



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

**MINUTES
MONDAY, APRIL 14, 2008**

Time:	7:00 P.M.	Dianne La Chapelle, Administrator 902-687-2157 town@sourispei.com
Location:	Town Hall Council Chambers 75 Main Street, Souris PEI	

**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 David MacDonald and seconded by Councillor Denis Thibodeau, that the Council Agenda of April 14, 2008, be approved as circulated, with the following additions:

2.2. Additions to the Agenda

Item 4.7 - CUPE Communiqué, dated April 11, 2008 – at the request of Mayor Reid.

Item 4.8 - Provincial Library Service, received April 14, 2008, at the request of Mayor Reid.

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: None Declared



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3. Approval of Minutes

3.1. Minutes – Council Meeting of March 10, 2008

MOTION by Councillor Christina Whyatt and seconded by Councillor Thelma MacDonald, that the minutes of the Souris Town Council and the Souris Sewer and Water Utility Corporation Meeting of March 10, 2008, be approved as revised, as follows:

Item 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

- (a) 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
- (b) 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

4. New Business

4.1. Town of Souris – 2007 Audited Consolidated Financial Statements

MOTION by Councillor Denis Thibodeau and seconded by Councillor Christina Whyatt, that the Town of Souris 2007 Audited Consolidated Financial Statements, prepared by Grant Thornton Chartered Accountants, be approved as circulated.

Motion Carried

4.2. Town of Souris – Report to Council

Mayor Reid recommended that Item 4.2(a) Grant Thornton's Report to Council for the Town of Souris and Item 4.2(b) Council's Management's Response be received for information.

4.3. Town of Souris – 2008 Operating and Capital Budget

MOTION by Councillor Denis Thibodeau and seconded by Councillor Christina Whyatt, that the Town of Souris General Account and the Souris Sewer and Water Utility Corporation – 2008 Operating and Capital Budget be approved as circulated.

Motion Carried



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4.4. Planning Board Report – dated April 7, 2008

MOTION by Councillor Donnie Aitken and seconded by Councillor Thelma MacDonald, that Council approve the Souris Planning Board's recommendation that the application from NVS Inc. (Mr. Norman Levenberg) to subdivide a section of parcel no. 431635 be approved as circulated.

Motion Carried

4.5. Matthew & McLean Building Rent – Councillor Whyatt/Mayor Reid

Mayor Reid requested the Administrator begin negotiations for the sale and/or disposal of the Matthew & McLean Building and that the Town no longer bear the cost and burdens associated as landlord of the M&M Building. The Mayor requested that the possibility of the disposal of the Matthew & McLean Building be investigated.

4.5.1. Matthew & McLean Building

Mayor Reid requested that the Administrator meet with the Chair of Finance, the Chair of Land Acquisition and Sale, the Chair of the Matthew & McLean and the Mayor prior to the May 12 Council meeting and present:

- (a) procedures for selling or disposal of the Matthew & McLean Building, currently recognized as a Designated Heritage Place;
- (b) information on whether public meetings are required for the sale or disposal of the Matthew & McLean Building;
- (c) the costs associated with operating the Matthew & McLean Building; and
- (d) the financial costs associated with selling and/or disposing of the Matthew & McLean Building.

4.5.2. Town of Souris – 11 Federal Avenue Property

- (a) Mayor Reid requested the Administrator contact Habitat for Humanity for a status update on the 2008 Souris building project; and
- (b) Mayor Reid requested the Administrator proceed to visually identify the circumference of the Town of Souris Federal Avenue property, by clearly marking it with stakes.



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4.6.1. Communities in Bloom Update

Mayor Reid advised that:

- (a) There are ongoing efforts to keep Souris blooming.
- (b) Shelley MacInnis and Colin LaVie are allowing the Town to create a flowerbed at the East Entrance of Souris (Norris Creek), that will spell out the word **SOURIS** in flowers.
- (c) the Adopt-a-Bench-Program has started, where individuals and groups can purchase all or part of a bench that will have a plaque attached, acknowledging the donor. Those interested may contact Harbourview (cost \$100); or for full details - Mayor Joanne Reid at 969-3361.

4.6.2. Web Cam – Council Meetings Broadcast

Mayor Reid advised Council that certain senior residents were unable to attend Council meetings and would appreciate a live broadcast and be able to watch proceedings from the warmth and comfort of their homes. Councillor Thelma MacDonald graciously offered a ride to anyone who would like to attend the monthly Council meetings. Mayor Reid requested a vote.

