



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

**Monday, January 12, 2026, 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
Mark Paoli, Director, Development Services
Morgan McCulloch, Deputy Clerk
Candace Hamm, Development Services Officer
Dwayne Evans, Director, Development Services
Ashlynn Kennedy, Licensing and Records Clerk

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 - December 15, 2025

Resolution Number: 016-2026

Moved by: D. Huber

Seconded by: R. Stack

That Council adopt the minutes of the Regular Council Meeting of December 15, 2025, as presented.

CARRIED

6. Public Meeting

6.1 Zoning By-law Amendment - Z-2025-070 (Mitchell)

Council heard a report regarding the application is to rezone the property to allow for two (2) additional residential units and to seek relief for the rear yard and exterior yard setbacks to the proposed detached additional residential unit. If approved, the application would recognize an existing additional residential unit in the single detached building and facilitate the conversion of the existing detached garage into an additional residential unit at 570 Johnston Avenue in the Town of Saugeen Shores.

The by-law associated with this report is included in the By-law section of the Agenda.

The property is located southeast of Waterloo Street and Johnston Avenue, within the Town of Port Elgin. The site is surrounded by residential and commercial uses.

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 presented a Planning Report, and Ron Davidson, Planner for the Applicant provided a brief overview of the application.

Members of the Public had the following comments/questions:

- Scott Mitchell, Applicant, expressed appreciation to staff and Council for the quick turnaround and consideration of the application. It was advised that the concrete within the road allowance on Waterloo Street will be removed to alleviate the concern for traffic control. It is intended that work will be completed at the same time as the adjacent property work with both targeted for completion in Q2 of this year.

There were no additional written submissions.

Council members had the following clarifying questions:

- A question was raised regarding the applicant's timeline for removing the concrete within the road allowance and clarification on the reference to "Q2", requesting a more specific timeframe. The Applicant explained that the timing is tied to finalizing site plan matters for the adjacent property and to the reopening of asphalt plants. The intention is to complete both projects together, including asphalt cuts and new concrete curb installation. The Applicant confirmed that "Q2" means before the end of June, with May as the current working target. A meeting with staff is scheduled to finalize proposed changes to the site plan for the adjacent site, which may provide clarity on timing.
- A question was raised regarding whether the removal of concrete would affect the number of parking spaces on the property. The Applicant advised that it will not effect the parking spaces.

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

Council had the following comments:

- A question was raised regarding how the Town could ensure that the concrete pad is removed if it is not address through the Zoning

By-law. Staff clarified that while this amendment relates only to the comprehensive Zoning By-law, the Boulevard Care By-law may apply in this situation as it regulates activity within the boulevard and the existing concrete is in contravention of that By-law. Enforcement mechanisms are outlined within the Boulevard Care By-law, if it is required.

- Comments were made regarding the importance of obtaining proper permits prior to commencing work, as it is frustrating when work is started first. The Town is cooperative, progressive and supportive of growth, but permits must be secured in advance.
- Comments were made regarding the revised application and the positive changes such as removal of concrete, relocation of the door and plans for reseeded. Appreciation was expressed to the Applicant for incorporating Council's suggestions, making these improvements, and contributing additional rental units to the community.

Resolution Number: 017-2026

Moved by: D. Myette

Seconded by: M. Myatt

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

That Council approve Zoning By-law Amendment - Z-2025-070 (Mitchell) and By-law 07-2026.

CARRIED

7. Report of Municipal Officers / Committees

7.1 Bluewater S-2024-009 Subdivision Agreement

Council heard a report regarding the lands that are subject to a Draft Plan of Subdivision, and the developer is prepared to enter into a Subdivision Agreement to develop 15 townhouse dwelling lots fronting onto Ridge Street in Port Elgin. The By-law and Subdivision Agreement are included in the By-law Section of the Agenda.

Resolution Number: 018-2026

Moved by: R. Stack

Seconded by: B. Halpin

That Council adopt By-law 08-2026, a By-law to authorize a Subdivision Agreement with Barry's Construction and Insulation Ltd. for Bluewater S-2024-009.

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 07-2026 - Zoning By-law Amendment - Z70 Mitchell

13.2 By-law 08-2026 - By-law to Authorize Subdivision Agreement Bluewater S-2024-009

Resolution Number: 019-2026

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

That By-laws 07-2026 and 08-2026 are hereby read, passed and sealed this 12th day of January, 2026.

CARRIED

14. Confirmatory By-law

14.1 By-law 09-2026- Confirm the Proceedings of January 12, 2026

Resolution Number: 020-2026

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

That By-law 09-2026 being a By-law to confirm the proceedings of the Council of the Town of Saugeen Shores is hereby read, passed, and sealed this 12th day of January, 2026.

CARRIED

15. Adjournment

Resolution Number: 021-2026

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

That this Regular Council meeting of January 12, 2026, hereby adjourns 6:57 p.m.

CARRIED

Luke Charbonneau, MAYOR

MORGAN MCCULLOCH, DEPUTY
CLERK