

Staff Report

Presented By: Candace Hamm, Development Services Officer
Meeting Date: December 15, 2025
Subject: Subdivision Agreement – 395 High Street
Attachment(s): Engineering Drawing – 395 High St. Road Construction and Servicing
Notice of Decision Consent Files B-2024-030, B-2024-031 and B-2025-001

Recommendation

That Council adopt By-law 116-2025, a By-law to authorize a Subdivision Agreement with 12038242 Canada Inc. (Derek Meyers) to service the lands known as 395 High Street, Southampton.

Report Summary

Conditional Approval has been granted by the County of Bruce to sever two vacant residential lots from 395 High Street. A new fourplex building is proposed on each of the proposed severed lots. To develop the lands appropriately, municipal servicing must be extended from High Street along Grenville Street South to the southerly extent of the property. The By-law and Subdivision Agreement are included in the By-law Section of the Agenda.

Background/Analysis

The subject lands, 395 High Street, are located at the southwest corner of the High Street and Grenville Street intersection in Southampton. To allow the development to proceed as proposed, the Owner submitted a minor variance application to decrease the minimum rear yard setback on proposed Lot A, and to decrease the required minimum driveway width on Lot B. The Committee of Adjustment granted the minor variance, subject to conditions, on April 22, 2025. County of Bruce Consent Files B-2024-030, B-2024-031 and B-2025-001 were conditionally approved on July 21, 2025, and state:

- “1. *That the owner enter into an Agreement with the Municipality, if deemed necessary by the Municipality, to satisfy all the requirements, financial or otherwise of the Municipality, which may include, but shall not be limited to, the provision of parkland (or cash-in-lieu of land), roads, installation of services, facilities, drainage and the timing and payment of a development charge.*”

To facilitate the development, services need to be extended along Grenville Street South and the road surface must be widened slightly to meet Town standards. Within the Settlement Areas of Saugeen Shores, where new lot creation is proposed and municipal services are not already existing, the property Owner can enter into an agreement with the Town. By entering into an agreement, the Owner can fulfill the Conditions of Provisional Approval, and allow the lots to be created, ahead of the services being installed. A Subdivision Agreement is recommended to ensure appropriate construction standards are implemented and that the Town is adequately protected from any unforeseen circumstances arising from construction through provisions in the agreement, including but not limited to, insurance coverage and the collection of securities.

All other conditions of the severance that are to be cleared by the Town have been fulfilled by the Owner. A Reference Plan has been provided, and cash in-lieu of parkland dedication has been paid to the Town.

Once the required securities and proof of insurance are provided to the Town, the attached draft Subdivision Agreement can be executed, and a clearance letter for the consents can be issued by the Town to the Bruce County Approval Authority for the severances.

Policy Basis

The Town of Saugeen Shores Official Plan includes policies for the subdivision of land. The following Official Plan policies were considered in the review of the 395 High St. severances:

- **2.11.2 New Lots By Consent**
 - 2.11.2.1.1 The Town and the approval authority shall be satisfied that, among other things, the proposed lots can be serviced with appropriate water services, sewage services and stormwater services.
 - 2.11.2.1.2 The Town may enter into a Subdivision Agreement as a condition of the approval of any application made under Section 51 or 53 of the Planning Act. Such agreements shall ensure that the necessary internal or external services be provided by the developer to the specifications established by the Town and shall ensure that the development does not negatively impact the Town financially.
- **5.3 Sewage and Water Servicing**
 - 5.3.1.1 Urban development or redevelopment in the Town of Saugeen Shores shall be directed to the Settlement Area and developed on the basis of municipal water services and sewage services.
 - 5.3.1.2 The extension of services will be a determining factor in the phasing of new development. Where the servicing of a new urban development requires extension and/or improvements to the existing public piped systems, such servicing will generally be financed, constructed, and maintained by the developer before being turned over to the Town.

Linkages

- Strategic Plan Alignment: Pillar 1: Meeting the Needs of a Growing Community
- Business Plan Alignment: Development Services Business as Usual

Financial Impacts/Source of Funding

The revenue of \$330.13 associated with the administration fee for the agreement is contained within the Planning budget.

Prepared By: Candace Hamm, Development Services Officer

Reviewed By: Mark Paoli, Director, Development Services

Approved By: Kara Van Myall, Chief Administrative Officer

Key Map – Road Construction and Servicing Area



