

DEVELOPMENT SERVICES

Development Services manages Development Engineering, Building Permits, Planning, Economic Development, Asset Management, and By-law Enforcement.

This department's work plans are designed to ensure wise and sustainable investment in infrastructure and development for the Town. They also manage a wide range of construction projects including roads, bridges, sidewalks, water, and wastewater systems, and provide project management for major community asset builds.

Priority Areas and Objectives

Infrastructure Planning and Development

- Ensure sufficient infrastructure is in place to service future growth

Economic Development

- Promote business growth and investment
- Build an entrepreneurial culture
- Extend the tourism season
- Develop experiential tourism opportunities

Growth Management

- Facilitate appropriate growth through the development approvals review process
- Support diversity of housing to meet community needs
- Manage and track the Town's growth

Compliance

- Administer and enforce the Town By-laws

Asset Planning and Forecasting

- Implement the Town's Asset Management Plan

Department Overview

Core Customers

Customers are predominately property owners, developers, investors, businesses and visitors. Development Services also provides project management services to other departments.

Core Community Partners

- Residents
- Visitors
- Business owners
- Development industry
- Business Improvement Areas
- Chamber of Commerce
- Community Groups
- Nuclear Innovation Institute

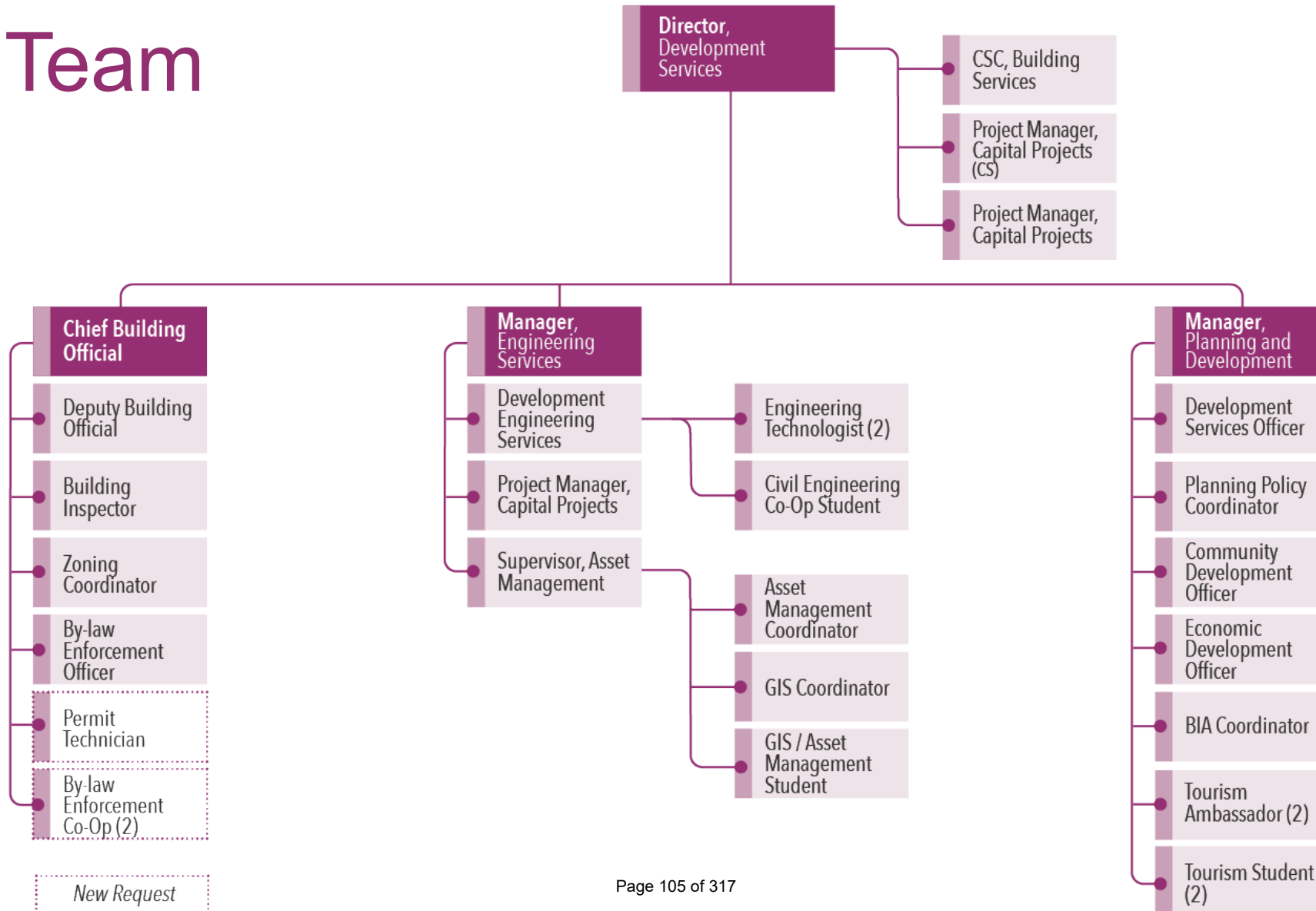
Divisions

- Engineering Services
- Planning and Development
- Building Services and By-law Enforcement

