



Town of Shelburne  
Regular Council Meeting - Agenda

September 25, 2023

6:30 pm

Council Chambers  
203 Main St. E, Shelburne

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Pages

**1. Call to Order**

Canadian National Anthem

Land Acknowledgement:

We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe, including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play and learn are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

We encourage residents to review the call-to-action information by visiting the following website to further research and educate oneself:

<https://www.dccrc.ca/educational-links/>

**2. Disclosure of Pecuniary Interest and General Nature Thereof**

Members of Council are required to state any pecuniary interest in accordance with the Municipal Conflict of Interest Act.

**3. Adoption of Minutes**

1. Minutes from the September 11, 2023 Council meeting

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**Recommendation:**

BE IT RESOLVED THAT the minutes from the Regular Council meeting held September 11, 2023 be approved as presented and circulated.

**4. Public Participation**

1. Public Question Period

Questions relating to agenda business can be submitted to the Legislative services Department at [clerk@shelburne.ca](mailto:clerk@shelburne.ca) or 519-925-2600 by 12:00 pm September 25, 2023.

2. Presentations

To register as a presenter please contact the Legislative Services Department directly at [clerk@shelburne.ca](mailto:clerk@shelburne.ca) or 519-925-2600.

1. National Day of Truth and Reconciliation - Proclamation

Whereas, in June of 2021, the Federal Government passed new legislation marking September 30 as a national statutory holiday to commemorate the tragic legacy of residential schools in Canada; and

Whereas, the establishment of a national holiday is in response to the 80th call to action within the Truth and Reconciliation Commission of Canada: Calls to Action; and

Whereas, the date coincides with Orange Shirt Day, which began in 2013 and has become a symbol of remembrance to honour Indigenous children forced to leave their families to attend residential schools; and

Whereas, the orange shirt symbol originated in the experience of Phyllis (Jack) Webstad of the Stswecem'c Xgat'tem First Nation, who shared her story of how her new orange shirt was taken away from her on her first day at St. Joseph Mission Residential School, leaving her with feelings of worthlessness and insignificance; and

Whereas, this day will provide a way for our community

to publicly commemorate the history and legacy of residential schools and the resilience of residential school survivors, commemoration being a vital component of the reconciliation process; and

Whereas, Shelburne is a community that encourages and celebrates its cultural diversity; Now Therefore, I, Mayor Wade Mills, on behalf of Council, do hereby proclaim September 30, 2023 as National Day of Truth and Reconciliation in the Town of Shelburne.

**2. Hispanic/Latin American Heritage Month - Proclamation**

Whereas, the Parliament of Canada recognizes that members of the Hispanic and Latin American community in Canada have made significant contributions to the social, economic, and political fabric of the nation; and

Whereas, the designation of a month as Hispanic/Latin American Heritage Month would be a meaningful way to remember, celebrate and educate the public about these contributions; and

Whereas, Hispanic and Latin American communities across Canada would be mobilized by a Hispanic/Latin American Heritage Month to jointly celebrate, share and promote their unique culture and traditions with all Canadians; and

Whereas, the Latin American Heritage Month Act, received Royal Assent on June 21, 2018 proclaiming throughout Canada that the month of October be known as "Latin American Heritage Month" every year;

Now Therefore, I, Mayor Wade Mills, on behalf of Council, do hereby proclaim the month of October 2023, as "Hispanic / Latin American Heritage Month" in the Town of Shelburne.

**3. Deputations on Agenda Items**

**5. Council Inquiries**

**6. Motions and By-law for Decision**

1. Consideration of Items – all reports and By-laws in this section will be voted on separately

1. Water and Wastewater Study - Watson and Associates, Peter Simcisko

14

**Recommendation:**

BE IT RESOLVED THAT Council receives the Water and Wastewater Rate Study report as presented by Watson & Associates Economists Ltd dated September 25, 2023;

AND THAT Council provide for the recovery of all water and wastewater costs through full cost recovery rates and maintain reserve funds for water and wastewater services;

AND THAT Council approve the water and wastewater rates presented in Section 6.1 (Table 6-2) based on the Alternative Rate Structure scenario; and direct Staff to prepare and bring forward a new Water and Wastewater By-Law for adoption;

AND THAT Council direct Staff to undertake an update of the rate study in five years, or earlier if any significant changes occur with respect to development patterns, identified capital needs, or operating costs.

2. Parks and Recreation Master Plan - GSP Group, Steve Wever

113

**Recommendation:**

BE IT RESOLVED THAT the presentation of the Parks and Recreation Master Plan by GSP be received;

AND THAT the Parks and Recreation Master Plan is an actionable, working document that can be readily adapted and is a blueprint for the Town of Shelburne to guide strategic investments over the next 10 years to contribute to a healthy and active community and improve the quality of life of residents;

AND THAT Council adopts the Parks and Recreation Master Plan as presented on September 25, 2023 as a ten (10) year guiding document and as the Town's Parks Plan under the Planning Act;



AND THAT Council directs Staff to include the recommended projects and other general recommendations with associated costs within the Parks and Recreation Master Plan for the consideration of Council during the annual budget process starting with the draft 2024 operating and capital budgets;

AND THAT Council directs Staff to explore all infrastructure and grant funding opportunities, as well as other partnerships that could also support the capital costs of projects recommended in the Parks and Recreation Master Plan.

- |    |                                                                              |     |
|----|------------------------------------------------------------------------------|-----|
| 3. | Request from Abiding Place Ministries regarding the Remembrance Day Service. | 347 |
|----|------------------------------------------------------------------------------|-----|

**Recommendation:**

BE IT RESOLVED THAT Council approves the request for Staff to facilitate the Remembrance Day service for the Shelburne Legion on November 11, 2023.

- |    |                                                              |     |
|----|--------------------------------------------------------------|-----|
| 4. | Request for Haunt in the Park for Fireworks By-law Exemption | 349 |
|----|--------------------------------------------------------------|-----|

**Recommendation:**

BE IT RESOLVED THAT the request from Haunt in the Park for an exemption from the Fireworks By-law be received as information.

**7. Councillor Motions (Notice of Motion)**

**8. Communications**

- |    |                                                                                                       |     |
|----|-------------------------------------------------------------------------------------------------------|-----|
| 1. | Arts, Culture and Heritage Committee Minutes                                                          | 351 |
|    | <ul style="list-style-type: none"> <li>• July 5, 2023</li> </ul>                                      |     |
| 2. | 2024 Budget Schedule                                                                                  | 355 |
| 3. | 2024 Regular Council Meeting Dates                                                                    | 356 |
| 4. | National Day for Truth and Reconciliation and Orange Shirt Day Ceremony Brochure - September 30, 2023 | 358 |
| 5. | Correspondence from the Township of Melancthon regarding Increasing the Firefighters' Tax Credit      | 360 |

- |     |                                                                                                                                                    |     |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 6.  | Correspondence from Resident - Bruce Lemcke                                                                                                        | 362 |
| 7.  | Correspondence from the Town of Grimsby regarding Establishing a Guaranteed Livable Income                                                         | 363 |
| 8.  | Correspondence from the Office of the Fire Marshal                                                                                                 | 366 |
| 9.  | Correspondence from the Ministry of Municipal Affairs and Housing regarding Responding to the Housing Affordability Task Force's Recommendations   | 367 |
| 10. | Correspondence from the Association of Municipalities of Ontario - Policy Update - Toronto New Deal and Housing Affordability task Force Responses | 370 |

**Recommendation:**

BE IT RESOLVED THAT Council receives the items listed under communications for information.

**9. Closed Session (if required)**

**10. Confirming By-law**

- |    |                                                 |     |
|----|-------------------------------------------------|-----|
| 1. | Confirming By-law #53-2023 - September 25, 2023 | 372 |
|----|-------------------------------------------------|-----|

**Recommendation:**

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law 53-2023 being a By-law to confirm certain proceedings of the Council of the Corporation of the Town of Shelburne for its regular council meeting held September 25, 2023.

**11. Adjourn**

**Recommendation:**

BE IT RESOLVED THAT we now adjourn to meet at the call of the Mayor.



## **Corporation of the Town of Shelburne**

### **Council Minutes**

September 11, 2023  
6:30 pm  
Council Chambers  
203 Main St. E, Shelburne

Members in attendance: Mayor Wade Mills  
Councillor Walter Benotto  
Councillor Kyle Fegan  
Councillor Len Guchardi  
Councillor Dan Sample  
Councillor Lindsay Wegener

Members Absent                      Deputy Mayor Shane Hall

Staff attending:                      Denyse Morrissey, CAO  
Jennifer Willoughby, Director of Legislative  
Services/Clerk  
Jim Moss, Director of Development and Operations  
Alice Byl, Deputy Clerk/Committee Coordinator

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#### **1. Call to Order**

Council meeting called to order at 6:35 pm by Mayor Mills.

Canadian National Anthem

Land Acknowledgement:

We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe, including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play and learn are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

We encourage residents to review the call-to-action information by visiting the following website to further research and educate oneself:

<https://www.dccrc.ca/educational-links/>

## **2. Disclosure of Pecuniary Interest and General Nature Thereof**

No disclosures.

## **3. Adoption of Minutes**

1. Minutes from the August 28, 2023 Council meeting

### **Motion # 1**

**Moved By** Councillor Fegan

**Seconded By** Councillor Wegener

BE IT RESOLVED THAT the minutes from the Regular Council meeting held August 28, 2023, be approved as presented and circulated.

**CARRIED, W. Mills**

## **4. Public Participation**

1. Public Question Period

No questions were received.

2. Presentations

1. Presentation from Jeff Barten of LAS regarding Automated Speed Enforcement (ASE) Service

Jeff Barten of LAS presented his presentation to Council and answered questions of Council.

### **Motion # 2**

**Moved By** Councillor Benotto  
**Seconded By** Councillor Fegan

BE IT RESOLVED THAT the presentation from LAS regarding Automated Speed Enforcement (ASE) Service be received as information.

**CARRIED, W. Mills**

3. Deputations on Agenda Items

**5. Council Inquiries**

**6. Motions and By-law for Decision**

1. Consideration of Items – all reports and By-laws in this section will be voted on separately

1. Report CAO 2023-17 from the Chief Administrative Officer regarding Shelburne Transit - Ticket Support Program

The Chief Administrative Officer presented her report to Council and answered questions of Council.

**Motion # 3**

**Moved By** Councillor Fegan  
**Seconded By** Councillor Guchardi

BE IT RESOLVED THAT Council receives report CAO 2023-17 regarding Shelburne Transit - Ticket Support Program for information;

AND THAT \$750.00 be allocated from the community grants fund to support the costs of providing transit free tickets/rides to the Shepherds Cupboard Foodbank to distribute to their clients.

**CARRIED, W. Mills**

2. By-law 51-2023 is ready for Council Consideration being a By-law to Authorize the Council to Execute an Agreement between the Corporation of the Town of Shelburne and

Integrated Maintenance and Operations Services Inc  
(IMOS)

**Motion # 4**

**Moved By** Councillor Sample

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law 51-2023 being a By-law to execute an agreement between the Corporation of the Town of Shelburne and Integrated Maintenance and Operations Services Inc (IMOS).

**CARRIED, W. Mills**

3. Councillor Fegan Notice of Motion from August 28, 2023

**Motion # 5**

**Moved By** Councillor Fegan

**Seconded By** Councillor Guchardi

BE IT RESOLVED THAT Council direct Staff to reach out to the property owner of Fresh Variety one last time requesting that they become compliant with the accommodations of October 18, 2021 within one week.

Failure to do so will result in the following:

BE IT THEN RESOLVED THAT Council direct Staff to rescind all accommodations of Oct 18, 2021 and request the removal of all items on town property forthwith;

AND THAT Staff be directed to remove any encroaching items that are located on town property should the property owner remain non-compliant;

AND THAT Staff also be directed to speak with the OPP to possibly have the property owner charged with mischief under the criminal code of Canada Section 430 for the removal of the no parking signs should the property owner remain non-compliant.

**CARRIED, W. Mills**

4. Councillor Benotto Notice of Motion from August 28, 2023

**Moved By** Councillor Benotto

BE IT RESOLVED THAT Council requests that a delegation from Chris Carrier of Fire Marque be at a future council meeting and that our Fire Chief be requested to attend the meeting.

**WITHDRAWN**

**7. Councillor Motions (Notice of Motion)**

**8. Communications**

1. 2024 Budget Schedule
2. Proposed 2024 Regular Council Meeting Dates
3. Correspondence from the Minister of Infrastructure regarding Governments of Canada and Ontario to Invest to Bring High-Speed Internet to Southern Ontario
4. Correspondence from the Nottawasaga Valley Conservation Authority regarding NVCA August 2023 Board Meeting Highlights
5. Correspondence from the County of Dufferin regarding Fire Prevention and Protection Services Resolution
6. Correspondence from the Town of Mono - Press Release - Mono Appoints New CAO
7. Correspondence from the Township of Melancthon regarding Support for the Town of Caledon - Illegal Land Use Enforcement Update
8. Correspondence from the City of Stratford regarding Strengthening Municipal Codes of Conduct
9. Correspondence from the Association of Municipalities Ontario - Policy Updates - Busy AMO 2023 Conference Achieves Momentum Across Priorities and Cabinet Shuffle, Municipal Risk, and Gender-Based Violence

**Motion # 6**

**Moved By** Councillor Benotto

**Seconded By** Councillor Sample

BE IT RESOLVED THAT Council receives the items listed under communications for information.

**CARRIED, W. Mills**

**9. Closed Session (if required)**

**10. Confirming By-law**

1. Confirming By-law #52-2023 - September 11, 2023

**Motion # 7**

**Moved By** Councillor Sample

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law 52-2023 being a By-law to confirm certain proceedings of the Council of the Corporation of the Town of Shelburne for its regular council meeting held September 11, 2023.

**CARRIED, W. Mills**

**11. Adjourn**

**Motion # 8**

**Moved By** Councillor Wegener

**Seconded By** Councillor Guchardi

BE IT RESOLVED THAT we now adjourn to meet at the call of the Mayor.

**CARRIED, W. Mills**

Council meeting adjourned at 7:36 pm.



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Mayor

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Clerk



# Town of Shelburne Water and Wastewater Rate Study

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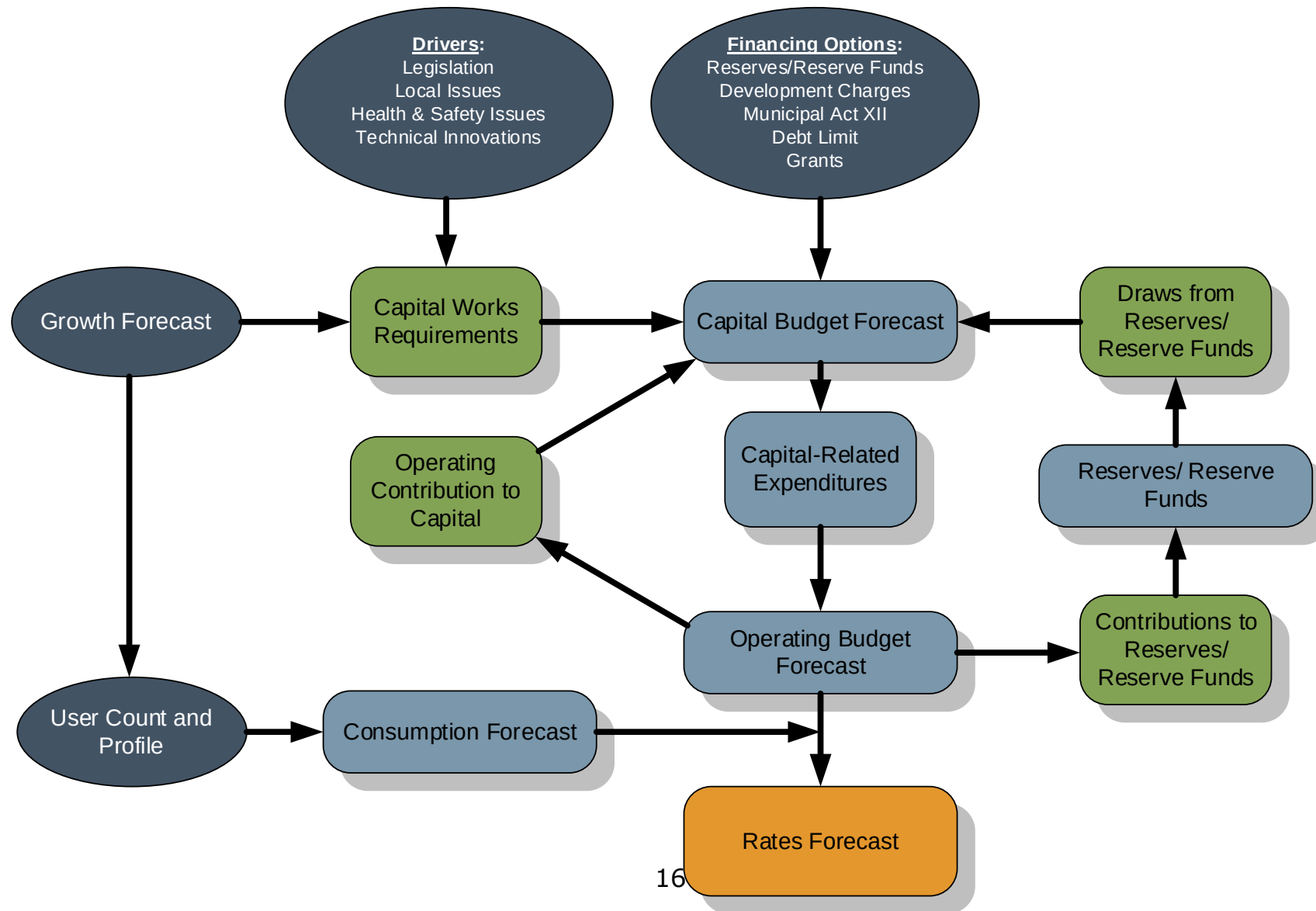
Council Presentation  
September 25, 2023

# Introduction



- The Town of Shelburne (Town) retained Watson & Associates Economists Ltd. (Watson) to prepare a Water and Wastewater Rate Study and a Water Financial Plan to meet the requirements of Ontario Regulation 453/07
- The rate study update is being undertaken with specific regard for:
  - Current customer profile and recent consumption patterns;
  - Updated growth forecast for the Town;
  - Updated lifecycle needs of infrastructure; and
  - Updated capital and operating forecasts.

# Rate Study Methodology



# Existing Rates

## 2023 Rates



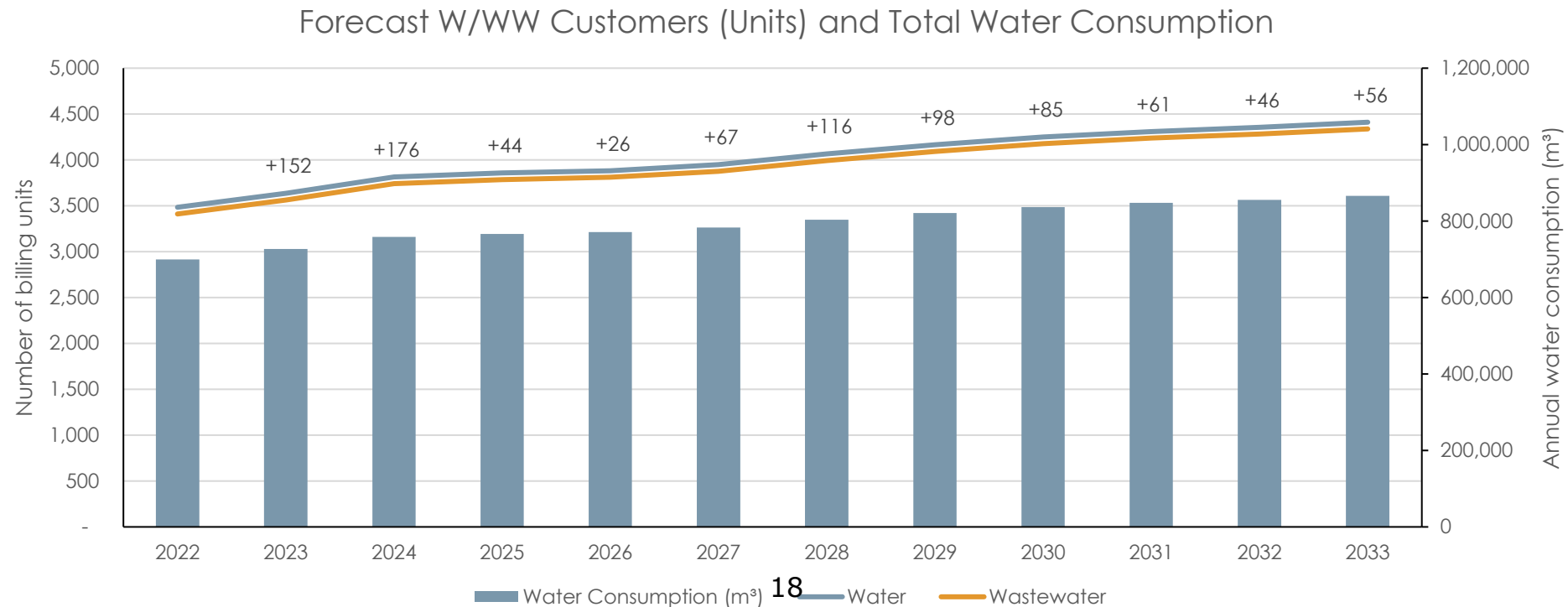
| 2023 - Water & Wastewater Billing Rates     |             |             |
|---------------------------------------------|-------------|-------------|
| Monthly Base Charge                         |             |             |
| Meter Size                                  | Water       | Wastewater  |
| 5/8" & 3/4"                                 | \$ 26.90    | \$ 36.42    |
| 1"                                          | \$ 67.25    | \$ 91.05    |
| 1 1/4"                                      | \$ 100.88   | \$ 136.58   |
| 1 1/2"                                      | \$ 134.49   | \$ 182.10   |
| 2"                                          | \$ 215.19   | \$ 291.35   |
| 3"                                          | \$ 430.38   | \$ 582.71   |
| 4"                                          | \$ 672.46   | \$ 910.48   |
| 6"                                          | \$ 1,344.93 | \$ 1,820.95 |
| 8"                                          | \$ 2,151.89 | \$ 2,913.53 |
| Increasing Block Rate (per m <sup>3</sup> ) |             |             |
| Bi-monthly Block                            | Water       | Wastewater  |
| Block 1 (0-220 m <sup>3</sup> )             | \$ 0.95     | \$ 1.31     |
| Block 2 (>220-690 m <sup>3</sup> )          | \$ 1.04     | \$ 1.44     |
| Block 3 (>690 m <sup>3</sup> )              | \$ 1.18     | \$ 1.63     |

# Water and Wastewater Customer Growth

## 2023-2033



- Customer forecast developed based on residential unit forecast prepared by GSP Consulting Limited
- Consumption forecast developed using average consumption of 179 m<sup>3</sup> per new residential unit

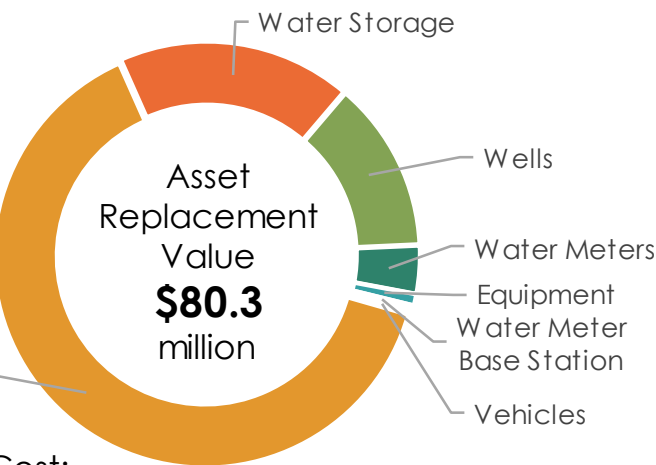


# Asset Inventory & Lifecycle Costs

## Current Inventory (2023\$)

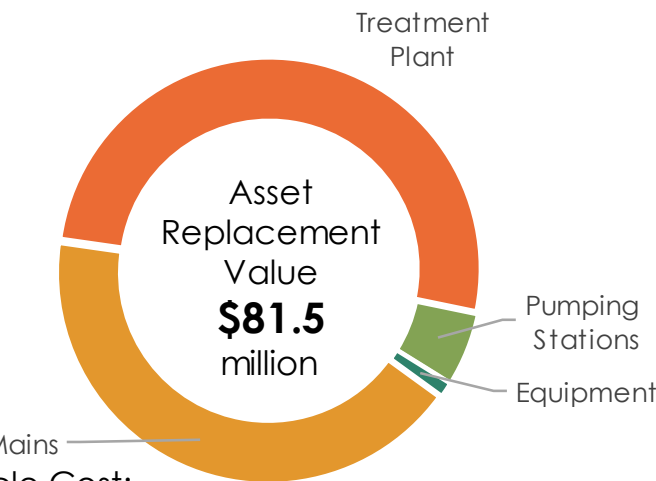


Water Assets (2023\$)



Annual Lifecycle Cost:  
\$1.3 million

Wastewater Assets (2023\$)



Annual Lifecycle Cost:  
\$1.3 million

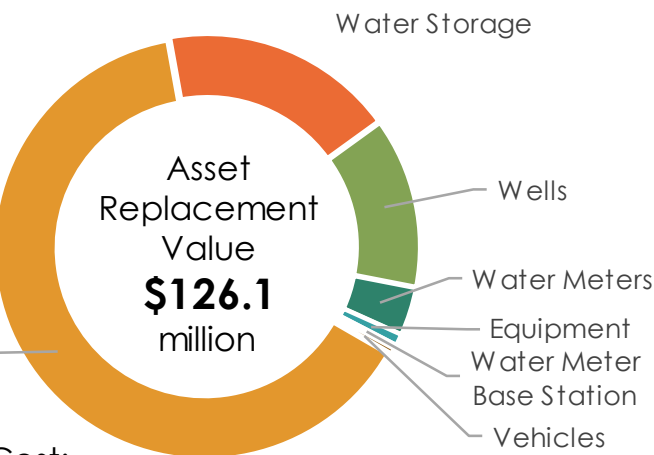


# Asset Inventory & Lifecycle Costs

## Forecasted Inventory (2033\$)



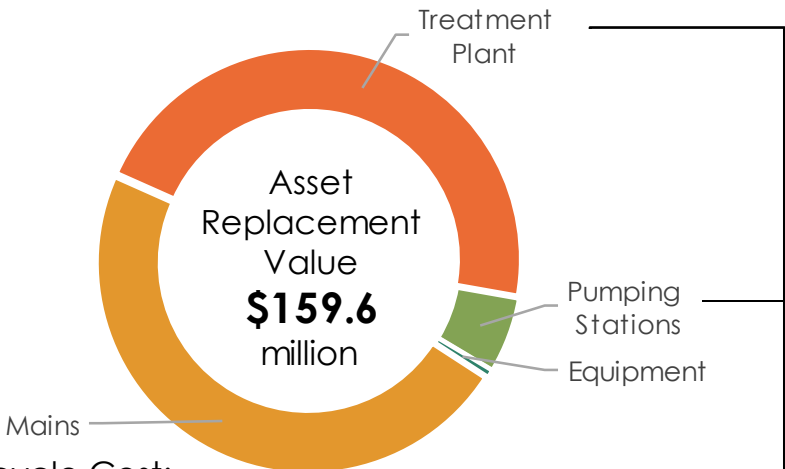
Water Assets (2033\$)



Annual Lifecycle Cost:  
\$2.1 million



Wastewater Assets (2033\$)



Annual Lifecycle Cost:  
\$2.6 million

Adjusted to include treatment plant and pumping station expansions.

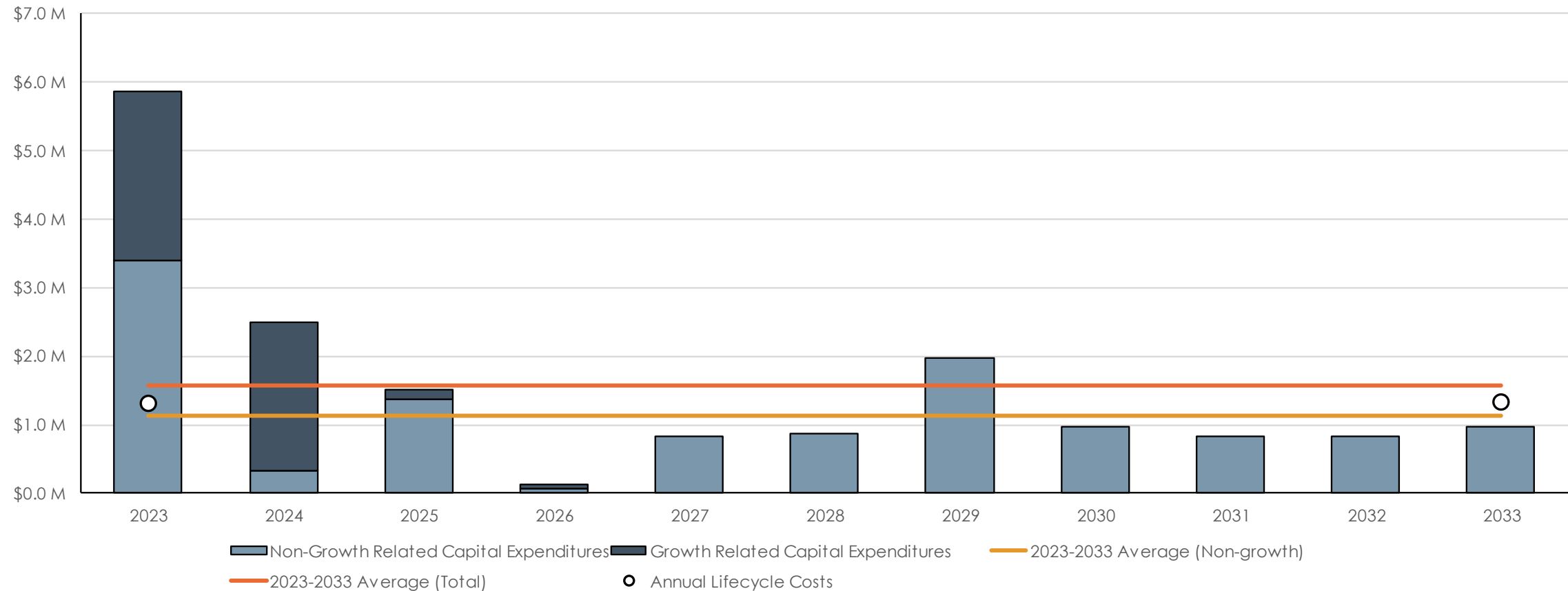


# Capital Forecast

## Water



Water Capital (uninflated)

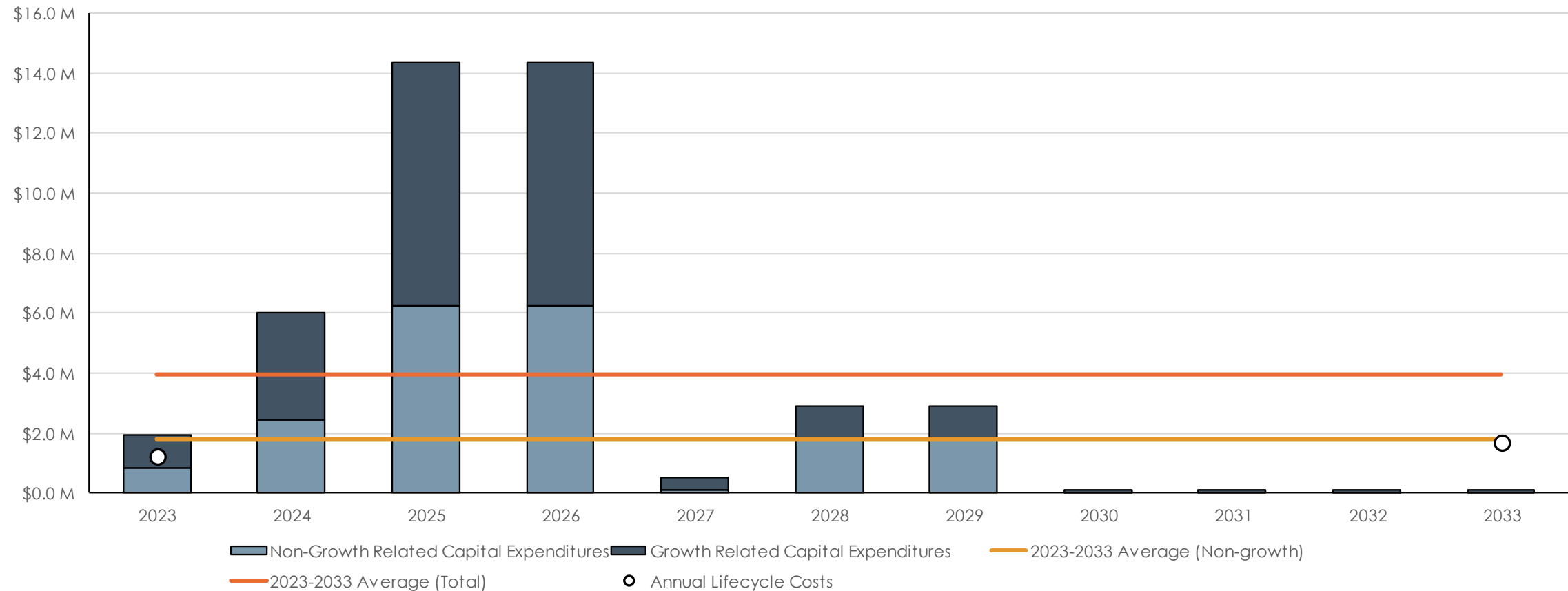


# Capital Forecast

## Wastewater



Wastewater Capital (uninflated)



# Capital Funding Plan

## 2023-2033 (inflated \$)



| Description                               | Water                | Wastewater           | Total                | Annual Debt Servicing Costs (2033) |
|-------------------------------------------|----------------------|----------------------|----------------------|------------------------------------|
| Provincial/Federal Grants                 | \$ 3,566,602         | \$ -                 | \$ 3,566,602         |                                    |
| Development Charges Reserve Fund          | \$ 1,808,856         | \$ 1,102,083         | \$ 2,910,939         |                                    |
| Growth Related Debenture Requirements     | \$ 2,504,700         | \$ 25,480,872        | \$ 27,985,572        | \$ 2,587,093                       |
| Non-Growth Related Debenture Requirements | \$ -                 | \$ 8,648,974         | \$ 8,648,974         | \$ 760,871                         |
| Capital Reserve Fund                      | \$ 12,348,012        | \$ 13,805,271        | \$ 26,153,284        |                                    |
| <b>Total Capital Funding</b>              | <b>\$ 20,228,170</b> | <b>\$ 49,037,200</b> | <b>\$ 69,265,370</b> | <b>\$ 3,347,964</b>                |

# Operating Budget Forecast

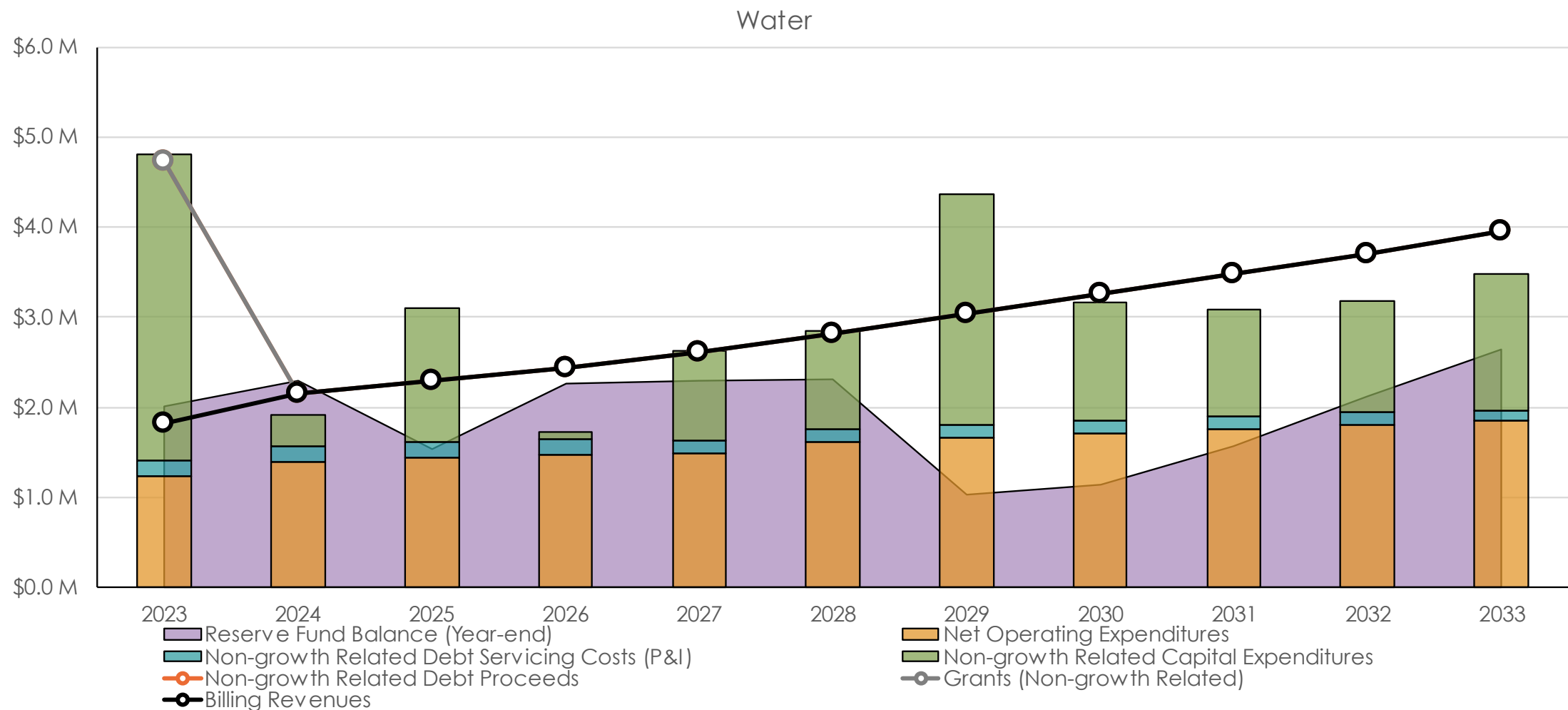
2023-2033



- Water and Wastewater Operating Budget Forecast based on two components:
  - Operating expenditures (i.e., Town's 2023 Operating Budget)
    - Operating Inflation of 2.3% and insurance inflated at 15% annually
    - Added costs related to two additional staff positions (one budgeted in 2024 and an additional one in 2028)
    - Added incremental O&M costs associated with expansions of water and wastewater systems
    - Water – \$1.3 million (2023) to \$2.0 million (2033)
    - Wastewater – \$1.4 million (2023) to \$2.6 million (2033)
  - Capital-related expenditures (based on capital funding plan)

# Water Financial Forecast

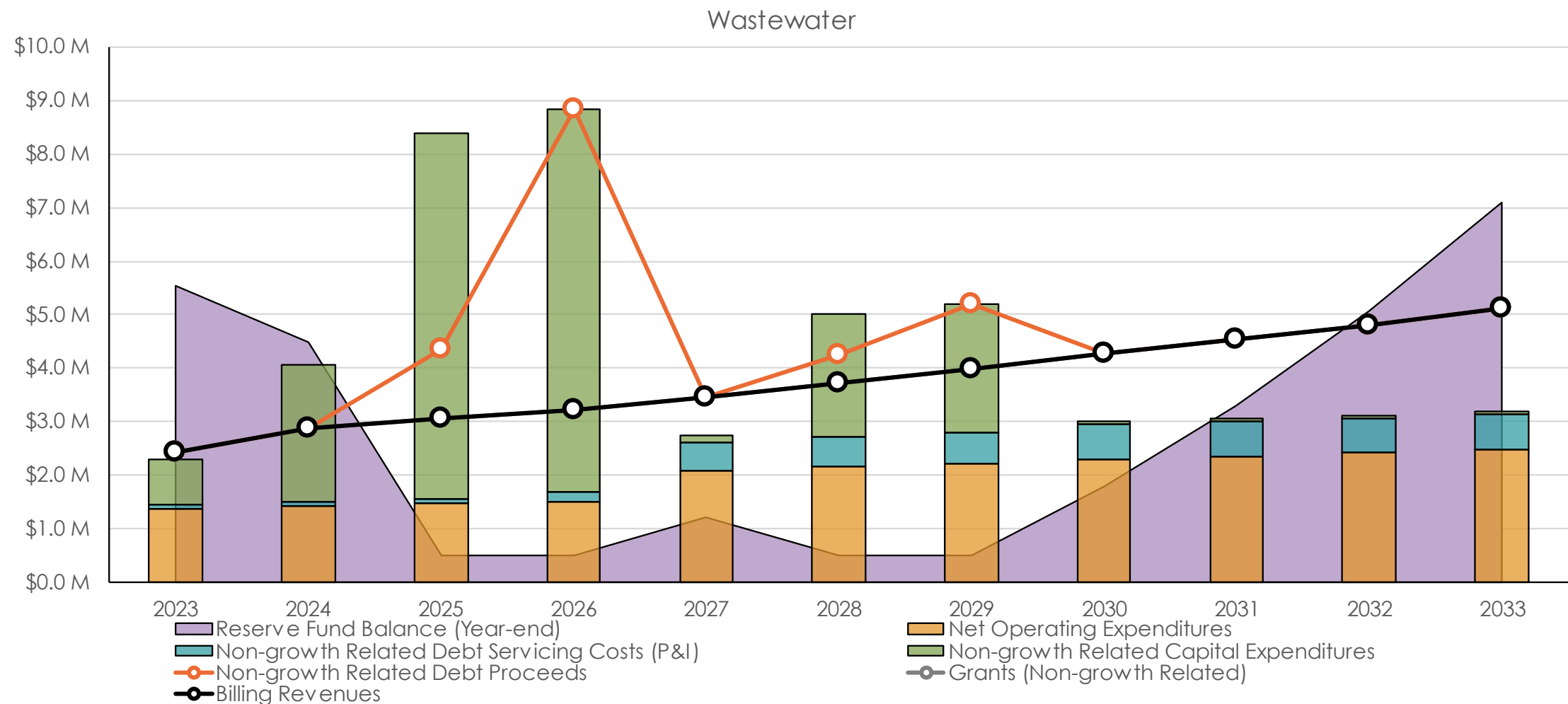
## 2023-2033 (inflated \$)



**Note:** The lines representing "Billing Revenues", "Grants", and "Debt Proceeds" are stacked

# Wastewater Financial Forecast

2023-2033 (inflated \$)



# Rate Forecast

## Scenarios



| Block   | Rate Ratio | Consumption (per billing cycle)          |                                        |
|---------|------------|------------------------------------------|----------------------------------------|
|         |            | Current Rate Structure                   | Alternative Rate Structure             |
| Block 1 | 1.00       | $\leq 220 \text{ m}^3$                   | $\leq 30 \text{ m}^3$                  |
| Block 2 | 1.09       | 220 m <sup>3</sup> to 690 m <sup>3</sup> | 30 m <sup>3</sup> to 60 m <sup>3</sup> |
| Block 3 | 1.24       | $> 690 \text{ m}^3$                      | $> 60 \text{ m}^3$                     |

