



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

**Monday, October 27, 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  
John Divinski, Councillor  
Cheryl Grace, Councillor  
Bud Halpin, Councillor  
Rachel Stack, Councillor

Members Absent: Justin Duhaime, 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  
Kristan Shrider, Director, Community Services  
Jill Roote, Manager, Strategic Initiatives  
Morgan McCulloch, Deputy Clerk  
Jay Pausner, Manager, Planning and Development  
Ruhul Amin, Manager, Engineering Services  
Daniel Waechter, Treasurer/CFO

---

**1. Call To Order**

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

**2. Land Acknowledgement**

Councillor C. Grace read the land acknowledgement.

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

No pecuniary interests were declared.

**4. Additions, Deletions, Amendments**

On consensus of Council Item 11.1- Notice of Motion- Sister-City Proposal between Saugeen Shores and Zonnebeke, Belgium was moved to immediately follow the delegations.

**5. Adoption of Minutes**

**5.1 Regular Council Minutes - October 14, 2025**

**Resolution Number: 295-2025**

Moved by: M. Myatt

Seconded by: C. Grace

That Council adopt the minutes of the Regular Council Meeting of October 14, 2025, as presented.

**CARRIED**

**6. Public Meeting**

**7. Open Forum**

**8. Delegations**

**8.1 Sister City Project with Passchendaele- John Willets**

**8.2 Royal Canadian Legion Branch 155- Southampton Cenotaph Project- Derek Johnston**

Councillor Grace indicated that she will bring forward a Motion to Reconsider at an upcoming meeting to be voted on.

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

**9.1 2025 Major Initiatives, Division and Capital Highlights Quarter 3 Update**

Council received a report regarding the Major Initiatives, Division and Capital Highlights from the annual Business Plan which are reported every quarter to update Council and the public on the progress of the annual activities related to the Saugeen Shores Strategic Plan. The report included the updates for Quarter 3, 2025 and details the 44 Major Initiatives as well as 90 Division Highlights and 42 Capital Highlights. The progress completion is also included as a live feed on the Town website. There are no significant issues being flagged with completing the work program as outlined.

**Resolution Number: 296-2025**

Moved by: B. Halpin

Seconded by: J. Divinski

That Council receive the 2025 Major Initiatives, Division and Capital Highlights Quarter 3 Update report for information.

**CARRIED**

**9.2 Municipal Healthcare Administrative Review Final Report**

Council received a report regarding the Division Highlight for Strategic Initiatives in the 2025 Business Plan to lead a review of the Town's Healthcare Administration. The review was undertaken to evaluate the Town's involvement in the healthcare sector, specifically focusing on enhancing operational efficiency, financial management, and resource planning to better support physician recruitment and retention. The Municipal Healthcare Administrative Review - Final Report presents a summary of the review findings and details recommendations including program scale and resourcing.

It was requested that there be a delegation from Ontario Health Team for Grey/Bruce as it would assist to understand their plans for physician recruitment and retention.

**Resolution Number: 297-2025**

Moved by: C. Grace  
Seconded by: J. Divinski

That Council supports the review of Option 4 as the preferred option for the implementation of the Foundational Pathway during the 2026 Business Plan and Budget deliberations.

**CARRIED**

**9.3 2023 and 2024 Annual Audited Financial Statements**

Council received a report regarding Municipalities being required to prepare consolidated Financial Statements on an annual basis in accordance with generally accepted accounting principles for local government. The report introduced the 2023 and 2024 Annual Audited Financial Statements for acceptance by Council.

**Resolution Number: 298-2025**

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

That Council approve the 2023 and 2024 Financial Statements.

**CARRIED**

**9.4 Urban Tree Conservation By-law**

Council received a report regarding December 2024 when Council approved the Urban Tree Canopy Plan in principle and a key recommendation of the Plan was the development of by-laws to support tree conservation on both Town-owned and privately owned lands. On October 14, 2025, Council deferred the proposed Urban Tree Conservation By-law to allow for review of Council feedback.

**Resolution Number: 299-2025**

Moved by: C. Grace  
Seconded by: M. Myatt

That Council approve By-law 96-2025, being a By-law regulating Urban Tree Conservation to come into effect on April 1, 2026;

That Council supports the review of the implementation of the Urban Tree Conservation By-law during the 2026 Business Plan and Budget deliberations; and

That Council formally request the County of Bruce, exempt the Settlement Area of Saugeen Shores from the Bruce County Forest Conservation By-law, effective April 1, 2026.