MOTION by Councillor David MacDonald and seconded by Councillor Denis Thibodeau that Council install a web camera for live broadcast for the monthly Town Council Meetings.

Recorded Vote:

Yea: Councillor David MacDonald; Councillor Denis Thibodeau

Nay: Councillor Donnie Aitken; Councillor Wanda Bailey; Councillor Thelma MacDonald; Councillor Christina Whyatt

Motion Defeated

4.7 CUPE Communiqué – dated April 11, 2008

Mayor Reid presented a press release, entitled “Government’s Operational Review of Health Care Will Not Include CUPE” and requested Council’s permission to contact the Premier and Souris-Elmira MLA. Council agreed that the Mayor draft a letter showing support for maintaining hospital services in Souris and circulate it to Council for their final review prior to delivery.



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4.8 Provincial Library Service

Mayor Reid presented a request from the Provincial Library Service for \$800, to repair deficiencies in the Souris Town Hall Library facilities.

MOTION by Councillor Thelma MacDonald and seconded by Councillor David MacDonald, that:

- (a) Councillor Wanda Bailey, Chair of the Town Hall with the Town Administrator, arrange a site visit with the Town Hall Librarian to review the cost and extent of the repairs to the Town Hall Library facilities;
- (b) the Town Administrator arrange for the Maintenance Department to complete repairs to the Town Hall Library up to \$400; and
- (c) the Administrator determine if the Provincial Library Service is able to fund the remaining repairs, if any.

Motion Carried

5. Financial Information

5.1. Statement of Revenues and Expenditures as at March 31, 2008

Received for information.

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

5.2. Outstanding Invoices for Approval as at April 10, 2008

MOTION by Councillor Denis Thibodeau and seconded by Councillor Christina Whyatt, that the outstanding invoices be approved, as circulated:

- (a) Town of Souris – General Account \$70,360.70
- (b) Town of Souris – Sewer and Water Utility Corp. \$18,107.54 \$88,468.24

Motion Carried

5.3. Cheques Issued During the Month of March

Received for information.

- (a) Town of Souris – General Account \$43,332.98
- (b) Town of Souris – Sewer and Water Utility Corp. \$19,012.85 \$62,345.83



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6. Council Reports

6.1. Mayor Joanne Reid

- (a) A bouquet of flowers was sent to the Captain Bernard Langford to welcome the CTMA Ferry back to Souris for another season and offer the Town's deepest sympathy over the recent fishing tragedy.
- (b) Communities in Bloom continues to progress well (as mentioned in Item 4.6 Update above). Also, a number of residents are donating perennials to the Town on behalf of the Communities in Bloom effort. All donations are welcomed and those interested should contact Mayor Reid at 969-3361.
- (c) Attended the Opening of the Legislature on April 4 in Charlottetown as Vice President of the Federation of PEI Municipalities and Mayor of Souris.
- (d) Report received from the Iles de la Madeleine.
- (e) Update from the Federation of PEI Municipalities regarding the provincial property tax rate, which the FPEIM recommended to government be substantially reduced within all municipalities; and eliminate provincial property taxes within full service municipalities.

6.2. Councillor Donnie Aitken

- (a) Chaired the recent meeting of the Souris Planning Board Committee (Item 4.4 as above).
- (b) Development Officer has been in contact with Mr. Phil Wood regarding progress of the Souris Official Plan and By-law Review.
- (c) RCMP Summons Allocation – Town revenues of \$1,200 received for the period February 1 – 29, 2008
- (d) Municipal Offence Ticket (MOT) – printing complete and Town tickets secure at Town Hall. Waiting to proceed with tri-community Joint By-law Enforcement Officer Project with Georgetown and Montague.

6.3 Councillor Wanda Bailey

- (a) April 1 - Human Resources meeting, at noon.
- (b) April 2 – Souris Budget Review Meeting, at 7:30 p.m.
- (c) April 7 - Attending Fire Department monthly meeting at the Fire Hall, 6:45 p.m.



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6.4 Councillor David MacDonald

- (a) Following a meeting with the Chair of the Finance Committee and subject to Council's approval of the Souris 2008 Operating budget (Item 4.3 above), recommend that:

MOTION by Councillor David MacDonald and seconded by Councillor Denis Thibodeau, that the Town Administrator:

- (i) issue a cheque to the 2009 PEI Host Canada Games Committee in the amount of \$5,000, representing a 50% donation from the Town of Souris for 2008; and
- (ii) allocate \$5,000 for the 2009 Host Canada Games Committee in the Souris 2009 Operating Budget.

