



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

**Monday, November 17, 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: Mark Paoli, Director, Development Services  
Morgan McCulloch, Licensing and Records Clerk  
Candace Hamm, Development Services Officer  
Ashlynn Kennedy, Licensing and Records Clerk

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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 Councillor Divinski 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**

**6. Public Meeting**

**6.1 Major Revision to Draft Plan of Subdivision, Deeming an Approval not to have Lapsed, Official Plan Amendment and Zoning By-law Amendment Applications - 41T-2012-02, L-2024-014 and Z-2024-077 (Westlinks)**

Council heard an application which proposed to amend Phase 3 of an existing Draft Approved Plan of Subdivision referred to as the Westlinks development. The proposed changes will be implemented through various Official Plan and Zoning By-law Amendments. If approved, the applications will facilitate a mixed-use development consisting of 420 residential units with a commercial component. The applicant has also

submitted a request to deem the approval of the Draft Plan of Subdivision not to have lapsed. The draft approval lapsed in early 2025. The purpose of the public meeting was to present the proposal to Council and to obtain feedback from Council and the community. At a later date, staff will present a recommendation report which will also address comments arising from this meeting.

**Mayor Charbonneau declared the public meeting open and indicated the purpose of the public meeting.**

**Mayor Charbonneau asked if any members of the public would like to address Council on this matter.**

Julie Steeper, Bruce County Planner and Patrick Matkowski, Planner for the Applicant provided a brief overview of the report.

**Members of the Public had the following comments/questions:**

Jim Caley raised concerns regarding the increase of traffic on the road. This road tends to flood in the spring, needs improvements, and Mr. Cayley questioned whether the road could handle the increased traffic. The Applicant indicated that a traffic impact study was completed in 2024 when the application was submitted and there was not a recommendation for road updates and/or improvements. The forecasted traffic conditions would operate at an acceptable level. There was a recommendation regarding what is required for this application and Town staff provided comments to the County regarding further discussions on potential upgrades that would be required to Side Road 13/14, whether it be at this phase or phases that extend further South.

Michael Fenton raised a question regarding whether the irrigation pond will be removed or remain, as it was appearing the drawing. It was advised that the intention is that the irrigation pond is going to stay, as there is no direct immediate development proposed for this phase or until such time those lands are ready to be developed. It was further questioned what will happen with the the supply line for the pond that comes across the property when the pond is filled in. It is intended that the site plan approval process will include technical studies and drawing and at that time servicing will be addressed.

**There were no additional written submissions.**

Council members had the following clarifying questions:

- Questions were raised regarding the current proposal compared to the 2015 plan, particularly regarding building heights. The previous plan described apartment buildings as low-rise, but the exact height was unclear as the applicant's planner was not involved in the earlier plans. It was asked whether the proposed increase to 15 meters represents a significant change from previous permissions. The Applicant's agent explained that current zoning allows for 10 meters, and the request is to increase this to 15 meters to accommodate sloped roofs and mixed-use designs, where commercial units typically require higher ceilings. Anything above 14.5–15 meters would need another amendment. The original intent for Bruce Road 17 was mixed-use development with commercial at grade and residential above. There is a concern with increasing commercial space when there is not real a demand. The Application allows for that flexibility under the current permissions.
- A question was raised regarding the lapse of the previous approval. The Applicant's planner explained that the lapsing condition allows three years for the first phase and five years for each subsequent phase. Phase two received final approval in February 2020, but progress was delayed due to pandemic impacts, leading to the

lapse during work on phase three. Legislation and policies permit an “unlapsing,”.

