



**The Corporation of the Town of Saugeen Shores  
Business Plan and Budget Meeting Minutes**

**Wednesday, November 12, 2025, 9:00 a.m.  
Wednesday, November 26, 2025, 9:00 a.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  
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  
Josh Planz, Chief Building Official  
Ruhul Amin, Manager, Engineering Services  
Daniel Waechter, Treasurer/CFO  
Lisa Billing, Manager, Recreation  
Larry Gill, Manager, Operations  
Rob Atkinson, Deputy Fire Chief/Deputy CEMC

---

**1. Call To Order**

Mayor L. Charbonneau called the meeting to order on November 12, 2025, at 9:00 a.m.

**2. Land Acknowledgement**

Mayor L. Charbonneau read the land acknowledgement.

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

No pecuniary interests were declared.

**4. Additions, Deletions, Amendments**

**5. Delegations**

Presentation Materials from the delegations are included as addendums to the Agenda.

Council heard delegations from the Saugeen Valley Conservation Authority, Saugeen Rail Trail Association and Port Elgin Pumpkinfest about their 2026 Budgets.

**6. Mayor's Decision 2026-2034 Business Plan and Budget (Page 4)**

**7. Budget Overview**

**7.1 Introduction (Page 5-31)**

The Director of Corporate Services provided an introduction to the 2026 Business Plan.

**8. Departmental Overview**

**8.1 Office of the Chief Administrative Officer (pages 32-51)**

The Chief Administrative Office presented the Office of the CAO Departmental Overview.

**8.2 Community Services (Pages 52-86)**

The Director of Community Services presented the Community Services Departmental Overview.

**8.3 Corporate Services (Pages 87-128)**

The Director of Corporate Services presented the Corporate Services Departmental Overview.

**8.4 Development Services (Pages 129-162)**

The Director of Development Services presented the Development Services Departmental Overview.

**9. Summary of Proposed Amendment Resolutions**

**10. Recess**

**Resolution Number: 343-2025**

Moved by: C. Grace

Seconded by: R. Stack

That Council recess the Business Plan and Budget Meeting on November 12, 2025, at 4:39 p.m. and resume on November 26, 2025 at 9:00 a.m.

**CARRIED**

**11. Delegations**

Presentation Materials from the delegations are included as addendums to the Agenda.

Council heard delegations by the Southampton Business Improvement Area and the Southampton Tennis Club on their 2026 Budgets.

**12. Departmental Overview**

**12.1 Operations (Pages 163- 188)**

The Director of Operations presented the Operations Departmental Overview.

**12.2 Fire Services (Pages 189-205)**

The Fire Chief presented the Fire Services Departmental Overview.

**13. Police Services Budget Presentation**

**13.1 Police Service Budget (Pages 206-215)**

The Police Chief and John Woodley, a member of the Saugeen Shores Police Services Board, presented the Police Services Departmental overview.

**14. Break**

**15. Conclusion and Attachments**

**15.1 Conclusion (Pages 216-229)**

**15.2 Attachments (Pages 230-323)**

**16. Addendum Materials (Pages 324-541)**

Addendum materials were added to the Agenda for the November 12, 2025 and November 26, 2025, meetings.

**17. Final Summary of Proposed Amendment Resolutions**

**17.1 Administrative Changes**

**Resolution Number: 344-2025**

Moved by: D. Myette

Seconded by: C. Grace

That Council approve the following Day 1 Administrative Changes:

1. CAO- Organization Effectiveness KPI moved back into the Office of the CAO
2. CAO- Youth Engagement - update and clarify language on the Future Highlight
3. Community Services Major Initiative- Town Hall/Library Projects Description Update
4. Community Services Recreation Future Year Highlight- Pryde AWC Wording Correction
5. Community Services Parks Capital Highlight- Port Elgin Dock Replacement Defer to 2027 and 2028
6. Community Services- Airport Committee Naming consistency between CS and CORP
7. Corporate Services- Finance Division Highlight- DC Background Study numbers corrected
8. Corporate Services - ISO 45001- Changed service level from Base to High
9. Corporate Services- Fees and Charges- Municipal Heritage Plaque is listed at actual cost but it's subsidized by 50%

**CARRIED**

**17.2 Pumpkinfest Executive Director \$50,000**

**Resolution Number: 345-2025**

Moved by: J. Duhaime

Seconded by: J. Divinski

That Council add a Division Highlight to Planning and Development to direct staff to work with Pumpkinfest in 2026 to establish a sustainability plan and return to Council with a funding request inline with that plan.

