



**The Corporation of the Town of Saugeen Shores  
Regular Council Meeting Minutes**

**Monday, March 24, 2025, 6:30 p.m.  
Council Chambers  
600 Tomlinson Drive  
Port Elgin, Ontario**

Present: Luke Charbonneau, Mayor  
Diane Huber, Deputy Mayor  
Mike Myatt, Vice Deputy Mayor  
Dave Myette, Councillor  
Justin Duhaime, Councillor  
John Divinski, Councillor  
Cheryl Grace, Councillor  
Bud Halpin, Councillor  
Rachel Stack, Councillor

Staff Members: Kara Van Myall, Chief Administrative Officer  
Dawn Mittelholtz, Clerk  
Jim Bundschuh, Director, Corporate Services  
Tammy Grove, Municipal Solicitor  
Ed Melanson, Director, Fire Services/Fire Chief  
Mark Paoli, Director, Development Services  
Matt Prentice, Director, Operations  
Kristan Shrider, Director, Community Services  
Jill Roote, Manager, Strategic Initiatives  
Morgan McCulloch, Deputy Clerk  
Amanda Monaghan, Community Development Officer

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**1. Call To Order**

Mayor L. Charbonneau called the meeting to order at 6:30 p.m.

**2. Land Acknowledgement**

Vice Deputy Mayor M. Myatt read the land acknowledgement.

**3. Disclosure of Pecuniary Interest and Nature**

Mayor L. Charbonneau declared pecuniary interests on Items 9.1 stating that he is a Shareholder in Hi-Berry Farm Inc. and 9.4 stating he is a shareholder of a corporation that owns commercially assessed property within the proposed expansion of the Southampton Business Improvement Area.

**4. Additions, Deletions, Amendments**

By majority consensus of Council, Item 9.4 was moved to immediately following Item 9.1.

**5. Adoption of Minutes**

**5.1 Regular Council Minutes - March 10, 2025**

**Resolution Number: 92-2025**

Moved by: R. Stack

Seconded by: B. Halpin

That Council adopt the minutes of the Regular Council Meeting of March 10, 2025, as presented.

**CARRIED**

**6. Public Meeting**

**7. Open Forum**

**8. Delegations**

**9. Report of Municipal Officers / Committees**

**9.1 Hi-Berry Farms Encroachment Agreement**

Mayor L. Charbonneau having declared a pecuniary interest, did not take part in the discussion or subsequent voting.

Council received a report regarding an encroachment agreement which was recommended to allow a conduit to be installed under the Rail Trail to provide irrigation to the adjacent farm field.

**Resolution Number: 93-2025**

Moved by: B. Halpin

Seconded by: C. Grace

That Council adopt By-law 26-2025, a By-law to authorize the execution of an encroachment agreement for Hi-Berry Farms.

**CARRIED**

**9.2 Bruce C Nuclear Project - Impact Assessment Status Update**

Council received a report regarding an update on the Impact Assessment (IA) process for the Bruce C Nuclear project.

**Resolution Number: 94-2025**

Moved by: J. Divinski

Seconded by: D. Myette

That Council receive the Bruce C Nuclear Project – Impact Assessment Status Update report for information.

**CARRIED**

**9.3 Saugeen Shores Logo Refinement**

Council received a report that presented a refinement of the Town's logo that will enhance usability while preserving its core image. A newly developed narrative now defines its identity. These updates increase flexibility for various applications and improve accessibility. Implementation will be gradual and designed to minimize financial impact.

**Resolution Number: 95-2025**

Moved by: D. Huber

Seconded by: C. Grace

That Council approve the Brand Guidelines for the Town of Saugeen Shores to include the Town's existing logo, refreshed as outlined.

**CARRIED**

**9.4 Business Improvement Area(s) update**

Mayor L. Charbonneau having declared a pecuniary interest, did not take part in the discussion or subsequent voting.

