



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

**MINUTES  
MONDAY, MARCH 10, 2008**

<b>Time:</b>	<b>6:15 p.m.</b>	Dianne La Chapelle
<b>Location:</b>	<b>Town Hall Council Chambers 75 Main Street, Souris PEI</b>	Administrator 902-687-2157 <a href="mailto:town@sourispei.com">town@sourispei.com</a>

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

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

**1. Calling the Meeting to Order and Quorum**

**2. Agenda**

**2.1. Approval of the Agenda**

**MOTION** by Councillor Donnie Aitken and seconded by Councillor Christina Whyatt, that the Council Agenda of March 10, 2008, be approved as circulated and that "Communications Officer" be changed to "Development Officer" under Item 4.5.

**Motion Carried**

**2.2. Additions to the Agenda**

**MOTION** by Councillor Donnie Aitken and seconded by Councillor David MacDonald, that the following item be placed on the agenda:

(a) "Computer Back-up and Networking" be added as Item 4.3(b).

**Motion Carried**

**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.

**Conflict Declared by** Councillor Donnie Aitken – Item 4.7 Souris Fire Department – Fire Truck.



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**3. Approval of Minutes**

**3.1. Minutes – Council Meeting of February 11, 2008**

**MOTION** by Councillor Donnie Aitken and seconded by Councillor Wanda Bailey, that the minutes of the Souris Town Council and the Souris Sewer and Water Utility Corporation Meeting of February 11, 2008, be approved as circulated.

**Motion Carried**

**4. New Business**

**4.1. 2009 Canada Games Presentation**

Councillor David MacDonald, Chair of Parks and Recreation introduced Mr. Chris Beauvais, Friends of the Games Coordinator, 2009 Canada Games – Western Office. Mr. Beauvais confirmed that Prince Edward Island will be the location for the 2009 Summer Games from **August 15-29, 2009**, which will see 18 different sporting events tip-to-tip, including two soccer games hosted right here in the Town of Souris.

Council was presented with a short video, entitled “Canada Games – Inspiring Dreams and Building Champions”, which can be accessed at [www.2009canadagames.ca/en/](http://www.2009canadagames.ca/en/). Mr. Beauvais outlined that as a 2009 Canada Games Host Location, the Town of Souris would gain enormous benefits by providing support to the 2009 Canada Games.

**4.2. Eastern Kings Sports Council Presentation**

Councillor David MacDonald, Chair of Parks and Recreation introduced Dr. Steve O’Brien, Present of the Eastern Kings Sports Council and Ms. Marguerite Arsneault, Eastern Region Coordinator for PEI Sports and Recreation. Dr. O’Brien confirmed that Eastern Kings Sports Council is working with the communities of Souris, Souris West, Eastern Kings and Little Pond for a proposed three-year commitment to hire a Regional Recreation Director to promote sport and physically activities in this area.

**4.3. (a) Town Assets – iMac Computer**

**MOTION** by Councillor Wanda Bailey and seconded by Councillor Thelma MacDonald, that in order for the iMac Computer to be utilized, Chrissy Conohan attend off-site training on the iMac Computer and its Multi-media capabilities, which is not to exceed \$500.

**Motion Carried**



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**4.3. (b) Computer Back-up and Networking Services**

**MOTION** by Councillor Wanda Bailey and seconded by Councillor Thelma MacDonald, that the Administrator proceed to have MicroAge Solutions install (1) networking services for Town Hall computers and (2) on-line back-up services, for a cost of \$495 for the initial set-up and a monthly service fee of \$39.95.

**Motion Carried**

**4.4. Morgan the Mouse**

**MOTION** by Councillor Thelma MacDonald and seconded by Councillor Donnie Aitken, that the Administrator proceed with Morgan the Mouse items, including the purchase of a new Morgan costume, souvenir lapel pins, baseball caps, etc.

**Motion Carried**

**4.5. Matthew & McLean Building Space – Café Development Officer**

**MOTION** by Councillor David MacDonald and seconded by Councillor Donnie Aitken, that the Administrator begin negotiations between the Town of Souris and Café Development Officer Suzanne Rene for space at the Matthew & McLean Building at a set rate.

**Motion Carried**

**4.6. Main Street Upgrade Project**

**MOTION** by Councillor Denis Thibodeau and seconded by Councillor Donnie Aitken, that the excess fill from the Souris Main Street Upgrade Project is the property of the Department of Transportation and Public Works (DOTPW), and as such, the Administrator advise DOTPW in writing, requesting that all excess fill not required by DOTPW be directed to the Town of Souris for their use. In addition, advise DOTPW that once the Town's needs are satisfied, the remaining fill be directed to the Souris Harbour Authority Inc. for their use.