# Rate Forecast

## Current Rate Structure



| Description                                                  | 2023        | 2024        | 2025        | 2026        | 2027        | 2028        | 2029        | 2030        | 2031        | 2032        | 2033        |
|--------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>WATER RATES</b>                                           |             |             |             |             |             |             |             |             |             |             |             |
| <b>Increasing Block Consumptive Rates (\$/m<sup>3</sup>)</b> |             |             |             |             |             |             |             |             |             |             |             |
| Block 1 (≤220 m <sup>3</sup> bi-monthly)                     | \$ 0.95     | \$ 1.03     | \$ 1.12     | \$ 1.22     | \$ 1.32     | \$ 1.43     | \$ 1.55     | \$ 1.68     | \$ 1.81     | \$ 1.95     | \$ 2.10     |
| Block 2 (>220 to ≤690 m <sup>3</sup> bi-monthly)             | \$ 1.04     | \$ 1.13     | \$ 1.23     | \$ 1.34     | \$ 1.45     | \$ 1.57     | \$ 1.70     | \$ 1.83     | \$ 1.98     | \$ 2.13     | \$ 2.30     |
| Block 3 (>690 m <sup>3</sup> bi-monthly)                     | \$ 1.18     | \$ 1.28     | \$ 1.40     | \$ 1.52     | \$ 1.64     | \$ 1.78     | \$ 1.93     | \$ 2.08     | \$ 2.25     | \$ 2.42     | \$ 2.61     |
| Annual Percentage Change - Consumptive Rates                 |             | 8.8%        | 8.7%        | 8.6%        | 8.4%        | 8.3%        | 8.2%        | 8.1%        | 7.9%        | 7.8%        | 7.7%        |
| <b>Monthly Base Charge by Meter Size (\$/unit)</b>           |             |             |             |             |             |             |             |             |             |             |             |
| 5/8" & 3/4"                                                  | \$ 26.90    | \$ 27.82    | \$ 28.77    | \$ 29.75    | \$ 30.77    | \$ 31.82    | \$ 32.90    | \$ 34.03    | \$ 35.19    | \$ 36.39    | \$ 37.63    |
| 1"                                                           | \$ 67.25    | \$ 69.55    | \$ 71.92    | \$ 74.38    | \$ 76.92    | \$ 79.54    | \$ 82.26    | \$ 85.07    | \$ 87.98    | \$ 90.98    | \$ 94.09    |
| 1 1/4"                                                       | \$ 100.88   | \$ 104.33   | \$ 107.89   | \$ 111.57   | \$ 115.38   | \$ 119.32   | \$ 123.40   | \$ 127.61   | \$ 131.97   | \$ 136.48   | \$ 141.14   |
| 1 1/2"                                                       | \$ 134.49   | \$ 139.08   | \$ 143.83   | \$ 148.74   | \$ 153.82   | \$ 159.08   | \$ 164.51   | \$ 170.13   | \$ 175.94   | \$ 181.95   | \$ 188.16   |
| 2"                                                           | \$ 215.19   | \$ 222.54   | \$ 230.14   | \$ 238.00   | \$ 246.13   | \$ 254.53   | \$ 263.22   | \$ 272.21   | \$ 281.51   | \$ 291.12   | \$ 301.06   |
| 3"                                                           | \$ 430.38   | \$ 445.08   | \$ 460.28   | \$ 476.00   | \$ 492.25   | \$ 509.06   | \$ 526.45   | \$ 544.42   | \$ 563.02   | \$ 582.24   | \$ 602.13   |
| 4"                                                           | \$ 672.46   | \$ 695.42   | \$ 719.17   | \$ 743.73   | \$ 769.13   | \$ 795.40   | \$ 822.56   | \$ 850.65   | \$ 879.70   | \$ 909.74   | \$ 940.81   |
| 6"                                                           | \$ 1,344.93 | \$ 1,390.86 | \$ 1,438.36 | \$ 1,487.48 | \$ 1,538.27 | \$ 1,590.81 | \$ 1,645.13 | \$ 1,701.31 | \$ 1,759.41 | \$ 1,819.50 | \$ 1,881.63 |
| 8"                                                           | \$ 2,151.89 | \$ 2,225.38 | \$ 2,301.37 | \$ 2,379.97 | \$ 2,461.24 | \$ 2,545.29 | \$ 2,632.21 | \$ 2,722.10 | \$ 2,815.06 | \$ 2,911.20 | \$ 3,010.62 |
| Annual Percentage Change - Monthly Base Charge               |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| <b>WASTEWATER RATES</b>                                      |             |             |             |             |             |             |             |             |             |             |             |
| <b>Increasing Block Consumptive Rates (\$/m<sup>3</sup>)</b> |             |             |             |             |             |             |             |             |             |             |             |
| Block 1 (≤220 m <sup>3</sup> bi-monthly)                     | \$ 1.31     | \$ 1.43     | \$ 1.55     | \$ 1.68     | \$ 1.82     | \$ 1.97     | \$ 2.12     | \$ 2.29     | \$ 2.47     | \$ 2.65     | \$ 2.84     |
| Block 2 (>220 to ≤690 m <sup>3</sup> bi-monthly)             | \$ 1.44     | \$ 1.57     | \$ 1.70     | \$ 1.85     | \$ 2.00     | \$ 2.16     | \$ 2.33     | \$ 2.52     | \$ 2.71     | \$ 2.91     | \$ 3.13     |
| Block 3 (>690 m <sup>3</sup> bi-monthly)                     | \$ 1.63     | \$ 1.77     | \$ 1.93     | \$ 2.09     | \$ 2.26     | \$ 2.45     | \$ 2.64     | \$ 2.85     | \$ 3.07     | \$ 3.30     | \$ 3.54     |
| Annual Percentage Change - Consumptive Rates                 |             | 8.8%        | 8.6%        | 8.5%        | 8.3%        | 8.1%        | 8.0%        | 7.8%        | 7.7%        | 7.5%        | 7.4%        |
| <b>Monthly Base Charge by Meter Size (\$/unit)</b>           |             |             |             |             |             |             |             |             |             |             |             |
| 5/8" & 3/4"                                                  | \$ 36.42    | \$ 37.43    | \$ 38.46    | \$ 39.52    | \$ 40.61    | \$ 41.73    | \$ 42.88    | \$ 44.07    | \$ 45.28    | \$ 46.53    | \$ 47.82    |
| 1"                                                           | \$ 91.05    | \$ 93.56    | \$ 96.15    | \$ 98.80    | \$ 101.53   | \$ 104.33   | \$ 107.21   | \$ 110.17   | \$ 113.21   | \$ 116.33   | \$ 119.54   |
| 1 1/4"                                                       | \$ 136.58   | \$ 140.35   | \$ 144.22   | \$ 148.20   | \$ 152.29   | \$ 156.50   | \$ 160.82   | \$ 165.26   | \$ 169.82   | \$ 174.50   | \$ 179.32   |
| 1 1/2"                                                       | \$ 182.10   | \$ 187.13   | \$ 192.29   | \$ 197.60   | \$ 203.05   | \$ 208.66   | \$ 214.41   | \$ 220.33   | \$ 226.41   | \$ 232.66   | \$ 239.08   |
| 2"                                                           | \$ 291.35   | \$ 299.39   | \$ 307.65   | \$ 316.15   | \$ 324.87   | \$ 333.84   | \$ 343.05   | \$ 352.52   | \$ 362.25   | \$ 372.25   | \$ 382.52   |
| 3"                                                           | \$ 582.71   | \$ 598.79   | \$ 615.32   | \$ 632.30   | \$ 649.75   | \$ 667.69   | \$ 686.12   | \$ 705.05   | \$ 724.51   | \$ 744.51   | \$ 765.06   |
| 4"                                                           | \$ 910.48   | \$ 935.61   | \$ 961.43   | \$ 987.97   | \$ 1,015.24 | \$ 1,043.26 | \$ 1,072.05 | \$ 1,101.64 | \$ 1,132.04 | \$ 1,163.29 | \$ 1,195.39 |
| 6"                                                           | \$ 1,820.95 | \$ 1,871.21 | \$ 1,922.85 | \$ 1,975.92 | \$ 2,030.46 | \$ 2,086.50 | \$ 2,144.09 | \$ 2,203.26 | \$ 2,264.07 | \$ 2,326.56 | \$ 2,390.78 |
| 8"                                                           | \$ 2,913.53 | \$ 2,993.94 | \$ 3,076.58 | \$ 3,161.49 | \$ 3,248.75 | \$ 3,338.41 | \$ 3,430.55 | \$ 3,525.24 | \$ 3,622.53 | \$ 3,722.51 | \$ 3,825.26 |
| Annual Percentage Change - Monthly Base Charge               |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |



# Rate Forecast

## Alternative Rate Structure



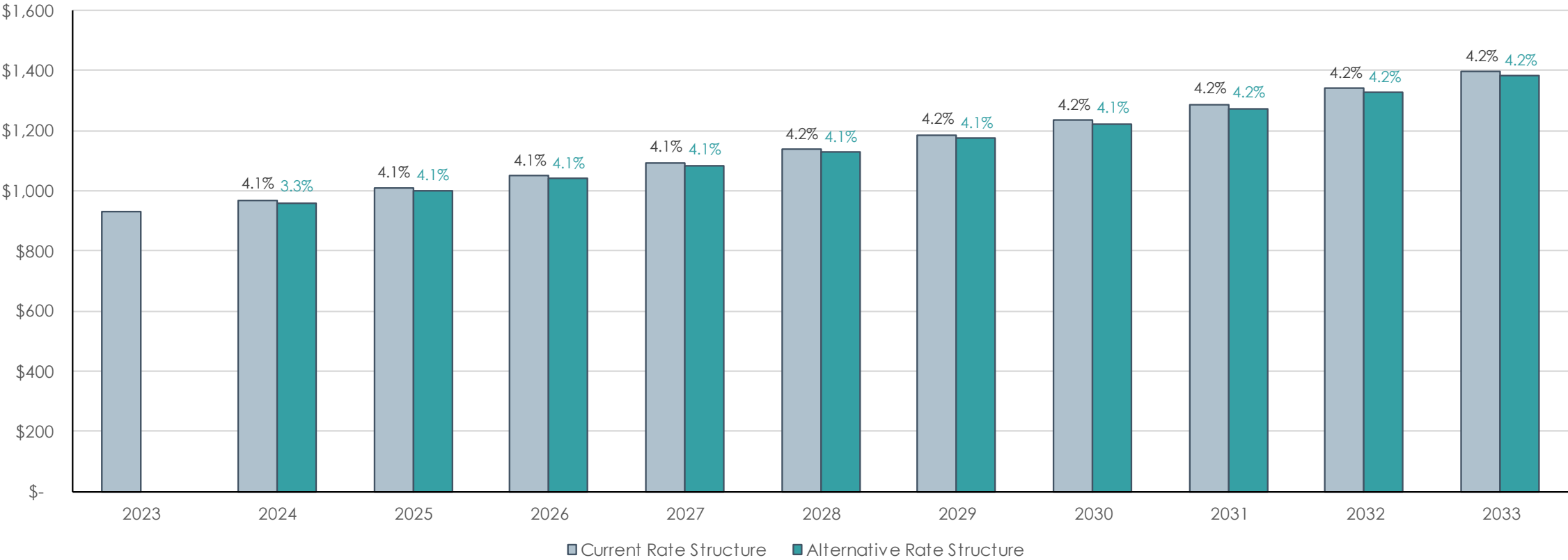
| Description                                                  | 2023        | 2024        | 2025        | 2026        | 2027        | 2028        | 2029        | 2030        | 2031        | 2032        | 2033        |
|--------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>WATER RATES</b>                                           |             |             |             |             |             |             |             |             |             |             |             |
| <b>Increasing Block Consumptive Rates (\$/m<sup>3</sup>)</b> |             |             |             |             |             |             |             |             |             |             |             |
| Block 1 (≤30 m3 bi-monthly, 2024+)                           | \$ 0.95     | \$ 0.99     | \$ 1.08     | \$ 1.17     | \$ 1.27     | \$ 1.38     | \$ 1.49     | \$ 1.61     | \$ 1.74     | \$ 1.87     | \$ 2.02     |
| Block 2 (>30 to ≤60 m3 bi-monthly, 2024+)                    | \$ 1.04     | \$ 1.09     | \$ 1.18     | \$ 1.28     | \$ 1.39     | \$ 1.51     | \$ 1.63     | \$ 1.76     | \$ 1.90     | \$ 2.05     | \$ 2.21     |
| Block 3 (>60 m3 bi-monthly, 2024+)                           | \$ 1.18     | \$ 1.23     | \$ 1.34     | \$ 1.45     | \$ 1.58     | \$ 1.71     | \$ 1.85     | \$ 2.00     | \$ 2.16     | \$ 2.33     | \$ 2.51     |
| Annual Percentage Change - Consumptive Rates                 |             | 4.4%        | 8.7%        | 8.6%        | 8.5%        | 8.3%        | 8.2%        | 8.1%        | 8.0%        | 7.8%        | 7.7%        |
| <b>Monthly Base Charge by Meter Size (\$/unit)</b>           |             |             |             |             |             |             |             |             |             |             |             |
| 5/8" & 3/4"                                                  | \$ 26.90    | \$ 27.82    | \$ 28.77    | \$ 29.75    | \$ 30.77    | \$ 31.82    | \$ 32.90    | \$ 34.03    | \$ 35.19    | \$ 36.39    | \$ 37.63    |
| 1"                                                           | \$ 67.25    | \$ 69.55    | \$ 71.92    | \$ 74.38    | \$ 76.92    | \$ 79.54    | \$ 82.26    | \$ 85.07    | \$ 87.98    | \$ 90.98    | \$ 94.09    |
| 1 1/4"                                                       | \$ 100.88   | \$ 104.33   | \$ 107.89   | \$ 111.57   | \$ 115.38   | \$ 119.32   | \$ 123.40   | \$ 127.61   | \$ 131.97   | \$ 136.48   | \$ 141.14   |
| 1 1/2"                                                       | \$ 134.49   | \$ 139.08   | \$ 143.83   | \$ 148.74   | \$ 153.82   | \$ 159.08   | \$ 164.51   | \$ 170.13   | \$ 175.94   | \$ 181.95   | \$ 188.16   |
| 2"                                                           | \$ 215.19   | \$ 222.54   | \$ 230.14   | \$ 238.00   | \$ 246.13   | \$ 254.53   | \$ 263.22   | \$ 272.21   | \$ 281.51   | \$ 291.12   | \$ 301.06   |
| 3"                                                           | \$ 430.38   | \$ 445.08   | \$ 460.28   | \$ 476.00   | \$ 492.25   | \$ 509.06   | \$ 526.45   | \$ 544.42   | \$ 563.02   | \$ 582.24   | \$ 602.13   |
| 4"                                                           | \$ 672.46   | \$ 695.42   | \$ 719.17   | \$ 743.73   | \$ 769.13   | \$ 795.40   | \$ 822.56   | \$ 850.65   | \$ 879.70   | \$ 909.74   | \$ 940.81   |
| 6"                                                           | \$ 1,344.93 | \$ 1,390.86 | \$ 1,438.36 | \$ 1,487.48 | \$ 1,538.27 | \$ 1,590.81 | \$ 1,645.13 | \$ 1,701.31 | \$ 1,759.41 | \$ 1,819.50 | \$ 1,881.63 |
| 8"                                                           | \$ 2,151.89 | \$ 2,225.38 | \$ 2,301.37 | \$ 2,379.97 | \$ 2,461.24 | \$ 2,545.29 | \$ 2,632.21 | \$ 2,722.10 | \$ 2,815.06 | \$ 2,911.20 | \$ 3,010.62 |
| Annual Percentage Change - Monthly Base Charge               |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| <b>WASTEWATER RATES</b>                                      |             |             |             |             |             |             |             |             |             |             |             |
| <b>Increasing Block Consumptive Rates (\$/m<sup>3</sup>)</b> |             |             |             |             |             |             |             |             |             |             |             |
| Block 1 (≤30 m3 bi-monthly, 2024+)                           | \$ 1.31     | \$ 1.37     | \$ 1.49     | \$ 1.61     | \$ 1.75     | \$ 1.89     | \$ 2.04     | \$ 2.20     | \$ 2.37     | \$ 2.54     | \$ 2.73     |
| Block 2 (>30 to ≤60 m3 bi-monthly, 2024+)                    | \$ 1.44     | \$ 1.50     | \$ 1.63     | \$ 1.77     | \$ 1.92     | \$ 2.07     | \$ 2.24     | \$ 2.42     | \$ 2.60     | \$ 2.80     | \$ 3.00     |
| Block 3 (>60 m3 bi-monthly, 2024+)                           | \$ 1.63     | \$ 1.70     | \$ 1.85     | \$ 2.00     | \$ 2.17     | \$ 2.35     | \$ 2.54     | \$ 2.73     | \$ 2.94     | \$ 3.17     | \$ 3.40     |
| Annual Percentage Change - Consumptive Rates                 |             | 4.4%        | 8.7%        | 8.5%        | 8.3%        | 8.2%        | 8.0%        | 7.8%        | 7.7%        | 7.5%        | 7.4%        |
| <b>Monthly Base Charge by Meter Size (\$/unit)</b>           |             |             |             |             |             |             |             |             |             |             |             |
| 5/8" & 3/4"                                                  | \$ 36.42    | \$ 37.43    | \$ 38.46    | \$ 39.52    | \$ 40.61    | \$ 41.73    | \$ 42.88    | \$ 44.07    | \$ 45.28    | \$ 46.53    | \$ 47.82    |
| 1"                                                           | \$ 91.05    | \$ 93.56    | \$ 96.15    | \$ 98.80    | \$ 101.53   | \$ 104.33   | \$ 107.21   | \$ 110.17   | \$ 113.21   | \$ 116.33   | \$ 119.54   |
| 1 1/4"                                                       | \$ 136.58   | \$ 140.35   | \$ 144.22   | \$ 148.20   | \$ 152.29   | \$ 156.50   | \$ 160.82   | \$ 165.26   | \$ 169.82   | \$ 174.50   | \$ 179.32   |
| 1 1/2"                                                       | \$ 182.10   | \$ 187.13   | \$ 192.29   | \$ 197.60   | \$ 203.05   | \$ 208.66   | \$ 214.41   | \$ 220.33   | \$ 226.41   | \$ 232.66   | \$ 239.08   |
| 2"                                                           | \$ 291.35   | \$ 299.39   | \$ 307.65   | \$ 316.15   | \$ 324.87   | \$ 333.84   | \$ 343.05   | \$ 352.52   | \$ 362.25   | \$ 372.25   | \$ 382.52   |
| 3"                                                           | \$ 582.71   | \$ 598.79   | \$ 615.32   | \$ 632.30   | \$ 649.75   | \$ 667.69   | \$ 686.12   | \$ 705.05   | \$ 724.51   | \$ 744.51   | \$ 765.06   |
| 4"                                                           | \$ 910.48   | \$ 935.61   | \$ 961.43   | \$ 987.97   | \$ 1,015.24 | \$ 1,043.26 | \$ 1,072.05 | \$ 1,101.64 | \$ 1,132.04 | \$ 1,163.29 | \$ 1,195.39 |
| 6"                                                           | \$ 1,820.95 | \$ 1,871.21 | \$ 1,922.85 | \$ 1,975.92 | \$ 2,030.46 | \$ 2,086.50 | \$ 2,144.09 | \$ 2,203.26 | \$ 2,264.07 | \$ 2,326.56 | \$ 2,390.78 |
| 8"                                                           | \$ 2,913.53 | \$ 2,993.94 | \$ 3,076.58 | \$ 3,161.49 | \$ 3,248.75 | \$ 3,338.41 | \$ 3,430.55 | \$ 3,525.24 | \$ 3,622.53 | \$ 3,722.51 | \$ 3,825.26 |
| Annual Percentage Change - Monthly Base Charge               |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |

# Overall Bill Impacts

## Small Residential



Annual Water & Wastewater Bill  
Small Residential (75 m<sup>3</sup>)

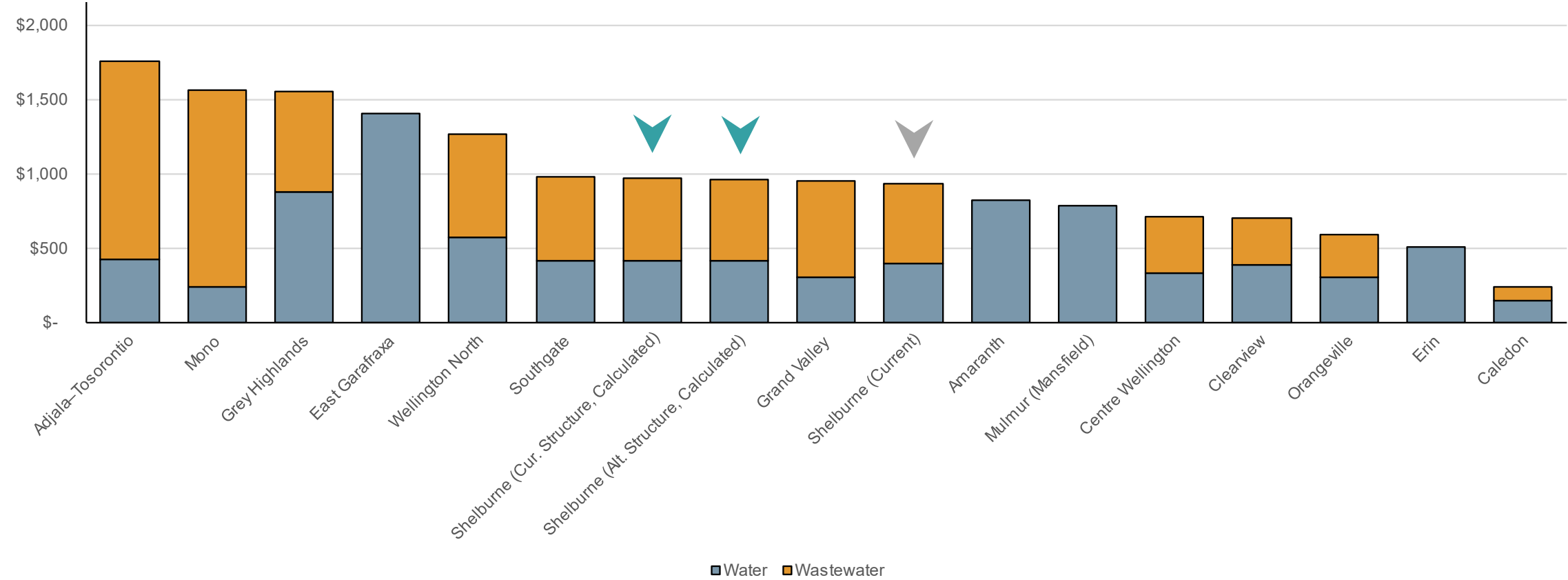


# Municipal Comparison

## Small Residential



Survey of Annual Residential Water & Wastewater Bill - 75 m<sup>3</sup> of Annual Consumption on 5/8" Meter

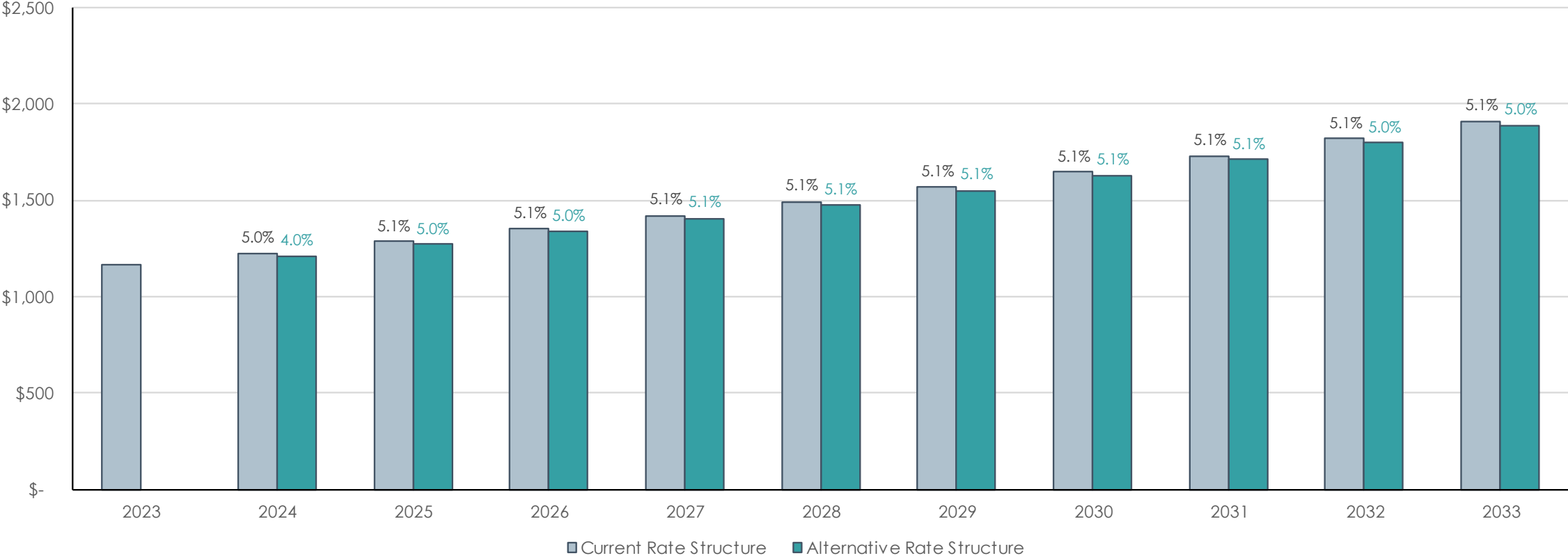


# Overall Bill Impacts

## Average Residential



Annual Water & Wastewater Bill  
Average Residential (179 m<sup>3</sup>)

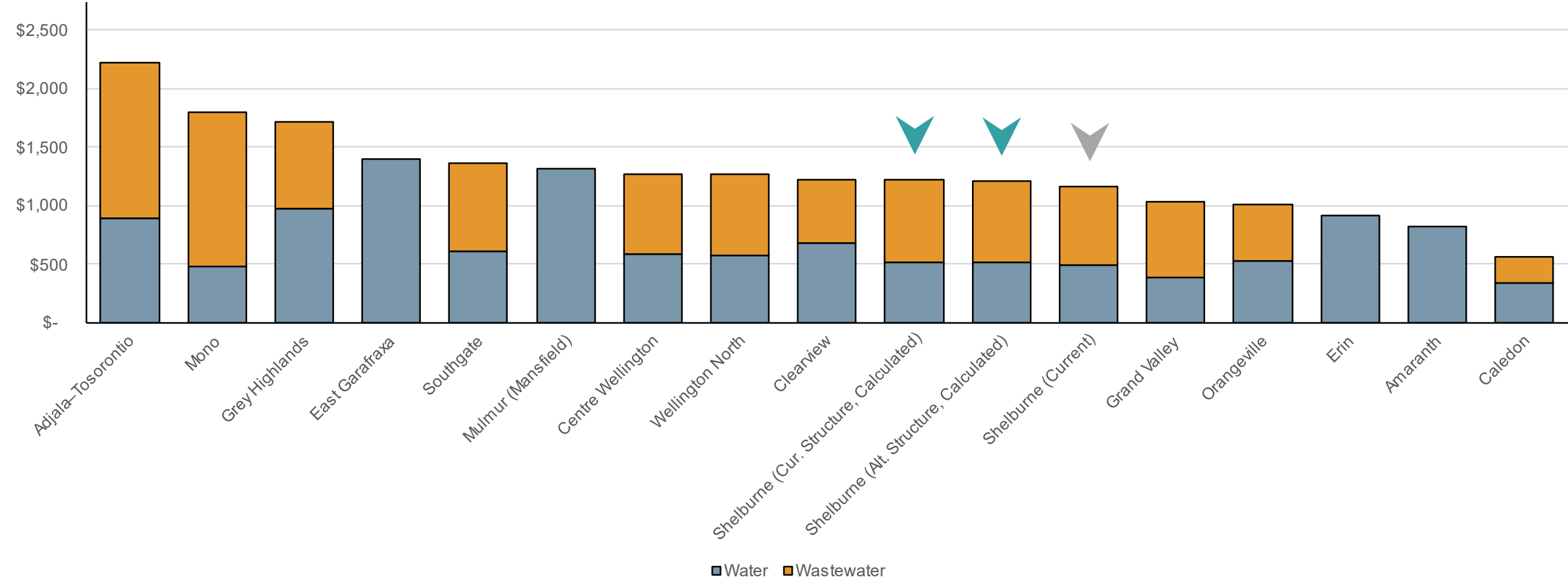


# Municipal Comparison

## Average Residential



Survey of Annual Residential Water & Wastewater Bill - 179 m<sup>3</sup> of Annual Consumption on 5/8" Meter

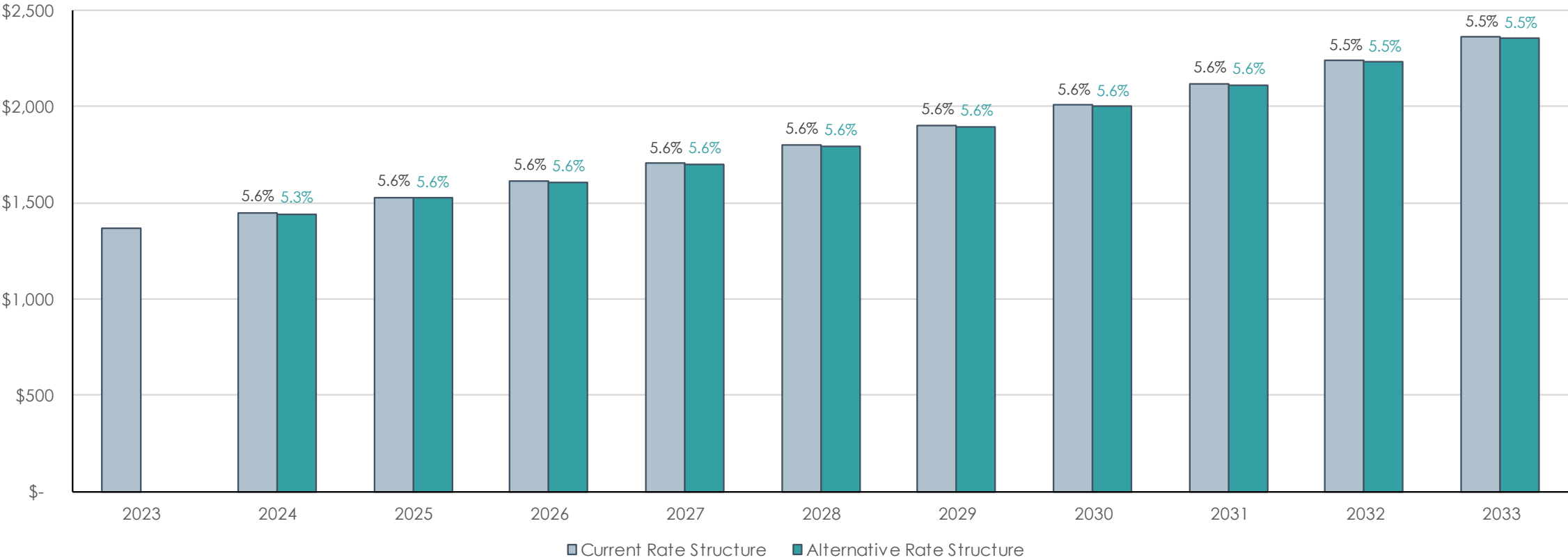


# Overall Bill Impacts

## Large Residential



Annual Water & Wastewater Bill  
Large Residential (270 m<sup>3</sup>)

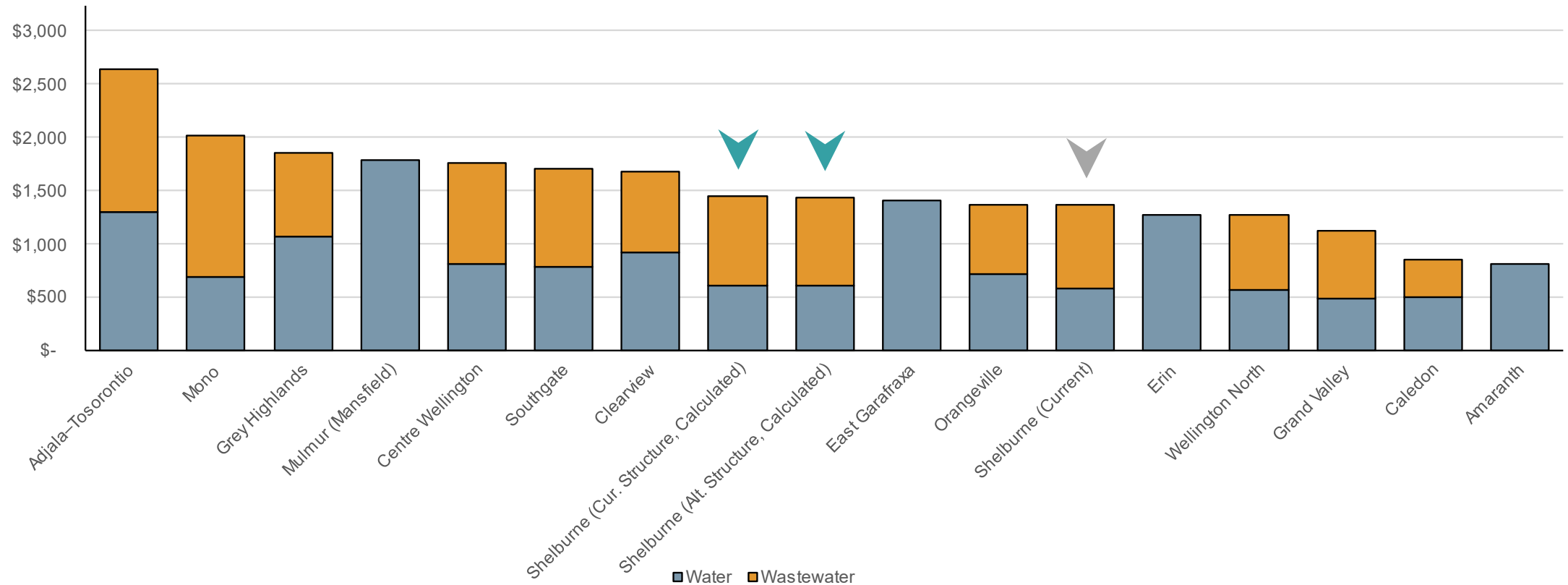


# Municipal Comparison

## Large Residential



Survey of Annual Residential Water & Wastewater Bill - 270 m<sup>3</sup> of Annual Consumption on 5/8" Meter

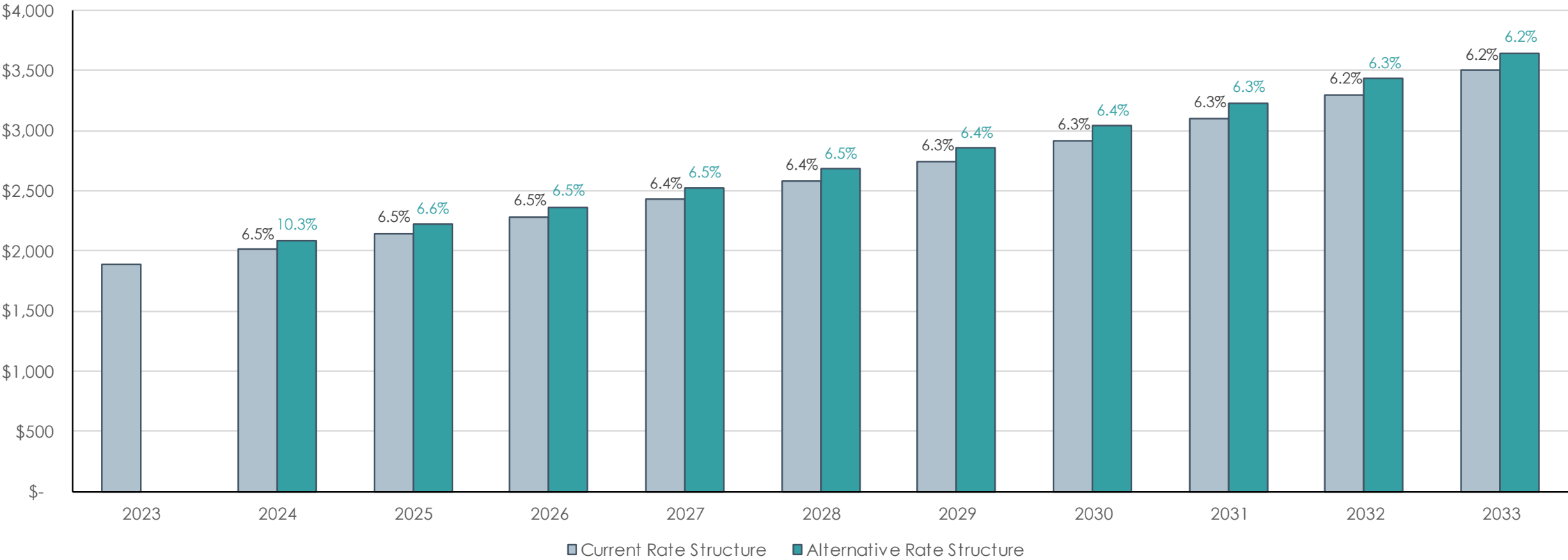


# Overall Bill Impacts

## Average Non-Residential



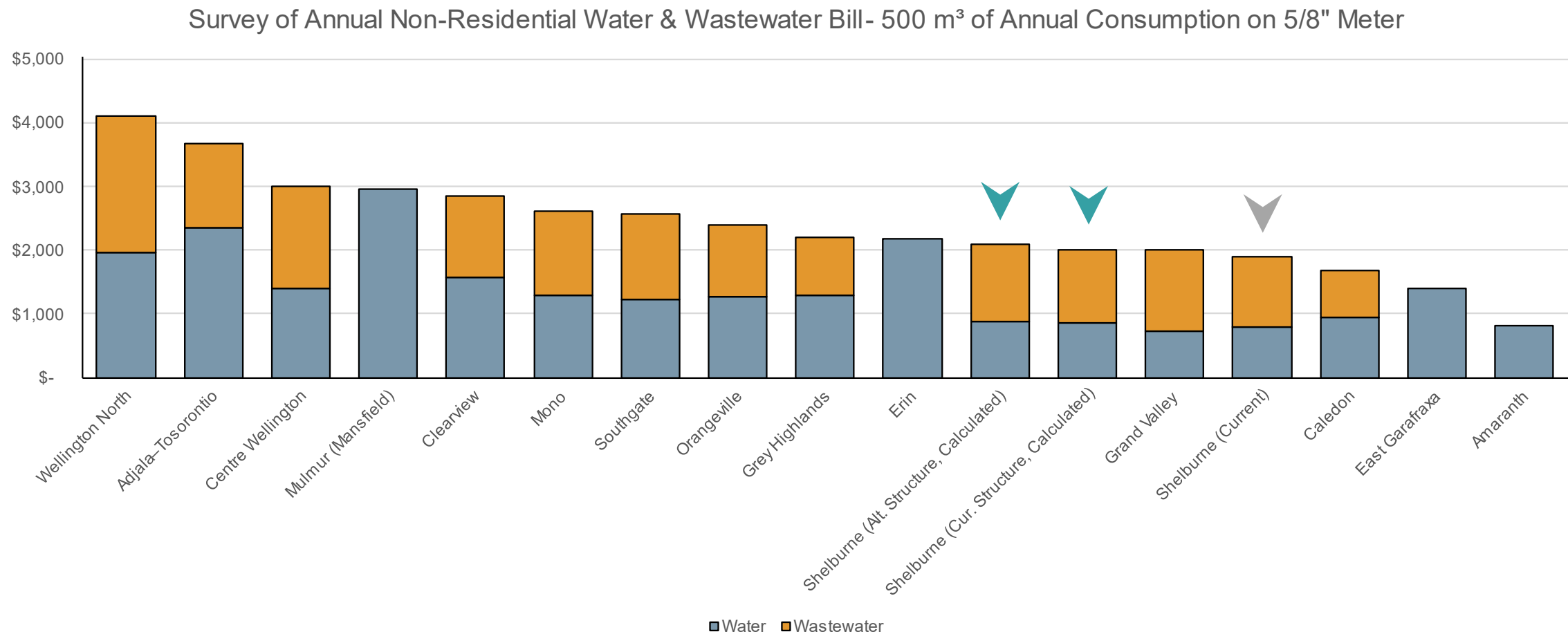
Annual Water & Wastewater Bill  
Average Non-Residential (500 m<sup>3</sup>)





# Municipal Comparison

## Average Non-Residential

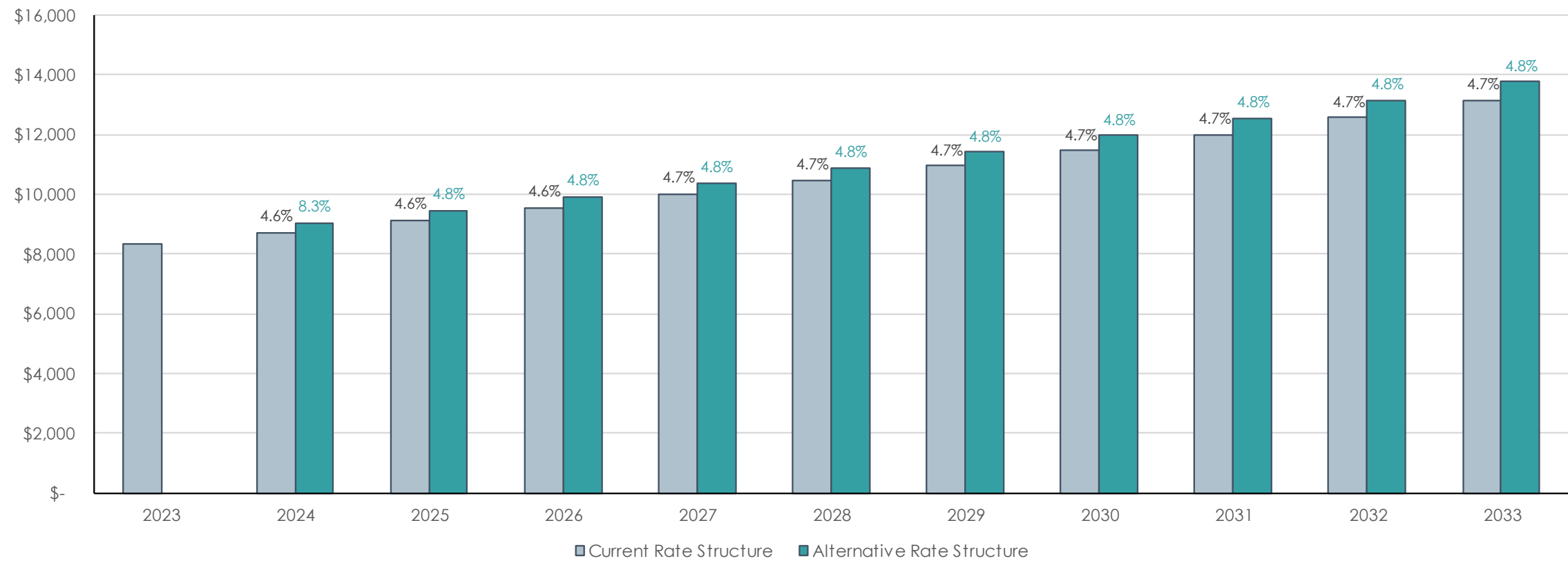


# Overall Bill Impacts

## Large Non-Residential



Annual Water & Wastewater Bill  
Large Non-Residential (1,000 m<sup>3</sup>)

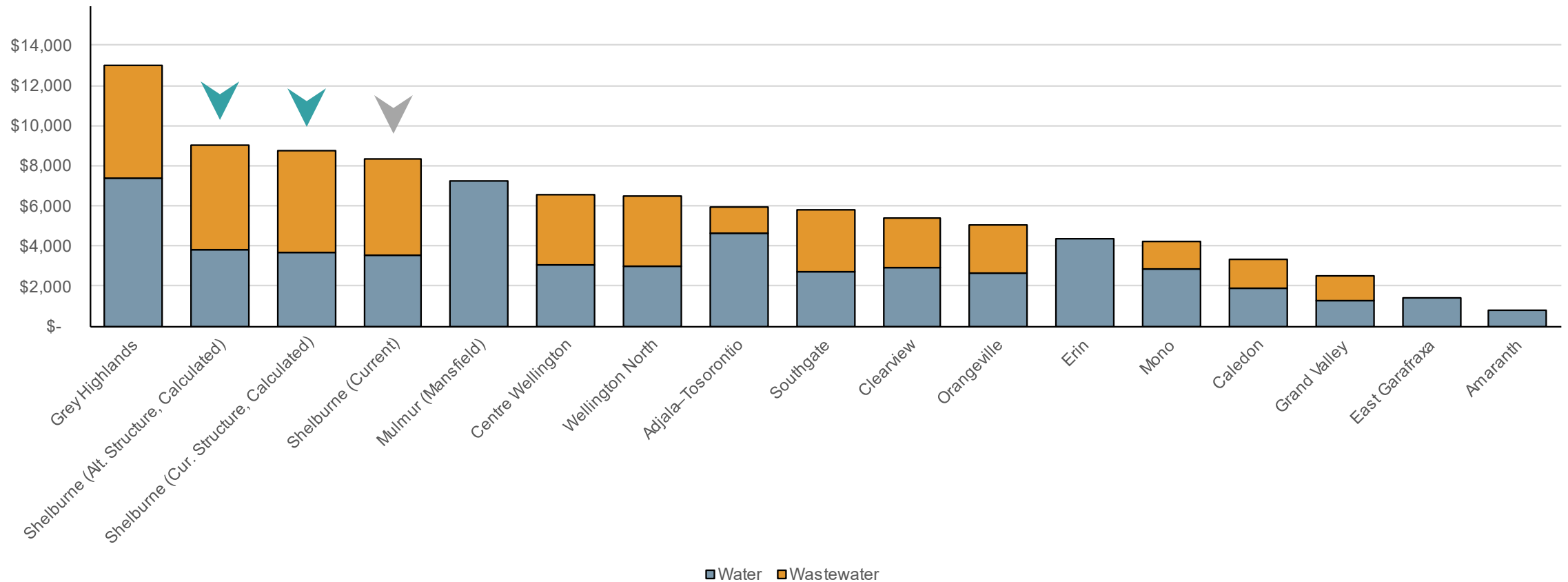


# Municipal Comparison

## Large Non-Residential



Survey of Annual Non-Residential Water & Wastewater Bill- 1,000 m³ of Annual Consumption on 2" Meter



# Recommendations



- That Council:
  - receives the Water and Wastewater Rate Study report as presented by Watson & Associates Economists Ltd. dated September 25, 2023;
  - provide for the recovery of all water and wastewater costs through full cost recovery rates and maintain reserve funds for water and wastewater services;
  - approve the water and wastewater rates presented in Table 6-2 based on the Alternative Rate Structure scenario and direct staff to prepare and bring forward a new Water and Wastewater By-law for adoption; and
  - direct staff to undertake an update of the rate study in five years, or earlier if any significant changes occur with respect to development patterns, identified capital needs, or operating costs.



