



*A People Place, A Change of Pace*  
**SHELBURNE**  
ONTARIO, CANADA

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**Meeting Date:** Monday, January 25, 2021

**To:** Members of Council

**From:** Jennifer Willoughby, Director of Legislative Services/Clerk

**Report:** LS2021-01

**Subject:** **Review of Downtown Parking**

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### Recommendation

BE IT RESOLVED THAT Council receives report #LS2021-01 from the Clerk for information;

AND FURTHER THAT Council approves the recommendations being provided;

AND directs staff to bring forward an amendment to the traffic By-law that incorporates the parking recommendations as noted on page 2 of the report as well as increasing the permit fees to \$35.00 per month.

### Background

At the December 14, 2020 meeting of Council, minutes from the BIA meeting held December 3, 2020 were circulated for discussion. Council requested that staff return with a report that provided alternative solutions to accommodate parking requirements in the municipal lots located at William Street and Wellington Street.

## Analysis

Parking in the downtown core has continued to be challenging over the years within Shelburne.

Previous to the current parking permit system that exists in the William Street and Wellington Street parking lots, the traffic by-law permitted parking on street and at the William Street municipal lot for a maximum of 3 hours. Vehicles parked longer than 3 hours would receive a \$10 parking ticket. The Wellington Street lot has offered free all-day parking for many years.

In 2017, the BIA requested that Council seek alternative solutions to the then 3-hour parking limit in the William Street parking lot. Staff at the time suggested a parking permit system in consultation with the BIA and EDC which was approved as a pilot project. A copy of the presentation and supporting documentation is attached as Appendix 1. A copy of by-law #24-2017 is attached as Appendix 2.

Staff met (virtually) with members of the BIA on January 7, 2021. The discussion included review of past Council and BIA minutes. It confirmed the intention of the William Street parking lot was for members of the community to access stores and restaurants in the downtown core.

In consultation with the BIA, Staff and Senior Management, the following alternative solutions are being recommended:

1. Parking in the William Street lot would be for a maximum time of 4 hours for members of the community to access stores and restaurants in the downtown core. Vehicles parked longer than the 4 hours will be ticketed.
2. Parking in the Wellington Street lot will remain free all-day parking (as is currently) with residential tenants having the ability to purchase a parking permit to park overnight.
3. Parking in the Victoria Street lot will remain free all-day (as is currently). No overnight parking will be permitted.
4. Current overnight parking permit holders at the William Street parking lot will be transferred over to the Wellington Street parking lot. Overnight parking permits will be valid from 8pm to 8am.

5. An additional 2 accessible parking spots will be installed at the William Street parking lot.
6. On street 3-hour parking will remain in effect.

The BIA on January 7, 2021 indicated they were supportive of the above recommendations.

Staff have developed walking distance maps from all municipal lots – William, Wellington, and Victoria Streets, attached as Appendix 3 (a) and (b). Both maps note walking distances in metres and walk times in minutes/seconds.

Staff have created a general information sheet for residents and community members wishing to obtain additional information regarding permit parking and is attached to this report as Appendix 4.

Additionally, the Community Improvement Plan (CIP) presented to Council in 2019 noted the need for a review of the overall walkability and parking in the Town of Shelburne. Once adopted by Council, the CIP will assist with providing additional in-depth information for Council's consideration.

## Policies and Implications

Town of Shelburne Traffic By-law #8-1983 and amending By-law #24-2017.

## Financial Impact

Overall revenue received from both the William Street and Wellington Street parking permits amount to \$4,980.53 per annum (\$12.50 per month).

In conducting research of surrounding municipalities related to fees for parking, the fees range on average from \$30.00 to \$80.00 per month or \$800.00 to \$2000.00 for the year.

Staff are recommending an increase in the monthly permit parking fee to \$35.00 per month (approx. \$1.17 per day) or \$420.00 per year, inclusive of HST. The loss of revenue from the William Street lot will be collected by the additional permits to be sold in the Wellington Street lot.

## Consultation and Communications

Shelburne Senior Management Team and the Business Improvement Association (BIA).

## Council Strategic Priorities

Council's Strategic Priorities have three Goals - Sustainable, Engaged and Livable. There are a total of 12 targets with the three Goals.

This report aligns with the sustainable goals within the targets:

Target T7 – promote partnerships and collaboration;

Target T11 – improve community connections

## Supporting Documentation

Appendix 1 – Permit Parking report to Council March 13, 2017, Council and EDC minutes from March 2017

Appendix 2 – By-law #24-2017

Appendix 3(a)(b) – Mapping of walkability from municipal lots to the downtown core

Appendix 4 – draft copy of permit parking information

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Respectfully Submitted and Prepared By:

