Since our last Council meeting, I have had the opportunity to participate in a number of meetings, events, and initiatives on behalf of the Town of Souris.

I met with members of the media to discuss municipal initiatives, upcoming projects, and community events. These opportunities help keep residents informed about the work being done by Council and staff.

I attended a Driftscape information meeting to learn more about how this platform can help promote Souris as a destination and encourage visitors to explore our businesses, attractions, and beautiful waterfront park.

One of the highlights of the past month was attending the Canada Housing Infrastructure Fund (CHIF) funding announcement. This investment represents an important step forward as we continue to build the infrastructure needed to support future growth and development in our community.

I was pleased to attend the Skateboard Park event and see so many young people and families enjoying the new facility. It was wonderful to celebrate another recreational space that will benefit our community for years to come.

Canada Day was another tremendous success in Souris. Thank you to everyone who volunteered their time and to staff for helping to organize the day's activities and the evening fireworks. It was great to see residents and visitors celebrating together. It was a wonderful day for the Town of Souris.

I attended a Lions Club dinner meeting and appreciated the opportunity to speak on behalf of the Town of Souris. I want to congratulate the Souris Lions Club on their contribution to our community through their many projects they participate in and recognize the many ways the club continues to support our town.

I participated in an e-bike awareness video promoting safe and responsible cycling. As more people enjoy active transportation, education and safety remain important priorities.

I attended the Federation of PEI Municipalities meeting, where municipal leaders discussed issues affecting communities across the province and shared ideas and best practices.

I also participated in an HR meeting to address ongoing administrative and organizational matters that support the effective operation of the Town.

New signage at Gateway Park has been erected which will provide an attractive welcome and information for residents and visitors while using the Gateway Park.

Work is also moved forward on four additional murals. These public art projects will continue to enhance the beauty and character of Souris while celebrating our community's unique identity.

I attended the Souris Regional School graduation ceremony. It was a privilege to congratulate the graduates as they celebrated this important milestone. On behalf of the Town of Souris, I extend my best wishes to each graduate as they begin the next chapter of their journey.

I was honoured to attend and speak at the graduation ceremony at École La-Belle-Cloche, where I had the pleasure of congratulating the graduates on their achievements. It was wonderful to celebrate their success and recognize the dedication and hard work that brought them to this special occasion. I wish all of the graduates continued success in the years ahead.

Throughout the month, I have continued corresponding with Council members, Town staff, residents, businesses, and community organizations on a variety of municipal matters. I appreciate hearing from our residents and value the opportunity to work together on issues that are important to our community.

Thank you to Council, staff, volunteers, and everyone who contributes to making Souris such a wonderful place to live, work, and visit.

### **Deputy Mayor Boyd Leard**

- Special Town Council Meeting June 15
- Fire Department Meeting
- Regular discussions with residents
- Reminder of upcoming Souris & Area Wildlife Lobster Dinner.
- Acknowledged the beautiful service held for our local paramedic Jenna Croucher. The large turnout for the procession was a testament of community support for Jenna's family.

### **Councillor David Jenkins**

- Meals on Wheels (x2)
- 2-hour presentation on Alzheimer's at Silver Threads
- Seniors Directors Meeting – June 15, 11:00 a.m.
- Public meeting at Town Hall for the 2nd reading of the Chapman Development Rezoning
- Attended announcement at Matthew MacLean regarding new development
- Worked Canada Day BBQ at the Park
- Strawberry Social – Silver Threads, July 12
- Attended online meeting regarding Driftscape
- Attended the procession for Jenna's return
- Signed numerous cheques at Town Hall

### **Councillor Rebecca MacPhee**

- June 15 - Special council meeting
- June 21 - Go Skate Day event
- June 22 - Driftscape information meeting
- July 1 - Canada Day Celebration
- July 2 - CHIF announcement
- July 13 - Regular Council Meeting
- \*Various correspondence with the public, staff, Mayor and Council\*

### **Councillor Curtis Laybolt**

- June 15 - Special council meeting
- June 22 - Driftscape information meeting
- July 1 - Canada Day Celebration flipping burgers

- July 13 - Regular Council Meeting
- Lions club meetings and preparing community gardens for the planting season.
- Various correspondence with the public, staff, Mayor and Council

### Councillor Kim Outhouse

- Jun 8- Regular council mtg
- Jun 15- Special council mtg
- Jun 21- Wheels Park event
- Jul 2- CHIF announcement event

- Volunteering & Community Participation:

SMHA President prepared for and held AGM (ongoing season preps and document updates);

Souris Grad 2026 Parent did some decoration & chaperoning for events;

Regatta Festival co-planning, organizing, advertising and fundraising for the weekend;

Various correspondence and communications with constituents and community

- EMO report:

Good meeting regarding new Fire Hall facility and potential additions to it, update?

Council should review and update plan and policy documents and create an inventory/directory or registry of centres (warming or cooling)

- Parks & Recreation report:

Wheels Park- had the dedication ceremony went well, good turnout HUGE thanks to town staff, mayor and council. Prepping & Painting Outdoor Courts (ongoing),

Baseball & Soccer expansion queries (more discussion)

Outdoor Market Path- potential grants/support identified and hopeful town (in partnership?) will submit

Event Grounds- looking for an update on CN Park Gazebo and painting.

Site Signage- looking for an update on these signs and discuss locations.

Clinton Field Shrub/Tree/Brush Clearing update.

### Councillor Stephanie Mitsuk

- June 13 - Volunteer at Points East Lighthouse Run
- June 21 - Go Skate Day event
- June 22 - met with summer camp coordinator
- June 22 - HR meeting
- June 22 - Driftscape information meeting
- June 23 - attended SRS graduation
- June 25 - SHAI board meeting
- July 1 - Canada Day celebrations
- July 7 - assisted with new Gateway park signage
- Lots of Regatta planning, corresponding with town staff, Mayor and council, and chatting with local community members.

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