**CARRIED**

**9.5 Analysis of Environmental ad-hoc Advisory Committee Recommendations**

Council received a report regarding Q4 of 2024, when the Environmental ad-hoc Advisory Committee provided a report to Council with a series of recommendations towards advancing environmental sustainability in Saugeen Shores. Council referred the Committee's recommendations for a report back on the implementation. The report summarized the analysis that has been carried out with regard to recommendations about community engagement on the environment. Previous reports have dealt with the Committee's recommendations about the urban tree canopy and climate change.

**Resolution Number: 300-2025**

Moved by: M. Myatt  
Seconded by: C. Grace

That the main motion be amended to refer to the Striking Committee.

**CARRIED**

**Resolution Number: 301-2025**

Moved by: C. Grace  
Seconded by: R. Stack

That Council receive the Analysis of Environmental ad-hoc Advisory Committee Recommendations report for information and refer to the Striking Committee.

**CARRIED, AS AMENDED**

**9.6 Striking Committee Report - October 27, 2025**

**Resolution Number: 302-2025**

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

That Council adopt the "Council Resolution to Join the Federation of Canadian Municipalities – International Council for Local Environmental Initiatives Partners for Climate Protection Program," recommending that Council appoint Councillor Cheryl Grace and the Planning Policy Coordinator to oversee implementation of the Partners for Climate Protection milestones and be the points of contact for the Partners for Climate Protection program within the municipality; and

That Council adopt the Council Calendar 2026.

**CARRIED**

**10. Consent Agenda**

**Resolution Number: 303-2025**

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

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

**CARRIED**

**10.1 2025 AMO Delegation Recap**

Council received a report regarding Mayor Luke Charbonneau and Councillor Bud Halpin – along with Chief Administrative Officer, Kara Van Myall, Director of Fire Services, Ed Melanson and Manager of Strategic Initiatives, Jill Roote – attending the Association of Municipalities of Ontario Conference in Ottawa in August 2025. They spoke with Ministry representatives on issues impacting the Town, its' residents, and businesses.

That Council receive the 2025 AMO Delegation Recap report for information.

**10.2 Standard Lease Agreement Template**

Council received a report regarding one of the Town's 2025 Major Initiatives which is to standardize its commercial lease documents. The report presents the proposed template, intended as a consistent

foundation for most commercial leases, with adjustments made as needed. Standardization aims to increase efficiency, reduce costs, and streamline leasing processes.

That Council receive the Standard Lease Agreement Template report for information.

**10.3 Saugeen Friendship Accord Partnership Annual Report**

Council received a report regarding the Saugeen Friendship Accord Partnership (SFAP), which was formerly part of the Community Economic Development Initiative (CEDI), continued to advance 4 Pillars of joint initiatives in 2025 through monthly meetings of representatives from Saugeen Shores and Saugeen First Nation. Annual progress updates will be provided to both Councils until the current initiatives are complete, after which new collaborative projects will be developed.

That Council receive the Saugeen Friendship Accord Partnership (SFAP) Annual Report for information.

**10.4 Communications**

That the following be received for information:

- 1. SMART Board Minutes- September 12, 2025
- 2. Saugeen Shores Police Services Board Minutes- September 24, 2025
- 3. SMART Correspondence- Saugeen Mobility Host Municipality
- 4. NII Quarterly Report - Q1 and Q3 2025
- 5. City of Newmarket Resolution- Automated Speed Enforcement
- 6. Township of Edwardsburg Cardinal Resolution- Ontario Community Infrastructure Fund (OCIF)
- 7. Halton Region Correspondence- Public Safety Requirements to Protect our Communities

**Resolution Number: 304-2025**

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

That Council support the Township of Edwardsburg Resolution- Ontario Community Infrastructure Fund (OCIF).

**CARRIED**

**Resolution Number: 305-2025**

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

That Council support Halton Region Resolution - Public Safety Requirements to Protect our Communities.

**CARRIED**

**11. Motions and Notice of Motions**

**11.1 Notice of Motion- Sister-City Proposal between Saugeen Shores and Zonnebeke, Belgium**

Council consented that the motion was to be considered without notice.