Thank you



 **Watson  
& Associates**  
ECONOMISTS LTD.

# Water and Wastewater Rate Study

## Town of Shelburne

---

September 25, 2023

Watson & Associates Economists Ltd.  
905-272-3600  
[info@watsonecon.ca](mailto:info@watsonecon.ca)

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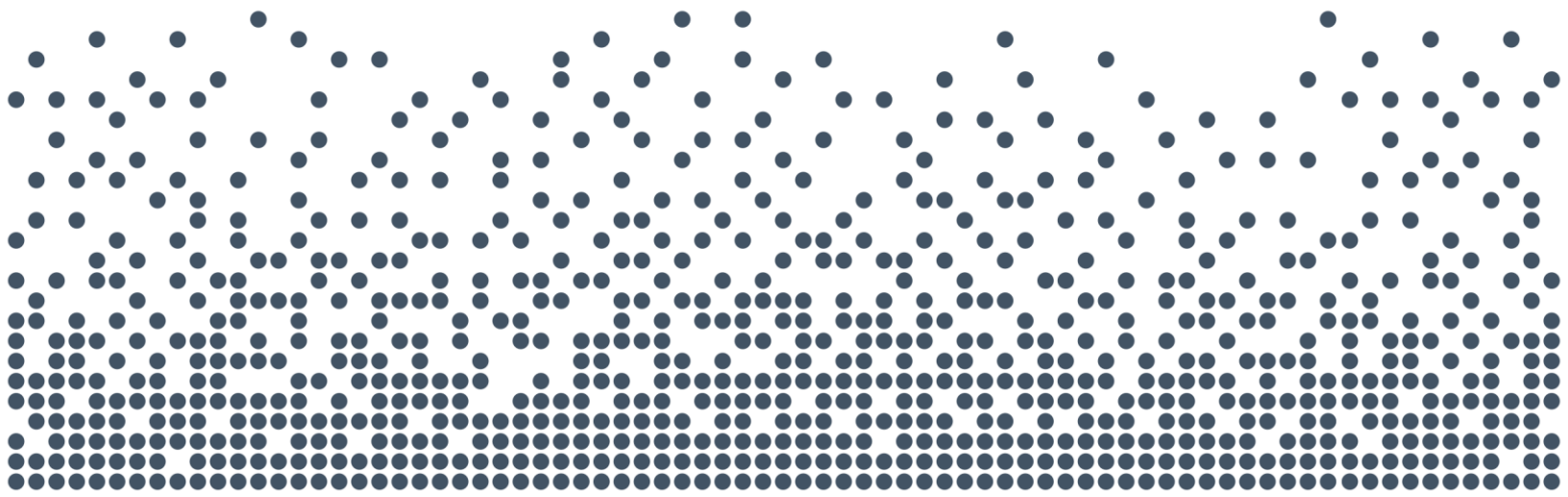
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## List of Acronyms and Abbreviations

| Acronym | Full Description of Acronym |
|---------|-----------------------------|
| C.P.I.  | Consumer Price Index        |
| D.C.    | Development Charges         |
| O. Reg. | Ontario Regulation          |



# Report



# Chapter 1

## Introduction



# 1. Introduction

## 1.1 Background

---

The Town of Shelburne (Town) operates and maintains a municipal water supply system that currently services approximately 3,033 customers and a wastewater collection system that currently services approximately 2,971 customers. The Town's water supply system comprises a network of distribution mains, production wells, water storage facilities, and related equipment. The Town's wastewater system comprises a network of collection mains, pumping stations, a wastewater treatment facility, and related equipment. The management and operation of these systems is a joint effort between the Town and the Ontario Clean Water Agency (OCWA).

The Town recovers all costs related to operating, maintaining, and rehabilitating these systems through user fees. Billing is sent out every two months and consists of fixed base charges and consumption charges for water and wastewater. The monthly base charge varies by meter size.<sup>[1]</sup> The Town imposes an increasing block rate structure (i.e., a consumptive rate that increases with bi-monthly consumption within defined thresholds) for consumption. A summary of the water and wastewater rates that are currently in effect is provided in Table 1-1.

---

<sup>[1]</sup> For multi-unit buildings without individual meters, base charges are imposed on a per-unit basis using the 5/8" & 3/4" meter rate.

---



Table 1-1  
Town of Shelburne  
2023 Water and Wastewater Rates

| 2023 - Water & Wastewater Billing Rates     |             |             |
|---------------------------------------------|-------------|-------------|
| Monthly Base Charge                         |             |             |
| Meter Size                                  | Water       | Wastewater  |
| 5/8" & 3/4"                                 | \$ 26.90    | \$ 36.42    |
| 1"                                          | \$ 67.25    | \$ 91.05    |
| 1 1/4"                                      | \$ 100.88   | \$ 136.58   |
| 1 1/2"                                      | \$ 134.49   | \$ 182.10   |
| 2"                                          | \$ 215.19   | \$ 291.35   |
| 3"                                          | \$ 430.38   | \$ 582.71   |
| 4"                                          | \$ 672.46   | \$ 910.48   |
| 6"                                          | \$ 1,344.93 | \$ 1,820.95 |
| 8"                                          | \$ 2,151.89 | \$ 2,913.53 |
| Increasing Block Rate (per m <sup>3</sup> ) |             |             |
| Bi-monthly Block                            | Water       | Wastewater  |
| Block 1 (0-220 m <sup>3</sup> )             | \$ 0.95     | \$ 1.31     |
| Block 2 (>220-690 m <sup>3</sup> )          | \$ 1.04     | \$ 1.44     |
| Block 3 (>690 m <sup>3</sup> )              | \$ 1.18     | \$ 1.63     |



## 1.2 Study Process

---

The Town retained Watson & Associates Economists Ltd. (Watson) to undertake a water and wastewater rate study. The objectives of the study and the steps involved in carrying out this assignment are summarized below:

- Update water and wastewater service demand assumptions based on analysis of the current customer profile, historical consumption, and recent trends;
- Estimate future consumption levels by applying revised demand assumptions to forecast growth identified by the Town's planning consultants, GSP Group Inc. (GSP);
- Identify all current and future water and wastewater system capital needs to assess the immediate and longer-term implications;
- Build a capital program that addresses specific needs identified by Town staff and the Town's engineering consultants, S. Burnett & Associates Limited (SBA);
- Identify potential methods of cost recovery with respect to the capital needs listing. These recovery methods may include other statutory authorities (e.g. *Development Charges Act, 1997, Municipal Act*, etc.) as an offset to recovery through the water and wastewater rates;
- Forecast annual operating costs and rate-based funding requirements;
- Develop a long-term water and wastewater rate forecast;
- Provide an impact assessment on the rate payers;
- Develop a water financial plan based on the findings of the study; and
- Present findings to staff and Council for their consideration.

In approaching this study, the following analysis is provided:

- Chapter 2 – Forecast Growth and Service Demands
- Chapter 3 – Capital Infrastructure Needs
- Chapter 4 – Capital Cost Financing Options
- Chapter 5 – Operating Expenditure Forecast
- Chapter 6 – Forecast Water and Wastewater Rates



## 1.3 Legislative Context

---

Resulting from the water crisis in Walkerton, significant regulatory changes have been made in Ontario. These changes arose in consequence to the Walkerton Commission and the 93 recommendations made by the Walkerton Inquiry Part II report. Areas of recommendation included:

- watershed management and source protection;
- quality management;
- preventative maintenance;
- research and development;
- new performance standards;
- sustainable asset management; and
- lifecycle costing.

The following sections describe significant applicable regulatory areas.

### ***1.3.1 Sustainable Water and Sewage Systems Act***

The *Sustainable Water and Sewage Systems Act* was passed on December 13, 2002. The intent of the Act was to introduce the requirement for municipalities to undertake an assessment of the “full cost” of providing their water and wastewater services. In total, there were 40 areas within the Act to which the Minister may make regulations; however regulations were never issued. On December 31, 2012, the *Sustainable Water and Sewage Systems Act* was repealed.

### ***1.3.2 Safe Drinking Water Act***

The *Safe Drinking Water Act* was passed in December 2002. The *Safe Drinking Water Act* provides for 50 of the 93 Walkerton Part II recommendations. It focuses on the administrative and operational aspects of the provision of water.

The purposes of the *Safe Drinking Water Act* are to “recognize that the people of Ontario are entitled to expect their drinking water to be safe and to provide for the protection of human health and the prevention of drinking water health hazards through the control and regulation of drinking water systems and drinking water testing. 2002, c. 32, s. 1.”



The following is a brief summary of the key elements included in the *Safe Drinking Water Act*:

- Mandatory licensing and accreditation of testing laboratories;
- New standards for treatment, distribution quality and testing;
- Mandatory operator training and certification;
- Mandatory licensing of municipal water providers;
- Stronger enforcement and compliance provisions; and
- “Standard of care” requirements for municipalities.

This legislation impacts the costs of operating a water system with the need for higher skilled operators including increased training costs, increased reporting protocols and requirements, continuing enhancements to quality standards, and the costs to license each water system.

### **1.3.3 Financial Plans Regulation**

On August 16, 2007, the Ministry of Environment introduced Ontario Regulation (O. Reg.) 453/07 which requires the preparation of financial plans for water systems (and municipalities are encouraged to prepare plans for wastewater systems). The Ministry of Environment has also provided a Financial Plan Guideline to assist municipalities with preparing the plans. A brief summary of the key elements of the regulation is provided below:

- The financial plan will represent one of the key elements to obtain a Drinking Water Licence.
- The plan is to be completed, approved by Council Resolution, and submitted to the Ministry of Municipal Affairs and Housing as part of the application for receiving approval of a water licence.
- The financial plans shall be for a period of at least six years, but longer planning horizons are encouraged.
- As the regulation is under the *Safe Drinking Water Act*, the preparation of the plan is mandatory for water services and encouraged for wastewater services.
- The plan is considered a living document (i.e., it can be updated if there are significant changes to budgets) but an update will need to be undertaken at a minimum every five years.





- The plans generally require the forecasting of capital, operating and reserve fund positions, and providing detailed capital inventories. In addition, Public Sector Accounting Board full accrual information on the system must be provided for each year of the forecast (i.e., total non-financial assets, tangible capital asset acquisitions, tangible capital asset construction, betterments, write-downs, disposals, total liabilities, net debt, etc.).
- The financial plans must be made available to the public (at no charge) upon request and be available on the municipality's web site. The availability of this information must also be advertised.

In general, the financial principles of this regulation follow the intent of the *Sustainable Water and Sewage Systems Act, 2002* to move municipalities towards financial sustainability for water services. Many of the prescriptive requirements, however, have been removed (e.g. preparation of two separate documents for provincial approval, auditor opinions, engineer certifications, etc.).

A guideline ("Towards Financially Sustainable Drinking-Water and Wastewater Systems") has been developed to assist municipalities in understanding the Province's direction and provides a detailed discussion on possible approaches to sustainability. The Province's Principles of Financially Sustainable Water and Wastewater Services are provided below:

Principle #1: Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the system(s) to which they relate.

Principle #2: An integrated approach to planning among water, wastewater, and storm water systems is desirable given the inherent relationship among these services.

Principle #3: Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services.

Principle #4: Lifecycle planning with mid-course corrections is preferable to planning over the short term, or not planning at all.

Principle #5: An asset management plan is a key input to the development of a financial plan.



Principle #6: A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while providing sufficient resources for future rehabilitation and replacement needs.

Principle #7: Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services received.

Principle #8: Financial Plans are “living” documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future.

Principle #9: Financial plans benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal council.

### **1.3.4 Water Opportunities Act**

The *Water Opportunities Act* received Royal Assent on November 29, 2010. The Act provides for the following elements:

- Foster innovative water, wastewater, and stormwater technologies, services, and practices in the private and public sectors;
- Prepare water conservation plans to achieve water conservation targets established by the regulations; and
- Prepare sustainability plans for municipal water services, municipal wastewater services, and municipal stormwater services.

With regard to the sustainability plans:

- The Act extends from the water financial plan and requires a more detailed review of the water financial plan, and requires a full plan for wastewater and stormwater services; and
- Regulations (when issued) will provide performance targets for each service – these targets may vary based on the jurisdiction of the regulated entity or the class of entity.

The Financial Plan shall include:

- An asset management plan for the physical infrastructure;



- Financial Plan;
- For water, a water conservation plan;
- Assessment of risks that may interfere with the future delivery of the municipal service, including, if required by the regulations, the risks posed by climate change and a plan to deal with those risks; and
- Strategies for maintaining and improving the municipal service, including strategies to ensure the municipal service can satisfy future demand, consider technologies, services, and practices that promote the efficient use of water and reduce negative impacts on Ontario's water resources, and increase co-operation with other municipal service providers.

Performance indicators will be established by service that:

- May relate to the financing, operation, or maintenance of a municipal service or to any other matter in respect of which information may be required to be included in a plan; and
- May be different for different municipal service providers or for municipal services in different areas of the Province.

Regulations will prescribe:

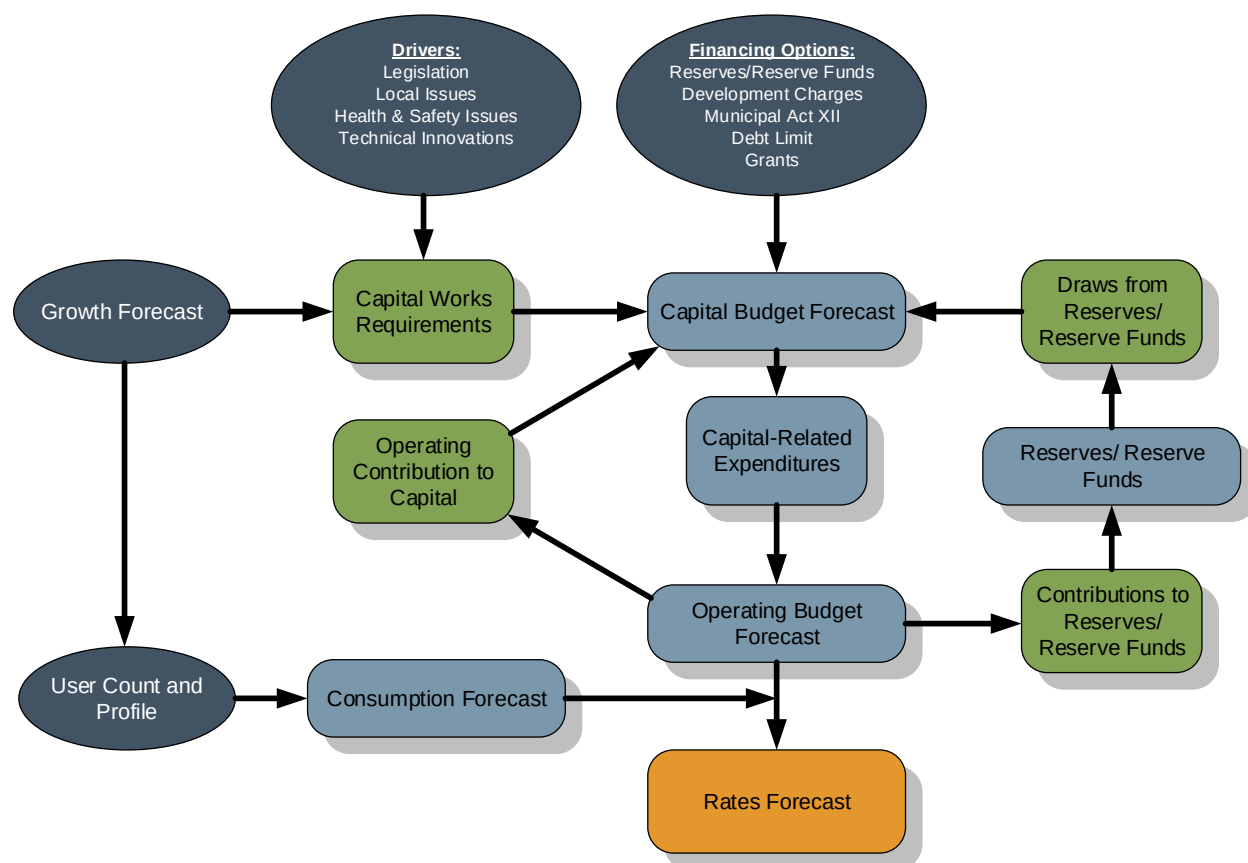
- Timing;
- Contents of the plans;
- Portions of the plan that will require certification;
- Public consultation process; and
- Limitations, updates, refinements, etc.



## 1.4 Water and Wastewater Rate Calculation Methodology

Figure 1-1 illustrates the general methodology used in determining the full cost recovery water and wastewater rate forecast.

Figure 1-1  
Water and Wastewater Rate Calculation Methodology



The methodology employed generally consists of five major elements:

### 1.4.1 Customer Demands and Consumption Forecast

As noted in Section 1.1, the Town employs a rate structure consisting of a monthly base charge in addition to an increasing block rate. The monthly based charge is based on water meter size with higher charges imposed on larger meters, generally reflective of higher capital infrastructure demands. The increasing block rates are applied to metered water consumption. Within each two-month billing cycle, the Block 1 rate is



applied to the first 220 m<sup>3</sup> of consumption, the Block 2 rate is applied to the next 470 m<sup>3</sup> of consumption, and the Block 3 rate is applied to all consumption beyond 690 m<sup>3</sup>.

This first step in the analysis is important as it produces the current base revenue by source and assumptions for forecasting purposes. The monthly base charge revenues are forecast with customer growth. The customer profile forecast is modelled based on the anticipated amount of residential development in the Town, as identified by GSP.

The water consumption forecast is prepared by applying average annual consumption estimates to the number of residential units expected to connect to the systems in each year of the forecast period. Consumption estimates are based on average consumption levels per residential unit drawn from 2022 billing data.

### **1.4.2 Capital Needs Forecast**

The capital needs forecast is developed to measure program/service level adjustments, lifecycle requirements, and growth-related needs. Analysis conducted by Town staff and SBA identified capital projects that form the basis for the capital forecast.

Estimated infrastructure lifecycle replacement expenditures were included in the water capital forecast, based on an analysis of the Town's asset management inventory.

Capital expenditures are forecast with inflationary adjustments based on capital cost indexes (i.e., the Statistics Canada Building Construction Price Index for non-residential buildings).

### **1.4.3 Capital Funding Plan**

The capital funding plan considers the potential funding sources available to address the capital needs forecast. The sources of capital funding include rate-based support, reserves/reserve funds, grant funding, development charge revenues, and debt for program/service level improvements. The use of rate-based funding is measured against the revenue projections and affordability impacts. The reserve/reserve fund sources are measured against the sustainability of these funds, relative to lifecycle demands, revenue projections, and affordability impacts. Debt financing is considered for significant capital expenditures where funding is required beyond long-term lifecycle needs or to facilitate rate transition policies. Debt financing is measured against annual repayment limits to ensure a practical and sustainable funding mix.



#### **1.4.4 Operating Budget Forecast**

The operating budget forecast considers adjustments to the Town's base budget reflecting program/service level changes, operating fund impacts associated with infrastructure, and financing for capital needs. The operating expenditures are forecast with inflationary adjustments and growth in service demand, based on fixed and variable cost characteristics. The operating budget forecast ties the capital funding plan and reserve/reserve fund continuity forecast to the rate-based revenue projections. This ensures sufficient funding for both the ongoing annual operation and maintenance of the water and wastewater systems, as well as the capital cost requirements to ensure service sustainability. Operating revenues are projected to identify the billing revenues net of anticipated operating revenues.

#### **1.4.5 Rate Forecast and Structure**

The rate forecast and structure component of the analysis considers various rate structures to recover the forecast rate-based revenue from the projected customer demands. At this stage in the analysis, the full costs of service are measured against the customer growth and consumption demands to determine full cost recovery rates. The analysis may consider alternative structures, consistent with municipal policies/strategies, industry practice, and customer affordability. Providing context to the rate forecast, the results are quantified to measure the impacts on a range of customer types and in relation to other municipalities.



# Chapter 2

## Forecast Growth and Service Demands



## 2. Forecast Growth and Service Demands

### 2.1 Current Service Demands

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In preparing the demands forecast for water and wastewater services, detailed billing records from 2018 to 2022 were analyzed. These records were used to develop a comprehensive profile of existing customers. Based on analysis of this information, the Town was providing services to 3,033 water customers and 2,971 wastewater customers at the end of 2022.

### 2.2 Forecast Service Demands

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Over the next ten years (i.e., to 2033), the number of water and wastewater system customers is anticipated to increase by 957 residential units, as identified by GSP. Table 2-1 provides the detailed customer forecast for the period 2023 to 2033, showing the number of billing units for water and wastewater.

Consumption records from 2022 were used to develop a forecast of water demands for the period 2024 to 2033. Annual consumption levels were analyzed from these consumption records and utilized to calculate an annual average per residential unit. Average annual water consumption per residential unit was approximately 179 m<sup>3</sup>, with approximately 177.5 m<sup>3</sup>, 1.5 m<sup>3</sup>, and 0.2 m<sup>3</sup> of annual consumption residing in Blocks 1, 2, and 3, respectively. Applying these estimates to the forecast of new water customers results in an estimated increase in total metered water consumption from approximately 726,600 m<sup>3</sup> in 2023 to 865,500 m<sup>3</sup> by 2033. For wastewater customers, total metered water consumption is estimated to increase from approximately 713,600 m<sup>3</sup> in 2023 to 852,500 m<sup>3</sup> by 2033. Table 2-2 presents the forecast of annual water consumption by block, based on the Town's current rate structure for water and wastewater customers.





Table 2-1  
Town of Shelburne  
Water and Wastewater Customer Forecast (Billing Units)

| Water Customer Forecast                  | 2023         | 2024         | 2025         | 2026         | 2027         | 2028         | 2029         | 2030         | 2031         | 2032         | 2033         |
|------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Existing Units - Metered Residential     | 3,109        | 3,109        | 3,109        | 3,109        | 3,109        | 3,109        | 3,109        | 3,109        | 3,109        | 3,109        | 3,109        |
| Existing Units - Metered Non-Residential | 369          | 369          | 369          | 369          | 369          | 369          | 369          | 369          | 369          | 369          | 369          |
| Existing Units - Non-metered             | 6            | 6            | 6            | 6            | 6            | 6            | 6            | 6            | 6            | 6            | 6            |
| New Units - Metered Residential          | 152          | 328          | 372          | 398          | 465          | 581          | 679          | 764          | 825          | 871          | 927          |
| <b>Total</b>                             | <b>3,636</b> | <b>3,812</b> | <b>3,856</b> | <b>3,882</b> | <b>3,949</b> | <b>4,065</b> | <b>4,163</b> | <b>4,248</b> | <b>4,309</b> | <b>4,355</b> | <b>4,411</b> |

| Wastewater Customer Forecast             | 2023         | 2024         | 2025         | 2026         | 2027         | 2028         | 2029         | 2030         | 2031         | 2032         | 2033         |
|------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Existing Units - Metered Residential     | 3,045        | 3,045        | 3,045        | 3,045        | 3,045        | 3,045        | 3,045        | 3,045        | 3,045        | 3,045        | 3,045        |
| Existing Units - Metered Non-Residential | 364          | 364          | 364          | 364          | 364          | 364          | 364          | 364          | 364          | 364          | 364          |
| Existing Units - Non-metered             | 2            | 2            | 2            | 2            | 2            | 2            | 2            | 2            | 2            | 2            | 2            |
| New Units - Metered Residential          | 152          | 328          | 372          | 398          | 465          | 581          | 679          | 764          | 825          | 871          | 927          |
| <b>Total</b>                             | <b>3,563</b> | <b>3,739</b> | <b>3,783</b> | <b>3,809</b> | <b>3,876</b> | <b>3,992</b> | <b>4,090</b> | <b>4,175</b> | <b>4,236</b> | <b>4,282</b> | <b>4,338</b> |



Table 2-2  
Town of Shelburne  
Water and Wastewater Consumption Forecast (m<sup>3</sup>) – Current Rate Structure

| Water Volume Forecast (m <sup>3</sup> ) | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           | 2029           | 2030           | 2031           | 2032           | 2033           |
|-----------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Block 1</b>                          |                |                |                |                |                |                |                |                |                |                |                |
| Existing                                | 600,473        | 600,473        | 600,473        | 600,473        | 600,473        | 600,473        | 600,473        | 600,473        | 600,473        | 600,473        | 600,473        |
| New                                     | 26,980         | 58,219         | 66,029         | 70,644         | 82,536         | 103,126        | 120,521        | 135,608        | 146,435        | 154,600        | 164,540        |
| <b>Sub-total Block 1</b>                | <b>627,453</b> | <b>658,692</b> | <b>666,502</b> | <b>671,117</b> | <b>683,009</b> | <b>703,599</b> | <b>720,994</b> | <b>736,081</b> | <b>746,908</b> | <b>755,073</b> | <b>765,013</b> |
| <b>Block 2</b>                          |                |                |                |                |                |                |                |                |                |                |                |
| Existing                                | 35,766         | 35,766         | 35,766         | 35,766         | 35,766         | 35,766         | 35,766         | 35,766         | 35,766         | 35,766         | 35,766         |
| New                                     | 230            | 497            | 563            | 603            | 704            | 880            | 1,028          | 1,157          | 1,249          | 1,319          | 1,404          |
| <b>Sub-total Block 2</b>                | <b>35,996</b>  | <b>36,263</b>  | <b>36,329</b>  | <b>36,369</b>  | <b>36,470</b>  | <b>36,646</b>  | <b>36,794</b>  | <b>36,923</b>  | <b>37,015</b>  | <b>37,085</b>  | <b>37,170</b>  |
| <b>Block 3</b>                          |                |                |                |                |                |                |                |                |                |                |                |
| Existing                                | 63,163         | 63,163         | 63,163         | 63,163         | 63,163         | 63,163         | 63,163         | 63,163         | 63,163         | 63,163         | 63,163         |
| New                                     | 30             | 65             | 74             | 79             | 92             | 115            | 135            | 152            | 164            | 173            | 184            |
| <b>Sub-total Block 3</b>                | <b>63,193</b>  | <b>63,228</b>  | <b>63,237</b>  | <b>63,242</b>  | <b>63,255</b>  | <b>63,278</b>  | <b>63,298</b>  | <b>63,315</b>  | <b>63,327</b>  | <b>63,336</b>  | <b>63,347</b>  |
| <b>Total</b>                            | <b>726,642</b> | <b>758,183</b> | <b>766,068</b> | <b>770,728</b> | <b>782,735</b> | <b>803,523</b> | <b>821,086</b> | <b>836,319</b> | <b>847,250</b> | <b>855,494</b> | <b>865,530</b> |

| Wastewater Flows Forecast (m <sup>3</sup> ) | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           | 2029           | 2030           | 2031           | 2032           | 2033           |
|---------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Block 1</b>                              |                |                |                |                |                |                |                |                |                |                |                |
| Existing                                    | 587,447        | 587,447        | 587,447        | 587,447        | 587,447        | 587,447        | 587,447        | 587,447        | 587,447        | 587,447        | 587,447        |
| New                                         | 26,980         | 58,219         | 66,029         | 70,644         | 82,536         | 103,126        | 120,521        | 135,608        | 146,435        | 154,600        | 164,540        |
| <b>Sub-total Block 1</b>                    | <b>614,427</b> | <b>645,666</b> | <b>653,476</b> | <b>658,091</b> | <b>669,983</b> | <b>690,573</b> | <b>707,968</b> | <b>723,055</b> | <b>733,882</b> | <b>742,047</b> | <b>751,987</b> |
| <b>Block 2</b>                              |                |                |                |                |                |                |                |                |                |                |                |
| Existing                                    | 35,766         | 35,766         | 35,766         | 35,766         | 35,766         | 35,766         | 35,766         | 35,766         | 35,766         | 35,766         | 35,766         |
| New                                         | 230            | 497            | 563            | 603            | 704            | 880            | 1,028          | 1,157          | 1,249          | 1,319          | 1,404          |
| <b>Sub-total Block 2</b>                    | <b>35,996</b>  | <b>36,263</b>  | <b>36,329</b>  | <b>36,369</b>  | <b>36,470</b>  | <b>36,646</b>  | <b>36,794</b>  | <b>36,923</b>  | <b>37,015</b>  | <b>37,085</b>  | <b>37,170</b>  |
| <b>Block 3</b>                              |                |                |                |                |                |                |                |                |                |                |                |
| Existing                                    | 63,163         | 63,163         | 63,163         | 63,163         | 63,163         | 63,163         | 63,163         | 63,163         | 63,163         | 63,163         | 63,163         |
| New                                         | 30             | 65             | 74             | 79             | 92             | 115            | 135            | 152            | 164            | 173            | 184            |
| <b>Sub-total Block 3</b>                    | <b>63,193</b>  | <b>63,228</b>  | <b>63,237</b>  | <b>63,242</b>  | <b>63,255</b>  | <b>63,278</b>  | <b>63,298</b>  | <b>63,315</b>  | <b>63,327</b>  | <b>63,336</b>  | <b>63,347</b>  |
| <b>Total</b>                                | <b>713,616</b> | <b>745,157</b> | <b>753,042</b> | <b>757,702</b> | <b>769,709</b> | <b>790,497</b> | <b>808,060</b> | <b>823,293</b> | <b>834,224</b> | <b>842,468</b> | <b>852,504</b> |

Note: Above flows are water flows on which the wastewater billing will be calculated



# Chapter 3

## Capital Infrastructure Needs



## 3. Capital Infrastructure Needs

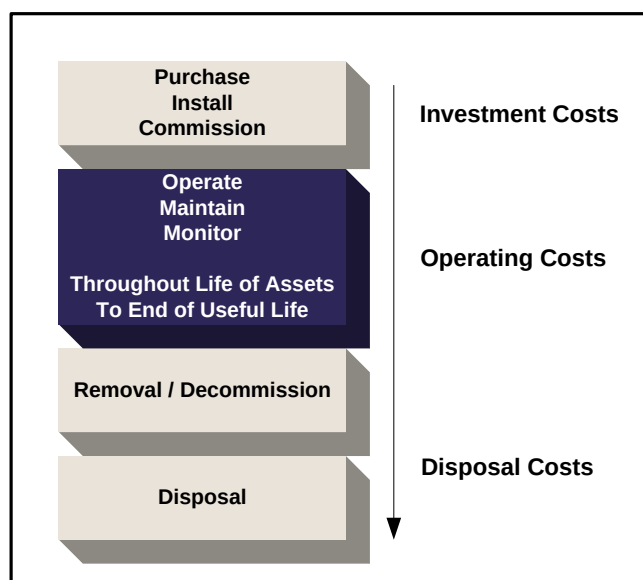
### 3.1 Overview of Lifecycle Costing

#### 3.1.1 Definition

For many years, lifecycle costing has been used in the field of maintenance engineering and to evaluate the advantages of using alternative materials in construction or production design. The method has gained wider acceptance and use in the areas of industrial decision-making and the management of physical assets.

Lifecycle costs are all the costs which are incurred during the lifecycle of a physical asset, from the time its acquisition is first considered, to the time it is taken out of service for disposal or redeployment. The stages that the asset goes through in its lifecycle are specification, design, manufacture (or build), installation, commissioning, operation, maintenance, and disposal. Figure 3-1 depicts these stages in a schematic form.

Figure 3-1  
Lifecycle Costing





### **3.1.2 Financing Costs**

This section will focus on financing mechanisms in place to fund the costs incurred throughout the asset's life.

In a municipal context, services are provided to benefit tax/rate payers. Acquisition of assets is normally timed in relation to direct needs within the community. At times, economies of scale or technical efficiencies will lead to oversizing an asset to accommodate future growth within the municipality. Over the past few decades, new financing techniques such as Development Charges (D.C.s) have been employed, based on the underlying principle of having tax/rate payers who benefit directly from the service, pay for that service. Operating costs which reflect the cost of the service for that year are charged directly to all existing tax/rate payers who have received the benefit. Operating costs are normally charged through the tax base or user rates.

Capital expenditures are recouped through several methods, the most common being operating budget contributions, D.C.s, reserves, developer contributions and debentures.

New construction related to growth could produce D.C.s and developer contributions (e.g., works internal to a subdivision which are the responsibility of the developer to construct) to fund a significant portion of projects, where new assets are being acquired to allow growth within the municipality to continue. As well, debentures could be used to fund such works, with the debt charge carrying costs recouped from taxpayers in the future.

Capital construction to replace existing infrastructure, however, is largely not growth-related and will therefore not yield D.C.s or developer contributions to assist in financing these works. Hence, a municipality will be dependent upon debentures, reserves, and contributions from the operating budget to fund these works.

Figure 3-2 depicts the costs of an asset from its initial conception through to replacement and then continues to follow the associated costs through to the next replacement.

As referred to earlier, growth-related financing methods such as D.C.s and developer contributions could be utilized to finance the growth-related component of the new asset. These revenues are collected (indirectly) from the new homeowner who benefits



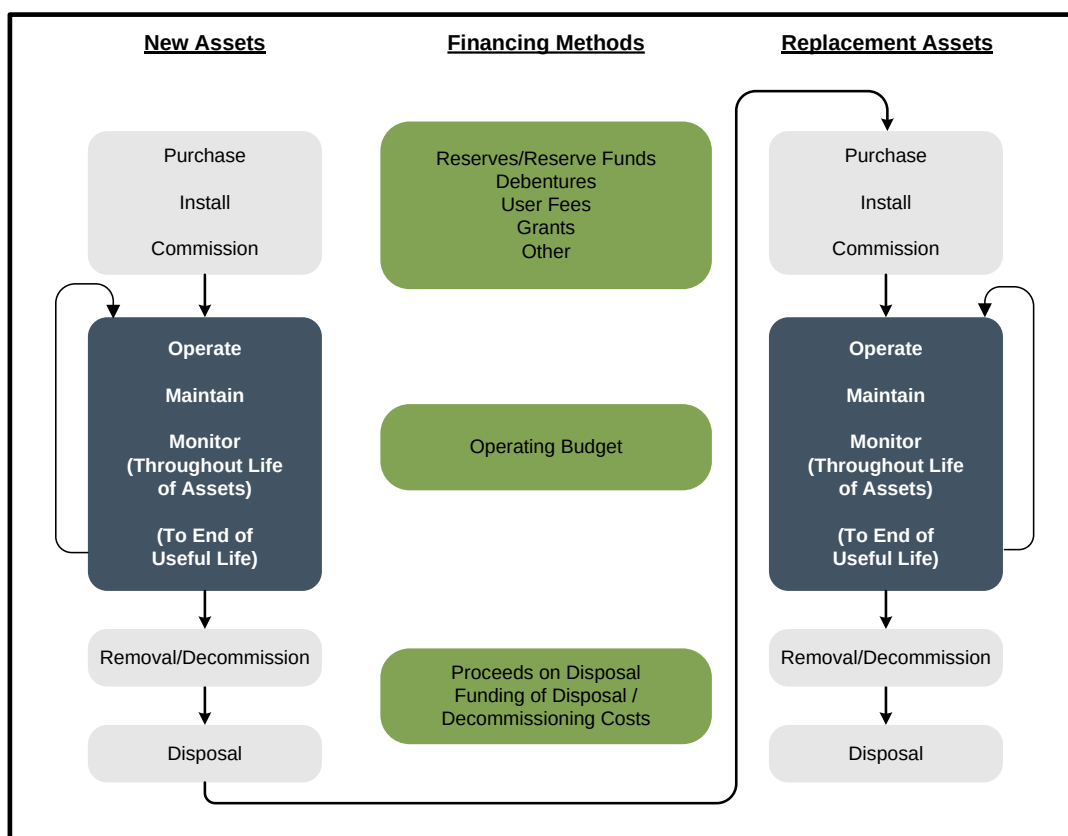
directly from the installation of this asset. Other financing methods may be used as well to finance the non-growth-related component of this project: reserves which have been collected from past tax/rate payers, operating budget contributions which are collected from existing tax/rate payers, and debt financing which will be carried by future tax/rate payers. Ongoing costs for monitoring, operating, and maintaining the asset will be charged annually to the existing tax/rate payer.

When the asset requires replacement, the sources of financing will be limited to reserves, debentures, and contributions from the operating budget. At this point, the question is raised: “If the cost of replacement is to be assessed against the tax/rate payer who benefits from the replacement of the asset, should the past tax/rate payer pay for this cost or should future rate payers assume this cost?” If the position is taken that the past user has used up the asset, hence he should pay for the cost of replacement, then a charge should be assessed annually through the life of the asset to have funds available to replace it when the time comes. If the position is taken that the future tax/rate payer should assume this cost, then debt financing and possibly a contribution from the operating budget should be used to fund this work.

Charging for the cost of using up an asset is the fundamental concept behind amortization methods utilized by the private sector. This concept allows for expending the asset as it is used up in the production process. The tracking of these costs form part of the product's selling price and hence end users are charged for the asset's amortization. The same concept can be applied in a municipal setting to charge existing users for the asset's use and set those funds aside in a reserve to finance the cost of replacing the asset in the future.



Figure 3-2  
Financing Lifecycle Costs



### 3.1.3 Costing Methods

Two methods of calculating the cost of the usage of an asset and for the provision of the revenue required when the time comes to retire and replace it were utilized. For most water and wastewater assets, the Canadian Infrastructure Report Card was consulted for the suggested annual reinvestment rates relative to asset replacement cost. Based on the range of annual reinvestment rates applicable to water and wastewater non-linear assets (from 1.7% to 2.5% of asset replacement value), an average of 2.1% of total replacement cost was utilized to estimate the annual lifecycle cost of most water and wastewater non-linear assets. Additionally, based on the range of annual reinvestment rates applicable to water (from 1.0% to 1.5% of asset replacement value) and wastewater (from 1.0% to 1.3% of asset replacement value) linear assets, an average of 1.25% and 1.15% of total replacement cost was utilized to estimate the annual lifecycle cost of all water and wastewater linear assets, respectively.



For shorter-lived water and wastewater assets (i.e., water meters and vehicles), an annual reinvestment rate was calculated based on the estimated useful life (e.g., for water meters with an estimated useful life of 25 years, the annual reinvestment rate is 1/25, or 4%).

### **3.1.4 Asset Inventory**

Water and wastewater capital asset inventory information was compiled from the Town's asset management inventory and discussions with Town staff. Replacement cost information for several types of assets were re-valued due to the Town's existing information being based on inflated historical cost and likely under-valued. Specifically, the replacement costs of water and wastewater mains, water meters, and water storage assets were updated to reflect more recent replacement cost benchmarks.

Replacement costs of water and wastewater mains (including all appurtenances, cleanouts, and maintenance holes) were established based on a survey of replacement costs reported in asset management plans of select municipalities throughout Ontario. These average replacement costs were calculated at approximately \$1.02 million per km and \$1.26 million per km for water and wastewater mains, respectively. Replacement costs for water meters were updated to reflect the fees that the Town currently imposes for meter kits, and the replacement cost of the Town's existing water tower was updated to match the cost of the recently constructed water storage facility.

Lifecycle contribution amounts for each piece of infrastructure have also been included. These calculations determine the level of capital investment to be included in the full cost assessment and rate forecast. Table 3-1 summarizes the asset replacement value and long-run average annual lifecycle contribution amounts today (in 2023\$) and by the end of the forecast period (in 2033\$). The 2033 estimates include the acquisition of additional/expanded infrastructure that will be constructed over the forecast period to provide for additional service capacity. Furthermore, the 2033 estimates also reflect inflationary adjustments based on capital cost indexes (see Section 1.4.2 for more detail).





Table 3-1  
Town of Shelburne  
Replacement Costs and Average Annual Lifecycle Costs of Water and Wastewater  
Infrastructure

| Asset                    | Annual Reinvestment Rate | Total Replacement Cost (2023\$) | Average Annual Lifecycle Cost (2023\$) | Total Replacement Cost (2033\$) | Average Annual Lifecycle Cost (2033\$) |
|--------------------------|--------------------------|---------------------------------|----------------------------------------|---------------------------------|----------------------------------------|
| <b>Water</b>             |                          |                                 |                                        |                                 |                                        |
| Mains                    | 1.25%                    | \$ 51,340,000                   | \$ 641,750                             | \$ 80,495,705                   | \$ 1,006,196                           |
| Water Storage            | 2.10%                    | \$ 14,368,510                   | \$ 301,739                             | \$ 22,528,308                   | \$ 473,094                             |
| Wells                    | 2.10%                    | \$ 10,488,912                   | \$ 220,267                             | \$ 16,445,508                   | \$ 345,356                             |
| Water Meters             | 4.00%                    | \$ 2,950,000                    | \$ 118,000                             | \$ 4,625,289                    | \$ 185,012                             |
| Equipment                | 2.10%                    | \$ 699,894                      | \$ 14,698                              | \$ 1,097,360                    | \$ 23,045                              |
| Water Meter Base Station | 4.00%                    | \$ 253,650                      | \$ 10,146                              | \$ 397,696                      | \$ 15,908                              |
| Vehicles                 | 10.00%                   | \$ 243,102                      | \$ 24,310                              | \$ 522,268                      | \$ 52,227                              |
| <b>Total Water</b>       |                          | <b>\$ 80,344,068</b>            | <b>\$ 1,330,910</b>                    | <b>\$ 126,112,136</b>           | <b>\$ 2,100,837</b>                    |
| <b>Wastewater</b>        |                          |                                 |                                        |                                 |                                        |
| Mains                    | 1.15%                    | \$ 48,350,000                   | \$ 556,025                             | \$ 75,807,701                   | \$ 871,789                             |
| Treatment Plant          | 2.10%                    | \$ 26,698,940                   | \$ 560,678                             | \$ 73,610,986                   | \$ 1,545,831                           |
| Pumping Stations         | 2.10%                    | \$ 5,888,413                    | \$ 123,657                             | \$ 9,232,410                    | \$ 193,881                             |
| Equipment                | 2.10%                    | \$ 601,932                      | \$ 12,641                              | \$ 943,766                      | \$ 19,819                              |
| <b>Total Wastewater</b>  |                          | <b>\$ 81,539,284</b>            | <b>\$ 1,253,000</b>                    | <b>\$ 159,594,862</b>           | <b>\$ 2,631,319</b>                    |
| <b>Total</b>             |                          | <b>\$ 161,883,353</b>           | <b>\$ 2,583,910</b>                    | <b>\$ 285,706,998</b>           | <b>\$ 4,732,156</b>                    |

## 3.2 Capital Needs Forecast

Ten-year capital forecasts were developed by SBA and Town staff to address known capital needs across the water and wastewater systems.

Some of the most significant works identified for water and wastewater services include the following:

- Repainting and relining of the existing water tower (2025/2029);
- Well 1 upgrades (2023/2024);
- Well 3 upgrades (2023);
- Upgrades and rehabilitation of the Wastewater Treatment Plant (2023-2026); and
- Fiddle Glen sewage pumping station upgrades (2028/2029).

The total capital forecast—in current dollars—includes approximately \$60.4 million in capital needs. The capital forecast also includes a provision for lifecycle renewal/replacement needs of the Town's water infrastructure.



The average annual value of the non-growth-related capital program is approximately \$2.9 million in today's dollars (i.e., 2023\$). This level of expenditure closely aligns with the forecasted annual lifecycle costs in Section 3.1.4 after adjusting the 2033 target to 2023\$ (\$3.0 million). This suggests that the 10-year forecast of infrastructure renewal and replacement needs identified in this study are relatively consistent with the longer-term capital funding requirements.

The listing of water and wastewater capital needs is presented in Table 3-2 and Table 3-3, respectively. For rate determination purposes, the capital needs forecast has been indexed as described in Section 1.4.2. This is reflective of the average annual capital cost inflation witnessed in the Statistics Canada Building Construction Price Index over the past 20 years.



