



**SOURIS TOWN COUNCIL and
SOURIS SEWER AND WATER UTILITY CORPORATION**

**MINUTES
MONDAY, JANUARY 14, 2008**

Time: 7:00 p.m.
Location: Town Hall Council Chambers
75 Main Street, Souris PEI

Dianne La Chapelle,
Administrator
902-687-2157
town@sourispei.com

**PLEASE NOTE: THESE MINUTES ARE "AS PUBLISHED" AND WILL BE
FORMALLY ADOPTED AT THE NEXT TOWN COUNCIL MEETING**

Present Mayor Joanne Reid
Councillor Don Aitken Councillor Thelma MacDonald
Councillor Wanda Bailey Councillor Christina Whyatt
Councillor David MacDonald
Regrets Councillor Denis Thibodeau

1. Calling the Meeting to Order and Quorum

2. Agenda

2.1. Approval of the Agenda

MOTION by Councillor David MacDonald and seconded by Councillor Christina Whyatt, that the Council Agenda of January 14, 2008, be approved as circulated.

Motion Carried

2.2. Additions to the Agenda

None received.

2.3. Declaration under the Municipalities Act – Conflict of Interest Provision

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.

None declared.

3. Approval of Minutes

MOTION by Councillor Donnie Aitken and seconded by Councillor Christina Whyatt that the minutes of the Souris Town Council and the Souris Sewer and Water Utility Corporation Meeting of December 10, 2007, be approved as circulated.

Motion Carried



**SOURIS TOWN COUNCIL and
SOURIS SEWER AND WATER UTILITY CORPORATION**

**MINUTES
MONDAY, JANUARY 14, 2008**

4. New Business

4.1. 2008 Souris Grass Cutting Tenders

Councillor David MacDonald, Chair of Parks and Recreation, requested that the discussion and decision to award the grass cutting contract be deferred to the next Council Meeting in order for him to have additional time to review the information received. The 2008 Souris Grass Cutting Tender will be placed on the agenda of the next Town Council Meeting of Monday, February 11, 2008.

4.2. Engagement Letter - Grant Thornton Chartered Accountants

MOTION by Councillor Christina Whyatt and seconded by Councillor Donnie Aitken that the Grant Thornton Chartered Accountants be granted the contract for audit services for the Town of Souris for the year ending December 31, 2008.

The Administrator be requested to review other accounting firms throughout this year for the purpose of obtaining information and costs associated with the 2009 year-end audit services for the Town of Souris.

Motion Carried

5. Financial Information

5.1. Statement of Revenues and Expenditures (CIRCULATED FOR INFORMATION ONLY)

- (a) Town of Souris General Account
- (b) Town of Souris Water and Sewer Account

5.2. Outstanding Invoices for Approval as at January 11, 2008.

- (a) **MOTION** by Councillor Thelma MacDonald and seconded by Councillor Wanda Bailey, that invoices for the Souris General Account be paid in the amount of \$27,727.09.

Motion Carried

- (b) **MOTION** by Councillor Donnie Aitken and seconded by Councillor David MacDonald, that invoices for the Souris Sewer and Water Utility Corporation be paid in the amount of \$2,563.74.

Motion Carried



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SOURIS SEWER AND WATER UTILITY CORPORATION**

**MINUTES
MONDAY, JANUARY 14, 2008**

6. Council Reports

6.1. Councillor Christina Whyatt

December 13, 2007

Attended the CBC Radio's Main Street Turkey Drive Broadcast Live to air from MacPhee's IGA Souris, Prince Edward Island. A big thanks to the owner of the MacPhee's IGA, CBC Radio and everyone who helped the needy receive a turkey for Christmas.

January 1, 2008

Attended the New Year's Day Family Skate at the Eastern Kings Sportsplex. Entertainment by J. J. Chaisson and Timothy Chaisson.

January 8, 2008

Attended a meeting with Mr. Ghislain Boudreau, Marketing Representative, Tourisme Iles de la Madeleine. We discussed many opportunities for growth in the tourist industry for our region.