Motion Carried

- (b) Attended a joint meeting of the Souris, Montague, Georgetown Committee to establish a Joint By-law Enforcement Officer for our communities. Also, met with the MLAs who represent these three communities in the Provincial Legislature.
- (c) Continue to work to co-ordinate the function of the Eastern Kings Arena and the Town of Souris.
- (d) Made several contacts with the Canada Games Committee to co-ordinate work on the Jerry MacCormack Soccer Field, including discussions on a possible contribution to the Friends of the Game Committee.
- (e) Requested that Administration assign a civic number to the Soccer Field for easier identification for any emergency situation.

6.5 Councillor Thelma MacDonald

- (a) Attending two Souris Hospital Board meetings.
- (b) In touch with Darrell Fisher on a regular basis regarding the Main Street Upgrade Project. Have been advised that tenders are close to schedule with closing dates early in May. Construction to begin approximately the third week of May.
- (c) Attended the Souris Planning Board Committee on April 7, 2008.
- (d) Attending additional Human Resources meetings.



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6.6 Councillor Denis Thibodeau

- (a) Busy completing the Town's 2008 Budget documents.
- (b) Working with the Town Auditors, Grant Thornton Chartered Accountants and IRAC to implement a water rate increase for the Town of Souris in 2009.

6.7 Councillor Christina Whyatt

- (a) **March 11, 2008** - Attended a brief audit update with Carl Chapman and the Souris Town Councillors at 12 noon in the Council Chambers.
- (b) **March 15, 2008** - met with Comité Acadien et Francophone de l'Est (CAFÉ) Board Members in a group to look over the premises of the Matthew & McLean Building to see if the space was suitable for their needs. Also, attended a social dinner meeting at the Bluefin after leaving the Matthew & McLean Building, CAFÉ. Members shared some of their plans for the 2008 season.
- (c) **March 26, 2008** - Attended the Garden Show Informative Presentation by guest speaker Stephanie MacDonald, Vesey's Horticulturist at 7:00 P.M. the Souris Hospital Classroom.
- (d) **March 30, 2008** - Attended a French Jam at 2:00 P.M. presented by Comité Acadien et Francophone de l'Est, (CAFÉ) at Ecole Le Belle Cloche Gym, 41 Breakwater Street, Souris, Prince Edward Island. I enjoyed the entertainment and refreshments.
- (e) **April 1, 2008** - Welcomed CTMA Captain Bernard Langford to Souris on the first run of the 2008-2009 Season from Iles-de-la-Madeleine. The new CTMA terminal Manager in Souris is Steven Comeau. .
- (f) **April 2, 2008** - Attended the 2008 Budget Meeting at 7:30 P.M. in the Council Chambers at the Souris Town Hall.
- (g) **April 8, 2008** - Attended the Legislative Assembly of Prince Edward Island from a seat in the Public Gallery at 3:00 to 5:00 p.m. and again from 7:00 to 9:00 p.m. All legislation goes through five stages before becoming law and when the House is sitting, the members spend 16 hours per week from Tuesdays through Fridays.
- (h) **April 12, 2008** - Attended the Eastern Kings Hospice Annual meeting at 10:00A.M. at Souris Hospital Classroom.
- (i) **Tourism Update**
In response to correspondence received March 28, 2008 from Ms. Betty Jarvis Item 6.8(a) below), I am pleased to report the following information regarding services provided to the CTMA Ferry Passenger and locals, as follows:



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- (i) **East Connection** Blair Ferguson makes daily return passenger shuttle and delivery service between Charlottetown and Souris with pick up at Souris Visitor Information Centre and pick up at CTMA Ferry Terminal. This service is in the 5th year, starting June 25, 2008 to September 25, 2008, with drop off where Passenger need to be dropped off.
- (ii) **Souris Cab** Frank McIntyre makes his daily trip to CTMA Ferry Terminal since October 2007 and started back on April 1, 2008 and ever day since. On MacPhee Avenue, Souris Cab sign and telephone number for tourist and locals alike to access his services.
- (iii) **CTMA Ferry Terminal Manager** Steven Comeau has stated to me that reserved Passenger with car etc. have to be in the CTMA parking lot by 1:00 P.M. which is when the Ferry arrives in Souris and leaves at 2:00 pm (if in A.M. - one hour before).