Table 3-2  
Town of Shelburne  
Water Capital Budget Forecast (Uninflated \$)

| Description                                                             | Total             | Budget           | Forecast         |                  |                |                |                |                  |                |                |                |                |
|-------------------------------------------------------------------------|-------------------|------------------|------------------|------------------|----------------|----------------|----------------|------------------|----------------|----------------|----------------|----------------|
|                                                                         |                   | 2023             | 2024             | 2025             | 2026           | 2027           | 2028           | 2029             | 2030           | 2031           | 2032           | 2033           |
| <b>CAPITAL EXPENDITURES</b>                                             |                   |                  |                  |                  |                |                |                |                  |                |                |                |                |
| <b>Rehabilitation/Replacement</b>                                       |                   |                  |                  |                  |                |                |                |                  |                |                |                |                |
| Replace Water Truck (Unit 103)                                          | 179,271           | 89,271           |                  |                  |                |                |                |                  |                |                |                | 90,000         |
| New Water Truck                                                         | 90,000            |                  |                  | 90,000           |                |                |                |                  |                |                |                |                |
| Replace Water Truck (Unit 120)                                          | 140,000           |                  |                  |                  |                |                |                |                  | 140,000        |                |                |                |
| Existing Water Tower Painting/Relining                                  | 2,281,500         |                  |                  | 1,140,750        |                |                |                | 1,140,750        |                |                |                |                |
| Well #1 Chlorine Contact Loop                                           | 250,000           |                  | 250,000          |                  |                |                |                |                  |                |                |                |                |
| Well #3 Filter Media Replacement                                        | 100,000           |                  |                  |                  |                |                | 50,000         |                  |                |                |                | 50,000         |
| Infrastructure Lifecycle Replacement                                    | 5,795,592         |                  |                  |                  |                | 827,942        | 827,942        | 827,942          | 827,942        | 827,942        | 827,942        | 827,942        |
| <b>Growth-related</b>                                                   |                   |                  |                  |                  |                |                |                |                  |                |                |                |                |
| Well 1 Process Upgrade                                                  | 474,500           | 83,000           | 391,500          |                  |                |                |                |                  |                |                |                |                |
| Well 1 Electrical Upgrade                                               | 1,120,000         | 656,849          | 463,151          |                  |                |                |                |                  |                |                |                |                |
| Well 3 Upgrade (Arsenic Treatment System)                               | 3,968,026         | 3,968,026        |                  |                  |                |                |                |                  |                |                |                |                |
| Water Storage Construction                                              | 923,824           | 923,824          |                  |                  |                |                |                |                  |                |                |                |                |
| Well 9                                                                  | 585,000           | 105,000          | 480,000          |                  |                |                |                |                  |                |                |                |                |
| SCADA Upgrades                                                          | 294,000           | 42,000           | 252,000          |                  |                |                |                |                  |                |                |                |                |
| New Watermain (Second Line - BMP to South School Rd)                    | 514,100           |                  | 514,100          |                  |                |                |                |                  |                |                |                |                |
| Watermain Oversizing (Industrial to County Rd 124)                      | 150,800           |                  | 150,800          |                  |                |                |                |                  |                |                |                |                |
| Watermain Oversizing (Victoria St - North of 30th Sideroad to Franklin) | 274,200           |                  |                  | 274,200          |                |                |                |                  |                |                |                |                |
| Watermain Oversizing (Adeline St - Main to Wellington)                  | 137,100           |                  |                  |                  | 137,100        |                |                |                  |                |                |                |                |
| <b>Total Capital Expenditures</b>                                       | <b>17,277,913</b> | <b>5,867,970</b> | <b>2,501,551</b> | <b>1,504,950</b> | <b>137,100</b> | <b>827,942</b> | <b>877,942</b> | <b>1,968,692</b> | <b>967,942</b> | <b>827,942</b> | <b>827,942</b> | <b>967,942</b> |



Table 3-3  
Town of Shelburne  
Wastewater Capital Budget Forecast (Uninflated \$)

| Description                       | Total             | Budget           | Forecast         |                   |                   |                |                  |                  |                |                |                |                |
|-----------------------------------|-------------------|------------------|------------------|-------------------|-------------------|----------------|------------------|------------------|----------------|----------------|----------------|----------------|
|                                   |                   | 2023             | 2024             | 2025              | 2026              | 2027           | 2028             | 2029             | 2030           | 2031           | 2032           | 2033           |
| <b>CAPITAL EXPENDITURES</b>       |                   |                  |                  |                   |                   |                |                  |                  |                |                |                |                |
| <b>Growth-related</b>             |                   |                  |                  |                   |                   |                |                  |                  |                |                |                |                |
| WWTP Upgrade                      | 36,000,000        | 1,900,000        | 5,600,000        | 14,250,000        | 14,250,000        |                |                  |                  |                |                |                |                |
| SCADA Upgrades                    | 441,000           |                  | 441,000          |                   |                   |                |                  |                  |                |                |                |                |
| Highway 10 Crossing               | 425,000           |                  |                  |                   |                   | 425,000        |                  |                  |                |                |                |                |
| Inflow/Infiltration Provision     | 950,000           | 50,000           |                  | 100,000           | 100,000           | 100,000        | 100,000          | 100,000          | 100,000        | 100,000        | 100,000        | 100,000        |
| Fiddle Glen SPS Upgrade           | 4,200,000         |                  |                  |                   |                   |                | 2,100,000        | 2,100,000        |                |                |                |                |
| Sewer Upgrades                    | 1,400,000         |                  |                  |                   |                   |                | 700,000          | 700,000          |                |                |                |                |
| <b>Total Capital Expenditures</b> | <b>43,416,000</b> | <b>1,950,000</b> | <b>6,041,000</b> | <b>14,350,000</b> | <b>14,350,000</b> | <b>525,000</b> | <b>2,900,000</b> | <b>2,900,000</b> | <b>100,000</b> | <b>100,000</b> | <b>100,000</b> | <b>100,000</b> |



# Chapter 4

## Capital Cost Financing Options



## 4. Capital Cost Financing Options

Historically, the powers that municipalities have had to raise alternative revenues to taxation to fund capital services have been restrictive. Over the past number of years, legislative reforms have been introduced. Some of these have expanded municipal powers (e.g. Bill 130 providing for natural person powers for fees and charges by-laws); while others appear to restrict them (Bill 98 in 1997 providing amendments to the *Development Charges Act*).

The most recent *Municipal Act* came into force on January 1, 2003, with significant amendments in 2006 through the *Municipal Statute Law Amendment Act*. Part XII of the Act and O. Reg. 584/06 govern a municipality's ability to impose fees and charges. This Act provides municipalities with broadly defined powers and provides the ability to impose fees for both operating and capital purposes. Under s. 484 of the *Municipal Act, 2001*, the *Local Improvement Act* was repealed with the in-force date of the *Municipal Act* (January 1, 2003). The municipal powers granted under the *Local Improvement Act* now fall under the jurisdiction of the *Municipal Act*.

The methods of capital cost recovery available to municipalities are provided as follows:

| Recovery Methods                     | Section Reference |
|--------------------------------------|-------------------|
| <i>Development Charges Act, 1997</i> | 4.1               |
| <i>Municipal Act, 2001</i>           |                   |
| ○ Fees and Charges                   | 4.2               |
| ○ Local Improvements                 |                   |
| Grant Funding                        | 4.3               |
| Reserves/Reserve Funds               | 4.4               |
| Debenture Financing                  | 4.5               |



## 4.1 Development Charges Act, 1997

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The *Development Charges Act* received Royal Assent on December 8, 1997, replacing the previous Act, which had been in-force since November 23, 1989.

The Province's stated intentions were to “create new construction jobs and make home ownership more affordable” by reducing the charges and to “make municipal Council decisions more accountable and more cost effective.” The basis for this Act is to allow municipalities to recover the growth-related capital cost of infrastructure necessary to accommodate new growth within the municipality. The *Development Charges Act, 1997* as amended, provides for limitations and ceilings on services that can be included in the charges.

The Town imposes D.C.s on new development and the capital funding plan identifies D.C.s as a source of funding for anticipated capital needs. For water services, \$4.3 million of D.C. funded debentures and for wastewater services \$26.6 million of D.C. funded debentures have been identified over the forecast period. D.C. revenues are also utilized to offset some of the debt servicing costs related to previously completed works related to Well 7, the new water tower, and the wastewater treatment plant. It is noted that the forecasted D.C. reserve fund balances for both water and wastewater are expected to be overdrawn by the end of the forecast period. It is recommended that the Town complete and update to its D.C. Background Study to re-calculate D.C.s in response to increased costs of growth-related capital needs.

## 4.2 Municipal Act

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The *Municipal Act, 2001*, came into force on January 1, 2003. Part XII Fees and Charges, gives municipalities the statutory authority to recover the costs of services, including capital costs, through by-law. Municipalities have used these types of charges to recover infrastructure costs associated with the extension of municipal services to private service users, to recover capital improvement costs from existing developments, and to recover growth-related costs of service extensions. These by-laws are typically used where D.C.s would not be applicable (e.g., recovery from existing developments) or where existing and growth-related cost recovery would be simplified under the administration of one by-law.



The Town does not recover capital costs through capital charges imposed under the *Municipal Act*.

### 4.3 Grant Funding Availability

Capital grant funding of approximately \$3.6 million has been identified as a funding source for the Town's Well 1 and Well 3 upgrades. To the extent that the Town is successful in securing additional grant funding for future infrastructure needs and the financial impacts are material, the rate forecast may be revisited.

### 4.4 Existing Reserves/Reserve Funds

The Town has established reserves and reserve funds for water and wastewater capital costs. These reserves have been used in the capital funding forecast for rate-based needs. The following table summarizes the water and wastewater reserves utilized in this analysis and the adjusted January 1, 2023 opening balances.<sup>[1]</sup>

Table 4-1  
Town of Shelburne  
Water and Wastewater Projected Reserve/Reserve Fund Balances

| Reserve                    | 2023 Opening Balance | Adjustment         | Adjusted 2023 Opening Balance |
|----------------------------|----------------------|--------------------|-------------------------------|
| <b>Water</b>               |                      |                    |                               |
| Water Reserve              | \$ 1,947,939         | \$ (99,975)        | \$ 1,847,964                  |
| Water Truck Reserve        | \$ 131,105           |                    | \$ 131,105                    |
| Water Main Break Reserve   | \$ 110,210           |                    | \$ 110,210                    |
| <b>Total Water</b>         | <b>\$ 2,189,254</b>  | <b>\$ (99,975)</b> | <b>\$ 2,089,279</b>           |
| <b>Wastewater</b>          |                      |                    |                               |
| Sewer Reserve              | \$ 5,384,726         |                    | \$ 5,384,726                  |
| Sewer Pump Rebuild Reserve | \$ 19,093            |                    | \$ 19,093                     |
| <b>Total Wastewater</b>    | <b>\$ 5,403,819</b>  | <b>\$ -</b>        | <b>\$ 5,403,819</b>           |
| <b>Total</b>               | <b>\$ 7,593,073</b>  | <b>\$ (99,975)</b> | <b>\$ 7,493,098</b>           |

<sup>[1]</sup> An adjustment of approximately \$100,000 has been made to the Water Reserve reflective of monies that were contributed in 2022 and are to be drawn in 2023 to fund water meter kits.





## 4.5 Debenture Financing

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Although it is not a direct method of minimizing the overall cost to the ratepayer, debentures are used by municipalities to assist in cash-flowing large capital expenditures.

The Ministry of Municipal Affairs and Housing regulates the level of debt incurred by Ontario municipalities through its powers established under the *Municipal Act*. O. Reg. 403/02 provides the current rules respecting municipal debt and financial obligations. Through the rules established under these regulations, a municipality's debt capacity is capped at a level where no more than 25% of the municipality's own-source revenue may be allotted for servicing the debt (i.e., debt charges). However, the Town has a Council endorsed policy of not exceeding 40% of the provincial limit (i.e., 10% of the Town's own-source revenue). Based on a forecast of the Town's own-source revenue, the projected annual debenture repayments (detailed below) would surpass the Town's internal policy limit, but would stay within the provincial policy limit.

The Town has outstanding external growth-related and non-growth-related debt for water and wastewater services. In regard to water services, the existing debt relates to Well 7, water meters, the new water tower, and water's share of the Sister Street project. The current total outstanding balance of growth-related debentures is \$5.1 million and non-growth-related debentures is \$1.5 million, which are scheduled to be fully repaid by 2037. With respect to wastewater services, the existing debt relates to wastewater's share of the Sister Street project and work related to phases 2/3 of the wastewater treatment plant. The current total outstanding balance of growth-related debentures is \$1.0 million and non-growth-related debentures is approximately \$362,500, which are scheduled to be fully repaid by 2030.

The capital forecast proposes growth-related debt financing for the water system and growth-related and non-growth-related debt financing for the wastewater system. In regard to the water system, growth-related debentures of \$2.5 million have been proposed throughout the forecast period, with the growth-related debenture principal and interest payments being funded from development charges. Additionally, growth-related debentures of \$25.5 million and non-growth-related debentures of \$8.6 million have been proposed throughout the forecast period for the wastewater system, with the



growth-related debenture principal and interest payments being funded from development charges.

## 4.6 Recommended Approach

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The following table summarizes the capital funding sources for the capital needs forecast, for consideration by the Town.

Table 4-2  
Town of Shelburne  
2023 to 2033 Water and Wastewater Capital Funding Program (Inflated \$)

| Description                               | Water                | Wastewater           | Total                |
|-------------------------------------------|----------------------|----------------------|----------------------|
| Provincial/Federal Grants                 | \$ 3,566,602         | \$ -                 | \$ 3,566,602         |
| Development Charges Reserve Fund          | \$ 1,808,856         | \$ 1,102,083         | \$ 2,910,939         |
| Growth Related Debenture Requirements     | \$ 2,504,700         | \$ 25,480,872        | \$ 27,985,572        |
| Non-Growth Related Debenture Requirements | \$ -                 | \$ 8,648,974         | \$ 8,648,974         |
| Capital Reserve Fund                      | \$ 12,348,012        | \$ 13,805,271        | \$ 26,153,284        |
| <b>Total Capital Funding</b>              | <b>\$ 20,228,170</b> | <b>\$ 49,037,200</b> | <b>\$ 69,265,370</b> |

Table 4-3 and Table 4-4 provide the full 10-year capital expenditure and funding program for Water and Wastewater, respectively. These capital funding plans are provided in inflated dollars.



Table 4-3  
Town of Shelburne  
Water Service Capital Budget Forecast (Inflated \$)

| Description                                                             | Total             | Budget<br>2023   | Forecast         |                  |                |                |                  |                  |                  |                  |                  |                  |
|-------------------------------------------------------------------------|-------------------|------------------|------------------|------------------|----------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                                                         |                   |                  | 2024             | 2025             | 2026           | 2027           | 2028             | 2029             | 2030             | 2031             | 2032             | 2033             |
| <b>CAPITAL EXPENDITURES</b>                                             |                   |                  |                  |                  |                |                |                  |                  |                  |                  |                  |                  |
| <b>Rehabilitation/Replacement</b>                                       |                   |                  |                  |                  |                |                |                  |                  |                  |                  |                  |                  |
| Replace Water Truck (Unit 103)                                          | 230,371           | 89,271           | -                | -                | -              | -              | -                | -                | -                | -                | -                | 141,100          |
| New Water Truck                                                         | 98,500            | -                | -                | 98,500           | -              | -              | -                | -                | -                | -                | -                | -                |
| Replace Water Truck (Unit 120)                                          | 191,800           | -                | -                | -                | -              | -              | -                | -                | 191,800          | -                | -                | -                |
| Existing Water Tower Painting/Relining                                  | 2,742,200         | -                | -                | 1,248,100        | -              | -              | -                | 1,494,100        | -                | -                | -                | -                |
| Well #1 Chlorine Contact Loop                                           | 261,500           | -                | 261,500          | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Well #3 Filter Media Replacement                                        | 141,000           | -                | -                | -                | -              | -              | 62,600           | -                | -                | -                | -                | 78,400           |
| Infrastructure Lifecycle Replacement                                    | 7,972,100         | -                | -                | -                | -              | 991,100        | 1,036,700        | 1,084,400        | 1,134,300        | 1,186,500        | 1,241,000        | 1,298,100        |
| <b>Growth-related</b>                                                   |                   |                  |                  |                  |                |                |                  |                  |                  |                  |                  |                  |
| Well 1 Process Upgrade                                                  | 492,500           | 83,000           | 409,500          | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Well 1 Electrical Upgrade                                               | 1,141,349         | 656,849          | 484,500          | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Well 3 Upgrade (Arsenic Treatment System)                               | 3,968,026         | 3,968,026        | -                | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Water Storage Construction                                              | 923,824           | 923,824          | -                | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Well 9                                                                  | 607,100           | 105,000          | 502,100          | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| SCADA Upgrades                                                          | 305,600           | 42,000           | 263,600          | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| New Watermain (Second Line - BMP to South School Rd)                    | 537,700           | -                | 537,700          | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Watermain Oversizing (Industrial to County Rd 124)                      | 157,700           | -                | 157,700          | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Watermain Oversizing (Victoria St - North of 30th Sideroad to Franklin) | 300,000           | -                | -                | 300,000          | -              | -              | -                | -                | -                | -                | -                | -                |
| Watermain Oversizing (Adeline St - Main to Wellington)                  | 156,900           | -                | -                | -                | 156,900        | -              | -                | -                | -                | -                | -                | -                |
| <b>Total Capital Expenditures</b>                                       | <b>20,228,170</b> | <b>5,867,970</b> | <b>2,616,600</b> | <b>1,646,600</b> | <b>156,900</b> | <b>991,100</b> | <b>1,099,300</b> | <b>2,578,500</b> | <b>1,326,100</b> | <b>1,186,500</b> | <b>1,241,000</b> | <b>1,517,600</b> |
| <b>CAPITAL FINANCING</b>                                                |                   |                  |                  |                  |                |                |                  |                  |                  |                  |                  |                  |
| Provincial/Federal Grants                                               | 3,566,602         | 3,566,602        | -                | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Development Charges Reserve Fund                                        | 1,808,856         | 1,808,856        | -                | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Non-Growth Related Debenture Requirements                               | -                 | -                | -                | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Growth Related Debenture Requirements                                   | 2,504,700         | -                | 2,276,250        | 150,000          | 78,450         | -              | -                | -                | -                | -                | -                | -                |
| Operating Contributions                                                 | -                 | -                | -                | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Transfer from Water Reserves                                            | 12,348,012        | 492,512          | 340,350          | 1,496,600        | 78,450         | 991,100        | 1,099,300        | 2,578,500        | 1,326,100        | 1,186,500        | 1,241,000        | 1,517,600        |
| <b>Total Capital Financing</b>                                          | <b>20,228,170</b> | <b>5,867,970</b> | <b>2,616,600</b> | <b>1,646,600</b> | <b>156,900</b> | <b>991,100</b> | <b>1,099,300</b> | <b>2,578,500</b> | <b>1,326,100</b> | <b>1,186,500</b> | <b>1,241,000</b> | <b>1,517,600</b> |



Table 4-4  
Town of Shelburne  
Wastewater Service Capital Budget Forecast (Inflated \$)

| Description                               | Total             | Budget<br>2023   | Forecast         |                   |                   |                |                  |                  |                |                |                |                |
|-------------------------------------------|-------------------|------------------|------------------|-------------------|-------------------|----------------|------------------|------------------|----------------|----------------|----------------|----------------|
|                                           |                   |                  | 2024             | 2025              | 2026              | 2027           | 2028             | 2029             | 2030           | 2031           | 2032           | 2033           |
| <b>CAPITAL EXPENDITURES</b>               |                   |                  |                  |                   |                   |                |                  |                  |                |                |                |                |
| <b>Growth-related</b>                     |                   |                  |                  |                   |                   |                |                  |                  |                |                |                |                |
| WWTP Upgrade                              | 39,657,100        | 1,900,000        | 5,857,600        | 15,591,200        | 16,308,300        | -              | -                | -                | -              | -              | -              | -              |
| SCADA Upgrades                            | 461,300           | -                | 461,300          | -                 | -                 | -              | -                | -                | -              | -              | -              | -              |
| Highway 10 Crossing                       | 508,800           | -                | -                | -                 | -                 | 508,800        | -                | -                | -              | -              | -              | -              |
| Inflow/Infiltration Provision             | 1,236,700         | 50,000           | -                | 109,400           | 114,400           | 119,700        | 125,200          | 131,000          | 137,000        | 143,300        | 149,900        | 156,800        |
| Fiddle Glen SPS Upgrade                   | 5,380,000         | -                | -                | -                 | -                 | -              | 2,629,500        | 2,750,500        | -              | -              | -              | -              |
| Sewer Upgrades                            | 1,793,300         | -                | -                | -                 | -                 | -              | 876,500          | 916,800          | -              | -              | -              | -              |
| <b>Total Capital Expenditures</b>         | <b>49,037,200</b> | <b>1,950,000</b> | <b>6,318,900</b> | <b>15,700,600</b> | <b>16,422,700</b> | <b>628,500</b> | <b>3,631,200</b> | <b>3,798,300</b> | <b>137,000</b> | <b>143,300</b> | <b>149,900</b> | <b>156,800</b> |
| <b>CAPITAL FINANCING</b>                  |                   |                  |                  |                   |                   |                |                  |                  |                |                |                |                |
| Provincial/Federal Grants                 | -                 | -                | -                | -                 | -                 | -              | -                | -                | -              | -              | -              | -              |
| Development Charges Reserve Fund          | 1,102,083         | 1,102,083        | -                | -                 | -                 | -              | -                | -                | -              | -              | -              | -              |
| Non-Growth Related Debenture Requirements | 8,648,974         | -                | -                | 1,285,239         | 5,614,324         | -              | 541,776          | 1,207,635        | -              | -              | -              | -              |
| Growth Related Debenture Requirements     | 25,480,872        | -                | 3,756,200        | 8,842,983         | 9,249,685         | 512,280        | 1,333,509        | 1,394,881        | 91,333         | 95,533         | 99,933         | 104,533        |
| Operating Contributions                   | -                 | -                | -                | -                 | -                 | -              | -                | -                | -              | -              | -              | -              |
| Transfer from Wastewater Reserves         | 13,805,271        | 847,917          | 2,562,700        | 5,572,378         | 1,558,691         | 116,220        | 1,755,915        | 1,195,784        | 45,667         | 47,767         | 49,967         | 52,267         |
| <b>Total Capital Financing</b>            | <b>49,037,200</b> | <b>1,950,000</b> | <b>6,318,900</b> | <b>15,700,600</b> | <b>16,422,700</b> | <b>628,500</b> | <b>3,631,200</b> | <b>3,798,300</b> | <b>137,000</b> | <b>143,300</b> | <b>149,900</b> | <b>156,800</b> |



# Chapter 5

## Operating Expenditure Forecast



## 5. Operating Expenditure Forecast

### 5.1 Operating Expenditures

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The Town provided its 2023 Operating Budget, which formed the basis for the water and wastewater services operating expenditure forecast, and was further refined to account for costs associated with additional staff positions anticipated over the forecast period and increased utility and materials costs associated with infrastructure expansions. The operating expenditure estimates were generally inflated at 2.3% annually, reflecting historical Consumer Price Index (C.P.I.) rates. A specific annual inflation factor of 15% was used for insurance costs, based on year-over-year increases witnessed in recent years.

The operating budget forecast generally includes two components – operating expenditures and capital-related expenditures. The former is based on the Town's projected annual spending for ongoing operations and maintenance, while the latter is based on the capital funding plan decisions (i.e., transfers to reserve funds, debt repayment, and capital fund transfers) presented earlier.

Capital-related annual expenditures in the forecast include annual debt repayments and contributions to reserves and reserve funds to support the forecast and future needs. While operating aspects identified above generally increase with inflation and service demands over the period, the capital-related aspects tend to increase more specifically with the increase in capital funding requirements.

As a result, gross operating expenditures for water services are projected to increase from approximately \$1.3 million in 2023 to \$2.0 million by 2033. Similarly, gross operating expenditures for wastewater services are projected to increase from approximately \$1.4 million in 2023 to \$2.6 million by 2033.

### 5.2 Operating Revenues

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The Town has operating revenue sources such as customer service fees, hydrant rental fees, water meter installation fees, and sewer use surcharges that offset some of the annual operating costs. These operating revenues have been maintained over the forecast period with general inflation of 2.3% annually, with the exception of water meter



installation fees which have been forecast based on the customer growth forecast. Additionally, transfers from D.C. reserve funds to offset the principal and interest payments for growth-related debentures have been included in the operating revenues.

The ongoing, annual operating revenues are forecast to increase from approximately \$545,700 in 2023 to \$769,100 by 2033 for the water system, and from approximately \$269,600 in 2023 to \$2.0 million in 2033 for the wastewater system. Increases in operating revenues are mainly a result of transfers from the D.C. reserve funds to pay for growth-related debenture costs over the forecast period.

Table 5-1 and Table 5-2 provide the operating budget forecasts for water and wastewater systems, respectively. The operating budget forecast is presented in inflated dollars.



Table 5-1  
Town of Shelburne  
Water Service Operating Budget Forecast (Inflated \$)

| Description                                    | Budget<br>2023   | Forecast         |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                                |                  | 2024             | 2025             | 2026             | 2027             | 2028             | 2029             | 2030             | 2031             | 2032             | 2033             |
| <b>EXPENDITURES</b>                            |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>Operating Costs</b>                         |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Labour & Benefits, Memberships                 | 296,991          | 375,600          | 384,300          | 393,100          | 402,100          | 490,000          | 501,300          | 512,800          | 524,600          | 536,700          | 549,000          |
| Utilities & Telephones                         | 80,000           | 81,800           | 83,700           | 85,600           | 87,600           | 89,600           | 91,700           | 93,800           | 96,000           | 98,200           | 100,400          |
| Billing & Software Costs                       | 25,000           | 25,600           | 26,200           | 26,800           | 27,400           | 28,000           | 28,700           | 29,300           | 30,000           | 30,700           | 31,400           |
| OCWA Operational Contract                      | 310,961          | 318,100          | 325,400          | 332,900          | 340,600          | 348,400          | 356,400          | 364,600          | 373,000          | 381,600          | 390,400          |
| Water Materials and Supplies                   | 35,000           | 35,800           | 36,600           | 37,500           | 38,300           | 39,200           | 40,100           | 41,000           | 42,000           | 42,900           | 43,900           |
| Laboratory Costs                               | 115,000          | 117,600          | 120,400          | 123,100          | 126,000          | 128,800          | 131,800          | 134,800          | 137,900          | 141,100          | 144,400          |
| Licensing and Operation Plan                   | -                | 20,500           | 20,900           | 21,400           | -                | -                | -                | -                | -                | -                | -                |
| Water County Share PIL                         | 4,347            | 4,400            | 4,500            | 4,700            | 4,800            | 4,900            | 5,000            | 5,100            | 5,200            | 5,300            | 5,500            |
| Water Main Maintenance                         | 25,000           | 25,600           | 26,200           | 26,800           | 27,400           | 28,000           | 28,700           | 29,300           | 30,000           | 30,700           | 31,400           |
| Water Equipment Maintenance                    | 50,000           | 51,200           | 52,300           | 53,500           | 54,800           | 56,000           | 57,300           | 58,600           | 60,000           | 61,400           | 62,800           |
| Water Well Building Maintenance                | 15,000           | 15,300           | 15,700           | 16,100           | 16,400           | 16,800           | 17,200           | 17,600           | 18,000           | 18,400           | 18,800           |
| Water Vehicles Maintenance & Fuel              | 18,000           | 18,400           | 18,800           | 19,300           | 19,700           | 20,200           | 20,600           | 21,100           | 21,600           | 22,100           | 22,600           |
| Insurance                                      | 30,000           | 34,500           | 39,700           | 45,600           | 52,500           | 60,300           | 69,400           | 79,800           | 91,800           | 105,500          | 121,400          |
| Professional Fees                              | 150,000          | 153,500          | 157,000          | 160,600          | 164,300          | 168,100          | 171,900          | 175,900          | 179,900          | 184,100          | 188,300          |
| Education & Training                           | 10,000           | 10,200           | 10,500           | 10,700           | 11,000           | 11,200           | 11,500           | 11,700           | 12,000           | 12,300           | 12,600           |
| Conference Expenses                            | 2,000            | 2,000            | 2,100            | 2,100            | 2,200            | 2,200            | 2,300            | 2,300            | 2,400            | 2,500            | 2,500            |
| Meter Installation Expense                     | 99,975           | 125,100          | 32,000           | 19,300           | 51,000           | 90,300           | 78,100           | 69,300           | 50,900           | 39,200           | 48,900           |
| Source Water Protection Expense                | 6,000            | 6,100            | 6,300            | 6,400            | 6,600            | 6,700            | 6,900            | 7,000            | 7,200            | 7,400            | 7,500            |
| Water Share of Locates                         | 4,500            | 4,600            | 4,700            | 4,800            | 4,900            | 5,000            | 5,200            | 5,300            | 5,400            | 5,500            | 5,600            |
| Fire Hydrant Maintenance                       | 13,000           | 13,300           | 13,600           | 13,900           | 14,200           | 14,600           | 14,900           | 15,200           | 15,600           | 16,000           | 16,300           |
| Transfer to Planning                           | 9,000            | 9,200            | 9,400            | 9,600            | 9,900            | 10,100           | 10,300           | 10,600           | 10,800           | 11,000           | 11,300           |
| Incremental Operating & Maintenance            | -                | 115,100          | 117,750          | 120,450          | 123,200          | 126,050          | 128,950          | 131,900          | 134,950          | 138,050          | 141,200          |
| <b>Sub-total Operating Costs</b>               | <b>1,299,774</b> | <b>1,563,500</b> | <b>1,508,050</b> | <b>1,534,250</b> | <b>1,584,900</b> | <b>1,744,450</b> | <b>1,778,250</b> | <b>1,817,000</b> | <b>1,849,250</b> | <b>1,890,650</b> | <b>1,956,200</b> |
| <b>Capital-related Costs</b>                   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Existing Debt (Principal) - Growth-related     | 254,464          | 265,946          | 277,959          | 290,530          | 303,683          | 317,447          | 331,850          | 346,923          | 362,698          | 379,206          | 396,485          |
| Existing Debt (Interest) - Growth-related      | 226,226          | 214,744          | 202,731          | 190,160          | 177,007          | 163,243          | 148,840          | 133,767          | 117,992          | 101,484          | 84,206           |
| New Debt (Principal) - Growth-related          | -                | -                | 74,091           | 82,159           | 88,246           | 92,040           | 95,998           | 100,126          | 104,432          | 108,922          | 113,606          |
| New Debt (Interest) - Growth-related           | -                | -                | 97,879           | 101,143          | 100,983          | 97,189           | 93,231           | 89,103           | 84,798           | 80,307           | 75,623           |
| Existing Debt (Principal) - Non-growth-related | 115,088          | 119,323          | 123,722          | 128,292          | 102,821          | 106,990          | 111,334          | 115,858          | 120,573          | 125,485          | 93,349           |
| Existing Debt (Interest) - Non-growth-related  | 59,641           | 55,407           | 51,008           | 46,437           | 41,877           | 37,708           | 33,365           | 28,840           | 24,126           | 19,214           | 14,096           |
| New Debt (Principal) - Non-growth-related      | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| New Debt (Interest) - Non-growth-related       | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Transfer to Capital                            | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Transfer to Water Reserve                      | 412,672          | 583,905          | 687,359          | 788,167          | 972,508          | 1,068,204        | 1,241,837        | 1,419,889        | 1,592,239        | 1,764,526        | 1,993,393        |
| <b>Sub-total Capital-related Costs</b>         | <b>1,068,092</b> | <b>1,239,324</b> | <b>1,514,749</b> | <b>1,626,890</b> | <b>1,787,126</b> | <b>1,882,822</b> | <b>2,056,455</b> | <b>2,234,507</b> | <b>2,406,857</b> | <b>2,579,144</b> | <b>2,770,757</b> |
| <b>Total Expenditures</b>                      | <b>2,367,866</b> | <b>2,802,824</b> | <b>3,022,799</b> | <b>3,161,140</b> | <b>3,372,026</b> | <b>3,627,272</b> | <b>3,834,705</b> | <b>4,051,507</b> | <b>4,256,107</b> | <b>4,469,794</b> | <b>4,726,957</b> |





Table 5-1 (cont.)  
Town of Shelburne  
Water Service Operating Budget Forecast (Inflated \$)

| Description                                    | Budget<br>2023   | Forecast         |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                                |                  | 2024             | 2025             | 2026             | 2027             | 2028             | 2029             | 2030             | 2031             | 2032             | 2033             |
| <b>REVENUES</b>                                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>Operating Revenues</b>                      |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Customer Services                              | 30,000           | 30,700           | 31,400           | 32,100           | 32,900           | 33,600           | 34,400           | 35,200           | 36,000           | 36,800           | 37,700           |
| Hydrant Rental                                 | 10,000           | 10,200           | 10,500           | 10,700           | 11,000           | 11,200           | 11,500           | 11,700           | 12,000           | 12,300           | 12,600           |
| Water Meters Installation                      | 25,000           | 125,100          | 32,000           | 19,300           | 51,000           | 90,300           | 78,100           | 69,300           | 50,900           | 39,200           | 48,900           |
| Transfer from Development Charges Reserve Fund | 480,690          | 480,690          | 652,660          | 663,993          | 669,919          | 669,919          | 669,919          | 669,919          | 669,919          | 669,919          | 669,919          |
| Transfer from Water Reserves                   | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Sub-total Operating Revenues</b>            | <b>545,690</b>   | <b>646,690</b>   | <b>726,560</b>   | <b>726,093</b>   | <b>764,819</b>   | <b>805,019</b>   | <b>793,919</b>   | <b>786,119</b>   | <b>768,819</b>   | <b>758,219</b>   | <b>769,119</b>   |
| <b>Billing Revenues</b>                        |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Base Charge                                    |                  | 1,352,899        | 1,414,291        | 1,471,871        | 1,546,872        | 1,643,988        | 1,738,826        | 1,832,916        | 1,921,269        | 2,006,968        | 2,100,797        |
| Consumptive Charge                             |                  | 803,235          | 881,948          | 963,176          | 1,060,334        | 1,178,264        | 1,301,960        | 1,432,473        | 1,566,018        | 1,704,606        | 1,857,041        |
| <b>Sub-total Billing Revenues</b>              | <b>1,822,176</b> | <b>2,156,134</b> | <b>2,296,239</b> | <b>2,435,047</b> | <b>2,607,206</b> | <b>2,822,252</b> | <b>3,040,786</b> | <b>3,265,388</b> | <b>3,487,287</b> | <b>3,711,574</b> | <b>3,957,837</b> |
| <b>Total Revenues</b>                          | <b>2,367,866</b> | <b>2,802,824</b> | <b>3,022,799</b> | <b>3,161,140</b> | <b>3,372,026</b> | <b>3,627,272</b> | <b>3,834,705</b> | <b>4,051,507</b> | <b>4,256,107</b> | <b>4,469,794</b> | <b>4,726,957</b> |



Table 5-2  
Town of Shelburne  
Wastewater Service Operating Budget Forecast (Inflated \$)

| Description                                    | Budget<br>2023   | Forecast         |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                                |                  | 2024             | 2025             | 2026             | 2027             | 2028             | 2029             | 2030             | 2031             | 2032             | 2033             |
| <b>EXPENDITURES</b>                            |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>Operating Costs</b>                         |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Labour & Benefits                              | 170,450          | 205,100          | 209,900          | 214,700          | 219,600          | 258,400          | 264,300          | 270,400          | 276,600          | 283,000          | 289,500          |
| Utilities & Telephones                         | 230,000          | 235,300          | 240,700          | 246,200          | 251,900          | 257,700          | 263,600          | 269,700          | 275,900          | 282,200          | 288,700          |
| Billing & Software Costs                       | 21,000           | 21,500           | 22,000           | 22,500           | 23,000           | 23,500           | 24,100           | 24,600           | 25,200           | 25,800           | 26,400           |
| Sewage Material/Supplies/Services              | 23,000           | 23,500           | 24,100           | 24,600           | 25,200           | 25,800           | 26,400           | 27,000           | 27,600           | 28,200           | 28,900           |
| Sewage Main Maintenance                        | 40,000           | 40,900           | 41,900           | 42,800           | 43,800           | 44,800           | 45,800           | 46,900           | 48,000           | 49,100           | 50,200           |
| OCWA Operational Cost                          | 423,781          | 433,500          | 443,500          | 453,700          | 464,100          | 474,800          | 485,700          | 496,900          | 508,300          | 520,000          | 532,000          |
| Sewage Plant Maintenance                       | 200,000          | 204,600          | 209,300          | 214,100          | 219,000          | 224,100          | 229,200          | 234,500          | 239,900          | 245,400          | 251,100          |
| Sewage Share of County PIL                     | 7,785            | 8,000            | 8,100            | 8,300            | 8,500            | 8,700            | 8,900            | 9,100            | 9,300            | 9,600            | 9,800            |
| Training/Conferences                           | 3,500            | 3,600            | 3,700            | 3,700            | 3,800            | 3,900            | 4,000            | 4,100            | 4,200            | 4,300            | 4,400            |
| Sewage Equipment Maintenance                   | 5,000            | 5,100            | 5,200            | 5,400            | 5,500            | 5,600            | 5,700            | 5,900            | 6,000            | 6,100            | 6,300            |
| Sewage Pumping Station Maintenance             | 6,000            | 6,100            | 6,300            | 6,400            | 6,600            | 6,700            | 6,900            | 7,000            | 7,200            | 7,400            | 7,500            |
| Sewage Vehicles Maintenance & Fuel             | 18,000           | 18,400           | 18,800           | 19,300           | 19,700           | 20,200           | 20,600           | 21,100           | 21,600           | 22,100           | 22,600           |
| Sewage Plant Insurance                         | 28,952           | 33,300           | 38,300           | 44,000           | 50,600           | 58,200           | 67,000           | 77,000           | 88,600           | 101,800          | 117,100          |
| Sewage Plant Professional Fees                 | 200,000          | 204,600          | 209,300          | 214,100          | 219,000          | 224,100          | 229,200          | 234,500          | 239,900          | 245,400          | 251,100          |
| Sewage Share of Meter Expense                  | 45,000           | 46,000           | 47,100           | 48,200           | 49,300           | 50,400           | 51,600           | 52,800           | 54,000           | 55,200           | 56,500           |
| Transfer to Planning                           | 9,000            | 9,200            | 9,400            | 9,600            | 9,900            | 10,100           | 10,300           | 10,600           | 10,800           | 11,000           | 11,300           |
| Sewage Share of Locates                        | 3,000            | 3,100            | 3,100            | 3,200            | 3,300            | 3,400            | 3,400            | 3,500            | 3,600            | 3,700            | 3,800            |
| Incremental Operating & Maintenance            | -                | -                | -                | -                | 538,000          | 550,400          | 563,000          | 576,000          | 589,200          | 602,800          | 616,700          |
| <b>Sub-total Operating Costs</b>               | <b>1,434,468</b> | <b>1,501,800</b> | <b>1,540,700</b> | <b>1,580,800</b> | <b>2,160,800</b> | <b>2,250,800</b> | <b>2,309,700</b> | <b>2,371,600</b> | <b>2,435,900</b> | <b>2,503,100</b> | <b>2,573,900</b> |
| <b>Capital-related Costs</b>                   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Existing Debt (Principal) - Growth-related     | 158,365          | 163,735          | 169,295          | 175,055          | 83,901           | 87,470           | 91,191           | 95,071           | -                | -                | -                |
| Existing Debt (Interest) - Growth-related      | 36,194           | 30,825           | 25,264           | 19,504           | 14,183           | 10,613           | 6,892            | 3,012            | -                | -                | -                |
| New Debt (Principal) - Growth-related          | -                | -                | 122,263          | 415,356          | 734,291          | 782,540          | 859,594          | 941,959          | 985,437          | 1,030,920        | 1,078,502        |
| New Debt (Interest) - Growth-related           | -                | -                | 161,517          | 536,508          | 916,384          | 906,837          | 930,529          | 953,546          | 916,969          | 878,704          | 838,671          |
| Existing Debt (Principal) - Non-growth-related | 71,690           | 73,747           | 75,866           | 78,049           | 14,806           | 15,436           | 16,093           | 16,777           | -                | -                | -                |
| Existing Debt (Interest) - Non-growth-related  | 10,693           | 8,636            | 6,518            | 4,335            | 2,503            | 1,873            | 1,216            | 532              | -                | -                | -                |
| New Debt (Principal) - Non-growth-related      | -                | -                | -                | 41,834           | 226,377          | 236,111          | 263,899          | 314,555          | 328,080          | 342,188          | 356,902          |
| New Debt (Interest) - Non-growth-related       | -                | -                | -                | 55,265           | 294,882          | 285,148          | 298,292          | 338,872          | 325,347          | 311,239          | 296,525          |
| Transfer to Capital                            | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Transfer to Wastewater Reserves                | 995,052          | 1,372,346        | 1,511,326        | 1,548,691        | 827,307          | 1,010,406        | 1,185,784        | 1,313,351        | 1,540,796        | 1,748,205        | 1,977,892        |
| <b>Sub-total Capital-related Costs</b>         | <b>1,271,995</b> | <b>1,649,288</b> | <b>2,072,049</b> | <b>2,874,596</b> | <b>3,114,633</b> | <b>3,336,435</b> | <b>3,653,489</b> | <b>3,977,676</b> | <b>4,096,628</b> | <b>4,311,256</b> | <b>4,548,492</b> |
| <b>Total Expenditures</b>                      | <b>2,706,463</b> | <b>3,151,088</b> | <b>3,612,749</b> | <b>4,455,396</b> | <b>5,275,433</b> | <b>5,587,235</b> | <b>5,963,189</b> | <b>6,349,276</b> | <b>6,532,528</b> | <b>6,814,356</b> | <b>7,122,392</b> |



Table 5-2 (cont.)  
Town of Shelburne  
Wastewater Service Operating Budget Forecast (Inflated \$)

| Description                                    | Budget<br>2023   | Forecast         |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                                |                  | 2024             | 2025             | 2026             | 2027             | 2028             | 2029             | 2030             | 2031             | 2032             | 2033             |
| <b>REVENUES</b>                                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>Operating Revenues</b>                      |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Customer Services                              | 35,000           | 35,800           | 36,600           | 37,500           | 38,300           | 39,200           | 40,100           | 41,000           | 42,000           | 42,900           | 43,900           |
| Sewer Use Surcharge                            | 40,000           | 40,900           | 41,900           | 42,800           | 43,800           | 44,800           | 45,800           | 46,900           | 48,000           | 49,100           | 50,200           |
| Transfer from Development Charges Reserve Fund | 194,559          | 194,559          | 478,339          | 1,146,423        | 1,748,758        | 1,787,460        | 1,888,206        | 1,993,589        | 1,902,406        | 1,909,623        | 1,917,173        |
| Transfer from Wastewater Reserves              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Sub-total Operating Revenues</b>            | <b>269,559</b>   | <b>271,259</b>   | <b>556,839</b>   | <b>1,226,723</b> | <b>1,830,858</b> | <b>1,871,460</b> | <b>1,974,106</b> | <b>2,081,489</b> | <b>1,992,406</b> | <b>2,001,623</b> | <b>2,011,273</b> |
| <b>Billing Revenues</b>                        |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Base Charge                                    |                  | 1,790,456        | 1,860,178        | 1,923,849        | 2,009,598        | 2,123,153        | 2,232,182        | 2,338,738        | 2,436,434        | 2,529,366        | 2,631,309        |
| Consumptive Charge                             |                  | 1,089,374        | 1,195,732        | 1,304,824        | 1,434,977        | 1,592,622        | 1,756,901        | 1,929,049        | 2,103,688        | 2,283,366        | 2,479,810        |
| <b>Sub-total Billing Revenues</b>              | <b>2,436,904</b> | <b>2,879,829</b> | <b>3,055,910</b> | <b>3,228,674</b> | <b>3,444,575</b> | <b>3,715,775</b> | <b>3,989,083</b> | <b>4,267,787</b> | <b>4,540,122</b> | <b>4,812,732</b> | <b>5,111,119</b> |
| <b>Total Revenues</b>                          | <b>2,706,463</b> | <b>3,151,088</b> | <b>3,612,749</b> | <b>4,455,396</b> | <b>5,275,433</b> | <b>5,587,235</b> | <b>5,963,189</b> | <b>6,349,276</b> | <b>6,532,528</b> | <b>6,814,356</b> | <b>7,122,392</b> |



# Chapter 6

## Forecast Water and Wastewater Rates



## 6. Forecast Water and Wastewater Rates

To summarize the analysis presented thus far, Chapter 3 reviewed capital-related needs for all customers within the water and wastewater systems and responds to the lifecycle needs of the Town's infrastructure. Chapter 4 provided a review of capital financing options of which internal sources (i.e., reserve fund transfers) and external sources (i.e., debt) will be the predominant basis for financing future capital needs. Chapter 5 established the 10-year operating expenditure forecast for the Town's water and wastewater systems. This chapter presents the calculated rates for the next 10-year period. These calculations are based on the net operating expenditures identified in Chapter 5 and the customer counts and metered water consumption identified in Chapter 2.

The calculated rate forecasts are provided to address full costs of the water and wastewater systems, including annual operating and capital expenditures from a lifecycle perspective.

In addition to forecasting water and wastewater rates based on the Town's current rate structure, an alternative rate structure scenario has been prepared for Council's consideration, as detailed below:

- **Current Rate Structure:** This is the base scenario, maintaining the current rate structure, as identified in Section 1.1; and
- **Alternative Rate Structure:** This scenario presents an alternative rate structure with the increasing block consumptive charge thresholds reduced to 30 m<sup>3</sup>, 60 m<sup>3</sup>, and greater than 60 m<sup>3</sup> per bi-monthly period.

The rate forecasts for both scenarios are presented in Table 6-1 and Table 6-2 below. The detailed financial forecast and rate calculations for water and wastewater services are provided in Appendices A and B to this report, respectively.

### 6.1 Forecast Water and Wastewater Rate Impacts

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Table 6-3 to Table 6-7 summarize the impacts of the calculated rates on an average residential customer, a small residential customer, a large residential customer, an average non-residential customer, and a large non-residential customer, respectively.



For an average residential customer using 179 m<sup>3</sup> of water annually, the total water and wastewater bill in 2023 would be approximately \$1,164. Under the Current Rate Structure scenario, the proposed 2024 rates would result in a bill of \$1,223, which represents a \$59 (5.0%) increase relative to 2023, followed thereafter by annual increases of 5.1%. The rates calculated under the Alternative Rate Structure scenario would result in a bill of \$1,211 in 2024, which represents a \$47 (4.0%) increase relative to 2023, followed thereafter by annual increases of 5.0% to 5.1%.