Jennifer Willoughby, Director of Legislative Services/Clerk

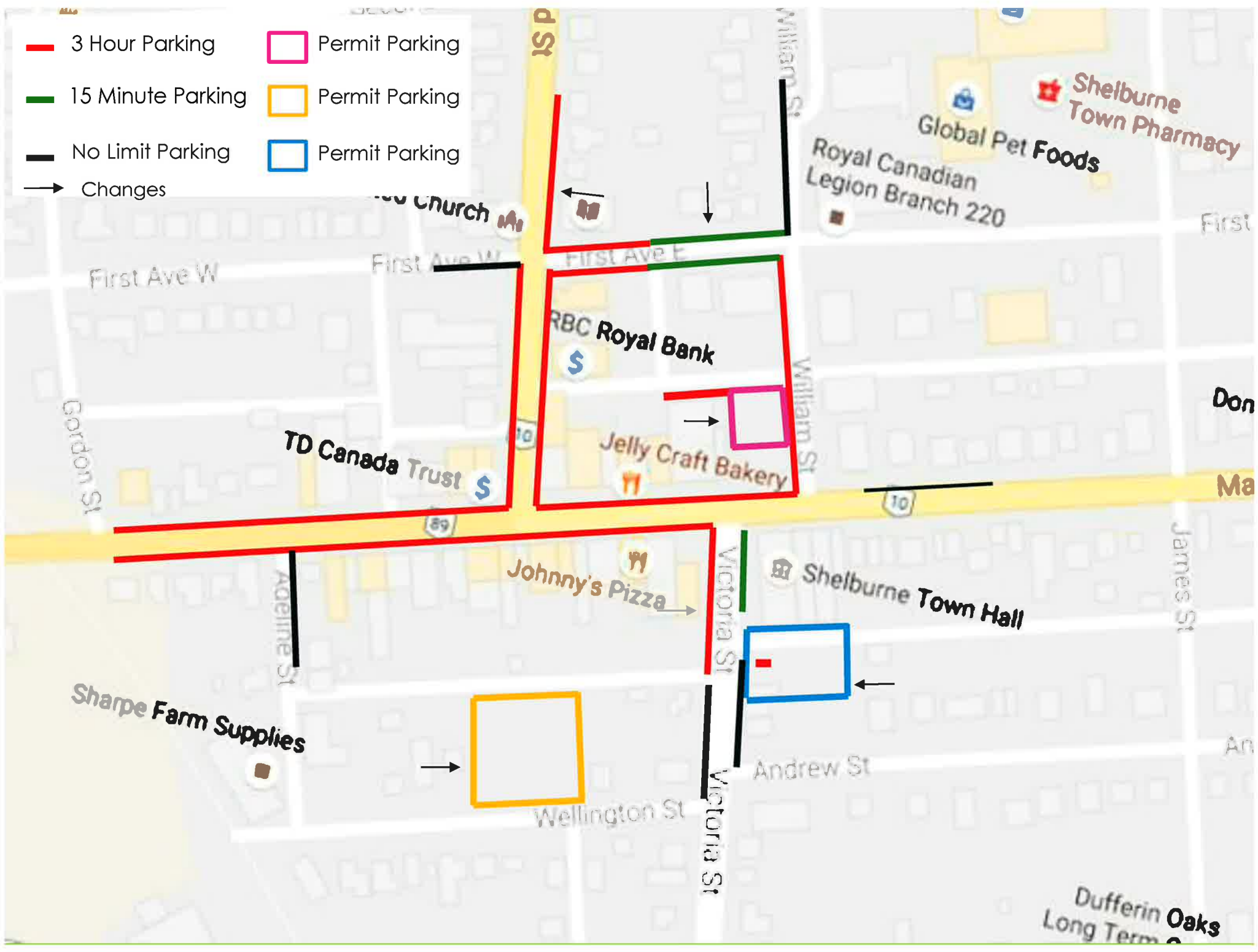
Reviewed By:


Denyse Morrissey, CAO

# Shelburne Parking Solutions



I have been asked by the CAO/Clerk to investigate opportunities to alleviate parking concerns within the downtown core. Please find the attached proposal for your consideration.



Location	# of Spaces		Specified Signs	Total
	Reg			
Main Street	48	2	3 Hour	3 Hour Parking Spaces =109  15 Minute Parking Spaces = 10  Free Day Parking Spaces =50  Permit Parking Spaces =65  Side Street Parking Spaces =25  Total # = 257
Owen Sound	17	1		
William	7	0		
Victoria	7	1		
First Ave W	11	1		
	5	1	15 Minute	
Victoria	3	1		
Wellington Municipal Lot	48	2	Overnight Permit Parking	
William Municipal Lot	28	0	Permit Parking	
	8	1	3 Hour	
Victoria Municipal Lot	2	1	3 Hour	
	25/4	0	Town Hall/Police	
	8	0	Permit Parking	
Extra Parking	25	0	No Overnight	



## **Summary of changes**

1. 3 hour parking on the west side of Victoria St.
2. William St. properly marked as 3 hour parking
3. Owen Sound north of First Ave properly marked
4. 5 Spaces on First Ave changed to 15 minutes
5. Permit only for overnight parking in Wellington lot
6. Majority permit only parking in Victoria lot
7. Majority permit only parking in William lot







