



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

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**Meeting Date:** Monday, April 13, 2026

**To:** Members of Council

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

**Report:** LS2026-07

**Subject:** **Review of Parking Challenges During Council Meetings – Victoria Street Municipal Parking Lot**

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#### Recommendation

BE IT RESOLVED THAT Council receives report LS2026-07 – Review of Parking Challenges during Council meetings for information;

AND THAT Council approves Option 1;

AND FURTHER THAT staff be directed to amend Traffic Bylaw #8-1983 in accordance with Council’s preferred option.

#### Background

At the March 9, 2026 meeting of Shelburne Council, staff were asked to review parking restrictions within the municipal parking lot beside Town Hall that take place on Monday evenings when in-person Council meetings are held.

In- person meetings require adequate parking for Members of Council, staff, and delegations.

Concurrently with these meetings, dance classes are held at an adjacent facility beside Town Hall. As a result, parents and guardians attending these classes frequently utilize the municipal parking lot.

This overlap in use has resulted in limited parking availability for Council and staff, creating operational challenges and, at times, requiring attendees to seek alternative parking.

## Analysis

The municipal parking lot is currently designated as public parking and operates on a first-come, first-served basis. While this supports general community access, it does not account for competing peak demands during Monday evenings.

The increased demand associated with seasonal dance classes has resulted in:

- Reduced availability of parking for Council and staff;
- Potential delays in meeting attendance;
- Increased pressure on surrounding streets and municipal parking lots for overflow parking.

In order to balance operational needs with community access, several options have been identified for Council's consideration.

### **Options for Consideration**

- Option 1: Partial Designation – Fence Line Reserved for Council and Staff

Designate parking spaces along the fence line as Staff and Council Parking Only between the hours of 8am to 8pm Monday to Friday. There are currently 15 parking spaces along the fence line which can adequately accommodate Council and staff during Monday evening Council meetings.

Attached as Appendix 1 is a map of the parking lot identifying the total number of parking spaces within the municipal lot.

This will ensure a limited number of guaranteed spaces for Council and staff. It will assist in maintaining partial public access to the lot and provide minimal disruption to current public use.

This option will require new signage to be installed.

➤ Option 2: Full Lot Designation – Employee Parking Only

Designate the entire municipal parking lot as Employee Parking Only.

This option ensures parking availability for Council, staff, and attendees and eliminates uncertainty and parking conflicts. In addition, it supports efficient meeting operations.

However, this option removes public access, shifts parking demands to nearby streets and parking lots and may generate concerns from community users.

Any changes to parking designation will require an amendment to the Town’s Traffic By-law to ensure enforceability.

➤ Option 3: Status Quo – No Changes

Maintain the municipal parking lot as a public parking facility with no restrictions.

## **Recommendation**

Staff recommend Option 1 – Partial Designation along the fence line for Staff and Council Parking Only. This option provides a balanced approach by ensuring that a reasonable number of parking spaces are reserved for Council and staff during meetings, while still maintaining public access to the remainder of the lot. It minimizes disruption to community users, addresses the core operational concern, and can be implemented with relatively low cost and minimal enforcement challenges compared to a full restriction of the lot.

### **Financial Impact**

Costs associated with any changes would be minimal and may include signage, minor administrative updates, and enforcement considerations. These can be accommodated within existing departmental budgets.

### **Policies & Implications (if any) Affecting Proposal**

Traffic Bylaw #8-1983

### **Consultation and Communications**

Bylaw Enforcement Staff

## Council Priorities

Council's Priorities has three Pillars - Sustainable, Engaged and Livable. There are a total of 14 Priorities with the three Pillars.

This report aligns with the Engaged and Liveable Pillars within the Priorities of:

EP1 Promote effective partnerships

L5 Expand people friendly transportation networks

## Supporting Documentation

N/A

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Respectfully Submitted and prepared by:

Jennifer Willoughby, Director of Legislative Services/Clerk

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Reviewed by: Denyse Morrissey, CAO



PROJECT NAME Town Hall Parking	DRAWING TITLE Municipal Lot and Street Parking Capacity
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LEGEND

**Parking Space Type**

- A Accessible
- EV Electric Vehicle
- E Employee
- P Public

**Other Features**

- Pavement Marking Lines
- Victoria Street Municipal Parking Lot

NOTES

Disclaimer for Capacity Estimates  
Some pavement parking lines were not visible due to snow cover and/or worn paint. In these situations, air photos from April 2018 were used to view parking space locations.

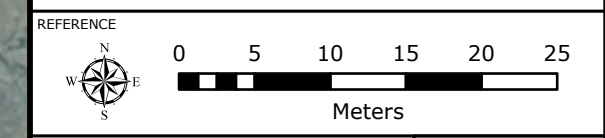
If pavement marking lines were not visible in-person or on air photos, parking spaces were drawn following specifications found in the Town of Shelburne Zoning By-Law 38-2007.

Victoria Street Municipal Parking Lot Capacity  
Electric Vehicle: 2  
Employee: 17  
Public: 14  
**Total: 33**

Victoria Street On-Road Parking Capacity<sup>1</sup>  
Accessible: 1  
Public: 23  
**Total: 24**

<sup>1</sup>Only accounts for parking spaces between Main Street East and Wellington Street.

Combined Parking Capacity  
Accessible: 1  
Electric Vehicle: 2  
Employee: 17  
Public: 37  
**Total: 57**



	PROJECT NO: 2022-002
	VERSION: 01
	DATE: 02-08-2022