



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

**Monday, February 23, 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
Jim Bundschuh, Director, Corporate Services
Tammy Grove, Municipal Solicitor
Mark Paoli, Director, Development Services
Kristan Shrider, Director, Community Services
Jill Roote, Manager, Strategic Initiatives
Morgan McCulloch, Deputy Clerk
Josh Planz, Chief Building Official
Ruhul Amin, Manager, Engineering Services
Rob Atkinson, Deputy Fire Chief/Deputy CEMC
Kristen Sears
Ashlynn Kennedy, Licensing and Records Clerk
Dwayne Evans, Director, Development Services

1. Call To Order

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

2. Land Acknowledgement

Councillor B. Halpin read the land acknowledgement.

3. Disclosure of Pecuniary Interest and Nature

Councillor C. Grace declared a pecuniary interest in Items 9.2 Short-Term Rental Licensing Program Background Study and page 46 of 9.1 2025 Town of Saugeen Shores Annual Report stating that she owns a cottage in Southampton which is rented on a short-term basis.

4. Additions, Deletions, Amendments

None.

5. Adoption of Minutes

5.1 Regular Council Minutes - February 9, 2026

Resolution Number: 052-2026

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

That Council adopt the minutes of the Regular Council Meeting of February 9, 2026, as presented.

CARRIED

6. Public Meeting

7. Open Forum

7.1. John Willetts - Item 12.4: Zonnebeke, Belgium Sister City Memorandum of Understanding

8. Delegations

8.1 Saugeen Shores Minor Hockey

Council heard a presentation from Becky Smith regarding Saugeen Shores Minor Hockey presentation on the need for a third ice rink.

Council directed staff to prepare a report with a comprehensive plan on getting a third ice rink.

9. Report of Municipal Officers / Committees

9.1 2025 Town of Saugeen Shores Annual Report

Council heard a report regarding the year-end summary of the Town's achievements as measured against the goals set out in the [2025 Business Plan](#). It shows the Major Initiatives, Division Highlights, and Capital Highlights that the Town accomplished, as well as those projects carried over into 2026. The Annual Report also shows the year-over-year numbers for Key Performance Indicators (KPIs).

Resolution Number: 053-2026

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

That Council receive the 2025 Town of Saugeen Shores Annual Report for information.

CARRIED

9.2 Short-Term Rental Licensing Program Background Study

Staff retained J.L. Richardson to undertake a background study on short-term rental (STR) licensing in the Town of Saugeen Shores. This report presents the consultant's findings for Council's consideration.

Council directed staff to prepare a report regarding a complementary public education campaign for short term rentals.

The motion was moved but not seconded therefore not considered.

Moved by: D. Huber

That Council direct staff to continue the next steps related to the development of the Short-Term Rental Program.

9.3 2026 Road Capital Budget Adjustments

Council heard a report that recommends adjustments to the Road Capital Budget based on contractor bids for the 2026 program. The revisions realign funding with actual costs, reallocate surpluses, and ensure continued delivery of approved road projects without impacting service levels.

Council directed staff to provide communication and encourage resident neighbourhood meetings indicating the potential time lines of construction.

Resolution Number: 054-2026

Moved by: B. Halpin

Seconded by: J. Duhaime

That Council approve \$475,000 for funding various roads projects, funded by transfer from road capital project surpluses as outlined in Table 1 of this report.

CARRIED

9.4 Housing Accelerator Fund Update

The Town of Saugeen Shores received approximately \$3.2 million in funding from the Canadian Mortgage and Housing Corporation's (CMHC) Housing Accelerator Fund in 2024. The following background and analysis provide Council with an update on the current progress, next steps, and reporting of related Town initiatives completed to date.

Resolution Number: 055-2026

Moved by: M. Myatt

Seconded by: D. Myette

That Council receive the Housing Accelerator Fund Report Update report for information.