**Motion Carried**

**Councillor Donnie Aitken excused himself from the Council meeting.**

**4.7. Souris Fire Department – Fire Truck**

**MOTION** by Councillor Wanda Bailey and seconded by Councillor Denis Thibodeau, that following the Annual Meeting of the Souris Fire District, the Area Fire Rates for the surrounding districts were increased from \$42 to \$50 (an \$8.00 increase); and that



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- (a) \$3.00 of the \$8.00 increase of the Category #1 Area Properties with Structures, be dedicated towards Area Fire Dues;
- (b) \$5.00 of the \$8.00 increase of the Category #1 Area Properties with Structures, be dedicated towards the purchase of a Souris Fire Truck;
- (c) Councillor Wanda Bailey meet with Chief Colin LaVie of the Souris Volunteer Fire Department and a Committee of his choosing, to locate a fire truck; and
- (d) Councillor Denis Thibodeau commit \$25,800 in the 2008 budget towards the purchase of a fire truck and that this amount be placed in a locked-in, interest generating account.

**Motion Carried** (Yea – 4; Nay – 1; Excused – 1)

**Councillor Donnie Aitken re-joined the Council meeting.**

## **5. Financial Information**

### **5.1. Statement of Revenues and Expenditures**

The Town of Souris Statement of Revenues and Expenditures were attached for information purposes and for the review of the Souris Town Council.

### **5.2. Outstanding Invoices for Approval as at March 6, 2008.**

- (a) **MOTION** by Councillor Denis Thibodeau and seconded by Councillor Christina Whyatt, that invoices be paid for the Souris General Account in the amount of **\$6,164.88.**

**Motion Carried**

- (b) **MOTION** by Councillor Denis Thibodeau and seconded by Councillor David MacDonald, that invoices be paid for the Souris Sewer and Water Utility Corporation in the amount of **\$1,588.**

**Motion Carried**



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**6. Council Reports**

**6.1. Mayor Joanne Reid**

- (a) Mayor Joanne Reid confirmed that Mr. Steve Cheverie has completed the specifications for work on the Souris Town Hall Roof and the Souris Fire Hall Roof on a fixed-cost, plus-expense basis and they have now been submitted to the Chair of Finance, for consideration during the 2008 Souris Budget deliberations.
- (b) The Communities in Bloom evaluation date for the Town of Souris has been tentatively set for **July 14, 2008**. Confirmation is forthcoming.
- (c) I will be sending out a news survey in the near future, asking residents as to “How we’re doing?”
- (d) Looking after various complaints and spending a lot of time on the Souris Mouse and Communities in Bloom activities.

**6.1.1 Souris Website – Upgrade**

**MOTION** by Councillor Wanda Bailey and seconded by Councillor Thelma MacDonald, that the Administrator proceed to have Mr. Doug Rain design a new Souris Website, as quickly as possible, at a cost of approximately \$2,000.

**Motion Carried** (Yea – 5; Nay – 1)

**6.2. Councillor Thelma MacDonald**

- (a) Attended three Souris Hospital meetings and also a number of Council meetings.
- (b) Attended the February 23 meeting regarding the Main Street Upgrade Project, which went very well. Weekly updates are being provided by our engineering firm, ADI Limited, and are available in both hard copy at Town Hall and on the Souris Website.

**6.3. Councillor Christina Whyatt**

- (a) **February 17, 2008** – Attended a meeting with Mayor Joanne Reid on Summer Workers for Matthew & McLean Building and the Souris Provincial Beach.
- (b) **February 20, 2008** – Attended the Gardening Slide Presentation by Kenneth MacDonald and Betty Lou Abbott of Charlottetown at the Souris Hospital Classroom.



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- (c) **February 23, 2008** – Attended a meeting with Mr. Darrell Fisher, Area Manager of ADI Limited and Council at 9:15 A.M., Souris Town Hall, Souris, Prince Edward Island.
- (d) **February 23, 2008** – Attended a meeting of the revamping of the 50 – year – old sewer and water system and Main Street at 10:00 A.M. with Mr. Darrell Fisher, Area Manager of ADI Limited, Business Owners, and representatives from CTMA Iles de la Madeleine, Mayor Joanne Reid, Souris Town Councillors and Sterling MacDonald Town Maintenance, at Access PEI Board Room, 15 Green Street, Souris, Prince Edward Island.
- (e) **February 25, 2008** – Attended a Special Meeting – In Camera at 12 noon at Souris Town Hall.
- (f) **March 5, 2008** – Attended the Tourism Industry Association of Prince Edward Island Semi – Annual Meeting, “Passport to Summerside”, Tourism Conference and Awards Gala, Summerside Wellness Centre, Summerside, Prince Edward Island.
- (g) **March 9, 2008** – Bowled at the Bowling for Kids Sake a fundraising for Big Brothers/Big Sisters of P.E.I. at the Eastern Kings Sportsplex, Souris, Prince Edward Island.
- (h) **March 10, 2008** – Attended a 1:00 P.M. meeting with Suzanne Rene Comité Acadien et Francophone de l’Est, Agente de développement (CAFÉ Development Officer) at Ecole Le Belle Cloche, Souris, Prince Edward Island. We talk about renting space at Matthew & McLean Building, Tourism Committee, 2009 Visitor Guides and the trip to Iles de la Madeleine April 17, 2008 –April 20, 2008.
- (i) Since our last regular Council meeting in February 2008, I have completed the 2008 Budget for the Tourism, Beach Building and Matthew & McLean Building.