January 8, 2008

Attended a meeting with Dianne La Chapelle, Administrator for the Town of Souris, at our last Council Meeting on December 10, 2007. At Council's direction, advertise the invitation to tender of the Matthew & McLean Building repairs. Councillor Christina Whyatt gave the final approval of these repairs on January 8. All details of work are available at the Souris Town Hall. The deadline for tender submission is 12 noon, Friday, January 25, 2008.

Since our last regular Council meeting in December 2007, I have been working with Jeff Squires and Councillors to finalize the Souris ad for the 2008 Prince Edward Island Handbook.

6.2. Councillor Denis Thibodeau

In anticipation of his absence, Councillor Thibodeau pre-circulated the Financial Statement for the 2007 Souris Christmas Parade and Celebration Week for Council's review. Council requested the Administrator make the following adjustments:

- (a) that \$150 for the Parade Skating Party, paid by the Town of Souris, be adjusted and paid by the Christmas Parade funds;
- (b) that \$1,000 for Parade Media-Sponsorship Consultant Mr. Melvin Ford, paid by the Town of Souris, be adjusted and be paid by the Christmas Parade funds; and
- (c) a revised Financial Statement for the 2007 Souris Christmas Parade be presented at the next Council Meeting on February 11, 2008.



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SOURIS SEWER AND WATER UTILITY CORPORATION**

**MINUTES
MONDAY, JANUARY 14, 2008**

6.3. Councillor Thelma MacDonald

Attended several Souris Hospital meetings and pleased to confirm that Souris will soon be welcoming Dr. Olumayokun Oluwole Oluyede, who will begin his practice on February 4, 2008 out of the Health Clinic at the Souris Hospital. Dr. Oluyede was born in Nigeria and has been practising medicine in Whyalla, Australia since January, 2006.

Last fall, Dr. Oluyede came to Souris for site visits at the Hospital and was able to get to know the community. He was extremely impressed with the welcome he received.

Dr. Oluyede's wife, Kemi, who is a nurse, and their four children will also be making the move to Souris. They currently reside in upstate New York and the family hopes to get settled shortly.

6.4. Councillor David MacDonald

Completed the Emergency Measures Organization Preparation Course in Charlottetown on December 8 to 10, 2007. This course will help Councillor Aitken and myself to update our local emergency plan to be prepared for the unexpected. On January 11, 2008, we held our first meeting with Administrative Assistant Chrissy Conohan on this subject.

The Eastern Sports Council also met last week and will hold an information meeting for 27 groups that were identified as providing recreation services in the Souris area. There is a strong possibility that the Town Council may be asked to form a stronger relationship with the Eastern Sports Council in 2008.

I also wish to express my support to continue the Town's approach to our New Year's Day celebration. A policy of an open house at the Eastern Kings Sportsplex serves all citizens while a traditional levee serves only the adult population.

6.5. Councillor Wanda Bailey

- (a) December 31, 2007, I attended a Souris Harbour Authority meeting at the Town Hall at 1:00 p.m.
- (b) January 1 – I attended the New Year's Day Celebrations sponsored by the Town at the E.K. Sportsplex between noon and 3 o'clock.
- (c) January 7, 2008, I attended the Souris Fire Department meeting at the Fire Hall at 6:45 p.m. as follows:
 - Good attendance
 - Donnie Aitken read the minutes of the last meeting
 - There will be a training course offered for anyone interested, also First Aid courses are available, refresher courses.
 - Meeting was adjourned at 7:30 p.m.



**SOURIS TOWN COUNCIL and
SOURIS SEWER AND WATER UTILITY CORPORATION**

**MINUTES
MONDAY, JANUARY 14, 2008**

- (d) Fire Hall Roof

MOTION by Councillor Wanda Bailey and seconded by Councillor Thelma MacDonald that the Administrator contact an independent Consultant, within the next week or two, to draw up formal, detailed specifications to see what work is required to be done on the Fire Hall Roof, for the consideration of Council during the upcoming 2008 budget discussions.