CARRIED

10. Closed to Public

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

- to receive a Legal Update that discusses legal advice that is subject to solicitor-client privilege on litigation or potential litigation; to discuss and provide direction or instructions to ongoing negotiations on behalf of the municipality

Resolution Number: 056-2026

Moved by: D. Myette

Seconded by: B. Halpin

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; and,

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

CARRIED

10.1 Disclosure of Pecuniary Interest and Nature

10.2 Adoption of Closed to Public Meeting Minutes

10.3 Closed to Public Staff Reports

10.3.1 February 2026 CCV Legal Update

11. Report and Business Arising from Closed Session

11.1 Resume Regular Council Meeting

Mayor L. Charbonneau reported that during the Closed to Public Session, Council approved Closed to Public minutes and discussed matters and provided direction relative to advice subject to solicitor-client privilege from the Town's Solicitor regarding the February 2026 CCV Legal Update.

Resolution Number: 057-2026

Moved by: D. Myette

Seconded by: R. Stack

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

CARRIED

12. Consent Agenda

Resolution Number: 058-2026

Moved by: R. Stack

Seconded by: J. Duhaime

That Items 12.1 through 12.8 be approved and received for information.

CARRIED

12.1 Source Water Protection Service Agreement

Council received a report regarding the Grey-Sauble Conservation Authority provides Risk Management Official services that are required under the Source Water Protection Act to municipalities in the region. Saugeen Shores has been using this service since 2016. Continuation of this arrangement for another 5 years is recommended. The Authorizing By-law and Agreement are included in the By-law Section of the Agenda.

That Council adopt By-law 20-2026, a By-law to authorize the Director of Development Services to execute an agreement with the Grey-Sauble Conservation Authority to provide Risk Management Official services for a period of 5 years.

12.2 2026 ROMA Delegation Update

Mayor Luke Charbonneau along with Saugeen Ward Councillor Dave Myette, Chief Administrative Officer Kara Van Myall, and Manager of Strategic Initiatives Jill Roote spent three days at the end of January in Toronto at the Rural Ontario Municipal Association (ROMA) conference speaking with ministry representatives and other municipal leaders on issues that matter to the Town's residents and businesses. The attached briefs outline the specific asks and supporting background – they are provided for information.

That Council receive the 2026 ROMA Delegation Update report for information.

12.3 Changes to the Fire Department Establishing & Regulatory By-law

Section 21 (d) of Bylaw 25-2023 Fire Department Establishing & Regulatory By-law states that the By-law will be periodically reviewed respecting changes to service levels, legislation, or National Fire Protection Association (NFPA) standards. This report outlines the recommended minor changes and requests the approval of a By-law to make the necessary changes. The amending By-law will be added to a subsequent Council Meeting agenda for adoption.

That Council approve the proposed changes to By-law 25-2023, and direct that an updated By-law return for approval.

12.4 Zonnebeke, Belgium Sister City Memorandum of Understanding

Council received a report regarding a Memorandum of Understanding to advance a Sister City Relationship with Zonnebeke, Belgium that would recognize historical ties and foster heritage tourism opportunities has been prepared with input from community stakeholders. The Authorizing By-law and Memorandum of Understanding are included in the By-law section of the agenda.

That Council adopt By-law 21-2026, a By-law to authorize a Memorandum of Understanding to establish a Sister City relationship with the City of Zonnebeke, Belgium.

12.5 BASWR Municipal Services Corporation Business Case Study RFP

In 2025, BASWR member municipalities unanimously agreed to incorporate BASWR as a Municipal Services Corporation under the Business Corporations Act. To advance this, a Municipal Working Group was created and an RFP was issued on December 3, 2025. Member municipalities are being asked to receive and approve the hiring of KPMG LLP.

That Council receive and approve the Board of BASWR motion to retain KPMG LLP, supporting the incorporation of BASWR as a Municipal Services Corporation, at a cost of \$111,813.27 plus tax.