**Resolution Number: 306-2025**

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

**Whereas** global sister-city relationships, also known as city twinning, have been recognized since the end of WWII as practical tools for fostering international cooperation, cultural exchange, economic development and disaster preparedness. At the intersection of urban governance and international relations, these partnerships connect cities from different parts of the world and provide opportunities for mutual understanding, and collaboration; and

**Whereas** Southampton resident John Willets has travelled to the Passchendaele region and visited the Museum in Zonnebeke, Belgium, while attending as a member of the Royal Canadian Legion Remembrance Day celebration in 2024 and had the opportunity to meet with city-elected officials of Zonnebeke and propose the idea of a sister-city initiative; and

**Whereas** both communities share deep ties to Canadian service and sacrifice in the First World War, particularly in the area of Passchendaele, where the Great Canadian Sacrifice is honoured every year and the Canadian Tyne Cot Cemetery where many Canadian Soldiers are interred; and

**Whereas** this region is part of Flanders, immortalized in John McCrae's poem In Flanders Fields, a passage that forever binds Canada's story to this ground of remembrance and renewal; and

**Whereas** Mr. Willets has already received letters or expression of support for a Sister-City Initiative from:

- MPP Lisa Thompson, (letter);
- Saugeen Shores Chamber of Commerce, (letter);
- Derek Johnson: President of the Southampton Legion (letter);
- Randy Hayley: Royal Canadian Legion National Executive Director, (letter);
- Saugeen District Secondary School;
- Bill Streeter, Local Historian; and
- Cathy McGirr: Bruce County Museum and Cultural Centre (pending approval from the County of Bruce); and

**Whereas** Establishing a Sister-City relationship will also help raise Saugeen Shores' international profile, demonstrating our Town's commitment to cultural diplomacy, heritage, and remembrance on the global stage; and

**Whereas** Mr. Willets will be travelling to France and Belgium where he will once again visit with Zonnebeke officials and be presenting a Canadian Flag on behalf of MP Ben Lobb on November 11th during their annual Remembrance Day celebration as a gesture of friendship and remembrance.

**Therefore, be it Resolved That** the Council of the Town of Saugeen Shores, directs Mayor Luke Charbonneau to prepare a letter to the Mayor and Council of the Municipality of Zonnebeke as an "Expression of Interest" in exploring the idea of becoming a Sister-City with them. This letter should in no way commit the Town of Saugeen Shores to any binding terms, or financial commitment of any kind, but merely as a first step in what could be a relationship forged over a century ago and rekindled in friendship across the globe.

**CARRIED**

**12. Mayoral Decisions and Directions**

**13. Closed to Public**

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

- Discuss and provide directions on negotiations for the disposal of the Centennial Pool.

**Resolution Number: 307-2025**

Moved by: B. Halpin

Seconded by: C. Grace

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

(c) a proposed or pending acquisition or disposition of land by the municipality or local board; 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**

**13.1 Disclosure of Pecuniary Interest and Nature**

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

**13.3 Closed to Public Staff Reports**

**13.3.1 Centennial Pool Disposal**

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

**14.1 Resume Regular Council Meeting**

**Resolution Number: 308-2025**

Moved by: C. Grace

Seconded by: B. Halpin

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

**CARRIED**

**Resolution Number: 309-2025**

Moved by: R. Stack

Seconded by: M. Myatt

That Council direct the Director of Development Services to sign the documentation required to enter into a Purchase and Sale Agreement with the Bluewater District School Board.

**CARRIED**

**15. By-laws**

**15.1 By-law 96-2025 -Urban Tree Conservation**

**Resolution Number: 310-2025**

Moved by: R. Stack

Seconded by: C. Grace

That By-law 96-2025 is hereby read, passed, and sealed this 27th day of October, 2025.

**CARRIED**

**16. Confirmatory By-law**

**16.1 By-law 103-2025 - Confirm the Proceedings of October 27, 2025**

**Resolution Number: 311-2025**

Moved by: R. Stack  
Seconded by: B. Halpin

That By-law 103-2025 being a By-law to confirm the proceedings of the Council of the Town of Saugeen Shores is hereby read, passed, and sealed this 27th day of October, 2025.

**CARRIED**

**17. Adjournment**

**Resolution Number: 312-2025**

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

That this Regular Council meeting of October 27, 2025, hereby adjourns at 9:54 p.m.

**CARRIED**

---

Luke Charbonneau, MAYOR

---

Morgan McCulloch, DEPUTY  
CLERK