For a small residential customer consuming 75 m<sup>3</sup> of water annually, the total water and wastewater bill in 2023 would be approximately \$929.<sup>[1]</sup> Under the Current Rate Structure scenario, the proposed 2024 rates would result in a bill of \$967, which represents a \$38 (4.1%) increase relative to 2023, followed thereafter by annual increases of 4.1% to 4.2%. The rates calculated under the Alternative Rate Structure scenario would result in a bill of \$960 in 2024, which represents a \$31 (3.3%) increase relative to 2023, followed thereafter by annual increases of 4.1% to 4.2%.

For a large residential customer using 270 m<sup>3</sup> of water annually, the total water and wastewater bill in 2023 would be approximately \$1,370.<sup>[2]</sup> Under the Current Rate Structure scenario, the proposed 2024 rates would result in a bill of \$1,447, which represents a \$77 (5.6%) increase relative to 2023, followed thereafter by annual increases of 5.5% to 5.6%. The rates calculated under the Alternative Rate Structure scenario would result in a bill of \$1,442 in 2024, which represents a \$72 (5.3%) increase relative to 2023, followed thereafter by annual increases of 5.5% to 5.6%.

For an average non-residential customer using 500 m<sup>3</sup> of water annually, the total water and wastewater bill in 2023 would be approximately \$1,890. Under the Current Rate Structure scenario, the proposed 2024 rates would result in a bill of \$2,013, which represents a \$123 (6.5%) increase relative to 2023, followed thereafter by annual increases of 6.2% to 6.6%. The rates calculated under the Alternative Rate Structure scenario would result in a bill of \$2,084 in 2024, which represents a \$194 (10.3%) increase relative to 2023, followed thereafter by annual increases of 6.2% to 6.6%.

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<sup>[1]</sup> Approximately 13% of the Town's residential customers used less than 75 m<sup>3</sup> of water in 2022.

<sup>[2]</sup> Approximately 18% of the Town's residential customers used more than 270 m<sup>3</sup> in 2022. This would include multi-unit residential buildings where individual units are not metered separately.



For a large non-residential customer using 1,000 m<sup>3</sup> of water annually, the total water and wastewater bill in 2023 would be approximately \$8,338.<sup>[1]</sup> Under the Current Rate Structure scenario, the proposed 2024 rates would result in a bill of \$8,723, which represents a \$384 (4.6%) increase relative to 2023, followed thereafter by annual increases of 4.6% to 4.7%. The rates calculated under the Alternative Rate Structure scenario would result in a bill of \$9,031 in 2024, which represents a \$693 (8.3%) increase relative to 2023, followed thereafter by annual increases of 4.8%.

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<sup>[1]</sup> Approximately 14% of the Town's non-residential customers used more than 1,000 m<sup>3</sup> of water in 2022.

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Table 6-1  
Town of Shelburne  
Water and Wastewater Rate Forecast  
Current Rate Structure

| Description                                                  | 2023        | 2024        | 2025        | 2026        | 2027        | 2028        | 2029        | 2030        | 2031        | 2032        | 2033        |
|--------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>WATER RATES</b>                                           |             |             |             |             |             |             |             |             |             |             |             |
| <b>Increasing Block Consumptive Rates (\$/m<sup>3</sup>)</b> |             |             |             |             |             |             |             |             |             |             |             |
| Block 1 (≤220 m <sup>3</sup> bi-monthly)                     | \$ 0.95     | \$ 1.03     | \$ 1.12     | \$ 1.22     | \$ 1.32     | \$ 1.43     | \$ 1.55     | \$ 1.68     | \$ 1.81     | \$ 1.95     | \$ 2.10     |
| Block 2 (>220 to ≤690 m <sup>3</sup> bi-monthly)             | \$ 1.04     | \$ 1.13     | \$ 1.23     | \$ 1.34     | \$ 1.45     | \$ 1.57     | \$ 1.70     | \$ 1.83     | \$ 1.98     | \$ 2.13     | \$ 2.30     |
| Block 3 (>690 m <sup>3</sup> bi-monthly)                     | \$ 1.18     | \$ 1.28     | \$ 1.40     | \$ 1.52     | \$ 1.64     | \$ 1.78     | \$ 1.93     | \$ 2.08     | \$ 2.25     | \$ 2.42     | \$ 2.61     |
| Annual Percentage Change - Consumptive Rates                 |             | 8.8%        | 8.7%        | 8.6%        | 8.4%        | 8.3%        | 8.2%        | 8.1%        | 7.9%        | 7.8%        | 7.7%        |
| <b>Monthly Base Charge by Meter Size (\$/unit)</b>           |             |             |             |             |             |             |             |             |             |             |             |
| 5/8" & 3/4"                                                  | \$ 26.90    | \$ 27.82    | \$ 28.77    | \$ 29.75    | \$ 30.77    | \$ 31.82    | \$ 32.90    | \$ 34.03    | \$ 35.19    | \$ 36.39    | \$ 37.63    |
| 1"                                                           | \$ 67.25    | \$ 69.55    | \$ 71.92    | \$ 74.38    | \$ 76.92    | \$ 79.54    | \$ 82.26    | \$ 85.07    | \$ 87.98    | \$ 90.98    | \$ 94.09    |
| 1 1/4"                                                       | \$ 100.88   | \$ 104.33   | \$ 107.89   | \$ 111.57   | \$ 115.38   | \$ 119.32   | \$ 123.40   | \$ 127.61   | \$ 131.97   | \$ 136.48   | \$ 141.14   |
| 1 1/2"                                                       | \$ 134.49   | \$ 139.08   | \$ 143.83   | \$ 148.74   | \$ 153.82   | \$ 159.08   | \$ 164.51   | \$ 170.13   | \$ 175.94   | \$ 181.95   | \$ 188.16   |
| 2"                                                           | \$ 215.19   | \$ 222.54   | \$ 230.14   | \$ 238.00   | \$ 246.13   | \$ 254.53   | \$ 263.22   | \$ 272.21   | \$ 281.51   | \$ 291.12   | \$ 301.06   |
| 3"                                                           | \$ 430.38   | \$ 445.08   | \$ 460.28   | \$ 476.00   | \$ 492.25   | \$ 509.06   | \$ 526.45   | \$ 544.42   | \$ 563.02   | \$ 582.24   | \$ 602.13   |
| 4"                                                           | \$ 672.46   | \$ 695.42   | \$ 719.17   | \$ 743.73   | \$ 769.13   | \$ 795.40   | \$ 822.56   | \$ 850.65   | \$ 879.70   | \$ 909.74   | \$ 940.81   |
| 6"                                                           | \$ 1,344.93 | \$ 1,390.86 | \$ 1,438.36 | \$ 1,487.48 | \$ 1,538.27 | \$ 1,590.81 | \$ 1,645.13 | \$ 1,701.31 | \$ 1,759.41 | \$ 1,819.50 | \$ 1,881.63 |
| 8"                                                           | \$ 2,151.89 | \$ 2,225.38 | \$ 2,301.37 | \$ 2,379.97 | \$ 2,461.24 | \$ 2,545.29 | \$ 2,632.21 | \$ 2,722.10 | \$ 2,815.06 | \$ 2,911.20 | \$ 3,010.62 |
| Annual Percentage Change - Monthly Base Charge               |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| <b>WASTEWATER RATES</b>                                      |             |             |             |             |             |             |             |             |             |             |             |
| <b>Increasing Block Consumptive Rates (\$/m<sup>3</sup>)</b> |             |             |             |             |             |             |             |             |             |             |             |
| Block 1 (≤220 m <sup>3</sup> bi-monthly)                     | \$ 1.31     | \$ 1.43     | \$ 1.55     | \$ 1.68     | \$ 1.82     | \$ 1.97     | \$ 2.12     | \$ 2.29     | \$ 2.47     | \$ 2.65     | \$ 2.84     |
| Block 2 (>220 to ≤690 m <sup>3</sup> bi-monthly)             | \$ 1.44     | \$ 1.57     | \$ 1.70     | \$ 1.85     | \$ 2.00     | \$ 2.16     | \$ 2.33     | \$ 2.52     | \$ 2.71     | \$ 2.91     | \$ 3.13     |
| Block 3 (>690 m <sup>3</sup> bi-monthly)                     | \$ 1.63     | \$ 1.77     | \$ 1.93     | \$ 2.09     | \$ 2.26     | \$ 2.45     | \$ 2.64     | \$ 2.85     | \$ 3.07     | \$ 3.30     | \$ 3.54     |
| Annual Percentage Change - Consumptive Rates                 |             | 8.8%        | 8.6%        | 8.5%        | 8.3%        | 8.1%        | 8.0%        | 7.8%        | 7.7%        | 7.5%        | 7.4%        |
| <b>Monthly Base Charge by Meter Size (\$/unit)</b>           |             |             |             |             |             |             |             |             |             |             |             |
| 5/8" & 3/4"                                                  | \$ 36.42    | \$ 37.43    | \$ 38.46    | \$ 39.52    | \$ 40.61    | \$ 41.73    | \$ 42.88    | \$ 44.07    | \$ 45.28    | \$ 46.53    | \$ 47.82    |
| 1"                                                           | \$ 91.05    | \$ 93.56    | \$ 96.15    | \$ 98.80    | \$ 101.53   | \$ 104.33   | \$ 107.21   | \$ 110.17   | \$ 113.21   | \$ 116.33   | \$ 119.54   |
| 1 1/4"                                                       | \$ 136.58   | \$ 140.35   | \$ 144.22   | \$ 148.20   | \$ 152.29   | \$ 156.50   | \$ 160.82   | \$ 165.26   | \$ 169.82   | \$ 174.50   | \$ 179.32   |
| 1 1/2"                                                       | \$ 182.10   | \$ 187.13   | \$ 192.29   | \$ 197.60   | \$ 203.05   | \$ 208.66   | \$ 214.41   | \$ 220.33   | \$ 226.41   | \$ 232.66   | \$ 239.08   |
| 2"                                                           | \$ 291.35   | \$ 299.39   | \$ 307.65   | \$ 316.15   | \$ 324.87   | \$ 333.84   | \$ 343.05   | \$ 352.52   | \$ 362.25   | \$ 372.25   | \$ 382.52   |
| 3"                                                           | \$ 582.71   | \$ 598.79   | \$ 615.32   | \$ 632.30   | \$ 649.75   | \$ 667.69   | \$ 686.12   | \$ 705.05   | \$ 724.51   | \$ 744.51   | \$ 765.06   |
| 4"                                                           | \$ 910.48   | \$ 935.61   | \$ 961.43   | \$ 987.97   | \$ 1,015.24 | \$ 1,043.26 | \$ 1,072.05 | \$ 1,101.64 | \$ 1,132.04 | \$ 1,163.29 | \$ 1,195.39 |
| 6"                                                           | \$ 1,820.95 | \$ 1,871.21 | \$ 1,922.85 | \$ 1,975.92 | \$ 2,030.46 | \$ 2,086.50 | \$ 2,144.09 | \$ 2,203.26 | \$ 2,264.07 | \$ 2,326.56 | \$ 2,390.78 |
| 8"                                                           | \$ 2,913.53 | \$ 2,993.94 | \$ 3,076.58 | \$ 3,161.49 | \$ 3,248.75 | \$ 3,338.41 | \$ 3,430.55 | \$ 3,525.24 | \$ 3,622.53 | \$ 3,722.51 | \$ 3,825.26 |
| Annual Percentage Change - Monthly Base Charge               |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |





Table 6-2  
Town of Shelburne  
Water and Wastewater Rate Forecast  
Alternative Rate Structure

| Description                                                  | 2023        | 2024        | 2025        | 2026        | 2027        | 2028        | 2029        | 2030        | 2031        | 2032        | 2033        |
|--------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>WATER RATES</b>                                           |             |             |             |             |             |             |             |             |             |             |             |
| <b>Increasing Block Consumptive Rates (\$/m<sup>3</sup>)</b> |             |             |             |             |             |             |             |             |             |             |             |
| Block 1 (≤30 m3 bi-monthly, 2024+)                           | \$ 0.95     | \$ 0.99     | \$ 1.08     | \$ 1.17     | \$ 1.27     | \$ 1.38     | \$ 1.49     | \$ 1.61     | \$ 1.74     | \$ 1.87     | \$ 2.02     |
| Block 2 (>30 to ≤60 m3 bi-monthly, 2024+)                    | \$ 1.04     | \$ 1.09     | \$ 1.18     | \$ 1.28     | \$ 1.39     | \$ 1.51     | \$ 1.63     | \$ 1.76     | \$ 1.90     | \$ 2.05     | \$ 2.21     |
| Block 3 (>60 m3 bi-monthly, 2024+)                           | \$ 1.18     | \$ 1.23     | \$ 1.34     | \$ 1.45     | \$ 1.58     | \$ 1.71     | \$ 1.85     | \$ 2.00     | \$ 2.16     | \$ 2.33     | \$ 2.51     |
| Annual Percentage Change - Consumptive Rates                 |             | 4.4%        | 8.7%        | 8.6%        | 8.5%        | 8.3%        | 8.2%        | 8.1%        | 8.0%        | 7.8%        | 7.7%        |
| <b>Monthly Base Charge by Meter Size (\$/unit)</b>           |             |             |             |             |             |             |             |             |             |             |             |
| 5/8" & 3/4"                                                  | \$ 26.90    | \$ 27.82    | \$ 28.77    | \$ 29.75    | \$ 30.77    | \$ 31.82    | \$ 32.90    | \$ 34.03    | \$ 35.19    | \$ 36.39    | \$ 37.63    |
| 1"                                                           | \$ 67.25    | \$ 69.55    | \$ 71.92    | \$ 74.38    | \$ 76.92    | \$ 79.54    | \$ 82.26    | \$ 85.07    | \$ 87.98    | \$ 90.98    | \$ 94.09    |
| 1 1/4"                                                       | \$ 100.88   | \$ 104.33   | \$ 107.89   | \$ 111.57   | \$ 115.38   | \$ 119.32   | \$ 123.40   | \$ 127.61   | \$ 131.97   | \$ 136.48   | \$ 141.14   |
| 1 1/2"                                                       | \$ 134.49   | \$ 139.08   | \$ 143.83   | \$ 148.74   | \$ 153.82   | \$ 159.08   | \$ 164.51   | \$ 170.13   | \$ 175.94   | \$ 181.95   | \$ 188.16   |
| 2"                                                           | \$ 215.19   | \$ 222.54   | \$ 230.14   | \$ 238.00   | \$ 246.13   | \$ 254.53   | \$ 263.22   | \$ 272.21   | \$ 281.51   | \$ 291.12   | \$ 301.06   |
| 3"                                                           | \$ 430.38   | \$ 445.08   | \$ 460.28   | \$ 476.00   | \$ 492.25   | \$ 509.06   | \$ 526.45   | \$ 544.42   | \$ 563.02   | \$ 582.24   | \$ 602.13   |
| 4"                                                           | \$ 672.46   | \$ 695.42   | \$ 719.17   | \$ 743.73   | \$ 769.13   | \$ 795.40   | \$ 822.56   | \$ 850.65   | \$ 879.70   | \$ 909.74   | \$ 940.81   |
| 6"                                                           | \$ 1,344.93 | \$ 1,390.86 | \$ 1,438.36 | \$ 1,487.48 | \$ 1,538.27 | \$ 1,590.81 | \$ 1,645.13 | \$ 1,701.31 | \$ 1,759.41 | \$ 1,819.50 | \$ 1,881.63 |
| 8"                                                           | \$ 2,151.89 | \$ 2,225.38 | \$ 2,301.37 | \$ 2,379.97 | \$ 2,461.24 | \$ 2,545.29 | \$ 2,632.21 | \$ 2,722.10 | \$ 2,815.06 | \$ 2,911.20 | \$ 3,010.62 |
| Annual Percentage Change - Monthly Base Charge               |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| <b>WASTEWATER RATES</b>                                      |             |             |             |             |             |             |             |             |             |             |             |
| <b>Increasing Block Consumptive Rates (\$/m<sup>3</sup>)</b> |             |             |             |             |             |             |             |             |             |             |             |
| Block 1 (≤30 m3 bi-monthly, 2024+)                           | \$ 1.31     | \$ 1.37     | \$ 1.49     | \$ 1.61     | \$ 1.75     | \$ 1.89     | \$ 2.04     | \$ 2.20     | \$ 2.37     | \$ 2.54     | \$ 2.73     |
| Block 2 (>30 to ≤60 m3 bi-monthly, 2024+)                    | \$ 1.44     | \$ 1.50     | \$ 1.63     | \$ 1.77     | \$ 1.92     | \$ 2.07     | \$ 2.24     | \$ 2.42     | \$ 2.60     | \$ 2.80     | \$ 3.00     |
| Block 3 (>60 m3 bi-monthly, 2024+)                           | \$ 1.63     | \$ 1.70     | \$ 1.85     | \$ 2.00     | \$ 2.17     | \$ 2.35     | \$ 2.54     | \$ 2.73     | \$ 2.94     | \$ 3.17     | \$ 3.40     |
| Annual Percentage Change - Consumptive Rates                 |             | 4.4%        | 8.7%        | 8.5%        | 8.3%        | 8.2%        | 8.0%        | 7.8%        | 7.7%        | 7.5%        | 7.4%        |
| <b>Monthly Base Charge by Meter Size (\$/unit)</b>           |             |             |             |             |             |             |             |             |             |             |             |
| 5/8" & 3/4"                                                  | \$ 36.42    | \$ 37.43    | \$ 38.46    | \$ 39.52    | \$ 40.61    | \$ 41.73    | \$ 42.88    | \$ 44.07    | \$ 45.28    | \$ 46.53    | \$ 47.82    |
| 1"                                                           | \$ 91.05    | \$ 93.56    | \$ 96.15    | \$ 98.80    | \$ 101.53   | \$ 104.33   | \$ 107.21   | \$ 110.17   | \$ 113.21   | \$ 116.33   | \$ 119.54   |
| 1 1/4"                                                       | \$ 136.58   | \$ 140.35   | \$ 144.22   | \$ 148.20   | \$ 152.29   | \$ 156.50   | \$ 160.82   | \$ 165.26   | \$ 169.82   | \$ 174.50   | \$ 179.32   |
| 1 1/2"                                                       | \$ 182.10   | \$ 187.13   | \$ 192.29   | \$ 197.60   | \$ 203.05   | \$ 208.66   | \$ 214.41   | \$ 220.33   | \$ 226.41   | \$ 232.66   | \$ 239.08   |
| 2"                                                           | \$ 291.35   | \$ 299.39   | \$ 307.65   | \$ 316.15   | \$ 324.87   | \$ 333.84   | \$ 343.05   | \$ 352.52   | \$ 362.25   | \$ 372.25   | \$ 382.52   |
| 3"                                                           | \$ 582.71   | \$ 598.79   | \$ 615.32   | \$ 632.30   | \$ 649.75   | \$ 667.69   | \$ 686.12   | \$ 705.05   | \$ 724.51   | \$ 744.51   | \$ 765.06   |
| 4"                                                           | \$ 910.48   | \$ 935.61   | \$ 961.43   | \$ 987.97   | \$ 1,015.24 | \$ 1,043.26 | \$ 1,072.05 | \$ 1,101.64 | \$ 1,132.04 | \$ 1,163.29 | \$ 1,195.39 |
| 6"                                                           | \$ 1,820.95 | \$ 1,871.21 | \$ 1,922.85 | \$ 1,975.92 | \$ 2,030.46 | \$ 2,086.50 | \$ 2,144.09 | \$ 2,203.26 | \$ 2,264.07 | \$ 2,326.56 | \$ 2,390.78 |
| 8"                                                           | \$ 2,913.53 | \$ 2,993.94 | \$ 3,076.58 | \$ 3,161.49 | \$ 3,248.75 | \$ 3,338.41 | \$ 3,430.55 | \$ 3,525.24 | \$ 3,622.53 | \$ 3,722.51 | \$ 3,825.26 |
| Annual Percentage Change - Monthly Base Charge               |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |



Table 6-3  
Town of Shelburne  
Annual Water and Wastewater Bill Impact  
Average Residential Customer (179 m<sup>3</sup> Annually)

| Scenario                    | 2023     | 2024     | 2025     | 2026     | 2027     | 2028     | 2029     | 2030     | 2031     | 2032     | 2033     |
|-----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Current Rate Structure      | \$ 1,164 | \$ 1,223 | \$ 1,285 | \$ 1,350 | \$ 1,419 | \$ 1,491 | \$ 1,567 | \$ 1,647 | \$ 1,731 | \$ 1,818 | \$ 1,911 |
| Alternative Rate Structure  | \$ 1,164 | \$ 1,211 | \$ 1,272 | \$ 1,336 | \$ 1,404 | \$ 1,475 | \$ 1,549 | \$ 1,628 | \$ 1,710 | \$ 1,797 | \$ 1,887 |
| <b>Annual Increase (\$)</b> |          |          |          |          |          |          |          |          |          |          |          |
| Current Rate Structure      |          | \$ 59    | \$ 62    | \$ 65    | \$ 69    | \$ 72    | \$ 76    | \$ 80    | \$ 84    | \$ 88    | \$ 92    |
| Alternative Rate Structure  |          | \$ 47    | \$ 61    | \$ 64    | \$ 68    | \$ 71    | \$ 75    | \$ 78    | \$ 82    | \$ 86    | \$ 91    |
| <b>Annual Increase (%)</b>  |          |          |          |          |          |          |          |          |          |          |          |
| Current Rate Structure      |          | 5.0%     | 5.1%     | 5.1%     | 5.1%     | 5.1%     | 5.1%     | 5.1%     | 5.1%     | 5.1%     | 5.1%     |
| Alternative Rate Structure  |          | 4.0%     | 5.0%     | 5.0%     | 5.1%     | 5.1%     | 5.1%     | 5.1%     | 5.1%     | 5.0%     | 5.0%     |

Table 6-4  
Town of Shelburne  
Annual Water and Wastewater Bill Impact  
Small Residential Customer (75 m<sup>3</sup> Annually)

| Scenario                    | 2023   | 2024   | 2025     | 2026     | 2027     | 2028     | 2029     | 2030     | 2031     | 2032     | 2033     |
|-----------------------------|--------|--------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Current Rate Structure      | \$ 929 | \$ 967 | \$ 1,007 | \$ 1,049 | \$ 1,092 | \$ 1,138 | \$ 1,185 | \$ 1,235 | \$ 1,286 | \$ 1,340 | \$ 1,396 |
| Alternative Rate Structure  | \$ 929 | \$ 960 | \$ 999   | \$ 1,040 | \$ 1,083 | \$ 1,127 | \$ 1,174 | \$ 1,223 | \$ 1,273 | \$ 1,326 | \$ 1,382 |
| <b>Annual Increase (\$)</b> |        |        |          |          |          |          |          |          |          |          |          |
| Current Rate Structure      |        | \$ 38  | \$ 40    | \$ 42    | \$ 43    | \$ 45    | \$ 47    | \$ 50    | \$ 52    | \$ 54    | \$ 56    |
| Alternative Rate Structure  |        | \$ 31  | \$ 39    | \$ 41    | \$ 43    | \$ 45    | \$ 47    | \$ 49    | \$ 51    | \$ 53    | \$ 55    |
| <b>Annual Increase (%)</b>  |        |        |          |          |          |          |          |          |          |          |          |
| Current Rate Structure      |        | 4.1%   | 4.1%     | 4.1%     | 4.1%     | 4.2%     | 4.2%     | 4.2%     | 4.2%     | 4.2%     | 4.2%     |
| Alternative Rate Structure  |        | 3.3%   | 4.1%     | 4.1%     | 4.1%     | 4.1%     | 4.1%     | 4.1%     | 4.2%     | 4.2%     | 4.2%     |



Table 6-5  
Town of Shelburne  
Annual Water and Wastewater Bill Impact  
Large Residential Customer (270 m<sup>3</sup> Annually)

| Scenario                    | 2023     | 2024     | 2025     | 2026     | 2027     | 2028     | 2029     | 2030     | 2031     | 2032     | 2033     |
|-----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Current Rate Structure      | \$ 1,370 | \$ 1,447 | \$ 1,528 | \$ 1,614 | \$ 1,705 | \$ 1,801 | \$ 1,901 | \$ 2,008 | \$ 2,119 | \$ 2,237 | \$ 2,360 |
| Alternative Rate Structure  | \$ 1,370 | \$ 1,442 | \$ 1,523 | \$ 1,609 | \$ 1,699 | \$ 1,795 | \$ 1,895 | \$ 2,001 | \$ 2,113 | \$ 2,230 | \$ 2,353 |
| <b>Annual Increase (\$)</b> |          |          |          |          |          |          |          |          |          |          |          |
| Current Rate Structure      |          | \$ 77    | \$ 81    | \$ 86    | \$ 91    | \$ 96    | \$ 101   | \$ 106   | \$ 112   | \$ 118   | \$ 123   |
| Alternative Rate Structure  |          | \$ 72    | \$ 81    | \$ 86    | \$ 90    | \$ 95    | \$ 101   | \$ 106   | \$ 111   | \$ 117   | \$ 123   |
| <b>Annual Increase (%)</b>  |          |          |          |          |          |          |          |          |          |          |          |
| Current Rate Structure      |          | 5.6%     | 5.6%     | 5.6%     | 5.6%     | 5.6%     | 5.6%     | 5.6%     | 5.6%     | 5.5%     | 5.5%     |
| Alternative Rate Structure  |          | 5.3%     | 5.6%     | 5.6%     | 5.6%     | 5.6%     | 5.6%     | 5.6%     | 5.6%     | 5.5%     | 5.5%     |

Table 6-6  
Town of Shelburne  
Annual Water and Wastewater Bill Impact  
Average Non-Residential Customer (500 m<sup>3</sup> Annually)

| Scenario                    | 2023     | 2024     | 2025     | 2026     | 2027     | 2028     | 2029     | 2030     | 2031     | 2032     | 2033     |
|-----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Current Rate Structure      | \$ 1,890 | \$ 2,013 | \$ 2,143 | \$ 2,281 | \$ 2,428 | \$ 2,583 | \$ 2,747 | \$ 2,920 | \$ 3,102 | \$ 3,295 | \$ 3,498 |
| Alternative Rate Structure  | \$ 1,890 | \$ 2,084 | \$ 2,221 | \$ 2,366 | \$ 2,520 | \$ 2,683 | \$ 2,855 | \$ 3,037 | \$ 3,229 | \$ 3,431 | \$ 3,645 |
| <b>Annual Increase (\$)</b> |          |          |          |          |          |          |          |          |          |          |          |
| Current Rate Structure      |          | \$ 123   | \$ 130   | \$ 138   | \$ 146   | \$ 155   | \$ 164   | \$ 173   | \$ 183   | \$ 193   | \$ 203   |
| Alternative Rate Structure  |          | \$ 194   | \$ 137   | \$ 145   | \$ 154   | \$ 163   | \$ 172   | \$ 182   | \$ 192   | \$ 202   | \$ 213   |
| <b>Annual Increase (%)</b>  |          |          |          |          |          |          |          |          |          |          |          |
| Current Rate Structure      |          | 6.5%     | 6.5%     | 6.5%     | 6.4%     | 6.4%     | 6.3%     | 6.3%     | 6.3%     | 6.2%     | 6.2%     |
| Alternative Rate Structure  |          | 10.3%    | 6.6%     | 6.5%     | 6.5%     | 6.5%     | 6.4%     | 6.4%     | 6.3%     | 6.3%     | 6.2%     |



Table 6-7  
Town of Shelburne  
Annual Water and Wastewater Bill Impact  
Large Non-Residential Customer (1,000 m<sup>3</sup> Annually)

| Scenario                          | 2023     | 2024     | 2025     | 2026     | 2027      | 2028      | 2029      | 2030      | 2031      | 2032      | 2033      |
|-----------------------------------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Current Rate Structure            | \$ 8,338 | \$ 8,723 | \$ 9,126 | \$ 9,550 | \$ 9,994  | \$ 10,460 | \$ 10,949 | \$ 11,462 | \$ 11,998 | \$ 12,560 | \$ 13,148 |
| Alternative Rate Structure        | \$ 8,338 | \$ 9,031 | \$ 9,462 | \$ 9,914 | \$ 10,390 | \$ 10,889 | \$ 11,413 | \$ 11,963 | \$ 12,539 | \$ 13,143 | \$ 13,775 |
| <b>Annual Increase (\$)</b>       |          |          |          |          |           |           |           |           |           |           |           |
| <b>Current Rate Structure</b>     |          | \$ 384   | \$ 403   | \$ 424   | \$ 445    | \$ 466    | \$ 489    | \$ 512    | \$ 537    | \$ 562    | \$ 588    |
| <b>Alternative Rate Structure</b> |          | \$ 693   | \$ 430   | \$ 452   | \$ 476    | \$ 500    | \$ 524    | \$ 550    | \$ 576    | \$ 603    | \$ 632    |
| <b>Annual Increase (%)</b>        |          |          |          |          |           |           |           |           |           |           |           |
| <b>Current Rate Structure</b>     |          | 4.6%     | 4.6%     | 4.6%     | 4.7%      | 4.7%      | 4.7%      | 4.7%      | 4.7%      | 4.7%      | 4.7%      |
| <b>Alternative Rate Structure</b> |          | 8.3%     | 4.8%     | 4.8%     | 4.8%      | 4.8%      | 4.8%      | 4.8%      | 4.8%      | 4.8%      | 4.8%      |

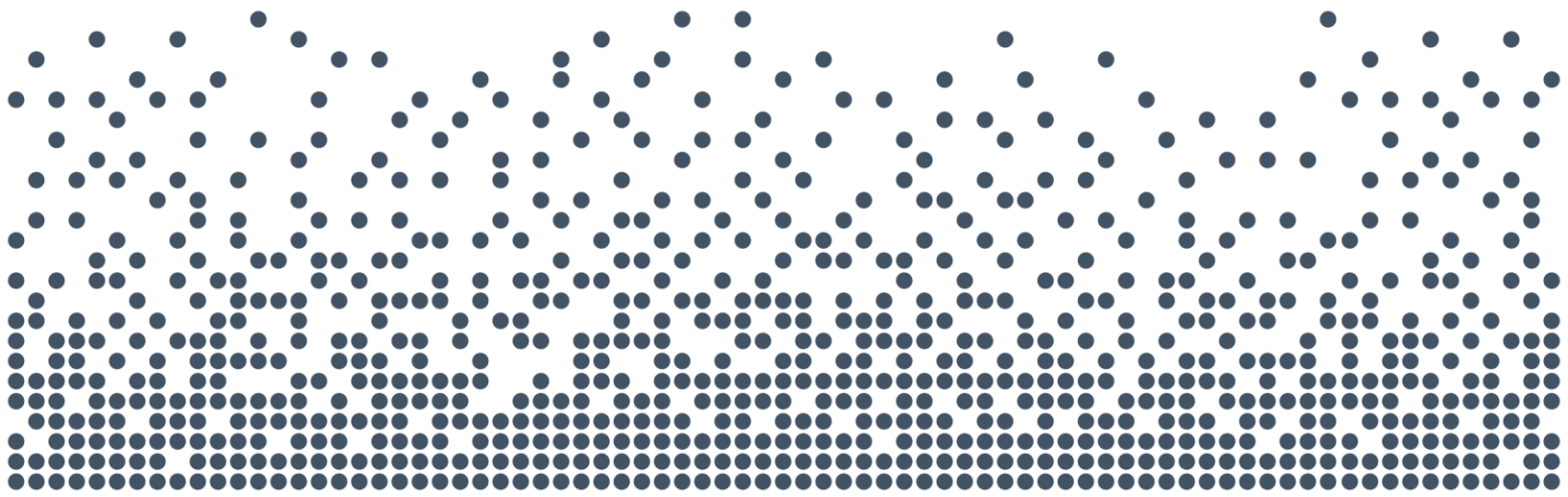


## 6.2 Recommendations

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Based upon the analysis in this report, the following recommendations are provided for Council's consideration:

1. That Council receives the Water and Wastewater Rate Study report as presented by Watson & Associates Economists Ltd. dated September 25, 2023;
2. That Council provide for the recovery of all water and wastewater costs through full cost recovery rates and maintain reserve funds for water and wastewater services;
3. That Council approve the water and wastewater rates presented in Section 6.1 (Table 6-2) based on the Alternative Rate Structure scenario and direct staff to prepare and bring forward a new Water and Wastewater By-law for adoption; and
4. That Council direct staff to undertake an update of the rate study in five years, or earlier if any significant changes occur with respect to development patterns, identified capital needs, or operating costs.



# Appendices



# Appendix A

## Water Service



**Table A-1**  
**Town of Shelburne**  
**Water Service**  
**Capital Budget Forecast**  
 Inflated \$

| Description                                                             | Total             | Budget<br>2023   | Forecast         |                  |                |                |                  |                  |                  |                  |                  |                  |
|-------------------------------------------------------------------------|-------------------|------------------|------------------|------------------|----------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                                                         |                   |                  | 2024             | 2025             | 2026           | 2027           | 2028             | 2029             | 2030             | 2031             | 2032             | 2033             |
| <b>CAPITAL EXPENDITURES</b>                                             |                   |                  |                  |                  |                |                |                  |                  |                  |                  |                  |                  |
| <b>Rehabilitation/Replacement</b>                                       |                   |                  |                  |                  |                |                |                  |                  |                  |                  |                  |                  |
| Replace Water Truck (Unit 103)                                          | 230,371           | 89,271           | -                | -                | -              | -              | -                | -                | -                | -                | -                | 141,100          |
| New Water Truck                                                         | 98,500            | -                | -                | 98,500           | -              | -              | -                | -                | -                | -                | -                | -                |
| Replace Water Truck (Unit 120)                                          | 191,800           | -                | -                | -                | -              | -              | -                | -                | 191,800          | -                | -                | -                |
| Existing Water Tower Painting/Relining                                  | 2,742,200         | -                | -                | 1,248,100        | -              | -              | -                | 1,494,100        | -                | -                | -                | -                |
| Well #1 Chlorine Contact Loop                                           | 261,500           | -                | 261,500          | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Well #3 Filter Media Replacement                                        | 141,000           | -                | -                | -                | -              | -              | 62,600           | -                | -                | -                | -                | 78,400           |
| Infrastructure Lifecycle Replacement                                    | 7,972,100         | -                | -                | -                | -              | 991,100        | 1,036,700        | 1,084,400        | 1,134,300        | 1,186,500        | 1,241,000        | 1,298,100        |
| <b>Growth-related</b>                                                   |                   |                  |                  |                  |                |                |                  |                  |                  |                  |                  |                  |
| Well 1 Process Upgrade                                                  | 492,500           | 83,000           | 409,500          | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Well 1 Electrical Upgrade                                               | 1,141,349         | 656,849          | 484,500          | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Well 3 Upgrade (Arsenic Treatment System)                               | 3,968,026         | 3,968,026        | -                | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Water Storage Construction                                              | 923,824           | 923,824          | -                | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Well 9                                                                  | 607,100           | 105,000          | 502,100          | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| SCADA Upgrades                                                          | 305,600           | 42,000           | 263,600          | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| New Watermain (Second Line - BMP to South School Rd)                    | 537,700           | -                | 537,700          | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Watermain Oversizing (Industrial to County Rd 124)                      | 157,700           | -                | 157,700          | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Watermain Oversizing (Victoria St - North of 30th Sideroad to Franklin) | 300,000           | -                | -                | 300,000          | -              | -              | -                | -                | -                | -                | -                | -                |
| Watermain Oversizing (Adeline St - Main to Wellington)                  | 156,900           | -                | -                | -                | 156,900        | -              | -                | -                | -                | -                | -                | -                |
| <b>Total Capital Expenditures</b>                                       | <b>20,228,170</b> | <b>5,867,970</b> | <b>2,616,600</b> | <b>1,646,600</b> | <b>156,900</b> | <b>991,100</b> | <b>1,099,300</b> | <b>2,578,500</b> | <b>1,326,100</b> | <b>1,186,500</b> | <b>1,241,000</b> | <b>1,517,600</b> |
| <b>CAPITAL FINANCING</b>                                                |                   |                  |                  |                  |                |                |                  |                  |                  |                  |                  |                  |
| Provincial/Federal Grants                                               | 3,566,602         | 3,566,602        | -                | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Development Charges Reserve Fund                                        | 1,808,856         | 1,808,856        | -                | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Non-Growth Related Debenture Requirements                               | -                 | -                | -                | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Growth Related Debenture Requirements                                   | 2,504,700         | -                | 2,276,250        | 150,000          | 78,450         | -              | -                | -                | -                | -                | -                | -                |
| Operating Contributions                                                 | -                 | -                | -                | -                | -              | -              | -                | -                | -                | -                | -                | -                |
| Transfer from Water Reserves                                            | 12,348,012        | 492,512          | 340,350          | 1,496,600        | 78,450         | 991,100        | 1,099,300        | 2,578,500        | 1,326,100        | 1,186,500        | 1,241,000        | 1,517,600        |
| <b>Total Capital Financing</b>                                          | <b>20,228,170</b> | <b>5,867,970</b> | <b>2,616,600</b> | <b>1,646,600</b> | <b>156,900</b> | <b>991,100</b> | <b>1,099,300</b> | <b>2,578,500</b> | <b>1,326,100</b> | <b>1,186,500</b> | <b>1,241,000</b> | <b>1,517,600</b> |





**Table A-2**  
**Town of Shelburne**  
**Water Service**  
**Schedule of Non-Growth Related Debenture Repayments**  
Inflated \$

| Debenture<br>Year                | Principal<br>(Inflated) | Budget<br>2023 | Forecast |      |      |      |      |      |      |      |      |      |
|----------------------------------|-------------------------|----------------|----------|------|------|------|------|------|------|------|------|------|
|                                  |                         |                | 2024     | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 |
| 2023                             | -                       |                | -        | -    | -    | -    | -    | -    | -    | -    | -    | -    |
| 2024                             | -                       |                |          | -    | -    | -    | -    | -    | -    | -    | -    | -    |
| 2025                             | -                       |                |          |      | -    | -    | -    | -    | -    | -    | -    | -    |
| 2026                             | -                       |                |          |      |      | -    | -    | -    | -    | -    | -    | -    |
| 2027                             | -                       |                |          |      |      |      | -    | -    | -    | -    | -    | -    |
| 2028                             | -                       |                |          |      |      |      |      | -    | -    | -    | -    | -    |
| 2029                             | -                       |                |          |      |      |      |      |      | -    | -    | -    | -    |
| 2030                             | -                       |                |          |      |      |      |      |      |      | -    | -    | -    |
| 2031                             | -                       |                |          |      |      |      |      |      |      |      | -    | -    |
| 2032                             | -                       |                |          |      |      |      |      |      |      |      |      | -    |
| 2033                             | -                       |                |          |      |      |      |      |      |      |      |      |      |
| <b>Total Annual Debt Charges</b> | -                       | -              | -        | -    | -    | -    | -    | -    | -    | -    | -    | -    |

**Table A-3**  
**Town of Shelburne**  
**Water Service**  
**Schedule of Growth Related Debenture Repayments**  
Inflated \$

| Debenture<br>Year                | Principal<br>(Inflated) | Budget<br>2023 | Forecast |         |         |         |         |         |         |         |         |         |
|----------------------------------|-------------------------|----------------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|                                  |                         |                | 2024     | 2025    | 2026    | 2027    | 2028    | 2029    | 2030    | 2031    | 2032    | 2033    |
| 2023                             | -                       |                | -        | -       | -       | -       | -       | -       | -       | -       | -       | -       |
| 2024                             | 2,276,250               |                |          | 171,970 | 171,970 | 171,970 | 171,970 | 171,970 | 171,970 | 171,970 | 171,970 | 171,970 |
| 2025                             | 150,000                 |                |          |         | 11,332  | 11,332  | 11,332  | 11,332  | 11,332  | 11,332  | 11,332  | 11,332  |
| 2026                             | 78,450                  |                |          |         |         | 5,927   | 5,927   | 5,927   | 5,927   | 5,927   | 5,927   | 5,927   |
| 2027                             | -                       |                |          |         |         |         | -       | -       | -       | -       | -       | -       |
| 2028                             | -                       |                |          |         |         |         |         | -       | -       | -       | -       | -       |
| 2029                             | -                       |                |          |         |         |         |         |         | -       | -       | -       | -       |
| 2030                             | -                       |                |          |         |         |         |         |         |         | -       | -       | -       |
| 2031                             | -                       |                |          |         |         |         |         |         |         |         | -       | -       |
| 2032                             | -                       |                |          |         |         |         |         |         |         |         |         | -       |
| 2033                             | -                       |                |          |         |         |         |         |         |         |         |         |         |
| <b>Total Annual Debt Charges</b> | <b>2,504,700</b>        | -              | -        | 171,970 | 183,302 | 189,229 | 189,229 | 189,229 | 189,229 | 189,229 | 189,229 | 189,229 |



**Table A-4**  
**Town of Shelburne**  
**Water Service**  
**Water Reserves**  
 Inflated \$

| Description             | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             | 2029             | 2030             | 2031             | 2032             | 2033             |
|-------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Opening Balance         | 2,089,279        | 2,049,628        | 2,339,046        | 1,560,402        | 2,315,522        | 2,342,868        | 2,358,007        | 1,041,771        | 1,158,272        | 1,595,291        | 2,161,193        |
| Transfer from Operating | 412,672          | 583,905          | 687,359          | 788,167          | 972,508          | 1,068,204        | 1,241,837        | 1,419,889        | 1,592,239        | 1,764,526        | 1,993,393        |
| Transfer to Capital     | 492,512          | 340,350          | 1,496,600        | 78,450           | 991,100          | 1,099,300        | 2,578,500        | 1,326,100        | 1,186,500        | 1,241,000        | 1,517,600        |
| Transfer to Operating   | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Closing Balance</b>  | <b>2,009,439</b> | <b>2,293,182</b> | <b>1,529,806</b> | <b>2,270,119</b> | <b>2,296,929</b> | <b>2,311,771</b> | <b>1,021,344</b> | <b>1,135,561</b> | <b>1,564,010</b> | <b>2,118,816</b> | <b>2,636,986</b> |
| Interest                | 40,189           | 45,864           | 30,596           | 45,402           | 45,939           | 46,235           | 20,427           | 22,711           | 31,280           | 42,376           | 52,740           |

**Table A-5**  
**Town of Shelburne**  
**Water Service**  
**Water Development Charges Reserve Fund Continuity**  
 Inflated \$

| Description                       | 2023           | 2024          | 2025             | 2026               | 2027               | 2028               | 2029               | 2030               | 2031               | 2032               | 2033               |
|-----------------------------------|----------------|---------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Opening Balance                   | 2,433,341      | 317,488       | 24,933           | (497,496)          | (1,150,052)        | (1,213,701)        | (1,263,749)        | (1,460,224)        | (1,637,103)        | (2,021,130)        | (2,423,570)        |
| Development Charge Proceeds       | 167,468        | 187,646       | 139,986          | 33,986             | 630,069            | 644,651            | 502,076            | 525,140            | 325,522            | 315,001            | 352,442            |
| Transfer to Capital               | 1,808,856      | -             | -                | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  |
| Transfer to Operating             | 480,690        | 480,690       | 652,660          | 663,993            | 669,919            | 669,919            | 669,919            | 669,919            | 669,919            | 669,919            | 669,919            |
| <b>Closing Balance</b>            | <b>311,263</b> | <b>24,444</b> | <b>(487,741)</b> | <b>(1,127,502)</b> | <b>(1,189,903)</b> | <b>(1,238,969)</b> | <b>(1,431,592)</b> | <b>(1,605,003)</b> | <b>(1,981,500)</b> | <b>(2,376,049)</b> | <b>(2,741,048)</b> |
| Interest                          | 6,225          | 489           | (9,755)          | (22,550)           | (23,798)           | (24,779)           | (28,632)           | (32,100)           | (39,630)           | (47,521)           | (54,821)           |
| Required from Development Charges | 1,808,856      | 2,276,250     | 150,000          | 78,450             | -                  | -                  | -                  | -                  | -                  | -                  | -                  |



