SOURIS TOWN COUNCIL AND
SOURIS SEWER AND WATER UTILITY CORPORATION

AGENDA

Council Meeting

Tuesday, October 13, 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.

B. Agenda

2.1 Approval of Agenda
2.2 Additions to the 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 of September 14, 2026 and September 21, 2026 Town Council Meetings

PRESENTATIONS:

E. RCMP Report for the month of September.

BUSINESS AND UPDATES ARISING FROM PREVIOUS MEETINGS:

F. SeaRoots Alliance

1. Request for Town of Souris to accept donations on their behalf and issue receipts until they get their own Charitable Organization status.

2. Consideration for Town of Souris Mayor to sign a letter in coordination with other neighboring mayors to the Premier of PEI for a commitment of funding for their project.

G. 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.
- Technomedia has been contacted and asked for recommendations on material, size etc. so Council can determine cost to businesses.

H. 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. CAO requested quotes. Waiting to confirm shipping costs prior to submitting orders. *Had to seek out another company as initial one was going to be much higher due to tariffs.*

➢ DRIFTSCAPE APP.

- Councillors Mitsuk and Outhouse have initiated development of material for this app highlighting Fall/Remembrance and Christmas 2026.

I. 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.

- Please see quote attached. *(noted in red – cost for extended height of poles not included)*

J. 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 whether another municipal service could be included in the plan for a new Fire Hall.
Council to meet on June 15th to discuss it 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.

- By request of our MP – September 15, 2026 - An Expression of Interest was submitted for funding consideration through the **Build Communities Strong Fund - Direct Delivery Stream**. (copy attached – it included the design as proposed in the study completed by CBCL)

K. 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 at close of bids.
- CBCL to review and report to Council.
- Review and recommendation are attached for Council consideration.

FINANCIAL INFORMATION/UPDATES/APPROVALS REQUIRED

L. **General Account Budget Update – September 2026** for information only

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

N. **Town of Souris – General Account Payables $2,110.85 to be approved – as of Oct 9, 2026**

O. **Town of Souris – Sewer & Water Utility Payables $8.36 to be approved– as of Oct 9, 2026**

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

Q. **Consideration for surplus from year ending March 31, 2026 to be moved to Reserve Funds. Based on audited financial statements presented and approved at our September meeting, there is $290,000 to be allocated.**
There is also $45,732 to be allocated in CCBF (Gas Tax).
L. Chaisson shared by email what the existing reserves and CCBF projects are.
Please submit your suggestions for consideration at next Council meeting.

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 worktook place over next few weeks to conclude that process. Audited Financial statements presented at September meeting. Copy attached via Sharepoint. Also available to the public on Website.

MRSB were appointed auditors for fiscal year ending March 31, 2027.

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:

- Nothing to report this month

DEVELOPMENT, OR OTHER PERMITS REQUIRING COUNCIL APPROVAL:

R. **Chief Administrative Officer in conjunction with HR committee would like Council to formally consider hiring a Development Officer for the Town of Souris**. CAO has spoken with neighboring communities, and it feels we could share services. Mr. John Ployer currently works for the Rural Municipality of Eastern Kings as their development officer, as well as some other smaller municipalities on PEI. (North Rustico, Union Road and Hazelbrook)
Please see attached documents. *It could be viewed as shared services which is always encouraged through FPEIM and Municipal Affairs.*

BYLAWS & PROCEDURES:

S. 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.

Municipal Affairs has suggested repealing and replacing the Procedural Bylaw since there will be so many changes.

Unsightly & Dangerous Premises

CAO to request an updated report from PEI Bylaw Enforcement Officer.

NEW BUSINESS, CORRESPONDENCE, REQUESTS AND/OR ADDITIONS:

T. Request for Support from Pond Hockey – Budgeted

U. Season Kick-off Event at Eastern Kings Sportsplex

- Miscellaneous Event Budget?
- Volunteers – who is looking after everything?

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

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.

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 funding approval.

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

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.
- CBCL were awarded this RFP. September 15, 2026
- A Kick-off meeting was held with CBCL October 8, 2026.
- Indigenous Consultation and Subdivision Design are the first two steps. Planning Advisory Board and Council will be involved.
- Preliminary discussions were held with Town's legal representative to draw up documents between the Town and the Developer. Draft will be made available for all to review.

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.

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

Mayor's Activity Report

- Attended a meeting hosted by Housing and Communities Minister Kent Dollar in North Rustico.
- Spoke with Minister Cory Deagle and sent letter b**ecause of** some concerns about Services for Mental Health and Addictions services in Souris and Montague being reduced.
- Special Council meeting
- Meeting with SeaRoots Alliance

- Special Events meeting
- Attended the closing event at the Farmers' Market and presented a donation to Run for Wishes on behalf of the Town of Souris and the Souris Lions Club.
- Attended the Truth and Reconciliation ceremony in Charlottetown.
- Participated in a Teams meeting regarding the Norris Pond development.
- Attended an FPEIM meeting.
- Attendd Souris Lions Club meeting
- Helped with the Maintenance Department on fall decorating and spoke with Crystal Burke about the town's seasonal decorations.
- Held discussions with residents and members of Council.
- Received daily updates from the CAO, Administration Assistant and Accounting Clerk, Administration and Support Clerk, and Events Coordinator.

Deputy Mayor Boyd Leard

- Special Town Council Meeting
- Meeting with EK Sportsplex Directors
- Meeting with SeaRoots

Councillor David Jenkins

- Monthly Council Meeting Sept.14th
- Seniors Meeting
- Meals on Wheels X 2
- SeaRoots Alliance Meeting Oct.05th Townhall
- Special Meeting Sept.21st Townhall

Councillor Rebecca MacPhee

- October 5 - meeting with SeaRoots Alliance
- *Various correspondence with the public, staff, Mayor and Council*

Councillor Curtis Laybolt

- October 5 - meeting with SeaRoots Alliance
- Lion's meetings, work around community gardens, and correspondence with community members, Mayor, council, and staff.

Councillor Kim Outhouse

- September 16 - Driftscapes Meeting
- September 21 - Special Council Meeting
- October 5 - SeaRoots Meeting
- October 7 - Driftscapes Meeting
- Various correspondence with community members, council, and staff. Volunteer work with SMHA and other local agencies

Councillor Stephanie Mitsuk

- September 16 - Driftscapes kick-off meeting
- September 16 - SHAI finance meeting
- September 23 - Festival & Events meeting
- September 24 - SHAI board meeting

- October 5 - SeaRoots meeting
- October 7 - Driftscapes meeting
- Various correspondence with community members, Mayor, council, and staff.

V. Adjournment

SOME IMPORTANT DATES:

CLOSE OF NOMINATIONS OCTOBER 16, 2026 AT 2:00PM

ELECTION DAY NOVEMBER 2, 2026

NEXT TOWN COUNCIL MEETING NOVEMBER 9, 2026

REMEMBRANCE DAY NOVEMBER 11, 2026

SWEARING-IN OF NEW COUNCIL MONDAY - DECEMBER 7TH

FIRST COUNCIL MEETING OF NEW COUNCIL MONDAY – DECEMBER 14TH



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!

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