**3 Hour Parking  
Properly Marked**

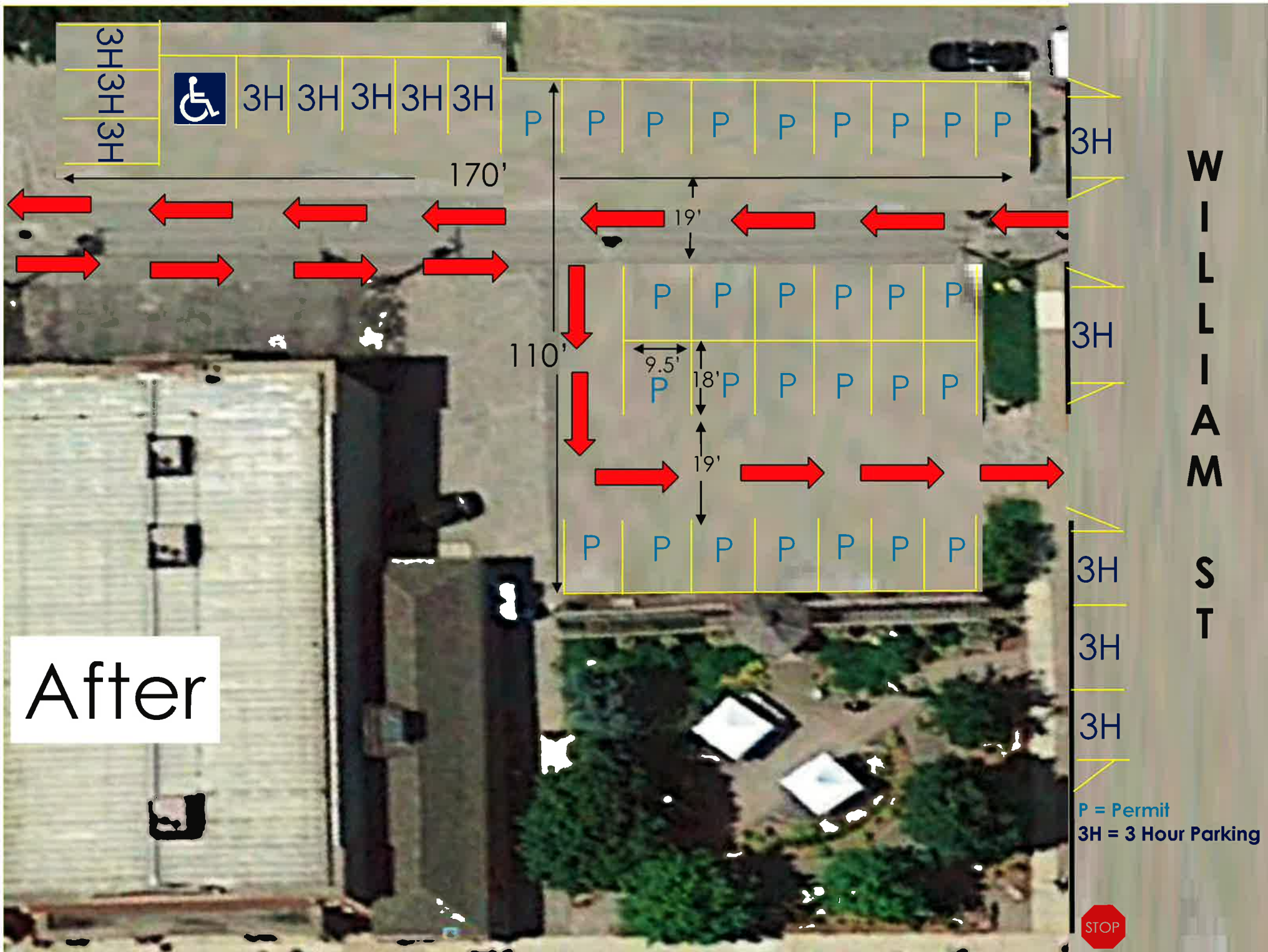




Before

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After

WILLIAM ST

P = Permit  
3H = 3 Hour Parking



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Before





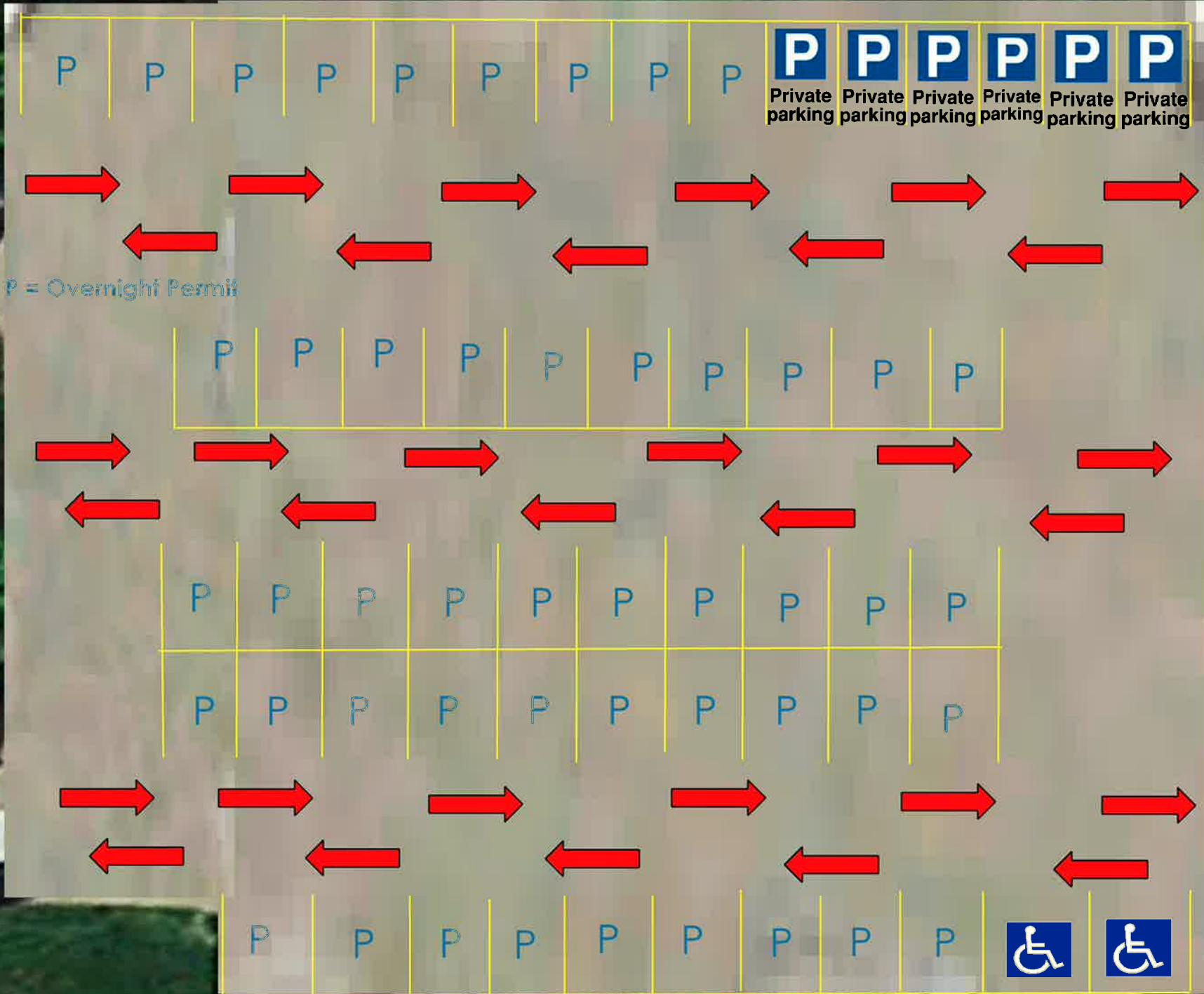
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After