**CARRIED**

**17.3 Community Grant**

**Resolution Number: 346-2025**

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

That Council fund the Youth Climate Action Conference Sustainability Project with a grant of \$500.

**CARRIED, AS AMENDED**

**Amendment:**

**Resolution Number: 347-2025**

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

That the main motion be amended to remove the grant for the Chambettes.

**CARRIED**

**17.4 Coliseum Upgrades**

**Resolution Number: 348-2025**

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

That Council add a Recreation Division Highlight to investigate advancing the timing of Coliseum upgrades. The revised plan will be presented through the 2027 Business Plan.

**CARRIED**

**17.5 Statutory Committee Mandate Review**

**Resolution Number: 349-2025**

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

That Council add a Division Highlight to Clerks Division to begin review of Statutory Committee Mandates with completion in 2027Q1.

**CARRIED**

**17.6 OCIF Funding Positive Change**

**Resolution Number: 350-2025**

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

That Council allocate the additional OCIF funding of \$63,000 to the Future Capital Project Reserve.

**CARRIED**

**17.7 Human Resources Division Highlight**

**Resolution Number: 351-2025**

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

That Council add a Human Resources Division Highlight for a Comparator Staffing Level survey.

**CARRIED**

**17.8 Saugeen Valley Conservation Authority Revised Budget**

**Resolution Number: 352-2025**

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

That Council accept the final SVCA Revised Budget including the reduction of the Town apportioned amount by \$30,000.

**CARRIED**

**17.9 Garbage Recycling**

**Resolution Number: 353-2025**

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

That Council approve the reduction of the Garbage Recycling line in the Operations budget (3.1.000.460) from \$355,535 to \$180,000 applying the difference (\$19 per property) to the Waste Management Fee.

**CARRIED**

**17.10 10,000 Tree Initiative**

**Resolution Number: 354-2025**

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

That Council authorize the 2026 funding of \$50,000 for the 10,000 Tree Initiative from the NWMO Reserve.

**CARRIED**

**17.11 Laneway Legal Ownership Assessment**

**Resolution Number: 355-2025**

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

That Council approve funding Laneway Legal Ownership Assessment from the Sale of Surplus Land Reserve.

**CARRIED**

**17.12 Design Guidelines Refresh**

**Resolution Number: 356-2025**

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

That Council remove the Division Highlight for Planning and Development related to Design Guidelines Refresh.

**CARRIED**

**17.13 Development Tracking System**

**Resolution Number: 357-2025**

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

That Council approve funding of Development Tracking System in 2026 from the Tax Stabilization Reserve.

**CARRIED**

**17.14 Remove Future Year Design Guidelines**

**Resolution Number: 358-2025**

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

That Council remove the Future Year Highlight for Planning and Development related to Design Guidelines Implementation.

**CARRIED**

**17.15 Future Year Employment Land Needs Assessment**

**Resolution Number: 359-2025**

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

That Council remove the Future Year Highlight for Planning and Development related to Employment Land Needs Assessment.

**CARRIED**

**17.16 Gulls Nest**

**Resolution Number: 360-2025**

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

That Council remove the Gulls Nest funding of \$31,000 from the Budget.

**DEFEATED**

**17.17 Port Elgin Plex and Southampton Coliseum Energy Audits**

**Resolution Number: 361-2025**

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

That Council remove the \$60,000 funding for the Southampton Coliseum and Port Elgin Plex Energy Audits.

**CARRIED**

**17.18 Budget Approval**

**Resolution Number: 362-2025**

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

That Council advance the 2026 Budget for By-law approval, as presented.

**CARRIED**

**18. Confirmatory By-law**

**Resolution Number: 363-2025**

Moved by: C. Grace

Seconded by: D. Myette

That By-law 110-2025 being a By-law to confirm the proceedings of the Council of the Town of Saugeen Shores is hereby read, passed, and sealed this 26th day of November, 2025.

**CARRIED**

**19. Adjournment**

**Resolution Number: 364-2025**

Moved by: J. Duhaime

Seconded by: J. Divinski

That this Business Plan and Budget Meeting of November 26, 2025, hereby adjourns at 4:05 p.m.

**CARRIED**

---

Luke Charbonneau, MAYOR

---

Morgan McCulloch, DEPUTY  
CLERK