Staffing Plan

	2024	2025 (Proposed)
Permanent Full Time	20	21
Permanent Part Time	0	0
Temporary / Seasonal	8	10
Total Employees	28	31

The Team



DEVELOPMENT SERVICES

Future Proposed Department Personnel

Job Title	Description	Budget	Year
Tree Permit / By-Law Enforcement Officer	Pending Council Approval of the Urban Tree Conservation By-Law, this position would review, issue and enforce tree cutting permits and enforce the by-law.	\$108K	2026
Environmental Coordinator	Pending Council Approval of Environmental Ad Hoc Committee Recommendations, this position would coordinate activities across Departments to support environmental initiatives, which may include climate change and education activities.	\$108K	2026
Engineering Technologist	To implement increased investment in road and bridge infrastructure reconstruction and repair.	\$132K	2027
Building Inspector	Additional Capacity to support anticipated increases in growth-related building activity.	\$141K	2031

DEVELOPMENT SERVICES

Major Initiatives for 2025

Goal	Description	Budget	Priority	Outcome
Port Elgin Waterfront Detailed Landscape and Engineering Design (2023)	Build on existing Waterfront Master Plan Conceptual Design to develop a detailed design for the Port Elgin waterfront.	\$0K 2025	Base Capital	Conceptual Design
High Street Downtown Southampton (2024)	Multi-year project with phased reconstruction 2025 through 2026. Phase 1 in 2025 from flag to Grosvenor Street including Cenotaph revitalization. Included in Special Levy at 2.63%. Carryover project of \$200K.	\$2.8M 2025-2026: \$5,600K Total	Base Capital	Phase Complete
Natural Heritage Official Plan Update	Consulting fees to develop revised Official Plan policies and maps. Impact on taxation of 0.42%.	\$90K 2025	High Operating	Amendment Adopted
Municipal Housing Allowance Subsidy	Subsidy in 2024 was \$150,000 and was tax-supported. A \$225,000 subsidy is proposed in 2025 and will remain at \$225,000 going forward. Impact on taxation of 0.35%.	\$75K 2025-2033: \$675K Total	High Operating	Fund Transfer

DEVELOPMENT SERVICES

Major Initiatives for 2025

Goal	Description	Budget	Priority	Outcome
Campaign to Support Downtown Southampton	Work with Southampton BIA to support businesses during High Street reconstruction and post-construction recovery. Impact on taxation of 0.05%.	\$10K 2025-2028: \$42K Total	High Operating	Campaign Executed
Environmental Ad Hoc Committee Recommendations Follow Up	Pending Council approval of recommendations, analyze resource needs and prepare implementation workplan, including potential for Climate Change partnership opportunities. Impact on taxation of 0.05%.	\$10K 2025	High Operating	Recommendations Advanced
Surplus Town Land Assets	Multi-year program of activities including studies, surveys, appraisals, legal reviews, proposal evaluation, negotiations, asset inventory updates and Council reporting. Impact on taxation of 0.09%.	\$20K 2025-2027: \$60K Total	High Operating	Assets Repurposed

DIVISION

Engineering Services

Engineering Services is responsible for the design and construction of roads and related infrastructure and provides customer service on permits and development application processes. They manage and track information about the Town's existing and new assets, including properties, and manage projects for major community facility construction projects.

Services Managed

- Project Management, Design and Construction – capital projects
- Drainage superintendent
- Lot grading certificates
- Municipal consent application (granting permission to install or move locates)
- Engineering review for development plans and studies, infrastructure designs and plans, site plans, and other technical requirements such as clearing conditions on subdivisions
- Develop, update, and lead implementation of the Town's Asset Management Plan
- Project Management, Design and Construction
- GIS, including CityWorks
- Fleet and facilities
- Property management
- Respond to inquiries from Council, staff, lawyers, and residents related to encroachment and road allowances

DIVISION

Engineering Services

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What Governs This Work

- *Environmental Protection Act*
- *Environmental Assessment Act*
- *Planning Act*
- *Municipal Act*
- Zoning By-law
- Transportation Master Plan
- Official Plan
- Water/Wastewater Master Plan
- *Drainage Act* and Common Law Drainage
- Drainage Master Plan
- *Clean Water Act*
- *Safe Drinking Water Act*
- Various By-laws
- Provincial Regulation
- Asset Management Plan
- Capital Plan
- Various Town Master Plans
- Ontario Building Code