P = Permit  
3H = 3 Hour Parking



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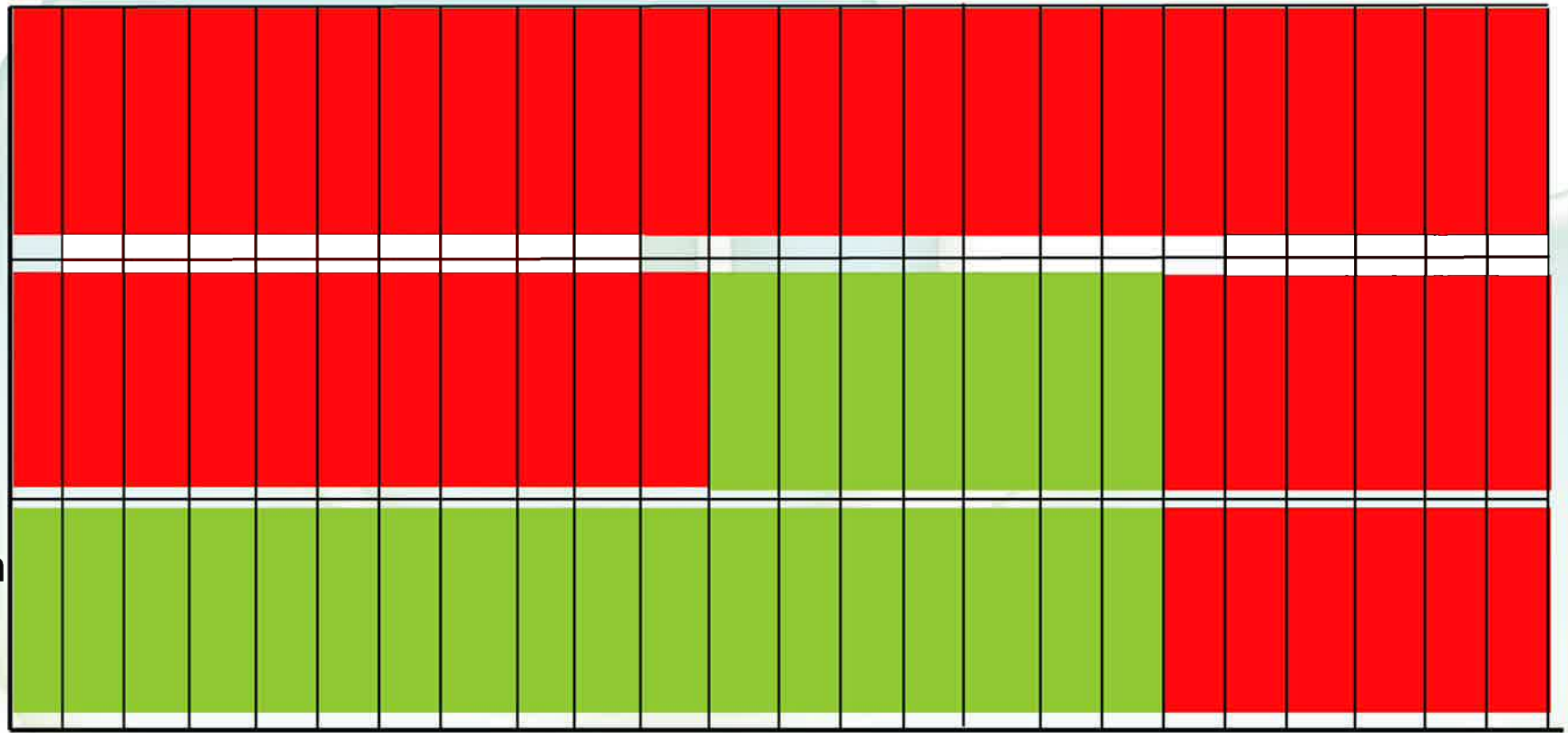


# BACKLASH

William

Victoria

Wellington



0700-0800-0900-1000-1100-1200-1300-1400-1500-1600-1700-1800-1900-2000-2100-2200-2300-2400-0100-0200-0300-0400-0500-0600

Time



 Permit

 Free Parking



# Concept for Consideration

## William Municipal Lot

24/HR Permit

$\$12.50/\text{Month} \times 12/\text{Months} = \$150$

$\$150/\text{Year} \times 28/\text{Spaces} = \$4200 (.42/\text{Day})$

**Revenue: \$4200**

OR

$\$10.00/\text{Month} \times 12/\text{Months} = \$120$

$\$120/\text{Year} \times 28/\text{Spaces} = \$3360 (.33/\text{Day})$

**Revenue: \$3360**

OR

$\$6.25/\text{Month} \times 12/\text{Months} = \$75$

$\$75/\text{Year} \times 28/\text{Spaces} = \$2100 (.21/\text{Day})$

**Revenue: \$2100**



# Concept for Consideration

## Wellington Municipal Lot

### Overnight Permit

$$\text{\$12.50/Month} \times 12/\text{Month} = \text{\$150}$$

$$\text{\$150/Year} \times 35/\text{Spaces} = \text{\$5250} (.42/\text{Day})$$

**Revenue \\$5250**

OR

$$\text{\$10.00/Month} \times 12/\text{Months} = \text{\$120}$$

$$\text{\$120/Year} \times 35/\text{Spaces} = \text{\$4200} (.33/\text{Day})$$

**Revenue \\$4200**

OR

$$\text{\$6.25/Month} \times 12/\text{Months} = \text{\$75}$$

$$\text{\$75/Year} \times 35/\text{Spaces} = \text{\$2625} (.21/\text{Day})$$

**Revenue: \\$2625**



Concept for Consideration  
**Victoria Municipal Lot**

4 Police Parking  
25 Spaces Town Employee Parking

Day Permit

$\$12.50/\text{Month} \times 12/\text{Months} = \$150$

$\$150/\text{Year} \times 8/\text{Spaces} = \$1200 \text{ (.42/Day)}$

**Revenue: \$1200**

OR

$\$10.00/\text{Month} \times 12/\text{Months} = \$120$

$\$120/\text{Year} \times 8/\text{Spaces} = \$960 \text{ (.33/Day)}$

**Revenue: \$960**

OR

$\$6.25/\text{Month} \times 12/\text{Months} = \$75$

$\$75/\text{Year} \times 8/\text{Spaces} = \$600 \text{ (.21/Day)}$

**Revenue: \$600**



## Advantages

- Revenue
- More parking available downtown
- Additional 22 spaces at the Victoria Municipal Lot
- Additional 7 spaces at the William Municipal Lot
- Guaranteed parking spaces for permit holders



15% more  
parking Spaces

## **Advantages (Continued)**

- Renewed Yearly
- Displayed on front window mirror
- Color coded to each parking lot
- No more permits sold than spaces
- Patrolled and enforced by By-Law





## Disadvantages

- Preferred parking
- Less customer parking choices
- Parking without a permit infractions
- Pass expense



**March 13, 2017**

**Regular Council**

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**9. Regular Agenda - Reports, Correspondence & New Business (action items)**

1. Report from the By-law Enforcement Officer regarding parking solutions for the downtown core.

The By-law Enforcement Officer reviewed her report regarding a proposed parking permit system to assist with parking concerns and complaints within the downtown core.