Motion Carried

6.6. Councillor Donnie Aitken

- (a) RCMP Activity Report

A summary of the activities performed by the Royal Canadian Mounted Police in the Town of Souris for October 2007, received as follows:

Total	Reported	Unfounded	Actual
	61	1	60
Clearance	By Charge	Otherwise	Rate
	9	33	70.0%

- (b) The By-law Enforcement Pilot Project is now complete and we will be placing an ad for an officer during the year. In the meantime, we are working with Montague and Georgetown on a possible tri-area, shared services arrangement.
- (c) Emergency Measures Operation Committee met with Councillor David MacDonald and Administrative Assistant Chrissy Conohan to look over the Town's Emergency Plan which is to be updated.
- (d) New Year's Day Skate was a fun event, skating with the kids.
- (e) Development By-laws – have been in discussions with Development Officer Shelley MacInnis who is waiting for word from Community, Cultural Affairs and Labour and Mr. Phil Woods on what changes are required.

6.7. Mayor Joanne Reid

- (a) The Federation of Prince Edward Island Municipalities has extended an invitation to all elected officials to meet and discuss municipal boundaries on January 24, 2008 at the Kensington Lions Club from 6:30 p.m. to 8:30 p.m. at 30 Garden Drive in Kensington.
- (b) Communities in Blooms application is being submitted, in spite of the roadwork to be done this summer. We've been assured that construction will not affect the judging for a successful display throughout Souris.



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SOURIS SEWER AND WATER UTILITY CORPORATION**

**MINUTES
MONDAY, JANUARY 14, 2008**

- (c) Big Brothers and Big Sisters has extended an invitation to the Mayor and Souris Councillors to participate in the “Bowl for Kids Sake 2008” event on March 9, 2008. Chrissy Conohan will be contacting each Councillor over the next few weeks appealing for Council’s participation in this worthwhile fund-raiser.
- (d) Mayor Joanne Reid requested each Councillor to submit a list of what workers they would require for this summer. There are several programs through which funding is available, including the EDA Special Projects Program, Jobs for Youth Program and the Post-Secondary Student Program. Requests are to be submitted to the Administrator, who will complete the appropriate application forms and submit as soon as possible.
- (e) The New Year’s Day Family Skate was a great success, offering free skating, entertainment and refreshments to the entire family.
- (f) Meeting with The Hon. Alan Campbell, MLA for Souris-Elmira, to discuss additional funding opportunities for various projects during the Main Street Upgrade Project.
- (g) Mayor Reid advised Council that three mature cedar trees were available if Council wished to pay for the cost of moving.
- (h) The Regional Association of Community Enhancement (RACE – <http://pei-information.com>) continue to meet on a regular basis with local municipalities discussing various strategies for shared services throughout the Eastern region.
- (i) In discussion with Ms. Lorraine Hennessey, it was reported that work on the Main Street mural was on target and the project was moving along well for a spring completion.

6.8. Administrator

Matthew McLean Building Repairs

The Scope of Work documents have been completed and an Invitation to Tender was advertised on Saturday, January 12, 2008 in the Guardian newspaper. The Administrator is personally contacted a list of local contractors to alert them to the Invitation to Tender. Copies of the Scope of Work are available for pick-up at the Souris Town Hall and a Site Visit of the Matthew McLean can be arranged by calling the Administrator at 902-687-2157. Tender submissions are due Friday, January 25, 2008 and will be awarded by Council on February 11, 2008.



**SOURIS TOWN COUNCIL and
SOURIS SEWER AND WATER UTILITY CORPORATION**

**MINUTES
MONDAY, JANUARY 14, 2008**

Matthew McLean Tenants

The lease between the Town of Souris and the Eastern Kings Community Enhancement Corporation has been confirmed with a signed lease and six post-dated cheque received.

Grass Cutting Tenders

Tenders for the 2008 Souris grass cutting contract were advertised on November 22, with seven interested parties attending the on-site tour. The five submissions received were circulated to Council for review.

Town Hall Roof

The formal, detailed specifications for the 2008 repairs for the Town Hall roof have been requested. Once received, an Invitation to Tender will proceed.

