



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

AGENDA

Regular Monthly Meeting

Monday, May 11, 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

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 – April 13, 2026 & April 29, 2026 Council meetings.

Presentations:

E. Monthly RCMP Report – April 2026

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.

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

Site visit was cancelled due to poor weather.

A new date has been set for May 13, 2026.

Installation of Compressors

With the installation of the new compressors it has been determined the rink will require an upgrade in the main electrical panel. It will need to be increased from a 400 amp to a 600 amp to accommodate the new compressors. This comes at an extra cost of \$63,216.80 plus tax.

Support of Town Council is required to apply to Rural Growth Initiative program to assist with this extra cost. Up to 75% funding is possible.

G. Gateway Park Tenants/Upcoming Season

- Toby's Food Truck – New Food Truck as proposed and approved by Council March 23, 2026
They would like permission to have a small 2nd trailer for storage that would require electricity for a freezer. Suggested \$660 extra which is based on rent vs space used.

✓ Lennie Rose will be starting work May 11th. Lynn will start June 1st.

H. E-Bike Rentals

- We have submitted a wage subsidy application to possibly hire someone.

Financial Information/Updates/Approvals Required

I. General Account Budget Update – April 2026 *for information only.*

J. Water & Sewer Utility Account Budget update – April 2026 *for information only.*

K. Town of Souris – General Account Payables \$3,514.18 to be approved – as of May 8, 2026

L. Town of Souris – Sewer & Water Utility Payables \$34.49 to be approved– as of May 8, 2026.

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

N. 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 it scheduled for June 3 – 4, 2026 with MRSB

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

- An application has been submitted by property owner of 27 Beach Avenue for a 16'x36' addition to the home. Review by Development Officer pending.

Development, or other Permits requiring Council approval:

O. A Development Application was received from Coles Associates on behalf of Remedy RX – Seaside Innovation for an expansion to their existing business at 51 Main Street.

Expansion proposed will add 54' x 84'. Planning Advisory Board met May 6, 2026, and recommended approval of the development application. It meets the requirements of the Land Use Bylaw.

It will involve relocating a storm water line, water/sewer connections, cutting sidewalk and curb and reinstating sidewalk and curb that the developer will be responsible for. The Province will need to be involved due to the development happening on Main St with the proposed entranceway relocation. A Building Permit will also be required from the Province.

It was recommended by Planning Advisory that if a permit is granted, a condition of the permit be the privacy fence proposed be extended on the northeast corner between residential properties to prevent highlights from drive-thru from disturbing residents.

It was noted that the re-location of their main entrance on main street may pose a parking concern as some larger vehicles park along the street in that area to go to Tim's.

P. Application from Chapman Family Development to request a change in the zoning of PID 102137 from R1 – Low Density Residential to R2 – Medium Density Residential.

A Motion to proceed with the rezoning process was made by Council at the April 13, 2026 Council meeting. It was also motioned at that meeting the Town engage the professional planning services of Samantha Murphy with We6Planning on this file.

Samantha Murphy with We6Planning has agreed to consult and advise on this file.

S Murphy is recommending a public meeting for May 21st. With an ad posted on May 13th in the Graphic, this is the earliest to meet the 7 days prior to meeting requirement. Does that date work for Town Council. If so, we will need a motion to formally set the date.

Q. A Development Application was received from MACH Developments for a new 6 Unit apartment on PID on MacGillivray Lane. Planning Advisory Board met May 6, 2026, and recommended approval of the development application. It meets the requirements of the Land Use Bylaw. Details are attached.

Bylaws & Procedures:**R. Dangerous, Hazardous and Unsightly Premises Bylaw**

- We now have municipal offence tickets that can be issued. Liz Chaisson is our official JP. Now that spring is here, our Bylaw Officer will be assessing properties that are or may be in violation of this bylaw.

New Business, Correspondence, Requests and/or Additions:**S. Draft Donation Policy and Submission Request Form.****T. Request from Rollo Bay Fiddle Festival for sponsorship of their 50th Anniversary to be held July 17-19th.****U. Request from Spud Fest for sponsorship of their 7th Annual 2026 Festival to be held July 11th.****V. Request from Points East Lighthouse Run/Relay for sponsorship of their 10th Annual Relay planned for June 13, 2026.****W. Request for Sponsorship for HMCS Run for Wishes****X. Request from Souris Regatta for Sponsorship of their 2026 events planned.****Y. Request from Red Isle Relay for Sponsorship.****Z. Request from EK Sportsplex for help with Insurance costs.****AA. Proposed Signage for Main Street – downtown core.****BB. Request from Synergy Screens to install a digital sign on Main Street.
Revised sign size and visual provided to Council.****CC. Appointment of MEO – Municipal Election Officer****ITEMS CARRIED FORWARD FOR UPDATE OR THAT ARE STILL PENDING, DISCUSSION****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 a Committee of Council structure. Realizing it will take a couple of meetings, Council felt it was best to make the change now rather than waiting and putting it on a new Council. CAO will work on preparing a draft of these changes.