A discussion ensued regarding parking issues and concerns, tags being transferable to other vehicles, costs versus administration, yearly or semi-annual renewals, the need to discuss with the BIA and EDC, paid parking versus free parking, the event season may hinder permit parking, signage for directional flow of traffic and permit parking versus 3-hour parking.

**Motion #5 Sample - Dunlop**

**BE IT RESOLVED THAT** Council receives the report from the By-law Enforcement Officer regarding parking solutions for the downtown core as presented and circulated;

**AND FURTHER** directs the By-law Officer to present the parking solutions to the BIA & EDC committees.

**CARRIED: K. Bennington**

2. Letter from Mr. & Mrs. Paterson dated March 6, 2017 regarding rental fees for the Canada 150 pavilion.

**Motion #6 Sample - Dunlop**

**BE IT RESOLVED THAT** Council receives the letter from Mr. & Mrs. Paterson dated March 6, 2017 as presented and circulated;

**AND FURTHER THAT** Council grants relief from rental fees as requested for the 2<sup>nd</sup> Annual Natasha Paterson Memorial Car Show to be held August 20, 2017.

**CARRIED: K. Bennington**

3. Letter from the 1<sup>st</sup> Shelburne Cub Scouts dated February 28, 2017 requesting a donation for the Easter event being held April 15, 2017.

**Motion #7 Benotto - Sample**

**BE IT RESOLVED THAT** Council receives the letter from the 1<sup>st</sup> Shelburne Cub Scouts dated February 28, 2017 as presented and circulated;

**AND FURTHER THAT** Council donates \$200 toward the Easter event being held April 15, 2017.

**CARRIED: K. Bennington**



# SHELBURNE & DISTRICT ECONOMIC DEVELOPMENT COMMITTEE

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## 4.0 DELEGATION

### a) Parking Solutions – Venessa Albanese

Venessa presented her proposal which provided an overview outlining various issues and solutions to address the parking congestion in downtown Shelburne.

Bill Gillam arrived at 8:07am

### Motion #3 Besley – Austen

**BE IT RESOLVED THAT** the EDC is supportive of the recommendations made by Venessa Albanese to address Shelburne's downtown parking and that we recommend to council that they accept the changes, and fees structure (1) as outlined in her report. Furthermore, we ask that a progress report on the effectiveness of the parking solutions be provided in 1 year.

**CARRIED**

## 5.0 REPORTS

### a) BIA Update

Linda Amour Grant updated the committee on the March 21, 2017 BIA members meeting and the acceptance of a mission, vision, and moto. The BIA also elected a new Chair, Neil Pritchard.

### b) EDC Update

Carol provided an update on her progress and the work she has done on the EDC newsletter, business interviews, EDC Breakfast, and Golf tournament.

## 6.0 NEW BUSINESS ACTION

### a) Strategic Plan Review

The committee reviewed and discussed the strategic plan.

### b) RED (Rural Economic Development) Program – Discussion

The committee discussed opportunities to use the RED funding available and formed a sub-committee (Linda Amour Grant, Walter Benotto, Mike Fazackerley and Carol Maitland) to form a plan and work through the RED application. John Telfer cautioned the sub-committee to consider long-term benefits and the overall strategic plan.

### c) Community Transportation Forum – Update

Wade Mills updated the committee on the Community Transportation Forum. John Telfer provided a ministry update regarding rural transportation.

**March 27, 2017**

**Regular Council**

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**9. Regular Agenda - Reports, Correspondence & New Business (action items)**

1. Report from the Bylaw Enforcement Officer dated March 22, 2017 regarding parking solutions for the downtown core.

A discussion ensued regarding presentations made to the BIA and EDC, it was well received by both committees, enforcement of permit parking, providing an opportunity for additional public comments prior to implementation, holding an additional information session at the EDC breakfast for the business community.

**Motion #6 Benotto - Mills**

**BE IT RESOLVED THAT** Council receives the report from the By-law Enforcement Officer dated March 22, 2017 as presented and circulated;

**AND FURTHER THAT** Council authorizes the By-law Enforcement Officer to proceed with implementation of the parking plan as previously presented charging \$12.50 per month for parking permits.

**CARRIED: G. Dunlop**

2. Change order request from S. Burnett & Associates regarding the filter upgrades at the sewage treatment plant.

Mr. Burnett was in attendance to update Council regarding the tertiary filter replacement project at the sewage treatment plant. The project is almost complete, full replacement of the sand filters to cloth filters has taken place, he reviewed the current budget and financial implications of installing the suggested additional overflow weirs and the remaining contingency funds. There have been 8 approved change orders working within the contingency fund noted, the current change order is to accommodate overflow of discharge waiting to be filtered.

A discussion ensued regarding the remaining contingency funds, the elimination of problems that could cause future issues, both filters are being used at all times and compliance with MOE regulations. Council requested another tour of the plant with the new filters installed.

**Motion #7 Mills - Benotto**

**BE IT RESOLVED THAT** Council receives the change order request from S. Burnett & Associates regarding the tertiary filter upgrade project at the sewage treatment plant as presented and circulated;

**AND FURTHER THAT** Council authorizes an additional expenditure in the amount of \$48,764.98 plus HST.

**CARRIED: G. Dunlop**

Mayor Bennington returned to council chambers and assumed the chair.

THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW NUMBER 24-2017

BEING A BY-LAW TO AMEND THE TRAFFIC BY-LAW NUMBER 8-1983, AS AMENDED

WHEREAS the Council of The Corporation of the Town of Shelburne deems it expedient to amend the Traffic By-law Number 8-1983 as amended;

AND WHEREAS By-law Number 8-1983, as amended, regulates traffic within the Town limits of The Corporation of the Town of Shelburne;

NOW THEREFORE the Council of The Corporation of the Town of Shelburne enacts the following:

- 1. By-law 8-1983, as amended, Schedule “C” is deleted and replaced by inserting the attached Schedule “C”
- 2. By-law 8-1983, as amended, Schedule “Q” is deleted and replaced by inserting the attached Schedule “Q”
- 3. By-law 8-1983, as amended, Schedule “R” is deleted and replaced by inserting the attached Schedule “R”
- 4. By-law 8-1983, is amended by inserting the following:

SECTION 1.28 MUNICIPAL PARKING PERMIT means a permit to park a motor vehicle in a municipal parking lot specified on the permit during the times authorized therein;

- 5. By-law 8-1983, is amended by inserting the following:

SECTION 3.7 PARKING BY PERMIT

- (1) Parking Permits for the parking of motor vehicles are hereby authorized and assigned, as the Council of the Town may hereafter designate by by-law, at municipal lots set out respectively in Schedule “R” of this By-law.
- (2) Where a sign has been erected and is on display indicating parking is prohibited without a permit, no person shall park a motor vehicle at any time in specified municipal parking lots set out in Schedule “R” unless such person is the holder of a parking permit issued under this By-law or has received permission from the Town of Shelburne.
- (3) An application for an off-street parking permit shall contain the following information: a. name and address of applicant; b. the license plate number, make and year of the motor vehicle of which the applicant is the registered owner;
- (4) An off-street parking permit shall contain the permit number, current year issued and the name of the municipal lot for which the permit is issued.

*Note: Schedules to By-law 8-1983 are amended from time to time. The offences created by the above sections refers to the schedules in force at the time of the alleged offences.*

**THIS BY-LAW READ A FIRST TIME THIS THE 24<sup>th</sup> DAY OF APRIL 2017**

**THIS BY-LAW READ A SECOND AND THIRD TIME AND ENACTED THIS  
THE 25<sup>th</sup> DAY OF SEPTEMBER 2017**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE TOWN OF SHELBURNE**

**SCHEDULE “C” TO BY-LAW NUMBER 8-1983**

**Parking for Restricted Periods**

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
<b>Highway</b>	<b>Side</b>	<b>Time or Days</b>	<b>Max. Period</b>
First Ave.	North Side Between William Street and Owen Sound Street	Parallel Parking daily, 8am to 6pm, Fri. 8am to 9pm, Sundays and Holidays excepted	3 hours
First Ave.	South Side Between Owen Sound Street and William Street	Parallel Parking daily, 8am to 6pm, Fri. 8am to 9pm, Sundays and Holidays excepted	3 hours
First Ave.	North Side Between William Street and Owen Sound Street Easterly Two (2) Parking Spaces	Parallel Parking daily, 8am to 6pm, Fri. 8am to 9pm, Sundays and Holidays excepted	30 minutes
First Ave.	South Side Between Owen Sound Street and William Street Easterly Three (3) Parking Spaces	Parallel Parking daily, 8am to 6pm, Fri. 8am to 9pm, Sundays and Holidays excepted	30 minutes
Owen Sound Street	East & West (between) Main Street to First Street	Parallel Parking daily, 8am to 6pm, Fri. 8am to 9pm, Sundays and Holidays excepted	3 hours
Owen Sound Street	East Side First Street to Second Street	Any Day	3 hours
Wellington Municipal Parking Lot	North Side of Wellington Street	Any Day	No longer than 24/hrs.
William Municipal Parking Lot	North Side of Laneway Between Owen Sound and William Street Westerly Three (8) Parking Spaces	Daily, 8am to 6pm, Fri. 8am to 9pm, Sundays and Holidays excepted	3 hours

THE CORPORATION OF THE TOWN OF SHELBURNE

SCHEDULE “C” TO BY-LAW NUMBER 8-1983 *continued*

Parking for Restricted Periods

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
Highway	Side	Time or Days	Max. Period
Fourth Ave.	South Side East from Gordon Street 62 meters	7:00am to 9:00am 2:00pm to 4:00pm Mon – Fri Sep 1 to Jun 30 Holidays Excepted	15 minutes
Victoria Street	East Side from Main Street Southerly Three (3) Parking Spaces	8:30am to 4:30pm Mon to Fri Holidays Excepted	15 minutes
Prentice Drive	East - 30 <sup>th</sup> Sideroad to Luxton Way	Any Day	3 hours
Luxton Way	North - Prentice Drive to Cul-de-Sac	Any Day	3 hours
James Street	West Side from Sarah Court to First Ave.	Parallel Parking daily, 8am to 6pm, Fri. 8am to 9pm, Sundays and Holidays Excepted	3 hours
William Street	West (between) Main Street to First Street	Parallel Parking daily, 8am to 6pm, Fri. 8am to 9pm, Sundays and Holidays Excepted	3 hours

THE CORPORATION OF THE TOWN OF SHELBURNE

SCHEDULE “R” TO BY-LAW NUMBER 8-1983 *continued*

Prohibited Parking Without Permit

Wellington Municipal Parking Lot	North Side of Wellington Street	12:00am – 7:00am	Permit Required
William Municipal Parking Lot	South Side of Laneway Between Owen Sound and William Street	24/7	Permit Required
William Municipal Parking Lot	North Side of Laneway Between Owen Sound and William Street Easterly Nine (9) Parking Spaces	24/7	Permit Required
Victoria Municipal Parking Lot	South Side of Laneway Between Victoria Street and James Street	12:00am- 4:30pm  Police Vehicles Excepted	Permit Required



