



SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

Council Meeting

Monday, August 10, 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 meeting of Council to Order/AND Land Acknowledgement @ 7: 00PM

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. C. Mitsuk absent from meeting due to illness. Graphic rep.

B. Agenda

2.1 Approval of Agenda

MOTION by C. Leard and seconded by C. MacPhee to approve the Agenda as prepared and circulated to Council prior to meeting. All in favour. Motion carried.

2.2 Additions to the Agenda

No additions 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.

Mayor Dunphy declared conflict on Item T – as she is part of the Rural Beautification committee.

D. Approval of Minutes of July 13, Town Council Meeting

MOTION by C. Laybolt and seconded by C. Jenkins to approve the minutes of July 13, 2026 as prepared by CAO. No errors or omissions noted. All in favour. Motion carried.

PRESENTATIONS:**E. RCMP Report for the month of July.**

Cst. Robar reviewed RCMP report for July 2026. Provided update on staffing changes. Copy of report provided to Council.

MOTION by C. Laybolt, seconded by C. MacPhee to approve the RCMP monthly report. 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 and very near completion.
- They were able to manage access to the new compressor room without roll up doors as suggested at our July meeting.
- CBCL and Sable Arc suggested holding off on RFP for renovations until building condition analysis is completed.

➤ Council would like to Sable Arc to proceed with the plans as discussed in May.

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.

- Clarification of a couple of concerns by Council at our July meeting were shared with Council.
- An application for RJI funding has been submitted.
- **Does Council give the approval to move forward once funding is confirmed?**

MOTION by C. Outhouse, seconded by C. Laybolt that once funding is confirmed that we proceed with the Condition Analysis of the Sportsplex as proposed by CBCL. All in favour. Motion carried.

H. Proposed Signage for Main Street – downtown core. Lobster/Mouse Design.

- As per motion at July's meeting Rollo Bay Metal works have been advised to proceed with this work for one 8' high mouse. A \$1,500 deposit was required and sent.

I. Potential for pathway for Farmer's Market for improved accessibility. Potential funding opportunity.

- An application for funding an asphalt pathway was submitted to "New Horizons" as approved by Town Council July 13th. Letters of support were received from Souris Lions Club, Silver Threads Seniors Club and Colville Bay Manor. The application was submitted prior to July 14th deadline. Response is not expected for several months.

J. ACTIVE TRANSPORTATION STUDY/FUNDING

- Final Report has been supplied to Town Council and has been shared on Town's Website for public.
- AT Committee to meet to decide on balance of funding to be spent. Pricing for shelters and bike racks has been shared. Potentially signage for trails to be considered.

- A meeting was held on July 21st. A report on that meeting is attached from C. Outhouse with proposed purchases. Report and quotes are attached.
- Potential Community Bike Rack Initiative
- Potential Community Bench Initiative

MOTION by C. Laybolt, seconded by C. Leard that we proceed with the following:

- Shelter near Farmer's Market site 12' x 16'
- Signage \$2,500
- Bike Racks \$4,000
- Benches \$4,000 H-2540 Composite

All in favour. Motion carried.

DRIFTSCAPE APP. Further discussion and decisions required. A further offer was received from the developers of DriftScape for consideration by Council.

MOTION by C. Laybolt and seconded by C. Outhouse that we proceed with getting the Driftscape App for Town Promotion as proposed. All in favour. Motion carried.

K. Request and quotes for new soccer nets

As proposed at a previous meeting, the local Soccer Association has requested replacement of Soccer Nets. They were asked to seek additional quotes. Attached.

- We should get comparable quotes from local suppliers. CAO to request.

FINANCIAL INFORMATION/UPDATES/APPROVALS REQUIRED

L. General Account Budget Update – July 2026 for information only

M. Water & Sewer Utility Account Budget update – July 2026 for information only

N. Town of Souris – General Account Payables \$3,277.71 to be approved – as of Aug 7, 2026

MOTION by C. MacPhee and seconded by C. Leard to approve the A/P as listed in the amount of \$3,277.71. All in favour. Motion carried.

O. Town of Souris – Sewer & Water Utility Payables \$52.58 to be approved– as of Aug 7, 2026

MOTION by C. MacPhee and seconded by C. Jenkins to approve the A/P as listed in the amount of \$52.58. All in favour. Motion carried.

P. General Account & Water Sewer Account Cheques issued during the month of July 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 took place over next few weeks to conclude that process. Expectation will be for audited statements to be presented in September. (originally planned for 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:

- Demolition of accessory structure at 17 Souris River Rd.
- 12'x12' Accessory Structure at 7 Connolly Street
- Interior renovations at 1-3 Washington St.

DEVELOPMENT, OR OTHER PERMITS REQUIRING COUNCIL APPROVAL:**Q. Development application Malone Law Professional Corp.**

Malone Law Office has applied for two signs at their new office located upstairs at 90 Main Street. One sign will be a fascia sign, and the second sign will be hanging from a bracket. Specifications are as in attached development application form submitted.

As per *Town of Souris Land Use Bylaw 2024-01 Section 5 Signage* a development permit is required.

BYLAWS & PROCEDURES:**R. 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 Amended Bylaw attached. Also, under review by Municipal Affairs.

- Noted – Mayor & 2 ad hoc committee

Unightly & Dangerous Premises

Report from PEI Bylaw Enforcement – for information.

- Why was 41 Longworth not on report? CAO to follow up with Bylaw Enforcement

NEW BUSINESS, CORRESPONDENCE, REQUESTS AND/OR ADDITIONS:**S. Request for sponsorship from Eastern Kings Exhibition**

MOTION by C. Jenkins and seconded by C. Outhouse to provide \$500 sponsorship to Exhibition. All in favour. Motion carried.