Souris Animal Tags

The Administrator is arranging a meeting with Ms. Marise Chapman of the Souris Consolidated School and Councillor Aitken, Chair of By-law Enforcement to discuss details of the Grade 8 Class selling Souris Animal Tags as a fundraising event for the Town of Souris in the spring of 2008. Proceeds of the sale will be donated to the class for their use, with approximately 165 tags to be sold at \$5.00 per tag.

Municipal Offence Ticket

The final draft of the Souris Municipal Offence Ticket has been approved and will be printed in the next few weeks. Discussions are on-going between the Towns of Montague and Georgetown to explore the possibility of sharing resources for a By-law Enforcement Officer. A meeting is being scheduled with the appropriate Councillors and Administrators of Montague, Georgetown and Souris in the next few weeks.

Finance

Detailed Audit work and year-end reconciliations are underway for the Souris financial statements, consolidated financial statement format, year-end closing and new reporting requirements of tangible asset for the Town of Souris, facilitated by Ms. Shelley MacInnis, including sending out the metered water bills for this quarter.

Maintenance

With four major snowstorms in one week over the holiday season, the Maintenance Team has been working hard to keep everything clean and moving in Souris.

Staff Meetings

The final year-end staff meeting was held on Friday, December 14 with a year-end wrap-up discussion, including congratulations and celebration of the retirement of Mr. Daniel Gregory, Maintenance Assistant.



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**MINUTES
MONDAY, JANUARY 14, 2008**

Souris By-laws

The Administrator continues to work on existing Souris by-laws, formatting them for posting to the Souris Web Site.

Special Events

Following a successful Christmas Week of celebrations throughout the Town of Souris, Shelley MacInnis and Chrissy Conohan organized Council's Annual New Year's Day Family Skate at the Eastern Kings Sportsplex on January 1 from 1:00 – 3:00 p.m., which included ice skating, entertainment and refreshments for the entire family.

As the first order of business for the new year, Chrissy Conohan successfully sent out the 2008 Funding Applications for the Canada Day Celebrations, Souris Sea Fest Weekend Event and the Concert in the Park Series – Souris Music in the Park Program, in addition to finalizing files and financial statements for the Souris Christmas Parade and Events.

In addition to her special events portfolio, Chrissy is assuming more responsibility in a number of areas, including administrative duties of the Souris ATV Committee portfolio (meeting December 27 and February 7) and the Emergency Measures Operation file (meeting January 11).

In partnership with Shelley MacInnis, Chrissy has now full access to the water and sewer accounts, giving Town Hall the ability to offer the residents of Souris improved service.

Funding Applications

On-going discussions continue with the Administrator and various Provincial departments regarding various funding opportunities, including the Canada-PEI Infrastructure Secretariat "Capacity Building Fund" for the proposed environmental assessment of the Souris Shoreline Erosion Study and the Federally mandated Integrated Community Sustainability Plan for continued funding of the Gas Tax support to Souris.

Confirmation was received by the Ministry of Community, Cultural Affairs and Labour that the Town of Souris received an additional \$35,862 under the Municipal Support Grant Program (Gas Tax), bringing the yearly total of \$201,951 for the Town of Souris.

Eastern PEI Chamber of Commerce

Administrative staff attended the year-end celebration of the Eastern PEI Chamber of Commerce in Montague on Monday, December 17, 2007. During the evening, it was revealed that, following a discussion with Councillor Whyatt earlier in the year, the **ISLAND LIVING**, a quarterly magazine about Prince Edward Island will feature the Town of Souris in an upcoming issue in 2008.

6.9. Correspondence Received

No correspondence was received.



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**MINUTES
MONDAY, JANUARY 14, 2008**

7. Other Business

- (a) Information regarding an unsightly premise was given to the Administrator for appropriate action.

8. Adjournment – 8:10 p.m.

Motion by Councillor Donnie Aitken and seconded by Councillor Christina Whyatt that the meeting be adjourned.

Motion Carried

Mayor Joanne Reid

Dianne La Chapelle, Administrator