SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

MINUTES

Council Meeting

Monday, September 14, 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: 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. Plus:
Fire Chief Aitken
RCMP: Ian Allen
MRSB: Michelle Burge
Staff: Liz Chaisson, Mary Theresa Hanlon,
Public: Angela Wintar, Pat and Kathy Moore.
Graphic: Pratik B.
Mayor Dunphy read land acknowledgement.

B. Agenda

2.1 Approval of Agenda
MOTION by C. Leard and seconded by C. Mitsuk to approve the agenda as proposed. 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.
No conflict declared.

D. Approval of Minutes of August 10, 2026, Town Council Meeting
MOTION by C. Outhouse and seconded by C. MacPhee to approve the minutes of August 10, 2026 Council meetings as prepared by CAO. No errors or omissions noted. All in favour. Motion carried.

PRESENTATIONS:

E. RCMP Report for the month of August.
RCMP representative Ian Allen reviewed the RCMP report for the month of August. Council were provided with a copy. A new sergeant is currently purchasing a home in Kings Co. Mr. Allen hopes to be able to spend more time in Souris area.
MOTION by C. Laybolt and seconded by C. MacPhee to accept the RCMP report for August 2026 as presented by Mr. Allen. All in favour. Motion carried.

F. MRSB will present Audited Consolidated Financial Statements for the Town of Souris and the Town of Souris Water and Sewer Utility.
Michelle Burge of MRSB reviewed the audited Consolidated Financial Statement for the Town of Souris and the Souris Water and Sewer Utility for the year ending March 31, 2026 in detail explaining each section. These audited statements show the Town in a very good financial position. Copies are available to the public and will be shared on the Town's Website.
MOTION by C. Leard and seconded by C. Jenkins that we approve the Audited Financial Statements for the fiscal year ending March 31, 2026 as prepared and presented by MRSB. C. Leard thanked MRSB and Town Staff for all of their hard work in preparing these statements. All in favour. Motion carried.

ADDED:

Mayor Dunphy asked if Fire Chief Aitken would like to speak.
Chief Aitken would like to request that Council appoint two new Fire Fighters to the Souris Fire Department. Following a public advertisement looking for new volunteers to fill two vacancies the department would like to recommend that Leslie Croucher and Stephanie MacPhee be appointed. Both members are or have been paramedics and will be a great asset to the department. They are enthusiastic and eager to join the department and take on the necessary training.
MOTION by C. Leard and seconded by C. Laybolt that Leslie Croucher and Stephanie MacPhee be appointed as Volunteer Fire Fighters for the Souris Fire Department. All in favour. Motion carried.

G. Special Events Coordinator – Fall Festival Proposal
Special Events Coordinator Mary Theresa presented a proposal to Town Council for the creation of a Fall Festival.
Full proposal provided to Council. In summary proposing a 4 week timeframe of fall themed events featuring local food, canning demonstrations, cultural events, to involve local businesses.
The topic of "Mermaid Tears Festival" was also discussed. Do we continue to partner with Regatta? Should it evolve into something else? Same as Music in the Park.
Events Committee will meet on October 13, 2026 to discuss further.

BUSINESS AND UPDATES ARISING FROM PREVIOUS MEETINGS:

H. Upgrades, Renovation to Eastern Kings Sportsplex
- Sable Arc/CBCL contacted to proceed with plan for renovation at EK Sportsplex as previously proposed. To include bowling lane space/gym/acorn room.

I. Structural or Assessment of Condition of Eastern Kings Sportsplex Building

- Once funding is secured, Town will proceed with Condition Analysis as proposed at August 2026 meeting. RGI application has been submitted. . .pending approval.

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

- Mouse Sign is completed. Ready for pick-up.
- Downtown businesses are to be contacted to see if they are interested in advertising on the sign.

Once we have the physical sign, we should ask Techno media for their recommendation on how to best incorporate signs to promote downtown businesses. Size, material, etc.

K. 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.
- Still pending

L. ACTIVE TRANSPORTATION STUDY/FUNDING

- As per August 10 meeting the Town is to purchase/build: Shelter near FM site, Signage, Benches, Bike Racks with the balance of the funding.

➢ DRIFTSCAPE APP. Although this is not eligible for AT funding, Council has decided to move forward with this as a promotional tool for the Town. As per August Meeting the Town has signed an agreement to develop Town Promotion on this App. C. Mitsuk and C. Outhouse have offered to help gather information.

- Next steps are to work with their developers to get information on to the app.

Councillors Mitsuk and Outhouse are working with the developers to move this forward with plans for Remembrance Day and Christmas.

M. Request and quotes for new soccer nets

CAO to request comparable prices from local suppliers based on details provided from commercial suppliers to see if they can be built locally.

