



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

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**

All Town Council were present. Staff – Liz Chaisson, RCMP, and Eastern Graphic.

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 and read land acknowledgement.

B. Agenda

2.1 Approval of Agenda

C. Leard made a **MOTION** to approve the agenda as presented, seconded by C. Mitsuk. All in favour. Motion carried.

2.2 Additions to Agenda

C. Outhouse asked in add a request from Minor Baseball Association.

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 and Mitsuk declared conflict for item X as they are members of the Regatta committee.

D. Approval of Minutes – April 13, 2026 & April 29, 2026 Council meetings.

MOTION by C. Mitsuk and seconded by C. MacPhee to approve the minutes of April 13, 2026, and April 29, 2026, as prepared by CAO. No errors or omissions noted. All in favour. Motion carried.

Presentations:**E. Monthly RCMP Report – April 2026**

Sgt Adam Robar filling in till new member arrives. Sgt. Robar reviewed report. Copy supplied to Council. Please advise RCMP of any upcoming Community Events. Encourage people to call RCMP if they have concerns. Direct information is always better.

MOTION by C. Outhouse and seconded by C. Laybolt to accept the RCMP report as presented for the Month of April 2026. 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.

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.

MOTION by C. Outhouse and seconded by C. Laybolt to support a RGI application for extra work required for the electrical upgrade as per quote provided by Foster Campbell Electric. All in favour.

Motion carried.

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.

MOTION by C. Mitsuk and seconded by C. Outhouse to offer Toby's Food Truck additional space at the Gateway Park for a storage trailer at a seasonal rate of \$660. All in favour. Also, noted that annual rates for all Gateway tenants (on 1-year terms) will increase by \$150. Motion carried.

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

MOTION by C. Mitsuk and seconded by C. MacPhee to pay the A/P as listed in the amount of \$3,514.18. All in favour. Motion carried.

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

MOTION by C. Jenkins and seconded by C. Mitsuk to pay the A/P as listed in the amount of \$34.49. All in favour. Motion carried.

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 northwest 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.

MOTION by C. Outhouse and seconded by C. Laybolt to approve this development as recommended by the Planning Advisory Committee. And that a condition of the development permit include additional privacy fencing at the rear north/west corner of the addition and drive-thru to prevent disturbance of traffic and headlights to neighbouring residential property. All in favour. Motion carried.

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.

MOTION by C. Outhouse and seconded by C. Mitsuk to schedule a public meeting for May 21, 2026 as recommended by S.J.Murphy with We6Planning. CAO to arrange for advertisement and notification as per Section 18 of Land Use Bylaw. All in favour. Motion carried.

Q. A Development Application was received from MACH Developments for a new 6 Unit apartment on PID 921668 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.

MOTION by C. Outhouse and seconded by C. Jenkins to approve the development application submitted by MACH Developments for a new 6 unit apartment on PID 9221668 on MacGillivray Lane. All in favour. Motion carried.

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.

Copy of Draft Donation Policy and Submission Request Form was reviewed by Council. ***It was noted that it should include a stipulation that sponsorship/donations requested annually must be applied for each year and that it will be subject to budget availability.*** Policy and submission form to be available on the Town's Website. www.sourispei.com

MOTION by C. Outhouse to adopt this new Donation Policy with the addition noted, seconded by C. Mitsuk. All in favour. Motion carried.

T. Request from Rollo Bay Fiddle Festival for sponsorship of their 50th Anniversary to be held July 17-19th.

MOTION by C. Leard and seconded by C. MacPhee that the Town provide \$500 sponsorship to the 2026 Rollo Bay Fiddle Festival. All in favour. Motion carried.

U. Request from Spud Fest for sponsorship of their 7th Annual 2026 Festival to be held July 11th.

MOTION by C. Jenkins and seconded by C. Outhouse that the Town provide \$500 sponsorship to the 2026 Spud Fest. All in favour. Motion carried.

V. Request from Points East Lighthouse Run/Relay for sponsorship of their 10th Annual Relay planned for June 13, 2026.

MOTION by C. Outhouse and seconded by C. MacPhee that the Town provide \$250 sponsorship to the Points East Lighthouse Run/Relay. *(in the past it was \$500 but it was agreed to split that with Red/Isle Relay - \$250 each since both are held in our area)* All in favour. Motion carried.