**THE CORPORATION OF THE TOWN OF SHELBURNE**

**SCHEDULE “Q” TO BY-LAW NUMBER 8-1983**  
**Accessible Parking Spaces**

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
<b>Highway Period</b>	<b>Side/Location</b>	<b>Time &amp; Days</b>	<b>Maximum</b>
Owen Sound Street	East Side – First parking space North of Main Street	Daily 8 a.m. –6 p.m. Sunday & Holidays excepted	3 Hours
First Avenue East	South Side – First parking space West of William Street	Daily 8 a.m. –6 p.m. Sunday & Holidays excepted	3 Hours
First Avenue East	North Side – Fourth parking space East of Owen Sound Street	Daily 8 a.m. –6 p.m. Sunday & Holidays excepted	3 Hours
Main Street West	North Side – First parking space West of Owen Sound Street	Daily 8 a.m. –6 p.m. Sunday & Holidays excepted	3 Hours
Main Street West	South Side – First parking space West of Owen Sound Street	Daily 8 a.m. –6 p.m. Sunday & Holidays excepted	3 Hours
Victoria Street	East Side – Fourth parking space South of Main Street	Daily 8 a.m. –6 p.m. Sunday & Holidays excepted	3 Hours
Municipal Lot North of Main St. at William St.	North Side – Fourth parking space to the West	Monday to Thursday 8 a.m. –6 p.m. Friday 8 a.m. -9 p.m.	3 Hours
Municipal Lot West of Victoria St. between Wellington St. & Back Lane	North Side – First two parking spaces in the west corner	Monday to Thursday 8 a.m. –6 p.m. Friday 8 a.m. -9 p.m.	3 Hours
Municipal Lot on Victoria Street	West Side – First parking space North of Victoria	Daily 7 a.m. –5 p.m. Sunday & Holidays excepted	3 Hours

# Appendix 3a

**NOTE:** A walking speed of 1.38 meters per second was used to calculate the walk time. All walk times are only approximate and will differ based on individual pace and parking location.

Municipal Parking Lot A (William Street)

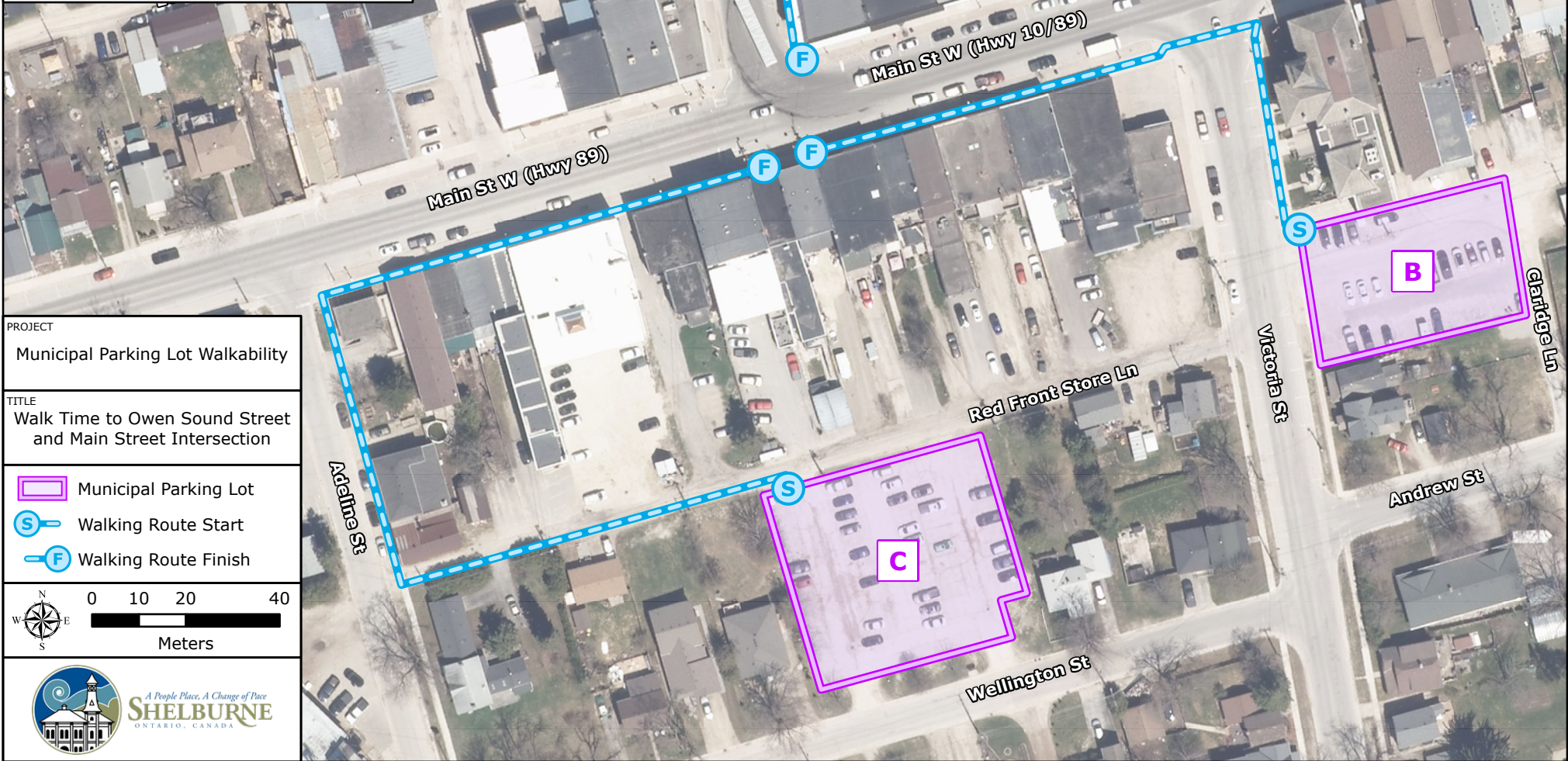
Number of Non-Reserved Spaces: 9  
Walk Distance: 108.5 meters  
Walk Time: 1 minute 20 seconds

Municipal Parking Lot B (Victoria Street)

Number of Non-Reserved Spaces: 20  
Walk Distance: 146.3 meters  
Walk Time: 1 minute 46 seconds

Municipal Parking Lot C (Wellington Street)

Number of Non-Reserved Spaces: 47  
Walk Distance: 250.2 meters  
Walk Time: 3 minutes 2 seconds




PROJECT


Municipal Parking Lot Walkability

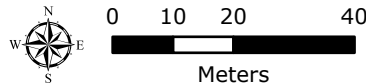
TITLE

Walk Time to Owen Sound Street and Main Street Intersection

 Municipal Parking Lot

 Walking Route Start

 Walking Route Finish





# Appendix 3b

**NOTE:** A walking speed of 1.38 meters per second was used to calculate the walk time. All walk times are only approximate and will differ based on individual pace and parking location.