- A question was raised regarding the previous application, and if the developer would apply for a percentage of affordable housing. It was advised that it is still being explored through these applications, there is not a clear distinction of any type of affordable housing, but that is through the development programming potential option. The Applicant has other medium-density lands where design and pricing is relevant to affordable housing and there are affordable housing in phase two opposed to phase three.
- Questions were raised regarding the completion and intent of the development phases. Phase one is complete, and phase two has been registered with ongoing townhouse construction. Medium-density blocks will proceed based on market conditions, with phase three planned east of phase two. It was asked whether apartments along the road, located near the irrigation pond, would be developed later. The Applicant advised that lower-density forms are prioritized as they align better with current market demand.
- Questions were raised regarding the upgrades to the road and the width increase of the road to 5.18 metres. The road grade differs throughout the sections of the road, water pools in the spring and the road gets pretty beat up. A concern was raised that the road cannot take any more traffic as it is a loose surface road. The planner advised that road windings are taken by the approval authority when road improvements are required. It was acknowledged that there is a concern with traffic and the road infrastructure, and it is suspected that any type of road improvements that are required will be indicated in the detailed engineering.
- Questions were raised about garbage and recycling collection and snow removal. It was clarified that Street C will be a public road with municipal services, while private developments such as townhouses will handle their own snow removal and waste collection. This follows the Town’s typical process of servicing roads that will eventually be assumed. A suggestion was made to consider a unified approach for the entire development to avoid future inconsistencies. Servicing capacity was also questioned and Town staff confirmed that a functional servicing and stormwater management report was reviewed with no major concerns.
- A question is raised regarding the parkland and its uses. The park land is about 1.3 acres will be used for what the community needs at the time of design. The Applicant will carry out discussions with Town staff to determine needs.
- A question was raised regarding the relocation of the driving range and the permitted uses for nursing home. The intent is to expand the potential uses on the site, permitting those uses now will allow for flexibility to respond to demand, but it is market driven. The driving range will be relocated in the next phase.
- Questions were raised regarding the underground infrastructure work that was completed over the summer and the contribution sources. It was indicated that Redhawk funded close to half the cost.
- A question was raised regarding the Resort Residential "RR" Zoning. The "RR" zoning does stay in phase four and is only being removed from a tiny portion of the land. There are not any changes proposed beyond phase three at this point. It was asked what is possible in "RR" zoning. The permitted uses are cabins,

campground, convenience store, golf course, park, recreational activity like recreational center, passive and active, travel trailers, RVs, and mobile homes.

- A question was raised regarding the amendments to the Special Policy Area 5, a number of things listed that require permission are already permitted. The County is to provide some more explanation to list of items that require permissions, as they are already there.

A copy of the 2015 plan will be included in the Bruce County's next submission or will be forwarded to Council.

**In the absence of any further questions, Mayor Charbonneau declared the public meeting closed.**

Council had the following comments:

- Excitement was expressed for this well-planned development, with affordable housing and mixed-use options. This type of development is needed and this type of density protects our farmland and woodlands. Appreciation was expressed that development is expanding east rather than north or south.
- There were concerns regarding excessive commercialization on the east side, as similar development cannot be replicated to the west. Caution was expressed about introducing changes to Port Elgin that wouldn't be acceptable in Southampton or other areas.
- Appreciation was expressed for the creativity and design, as well as the inclusion of a long-term care aspect. It would be beneficial to have a dedicated facility for this purpose. The development adds features that were not present initially, creating elements that attract residents.
- Concerns were raised about the vagueness of requesting permission for up to 15 meters without a defined design. While flexibility in design is understood, more specificity it would provide reassurance to the neighborhood and Westlinks residents. Appreciation was expressed for the creativity and market-responsive approach of the project, including the resort residential concept and long-term care aspect, which continue to meet market needs.
- It was stated that attention must be given to road infrastructure, as increased activity could strain sideroad 13/14, which has previously deteriorated quickly under heavy use. While a traffic impact study will model future conditions, there is an expectation that residents will demand paving if the road becomes a primary outlet for new development. This issue requires proactive discussion between the developer and the municipality, as extending residential development will increase service demands and expectations for road improvements.
- Comments were made acknowledging several positives in the proposal. Increasing the number of units was seen as beneficial for efficient servicing and improving affordability. The inclusion of a nursing home component was welcomed and considered valuable for the future.
- Comments stressed the need for equitable access to garbage and recycling services throughout the development. It was noted that waste collection on private roads should be addressed through council policy, which is expected to be reviewed, rather than as part of the current planning application.

**Resolution Number: 329-2025**

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

That Major Revision to Draft Plan of Subdivision, Deeming an Approval not to have Lapsed, Official Plan Amendment and Zoning By-law Amendment Applications – 41T-2012-02.44, L-2024-014 and Z-2024-077 (Westlinks) be received for information.

**CARRIED**

## **6.2 Zoning By-law Amendment - Z-2025-036 (Barry's)**

Council heard an application seeking to amend the Residential Fourth Density with special provisions (R4-23) zone to permit joint driveways wider than the permitted maximum for end-unit townhouses. The 10m maximum joint driveway width regulation would not apply; however, the driveway widths would be regulated by the requirements in section 3.24.7 (c) (7.5m or no more than 50% of the frontage). The proposed amendment would apply to eight end-unit townhouses along Rosner Drive in Port Elgin which share driveways with an adjacent unit.