**6.4. Councillor Wanda Bailey**

- (a) I attended a number of HR meetings at noon in February. Meetings were held in the Town Council Chambers.
- (b) February 13th attended a meeting at 5:00 pm at the Town Hall with Dianne to go over budget figures.
- (c) February 13<sup>th</sup> attended a meeting at 7:00 pm at the Fire Hall to go over the Fire Department’s budget for this year.



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- (d) February 27<sup>th</sup>, attended a meeting with Councillor Thelma MacDonald, Co-chair of HR, with Chrissy to discuss the possibility of her training to learn how to run the iMac computer in her office, which is presently not being used. I would like to put a motion on the table for Chrissy to go ahead and get training. Chrissy gave me a couple of quotes for a training course.
- (e) Also, Councillor Thelma MacDonald and I discussed with Chrissy the re-designing of the Town's website. Chrissy has obtained a number of quotes and we chose to go with the \$2,000 independent one. I would like to put this motion on the table for Chrissy to go ahead with that particular quote to re-design the website.
- (f) Attended another meeting at noon on Thursday, February 28<sup>th</sup>, at the Town Hall to discuss HR matters.
- (g) March 3<sup>rd</sup>, Monday. Attended the monthly Fire Department meeting at the Fire Hall at 6:45 pm, which included good attendance; the Minutes of the last meeting; the Treasurer's report; unpaid bills from previous month; correspondence; license renewals and registrations; and Chief LaVie's report.

**6.5. Councillor David MacDonald**

- (a) Attended various Eastern Kings Sports Council meetings.
- (b) Met with the RCMP for clarification in respect to the enforcement of Montague's by-laws.

**6.6. Councillor Donnie Aitken**

- (a) Following a discussion with the Administrator regarding a motion made at the November 13, 2007 Council Meeting, I would like to:
  - (i) declare a conflict as my daughter does attend the Grade 8 Class at the Souris Consolidated School that was granted permission by Council to sell Souris Animal Tags as a fundraiser on behalf of the Town this spring;
  - (ii) request that Motion 6.7(c) of the November 13, 2007 Council Meeting be rescinded; and
  - (iii) that another Councillor make the motion for the Grade 8 Class at the Souris Consolidated School be granted permission to sell Souris Animal Tags as a fundraiser on behalf of the Town of Souris this spring.



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**MOTION** by Councillor Christina Whyatt and seconded by Councillor David MacDonald, that the Grade 8 Class at the Souris Consolidated School be allowed to sell the Souris Animal Tags as a fundraiser on behalf of the Town of Souris in the spring of 2008.

**Motion Carried**

(b) RCMP Activity Report

A summary of the activities performed by the Royal Canadian Mounted Police in the Town of Souris for January 2008, received as follows:

Occurrence Statistics (all violations)

Total	Reported-56	Unfounded-2	Actual-54
Clearance	By Charge-2	Otherwise-52	Rate-100%

(c) Joint By-law Enforcement Officer Shared Service Agreement

We are awaiting confirmation of a meeting with the Towns of Georgetown and Montague on joint By-law Enforcement Officer through a shared service agreement.

(d) Emergency Measures Operation Committee

Chrissy Conohan has completed updates of the list of name in the EMO Manual and is currently working on individual pages that need the odd name change or update, with approximately 80% of the updates completed. The remainder will be finished by March 14, 2008. Once these updates have been completed, the complete EMO Manual will be scanned and transferred to a CD, so any future changes can be done with ease.

(e) Attended various Town related meetings.

**6.7. Councillor Denis Thibodeau**

(a) Attended various meetings, including discussions regarding the 2008 Souris budget. Awaiting final input from a few more Councillors.

(b) Will be meeting soon with the Council and Administration to discuss the budget figures and then call a Special Meeting to approve the 2008 Souris Budget, some time prior to the next Council meeting on April 14.