T. Request for sponsorship from PEI Rural Beautification

MOTION by C. MacPhee and seconded by C. Laybolt to provide \$260 sponsorship to PEI Rural Beautification Awards. All in favour. (Mayor declared conflict). Motion carried.

U. Consideration of Matthew McLean Building Lease rates.

Review of current rates to bring consistency to all tenants. C. Outhouse prepared a comparison for discussion and consideration.

- Town to consider a formula per sq ft for rent at MM Bldg. based on what services or utilities are included with lease agreement.

V. Updates/Repairs to Skatepark

- Lighting
 - CAO to inquire with electrician.
- Cracks in surface

MOTION by C. Outhouse and seconded by C. MacPhee that we have a local company “Back to New” fill and seal cracks in the surface as proposed. All in favour. Motion carried.

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

SeaRoots Alliance

- No recent updates

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 15th 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.

Water Tank Restoration – CCBF

- Phase I has been awarded to Chapman Bros. Const. This will include the water bypass line installation and fencing. Project completed. Awaiting final assessment of project completion from engineers.
- Phase II has gone tender with a closing date of **August 20, 2026**. 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 to be reviewed and approved by Planning Advisory Board and Town Council.
- Environmental requirements and Duty to consult steps have been initiated by CBCL.
- A development of a legal agreement between developers and the Town to address financial responsibilities is being drafted.
- A virtual meeting took place with developers, CBCL and Town CAO, on July 22nd to discuss project logistics.

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.

- Some improvements have taken place in preparation for Regatta, Tug of War, and Horse Events.

MOTION by C. Outhouse and seconded by C. MacPhee that the Town plan to have Canada Day 2027 at the Events Grounds at 20 Lea Crane Blvd. Town has a portable stage that can be used, shelter can be provided with tents, much safer parking area. All in favour. Motion carried.

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 posted along east side of Belle Ave.
- Parking signs have been posted at both entrances to public parking lot at 95 Main Street.

• OTHER TRAFFIC CONCERNS FOR DISCUSSION

- Any update from department of transportation about the ferry terminal access?
- Re: Patching/Paving – consideration of repairing the side of Longworth between Prince and Longworth.
- Light and/or Crosswalk at Souris Legion – as recommended in AT Plan
- Paved Shoulder on Souris River Rd – down as far as Beach Ave.
- Relocation of Chapel Ave Crosswalk near Souris River Rd. (currently further up near seniors housing). Having it near the intersection may better serve pedestrians. Especially if accessing Rails to Trails and/or Souris River Rd and Beach Ave.

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. Councillor Outhouse to discuss with applicable organization representatives.

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 E-bike Rentals plan - we should discuss and make a new plan for 2027

- Town should add link to e-bike rentals to their Website.

MAYOR AND COUNCIL REPORTS:

Mayor Joanne Dunphy

Mayor's Report

- Participated in the Points East cycling promotional video.
- Attended a meeting with CBCL and the property owner regarding the new development project.
- Participated in an Active Transportation meeting.
- Attended the Police Consultative Group meeting.
- Participated in the Federation of PEI Municipalities (FPEIM) meeting.
- Attended a meeting with MP Karina Gould, Chair of the House of Commons Standing Committee on Finance, along with MP Kent MacDonald, municipal leaders, community organizations, associations, and community partners.
- Held discussions with MP Kent MacDonald on matters of importance to our community.
- Continued discussions with Town staff, Council members, and residents on a variety of municipal matters.
- Volunteered at the Mermaid Tears Sea Glass Festival.

- Attended the Souris Regatta.

I would like to extend a sincere thank you to all of the staff, volunteers, participants, and sponsors who made both the Souris Regatta and the Mermaid Tears Sea Glass Festival such tremendous successes. These events brought fun, excitement, and enjoyment to residents and visitors alike. A very special thank you goes to the organizing committees for their countless hours of dedication and hard work in making these events possible. Your commitment continues to showcase the very best of our community.

Deputy Mayor Boyd Leard

- Enjoyed annual Wildlife Lobster Dinner
- Conversations with residents re Town issues.

Councillor David Jenkins

- Worked BBQ at Regatta
- Road toll Lions Club
- Meals on wheels X 2
- Attended events at Regatta

Councillor Rebecca MacPhee

- July 21 - Active Transportation Meeting
- Souris Regatta volunteer helper
- August 1 - meeting with Community Sector Network of PEI
- August 4 - Policing Consultative Group meeting
- August 10 - Regular Council Meeting
- *Various correspondence with the public, staff, Mayor and Council*

Met with Community Network representative to see how Council could encourage more not-for-profit organizations to operate in Souris. It was suggested if a space was offered for them to use it may help. A public message to be prepared.

Councillor Curtis Laybolt

- July 24 – Lions Club BBQ at Regatta
- August 1 – Lions Club road-toll
- August 4 - Policing Consultative Group meeting
- August 10 - Regular Council Meeting
- Community gardens maintenance
- Various correspondence with the public, staff, Mayor and Council
- Attended presentation by Allie Gallant re history of Souris. Very well done.

Councillor Kim Outhouse

- July 13 - Regular Council Meeting
- July 21 - Active Transportation Discussion
- Conversations/messages with residents, business owners, sports groups, town staff, and other council members.

Councillor Stephanie Mitsuk

- July 15 - SHAI finance meeting
- July 23-26 - Souris Regatta
- Various email correspondence with town staff and other council members.
- Conversations with local residents.

MOTION by C. Jenkins to adjourn the meeting.

MINUTES Prepared by:
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