

Staff Report

Presented By: Candace Hamm, Development Services Officer

Meeting Date: February 17, 2026

Subject: Site Plan Control Application – Bluewater District School Board New Elementary School

Attachment(s): Architectural Site Plan
Landscape Plan
Renderings

Recommendation

That Council receive the Site Plan Control Application – Bluewater District School Board New Elementary School report for information.

Report Summary

The Bluewater District School Board (BWDSB) has submitted information in support of a Site Plan Control Application for the construction of a new elementary school in Port Elgin. Comments from Council will be considered as part of the site plan approval process outlined in Section 41 of the Planning Act.

Background/Analysis

In January 2025, the Ministry of Education approved over \$17.8 million in Capital Priorities Program funding to the Bluewater District School Board (BWDSB) to build a new school in Port Elgin. The new school will complement Northport Elementary School and Port Elgin-Saugeen Central School.

The subject lands are located at the northern end of Port Elgin, west of Highway 21 and south of Concession 10. The lands are currently part of a larger land holding legally described as Part of Lots 49 and 50, Lake Range (Geographic Township of Saugeen), Town of Saugeen Shores, Roll Number 411044000624904.

In the spring of 2025, the County of Bruce approved a Major Revision and Change of Conditions to the Summerside Draft Plan of Subdivision (41T-2011-01.44). The changes to the Summerside Subdivision proposed by Lord Elgin Estates Developments Ltd. (LEED) included incorporating a future elementary school block in response to a request made by the BWDSB. The proposed school block is within Phase 11 of the Summerside Draft Plan of Subdivision. An

Agreement of Purchase and Sale between LEED and the BWDSB has been negotiated, and LEED is working to fulfill the conditions of the agreement, which includes ensuring the lands to be purchased by the BWDSB are 'shovel ready' with building permits available by the summer of 2026.

In September 2025, Council adopted By-law 91-2025 which authorized the Subdivision Agreement between the Town and LEED for Summerside Phase 11. The Condition of Draft Approval for Phase 11 imposed by the Town have been cleared, and LEED is seeking Final Approval of Phase 11 from the County.

To support the development of the proposed school block, Waterloo Street is being extended north and will connect to Concession 10.

Town of Saugeen Shores Zoning By-law 17-2025 re-zoned the subject lands 'Residential Fourth Density (R4) / Institutional Special (I-9)'. This is referred to as a compound zone, which allows this block to be developed for either high density residential or institutional uses, or a combination of both. Should the sale of this block to the BWDSB not occur, the lands are proposed to be developed for high density residential uses.

Town staff have provided preliminary feedback to the BWDSB on a Preliminary Site Plan Drawing. The Architectural Site Plan, Landscape Plan, and Renderings attached to this report have been prepared to address the preliminary staff comments and are still under review. The proposal was presented to the Accessibility Advisory Committee (AAC) on February 11, 2026. Revisions to the Site Plan may be required to address comments from Council, ACC and staff; however, the final Site Plan will be in accordance with the zone provisions for the property.

Sixty-eight (68) parking spaces are proposed, which far exceeds the number of parking spaces required for a school site. A total of twenty-eight (28) parking spaces are required, in accordance with Town of Saugeen Shores Zoning By-law 75-2006 parking requirements. A School, Elementary (Public or Private) requires 1 parking space for each classroom, plus either one additional space for each office or, if the school contains a place of assembly, parking spaces are required for the place of assembly based on area. Eighteen (18) classrooms are proposed, with ten (10) additional parking spaces required based on the size of the assembly area with no fixed seating, for a total of twenty-eight (28) required parking spaces. Three (3) accessible parking spaces are being provided, which exceeds the requirements for the site by one (1) space.

The Landscaped Open Space area for the site is 55%, which far exceeds the minimum required for the Institutional (I) zone, which is 25%. As requested by staff, additional trees along the northern property boundary have been incorporated into the design to enhance shading along a future multi-use trail within the Concession 10 road allowance.

The proposed new school represents an important investment in community infrastructure that supports planned growth, educational needs, and overall quality of life. In addition to addressing capacity pressures, the school is intended to function as a neighbourhood focal point that contributes to community connection and shared use opportunities. By supporting families, strengthening neighbourhoods, and aligning with municipal growth and community- building

objectives, the new school will play a meaningful role in the long-term development of a complete and sustainable community.

Agreement

The standard agreement is proposed to be used for the Site Plan Control process, covering adherence to the approved drawings, and other typical obligations. The initial agreement will be between the Town of Saugeen Shores and Lord Elgin Estates Developments Ltd. and will be re-assigned to the school board immediately upon the purchase of the lands being finalized.

Subject to comments received from Council, a Site Plan Control Agreement will be drafted once the final drawings are completed, and all identified concerns have been appropriately addressed. The Site Plan Control Agreement between the Town and Lord Elgin Estates Developments Ltd. will be approved by the Chief Administrative Officer.

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 associated with the Site Plan Control Agreement admin fee is contained within the Development Services budget.

Prepared By: Candace Hamm, Development Services Officer

Reviewed By: Dwayne Evans, Director, Development Services

Approved By: Kara Van Myall, Chief Administrative Officer

Location Map