12.6 Joint Bruce County 2026 Election Compliance Audit Committee

Council received a report under the Municipal Elections Act, 1996 (MEA), every Ontario municipality is required to establish a Compliance Audit Committee (CAC) to review applications for audits of candidates' or third party advertisers' campaign finances. Joint Compliance Audit Committees (JCACs) are permitted with other local lower tiers that can serve several councils simultaneously, Bruce County Municipal Clerks have decided to create a Joint Bruce County 2026 Election Compliance Audit Committee (JCAC).

That Council receive the Joint Bruce County 2026 Election Compliance Audit Committee report for information.

12.7 Lease Agreement – Storage Facility at 741 Market St.

Council received a report regarding the Town-owned storage building at 741 Market Street for Pumpkinfest festival operations. The aging building needs repairs and upgrades. To support a grant application to the Ontario Trillium Foundation, Council is asked to pass a By-law authorizing a 5-year Lease Agreement with Pumpkinfest, as required to demonstrate stable tenancy. The By-law and proposed Lease Agreement are included in the By-law section of the Agenda.

That Council adopt By-law 22-2026, a By-law to authorize a lease agreement with Port Elgin Pumpkinfest.

12.8 Communications

That the following be received for information:

1. Committee of Adjustment Minutes - May 20, 2025
2. Accessibility Advisory Committee Minutes - September 10, 2025
3. Accessibility Advisory Committee Minutes - November 7, 2025
4. Saugeen Valley Conservation Authority Minutes - November 20, 2025

5. City of Brantford Resolution - Professional Activity Day on Municipal Election Day
6. Arran-Elderslie Motion 03-01-2026 - Water and Wastewater Public Corporations Act, 2025
7. Bruce County Federation of Agriculture - Black Bear Management
8. United Counties of Leeds and Grenville Resolution - Municipal Accountability Act
9. Township of Nairn and Hyman Resolution - Support for Steel and Lumber Sectors
10. Northumberland County Resolution - Support 'Great Lakes and St. Lawrence Cities Initiative'

Amendment:

Resolution Number: 059-2026

Moved by: C. Grace

Seconded by: B. Halpin

Council to support Arran-Elderslie Motion 03-01-2026 - Water and Wastewater Public Corporations Act, 2025

CARRIED

Amendment:

Resolution Number: 060-2026

Moved by: J. Divinski

Seconded by: J. Duhaime

Council to support United Counties of Leeds and Grenville Resolution - Municipal Accountability Act

CARRIED

13. Motions and Notice of Motions

14. Mayoral Decisions and Directions

15. By-laws

15.1 By-law 20-2026 - Authorize Grey-Sauble Conservation Authority Agreement

15.2 By-law 21-2026 - Authorize a Memorandum of Understanding with the City of Zonnebeke, Belgium

15.3 By-law 22-2026- Authorize a Lease Agreement with Port Elgin Pumpkinfest

15.4 By-law 23-2026 - Authorize a Payment Transfer Agreement - Southampton Water Pollution Control Plant/Wastewater Treatment Plant

Resolution Number: 061-2026

Moved by: J. Divinski

Seconded by: R. Stack

That By-laws 20-2026, 21-2026, 22-2026, and 23-2026 are hereby read, passed, and sealed this 23rd day of February, 2026.

CARRIED

16. Confirmatory By-law

16.1 By-law 24-2026 - Confirm the Proceedings of February 23, 2026

Resolution Number: 062-2026

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

That By-law 24-2026 being a By-law to confirm the proceedings of the Council of the Town of Saugeen Shores is hereby read, passed, and sealed this 23rd day of February, 2026.

CARRIED

17. Adjournment

Resolution Number: 063-2026

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

That this Regular Council meeting of February 23, 2026, hereby adjourns at 10:16 p.m.

CARRIED

Luke Charbonneau, MAYOR

Kaitlin Bos, CLERK