ENGINEERING SERVICES

Emerging Trends

Strengths, Opportunities, Aspirations and Results

1. With the recent announcement of major future investment in new generating capacity at Bruce Power, Saugeen Shores is expected to experience significant growth over the long term.
2. The fast pace of development activity leads to high workload volumes with demand for quick turnaround.
3. Aging infrastructure, inflation pressures, and the impacts of climate change will continue to create challenges to maintaining critical infrastructure and high demand for projects that upgrade or replace infrastructure.



ENGINEERING SERVICES

Division Highlights for 2025

Goal	Description	Budget	Priority	Outcome
Transportation Master Plan (5-Year Updates)	5-Year Update to the Transportation Master Plan. Funded by Tax Stabilization Reserve.	\$150K 2025-2030: \$320K Total	Base Operating	Plan Presented
Asset Management Financial Strategy	Consultant to support integrated financial and asset management strategy incorporating level of service review as required by Provincial Regulation. Impact on taxation of 0.05%.	\$10K 2025	Base Operating	Strategy Approved
Facilities and Equipment/Fleet Asset Review	Strategic review of Town ownership of assets in facilities and equipment/fleet assets, including analysis of potential for fleet electrification.	\$0K 2025	Base Operating	Review Complete
Coordination of Major Equipment and Fleet	Coordination of committee, equipment / fleet database, and ongoing purchasing / disposal activities.	\$0K 2025-2033: \$0K Total	Base Operating	Ongoing

ENGINEERING SERVICES

Division Highlights for 2025

Goal	Description	Budget	Priority	Outcome
Laneway Real Estate Review	Report to Council in 2025 that outlines the resources required to do an inventory and strategic review of laneways. Work to be completed 2026-2028 resulting in Town policy about disposition. Impact on taxation of 0.00%.	\$0K 2025-2028: \$225K Total	High Operating	Council Report
Centennial Pool Asset Disposal	Facilitate discussion and reach agreement with School Board about the asset.	\$0K 2025	High Operating	Disposal Advanced

DIVISION

Planning and Development

This group is responsible for the research, development, and implementation of long-term planning policies in land use planning, economic development, and housing diversity, while administering the Town's components of the development application review and implementation processes.

Services Managed

- Municipal support for County delivery of *Planning Act* application services
- Site Plan Control
- Create and implement Subdivision, Condominium, and Site Plan Development Agreements
- Policy research to inform issues related to housing, the environment and cultural heritage
- Tourism Planning and operations
- Economic Development initiatives

What Governs This Work

- *Planning Act* (other planning relation Acts and Regulations)
- Ontario Building Code
- Council Initiatives
- Market Demands
- Zoning By-law
- Official Plan
- Site Plan By-law
- *Development Charges Act*
- Economic Development Strategic Plan
- Community Improvement Plan
- Saugeen Shores Tourism Strategy

PLANNING AND DEVELOPMENT

Emerging Trends

Strengths, Opportunities, Aspirations and Results

1. Future planning to address Saugeen Shores growth rate.
2. Strong interest for alternate transportation.
3. Continued progress to develop Innovation Park as a regional business centre.
4. Visitors are increasingly looking for experiences and activities.



PLANNING AND DEVELOPMENT

Division Highlights for 2025

Goal	Description	Budget	Priority	Outcome
Support Business Improvement Areas	Work with BIAs to implement Community Toolkits and support coordination, beautification, and events. Impact on taxation 0.42%.	\$10K 2025-2033: \$90K Total	Base Operating	Ongoing
Implement Destination Development Plan	Implement recommendations of Destination Development Plan, including online services. Annual funding \$10K.	\$0K 2025-2033: \$0K Total	Base Operating	Ongoing
Community Planning Permit System	Consulting fees to develop a Community Planning Permit System. Funded by Tax Stabilization Reserve.	\$150K 2025	High Operating	System Implemented
Policy Studies	Council-directed research into urgent issues as they arise (past example: 2-Zone Floodplain Map and Policy). Impact on taxation of 0.09%.	\$20K 2025-2033: \$180K Total	High Operating	Ongoing
Development Guide Update	Consolidate and include updated standards, including accessibility and low impact development.	\$0K 2025	High Operating	Guide Updated

PLANNING AND DEVELOPMENT

Division Highlights for 2025

Goal	Description	Budget	Priority	Outcome
Tourism Study	Annual survey of timing and spending patterns of visitors to inform the Economic Development programs and Strategic Plan. Annual funding \$10K.	\$0K 2025	High Operating	Study Published
Spruce the Bruce Grant Supplement	Town grants to add leverage and impact to Spruce the Bruce Grants. Impact on taxation of 0.07%.	\$15K 2025-2033: \$135K Total	High Operating	Grants Awarded
2025 Multicultural Day	Support the work of community partners on a day to celebrate cultural diversity, unity, and the vibrant spirit of community in Saugeen Shores. Funded by Tax Stabilization Reserve.	\$10K 2025	High Operating	Celebration Held

DIVISION

Building Services and By-law Enforcement

This group ensures compliance with, and enforcement of, the Ontario Building Code and all By-laws within the Town and provides Building Permit services.