FINANCIAL INFORMATION/UPDATES/APPROVALS REQUIRED

N. Appointment of Auditors for Fiscal Year ending March 31, 2027

MOTION by C. Outhouse and seconded by C. MacPhee that the Town appoint MRSB as their auditors for the fiscal year ending March 31, 2027.

O. General Account Budget Update – August 2026 for information only

P. Water & Sewer Utility Account Budget update – August 2026 for information only

Q. Town of Souris – General Account Payables $1,627.77 to be approved – as of Sept 11, 2026

MOTION by C. Mitsuk and seconded by C. MacPhee to pay the A/P as listed in the amount of $1,627.77. All in favour. Motion carried.

R. Town of Souris – Sewer & Water Utility Payables $6.46 to be approved– as of Sept 11, 2026
MOTION by C. Mitsuk and seconded by C. MacPhee to pay the A/P as listed in the amount of $6.46. All in favour. Motion carried.

S. General Account & Water Sewer Account Cheques issued during the month of August 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. Audited Financial statements to be presented at September meeting. Copy attached via Sharepoint.

C. Laybolt requested consideration be given for sidewalk replacement on Longworth Avenue.

DEVELOPMENT – FOR COUNCIL INFORMATION:
Approved by development officer as per section 1.6 of our Land Use Bylaw.
Development Applications issued or under review:

- 12'x16' Accessory Building at 17 Souris River Rd.
- 12'x20' Accessory Building at 27 Chapel Ave

DEVELOPMENT, OR OTHER PERMITS REQUIRING COUNCIL APPROVAL:

T. Development application from Joseph O'Keefe. Prospect St & Prince Avenue
Applicant is requesting a lot consolidation of PID 102863 and 102855. No change in zoning is requested. Will remain R1 – Low Density Residential. Proposed plan is to locate a mini-home on the newly consolidated property. If given preliminary approval, applicant will proceed with legal survey required for lot consolidation.
MOTION by C. Outhouse and seconded by C. Laybolt that preliminary approval be granted to Mr. O'Keefe to consolidate PID 102863 and 102855 into one property. Zoning will remain the same R1. Once a completed survey map is provided showing the newly formed lot, CAO can give final approval. All in favour. Motion carried.

U. Kathy & Patrick Morre request Letter of Support for Tourism Permit to operate an Airbnb at 11 Belle Ave.
MOTION by C. Mitsuk and seconded by C. Outhouse to provide a letter of support to Kathy and Patrick Moore to operate an Airbnb at 11 Belle Ave., Souris, PE. All in favour. Motion carried.

V. New Owner of Shanty Stay Accommodations, Belle Ave., request Letter of Support for Tourism Permit to continue to operate as previous owners.
MOTION by C. Mitsuk and seconded by C. Outhouse to provide a letter of support to the new owner of Shanty Stay on Belle Ave to continue to operate under Tourism PEI Accommodation regulations. Pending letter of confirmation on name, and dates of operation, from new owner. All in favour. Motion carried.

W. Development Application from Eastern Marine Supplies

Eastern Marine Supplies has applied to install a 3'x4' sign (12' high) in front of their store on Main Street. Details attached.

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

MOTION by C. Outhouse and seconded by C. MacPhee to approve the development application from Eastern Marine Supplied to erect a 3'x4' sign in front of their business at 81 Main Street as per specifications outlined in their application. All in favour. *C. Leard declared conflict.* Motion carried.

BYLAWS & PROCEDURES:

X. 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.

Municipal Affairs have recommended some changes. Attached.

Unsightly & Dangerous Premises

CAO to request an update from Bylaw Enforcement Officer

NEW BUSINESS, CORRESPONDENCE, REQUESTS AND/OR ADDITIONS:

Y. Request for sponsorship from Rural Action Centre – Small Business Week

MOTION by C. Mitsuk and seconded by C. MacPhee to provide $500 sponsorship to Small Business Week with the condition the $500 be spent at businesses in Souris. All in favour. Motion carried.

Z. Request for sponsorship from Souris Show Hall – Children's Festival

MOTION by C. Mitsuk and seconded by C. MacPhee to provide $1,000 sponsorship, as requested, to Souris Show Hall for the upcoming Children's Festival. All in favour. Motion carried.

AA. Request from Lucy Cook – International Girl Guides Trip in 2027

MOTION by C. Mitsuk and seconded by C. Outhouse that this request does not meet the criteria of our sponsorship and donation policy as set out by Council. Therefore, no donation is proposed. There may be other ways we can support, possibly with some Town promotional items such as lapel pins. All in favour. Motion carried.

