



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

**Tuesday, October 14, 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  
Jay Pausner, Manager, Planning and Development  
Josh Planz, Chief Building Official  
Amanda Monaghan, Community Development Officer  
Larry Gill, Manager, Operations  
Derek Depoorter, Project Manager

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**1. Call To Order**

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

**2. Land Acknowledgement**

Councillor J. Duhaime read the land acknowledgement.

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

No pecuniary interests were declared.

**4. Additions, Deletions, Amendments**

None.

**5. Adoption of Minutes**

**5.1 Regular Council Minutes - September 15, 2025 and September 22, 2025**

**Resolution Number: 273-2025**

Moved by: D. Huber  
Seconded by: C. Grace

That Council adopt the minutes of the Regular Council Meetings of September 15, 2025 and September 22, 2025, as presented.

**CARRIED**

**6. Public Meeting**

**7. Open Forum**

**8. Delegations**

**8.1 Port Elgin BIA - Port Elgin Farmers and Artesian Market**

**8.2 Southampton Arts Society- Budget Discussion**

The Southampton Art Centre thanked the Town for their current support and requested to Council that they continue to receive the same funding of \$50,000 in 2026 and 2027.

**8.3 Saugeen Mobility and Regional Transit - Budget Discussion**

Saugeen Mobility and Regional Transit requested from the Town, a 4% municipal contribution increase from the 2025 budget (\$143, 448.60) to \$149,186.55 in 2026.

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

**9.1 Bluewater Lands Proponent Selection**

Council received a report regarding the Town's Affordable Housing on Town-owned Lands Policy which affords Saugeen Shores the ability to clearly and uniformly evaluate proposals for affordable housing on lands deemed appropriate by the Town. Following the adoption of the Policy, the Bluewater Lands were identified in 2024 to advance using the Policy. It is recommended that the consortium lead by Tim Welch Consulting Inc. be selected to undertake the housing and park development on the Town-owned lands located on Bruce Street, Port Elgin.

**Resolution Number: 274-2025**

Moved by: D. Huber  
Seconded by: M. Myatt

That Council approve Tim Welch Consulting Inc. as the selected proponent to design and construct the Town-owned Bluewater lands, located at 374 Bruce Street, Port Elgin.

**CARRIED**

**9.2 Town-Owned Property and Private Property Tree By-laws**

Council received a report regarding in December 2024, Council approved in principle the Urban Tree Canopy Plan. A key recommendation of this Plan is to implement by-laws that address tree conservation on Town owned land and private lands. Two by-laws are proposed: the Tree Cutting on Town-Owned Property By-law and the Urban Tree Conservation By-law.

On consensus, by-laws 95-2025 and 96-2025 were considered separately. A motion was made to defer by-law 96-2025 regulating Urban Tree

Conservation, to adjust Schedule 1 and take into consideration Council's feedback.

Council had the following feedback regarding the Urban Tree Conservation By-law:

- A more simplified permitting process was suggested, such as submitting an application and paying a fee. Staff clarified that the proposed process is simplified and it would be only required in specific zoned lands and wooded areas.
- Concerns were raised regarding approving a by-law for staffing prior to a budget discussion for funding. Staff clarified that the intent was to take an incremental step in bringing the by-laws to assist in determining the service level required and requested by Council.
- A suggestion was made to complete a trial for a year to determine the amount of staff workload required and amount of permits requested prior to approval of the position.
- Concerns were raised regarding individual property owners who have part of their property on Environmentally Protected land. It was confirmed that would require a permit to remove a tree on their property, the proposed by-law is to add an additional layer to protecting the tree canopy on those lands.
- Concerns were raised about how many individual households are on Environmentally Protected lands and if the owners are aware. It was suggested the intent of Environmentally Protected Zones was not to limit maintenance of the property. It was requested that staff review how many households would be affected by this by-law as there are a number of exemptions and properties are often covered by the Conservation Authority or County of Bruce. The intent of the proposed by-law is to close the gaps to highlight the important parts of the canopy not covered by other agencies.
- A suggestion was made to amend Schedule A to show the County Land that is already protected through their by-laws.

**Resolution Number: 275-2025**

Moved by: C. Grace  
Seconded by: B. Halpin

That Council approve By-law 95-2025, being a By-law regulating Tree Protection on Town-Owned Property to come into effect on January 1, 2026.

**CARRIED**

**Resolution Number: 275A-2025**

Moved by: C. Grace  
Seconded by: B. Halpin

That Council approve By-law 96-2025, being a By-law regulating Urban Tree Conservation to come into effect on April 1, 2027.

**DEFERRED**

**Resolution Number: 275B-2025**

Moved by: D. Myette  
Seconded by: J. Divinski

That By-law 96-2025 be deferred to adjust the map and take Council feedback into consideration.