W. Request for Sponsorship for HMCS Run for Wishes

MOTION by C. Outhouse and seconded by C. MacPhee to donate \$100 towards the HMCS Run for Wishes. Also, that we ask our Events Coordinator to invite school to participate, hype up the event to promote more donations. All in favour. Motion carried.

X. Request from Souris Regatta for Sponsorship of their 2026 events planned.

MOTION by C. Laybolt and seconded by C. MacPhee that the Town provide \$1,250 sponsorship to the 2026 Souris Regatta to help cover the cost of the Carnival. All in favour. (C. Outhouse & C. Mitsuk abstained due to conflict noted) Motion carried.

Y. Request from Red Isle Relay for Sponsorship.

See Motion from Item V. . . . Motion was approved to provide \$250 sponsorship to Red Isle Relay.

Z. Request from EK Sportsplex for help with Insurance costs.

MOTION by C. Outhouse to deny this request seconded by C. Leard. C. Mitsuk added that they could be provided with extra time to pay the balance of the insurance due. Extension proposed to be December 31, 2026. C. Leard agreed, we helped them last year as the increase was quite substantial and unexpected, but this year it should not have been an unexpected cost. Moving forward, as of April 1, 2026, as per the operational agreement the Town will be covering the cost of the insurance for the building and the property taxes, so this will help the Sportsplex financially considering they still allowed for those amounts in their budget. **MOTION** amended by C. Mitsuk and seconded by C. Jenkins to deny this request but to

include an option to extend the balance due till December 31, 2026, based on the reasons noted. All in favour. Motion carried.

AA. Proposed Signage for Main Street – downtown core.

C. Outhouse proposed new signage for the downtown core. Possibly in the shape of a lobster with names of downtown businesses. Spaces for names to be sold. Limited to Main Street businesses only. To speak with sign company for further recommendations.

BB. Request from Synergy Screens to install a digital sign on Main Street.

Revised sign size and visual provided to Council.

MOTION by C. Mitsuk, seconded by C. Outhouse to deny this proposal to install a digital sign on this property. This is the location that Council is considering a sign to promote downtown main street businesses. Maybe the Show Hall would be interested in having a digital sign mounted on the side of the building. All in favour. Motion carried.

CC. Appointment of MEO and Deputy MEO – Municipal Election Officer

MOTION by C. Leard and seconded by C. MacPhee to appoint Shelley LaVie as MEO and Liz Chaisson as Deputy MEO for the upcoming Municipal Election this fall. All in favour. Motion carried.

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.
- Council should meet to discuss if any other municipal services could be part of a new Fire Hall building.

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.**

MOTION by C. Outhouse and seconded by C. MacPhee to award Phase I of this project to Chapman Bros. Construction as recommended by CBCL after review of all bids received. Bid amount was \$117,706.69 excluding HST. All in favour. Motion carried.

- 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.

- No Parking Signs to be posted at corner of Belle Ave
- Extend No Parking area on Main Street for at least one more car length to the west.
- Physical barrier to prevent parking on corner
- Consideration of Truck/unloading zone

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.
 - Sub committee to meet to review resumes received.

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)
 - **Active Transportation Sub-committee** – Councillor Kim, Curtis, David, Rebecca, Joanne

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)

C. Outhouse drafted a preliminary agreement to be shared with these organizations. The purpose of these agreements would be to define who is responsible for what – Municipality vs sport organization. It will be at very least a place to start a discussion. CAO to share with Minor Baseball and Lamplighters Soccer.

- Skatepark project Sub-Committee creation
There is an event planned for Sunday, June 21st. Skateboard Day. New signage and work being done to be unveiled that day. John McIntosh and Vince with Skateboard PEI have offered to help. **Sub-committee – Councillor Kim, Curtis, Rebecca, Stephanie, Joanne**
- Matthew & McLean building; set the date for walk through and meeting
 - **Date is set for May 19th at 3:00pm**

ADDED: Souris Minor Baseball has requested some repairs to Clinton Ballfield

- Repair/replace dugouts
- Replace missing protective black tubing/hose on fence to prevent injury
- Tighten chain-link fence where possible

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

MOTION to adjourn at 9:03pm by C. Mitsuk

MINUTES Prepared by:
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