Municipal Parking Lot A (William Street)

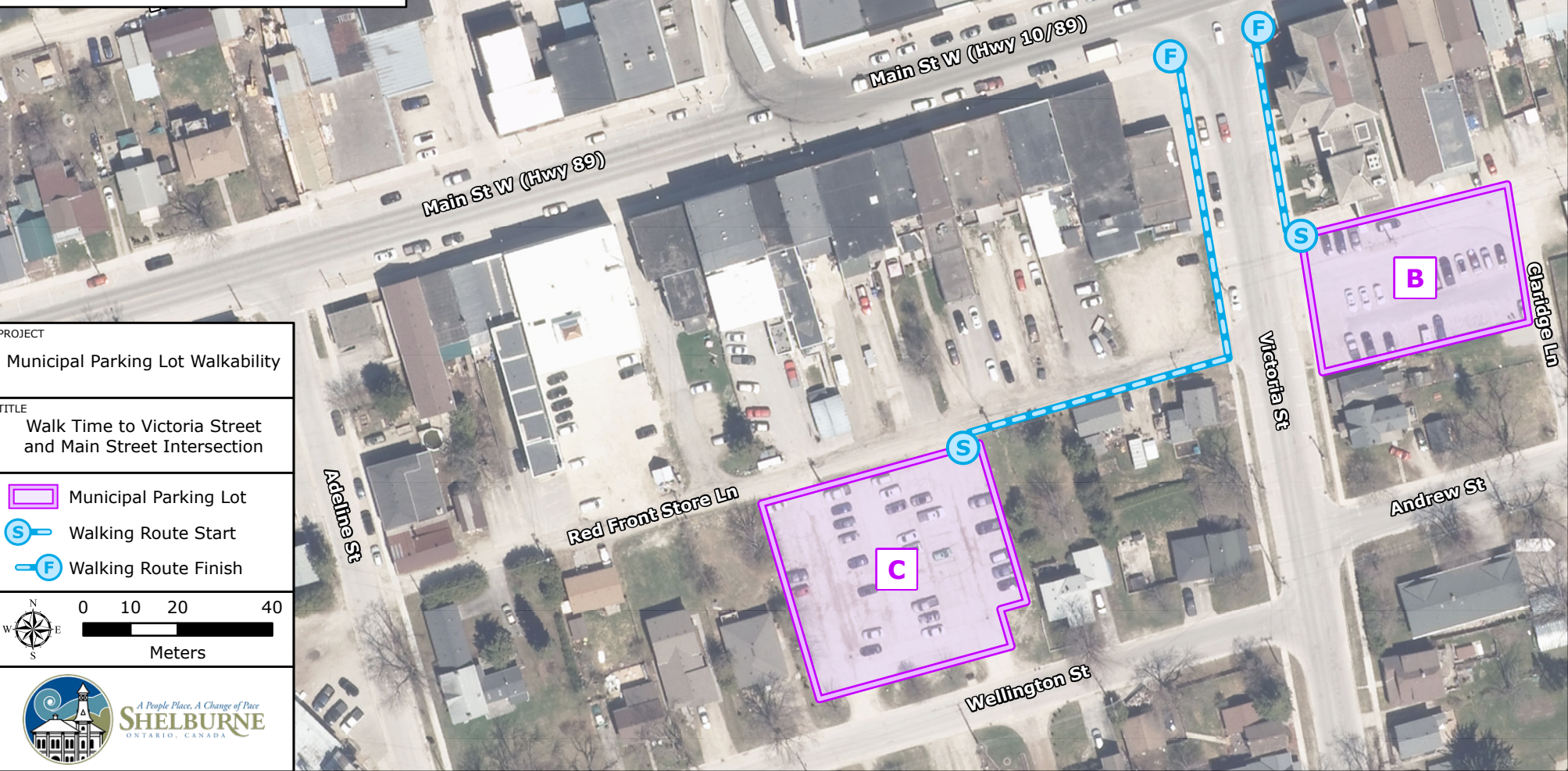
Number of Non-Reserved Spaces: 9  
Walk Distance: 62.2 meters  
Walk Time: 45 seconds

Municipal Parking Lot B (Victoria Street)

Number of Non-Reserved Spaces: 20  
Walk Distance: 46.7 meters  
Walk Time: 34 seconds




Municipal Parking Lot C (Wellington Street)

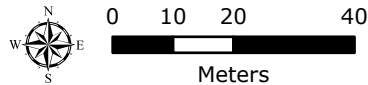
Number of Non-Reserved Spaces: 47  
Walk Distance: 126.1 meters  
Walk Time: 1 minute 31 seconds



PROJECT  
Municipal Parking Lot Walkability

TITLE  
Walk Time to Victoria Street  
and Main Street Intersection

-  Municipal Parking Lot
-  Walking Route Start
-  Walking Route Finish





# Information About Permit Parking

- The permit parking period shall be from XX until XX.
- Permit applications are available at the Shelburne Town Hall Monday - Friday 8:30am-4:30pm or by contacting By-Law Services (519) 925-2600 Ext. 255 email [bylaw@shelburne.ca](mailto:bylaw@shelburne.ca)
- \$35.00 for a monthly permit or \$420.00 for a yearly permit, payable at Shelburne Town Hall.
- Each property is permitted to obtain a maximum of XX parking permits annually.
- Each parking permit is valid for one month.
- Each parking permit is for one (1) vehicle.
- The registered owner of the property must, in writing, authorize the applicant to obtain the parking permit for the property.
- No person shall display a parking permit in a vehicle other than the vehicle to which the permit was issued with the matching licence plate number.
- Permit parking spaces are on an available basis and not guaranteed.
- The parking permit must be placed on the driver's side of the dashboard of the vehicle only. The entire parking permit must be clearly visible from the outside of the vehicle to be able to read the parking permit number and licence plate number.
- Parking permits are the property of the Town of Shelburne and shall not be transferable.
- Parking permits are not valid for commercial vehicles, derelict vehicles, unlicensed vehicles or immobile trailers.
- The holder must obey all parking restrictions under the provisions of the Traffic By-law for example not parking in a posted "No Parking Zone", or not within 3m of fire hydrants.
- Failure to comply with the above conditions will result in the issuance of a parking infraction and/or the revocation of this parking permit.