6.8 Correspondence Received

- (a) March 28, 2008 from Mrs. Betty Jarvis requested that the Town of Souris give consideration to the following:
 - i. a smoking ban for occupants riding with children throughout Souris; and
 - ii. a proposed shuttle service from the CMTA Ferry to Main Street.

Following Council's consideration:

- i. Mayor Reid confirmed that the Province has now implemented a smoking ban for occupants riding with children throughout the PEI.
- ii. Councillor Christina Whyatt advised in her report (Item 6.7(h) above) of the shuttle services available from the CMTA Ferry to Main Street.

6.9 Chief Administrative Officer

- (a) **Town of Souris – 2008 Work Plan**
 - (i) Work Plan Following Approval of the 2008 Town Budget, the following projects are scheduled to be completed during 2008:
 1. Budget / F-S – copies for public; on view / available at Town Hall
 2. Budget / F-S – copies for Municipal Affairs/ Infrastructure / etc
 3. Process Debit Machine; assign P.O. No.
 4. Process Morgan Mouse Costume; assign P.O. No.
 5. Process Mouse Pins; assign P.O. No.
 6. Process Shirts and T-Shirts; assign P.O. No.
 7. Process Town Hall Alarm System; assign P.O. No.
 8. Process Web Site Design Update; assign P.O. No.
 9. Process Soccer Field Upgrades; assign P.O. No.
 10. Confirm AccPac Training for Staff; assign P.O. No.
 11. Process Energy Bond Purchase (\$25,800)



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12. Submit to Council – Snow Plowing tender / contract (July)
13. Submit to Council – Prov. Ice Control Contract (July)
14. Submit to Council – Fire Hall Roof tender / contract
15. Submit to Council – Town Hall Roof tender / contract
16. Submit to Council – Garage Roof tender / contract
17. Submit to Council – Matthew & McLean Roof tender / contract
18. Submit to Council – Matthew & McLean Repairs tender / contract
19. Communities in Bloom – on-going throughout 2008
20. Main Street Upgrade Project – on-going 2008 and 2009

(ii) Work Plan Additional Items to be completed during 2008, as follows:

1. Wellfield Protection Project – submission
2. Integrated Community Sustainability Plan – submission
3. Souris Shoreline Erosion Study
4. Reserve Street – finalize legal paperwork
5. Souris Harbour Authority Lease – finalize legal paperwork
6. Souris Marina Divestiture – finalize legal paperwork and cheque
7. Obtain Survey for the BlueFin parking area
8. Dog Tags Sale – Meeting
9. Tender Submissions - Town 2009 Audit & Fin. Statements
10. Policy and Procedures Manual
11. Joint By-law Enforcement Officer Partnership
12. Habitat for Humanity – Souris Home Building Partnership
13. Matthew & McLean – Space for Rent
14. Matthew & McLean
15. Various Collection Letters – on going
16. Official Plan and Development By-law Review

(b) **Council Update**

1. the 2007 Financial Year-end, Response to the Auditor's Report to Council and Souris 2008 Operating and Capital Budget document - completed
2. New Souris Website – 95% completed
3. Town Hall Computers security back-up storage / networking - completed
4. All Souris By-laws posted to the Souris Website - completed
5. Souris Emergency Measures Handbook - completed
6. Souris Summer EDA Workers Applications – approves to be received from the Community, Cultural Affairs and Labour within the next two weeks.



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(c) Notice of Retirement - Chief Administrative Officer, Town of Souris

Correspondence dated April 14, 2008, addressed to the Souris Town Council, from the Chief Administrative Officer, as follows:

This is to advise you that I have decided to retire as the Chief Administrative Officer for the Town of Souris, effective May 9, 2008.

My decision to leave Souris is for personal reasons and my desire to join my children in Ontario. While my commitment and dedication to the Town continues to be as strong as ever, I believe this move is in the best interest of my family at this time.

It has been both an honour and a privilege to work with each Member of Council, Town staff and all the residence of Souris over these last two years. If there is anything that I can do to make this transition easier, please let me know. As this is my last Council meeting, I would like to say good-bye and thank you.

Sincerely, Dianne La Chapelle, Chief Administrative Officer, Souris – PEI

7 Other Business

No other business was introduced.

8 Adjournment – 9:15 p.m.

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

Motion Carried