**Table A-6**  
**Town of Shelburne**  
**Water Services**  
**Operating Budget Forecast**  
 Inflated \$

| Description                                    | Budget<br>2023   | Forecast         |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                                |                  | 2024             | 2025             | 2026             | 2027             | 2028             | 2029             | 2030             | 2031             | 2032             | 2033             |
| <b>EXPENDITURES</b>                            |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>Operating Costs</b>                         |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Labour & Benefits, Memberships                 | 296,991          | 375,600          | 384,300          | 393,100          | 402,100          | 490,000          | 501,300          | 512,800          | 524,600          | 536,700          | 549,000          |
| Utilities & Telephones                         | 80,000           | 81,800           | 83,700           | 85,600           | 87,600           | 89,600           | 91,700           | 93,800           | 96,000           | 98,200           | 100,400          |
| Billing & Software Costs                       | 25,000           | 25,600           | 26,200           | 26,800           | 27,400           | 28,000           | 28,700           | 29,300           | 30,000           | 30,700           | 31,400           |
| OCWA Operational Contract                      | 310,961          | 318,100          | 325,400          | 332,900          | 340,600          | 348,400          | 356,400          | 364,600          | 373,000          | 381,600          | 390,400          |
| Water Materials and Supplies                   | 35,000           | 35,800           | 36,600           | 37,500           | 38,300           | 39,200           | 40,100           | 41,000           | 42,000           | 42,900           | 43,900           |
| Laboratory Costs                               | 115,000          | 117,600          | 120,400          | 123,100          | 126,000          | 128,800          | 131,800          | 134,800          | 137,900          | 141,100          | 144,400          |
| Licensing and Operation Plan                   | -                | 20,500           | 20,900           | 21,400           | -                | -                | -                | -                | -                | -                | -                |
| Water County Share PIL                         | 4,347            | 4,400            | 4,500            | 4,700            | 4,800            | 4,900            | 5,000            | 5,100            | 5,200            | 5,300            | 5,500            |
| Water Main Maintenance                         | 25,000           | 25,600           | 26,200           | 26,800           | 27,400           | 28,000           | 28,700           | 29,300           | 30,000           | 30,700           | 31,400           |
| Water Equipment Maintenance                    | 50,000           | 51,200           | 52,300           | 53,500           | 54,800           | 56,000           | 57,300           | 58,600           | 60,000           | 61,400           | 62,800           |
| Water Well Building Maintenance                | 15,000           | 15,300           | 15,700           | 16,100           | 16,400           | 16,800           | 17,200           | 17,600           | 18,000           | 18,400           | 18,800           |
| Water Vehicles Maintenance & Fuel              | 18,000           | 18,400           | 18,800           | 19,300           | 19,700           | 20,200           | 20,600           | 21,100           | 21,600           | 22,100           | 22,600           |
| Insurance                                      | 30,000           | 34,500           | 39,700           | 45,600           | 52,500           | 60,300           | 69,400           | 79,800           | 91,800           | 105,500          | 121,400          |
| Professional Fees                              | 150,000          | 153,500          | 157,000          | 160,600          | 164,300          | 168,100          | 171,900          | 175,900          | 179,900          | 184,100          | 188,300          |
| Education & Training                           | 10,000           | 10,200           | 10,500           | 10,700           | 11,000           | 11,200           | 11,500           | 11,700           | 12,000           | 12,300           | 12,600           |
| Conference Expenses                            | 2,000            | 2,000            | 2,100            | 2,100            | 2,200            | 2,200            | 2,300            | 2,300            | 2,400            | 2,500            | 2,500            |
| Meter Installation Expense                     | 99,975           | 125,100          | 32,000           | 19,300           | 51,000           | 90,300           | 78,100           | 69,300           | 50,900           | 39,200           | 48,900           |
| Source Water Protection Expense                | 6,000            | 6,100            | 6,300            | 6,400            | 6,600            | 6,700            | 6,900            | 7,000            | 7,200            | 7,400            | 7,500            |
| Water Share of Locates                         | 4,500            | 4,600            | 4,700            | 4,800            | 4,900            | 5,000            | 5,200            | 5,300            | 5,400            | 5,500            | 5,600            |
| Fire Hydrant Maintenance                       | 13,000           | 13,300           | 13,600           | 13,900           | 14,200           | 14,600           | 14,900           | 15,200           | 15,600           | 16,000           | 16,300           |
| Transfer to Planning                           | 9,000            | 9,200            | 9,400            | 9,600            | 9,900            | 10,100           | 10,300           | 10,600           | 10,800           | 11,000           | 11,300           |
| Incremental Operating & Maintenance            | -                | 115,100          | 117,750          | 120,450          | 123,200          | 126,050          | 128,950          | 131,900          | 134,950          | 138,050          | 141,200          |
| <b>Sub-total Operating Costs</b>               | <b>1,299,774</b> | <b>1,563,500</b> | <b>1,508,050</b> | <b>1,534,250</b> | <b>1,584,900</b> | <b>1,744,450</b> | <b>1,778,250</b> | <b>1,817,000</b> | <b>1,849,250</b> | <b>1,890,650</b> | <b>1,956,200</b> |
| <b>Capital-related Costs</b>                   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Existing Debt (Principal) - Growth-related     | 254,464          | 265,946          | 277,959          | 290,530          | 303,683          | 317,447          | 331,850          | 346,923          | 362,698          | 379,206          | 396,485          |
| Existing Debt (Interest) - Growth-related      | 226,226          | 214,744          | 202,731          | 190,160          | 177,007          | 163,243          | 148,840          | 133,767          | 117,992          | 101,484          | 84,206           |
| New Debt (Principal) - Growth-related          | -                | -                | 74,091           | 82,159           | 88,246           | 92,040           | 95,998           | 100,126          | 104,432          | 108,922          | 113,606          |
| New Debt (Interest) - Growth-related           | -                | -                | 97,879           | 101,143          | 100,983          | 97,189           | 93,231           | 89,103           | 84,798           | 80,307           | 75,623           |
| Existing Debt (Principal) - Non-growth-related | 115,088          | 119,323          | 123,722          | 128,292          | 102,821          | 106,990          | 111,334          | 115,858          | 120,573          | 125,485          | 93,349           |
| Existing Debt (Interest) - Non-growth-related  | 59,641           | 55,407           | 51,008           | 46,437           | 41,877           | 37,708           | 33,365           | 28,840           | 24,126           | 19,214           | 14,096           |
| New Debt (Principal) - Non-growth-related      | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| New Debt (Interest) - Non-growth-related       | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Transfer to Capital                            | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Transfer to Water Reserve                      | 412,672          | 583,905          | 687,359          | 788,167          | 972,508          | 1,068,204        | 1,241,837        | 1,419,889        | 1,592,239        | 1,764,526        | 1,993,393        |
| <b>Sub-total Capital-related Costs</b>         | <b>1,068,092</b> | <b>1,239,324</b> | <b>1,514,749</b> | <b>1,626,890</b> | <b>1,787,126</b> | <b>1,882,822</b> | <b>2,056,455</b> | <b>2,234,507</b> | <b>2,406,857</b> | <b>2,579,144</b> | <b>2,770,757</b> |
| <b>Total Expenditures</b>                      | <b>2,367,866</b> | <b>2,802,824</b> | <b>3,022,799</b> | <b>3,161,140</b> | <b>3,372,026</b> | <b>3,627,272</b> | <b>3,834,705</b> | <b>4,051,507</b> | <b>4,256,107</b> | <b>4,469,794</b> | <b>4,726,957</b> |
| <b>REVENUES</b>                                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>Operating Revenues</b>                      |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Customer Services                              | 30,000           | 30,700           | 31,400           | 32,100           | 32,900           | 33,600           | 34,400           | 35,200           | 36,000           | 36,800           | 37,700           |
| Hydrant Rental                                 | 10,000           | 10,200           | 10,500           | 10,700           | 11,000           | 11,200           | 11,500           | 11,700           | 12,000           | 12,300           | 12,600           |
| Water Meters Installation                      | 25,000           | 125,100          | 32,000           | 19,300           | 51,000           | 90,300           | 78,100           | 69,300           | 50,900           | 39,200           | 48,900           |
| Transfer from Development Charges Reserve Fund | 480,690          | 480,690          | 652,660          | 663,993          | 669,919          | 669,919          | 669,919          | 669,919          | 669,919          | 669,919          | 669,919          |
| Transfer from Water Reserves                   | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Sub-total Operating Revenues</b>            | <b>545,690</b>   | <b>646,690</b>   | <b>726,560</b>   | <b>726,093</b>   | <b>764,819</b>   | <b>805,019</b>   | <b>793,919</b>   | <b>786,119</b>   | <b>768,819</b>   | <b>758,219</b>   | <b>769,119</b>   |
| <b>Billing Revenues</b>                        |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Base Charge                                    |                  | 1,352,899        | 1,414,291        | 1,471,871        | 1,546,872        | 1,643,988        | 1,738,826        | 1,832,916        | 1,921,269        | 2,006,968        | 2,100,797        |
| Consumptive Charge                             |                  | 803,235          | 881,948          | 963,176          | 1,060,334        | 1,178,264        | 1,301,960        | 1,432,473        | 1,566,018        | 1,704,606        | 1,857,041        |
| <b>Sub-total Billing Revenues</b>              | <b>1,822,176</b> | <b>2,156,134</b> | <b>2,296,239</b> | <b>2,435,047</b> | <b>2,607,206</b> | <b>2,822,252</b> | <b>3,040,786</b> | <b>3,265,388</b> | <b>3,487,287</b> | <b>3,711,574</b> | <b>3,957,837</b> |
| <b>Total Revenues</b>                          | <b>2,367,866</b> | <b>2,802,824</b> | <b>3,022,799</b> | <b>3,161,140</b> | <b>3,372,026</b> | <b>3,627,272</b> | <b>3,834,705</b> | <b>4,051,507</b> | <b>4,256,107</b> | <b>4,469,794</b> | <b>4,726,957</b> |



**Table A-7**  
**Town of Shelburne**  
**Water Services**  
**Water Rate Forecast**  
**Current Rate Structure**  
 Inflated \$

| Description                                                  | 2023        | 2024        | 2025        | 2026        | 2027        | 2028        | 2029        | 2030        | 2031        | 2032        | 2033        |
|--------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>Increasing Block Consumptive Rates (\$/m<sup>3</sup>)</b> |             |             |             |             |             |             |             |             |             |             |             |
| Block 1 (≤220 m <sup>3</sup> bi-monthly)                     | \$ 0.95     | \$ 1.03     | \$ 1.12     | \$ 1.22     | \$ 1.32     | \$ 1.43     | \$ 1.55     | \$ 1.68     | \$ 1.81     | \$ 1.95     | \$ 2.10     |
| Block 2 (>220 to ≤690 m <sup>3</sup> bi-monthly)             | \$ 1.04     | \$ 1.13     | \$ 1.23     | \$ 1.34     | \$ 1.45     | \$ 1.57     | \$ 1.70     | \$ 1.83     | \$ 1.98     | \$ 2.13     | \$ 2.30     |
| Block 3 (>690 m <sup>3</sup> bi-monthly)                     | \$ 1.18     | \$ 1.28     | \$ 1.40     | \$ 1.52     | \$ 1.64     | \$ 1.78     | \$ 1.93     | \$ 2.08     | \$ 2.25     | \$ 2.42     | \$ 2.61     |
| Annual Percentage Change - Block 1                           |             | 8.8%        | 8.7%        | 8.6%        | 8.4%        | 8.3%        | 8.2%        | 8.1%        | 7.9%        | 7.8%        | 7.7%        |
| Annual Percentage Change - Block 2                           |             | 8.8%        | 8.7%        | 8.6%        | 8.4%        | 8.3%        | 8.2%        | 8.1%        | 7.9%        | 7.8%        | 7.7%        |
| Annual Percentage Change - Block 3                           |             | 8.8%        | 8.7%        | 8.6%        | 8.4%        | 8.3%        | 8.2%        | 8.1%        | 7.9%        | 7.8%        | 7.7%        |
| <b>Monthly Base Charge by Meter Size (\$/unit)</b>           |             |             |             |             |             |             |             |             |             |             |             |
| 5/8" & 3/4"                                                  | \$ 26.90    | \$ 27.82    | \$ 28.77    | \$ 29.75    | \$ 30.77    | \$ 31.82    | \$ 32.90    | \$ 34.03    | \$ 35.19    | \$ 36.39    | \$ 37.63    |
| 1"                                                           | \$ 67.25    | \$ 69.55    | \$ 71.92    | \$ 74.38    | \$ 76.92    | \$ 79.54    | \$ 82.26    | \$ 85.07    | \$ 87.98    | \$ 90.98    | \$ 94.09    |
| 1 1/4"                                                       | \$ 100.88   | \$ 104.33   | \$ 107.89   | \$ 111.57   | \$ 115.38   | \$ 119.32   | \$ 123.40   | \$ 127.61   | \$ 131.97   | \$ 136.48   | \$ 141.14   |
| 1 1/2"                                                       | \$ 134.49   | \$ 139.08   | \$ 143.83   | \$ 148.74   | \$ 153.82   | \$ 159.08   | \$ 164.51   | \$ 170.13   | \$ 175.94   | \$ 181.95   | \$ 188.16   |
| 2"                                                           | \$ 215.19   | \$ 222.54   | \$ 230.14   | \$ 238.00   | \$ 246.13   | \$ 254.53   | \$ 263.22   | \$ 272.21   | \$ 281.51   | \$ 291.12   | \$ 301.06   |
| 3"                                                           | \$ 430.38   | \$ 445.08   | \$ 460.28   | \$ 476.00   | \$ 492.25   | \$ 509.06   | \$ 526.45   | \$ 544.42   | \$ 563.02   | \$ 582.24   | \$ 602.13   |
| 4"                                                           | \$ 672.46   | \$ 695.42   | \$ 719.17   | \$ 743.73   | \$ 769.13   | \$ 795.40   | \$ 822.56   | \$ 850.65   | \$ 879.70   | \$ 909.74   | \$ 940.81   |
| 6"                                                           | \$ 1,344.93 | \$ 1,390.86 | \$ 1,438.36 | \$ 1,487.48 | \$ 1,538.27 | \$ 1,590.81 | \$ 1,645.13 | \$ 1,701.31 | \$ 1,759.41 | \$ 1,819.50 | \$ 1,881.63 |
| 8"                                                           | \$ 2,151.89 | \$ 2,225.38 | \$ 2,301.37 | \$ 2,379.97 | \$ 2,461.24 | \$ 2,545.29 | \$ 2,632.21 | \$ 2,722.10 | \$ 2,815.06 | \$ 2,911.20 | \$ 3,010.62 |
| Annual Percentage Change - 5/8" & 3/4"                       |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 1"                                |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 1 1/4"                            |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 1 1/2"                            |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 2"                                |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 3"                                |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 4"                                |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 6"                                |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 8"                                |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |



**Table A-8**  
**Town of Shelburne**  
**Water Services**  
**Water Rate Forecast**  
**Alternative Rate Structure**  
 Inflated \$

| Description                                                  | 2023        | 2024        | 2025        | 2026        | 2027        | 2028        | 2029        | 2030        | 2031        | 2032        | 2033        |
|--------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>Increasing Block Consumptive Rates (\$/m<sup>3</sup>)</b> |             |             |             |             |             |             |             |             |             |             |             |
| Block 1 (≤30 m <sup>3</sup> bi-monthly)                      | \$ 0.95     | \$ 0.99     | \$ 1.08     | \$ 1.17     | \$ 1.27     | \$ 1.38     | \$ 1.49     | \$ 1.61     | \$ 1.74     | \$ 1.87     | \$ 2.02     |
| Block 2 (>30 to ≤60 m <sup>3</sup> bi-monthly)               | \$ 1.04     | \$ 1.09     | \$ 1.18     | \$ 1.28     | \$ 1.39     | \$ 1.51     | \$ 1.63     | \$ 1.76     | \$ 1.90     | \$ 2.05     | \$ 2.21     |
| Block 3 (>60 m <sup>3</sup> bi-monthly)                      | \$ 1.18     | \$ 1.23     | \$ 1.34     | \$ 1.45     | \$ 1.58     | \$ 1.71     | \$ 1.85     | \$ 2.00     | \$ 2.16     | \$ 2.33     | \$ 2.51     |
| Annual Percentage Change - Block 1                           |             | 4.4%        | 8.7%        | 8.6%        | 8.5%        | 8.3%        | 8.2%        | 8.1%        | 8.0%        | 7.8%        | 7.7%        |
| Annual Percentage Change - Block 2                           |             | 4.4%        | 8.7%        | 8.6%        | 8.5%        | 8.3%        | 8.2%        | 8.1%        | 8.0%        | 7.8%        | 7.7%        |
| Annual Percentage Change - Block 3                           |             | 4.4%        | 8.7%        | 8.6%        | 8.5%        | 8.3%        | 8.2%        | 8.1%        | 8.0%        | 7.8%        | 7.7%        |
| <b>Monthly Base Charge by Meter Size (\$/unit)</b>           |             |             |             |             |             |             |             |             |             |             |             |
| 5/8" & 3/4"                                                  | \$ 26.90    | \$ 27.82    | \$ 28.77    | \$ 29.75    | \$ 30.77    | \$ 31.82    | \$ 32.90    | \$ 34.03    | \$ 35.19    | \$ 36.39    | \$ 37.63    |
| 1"                                                           | \$ 67.25    | \$ 69.55    | \$ 71.92    | \$ 74.38    | \$ 76.92    | \$ 79.54    | \$ 82.26    | \$ 85.07    | \$ 87.98    | \$ 90.98    | \$ 94.09    |
| 1 1/4"                                                       | \$ 100.88   | \$ 104.33   | \$ 107.89   | \$ 111.57   | \$ 115.38   | \$ 119.32   | \$ 123.40   | \$ 127.61   | \$ 131.97   | \$ 136.48   | \$ 141.14   |
| 1 1/2"                                                       | \$ 134.49   | \$ 139.08   | \$ 143.83   | \$ 148.74   | \$ 153.82   | \$ 159.08   | \$ 164.51   | \$ 170.13   | \$ 175.94   | \$ 181.95   | \$ 188.16   |
| 2"                                                           | \$ 215.19   | \$ 222.54   | \$ 230.14   | \$ 238.00   | \$ 246.13   | \$ 254.53   | \$ 263.22   | \$ 272.21   | \$ 281.51   | \$ 291.12   | \$ 301.06   |
| 3"                                                           | \$ 430.38   | \$ 445.08   | \$ 460.28   | \$ 476.00   | \$ 492.25   | \$ 509.06   | \$ 526.45   | \$ 544.42   | \$ 563.02   | \$ 582.24   | \$ 602.13   |
| 4"                                                           | \$ 672.46   | \$ 695.42   | \$ 719.17   | \$ 743.73   | \$ 769.13   | \$ 795.40   | \$ 822.56   | \$ 850.65   | \$ 879.70   | \$ 909.74   | \$ 940.81   |
| 6"                                                           | \$ 1,344.93 | \$ 1,390.86 | \$ 1,438.36 | \$ 1,487.48 | \$ 1,538.27 | \$ 1,590.81 | \$ 1,645.13 | \$ 1,701.31 | \$ 1,759.41 | \$ 1,819.50 | \$ 1,881.63 |
| 8"                                                           | \$ 2,151.89 | \$ 2,225.38 | \$ 2,301.37 | \$ 2,379.97 | \$ 2,461.24 | \$ 2,545.29 | \$ 2,632.21 | \$ 2,722.10 | \$ 2,815.06 | \$ 2,911.20 | \$ 3,010.62 |
| Annual Percentage Change - 5/8" & 3/4"                       |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 1"                                |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 1 1/4"                            |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 1 1/2"                            |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 2"                                |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 3"                                |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 4"                                |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 6"                                |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |
| Annual Percentage Change - 8"                                |             | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        | 3.4%        |



# Appendix B

## Wastewater Services



**Table B-1**  
**Town of Shelburne**  
**Wastewater Service**  
**Capital Budget Forecast**  
 Inflated \$

| Description                               | Total             | Budget<br>2023   | Forecast         |                   |                   |                |                  |                  |                |                |                |                |
|-------------------------------------------|-------------------|------------------|------------------|-------------------|-------------------|----------------|------------------|------------------|----------------|----------------|----------------|----------------|
|                                           |                   |                  | 2024             | 2025              | 2026              | 2027           | 2028             | 2029             | 2030           | 2031           | 2032           | 2033           |
| <b>CAPITAL EXPENDITURES</b>               |                   |                  |                  |                   |                   |                |                  |                  |                |                |                |                |
| <b>Growth-related</b>                     |                   |                  |                  |                   |                   |                |                  |                  |                |                |                |                |
| WWTP Upgrade                              | 39,657,100        | 1,900,000        | 5,857,600        | 15,591,200        | 16,308,300        | -              | -                | -                | -              | -              | -              | -              |
| SCADA Upgrades                            | 461,300           | -                | 461,300          | -                 | -                 | -              | -                | -                | -              | -              | -              | -              |
| Highway 10 Crossing                       | 508,800           | -                | -                | -                 | -                 | 508,800        | -                | -                | -              | -              | -              | -              |
| Inflow/Infiltration Provision             | 1,236,700         | 50,000           | -                | 109,400           | 114,400           | 119,700        | 125,200          | 131,000          | 137,000        | 143,300        | 149,900        | 156,800        |
| Fiddle Glen SPS Upgrade                   | 5,380,000         | -                | -                | -                 | -                 | -              | 2,629,500        | 2,750,500        | -              | -              | -              | -              |
| Sewer Upgrades                            | 1,793,300         | -                | -                | -                 | -                 | -              | 876,500          | 916,800          | -              | -              | -              | -              |
| <b>Total Capital Expenditures</b>         | <b>49,037,200</b> | <b>1,950,000</b> | <b>6,318,900</b> | <b>15,700,600</b> | <b>16,422,700</b> | <b>628,500</b> | <b>3,631,200</b> | <b>3,798,300</b> | <b>137,000</b> | <b>143,300</b> | <b>149,900</b> | <b>156,800</b> |
| <b>CAPITAL FINANCING</b>                  |                   |                  |                  |                   |                   |                |                  |                  |                |                |                |                |
| Provincial/Federal Grants                 | -                 | -                | -                | -                 | -                 | -              | -                | -                | -              | -              | -              | -              |
| Development Charges Reserve Fund          | 1,102,083         | 1,102,083        | -                | -                 | -                 | -              | -                | -                | -              | -              | -              | -              |
| Non-Growth Related Debenture Requirements | 8,648,974         | -                | -                | 1,285,239         | 5,614,324         | -              | 541,776          | 1,207,635        | -              | -              | -              | -              |
| Growth Related Debenture Requirements     | 25,480,872        | -                | 3,756,200        | 8,842,983         | 9,249,685         | 512,280        | 1,333,509        | 1,394,881        | 91,333         | 95,533         | 99,933         | 104,533        |
| Operating Contributions                   | -                 | -                | -                | -                 | -                 | -              | -                | -                | -              | -              | -              | -              |
| Transfer from Wastewater Reserves         | 13,805,271        | 847,917          | 2,562,700        | 5,572,378         | 1,558,691         | 116,220        | 1,755,915        | 1,195,784        | 45,667         | 47,767         | 49,967         | 52,267         |
| <b>Total Capital Financing</b>            | <b>49,037,200</b> | <b>1,950,000</b> | <b>6,318,900</b> | <b>15,700,600</b> | <b>16,422,700</b> | <b>628,500</b> | <b>3,631,200</b> | <b>3,798,300</b> | <b>137,000</b> | <b>143,300</b> | <b>149,900</b> | <b>156,800</b> |

**Table B-2**  
**Town of Shelburne**  
**Wastewater Service**  
**Schedule of Non-Growth Related Debenture Repayments**  
 Inflated \$

| Debenture<br>Year                | Principal<br>(Inflated) | Budget<br>2023 | Forecast |          |               |                |                |                |                |                |                |                |
|----------------------------------|-------------------------|----------------|----------|----------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                  |                         |                | 2024     | 2025     | 2026          | 2027           | 2028           | 2029           | 2030           | 2031           | 2032           | 2033           |
| 2023                             | -                       | -              | -        | -        | -             | -              | -              | -              | -              | -              | -              | -              |
| 2024                             | -                       | -              | -        | -        | -             | -              | -              | -              | -              | -              | -              | -              |
| 2025                             | 1,285,239               | -              | -        | -        | 97,099        | 97,099         | 97,099         | 97,099         | 97,099         | 97,099         | 97,099         | 97,099         |
| 2026                             | 5,614,324               | -              | -        | -        | -             | 424,160        | 424,160        | 424,160        | 424,160        | 424,160        | 424,160        | 424,160        |
| 2027                             | -                       | -              | -        | -        | -             | -              | -              | -              | -              | -              | -              | -              |
| 2028                             | 541,776                 | -              | -        | -        | -             | -              | -              | 40,931         | 40,931         | 40,931         | 40,931         | 40,931         |
| 2029                             | 1,207,635               | -              | -        | -        | -             | -              | -              | -              | 91,236         | 91,236         | 91,236         | 91,236         |
| 2030                             | -                       | -              | -        | -        | -             | -              | -              | -              | -              | -              | -              | -              |
| 2031                             | -                       | -              | -        | -        | -             | -              | -              | -              | -              | -              | -              | -              |
| 2032                             | -                       | -              | -        | -        | -             | -              | -              | -              | -              | -              | -              | -              |
| 2033                             | -                       | -              | -        | -        | -             | -              | -              | -              | -              | -              | -              | -              |
| <b>Total Annual Debt Charges</b> | <b>8,648,974</b>        | <b>-</b>       | <b>-</b> | <b>-</b> | <b>97,099</b> | <b>521,260</b> | <b>521,260</b> | <b>562,190</b> | <b>653,427</b> | <b>653,427</b> | <b>653,427</b> | <b>653,427</b> |



**Table B-3**  
**Town of Shelburne**  
**Wastewater Service**  
**Schedule of Growth Related Debenture Repayments**  
 Inflated \$

| Debenture<br>Year                | Principal<br>(Inflated) | Budget<br>2023 | Forecast |                |                |                  |                  |                  |                  |                  |                  |                  |
|----------------------------------|-------------------------|----------------|----------|----------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                  |                         |                | 2024     | 2025           | 2026           | 2027             | 2028             | 2029             | 2030             | 2031             | 2032             | 2033             |
| 2023                             | -                       |                | -        | -              | -              | -                | -                | -                | -                | -                | -                | -                |
| 2024                             | 3,756,200               |                |          | 283,780        | 283,780        | 283,780          | 283,780          | 283,780          | 283,780          | 283,780          | 283,780          | 283,780          |
| 2025                             | 8,842,983               |                |          |                | 668,084        | 668,084          | 668,084          | 668,084          | 668,084          | 668,084          | 668,084          | 668,084          |
| 2026                             | 9,249,685               |                |          |                |                | 698,810          | 698,810          | 698,810          | 698,810          | 698,810          | 698,810          | 698,810          |
| 2027                             | 512,280                 |                |          |                |                |                  | 38,703           | 38,703           | 38,703           | 38,703           | 38,703           | 38,703           |
| 2028                             | 1,333,509               |                |          |                |                |                  |                  | 100,746          | 100,746          | 100,746          | 100,746          | 100,746          |
| 2029                             | 1,394,881               |                |          |                |                |                  |                  |                  | 105,383          | 105,383          | 105,383          | 105,383          |
| 2030                             | 91,333                  |                |          |                |                |                  |                  |                  |                  | 6,900            | 6,900            | 6,900            |
| 2031                             | 95,533                  |                |          |                |                |                  |                  |                  |                  |                  | 7,218            | 7,218            |
| 2032                             | 99,933                  |                |          |                |                |                  |                  |                  |                  |                  |                  | 7,550            |
| 2033                             | 104,533                 |                |          |                |                |                  |                  |                  |                  |                  |                  |                  |
| <b>Total Annual Debt Charges</b> | <b>25,480,872</b>       | <b>-</b>       | <b>-</b> | <b>283,780</b> | <b>951,864</b> | <b>1,650,674</b> | <b>1,689,377</b> | <b>1,790,123</b> | <b>1,895,506</b> | <b>1,902,406</b> | <b>1,909,623</b> | <b>1,917,173</b> |

**Table B-4**  
**Town of Shelburne**  
**Wastewater Service**  
**Wastewater Reserves**  
 Inflated \$

| Description             | 2023             | 2024             | 2025           | 2026           | 2027             | 2028           | 2029           | 2030             | 2031             | 2032             | 2033             |
|-------------------------|------------------|------------------|----------------|----------------|------------------|----------------|----------------|------------------|------------------|------------------|------------------|
| Opening Balance         | 5,403,819        | 5,661,974        | 4,561,052      | 510,000        | 510,000          | 1,245,509      | 510,000        | 510,000          | 1,813,239        | 3,372,393        | 5,172,044        |
| Transfer from Operating | 995,052          | 1,372,346        | 1,511,326      | 1,548,691      | 827,307          | 1,010,406      | 1,185,784      | 1,313,351        | 1,540,796        | 1,748,205        | 1,977,892        |
| Transfer to Capital     | 847,917          | 2,562,700        | 5,572,378      | 1,558,691      | 116,220          | 1,755,915      | 1,195,784      | 45,667           | 47,767           | 49,967           | 52,267           |
| Transfer to Operating   | -                | -                | -              | -              | -                | -              | -              | -                | -                | -                | -                |
| <b>Closing Balance</b>  | <b>5,550,955</b> | <b>4,471,619</b> | <b>500,000</b> | <b>500,000</b> | <b>1,221,087</b> | <b>500,000</b> | <b>500,000</b> | <b>1,777,685</b> | <b>3,306,267</b> | <b>5,070,632</b> | <b>7,097,669</b> |
| Interest                | 111,019          | 89,432           | 10,000         | 10,000         | 24,422           | 10,000         | 10,000         | 35,554           | 66,125           | 101,413          | 141,953          |





**Table B-5**  
**Town of Shelburne**  
**Wastewater Service**  
**Wastewater Development Charges Reserve Fund Continuity**  
 Inflated \$

| Description                       | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             | 2029             | 2030           | 2031             | 2032               | 2033               |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------|------------------|--------------------|--------------------|
| Opening Balance                   | 3,850,525        | 3,022,067        | 3,351,462        | 3,279,246        | 2,260,139        | 2,090,703        | 1,914,778        | 1,277,534      | 577,563          | (540,545)          | (1,714,509)        |
| Development Charge Proceeds       | 408,929          | 458,239          | 341,824          | 83,000           | 1,538,327        | 1,573,990        | 1,225,913        | 1,282,293      | 794,896          | 769,278            | 860,734            |
| Transfer to Capital               | 1,102,083        | -                | -                | -                | -                | -                | -                | -              | -                | -                  | -                  |
| Transfer to Operating             | 194,559          | 194,559          | 478,339          | 1,146,423        | 1,748,758        | 1,787,460        | 1,888,206        | 1,993,589      | 1,902,406        | 1,909,623          | 1,917,173          |
| <b>Closing Balance</b>            | <b>2,962,810</b> | <b>3,285,747</b> | <b>3,214,947</b> | <b>2,215,823</b> | <b>2,049,709</b> | <b>1,877,233</b> | <b>1,252,485</b> | <b>566,238</b> | <b>(529,947)</b> | <b>(1,680,891)</b> | <b>(2,770,949)</b> |
| Interest                          | 59,256           | 65,715           | 64,299           | 44,316           | 40,994           | 37,545           | 25,050           | 11,325         | (10,599)         | (33,618)           | (55,419)           |
| Required from Development Charges | 1,102,083        | 3,756,200        | 8,842,983        | 9,249,685        | 512,280          | 1,333,509        | 1,394,881        | 91,333         | 95,533           | 99,933             | 104,533            |



**Table B-6**  
**Town of Shelburne**  
**Wastewater Services**  
**Operating Budget Forecast**  
 Inflated \$

| Description                                    | Budget<br>2023   | Forecast         |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                                |                  | 2024             | 2025             | 2026             | 2027             | 2028             | 2029             | 2030             | 2031             | 2032             | 2033             |
| <b>EXPENDITURES</b>                            |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>Operating Costs</b>                         |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Labour & Benefits                              | 170,450          | 205,100          | 209,900          | 214,700          | 219,600          | 258,400          | 264,300          | 270,400          | 276,600          | 283,000          | 289,500          |
| Utilities & Telephones                         | 230,000          | 235,300          | 240,700          | 246,200          | 251,900          | 257,700          | 263,600          | 269,700          | 275,900          | 282,200          | 288,700          |
| Billing & Software Costs                       | 21,000           | 21,500           | 22,000           | 22,500           | 23,000           | 23,500           | 24,100           | 24,600           | 25,200           | 25,800           | 26,400           |
| Sewage Material/Supplies/Services              | 23,000           | 23,500           | 24,100           | 24,600           | 25,200           | 25,800           | 26,400           | 27,000           | 27,600           | 28,200           | 28,900           |
| Sewage Main Maintenance                        | 40,000           | 40,900           | 41,900           | 42,800           | 43,800           | 44,800           | 45,800           | 46,900           | 48,000           | 49,100           | 50,200           |
| OCWA Operational Cost                          | 423,781          | 433,500          | 443,500          | 453,700          | 464,100          | 474,800          | 485,700          | 496,900          | 508,300          | 520,000          | 532,000          |
| Sewage Plant Maintenance                       | 200,000          | 204,600          | 209,300          | 214,100          | 219,000          | 224,100          | 229,200          | 234,500          | 239,900          | 245,400          | 251,100          |
| Sewage Share of County PIL                     | 7,785            | 8,000            | 8,100            | 8,300            | 8,500            | 8,700            | 8,900            | 9,100            | 9,300            | 9,600            | 9,800            |
| Training/Conferences                           | 3,500            | 3,600            | 3,700            | 3,700            | 3,800            | 3,900            | 4,000            | 4,100            | 4,200            | 4,300            | 4,400            |
| Sewage Equipment Maintenance                   | 5,000            | 5,100            | 5,200            | 5,400            | 5,500            | 5,600            | 5,700            | 5,900            | 6,000            | 6,100            | 6,300            |
| Sewage Pumping Station Maintenance             | 6,000            | 6,100            | 6,300            | 6,400            | 6,600            | 6,700            | 6,900            | 7,000            | 7,200            | 7,400            | 7,500            |
| Sewage Vehicles Maintenance & Fuel             | 18,000           | 18,400           | 18,800           | 19,300           | 19,700           | 20,200           | 20,600           | 21,100           | 21,600           | 22,100           | 22,600           |
| Sewage Plant Insurance                         | 28,952           | 33,300           | 38,300           | 44,000           | 50,600           | 58,200           | 67,000           | 77,000           | 88,600           | 101,800          | 117,100          |
| Sewage Plant Professional Fees                 | 200,000          | 204,600          | 209,300          | 214,100          | 219,000          | 224,100          | 229,200          | 234,500          | 239,900          | 245,400          | 251,100          |
| Sewage Share of Meter Expense                  | 45,000           | 46,000           | 47,100           | 48,200           | 49,300           | 50,400           | 51,600           | 52,800           | 54,000           | 55,200           | 56,500           |
| Transfer to Planning                           | 9,000            | 9,200            | 9,400            | 9,600            | 9,900            | 10,100           | 10,300           | 10,600           | 10,800           | 11,000           | 11,300           |
| Sewage Share of Locates                        | 3,000            | 3,100            | 3,100            | 3,200            | 3,300            | 3,400            | 3,400            | 3,500            | 3,600            | 3,700            | 3,800            |
| Incremental Operating & Maintenance            | -                | -                | -                | -                | 538,000          | 550,400          | 563,000          | 576,000          | 589,200          | 602,800          | 616,700          |
| <b>Sub-total Operating Costs</b>               | <b>1,434,468</b> | <b>1,501,800</b> | <b>1,540,700</b> | <b>1,580,800</b> | <b>2,160,800</b> | <b>2,250,800</b> | <b>2,309,700</b> | <b>2,371,600</b> | <b>2,435,900</b> | <b>2,503,100</b> | <b>2,573,900</b> |
| <b>Capital-related Costs</b>                   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Existing Debt (Principal) - Growth-related     | 158,365          | 163,735          | 169,295          | 175,055          | 83,901           | 87,470           | 91,191           | 95,071           | -                | -                | -                |
| Existing Debt (Interest) - Growth-related      | 36,194           | 30,825           | 25,264           | 19,504           | 14,183           | 10,613           | 6,892            | 3,012            | -                | -                | -                |
| New Debt (Principal) - Growth-related          | -                | -                | 122,263          | 415,356          | 734,291          | 782,540          | 859,594          | 941,959          | 985,437          | 1,030,920        | 1,078,502        |
| New Debt (Interest) - Growth-related           | -                | -                | 161,517          | 536,508          | 916,384          | 906,837          | 930,529          | 953,546          | 916,969          | 878,704          | 838,671          |
| Existing Debt (Principal) - Non-growth-related | 71,690           | 73,747           | 75,866           | 78,049           | 14,806           | 15,436           | 16,093           | 16,777           | -                | -                | -                |
| Existing Debt (Interest) - Non-growth-related  | 10,693           | 8,636            | 6,518            | 4,335            | 2,503            | 1,873            | 1,216            | 532              | -                | -                | -                |
| New Debt (Principal) - Non-growth-related      | -                | -                | -                | 41,834           | 226,377          | 236,111          | 263,899          | 314,555          | 328,080          | 342,188          | 356,902          |
| New Debt (Interest) - Non-growth-related       | -                | -                | -                | 55,265           | 294,882          | 285,148          | 298,292          | 338,872          | 325,347          | 311,239          | 296,525          |
| Transfer to Capital                            | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Transfer to Wastewater Reserves                | 995,052          | 1,372,346        | 1,511,326        | 1,548,691        | 827,307          | 1,010,406        | 1,185,784        | 1,313,351        | 1,540,796        | 1,748,205        | 1,977,892        |
| <b>Sub-total Capital-related Costs</b>         | <b>1,271,995</b> | <b>1,649,288</b> | <b>2,072,049</b> | <b>2,874,596</b> | <b>3,114,633</b> | <b>3,336,435</b> | <b>3,653,489</b> | <b>3,977,676</b> | <b>4,096,628</b> | <b>4,311,256</b> | <b>4,548,492</b> |
| <b>Total Expenditures</b>                      | <b>2,706,463</b> | <b>3,151,088</b> | <b>3,612,749</b> | <b>4,455,396</b> | <b>5,275,433</b> | <b>5,587,235</b> | <b>5,963,189</b> | <b>6,349,276</b> | <b>6,532,528</b> | <b>6,814,356</b> | <b>7,122,392</b> |
| <b>REVENUES</b>                                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>Operating Revenues</b>                      |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Customer Services                              | 35,000           | 35,800           | 36,600           | 37,500           | 38,300           | 39,200           | 40,100           | 41,000           | 42,000           | 42,900           | 43,900           |
| Sewer Use Surcharge                            | 40,000           | 40,900           | 41,900           | 42,800           | 43,800           | 44,800           | 45,800           | 46,900           | 48,000           | 49,100           | 50,200           |
| Transfer from Development Charges Reserve Fund | 194,559          | 194,559          | 478,339          | 1,146,423        | 1,748,758        | 1,787,460        | 1,888,206        | 1,993,589        | 1,902,406        | 1,909,623        | 1,917,173        |
| Transfer from Wastewater Reserves              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Sub-total Operating Revenues</b>            | <b>269,559</b>   | <b>271,259</b>   | <b>556,839</b>   | <b>1,226,723</b> | <b>1,830,858</b> | <b>1,871,460</b> | <b>1,974,106</b> | <b>2,081,489</b> | <b>1,992,406</b> | <b>2,001,623</b> | <b>2,011,273</b> |
| <b>Billing Revenues</b>                        |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Base Charge                                    |                  | 1,790,456        | 1,860,178        | 1,923,849        | 2,009,598        | 2,123,153        | 2,232,182        | 2,338,738        | 2,436,434        | 2,529,366        | 2,631,309        |
| Consumptive Charge                             |                  | 1,089,374        | 1,195,732        | 1,304,824        | 1,434,977        | 1,592,622        | 1,756,901        | 1,929,049        | 2,103,688        | 2,283,366        | 2,479,810        |
| <b>Sub-total Billing Revenues</b>              | <b>2,436,904</b> | <b>2,879,829</b> | <b>3,055,910</b> | <b>3,228,674</b> | <b>3,444,575</b> | <b>3,715,775</b> | <b>3,989,083</b> | <b>4,267,787</b> | <b>4,540,122</b> | <b>4,812,732</b> | <b>5,111,119</b> |
| <b>Total Revenues</b>                          | <b>2,706,463</b> | <b>3,151,088</b> | <b>3,612,749</b> | <b>4,455,396</b> | <b>5,275,433</b> | <b>5,587,235</b> | <b>5,963,189</b> | <b>6,349,276</b> | <b>6,532,528</b> | <b>6,814,356</b> | <b>7,122,392</b> |



Table B-7  
Town of Shelburne  
Wastewater Services  
Wastewater Rate Forecast  
Current Rate Structure  
Inflated \$

| Description                                                  | 2023        | 2024        | 2025        | 2026        | 2027        | 2028        | 2029        | 2030        | 2031        | 2032        | 2033        |
|--------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>Increasing Block Consumptive Rates (\$/m<sup>3</sup>)</b> |             |             |             |             |             |             |             |             |             |             |             |
| Block 1 (≤220 m <sup>3</sup> bi-monthly)                     | \$ 1.31     | \$ 1.43     | \$ 1.55     | \$ 1.68     | \$ 1.82     | \$ 1.97     | \$ 2.12     | \$ 2.29     | \$ 2.47     | \$ 2.65     | \$ 2.84     |
| Block 2 (>220 to ≤690 m <sup>3</sup> bi-monthly)             | \$ 1.44     | \$ 1.57     | \$ 1.70     | \$ 1.85     | \$ 2.00     | \$ 2.16     | \$ 2.33     | \$ 2.52     | \$ 2.71     | \$ 2.91     | \$ 3.13     |
| Block 3 (>690 m <sup>3</sup> bi-monthly)                     | \$ 1.63     | \$ 1.77     | \$ 1.93     | \$ 2.09     | \$ 2.26     | \$ 2.45     | \$ 2.64     | \$ 2.85     | \$ 3.07     | \$ 3.30     | \$ 3.54     |
| Annual Percentage Change - Block 1                           |             | 8.8%        | 8.6%        | 8.5%        | 8.3%        | 8.1%        | 8.0%        | 7.8%        | 7.7%        | 7.5%        | 7.4%        |
| Annual Percentage Change - Block 2                           |             | 8.8%        | 8.6%        | 8.5%        | 8.3%        | 8.1%        | 8.0%        | 7.8%        | 7.7%        | 7.5%        | 7.4%        |
| Annual Percentage Change - Block 3                           |             | 8.8%        | 8.6%        | 8.5%        | 8.3%        | 8.1%        | 8.0%        | 7.8%        | 7.7%        | 7.5%        | 7.4%        |
| <b>Monthly Base Charge by Meter Size (\$/unit)</b>           |             |             |             |             |             |             |             |             |             |             |             |
| 5/8" & 3/4"                                                  | \$ 36.42    | \$ 37.43    | \$ 38.46    | \$ 39.52    | \$ 40.61    | \$ 41.73    | \$ 42.88    | \$ 44.07    | \$ 45.28    | \$ 46.53    | \$ 47.82    |
| 1"                                                           | \$ 91.05    | \$ 93.56    | \$ 96.15    | \$ 98.80    | \$ 101.53   | \$ 104.33   | \$ 107.21   | \$ 110.17   | \$ 113.21   | \$ 116.33   | \$ 119.54   |
| 1 1/4"                                                       | \$ 136.58   | \$ 140.35   | \$ 144.22   | \$ 148.20   | \$ 152.29   | \$ 156.50   | \$ 160.82   | \$ 165.26   | \$ 169.82   | \$ 174.50   | \$ 179.32   |
| 1 1/2"                                                       | \$ 182.10   | \$ 187.13   | \$ 192.29   | \$ 197.60   | \$ 203.05   | \$ 208.66   | \$ 214.41   | \$ 220.33   | \$ 226.41   | \$ 232.66   | \$ 239.08   |
| 2"                                                           | \$ 291.35   | \$ 299.39   | \$ 307.65   | \$ 316.15   | \$ 324.87   | \$ 333.84   | \$ 343.05   | \$ 352.52   | \$ 362.25   | \$ 372.25   | \$ 382.52   |
| 3"                                                           | \$ 582.71   | \$ 598.79   | \$ 615.32   | \$ 632.30   | \$ 649.75   | \$ 667.69   | \$ 686.12   | \$ 705.05   | \$ 724.51   | \$ 744.51   | \$ 765.06   |
| 4"                                                           | \$ 910.48   | \$ 935.61   | \$ 961.43   | \$ 987.97   | \$ 1,015.24 | \$ 1,043.26 | \$ 1,072.05 | \$ 1,101.64 | \$ 1,132.04 | \$ 1,163.29 | \$ 1,195.39 |
| 6"                                                           | \$ 1,820.95 | \$ 1,871.21 | \$ 1,922.85 | \$ 1,975.92 | \$ 2,030.46 | \$ 2,086.50 | \$ 2,144.09 | \$ 2,203.26 | \$ 2,264.07 | \$ 2,326.56 | \$ 2,390.78 |
| 8"                                                           | \$ 2,913.53 | \$ 2,993.94 | \$ 3,076.58 | \$ 3,161.49 | \$ 3,248.75 | \$ 3,338.41 | \$ 3,430.55 | \$ 3,525.24 | \$ 3,622.53 | \$ 3,722.51 | \$ 3,825.26 |
| Annual Percentage Change - 5/8" & 3/4"                       |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 1"                                |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 1 1/4"                            |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 1 1/2"                            |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 2"                                |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 3"                                |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 4"                                |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 6"                                |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 8"                                |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |



**Table B-8**  
**Town of Shelburne**  
**Wastewater Services**  
**Wastewater Rate Forecast**  
**Alternative Rate Structure**  
 Inflated \$

| Description                                                  | 2023        | 2024        | 2025        | 2026        | 2027        | 2028        | 2029        | 2030        | 2031        | 2032        | 2033        |
|--------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>Increasing Block Consumptive Rates (\$/m<sup>3</sup>)</b> |             |             |             |             |             |             |             |             |             |             |             |
| Block 1 (≤30 m <sup>3</sup> bi-monthly)                      | \$ 1.31     | \$ 1.37     | \$ 1.49     | \$ 1.61     | \$ 1.75     | \$ 1.89     | \$ 2.04     | \$ 2.20     | \$ 2.37     | \$ 2.54     | \$ 2.73     |
| Block 2 (>30 to ≤60 m <sup>3</sup> bi-monthly)               | \$ 1.44     | \$ 1.50     | \$ 1.63     | \$ 1.77     | \$ 1.92     | \$ 2.07     | \$ 2.24     | \$ 2.42     | \$ 2.60     | \$ 2.80     | \$ 3.00     |
| Block 3 (>60 m <sup>3</sup> bi-monthly)                      | \$ 1.63     | \$ 1.70     | \$ 1.85     | \$ 2.00     | \$ 2.17     | \$ 2.35     | \$ 2.54     | \$ 2.73     | \$ 2.94     | \$ 3.17     | \$ 3.40     |
| Annual Percentage Change - Block 1                           |             | 4.4%        | 8.7%        | 8.5%        | 8.3%        | 8.2%        | 8.0%        | 7.8%        | 7.7%        | 7.5%        | 7.4%        |
| Annual Percentage Change - Block 2                           |             | 4.4%        | 8.7%        | 8.5%        | 8.3%        | 8.2%        | 8.0%        | 7.8%        | 7.7%        | 7.5%        | 7.4%        |
| Annual Percentage Change - Block 3                           |             | 4.4%        | 8.7%        | 8.5%        | 8.3%        | 8.2%        | 8.0%        | 7.8%        | 7.7%        | 7.5%        | 7.4%        |
| <b>Monthly Base Charge by Meter Size (\$/unit)</b>           |             |             |             |             |             |             |             |             |             |             |             |
| 5/8" & 3/4"                                                  | \$ 36.42    | \$ 37.43    | \$ 38.46    | \$ 39.52    | \$ 40.61    | \$ 41.73    | \$ 42.88    | \$ 44.07    | \$ 45.28    | \$ 46.53    | \$ 47.82    |
| 1"                                                           | \$ 91.05    | \$ 93.56    | \$ 96.15    | \$ 98.80    | \$ 101.53   | \$ 104.33   | \$ 107.21   | \$ 110.17   | \$ 113.21   | \$ 116.33   | \$ 119.54   |
| 1 1/4"                                                       | \$ 136.58   | \$ 140.35   | \$ 144.22   | \$ 148.20   | \$ 152.29   | \$ 156.50   | \$ 160.82   | \$ 165.26   | \$ 169.82   | \$ 174.50   | \$ 179.32   |
| 1 1/2"                                                       | \$ 182.10   | \$ 187.13   | \$ 192.29   | \$ 197.60   | \$ 203.05   | \$ 208.66   | \$ 214.41   | \$ 220.33   | \$ 226.41   | \$ 232.66   | \$ 239.08   |
| 2"                                                           | \$ 291.35   | \$ 299.39   | \$ 307.65   | \$ 316.15   | \$ 324.87   | \$ 333.84   | \$ 343.05   | \$ 352.52   | \$ 362.25   | \$ 372.25   | \$ 382.52   |
| 3"                                                           | \$ 582.71   | \$ 598.79   | \$ 615.32   | \$ 632.30   | \$ 649.75   | \$ 667.69   | \$ 686.12   | \$ 705.05   | \$ 724.51   | \$ 744.51   | \$ 765.06   |
| 4"                                                           | \$ 910.48   | \$ 935.61   | \$ 961.43   | \$ 987.97   | \$ 1,015.24 | \$ 1,043.26 | \$ 1,072.05 | \$ 1,101.64 | \$ 1,132.04 | \$ 1,163.29 | \$ 1,195.39 |
| 6"                                                           | \$ 1,820.95 | \$ 1,871.21 | \$ 1,922.85 | \$ 1,975.92 | \$ 2,030.46 | \$ 2,086.50 | \$ 2,144.09 | \$ 2,203.26 | \$ 2,264.07 | \$ 2,326.56 | \$ 2,390.78 |
| 8"                                                           | \$ 2,913.53 | \$ 2,993.94 | \$ 3,076.58 | \$ 3,161.49 | \$ 3,248.75 | \$ 3,338.41 | \$ 3,430.55 | \$ 3,525.24 | \$ 3,622.53 | \$ 3,722.51 | \$ 3,825.26 |
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| Annual Percentage Change - 1"                                |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 1 1/4"                            |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 1 1/2"                            |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 2"                                |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 3"                                |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 4"                                |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 6"                                |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |
| Annual Percentage Change - 8"                                |             | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        | 2.8%        |



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

# Parks & Recreation Master Plan

September 2023



**GSP**  
group

**MGA**  
MCQUEEN GALLOWAY ASSOCIATES

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# 1 Introduction

This Parks and Recreation Master Plan (PRMP) is intended to guide the delivery of parks, recreation and culture facilities and services in the Town of Shelburne over the next 10 to 15 years. It builds upon and updates the previous Parks Master Plan (2009) by establishing a renewed vision and recommendations for parks, trails and outdoor recreation facilities including a range of improvements, new parks and facilities and upgrading and expansion of the trails system. While this PRMP has maintained a strong focus on parks and outdoor recreation, its scope also includes recommendations and considerations for indoor spaces and facilities as well as recreation programming and service delivery.