**CARRIED**

**9.3 Blue Box Transition Update**

Council received a report which provided a plan, including estimated costs, of addressing “Ineligible Sources”, to preserve the level of service for these customers to the degree possible. Further, it will support maintaining existing waste diversion rates and reduce risk of disposing recyclables in the Town’s landfill. It is important to note that “Ineligible Sources” refers to Industrial, Commercial and Institutional customers who currently receive curbside recycling pickup, that will no longer receive this service on January 1, 2026.

**Resolution Number: 276-2025**

Moved by: M. Myatt  
Seconded by: R. Stack

That Council approve a recycling drop-off depot at the landfill for “Ineligible Sources” affected by the Blue Box transition.

**CARRIED**

**9.4 Delegation of Administrative Authority**

Council received a report regarding the Town’s current Delegation Policy which was adopted by by-law in 2008 and was due for an update. The proposed Policy confirms existing delegations of administrative authority while recognizing statutory positions and their legislated authority. The Policy does not reiterate individual administrative authority or delegations, rather it provides an umbrella approach to the governance and administrative roles of Council and staff respectively.

**Resolution Number: 277-2025**

Moved by: D. Huber  
Seconded by: D. Myette

That Item 6. a. III. of the Delegation of Administrative Authority Policy be amended to remove Police Chief and Deputy Police Chief.

**CARRIED**

**Resolution Number: 278-2025**

Moved by: D. Myette  
Seconded by: C. Grace

That Council adopt by law 97-2025, being a By-law to authorize the Delegation of Administrative Authority Policy, as amended.

**CARRIED, AS AMENDED**

**10. Consent Agenda**

**Resolution Number: 279-2025**

Moved by: M. Myatt  
Seconded by: B. Halpin

That Items 10.1 through 10.4 be approved and received for information.

**CARRIED**

### **10.1 Summer By-Law Enforcement Update**

Council received a report regarding Saugeen Shores hiring a summer by-law student in 2025 to help By-Law Enforcement in the busy tourism season. The report detailed the work completed and the results of this newly funded position.

That Council receive the Summer By-Law Enforcement Update report for information.

### **10.2 Tar and Chip Evaluation**

Council received a report regarding part of the 2022 Capital Budget, where funds were allocated towards a pilot project to install a surface treatment (Tar/Chip) on an existing gravel roadway. The report provided Council with an evaluation of this project.

Council expressed that they do not share the view to not use Tar and Chip. They would like to revisit where and how it may be used on Town roads. Council requested to see the comparison of different road treatments and their associated costs.

A proposed Division Highlight for Operations in the 2026 Business Plan and Budget would be added for consideration to look at the details of the service level the Town would want to provide.

That Council receive the Tar and Chip Evaluation report for information.

### **10.3 Butterflyway and Pollinator Projects Update and Next Steps**

Council received a report which provided Council with an update on the Pollinator and Butterflyway Project and outlined recommendations for continued program development. Following the Butterflyway delegation on May 26, 2024, the Town has worked collaboratively with volunteers and community partners to advance this biodiversity enhancement initiative across public spaces in Saugeen Shores.

That Council receive the Butterflyway and Pollinator Projects Update and Next Steps report for information.

### **10.4 Communications**

That the following be received for information:

1. Municipal Heritage Committee Meeting- August 20, 2025
2. Port Elgin BIA Board Minutes- May 27, 2025
3. Southampton BIA Board Minutes - June 26, 2025
4. Saugeen Shores Police Service Board Minutes - August 13, 2025
5. Saugeen Valley Conservation Authority Minutes- July 17, 2025
6. Saugeen Mobility Annual Letter (2024)
7. Municipality of South Huron- Proposed Amendments to the Resource Recovery and Circular Economy
8. City of Dryden Resolution - Swim to Survive Training
9. City of Kitchener Resolution - Postage Rates
10. Municipality of Brighton Motion- Support for Electoral Reform
11. Niagara Region Motion - State of Emergency on Mental Health, Homelessness and Addictions
12. Township of Bonfield Resolution - Canada Post CUPW Labour Dispute

13. Township of Woolwich Resolution Letter - Bill C-61 First Nations  
Clean Water Act

**Resolution Number: 280-2025**

Moved by: B. Halpin  
Seconded by: M. Myatt

That Council support the City of Dryden Resolution - Swim to Survive  
Training.

**CARRIED**

**Resolution Number: 281-2025**

Moved by: B. Halpin  
Seconded by: D. Myette

That Council support the Municipality of South Huron Resolution-  
Proposed Amendments to the Resource Recovery and Circular  
Economy.