BB. Request from Souris & Area Wildlife – Fall Frolic

MOTION by C. Outhouse and seconded by C. Laybolt to donate $200 towards the 2026 Fall Frolic as requested. All in favour. Motion carried.

CC. Mini-Library Location

SRS Leadership Class build a tiny library, and we currently have it at Town Hall. C. MacPhee would like to see it put up some where in the Town.

MOTION by C. MacPhee and seconded by C. Laybolt that we locate a Mini-Library that was built by SRS Class in front of Town Hall. All in favour. Motion carried.

DD. Lights for Dog Park

This has been brought up before. C. MacPhee would like for us to move forward with installing some lights at the dog park now that the evenings are getting shorter.

CAO to seek prices for lighting for dog park.

EE. Community Sector Network of PEI

C. MacPhee met with them about how to draw non-profit action to Souris they suggested we talk about offering a space that non-profits could approach us to use. So basically, we would have decide if we want to offer a space, and C. MacPhee can send the community sector information about the space. They will then send to their massive email list of non-profits and see if anybody takes us up on our offer.

We will try to compile a list of available spaces in the community and forward to the Community Sector Network of PEI.

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

SeaRoots Alliance

- Further correspondence received. Council to arrange a time to meet.

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** To include the actual restoration of the water tank.

- Only one bid was received.
- CBCL to review and report to Council.

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.
- 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.
- An RFP has been issued for engineering/consulting services for the design of the subdivision as required in our CHIF Funding agreement. Closing date is September 15, 2026.

Event Grounds at 20 Lea Crane Boulevard

- New Signage has been posted.
- Exhibition has done more work including a new Horse Pull/Tug-of-War pad and new fencing. JEG Earthworks generously donated their time and equipment to complete the work.
- Town Council made a motion at August 2026 meeting to plan to have Canada Day 2027 at the Event Grounds.

TRAFFIC CONCERNS

Belle Ave/Main Street Intersection and other traffic concerns.

- CTMA Ferry Intersection remains a concern
- 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, along with better lighting.
- No Parking signs have been posted near the entrance to the Fitness Centre.
- Addition of crosswalks to Main Street, relocation of Souris River Rd/Chapel Ave crosswalk
- Upgrades to various sidewalks, patching, paving.

    - Flashing Lights at Crosswalks are not always visible when the sun is setting. Would another color other than orange be better?
    - Federal Ave – One Way portion of the street should have a No Parking sign so people don't park right beside the post office.

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. 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.
Nothing further to report.

East PEI E-bike Rentals - plan for 2027

MAYOR AND COUNCIL REPORTS:

Mayor Joanne Dunphy

- Meeting with Kent MacDonald MP
- Atrended and helped tear down event with Town of Souris and The Diversity Festival
- Attended and spoke at the 100th Anniversary of the Souris Legion Branch 3
- Attended the Eastern Kings Exhibition and Horse events
- Discussions with residents on many occasions on some proposed projects
- Correspondence with staff and council
- Spend some time with our summer staff and thanked them for their work with us this summer. Hopefully they'll be back with us again next year.
- Correspondence with Crystal Burke with Fortune Bridge Farms and Toby's Farm Market about our gardening progress.

Deputy Mayor Boyd Leard

- Meeting with Kent MacDonald
- Meeting with Michelle Burge to review audited statements with town staff
- Meeting with EKSP Board of Directors – they are working very hard and are planning for a very busy upcoming season on the ice.

  Council suggests doing a Media Blitz to hype up how great the rink is doing. Recognizing the work happening including new compressors and other recent investments.

Councillor David Jenkins

- Council Meeting
- Signed cheques x 2
- Visted staff at Townhall
- Meals on wheels x 2
- Meeting with Kent MacDonald

Councillor Rebecca MacPhee

- August 17 - meeting with MP MacDonald
- September 12 - EM Exhibition
- September 14 - regular council meeting
- *Various correspondence with the public, staff, Mayor and Council*

Councillor Curtis Laybolt

- August 17th - meeting with MP
- September 3rd - Lions meeting and other Lions meetings.
- Cut grass at community gardens between rain showers.
- Various correspondence with council and residents.

Councillor Kim Outhouse

- Aug 10th - Regular Council Meeting
- Aug 17th - meeting with local MP
- Correspondence/Meetings with residents, business owners, sports groups, town staff, and other council members.

Councillor Stephanie Mitsuk

- August 17 -Meeting with local MP
- August 19 - SHAI Finance meeting
- August 27 - SHAI board meeting
- August 30 - DiverseCity Festival
- Various correspondence with town staff, mayor and residents.

MOTION to Adjourn at 9:30pm by C. Mitsuk.

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!



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