One of the key recommendations of the previous Parks Master Plan (2009) was to create a site development master plan for Fiddle Park to facilitate more community use. The Community Improvement Plan (CIP) (2019) recommends several “Big Moves” for the community including the redesign of Fiddle Park as a community hub. To further advance Fiddle Park as a community and regional destination park, a significant component of this PRMP includes the Fiddle Park Plan, available under separate cover.

This PRMP is also intended as the Town’s “Parks Plan” pursuant to the Planning Act (s. 42 (4.1)) and is to be read in conjunction with the Town’s Official Plan, Secondary Plans, and Parkland Dedication By-law for the purposes of parkland dedication and cash-in-lieu of parkland requirements for new development. It also aligns with and implements aspects of the Town’s CIP (2019).

## Recap: 2009 Parks Master Plan

- ✓ New soccer facilities (Greenwood Park)
- ✓ Ball diamond upgrades (Hyland Park)
- ✓ Skatepark, basketball court, ice rink (Greenwood Park)
- ✓ Splashpad (Greenwood Park)
- ✓ Pavilion (Natasha Paterson Memorial Park)
- ✓ Community Garden (Fiddle Park)
- ✓ Dog Park (Fiddle Park)
- ✓ New Parks/Playgrounds (Summerhill Park, Morden Drive Park)
- ✓ Community Trails (Greenwood Park, Greenbrook Linkage)
- ✓ Playground Replacements/Upgrades/Accessibility



## 1.1 Community Engagement and Framework for Recreation

This PRMP has been completed in recognition of the significant importance and value that the community places on parks and recreation. Community engagement was a key part of the process, and included:

- Community open houses and presentations held both in-person and virtually, including visioning exercises, facilitated brainstorming and discussion of key strengths, challenges and future priorities;
- A series of one-on-one interviews with municipal officials and members of Town Council as well as reports and presentations to Council;
- Meetings with local boards, committees and user groups including the Diversity, Equity and Inclusion (DEI) Committee, Centre Dufferin Recreation Complex (CDRC) Board and Staff, Interfaith Group, Upper Grand District School Board (UDGSB), Shelburne Public Library Board, sports groups and event organizers;
- Online community surveys, feedback forms, recorded meetings and video-presentations.

The benefit of aligning with the Framework for Recreation in Canada (FRC, 2015) was identified. McQueen Galloway Associates (MGA) assisted with the design and implementation of the consultation program and summarized the results of the Strength, Weaknesses, Opportunities and Threats (SWOT) analysis organized by the five pillars identified in the FRC (see Appendix A). The five pillars/goals include:

1. **Active Living:** foster active living through physical recreation.
2. **Inclusion & Access:** increase inclusion and access to recreation for populations that face constraints to participation.
3. **Connecting People and Nature:** help people connect to nature through recreation.
4. **Supportive Environments:** ensure the provision of supportive physical and social environments that encourage participation in recreation and help to build strong, caring communities.
5. **Recreation Capacity:** ensure the continued growth and sustainability of the recreation field.



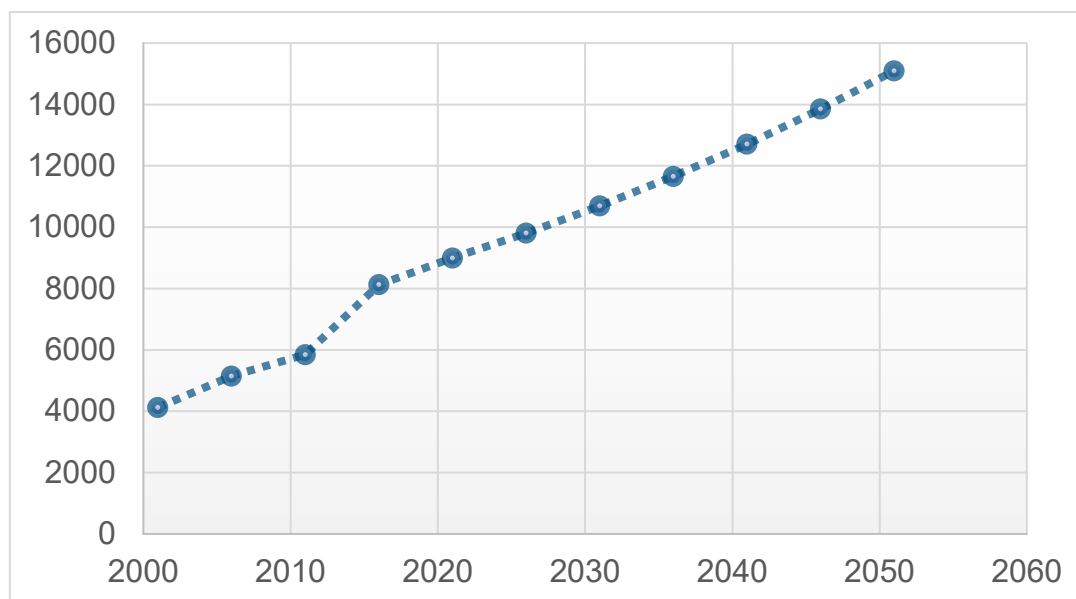
## 1.2 Community Context

Shelburne is centrally located in Dufferin County and has experienced significant growth in population over the past few decades. Parks and recreation facilities in the community serve not only the local population but also draw from the surrounding rural areas in the nearby municipalities. The population growth forecast for Shelburne and key demographic indicators as well as related considerations for parks and recreation facilities and services delivery are summarized below.

### Population Growth Forecast

Figure 1 illustrates the historic and forecast population growth. The 2021 population was 8,994 residents as of the most recent census (Statistics Canada, 2021) and is projected to grow to 15,100 residents by 2051 based on the forecasts provided in the County of Dufferin Official Plan.

**Fig. 1: Past & Forecast Population, Town of Shelburne, 2001-2051**

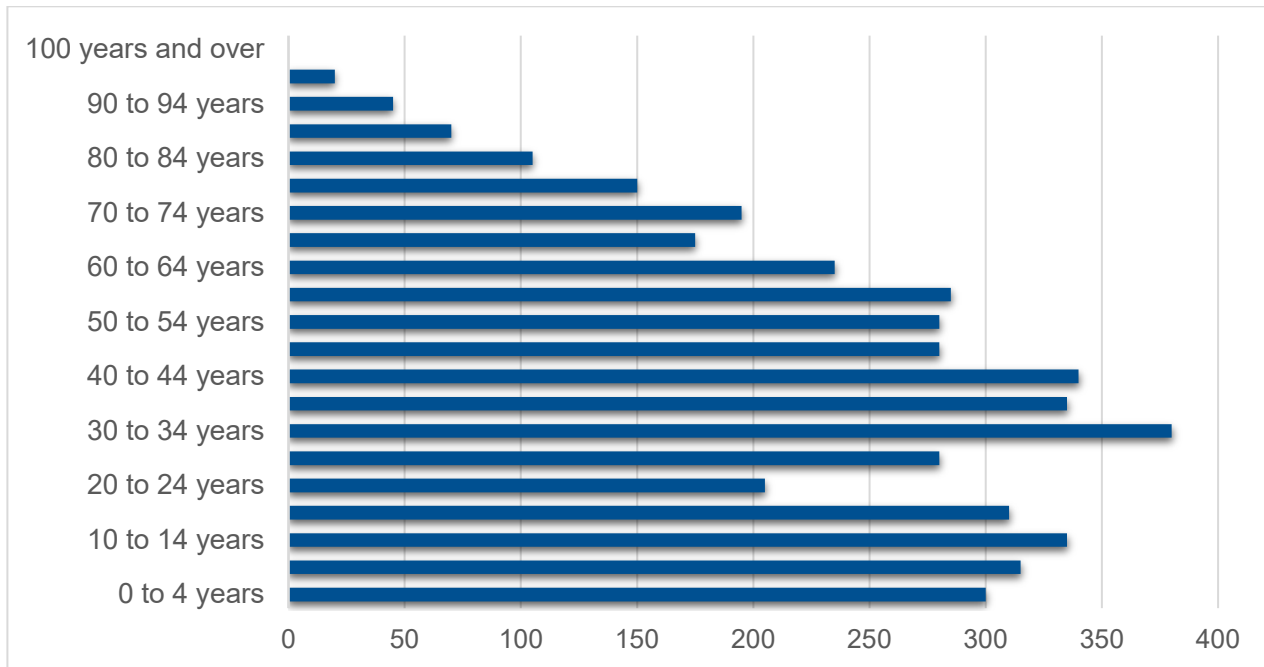


The 2051 population estimate aligns with the anticipated build-out of the remaining land within the municipality over the 30-year period (2021-2051). Most of the future population growth is planned on the west side of the community and will include additional new parks and trails in that area, as identified in the Shelburne West Secondary Plan.

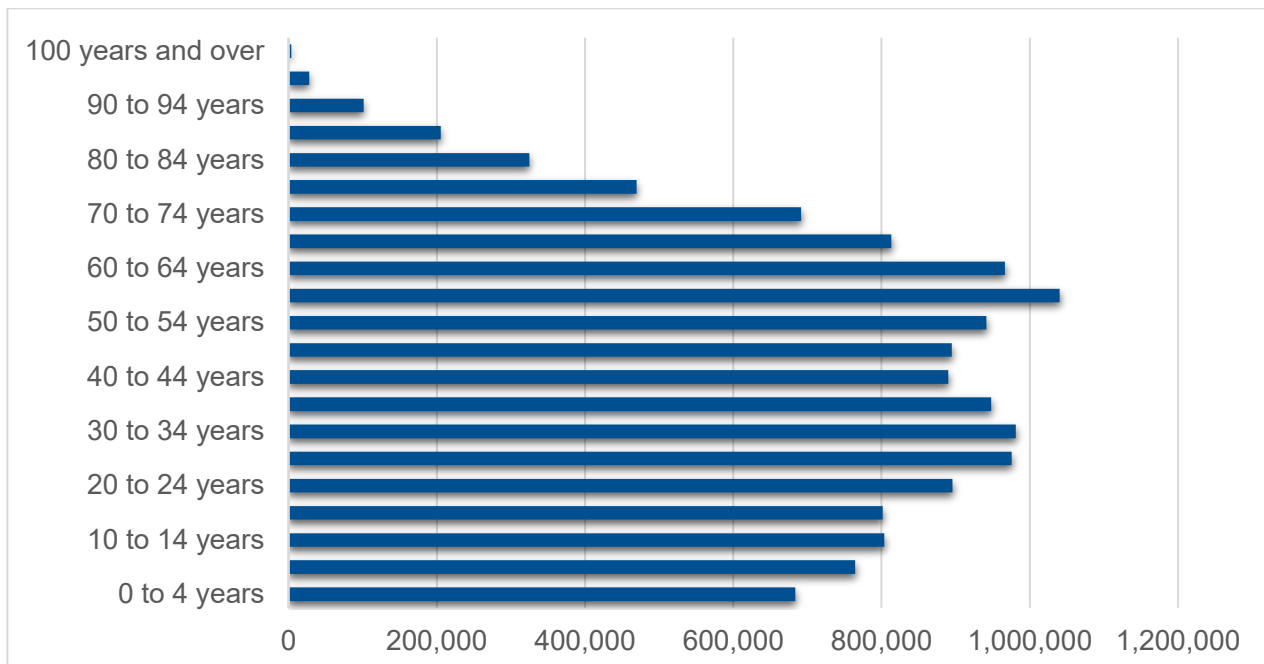
## Population Age Profile

Figures 2 and 3 illustrate the age distribution of the population of Shelburne and Ontario, respectively.

**Fig. 2: Age Cohorts, Town of Shelburne, 2021 Census**



**Fig. 3: Age Cohorts, Ontario, 2021 Census**



Shelburne is a relatively younger community with a median age of 36.8 years, almost 5 years younger than the median age of Ontarians. Proportionately, Shelburne has a higher-than-average children and youth population, comprising 22% of the population as compared to the provincial average of 15.8%. This will continue to generate related capacity needs and demands for children and youth recreation opportunities, facilities and programs.

The adult population is within 2% of the provincial average, although there is a noticeable shortfall in Shelburne's younger adult population between 20 to 24 years as compared to the provincial average or the other adult age cohorts. This could be the result of migration of this age cohort to larger urban centers that have post-secondary institutions. The Town also has a lower percent of adults aged 65 years and over at 14.5% as compared to the provincial average of 18.5%.

### **Immigration**

The immigrant population made up 19.5% of the total population in Shelburne, according to the 2021 Census, which is much less than the provincial average of 30%, and significantly higher than in 2006 (10%). The majority (60.9%) of immigrants to the Town arrived in Canada before the year 2000. Place of birth for the immigrant population in Shelburne include: the Americas (U.S., Central and South American countries) at 40.6%; Asia (primarily India and the Philippines) at 28.5%; Europe (primarily the United Kingdom) at 23.3%; and Africa (Nigeria, Morocco and other countries) at 6.9%. The Town, like many places in Canada, will increasingly rely on immigration to sustain its population and economic growth, and increased cultural diversity will continue to influence the community's overall recreational preferences and needs. This PRMP aims to provide direction for supporting enhanced flexibility and variety in the range of activities that the Town's parks and recreation facilities can accommodate.

### **Employment and Commuting**

Employment and commuting data for the Town of Shelburne shows a reasonably even balance between residents who work locally (including work from home and no fixed place of work) at 47.9% and those who commute to other places for work (52.1%), according to data from the 2021 Census. This

includes a significant increase in the number of residents working from home, which increased from 6% in 2016 to 14% in 2021. This can most likely be attributed largely to the impacts of the COVID-19 pandemic.

The most common workplace destination outside of Shelburne was Orangeville in 2016 (14% of employed residents) and has shifted to Brampton (9.6%) in 2021 followed by Orangeville (9.4% in 2021). Other commuting destinations include Mississauga, New Tecumseth, Toronto, Caledon and Mono, each with more than 100 employed residents in Shelburne commuting to those areas for work, and there are 23 other municipalities on the list with fewer commuters from Shelburne, all within approximately a 1.5-hour drive or less.

Longer commuting times generally reduce the time residents have available for leisure activities, and a higher percentage of commuters can result in greater demands for access to parks, recreation facilities and programs at specific times, such as activities scheduled for weekday evenings. Conversely, greater levels of local employment and more people working from home will increase the likelihood of more daytime use of parks and trails during the week, as people in these circumstances will have more flexibility to participate in activities at earlier times of day. This translates to an increased likelihood of there being some balance in demand for park and open space resources throughout the day and during evening hours. This is particularly true if the recent shift towards more people working remotely and towards more flexible work hours continues.

## **Income**

As reported in the 2021 Census, the median after-tax household income in the Town of Shelburne was \$87,000, which is lower than the median for Dufferin County (\$93,000) and higher than the Ontario median (\$79,500). Census data indicate that 10.9% of households were in low-income circumstances in 2020, according to the after-tax low-income measure (LIM-AT), and 24% of households were spending more than 30% of household income on shelter costs which is slightly lower than the same statistic (25%) from the 2016 census. The high cost of housing and inflation are expected to continue to generate demands and needs for low-cost or free recreational opportunities, and in this regard the Town's parks provide an essential

service, assisting those residents who may not otherwise be able to afford to participate in recreational activities. This PRMP seeks to achieve a balance of user-fee-based, low-cost, and free-to-use parks, facilities and amenities are available while promoting and supporting available financial assistance programs, particularly for lower-income families residing in the Town.

---

## 2 Strategic Foundation

### 2.1 Vision

The following renewed **Vision** for parks and recreation has been developed for this PRMP building on the vision statement established in the previous Parks Master Plan (2009), based on the input received through community engagement, and linking to the Framework for Recreation in Canada:

A diverse mix of unique parks, linked by a community-wide trail network, and a range of recreational facilities, programs and events are valued by the Shelburne community and provide access to supportive and inclusive environments for active living, social gathering and connecting with nature.

The recommendations made in this PRMP are intended to help achieve this vision.

### 2.2 Guiding Principles & Goals

Building on the Vision and updating the principles identified in the previous Parks Master Plan (2009), the following Guiding Principles and Goals have been developed as a renewed basis to guide the decision-making, directions, strategies and recommendations within this PRMP.

**Balanced** A mix and range of parks, recreation and culture facilities, programs and events are available to address the diverse needs and interests of the community, through strategic investments that are balanced with the level of community access and benefits achieved.

#### Goals:

- Ensure a range and mix of user-fee-based, low-cost, and free-to-use parks, facilities and amenities are

available, balancing community needs with the cost to deliver the parks and recreation facilities and services.

- Engage the community in the design, development and programming of parks and recreation facilities.

**Accessible** Parks and recreation facilities are safe, welcoming, inclusive and accessible, and each resident has a reasonable opportunity to participate in recreational activities and to enjoy the outdoors, with supports available to those who experience barriers to participation.

**Goals:**

- Design parks and recreation facilities to be highly visible, welcoming and easily accessible for people of all ages and abilities.
- Maximize awareness of recreational opportunities and connect people who experience barriers to participation in recreation with available programs and supports.

**Resilient** Parks and recreation facilities are designed to be cost-effective, resilient and sustainable, for ease of maintenance, to protect the natural environment, and are capable of supporting maximized use with flexibility to accommodate multiple activities and events and to respond to changes in population, demographics, and recreational interests.

**Goals:**

- Provide parks and recreation facilities that are flexible and accommodate a range of activities and functions, taking into account the diverse needs and interests of residents and the impacts of population growth and demographic changes.

- Establish and apply achievable standards for design, development, maintenance and up-keep of parks and recreation facilities.
- Incorporate more natural spaces, features, and sustainable elements that provide access to a range of natural settings, ecological and environmental benefits and reduce maintenance and lifecycle costs.

**Connected** A community-wide network of trails supports convenient access to parks and recreation facilities, active transportation, and connects residents with their community, nature and the outdoors, local history, art and culture.

#### Goals:

- Expand the existing network of trails, improve linkages to and within that network and add supports to enhance trail useability and user experience.
- Incorporate educational opportunities and highlight and celebrate local arts and culture within parks and recreation facilities.
- Continue to strengthen the Town's leadership role as a facilitator and liaison with the community and in partnership with other facility and service providers.

The recommendations of this PRMP are informed by the above Guiding Principles and are intended to help achieve the associated Goals. In circumstances where new projects and proposals are considered that are not specifically included in the recommendations of the PRMP, the proposal should be assessed to determine if it is supported by the Guiding Principles and how well it will help to achieve the Goals.



### 3 Classifications & Standards

This section of the PRMP updates the parks classification system and parkland acquisition strategies and policies previously established in the Parks Master Plan (2009). The parkland classification system is intended to guide the planning and delivery of different types, sizes and locations of parks and the range of facilities and facilities provided within parks to ensure an organized and functional system of parks is provided that is equitably distributed and optimally addresses community needs for outdoor recreation.

In addition, this section summarizes typical municipal provision standards for specific types of recreation facilities, which are intended to assist with anticipating and planning for future facility needs as the Town's population continues to grow. These standards also provide an indication of the population levels typically needed to support certain major facilities and, in some cases, helps to explain why certain facilities are not currently provided and are not recommended to be established within the planning horizon of this PRMP and based on Shelburne's current and forecast population.

#### 3.1 Park Classifications

The updated park classes refine and add further detail to the classification system presented in the previous Parks Master Plan (2009), and are based on the current and planned functions of existing parks within the inventory, as well as planned future parks, and the intended role and function of Fiddle Park as described in the Fiddle Park Plan. As shown in Table 3.1 (p. 15), the following park categories are identified:

##### **Community/Sports Parks:**

- Primarily intended to serve the entire community based on the range of facilities and amenities available and/or multi-field sports provided, with supporting facilities and parking areas;
- Secondly, some parks in this category also serve the surrounding neighbourhood(s) providing access to local-scale park facilities and amenities within convenient walking distance of residential areas;

- Offer a range of outdoor recreation facilities and amenities which may include those that are free for the public to enjoy for informal use (not programmed) as well as facilities that are available by reservation or on a user-fee/rental basis, such as formal sports fields or special event facilities, with supporting facilities including parking and washrooms;
- Preferably located along or near a main or collector road to support convenient access and may be coordinated with schools, indoor recreation facilities or other community destinations;
- Typically larger in size than Neighbourhood Parks.

#### **Neighbourhood Parks:**

- Primarily intended to serve local residential neighbourhoods within walking distance (5-10 minutes preferred, 15-20 minutes maximum);
- Secondly, some parks in this category are suitable for and will attract broader community use because of location, facilities that are unique or special to the park or its users, or proximity commercial/ retail nodes, schools or other community destinations;
- Offer a range of local-scale outdoor recreation facilities and amenities that are free for the public to enjoy for informal use (not programmed) such as play structures / playgrounds, benches/ seating areas, informal playing fields and passive open space, paved multi-use courts/informal basketball courts, community gardens and pathways;
- Generally do not provide facilities that are only available by reservation / user-fee/rental basis, such as formal sports fields or special event facilities, and should not generate large volumes of traffic and parking demands from outside the neighbourhood;
- Provide neighbourhood focal points for recreational, social and cultural activities and outdoor gathering spaces and enhance neighbourhood design;
- Typically smaller in size than Community/Sports Parks.

**Parkettes:**

- A subtype of Neighbourhood Parks, Parkettes also serve local neighbourhood functions but are smaller in size and typically provide basic parkland amenities, such as one or more play structure(s) or benches/seating area(s).

**Destination / Event Parks:**

- Primarily intended as a community-wide recreational and special event venue that also draws interest and tourism visits from areas beyond Shelburne, contributing to local economic activity;
- Fiddle Park is intended as the primary destination park for community-wide use, special events and supporting local tourism, as outlined in the Vision and Guiding Principles provided in the Fiddle Park Plan available under separate cover;
- Jack Downing Park, with its relatively small size and downtown location, is intended as a secondary destination park, to provide a venue to support appropriately scaled events and programs in the downtown area and to complement and support larger community-wide and downtown events that benefit from the available space in the park's central location. When not used for special events, Jack Downing Park is intended for social gathering, passive use and enjoyment by residents and visitors to Downtown Shelburne, to showcase local art and cultural heritage, and enhance the aesthetic quality and character of the downtown.

**Natural Areas:**

- Primarily intended to conserve sensitive natural features and their ecological functions, and to function as green infrastructure to help manage and mitigate the impacts of stormwater and sustain and enhance the natural environment, air quality and water resources;
- Secondly, Natural Areas may accommodate limited public access for compatible passive recreation such as hiking trails, nature appreciation, outdoor education and interpretation, bird-watching and similar activities;

- Includes areas and features such as woodlands, wetlands, watercourses and associated valleylands, meadows/open spaces and similar natural landscapes and corridors;
- Some Natural Areas are separately defined areas and others form part of parks in other categories.

#### **Linkages:**

- Linear parkland and natural corridors that provide open space connections of varying size and may include trails and supporting amenities such as benches and play equipment or outdoor fitness equipment;
- Open space corridors providing access and connectivity to and among parks in other categories and enhancing the overall community trail network.

#### **Community Trails:**

- Multi-use trails are paved and intended to support the broadest range and highest level of use including recreational trail activities and active transportation via a full range of pedestrian and non-motorized transportation, such as walking, jogging/running, cycling, rollerblading and scooters, with motorized use limited to accessibility needs and Town maintenance vehicles, provide or enhance student walking routes, and are accessible and maintained year-round;
- Secondary trails are typically surfaced with granular materials (gravel, crushed limestone, or similar) or may include paved sections and/or boardwalks where required based on local conditions, and are intended primarily for seasonal recreational use and to enhance community connectivity and access to parks and recreation, but are generally not maintained in the winter;
- Nature trails are intended to provide limited access to and within or along the edges of Natural Areas and environmentally sensitive Linkages and are typically surfaced with natural materials suitable for the local ground conditions and based on slope and other factors and are designed to minimize disturbance to the natural landscape.

**Table 3.1 – Park Classification System**

| <b>Community / Sports Parks</b>     |                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Basic Facility Requirements:</b> | <ul style="list-style-type: none"> <li>▪ Formal sports fields or multi-use / sport courts</li> <li>▪ Parking (with lighting)</li> <li>▪ Washrooms</li> <li>▪ Shade (trees and/or structure)</li> <li>▪ Bike racks</li> <li>▪ Accessible pathways</li> <li>▪ Waste receptacles</li> </ul>                                                                                               |
| <b>Optional Facilities:</b>         | <ul style="list-style-type: none"> <li>▪ Spectator seating</li> <li>▪ Playground(s)</li> <li>▪ Splash pad(s)</li> <li>▪ Trails/pathways/loops</li> <li>▪ Outdoor fitness equipment</li> <li>▪ Skatepark or similar features</li> <li>▪ Community garden(s)</li> <li>▪ Benches/seating areas</li> <li>▪ Picnic tables</li> <li>▪ Lighting of trails/walkways and other areas</li> </ul> |
| <b>Access / Location:</b>           | <ul style="list-style-type: none"> <li>▪ Walking/cycling/driving</li> <li>▪ Along or near main or collector road, street frontage</li> <li>▪ Connected to trail network</li> <li>▪ May be adjacent to or near schools</li> <li>▪ May be adjacent to or integrated with natural areas</li> </ul>                                                                                        |
| <b>Service Area:</b>                | <ul style="list-style-type: none"> <li>▪ Entire community, may also serve as Neighbourhood Park to surrounding/nearby residential areas</li> </ul>                                                                                                                                                                                                                                     |
| <b>Optimal Size:</b>                | <ul style="list-style-type: none"> <li>▪ Minimum 2 ha</li> </ul>                                                                                                                                                                                                                                                                                                                       |
| <b>Inventory:</b>                   | <ul style="list-style-type: none"> <li>▪ 3 locations / 19.5 ha (2.2 ha/1,000 population)</li> <li>▪ Greenwood Park (11.7 ha); Hyland Park (4.2 ha); KTH Park (3.6 ha)</li> </ul>                                                                                                                                                                                                       |
| <b>Provision Level Target:</b>      | <ul style="list-style-type: none"> <li>▪ 1.0 ha/1,000 population</li> <li>▪ Maintain existing inventory of Community Parks</li> </ul>                                                                                                                                                                                                                                                  |
| <b>Future Needs:</b>                | <ul style="list-style-type: none"> <li>▪ Add capacity for growth by completing recommended Greenwood Park expansion area and improvements, KTH Park and Hyland Park improvements</li> </ul>                                                                                                                                                                                            |
| <b>Design:</b>                      | <ul style="list-style-type: none"> <li>▪ Mix of natural, manicured and hard-surface areas</li> <li>▪ Visual landmarks to enhance community design</li> <li>▪ Support universal/barrier-free design and user safety</li> <li>▪ Sustainability features</li> </ul>                                                                                                                       |
| <b>Programming and Use:</b>         | <ul style="list-style-type: none"> <li>▪ Multi-use for a range of active and passive activities</li> <li>▪ May include fee-based/reserved facilities and non-programmed spaces that are free for public use</li> <li>▪ Year-round use opportunities where appropriate</li> </ul>                                                                                                       |

| <b>Neighbourhood Parks</b>          |                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Basic Facility Requirements:</b> | <ul style="list-style-type: none"> <li>▪ Playground(s)</li> <li>▪ Multi-use court / basketball court</li> <li>▪ Benches/seating areas</li> <li>▪ Open/informal play area or lawn/commons area</li> <li>▪ Shade (trees and/or structure)</li> <li>▪ Accessible pathways</li> <li>▪ Waste receptacles</li> <li>▪ Bike racks</li> </ul> |
| <b>Optional Facilities:</b>         | <ul style="list-style-type: none"> <li>▪ Washrooms</li> <li>▪ Trails/pathways/loops</li> <li>▪ Outdoor fitness equipment</li> <li>▪ Skatepark or similar features</li> <li>▪ Community garden(s)</li> <li>▪ Picnic tables</li> <li>▪ Lighting of trails/walkways and other areas</li> <li>▪ Small parking area</li> </ul>            |
| <b>Access / Location:</b>           | <ul style="list-style-type: none"> <li>▪ Walking/cycling</li> <li>▪ Along or near local road, street frontage</li> <li>▪ Connected to trail network</li> <li>▪ May be adjacent to or near schools</li> <li>▪ May be adjacent to or integrated with natural areas</li> </ul>                                                          |
| <b>Service Area:</b>                | <ul style="list-style-type: none"> <li>▪ Local residential neighbourhood</li> <li>▪ 400-500m (5-10 minutes walking) preferred</li> <li>▪ 600-800m (15-20 minutes walking) maximum</li> </ul>                                                                                                                                         |
| <b>Optimal Size:</b>                | <ul style="list-style-type: none"> <li>▪ Minimum 0.5 ha, up to 2 ha</li> </ul>                                                                                                                                                                                                                                                       |
| <b>Inventory:</b>                   | <ul style="list-style-type: none"> <li>▪ 5 locations / 5.0 ha (0.5 ha/1,000 population)</li> <li>▪ Simon Street Park (1.1 ha); Summerhill Park (1.2 ha); Walters Creek Park (0.6 ha)</li> <li>▪ Planned Parks: Hyland Village Park (0.6 ha); Ghant Park (1.5 ha);</li> </ul>                                                         |
| <b>Provision Level Target:</b>      | <ul style="list-style-type: none"> <li>▪ 0.5 ha/1,000 population</li> <li>▪ Maintain existing inventory of Neighbourhood Parks, complete development of new Neighbourhood Parks</li> </ul>                                                                                                                                           |
| <b>Future Needs:</b>                | <ul style="list-style-type: none"> <li>▪ Develop parks on parkland dedicated in new neighbourhoods (Hyland Village, Emerald Crossing)</li> <li>▪ Plan to acquire approx. 3 ha of additional parkland to service build-out of Shelburne West area</li> </ul>                                                                          |
| <b>Design:</b>                      | <ul style="list-style-type: none"> <li>▪ Mix of natural, manicured and hard-surface areas</li> <li>▪ Visual landmarks to enhance neighbourhood design</li> <li>▪ Support universal/barrier-free design and user safety</li> <li>▪ Sustainability features</li> </ul>                                                                 |
| <b>Programming and Use:</b>         | <ul style="list-style-type: none"> <li>▪ Multi-use for a range of active and passive activities</li> <li>▪ Non-programmed spaces that are free for public use</li> <li>▪ Year-round use opportunities where appropriate</li> </ul>                                                                                                   |

| <b>Parkettes</b>                    |                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Basic Facility Requirements:</b> | <ul style="list-style-type: none"> <li>▪ Playground(s) and/or benches/seating area(s)</li> <li>▪ Shade (trees and/or structure)</li> <li>▪ Accessible pathways</li> <li>▪ Waste receptacles</li> </ul>                                                                                                                                                                                       |
| <b>Optional Facilities:</b>         | <ul style="list-style-type: none"> <li>▪ Bike racks</li> <li>▪ Multi-use court / basketball court</li> <li>▪ Open/informal play area or lawn/commons area</li> <li>▪ Trails/pathways</li> <li>▪ Outdoor fitness equipment</li> <li>▪ Skatepark or similar features</li> <li>▪ Community garden(s)</li> <li>▪ Picnic tables</li> <li>▪ Lighting of trails/walkways and other areas</li> </ul> |
| <b>Access / Location:</b>           | <ul style="list-style-type: none"> <li>▪ Walking/cycling</li> <li>▪ Along or near local road, street frontage</li> <li>▪ Connected to trail network</li> <li>▪ May be adjacent to or integrated with natural areas</li> </ul>                                                                                                                                                                |
| <b>Service Area:</b>                | <ul style="list-style-type: none"> <li>▪ Local residential neighbourhood / street</li> <li>▪ Within 400-500m (5-10 minutes walking) to supplement Neighbourhood Parks / local access</li> </ul>                                                                                                                                                                                              |
| <b>Optimal Size:</b>                | <ul style="list-style-type: none"> <li>▪ Minimum 0.1 ha up to 0.5 ha</li> </ul>                                                                                                                                                                                                                                                                                                              |
| <b>Inventory:</b>                   | <ul style="list-style-type: none"> <li>▪ 3 locations / 0.5 ha (0.06 ha/1,000 population)</li> <li>▪ Greenwood Crescent Parkette (0.1 ha); Morden Drive Park (0.1 ha); Simon Court Parkette (0.3 ha)</li> </ul>                                                                                                                                                                               |
| <b>Provision Level Target:</b>      | <ul style="list-style-type: none"> <li>▪ Maintain existing inventory of Parkettes</li> </ul>                                                                                                                                                                                                                                                                                                 |
| <b>Future Needs:</b>                | <ul style="list-style-type: none"> <li>▪ No new Parkettes planned or intended</li> </ul>                                                                                                                                                                                                                                                                                                     |
| <b>Design:</b>                      | <ul style="list-style-type: none"> <li>▪ Mix of natural, manicured and hard-surface areas</li> <li>▪ Shade/rest areas</li> <li>▪ Visual landmarks to streetscape appeal, greening</li> <li>▪ Support universal/barrier-free design and user safety</li> <li>▪ Sustainability features</li> </ul>                                                                                             |
| <b>Programming and Use:</b>         | <ul style="list-style-type: none"> <li>▪ Varied flexible spaces for local informal active and passive activities</li> <li>▪ Non-programmed spaces that are free for public use</li> <li>▪ Year-round use opportunities where appropriate</li> </ul>                                                                                                                                          |

| <b>Destination / Event Parks</b>    |                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Basic Facility Requirements:</b> | <ul style="list-style-type: none"> <li>▪ Flexible space and related supports for events</li> <li>▪ Benches/seating area(s)</li> <li>▪ Shade (trees and/or structure)</li> <li>▪ Accessible pathways</li> <li>▪ Waste receptacles</li> </ul>                                                                                                                   |
| <b>Optional Facilities:</b>         | <ul style="list-style-type: none"> <li>▪ Parking</li> <li>▪ Washrooms</li> <li>▪ Bike racks</li> <li>▪ See Fiddle Park Plan for proposed facilities/amenities in Fiddle Park</li> </ul>                                                                                                                                                                       |
| <b>Access / Location:</b>           | <ul style="list-style-type: none"> <li>▪ Walking/cycling/driving</li> <li>▪ Along or near main road, street frontage</li> <li>▪ Connected to trail network</li> <li>▪ May be adjacent to or integrated with natural areas</li> </ul>                                                                                                                          |
| <b>Service Area:</b>                | <ul style="list-style-type: none"> <li>▪ Community-wide with opportunities for regional/tourism draw associates with events, facilities and/or programming</li> </ul>                                                                                                                                                                                         |
| <b>Optimal Size:</b>                | <ul style="list-style-type: none"> <li>▪ Varies based on functional needs for events and area context, range of facilities offered</li> </ul>                                                                                                                                                                                                                 |
| <b>Inventory:</b>                   | <ul style="list-style-type: none"> <li>▪ 2 locations / 13.0 ha (1.4 ha/1,000 population)</li> <li>▪ Jack Downing Park (0.1 ha); Fiddle Park (12.9 ha)</li> </ul>                                                                                                                                                                                              |
| <b>Provision Level Target:</b>      | <ul style="list-style-type: none"> <li>▪ Maintain existing inventory of Destination / Event Parks</li> </ul>                                                                                                                                                                                                                                                  |
| <b>Future Needs:</b>                | <ul style="list-style-type: none"> <li>▪ No new Destination / Event Parks planned or needed</li> <li>▪ See Fiddle Park Plan (available under separate cover) for planned improvements to Fiddle Park</li> </ul>                                                                                                                                               |
| <b>Design:</b>                      | <ul style="list-style-type: none"> <li>▪ Mix of natural, manicured and hard-surface areas</li> <li>▪ Shade/rest areas</li> <li>▪ Visual landmarks to streetscape appeal, greening</li> <li>▪ Support universal/barrier-free design and user safety</li> <li>▪ Sustainability features</li> <li>▪ See Fiddle Park Plan for recommended concept plan</li> </ul> |
| <b>Programming and Use:</b>         | <ul style="list-style-type: none"> <li>▪ Varied flexible spaces for events and community use</li> <li>▪ Non-programmed spaces that are free for public use</li> <li>▪ Year-round use opportunities where appropriate</li> <li>▪ See Fiddle Park Plan for proposed programming/use</li> </ul>                                                                  |



| <b>Natural Areas and Linkages</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Basic Facility Requirements:</b> | <ul style="list-style-type: none"> <li>Trails, trailheads, markers (where access permitted)</li> <li>Regulatory and wayfinding signage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Optional Facilities:</b>         | <ul style="list-style-type: none"> <li>Boardwalks, interpretive elements as appropriate</li> <li>Benches/seating area(s)</li> <li>Waste receptacle(s)</li> <li>Bike rack(s)</li> <li>Parking as required</li> <li>Accessible pathways where possible</li> <li>Bike racks</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Access / Location:</b>           | <ul style="list-style-type: none"> <li>Walking/cycling, driving (if parking provided/available)</li> <li>Connected to trail network where possible</li> <li>May be adjacent to or integrated with parks</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Service Area:</b>                | <ul style="list-style-type: none"> <li>Community-wide (where access is provided)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Optimal Size:</b>                | <ul style="list-style-type: none"> <li>Varies based on natural features</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Inventory:</b>                   | <p>Natural Areas:</p> <ul style="list-style-type: none"> <li>5 locations / 49.3 ha (5.5 ha/1,000 population)</li> <li>Emerald Crossing Natural Areas (10.5 ha); Fiddle Park Natural Areas (33 ha); Greenwood Park Woodland Area (1.5 ha); Summerhill Natural Area (2.2 ha); Walters Creek Park Natural Area (2.1 ha)</li> </ul> <p>Linkages:</p> <ul style="list-style-type: none"> <li>8 locations / 15.9 ha (1.7 ha/1,000 population)</li> <li>Berry Street Linkage (1.7 ha); Franklyn Street Linkage (2.3 ha); Greenbrook Linkage (1.3 ha); Greenwood Linkage (1.4 ha); Rintoul Linkage (3.9 ha); Shelburne Meadows (4.5 ha); Summerhill Linkage (0.2 ha); Willow Street Linkage (0.6 ha)</li> </ul> |
| <b>Provision Level Target:</b>      | <ul style="list-style-type: none"> <li>Not applicable / maintain existing inventory</li> <li>Acquire additional conservation lands in Shelburne West as areas develops, as opportunities arise through land development and approvals processes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Future Needs:</b>                | <ul style="list-style-type: none"> <li>Review opportunities for public access / trails in Greenwood Park Woodland Area and if additional conservation lands acquired in Shelburne West area</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Design:</b>                      | <ul style="list-style-type: none"> <li>Requires sensitivity to natural features and functions, habitats, etc.</li> <li>Clearly defined access points and wayfinding/signage important</li> <li>Integrate outdoor education/interpretation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Programming and Use:</b>         | <ul style="list-style-type: none"> <li>Non-programmed spaces that are free for public use</li> <li>Outdoor education and nature appreciation</li> <li>Year-round use opportunities where appropriate</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| <b>Community Trails</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Basic Facility Requirements:</b> | <ul style="list-style-type: none"> <li>▪ Trails, trailheads, markers</li> <li>▪ Regulatory and wayfinding signage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Optional Facilities:</b>         | <ul style="list-style-type: none"> <li>▪ Benches/seating area(s)</li> <li>▪ Outdoor fitness equipment / fitness stations</li> <li>▪ Lighting</li> <li>▪ Educational and interpretive elements as appropriate</li> <li>▪ Waste receptacle(s)</li> <li>▪ Parking as required</li> <li>▪ Bike racks</li> </ul>                                                                                                                                                                                                                                                                           |
| <b>Access / Location:</b>           | <ul style="list-style-type: none"> <li>▪ Multi-Use Trails – within parks, along roadway boulevards, linkages without significant environmental constraints, where moderate to high levels of use, full accessibility and/or winter maintenance are anticipated</li> <li>▪ Secondary Trails – corridors and linkages where adequate access and visibility can be provided and walking and limited cycling can be accommodated</li> <li>▪ Nature Trails – within and along the edges of natural areas and linkages where low levels of use are expected and can be sustained</li> </ul> |
| <b>Service Area:</b>                | <ul style="list-style-type: none"> <li>▪ Multi-use Trails intended for Town-wide access/use</li> <li>▪ Secondary Trails provide local neighbourhood or community routes and/or connections</li> <li>▪ Nature Trails provide loops or linkages for limited use</li> </ul>                                                                                                                                                                                                                                                                                                              |
| <b>Optimal Size:</b>                | <ul style="list-style-type: none"> <li>▪ Based on trail type and location</li> <li>▪ Multi-use Trails: 2.0 to 3.0 m paved width</li> <li>▪ Secondary Trails: 1.5 to 2.5 m granular surface width</li> <li>▪ Nature Trails: 0.5 to 2.0 m natural surface width</li> </ul>                                                                                                                                                                                                                                                                                                              |
| <b>Inventory:</b>                   | <ul style="list-style-type: none"> <li>▪ See Trails Plan for existing locations/routes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Provision Level Target:</b>      | <ul style="list-style-type: none"> <li>▪ See Trails Plan for proposed trail improvements and new connections</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Future Needs:</b>                | <ul style="list-style-type: none"> <li>▪ Upgrading of existing trails to Multi-use Trails, expansion of primary trails network to complete network (see Trails Plan)</li> <li>▪ Acquisition of additional land/corridors for new trails / connections in west area as per Shelburne West Secondary Plan</li> </ul>                                                                                                                                                                                                                                                                    |
| <b>Design:</b>                      | <ul style="list-style-type: none"> <li>▪ Standards vary based on trail type and location</li> <li>▪ Incorporate clearly defined access points, seating/rest areas and wayfinding/signage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Programming and Use:</b>         | <ul style="list-style-type: none"> <li>▪ Non-programmed spaces that are free for public use</li> <li>▪ Outdoor education and nature appreciation</li> <li>▪ Year-round use opportunities where appropriate</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 |

### 3.2 Parkland Acquisition Strategies & Policies

The Planning Act enables the Town to require the dedication of additional land for parks or other public recreational purposes, or cash-in-lieu of land dedication, as a requirement of certain types of development. The amount, location and condition of parkland required in new developments is guided by the Town's Official Plan and Parkland Dedication By-law, as well as the previous Parks Master Plan (2009).