**CARRIED**

**11. Motions and Notice of Motions**

**12. Closed to Public**

It is recommended that Council move into a Closed to Public Session to:

- To discuss and provide directions on negotiations for servicing of the Wilson / Habitat Affordable Housing site.
- To discuss and provide directions on negotiations Southampton Harbour (Just N Time Vessel).
- To receive communications and provide direction on a matter subject to solicitor client privilege regarding a Bruce Area Solid Waste Recycling legal update.
- To discuss litigation or potential litigation, receive advice subject to solicitor client privilege, and provide direction for the 2025 Q3 Legal Update Report – Litigation Matters.
- To discuss commercial and financial information supplied in confidence to the municipality, which, if disclosed, could reasonably be expected to prejudice the competitive position or interfere with negotiations, and commercial and financial information belonging to the municipality that has, or potentially has monetary value, and provide direction on negotiations on a confidential matter concerning Westario Power Inc.

**Resolution Number: 282-2025**

Moved by: D. Huber  
Seconded by: J. Divinski

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;

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

(i) a trade secret or scientific, technical, commercial, financial or labour  
relations information, supplied in confidence to the municipality or local  
board, which, if disclosed, could reasonably be expected to prejudice  
significantly the competitive position or interfere significantly with the

contractual or other negotiations of a person, group of persons, or organization;

(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; and

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

## **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 Servicing of Wilson / Habitat Affordable Housing Site**

#### **12.3.2 Negotiations Southampton Harbour (Just N Time Vessel)**

#### **12.3.3 Bruce Area Solid Waste Recycling Legal Update**

#### **12.3.4 2025 Q3 General Legal Update – Litigation Matters**

#### **12.3.5 Westario Power Confidential October 2025 Update**

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

### **13.1 Resume Regular Council Meeting**

Mayor L. Charbonneau reported that during the Closed to Public Session, Council approved Closed to Public minutes and discussed and provided direction to negotiations for servicing regarding Wilson/Habitat Affordable Housing Site, and the Southampton Harbour (Just N Time Vessel), as well as receiving communications and providing direction on a matter subject to solicitor client privilege regarding the Bruce Area Solid Waste Recycling Legal Update. Council discussed litigation or potential litigation, receiving advice subject to solicitor client privilege with the 2025 Q3 Legal Update Report. Council also discussed commercial and financial information supplied in confidence to the municipality, which, if disclosed could prejudice the competitive position or interfere with negotiations, and commercial and financial information belonging to the municipality that has monetary value, and received direction on negotiations on a confidential matter concerning Westario Power Inc. and a procedural motion was passed to extend past the 11:00 pm curfew.

#### **Resolution Number: 283-2025**

Moved by: J. Duhaime

Seconded by: J. Divinski

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

## **CARRIED**

#### **Resolution Number: 284-2025**

Moved by: C. Grace

Seconded by: M. Myatt

That Council direct the CAO to provide the following resolutions to BASWR:

- The Town of Saugeen Shores supports, in principle, the establishment of a municipal services corporation with the other

participating municipalities to assume responsibility for recycling services currently operated through a joint undertaking; and

- The Town of Saugeen Shores appoints Jim Bundschuh, Director, Corporate Services to the Municipal Working Group to oversee the preparation of a Business Case Study in support of a proposed Municipal Services Corporation, with the Study to be subject to public consultation and open Council review upon completion.

That Staff prepare a letter to reinforce the expectations of the municipality

**CARRIED**

**14. By-laws**

**14.1 By-law 95-2025 - Regulate Tree Protection on Town-Owned Property**

**14.2 By-law 96-2025 - Regulate Urban Tree Conservation**

DEFERRED

**14.3 By-law 97-2025 - Delegations of Administrative Authority**

**Resolution Number: 285-2025**

Moved by: J. Duhaime

Seconded by: R. Stack

That By-law 95-2025 and 97-2025 are hereby read, passed, and sealed this 14th day of October, 2025.

**CARRIED**

**15. Confirmatory By-law**

**15.1 By-law 98-2025 - Confirm the Proceedings of October 14, 2025**

**Resolution Number: 286-2025**

Moved by: B. Halpin

Seconded by: J. Divinski

That By-law 98-2025 being a By-law to confirm the proceedings of the Council of the Town of Saugeen Shores is hereby read, passed, and sealed this 14th day of October, 2025.

**CARRIED**

**16. Adjournment**

**Resolution Number: 287-2025**

Moved by: J. Divinski

Seconded by: R. Stack

That this Regular Council meeting of October 14, 2025, hereby adjourns at 11:21 p.m.

**CARRIED**

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Luke Charbonneau, MAYOR

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Dawn Mittelholtz, CLERK