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**6.8. Administrator**

- (a) Year-End – The main focus over the last month at Town Hall has been concentrated on budget preparation, year-end reconciliations and audit work, in concert with the Maintenance, Special Events and Finance area.
- (b) Summer Employment – Workers’ applications have been submitted to a number of programs, totalling 19 Souris summer workers requested for the Town, including:

Program	Eligibility	Job Title	Request
Canada Summer Jobs	6-16 wks / 15-30 yr old	By-law Issues	1
		2010 Souris Centennial Events	1
		Erosion Plan	1
		Communications Co-ordinator	1
PEI – Jobs for Youth Employment Development Agency	8-12 wks / 16 over & gr 10	Flower Bed Assistant	1
		M&M Museum Tour Guide	1
		Maintenance Worker	1
PEI – Post Secondary Employment Development Agency	8-14 wks / gr 12 grad or over	French Speaking Assistant	1
		Historium / Communities in Bloom Book	1
		French Tourism Activities	1
		EMO Database	1
PEI – Special Projects Employment Development Agency	1-13 wks / 30 yrs or over	Flower Landscape/Comm. in Bloom Activities	1
		Street Litter Clean-up	2
		Flower Bed Maintenance	2
		Beach Litter Clean-up	1
		Ball field / Maintenance Helper	1
		Cleaner – Town Buildings	1
<b>Total</b>			<b>19</b>

- (c) Main Street Upgrade Project – At the February 23 meeting, Mr. Darrell Fisher of ADI confirmed that all information for the Main Street Project will flow directly to and from ADI through Councillor Thelma MacDonald, Chair of this project; and directed accordingly by her.
- (d) With the recent purchase of the HP PhotoSmart Scanner, for approximately \$179 plus tax, Town Hall staff will proceed to transfer numerous documents to CD disks (the EMO Manual) or onto the Town website (older Souris by-laws).

**6.9. Correspondence Received**

- (a) YMCA Summer Student Exchange – Correspondence received March 10, 2008

With the approval of the Chair and Co-chair of Human Resources and Council’s consent, the Administrator apply for a summer student as part of the Department of Canadian Heritage through the YMCA Summer Student Work Exchange Program.



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- (b) Souris PeeWee A Girls Hockey Team – Correspondence received March 10, 2008

Motion by Councillor Christina Whyatt and seconded by Councillor Donnie Aitken requesting the Town of Souris contribute \$500 toward the Souris PeeWee A Girls Hockey Tournament scheduled for March 13 to 15, 2008, to help cover tournament expenses, **be amended to read:**

**MOTION** by Councillor Donnie Aitken and seconded by Councillor David MacDonald requesting that the Town of Souris contribute **\$50** toward the Souris PeeWee A Girls Hockey Tournament scheduled for March 13 to 15, 2008, to help cover tournament expenses.

**Motion Carried**

- (c) Island East Tourism Group – Correspondence received March 10, 2008

With the approval of the Chair of Tourism and Council's consent, the Administrator pay Island East Tourism Membership Fees, April 2008 to March 2009, at a cost of \$100.

- (d) Dept of Forestry – 2008 Greening Spaces Application

With the approval of the Chair of Parks and Recreation and Council's consent, the Administrator submit the 2008 Greening Spaces Application requesting:

10 Trees – various species;

50 Assorted shrubs, including wild rose, wild spiraca, native willow, serviceberry, white spruce, mountain holly, elm and ash, for the Souris Causeway Dune Protraction Project;

200 Assorted trees and shrubs for the Souris transplant bed; and

500 pine/spruce seedlings for the children at the Canada Day Celebrations.

- (e) Town of Souris – Staff Group Insurance Renewal – Effective April 1, 2008

With the approval of the Chair and Co-chair of the Human Resources Committee and Council's consent:

- (i) the Administrator confirm the Town's staff group benefit renewal agreement under the Union of Nova Scotia Municipalities Insurance Plan, effective April 1, 2008; and
- (ii) that all groups contacted by the Town requesting information or rates be thanked for their interest in the Town of Souris and efforts regarding staff group benefits



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- (f) Community, Cultural Affairs – Correspondence received February 18, 2008

With the approval of the Chair and Co-chair of the Human Resources Committee and Council's consent, the Administrator review the draft of the first annual "Municipal Statistical Review" and respond accordingly.

**7. Other Business**

No other business was introduced.

**8. Adjournment – 8:55 p.m.**

**MOTION** by Councillor David MacDonald and seconded by Councillor Donnie Aitken, that the meeting be adjourned.

**Motion Carried**

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Mayor Joanne Reid

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Dianne La Chapelle, Administrator