**Mayor Charbonneau declared the public meeting open and indicated the purpose of the public meeting.**

**Mayor Charbonneau asked if any members of the public would like to address Council on this matter.**

Jake Bousfield-Bastedo, Bruce County Planner and Stuart Doyle, Applicant provided a brief overview of the report.

**There were no other members of the public wanting to speak to Council.**

**There were no additional written submissions.**

Council members had the following clarifying questions:

- A question was raised regarding whether only the end units have double-car garages, with all other units having single-car garages. The applicant confirmed this is correct.

**In the absence of any further questions, Mayor Charbonneau declared the public meeting closed.**

Council had the following comments:

- A suggestion was made that since this is the second time such an application has occurred, the Town should consider amending its By-law to allow this as-of-right rather than through repeated applications. Staff confirmed this issue has been flagged and is being considered as part of upcoming By-law amendments to address recurring situations.

**Resolution Number: 330-2025**

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

Subject to a review of submissions arising from the public meeting:

That Council approve Zoning By-law Amendment - Z-2025-036 by Barry's Construction and Insulation Ltd. and By-law 106-2025.

**CARRIED**

## **7. Report of Municipal Officers / Committees**

### **7.1 Site Plan Control Application – Town of Saugeen Shores, Wilson Developments and Habitat for Humanity Grey Bruce**

Council heard a report regarding the partnership with the Town of Saugeen Shores and Habitat for Humanity Grey Bruce, Wilson Developments is advancing a Site Plan Control process that proposes the construction of two, 14-unit stacked townhouse buildings on land currently owned by the Town. Comments from Council to be considered as part of the site plan approval process outlined in Section 41 of the Planning Act.

Council had the following questions and comments:

- A question was raised regarding the road from 10th Concession to Independent. It was advised that the intent is that the access road would remain a private road. It was advised that the difference between a public road and a private road that is on Town land, is that it won't be assumed into the public highway system. This road has been constructed and is on Town land, but may not meet the standard of the typical road cross-section. It meets the purposes of providing access to the development and land to the South. There is no intent at this point to do upgrades to the road or assume it as part of our public highway system. It is the Town's discretion how the public is allowed to access the road. The development will not have access to a public road, but have frontage to Concession 10, the Zoning By-law allows for negotiation of access to the property. It was more desirable to have access from the private road, then to have access on Concession 10.
- A comment was made suggesting that there is alternative option to convey the road along with the site and to provide easements in favour of the neighbouring properties. This would provide guaranteed access and provide access to a public roadway. It seems like an undesirable outcome to have this developed without access to a public roadway from the property.
- A question was raised regarding the accessibility of the units, it was confirmed that the site plan indicates two accessible parking spots..
- Positive comments were made regarding the green space, amenities and the affordable housing the development is creating.

**Resolution Number: 331-2025**

Moved by: B. Halpin

Seconded by: C. Grace

That Council receive the Site Plan Control Application – Town of Saugeen Shores, Wilson Developments and Habitat for Humanity Grey Bruce report for information.

**CARRIED**

**8. Consent Agenda**

**9. Motions and Notice of Motions**

**10. Mayoral Decisions and Directions**

**11. Closed to Public**

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

**13. By-laws**

**13.1 By-law 106-2025 - Zoning Amendment - Z36 Barry's**

**Resolution Number: 332-2025**

Moved by: C. Grace

Seconded by: D. Huber

That By-law 106-2025 is hereby read, passed, and sealed this 17<sup>th</sup> day of November, 2025.

**CARRIED**

**14. Confirmatory By-law**

**Resolution Number: 333-2025**

Moved by: R. Stack  
Seconded by: J. Divinski

That By-law 108-2025 being a By-law to confirm the proceedings of the Council of the Town of Saugeen Shores is hereby read, passed and sealed this 17<sup>th</sup> day of November, 2025.

**CARRIED**

**15. Adjournment**

**Resolution Number: 334-2025**

Moved by: D. Myette  
Seconded by: R. Stack

That this Regular Council meeting of November 17, 2025, hereby adjourns at 8:16 p.m.

**CARRIED**

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Luke Charbonneau, MAYOR

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Morgan McCulloch, DEPUTY  
CLERK