Services Managed

- Building and demolition permit review and approval
- Building and demolition inspection
- By-law administration, education and enforcement
- Building compliance reports

What Governs This Work

- Ontario Building Code
- *Municipal Act*
- *Planning Act*
- Zoning By-law
- Sign By-law
- Property Standards By-law
- Animal Control By-law

BUILDING SERVICES AND BY-LAW ENFORCEMENT

Emerging Trends

Strengths, Opportunities, Aspirations and Results

1. Continued multi-residential permitting activity.
2. High levels of service from the Building Division team to support various sectors.
3. The Ontario Building Code is being changed to align with the National Building Code.
4. By-law education for the community.



BUILDING SERVICES AND BY-LAW ENFORCEMENT

Division Highlights for 2025

Goal	Description	Budget	Priority	Outcome
Cedar Crescent Village (2023)	Staff support to the proponent to advance construction in accordance with approved Plans.	\$0K 2025	Base Operating	CCV Construction
Implement New Building Code Requirements	Update handouts, website, documents and stamps.	\$0K 2025	Base Operating	Standards Communicated
Digitize Property Files	Scan and tag hard copy building process materials to be incorporated into the corporate property file database.	\$0K 2025	Base Operating	Files Digitized
M.A.F. / S.T.R. Licensing Programs	Develop a Municipal Accommodation Fee and a Short-Term Rental Licensing Program. Impact on taxation of 0.09%.	\$20K 2025	Low Operating	Programs Implemented

DEVELOPMENT SERVICES

Key Performance Indicators

Infrastructure Planning and Development

Performance Measure(s)	2023 Actual	2024 Forecast	2025	2026	2027
% of developments able to proceed due to sufficient infrastructure	100	100			

Growth Management

Performance Measure(s)	2023 Actual	2024 Forecast	2025	2026	2027
% of the Town's site plan control segment timelines that meet or exceed Town requirements	100	100			
<i>Overall housing supply growth by housing type:</i>					
• total units	245	210			
• single residential/semi-detached	60	58			
• townhouses / row houses	25	12			
• apartment / condominium	160	130			
# of building permits issued (YOY)	400	310			

DEVELOPMENT SERVICES

Key Performance Indicators

Compliance

Performance Measure(s)	2023 Actual	2024 Forecast	2025	2026	2027
# of By-Law complaints	360	250			

Asset Planning and Forecasting

Performance Measure(s)	2023 Actual	2024 Forecast	2025	2026	2027
% of asset replacement (per year)	1%	1%			
\$ value of asset replacement (per year)	\$3M	\$5M			
% of asset class in good repair (currently core infrastructure and all assets once AMP is completed in July 2024)	72%	80%			

DEVELOPMENT SERVICES

Key Performance Indicators

Economic Development

Performance Measure(s)	2023 Actual	2024 Forecast	2025	2026	2027
# of developed land lots sold (e.g. Innovation Park)	0	1			
Volume of offseason events (YOY)	TBD	60			
% of growth in overnight stays (YOY)	TBD	1%			
# of business engagement activities (meetings plus calls)	189	299			

DEVELOPMENT SERVICES

2024 Operating Budget

	<u>2024 Budget</u>	<u>Forecast</u>	<u>2025 Budget</u>	<u>YOY Change</u>
5.0.000 Development Services	1,525,613	1,764,753	2,197,847	672,233
5.1.000 Engineering	902,140	905,662	1,111,734	209,594
5.1.135 Asset Management	408,505	369,133	431,188	22,683
5.1.300 Engineering	493,635	536,528	680,546	186,911
5.2.000 Building	(11,911)	184,236	146,740	158,651
5.2.260 Building	(138,485)	61,697	(10,231)	128,254
5.2.275 By-Law Enforcement	126,574	122,538	156,971	30,397
5.3.000 Planning & Development	635,384	674,855	939,373	303,989
5.3.810 Planning	607,047	677,821	861,984	254,937
5.3.860 Economic Development	28,337	(2,966)	77,389	49,052