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.

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.
- Phase I for this project has been tendered which is for the water bypass line and fencing. Tender Closed April 20th. 3 bids received. Recommendation by CBCL to award is attached. **Motion by Council is required.**
- Phase II drawing are in production and will be tender ready soon which is for the resurfacing and restoration of the water tank.

CHIF Canada Housing Infrastructure Funding

An application was submitted for a potential residential subdivision. Cost to be shared with private developers. We have received unofficial word that this project has been approved. A public announcement and written agreement with details is expected soon.

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.

- 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. CAO will connect with Mr. MacAulay to set something up.
- CAO is in the process of reaching out to various stakeholders to set up a group meeting.

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. Representatives from the Province are planning to be in Souris, Monday, April 13th to take a look at Belle Ave intersection and Breakwater Avenue.

Souris Youth Summer Day Camp.

- We had a great meeting.
- Discussed hiring a dedicated Camp Director. Rate of pay for Director \$22. - \$23 per hour. Camp Councillors \$18 - \$20 per hour.
- Plan to build a strong structure for each day and create some good policies and guidelines. Plan weekly themes but flexibility to include other activities throughout the week.
- Registration to be online only.
- Increase to \$150 per week. Strict no-refunds policy. Same 3 options as last year.
- Put more \$\$ into programing vs end of summer field trip.
- Committee to provide support in planning and throughout the summer.

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.
- MRSB has forwarded a Draft of the report for Council review and would like to arrange for a teams meeting to chat once more with Council before completing the Final Report.

- **Pricing for Bike Racks and Shelter attached.** (Active Transportation Funding)

Requested for Discussion by C. Outhouse

- Agreement between Town of Souris & Souris Minor Baseball (draft attached)
- Agreement between Town of Souris & Souris Lamplighters Soccer (draft attached)
- Skatepark project Sub-Committee creation
- Matthew & McLean building; set the date for walk through and meeting

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

COUNCIL REPORTS:

MAYOR JOANNE DUNPHY ~ MAYOR’S REPORT

- Meeting with **three University of Prince Edward Island medical students** to discuss community interests and opportunities.
- Attended the **Federation of PEI Municipalities AGM** in Summerside.
- Participated in a **Special Public Council Meeting**.
- Attended the **Battle of the Atlantic Ceremony and Reception** in recognition of those who served and sacrificed.
- Participated in the **Planning & Development Advisory Board Meeting**.
- Attended an **RCMP Consultative Meeting** to discuss community safety and local priorities with law enforcement representatives.
- Attended a **Lions Club meeting** and connected with members regarding ongoing community initiatives.
- Participated in a **Summer Camp Program Meeting** to discuss planning and opportunities for youth programming.
- Attended Eastern Kings Chamber of **Business Awards Ceremony**.
- Maintained ongoing **correspondence with town staff, council members, and residents** regarding municipal matters and community concerns.
- Met with **Jeff Chapman** to discuss local matters and areas of shared interest.

DEPUTY MAYOR BOYD LEARD

- Attended Special Town Council Meeting Apr 29th
- Discussion with members of the public and Town staff
- In contact with members of Souris Fire Department

COUNCILLOR KIM OUTHOUSE

- April 27th -Attended FPEIM AGM in Summerside
- April 29th - Special Council Meeting
- May 3rd - Attended Battle of Atlantic Ceremony

COUNCILLOR STEPHANIE MITSUK

- April 15 - SHAI finance meeting
- April 20- Regatta planning meeting
- April 22 - Summer camp programming meeting
- April 23 - SHAI board meeting
- April 27 - FPEIM AGM Summerside
- April 29 - Special council meeting
- May 3 - Battle of the Atlantic ceremony
- May 7 - Regatta planning meeting
- Various correspondence with Mayor, town staff and residents.

COUNCILLOR CURTIS LAYBOLT

- April 29 - meeting to discuss Committee of Council
- May 3 - Battle of the Atlantic Parade and Ceremony
- May 4 - Community Group Meeting (Policing)
- May 9th - Starting seedlings event
- May 11 - Regular council meeting
- Lions meeting and conversations with community members, council members and town staff.

COUNCILLOR DAVID JENKINS

- 2 Lions' Club meetings
- Attended FPEIM AGM.in Summerside
- Attended Apr.13th Council Meeting
- Attended special Council meeting on Apr29th.
- Attended Battle of the Atlantic Ceremony
- May 6th Attended Planning Advising Board Meeting
- May 9th was a participant in a road check on Main St.by RCMP. Had a wonderful chat and told the officer I would forward kudos at the next Town Council Meeting.

COUNCILLOR REBECCA MACPHEE

- April 22 - meeting to prepare for kids camp
- April 29 - meeting to discuss Committee of Council
- May 3 - Battle of the Atlantic Parade and Ceremony
- May 4 - Community Group Meeting (Policing)
- May 11 - Regular council meeting
- *Various correspondence with the public, staff, Mayor and Council*

DD. 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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