Council received a report which was brought forward to recommend amending [By-law 80-2012](#) and establishing a percentage-based levy structure to allow more flexibility in the annual operating budget of the Port Elgin Business Improvement Association (BIA). Additionally, the report outlined the steps required to consider an expansion to the boundary areas of both the Port Elgin BIA (PEBIA) and the Southampton BIA to include all businesses in Saugeen Shores.

**Resolution Number: 96-2025**

Moved by: D. Myette

Seconded by: C. Grace

That Council adopt By-law 27-2025, a By-law to allow the Port Elgin BIA to change their minimum and maximum levy to a percentage-based structure.

**CARRIED**

**9.5 Municipal Innovation Council Closeout Report**

Council received a report regarding the Municipal Innovation Council (MIC) that was established in 2020 when eight municipalities in the County of Bruce came together. At its meeting on December 2, 2024, the MIC passed a motion to dissolve the Municipal Innovation Council by March 31, 2025. The report highlighted the 2024 achievements and planned winddown activities within the responsibility of Saugeen Shores.

**Resolution Number: 97-2025**

Moved by: D. Huber

Seconded by: C. Grace

That Council receive the Municipal Innovation Council Closeout report for information.

**CARRIED**

**9.6 Procurement Strategies in Response to American Tariffs**

Council received a report further to their direction at the March 10, 2025 Council Meeting, requesting a report back on a procurement strategy that prioritizes the purchase of Canadian products, goods and services in response to U.S. tariffs. A discussion was held regarding the amount suggested for the Policy, and it was suggested that staff return with a recommendation to amend the Policy to indicate the maximum allowable under the Comprehensive Economic and Trade Agreement.

**Resolution Number: 98-2025**

Moved by: R. Stack

Seconded by: J. Divinski

That Council direct staff to return with an update to the existing Purchasing Policy, to promote Canadian purchasing where feasible and allowable within the existing Policy, through invitational procurement on goods and services up to the maximum allowable under the Comprehensive Economic and Trade Agreement.

**CARRIED, AS AMENDED**

**10. Consent Agenda**

**Resolution Number: 99-2025**

Moved by: D. Huber

Seconded by: C. Grace

That Items 10.1 through 10.5 be approved and received for information.

**CARRIED**

**10.1 Water System Annual Report 2024**

Council received a report regarding O.Reg. 170/03 of the Safe Drinking Water Act, the Water System Section 11 Annual Report and the Section 22 Summary Report were provided to Council, and will be made available at the municipal office, and on the Town's website. The Ministry of the Environment Conservation and Parks (MECP) Inspection Report had not been provided to the Town, it will be made available once it is released.

That Council receive the Water System Annual report for information.

**10.2 Wastewater System Annual Report 2024**

Council received a report in accordance with condition 11 (4) of the Town's Environmental Compliance Approval (ECA) for the Port Elgin STP and Condition 17 of the ECA for the Southampton STP. The following reports were provided to Council, and will be made available at the municipal office and on the Town's website: the 2024 Port Elgin Sewage Plant Annual Report and the 2024 Southampton Sewage Treatment Plant.

That Council receive the 2024 Wastewater System Annual Reports for information.

**10.3 Chamber of Commerce Lease Agreement Renewal**

Council received a report regarding the Chamber of Commerce Lease Agreement which expires on March 31, 2025. Due to changes being considered for the use of the facility, the new lease agreement is for two years rather than the typical five years. There are no other changes in the lease.

That Council adopt By-law 28-2025, a By-law to authorize the execution of a Lease Agreement between the Town of Saugeen Shores and the Saugeen Shores Chamber of Commerce for a two-year term.

**10.4 Scout Hall – Southampton Rotary Lease Agreement Renewal**

Council received a report regarding the Southampton Rotary which leases the lands within Jubilee Park for the use of the Boy Scout Hall building which is wholly owned by Southampton Rotary. The Lease Agreement expired on February 28, 2025, and renewal of this Lease is for a ten (10) year period, expiring March 31, 2035.

That Council adopt By-law 29-2025, a By-law to authorize a (10) ten-year Scout Hall – Southampton Rotary Lease Agreement Renewal between the Town of Saugeen Shores and the Southampton Rotary.

**10.5 Communications**

That the following be received for information:

1. Committee of Adjustment - December 16, 2024 Minutes
2. Committee of Adjustment- January 13, 2025 Minutes

3. Southampton BIA - January 23, 2025 Minutes
4. Southampton BIA - February 27, 2025 Minutes
5. Port Elgin BIA - February 21, 2025 Minutes
6. Town of Bradford West Gwillimbury Resolution- Request Landlord Tenant Reforms

**Resolution Number: 100-2025**

Moved by: D. Myette

Seconded by: B. Halpin

That Council endorse the resolution from the Town of Bradford West Gwillimbury regarding a request for Landlord Tenant Reforms.

**CARRIED**

**11. Motions and Notice of Motions**

**12. Closed to Public**

It was recommended that Council move into a Closed to Public session to receive advice that was subject to solicitor-client privilege on litigation or potential litigation and provide direction on the 2025 Q1 General Legal Update.

**Resolution Number: 101-2025**

Moved by: J. Divinski

Seconded by: B. Halpin

That Council move into a Closed to Public Session in accordance with the Municipal Act, 2001, Section 239 (2):

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED**

**12.1 Disclosure of Pecuniary Interest and Nature**

**12.2 Adoption of Closed to Public Meeting Minutes**

**12.3 Closed to Public Staff Reports**

**12.3.1 2025 Q1 General Legal Update – Litigation Matters**

**13. Report and Business Arising from Closed Session**

**13.1 Resume Regular Council Meeting**

Mayor L. Charbonneau reported that, while in the Closed to Public session, Council adopted Minutes of the previous Closed to Public meeting, received advice that was subject to solicitor-client privilege on litigation or potential litigation and provided direction to staff on the 2025 Q1 General Legal Update.

**Resolution Number: 102-2025**

Moved by: R. Stack

Seconded by: B. Halpin

That Council arise from the Closed to Public Session and resume the Regular Council Meeting.

**CARRIED**

**14. By-laws**

**14.1 By-law 26-2025 - Authorize Encroachment Agreement (Hi-Berry Farms Inc.)**

**14.2 By-law 27-2025 - Change BIA Levy Structure (Port Elgin)**

**14.3 By-law 28-2025 - Authorize Lease Agreement Renewal (Chamber of Commerce)**

**14.4 By-law 29-2025 - Authorize Lease Agreement Renewal (Scout Hall)**

**14.5 By-law 30-2025 - Appoint Treasurer**

Having declared pecuniary interests on Items 9.1 and 9.4 which authorized By-laws 26-2025 and 27-2025, Mayor L. Charbonneau did not take part in the discussion or subsequent voting of these By-laws.

**Resolution Number: 103-2025**

Moved by: C. Grace

Seconded by: D. Myette

That By-laws 26-2025 and 27-2025 are hereby read, passed, and sealed this 24th day of March, 2025.

**CARRIED**

**Resolution Number: 104-2025**

Moved by: D. Myette

Seconded by: J. Duhaime

That By-laws 28-2025, 29-2025 and 30-2025 are hereby read, passed, and sealed this 24th day of March, 2025.

**CARRIED**

**15. Confirmatory By-law**

**15.1 By-law 31-2025 - Confirm the Proceedings of March 24, 2025**

**Resolution Number: 105-2025**

Moved by: J. Divinski

Seconded by: J. Duhaime

That By-law 31-2025 being a By-law to confirm the proceedings of the Council of the Town of Saugeen Shores is hereby read, passed, and sealed this 24th day of March, 2025.

**CARRIED**

**16. Adjournment**

**Resolution Number: 106-2025**

Moved by: D. Huber

Seconded by: R. Stack

That this Regular Council meeting of March 24, 2025, hereby adjourns at 9:01p.m.

**CARRIED**

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Luke Charbonneau, MAYOR

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Dawn Mittelholtz, CLERK