For new residential development and redevelopment, the Planning Act enables municipalities to require up to 5% of the land for parkland, and 2% of the land for industrial or commercial uses, or cash-in-lieu thereof. An alternative parkland dedication rate of 1 hectare per 600 residential units may be used to determine the amount of parkland requirement, or the cash-in-lieu equivalent of 1 hectare per 1,000 residential units, if the municipality has prepared and made publicly available a "Parks Plan" that examines the need for parkland in the municipality. While it is expected that the 5% parkland dedication requirement will generally yield the most parkland from development based on the anticipated density of future residential development in Shelburne, this PRMP is intended as the Town's Parks Plan under the Planning Act for the purposes of enabling the alternative standards for parkland and cash-in-lieu thereof for any residential developments proposing a density that would yield more parkland using the alternative standard than the application of the standard 5% land dedication requirement.

The following strategies are recommended to guide the future acquisition of parkland:

- The Town should maximize the supply of available parkland in new development areas primarily by acquisition through dedication from development, which will continue to be governed by the Planning Act, the Town's Official Plan and the Town's Parkland Dedication By-law.
- Where land acquired through dedication by development is insufficient in size or shape for the intended park function, the Town should consider acquisition of additional parkland by other means including consideration of opportunities to secure land via donations,

accessing grants, land trusts, conservation easements, land exchange, partnerships, agreements and direct purchase.

- The acceptance of cash-in-lieu of parkland dedication, or a combination of parkland dedication and cash-in-lieu, in accordance with the Planning Act, will continue to be governed by the Town's Official Plan and the Parkland Dedication By-law. Cash in-lieu of parkland funds will be used in accordance with the Planning Act.
- In designated intensification areas where on-site parkland dedication cannot be accommodated, the Town should review potential alternatives to parkland dedication such as greenroofs, linkages to existing area parks/facilities, on-site amenities, urban plazas/civic squares, enhanced streetscaping/landscaping, bicycle parking and/or sustainability features. The consideration of any such alternatives will continue to be governed by the Town's Official Plan and Parkland Dedication By-law.
- Land acquired by the Town for new parkland should be generally flat, well-drained developable land of a suitable shape with no constraints to active park use. Hazard lands and sensitive natural features should not be accepted as part of the minimum mandatory parkland dedication except where it can be demonstrated that the parkland needs of the area can be met by existing local parks and/or the acquisition of these marginal lands provides opportunities to enhance access to an existing and sufficient supply of available park resources in the area. The conveyance of natural areas and hazard lands should be considered over and above the minimum parkland dedication requirements.
- The Town should continue to pursue the acquisition of natural areas through the development process to provide opportunities for enhanced conservation, compatible public access, incorporation of natural areas with parks and linkages to the trails network. The Town should continue to require that conservation land dedicated to the Town through the development process should be conveyed in a satisfactory condition and with sufficient access and area for proper maintenance.

### 3.3 Recreation Facility Standards

Recreation facility standards for specialized types of recreation facilities are presented in this section to assist with guiding future investments in parks and recreation to ensure they are balanced with the size of the community with the continued growth of the Town's population and changing demographic characteristics, the level of community benefit that will be achieved and based on a consideration of per capita provision levels and the number of users to be accommodated.

#### **Sports Fields – Soccer:**

##### Current Inventory:

- 2 senior soccer fields (1 with lighting) plus 2 mini fields at Greenwood Park (3.5 field equivalents)
- 1 junior soccer field (0.75 field equivalent) at KTH Park
- School facilities include 1 senior football/soccer field and 1 junior field at Centre Dufferin District High School (CDHS) / Hyland Park, 3 junior fields and 2 mini fields at Centennial Hylands Elementary School and 1 junior field at Glenbrook Elementary School
- Total municipal provision level:
  - 1 : 2,100 residents; approximately 1 : 108 players
- Total provision including school fields:
  - 1 : 900 residents; approximately 1 : 46 players
- Provision level ratios include non-resident players representing 34% of total players (see Appendix B)

##### Provision Standards:

- 1 : 2,000 population or 1 per : 80 players

##### Future Needs / Directions:

- Continue to monitor field usage and growth/change in the number of participants annually, optimize scheduling/availability in consultation with user groups.

- If field capacity and availability becomes a constraint to program growth and participation, explore opportunities with the School Board to determine maintenance needs to expand community access and availability / useability of school fields for programs.
- If it is determined that additional municipal fields are required, review and compare options and costs/feasibility within Greenwood Park (expansion area) and KTH Park (existing field upgrades) as well as potential to add lighting to an existing field.
- Maximize multi-use opportunities where possible via cross-field configurations for different age groups and opportunities for other field sports if/as demands emerge (e.g. field lacrosse, football, ultimate frisbee).

### **Sports Fields – Baseball:**

#### **Current Inventory:**

- 3 senior ball diamonds (1 with lighting) at Hyland Park, 1 senior ball diamond at KTH Park
- School facilities include 1 senior ball diamond and 1 junior ball diamond at Hyland Heights Elementary School
- Total municipal provision level:
  - 1 : 2,000 residents; approximately 1 : 116 players
- Total provision including school fields:
  - 1 : 1,500 residents; approximately 1 : 87 players
- Provision level ratios include non-resident players representing 48% of total players (see Appendix B)

#### **Provision Standards:**

- 1 : 3,000 population or 1 per : 100 players

#### **Future Needs / Directions:**

- Continue to monitor field usage and growth/change in the number of participants annually, optimize scheduling/availability in consultation with user groups.

- Maintain existing inventory of ball diamonds at Hyland Park and KTH Park.
- If field capacity and availability becomes a constraint to program growth and participation, explore potential to add lighting to an existing ball diamond (KTH or additional lit diamond at Hyland Park).

### **Sports Fields – Cricket:**

#### **Current Inventory:**

- 1 interim cricket pitch at KTH Park (overlaps baseball diamond).
- Total municipal provision level:
  - 1 : 8,994 residents; approximately 1 : 135 players
- Provision level ratio includes non-resident players representing 21% of total players (see Appendix B)

#### **Provision Standards:**

- Varies widely – many Ontario municipalities with over 100,000 residents do not have a cricket pitch or are currently planning to provide their first facility
- Some municipalities in the Greater Toronto Area (GTA) target one cricket pitch per 100,000 residents
- Standards of provision based on the number of players are not well-established in Ontario
- The Town of Orangeville has not identified plans for a cricket pitch, according to the Town's Recreation and Parks Master Plan (2020) which notes that the Town of Shelburne identified plans for an interim cricket field in 2019 and could be considered as the primary market for these facilities and the location for any future development of cricket fields for the region.
- The Town of New Tecumseth (2021 population of approximately 44,000) has recently installed a new cricket pitch in Beeton, located approximately 35 minutes to the south-east of Shelburne.

#### Future Needs / Directions:

- Continue to support the emergence of cricket with interim pitch at KTH Park and monitor participation and usage.
- Improvements to KTH Park are recommended which will help to support the continued use of the interim cricket facility, including replacement of the existing washrooms and consideration of a potential park shelter/structure and or tree/plantings for shade, as well as the addition of trails/pathway connections through the park and along the parking area.
- Location options for a future permanent cricket pitch at KTH Park or in the Greenwood Park expansion area were reviewed and assessed and both are of sufficient size to accommodate a regulation cricket pitch. The following location considerations are identified for future planning:
  - A full size cricket pitch in KTH Park will require potentially significant re-grading and drainage improvements to provide an appropriately graded/flat playing surface, due to the existing drainage swale between the existing ball diamond and soccer field, and would require removal of the existing ball diamond and soccer field.
  - KTH Park does not have an existing sports field irrigation system to sustain the turf quality and high level of use particularly with maintaining shorter grass heights for cricket play through dry summer months (July/August).
  - The edges of a full-size cricket pitch in KTH Park would be fairly close to the adjoining residential properties to the north and west, and may require netting to avoid impacts to the existing homes and backyards.
  - The Greenwood Park expansion area provides a flatter open space and offers potential to connect to the existing irrigation system servicing the existing soccer fields, and greater spacing/distance from the existing homes/residential area to the north. Netting or additional trees may be needed to



prevent balls from entering the existing pond to the south. Greenwood Park also offers a broader range of park facilities and amenities than KTH Park, to support multi-use by players, spectators and others attending cricket games/events.

- Both locations provide access to existing or planned parking within the park. New park washrooms and shade/shelter are needed/recommended in both locations.
- In either location, multi-use opportunities including a field configuration that can also accommodate soccer fields in the outfield areas of the cricket pitch should be included in the design;
- The cost of establishing a full-size, formal, permanent cricket facility is significant with estimates ranging between \$750,000 and \$1 million depending on the level of facility development and supporting elements included. Based on current participation numbers and utilization, this cost is not currently rationalized. Facility needs and planning for a permanent cricket facility should be determined based on a more detailed feasibility analysis and costing as well as funding opportunities, in consultation with user groups and with consideration to potential multi-municipal partnerships given the regional service area that would benefit from a cricket facility in Shelburne.

### **Pool / Aquatics:**

#### **Current Inventory:**

- 1 outdoor pool at the Centre Dufferin Recreation Complex (CDRC)
- Total municipal provision level:
  - 1 : 8,994 residents
- CDRC is managed by the CDRC Board with representation from multiple municipalities, and the facilities serve areas beyond the Town of Shelburne.

#### Provision Standards:

- Due to their significant capital and operating costs, indoor pools are not commonly found in communities/municipalities with fewer than 30,000 residents, but there are exceptions.
- Provision levels vary widely for outdoor pools. Few municipalities are constructing new outdoor pools or investing significantly to retain / replacing aging outdoor pools, in favour of providing splash pads which are more cost-effective.
- There are 2 indoor pools located in Orangeville, approximately 20 minutes driving time to the south. Note: the indoor pool at the Alder Recreation Centre is currently closed for repairs.

#### Future Needs / Directions:

- Undertake a facility condition audit to determine capital maintenance needs and costs for the existing CDRC outdoor pool to inform future investment considerations.
- Support resident access to year-round, indoor aquatic programming by exploring needs and opportunities for supports that local residents may benefit from to use the existing indoor pools and programs available in Orangeville, including transportation and non-resident fee considerations.
- An indoor aquatics facility is not considered viable based on current and forecast population levels, facility costs and debt capacity as well as critical municipal infrastructure needs and costs to support continued growth and addressing lifecycle replacement costs of existing, aging infrastructure. If an opportunity is identified for the Town for another facility/service-provider to establish an indoor aquatics facility in Shelburne, the Town should support and participate in undertaking a comprehensive feasibility analysis, capital funding strategy and operating plan to determine the long-term viability and sustainability of such a facility and the level of municipal involvement and support that may be provided.

## **Arena and Outdoor Ice Rinks:**

### **Current Inventory:**

- 1 single pad arena at the CDRC
- 2 outdoor ice rinks, including one at Greenwood Park and one at KTH Park
- Total municipal provision level:
  - 1 : 8,994 residents for indoor ice
  - 1 : 4,500 residents for outdoor ice
- CDRC is managed by the CDRC Board with representation from multiple municipalities, and the facilities serve areas beyond the Town of Shelburne.

### **Provision Standards:**

- Varies widely, from 1 indoor ice pad per 8,000 residents in urban/rural municipalities and communities with smaller populations, up to 1 indoor ice pad per 18,000 residents in larger urban centres, depending on a range of factors such as demographic characteristics and geographic distribution of the population.
- Provision levels also vary widely for outdoor ice rinks, and their prevalence and viability in southwestern Ontario municipalities has been impacted by warming and more variable winter temperatures. To maintain outdoor skating opportunities, some municipalities have shifted to one or more centrally located ice pads with a refrigerated surface to sustain useable ice through variable winter temperature and weather conditions.

### **Future Needs / Directions:**

- Undertake a facility condition audit to determine capital maintenance needs and costs for the existing CDRC arena to inform future investment considerations.
- Through the PRMP consultations and related observations, there is evidence of local neighbourhood demands for outdoor ice skating close to home. This PRMP includes recommendations for new multi-

use courts to include opportunities for outdoor winter rinks including the following locations to be considered for new multi-use courts / outdoor ice rinks: Greenwood Park, Ghant Park and Hyland Village Park.

- The Fiddle Park Plan (available under separate cover) includes a recommended skating loop as a primary feature for the redeveloped park.
- Outdoor rinks and skating areas should include lighting as well as signage to indicate when the facility is open and the rules and guidelines to promote user safety and balance between public skating opportunities and hockey.

### **Multi-use Courts, Tennis / Pickleball, and Basketball Courts**

#### **Current Inventory:**

- 1 full basketball court and 1 half court at Greenwood Park
- 1 basketball half court at Simon Court Parkette
- 2 tennis/pickleball courts at KTH Park
- School facilities include 3 full basketball courts at CDDHS, 2 basketball half-courts at Glenbrook Elementary School, and 6 basketball half-courts at Centennial Hylands Elementary School
- Total municipal provision level:
  - Basketball courts: 1 : 625 youth (ages 10-19)
  - Tennis/pickleball courts: 1 : 4,500 residents
- Total provision including school facilities:
  - Basketball courts: 1 : 140 youth (ages 10-19)

#### **Provision Standards:**

- Basketball courts: 1 : 800 youth, with geographic distribution among neighbourhoods to provide access within walking/cycling distance
- Tennis/pickleball courts: 1 : 4,000 to 6,000 population

#### Future Needs / Directions:

- Through the PRMP consultations and observations of winter skating activities, there is evidence of resident interest and local neighbourhood demands for more basketball courts within parks. A representative of Shelburne Shocks basketball club indicated that participation and competitiveness of local teams are increasing.
- While the inventory of existing basketball courts available at municipal parks and schools represents a strong overall provision level based on Shelburne's youth population, some of the existing facilities are aged and in poor condition, and there are geographic gaps and needs in large residential subdivisions that have developed including Summerhill, Hyland Village and Emerald Crossing. New basketball courts are recommended in the new parks proposed for Hyland Village and Emerald Crossing, and to be added to Summerhill Park. Additionally, the existing basketball courts at Greenwood Park are within the same concrete pad area as the existing skate park, and a new multi-use court including basketball is recommended.
- Outdoor playing courts should be designed to support multi-use opportunities including basketball, ball hockey, four-square, scooting and skateboarding and similar activities, and provision for outdoor skating rinks where water service is or will be provided. Similarly, tennis and pickle courts should be designed for both sports and where possible consideration should be given to accommodating basketball nets on the side where the court is large enough to play all of these sports safely (generally at different times depending on the configuration and size of the courts).
- The Fiddle Park Plan (available under separate cover) includes a recommended multi-use court for the redeveloped park.
- Community use of the new tennis/pickleball courts at KTH Park should be monitored to determine the potential need and timing for additional courts in the future which may be included as part of the

future new multi-use courts at Greenwood Park or Fiddle Park, as well as enhanced surfacing of the existing tennis/pickleball courts.

## **Playgrounds**

### **Current Inventory:**

- 8 playgrounds within Town parks, including Greenwood Park, Greenwood Crescent Parkette, Hyland Park / Natasha Paterson Memorial Park, Morden Drive Park, Simon Court Parkette, Simon Street Park, Summerhill Park, Walter's Creek Park
- School facilities include 3 playgrounds including one at each elementary school
- Total municipal provision level:
  - 1 : 160 children (ages 0-9)
- Total provision including school facilities:
  - 1 : 116 children (ages 0-9)

### **Provision Standards:**

- 1 : 180 children, with geographic distribution among neighbourhoods to provide access within walking distance, preferably 400-500m (5-10 minutes) and to maximum of 600-800m (15-20 minutes)

### **Future Needs / Directions:**

- A review of the geographic distribution of existing and planned playgrounds has indicated a good geographic distribution providing convenient and walkable access to these facilities within residential neighbourhoods.
- Some existing playgrounds are aged and in need of renewal / replacement, as recommended in this PRMP.
- New playgrounds are recommended in the new parks planned in the Hyland Village and Emerald Crossing subdivisions.
- The Fiddle Park Plan (available under separate cover) includes a recommended playground for the redeveloped park.

- Themed and nature-based playground and play equipment as well as fitness equipment opportunities should be considered in new playground designs.

## **Splash Pad**

### **Current Inventory:**

- 1 splash pad in Greenwood Park
- Total municipal provision level:
  - 1 : 1280 children (ages 0-9)

### **Provision Standards:**

- 1 : 3000 children, with geographic distribution among communities in municipalities with multiple urban areas

### **Future Needs / Directions:**

- As Shelburne's first splash pad just recently opened in 2023, no additional splash pads are recommended over the next 10 years in this PRMP. The addition of benches/seating, a shade structure/shelter and tree plantings around the new splash pad is recommended.
- Smaller scale spray or misting facilities could be considered in other parks where sufficient space is available, to provide geographic distribution of cooling opportunities and additional variety of water play features for children.

## **Skateboard Park**

### **Current Inventory:**

- 1 skateboard park in Greenwood Park
- Total municipal provision level:
  - 1 : 1255 youth (ages 10-19)

### **Provision Standards:**

- Ranges between 1 : 6,000 youth and 1 : 13,000 youth

### **Future Needs / Directions:**

- Continue to monitor usage and condition of skate equipment. If need/demands are evident for more or renewed equipment, consider the opportunity to expand the existing skate park with new features.

## **Other Facilities**

### **Gymnasiums:**

- There are no existing municipally-owned or operated gymnasiums in Shelburne, and community access to school gymnasium space is available through the Upper Grand District School Board.
- The Town should continue to collaborate and consult with the School Board to monitor the level of availability and community use of school gymnasiums and to optimize access to meet community needs for a variety of recreational programs and organized sports.
- If there is evidence of gymnasium availability becoming a significant constraint to the continue operation and/or growth of community recreational programs, the Town should consider undertaking a feasibility study to determine if there is sufficient demand to warrant consideration of municipal gymnasium space and direct programming, to determine a suitable location, and to develop a capital and operating financial strategy for the facility.

### **Community Gardens:**

- The Shelburne Community Garden is located within Fiddle Park, and opened in 2021.
- If needs are identified for additional community gardens, or to add more types such as horticultural gardens, potential future additional locations have been identified through the PRMP, including a possible location at the south end of Greenwood Park and a location in the new park to be established in Hyland Village.

### **Off-leash Dog Park:**

- There is one existing off-leash dog park area, located within Fiddle Park, which opened in 2022.



- Through the PRMP consultations, demands for additional off-leash dog park locations were not identified. If the need for an additional location is identified in the future, consideration should be given to a future park on the west side of Shelburne to provide geographic distribution and to establish a suitable location where parking and separation from residential areas can be adequately provided.

Disc Golf:

- There are no existing disc golf courses within Shelburne, but potential interest in such a facility was identified through the PRMP consultations.
  - The nearest existing disc golf courses are in Tottenham, Wasaga Beach, Barrie, and north-west of Fergus.
  - As disc golf courses are typically planned based on suitable areas with varied terrain/topography, trees and separation from other potentially conflicting uses and activities, a suitable location within the Town's parks has not been identified.
-

## 4 Parks & Facilities Recommendations

In addition to the research and consultation undertaken to inform this PRMP and determine community recreational needs, interests and priorities, on-site assessments of the Town's existing parks and recreation facilities were completed to evaluate the existing conditions and identify areas and opportunities for improvement. This section summarizes the recommended improvements to existing parks, trails and recreation facilities as well as future directions for recreational programming and service delivery.

### 4.1 Community / Sports Parks

#### **Greenwood Park**

Greenwood Park is well-established as the Town's largest and primary multi-use Community Park offering a range of facilities and amenities including sports fields (soccer), playground, skatepark, basketball/multi-use court, parking area (gravel), washrooms, a new splash pad and open space areas. The area of the park was expanded with the development of the Greenbrook Village subdivision to the north, and the park connects to the Greenbrook Village Linkage to the north. The park expansion area was topsoiled and seeded but has not yet been developed with park facilities, amenities and trail connections. To the south, a new subdivision/condominium development (Ravines Edge) includes a planned trail connection to Main Street East and a new pedestrian bridge crossing of the Besely Drain. The Town's Wastewater Pollution Control Plant (WPCP) is located to the east.

During the on-site assessments, the following issues and challenges were identified:

- Lack of trail connectivity and surfacing for multi-use opportunities and to improve accessibility to features within the park;
- Playground equipment is dispersed amongst multiple safety surface areas and locations, and lacks accessible pathways to the playground areas;
- The former BMX track has become overgrown and unusable;

- The basketball court and skatepark are located within the same concrete pad area presenting some overlap of use;
- Lighting is limited and cobra-head street-light style and no lighting is provided within the parking area.

The following recommendations are provided for Greenwood Park:

Greenwood Park Multi-use Trails Plan:

- Develop a comprehensive, connected and looped series of multi-use trails that provide access to and connectivity among the park areas and features, routes through the park connect to the areas north, south and west, and providing walking and fitness opportunities within the park.
- See Figure 4.1 for the illustrated conceptual Multi-Use Trails Plan for Greenwood Park.

Greenwood Park Parking and Landscape Enhancements:

- Enhance the existing gravel parking areas with new concrete curbs and re-surfacing to correct existing issues and optimize/maximize the number of parking spaces.
- Develop a new gravel parking area along the Tansley Street frontage in the north end of the park expansion area, with trees/landscaping to screen the adjoining residential properties on either side.
- Consider a potential trail head / parking area, natural areas restoration, community gardens, lawn / open space area at the southerly limit of the park, east of the existing woodland.
- Consider the establishment of a potential nature trail loop within the existing woodland at the south end of the park.
- See Figure 4.2 for the illustrated conceptual Parking and Landscape Enhancements for Greenwood Park.

#### Greenwood Commons:

- Establish a new lawn/open space area for social gatherings, picnicking, informal play and fitness activities, with trees, tables and benches/seating.
- Provide a new park washroom building and shelter/shade structure to service the north end of Greenwood Park and to support access from the existing soccer field to the south west and the Greenwood Commons lawn area recommended above.
- See Figure 4.3 for the illustrated conceptual Greenwood Commons.

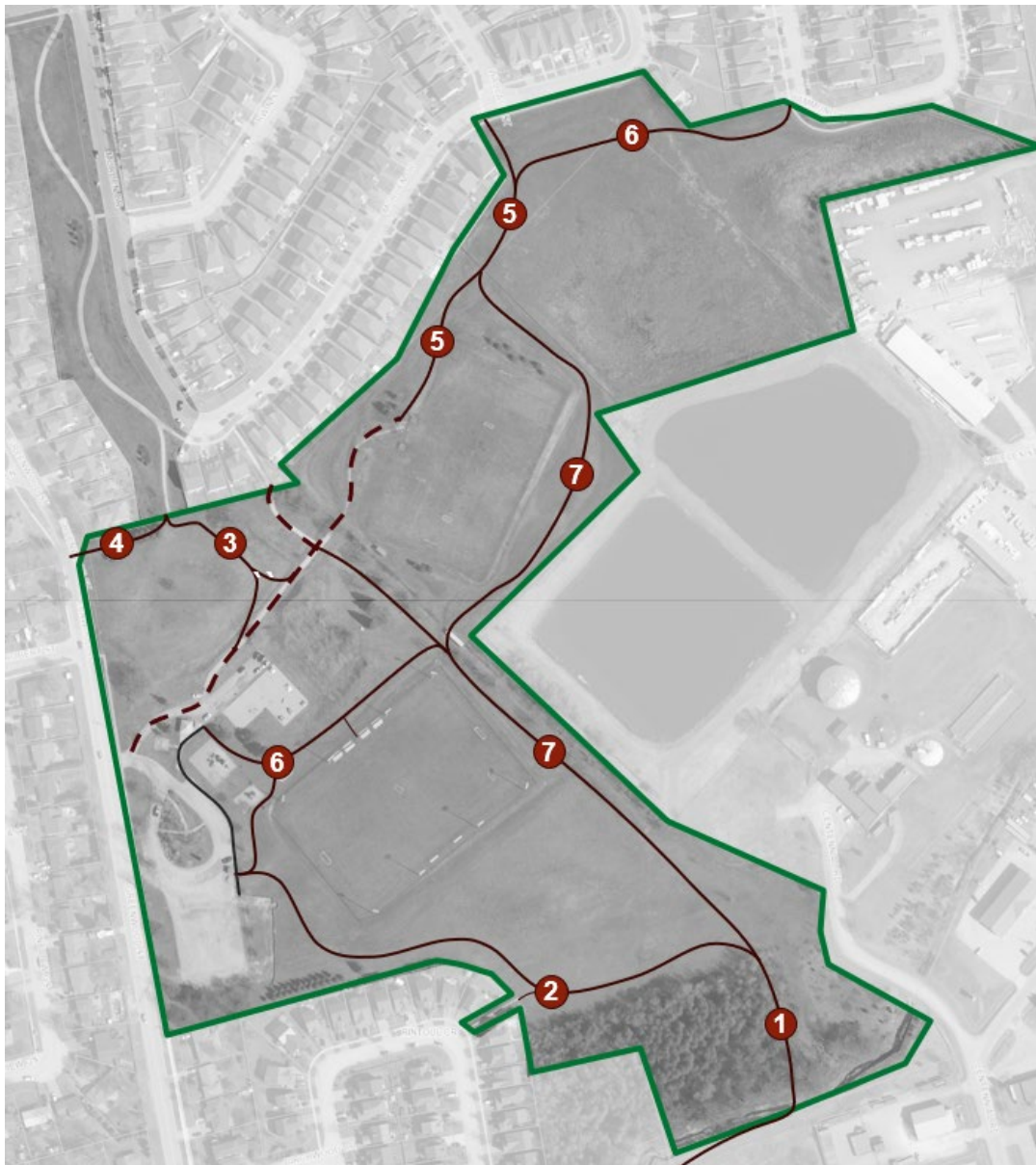
#### Greenwood Park – New/Renewed Facilities in Existing Park

- Provide tree plantings and benches/seating as well as a park shelter / shade structure near the new splash pad.
- Add a new basketball / multi-use court / outdoor rink (remove former BMX track).
- Consolidate play equipment/structures in one larger playground area, and add accessible pathways.
- Add new / renewed park lighting that is dark-sky compliance and time/motion-activated, including consideration of possible solar-powered lights.
- See Figure 4.4 for the illustrated conceptual new/renewed facilities.

#### **Hyland Park / Natasha Paterson Memorial Park**

This park is the community's primary baseball facility with 3 ball diamonds provided within the Town's park property, plus 2 additional ball diamonds on the adjoining school property to the north. The park is located adjacent to CDDHS as well, and the high school football/soccer field straddles the boundary between the park property and the school property. The Natasha Paterson Pavilion is located between the soccer/football field and the parking area, in the north part of the park. Playground equipment is also provided in multiple locations and additional play equipment is available at Hyland Heights Elementary School to the north.

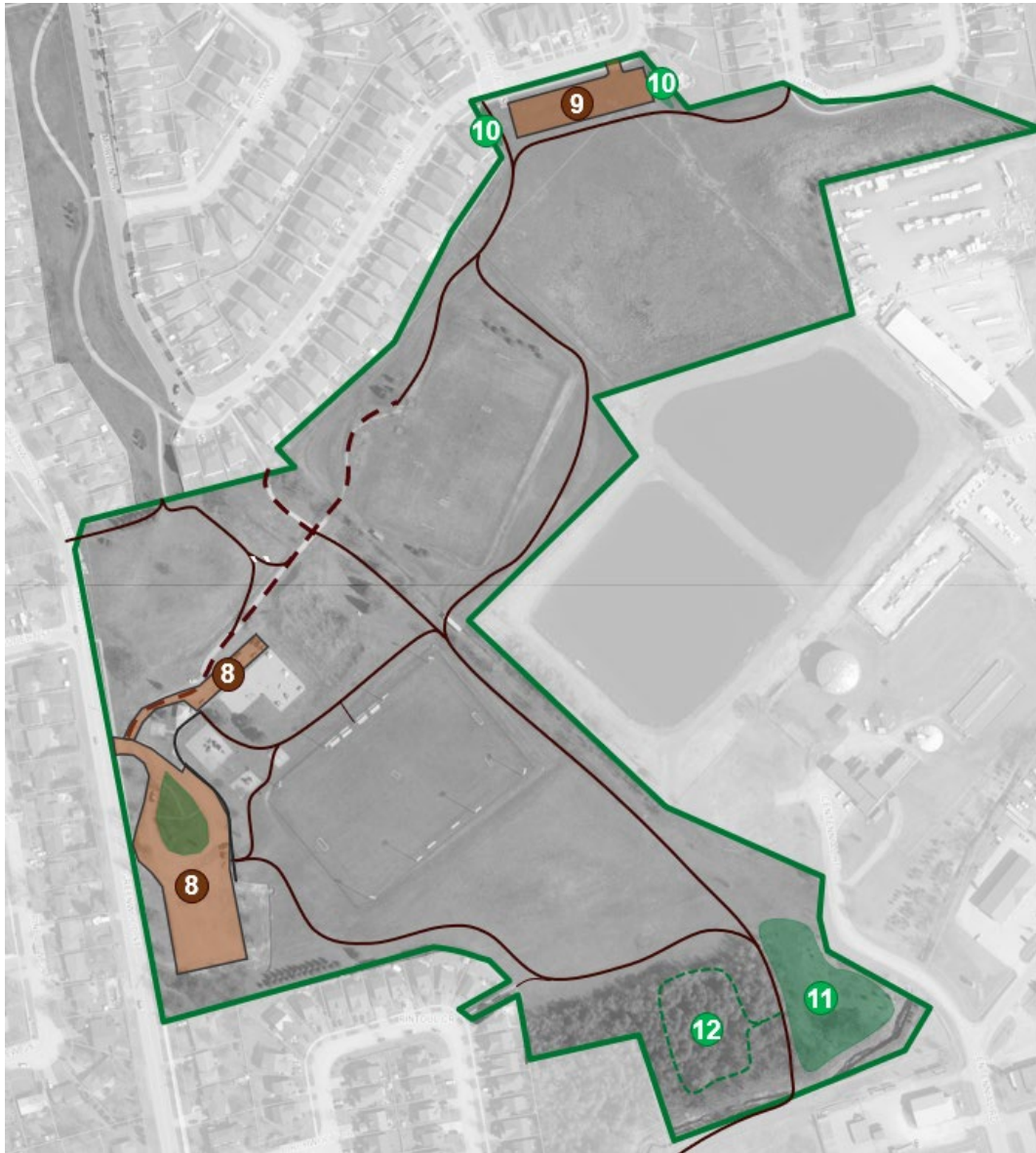
**Fig. 4.1: Greenwood Park Multi-use Trails Plan**



- ➊ Ravines Edge / Main Street connection (250m)
- ➋ Rintoul Crescent walkway connection (220m)
- ➌ Greenwood Linkage / north connection (100m)
- ➍ Greenwood Crescent sidewalk connection (50m)
- ➎ Tansley Street connection (200m)
- ➏ Hammond Street connection (180m)
- ➐ Internal park connections (780m)
- - Pave existing trails with implementation of new multi-use connections (200m)



**Fig. 4.2: Greenwood Park Parking & Landscape Enhancements**



### Parking & Landscape Enhancements

- 8** Existing gravel parking area improvements
- 9** Tansley Street Parking Area (gravel, 40-60 spaces)
- 10** Trees/plantings to screen parking area
- 11** Potential trail head / parking area, natural areas restoration, community gardens and/or maintain as open space
- 12** Potential nature trail loop -----



**Fig. 4.3: Greenwood Commons**



**Greenwood Commons**

- 13** Greenwood Commons – lawn area / open space / trees / tables / seating
- 14** Washroom building and park shelter





**Fig. 4.4: Greenwood Park – New / Renewed Facilities in Existing Park**



#### **New / Renewed Facilities in Existing Park**

- 15** Trees/plantings and seating near new Splash Pad (opening 2023)
- 16** Park shelter / shade structure
- 17** Basketball / multi-use courts / outdoor rink (remove former BMX track)
- 18** Consolidated play structures with accessible pathways (AODA compliant)
- 19** New / renewed park lighting (dark sky compliant, solar, timer/motion-activated)



The following areas for improvement have been identified for Hyland Park / Natasha Paterson Memorial Park:

- Playground equipment is dispersed amongst multiple safety surface areas and locations, and lacks accessible pathways to the playground areas;
- No trails/pathway connectivity to the pavilion, through the park and among the features within the park.

The following recommendations are provided for Hyland Park / Natasha Paterson Memorial Park:

Hyland Park / Natasha Paterson Memorial Park – New / Renewed Facilities:

- Establish multi-use trails / accessible pathways that provide access to and connectivity among the parking area, washrooms, pavilion, ball diamonds and other features, as well as routes through the park strengthening connections to the schools to the north as well as a potential connection to the rail trail to the west;
- Update and consolidate play structures in one larger playground area closer to the washrooms and pavilion, and establish an accessible pathway to the consolidated playground area.
- Figure 4.5 illustrates the conceptual locations for the New / Renewed Facilities recommended.

**Fig. 4.5: Hyland Park / Natasha Paterson Memorial Park – New / Renewed Facilities**



### **New / Renewed Facilities**

- ① Multi-use trail connections within park and connection to rail trail (420m); increase visual connectivity to rail trail (wayfinding)
- ② Accessible pathway (AODA compliant) to pavilion/washrooms from parking area (20m)
- ③ Update and consolidate play structures with connectivity to larger park area (10m)



## **KTH Park**

KTH Park is located at the southerly limit of the adjoining Shelburne Meadows / Simon Street residential area and includes a limited number of existing features including a ball diamond, soccer field, parking area, washrooms and 2 new tennis/pickleball courts recently added in 2022. An interim cricket pitch has been installed in the baseball diamond outfield.

The following areas for improvement have been identified for KTH Park:

- No trails/pathway connectivity through the park to the existing multi-use pathway that ends at the southwest corner of the park (connecting to Simon Street Park to the west) and no accessible pathway connection to the park washrooms and tennis/pickleball courts;
- No park shelter/shade structure provided;
- Park washroom building is dated.

The following recommendations are provided for KTH Park:

### KTH Park – New / Renewed Facilities:

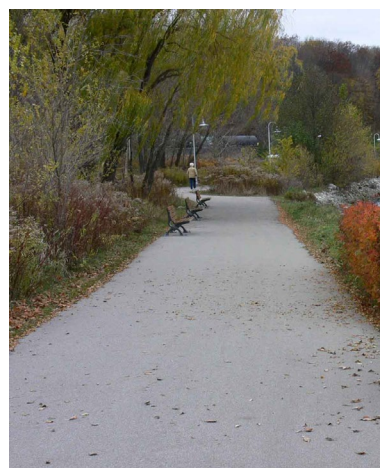
- Establish multi-use trails / accessible pathways that provide access to and connectivity among the parking area, washrooms, ball diamond, soccer field and tennis/pickleball courts, complete the connection to the existing Simon Street Park multi-use trail, the sidewalk on Homestead Drive and to Fiddle Park in the east (via agreement with the private landowner (KTH) to the south);
- Add a park shelter / shade structure;
- Replace the existing park washroom building;
- Consider potential future surface enhancements for the tennis/pickleball courts;
- Figure 4.6 illustrates the conceptual locations for the New / Renewed Facilities recommended.

**Fig. 4.6: KTH Park – New / Renewed Facilities**



### **New / Renewed Facilities**

- 1** Extend multi-use trail connection from Simon Street Park to School access point and internal park connection to sidewalk on Homestead Drive – accessible (350m)
- 2** Parks shelter / shade structure
- 3** New park washroom building
- 4** Pickleball Court Surface Enhancements





## 4.2 Neighbourhood Parks & Parkettes

### Renewal of Existing Neighbourhood Parks and Parkettes

Based on the on-site assessments of the existing parks and the results of the community engagement and research undertaken in support of the PRMP, the improvements identified in Figures 4.7 and 4.8 are recommended for existing Neighbourhood Parks and Parkettes:

**Fig. 4.7: Existing Neighbourhood Parks – Improvements / Renewal**



#### Walters Creek Park

- 1 Replace play structures
- 2 Provide accessible pathway (AODA compliant) to park elements (10m)
- 3 Review potential for multi-use or secondary trail connection to west / rail trail (190m)



#### Simon Street Park

- 4 Resurface trail connection from Simon Street to Franklin Street – make accessible (135m)
- 5 Provide accessible pathway (AODA compliant) to park elements (20m)
- 6 Consider potential trailhead with enlarged parking area
- 7 Consider potential basketball half-court (relocation from Simon Court Parkette)

**Fig. 4.7: Existing Neighbourhood Parks – Improvements / Renewal (cont'd)**



**Summerhill Park**

- 8 Review potential opportunity to add a multi-use court

**Fig. 4.8: Existing Parkettes – Improvements / Renewal**



**Jack Downing Park**

- 1 Continue to review event, programming and public art opportunities for recently redeveloped park area

**Fig. 4.8: Existing Parkettes – Improvements / Renewal (cont'd)**



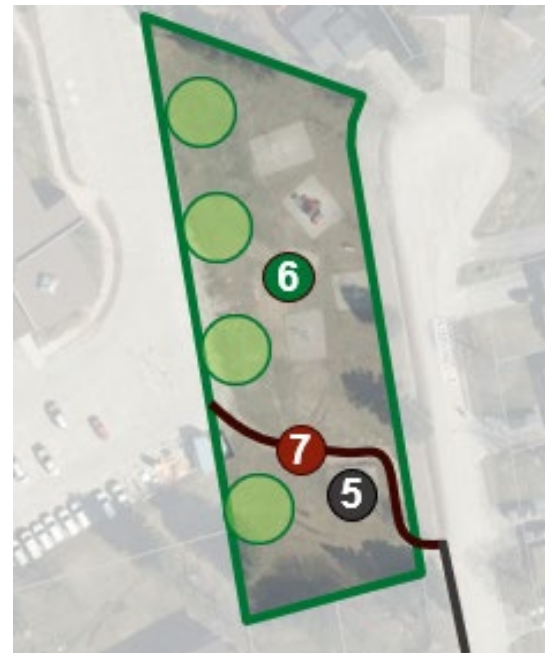
**Greenwood Crescent Parkette**

- ② Provide accessible sidewalk connection to play area from sidewalk on Greenwood Crescent
- ③ Update safety surfacing and sidewalk connection with playground equipment replacement.



**Morden Drive Park**

- ④ Add benches, bike rack and tree plantings



**Simon Court Parkette**

- ⑤ Decommission basketball half-court (review potential relocation to Simon Street Park)
- ⑥ Monitor use of play equipment, repair/replace as needed; add benches/seating areas, tree plantings, consider decorative fencing along Simon Court
- ⑦ Formalize pathway connection, add sidewalk connection to Simon Street sidewalk



## New / Future Neighbourhood Parks

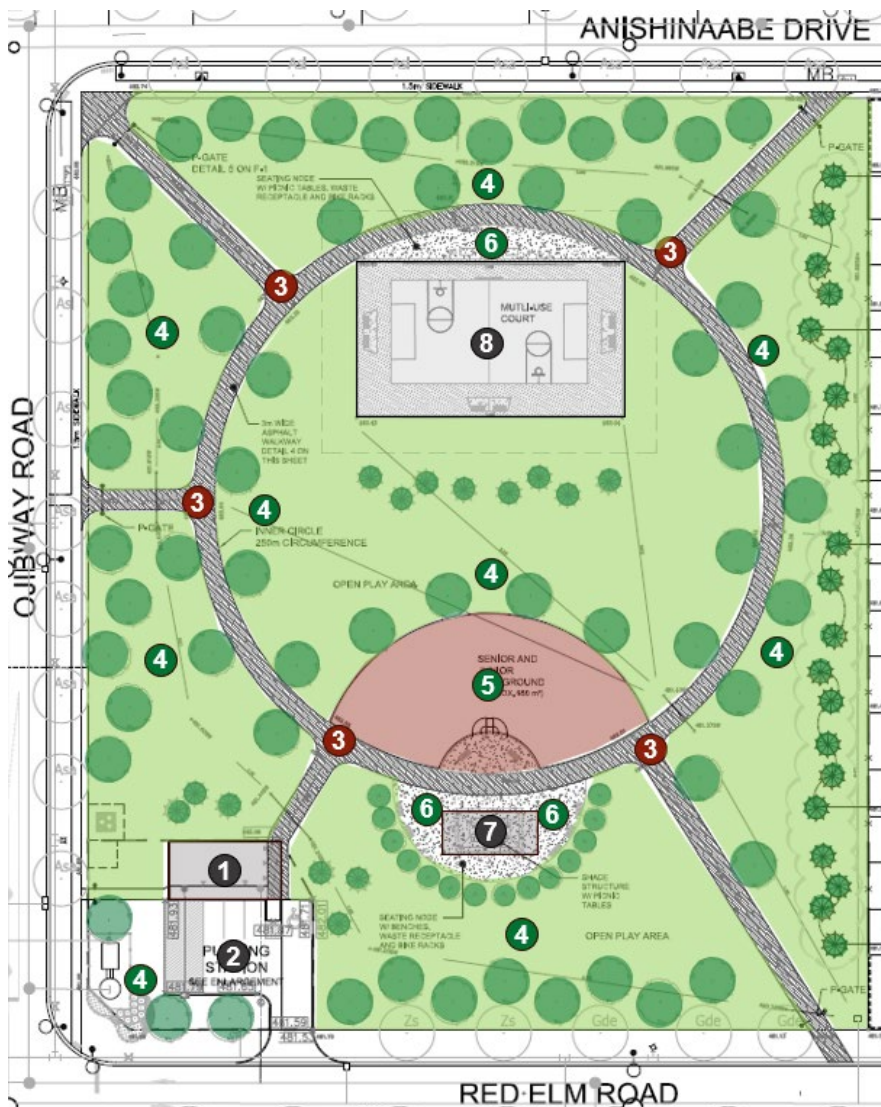
The Town has acquired parkland for two (2) new Neighbourhood Parks as part of the Hyland Village and Emerald Crossing subdivision developments. In both cases, a sanitary pumping station including park washrooms within the building have been constructed and will be integrated in the final plans for these parks. Concept plans for both of these parks were developed as part of the overall planning and design of the subdivision, and are illustrated in Figure 4.9 (Hyland Village Park – a final name for this park has not been chosen) and Figure 4.10 (Emerald Crossing Park, which has been named as Gbant Park). The process of developing the final concept plan the detailed designs for these two parks should include an opportunity for community engagement with the neighbourhood residents, as well as further review of operational / maintenance considerations.

**Fig. 4.9: Hyland Village Park – Facility Fit Concept Plan**





**Fig. 4.10: Ghant Park – Facility Fit Concept Plan (Emerald Crossing)**



- 1 Existing park washroom building / sanitary pumping station
- 2 Existing driveway and parking area (4 spaces)
- 3 Planned multi-use park pathways / trail connection between Red Elm Road Ojibway Road and Anishinaabe Drive
- 4 Proposed tree plantings
- 5 Proposed junior and senior children's playgrounds
- 6 Proposed benches, bike racks and waste receptacles
- 7 Proposed park shelter / shade structure
- 8 Proposed basketball / multi-use court / outdoor ice rink

## 4.3 Community Trails

### Trail Improvements

In addition to the trails and pathway improvements identified for specific parks and connections among parks, there are two (2) existing trail sections within existing Linkages that are recommended for future upgrades, including the Greenwood Avenue Linkage and the Simon Street Trail / Shelburne Meadows Linkage, as shown in Figure 4.11.

**Fig. 4.11: Trail / Linkage Improvements**



#### Greenwood Ave Linkage

- ① Provide improved trail surface at north end
- ② Consider trail upgrade to paved surface to incorporate trail as part of primary multi-use trail network (595m)

#### Simon Street Trail Linkage

- ③ Provide lighting along linkage
- ④ Resurface trail – e.g., boardwalks, asphalt (530m)



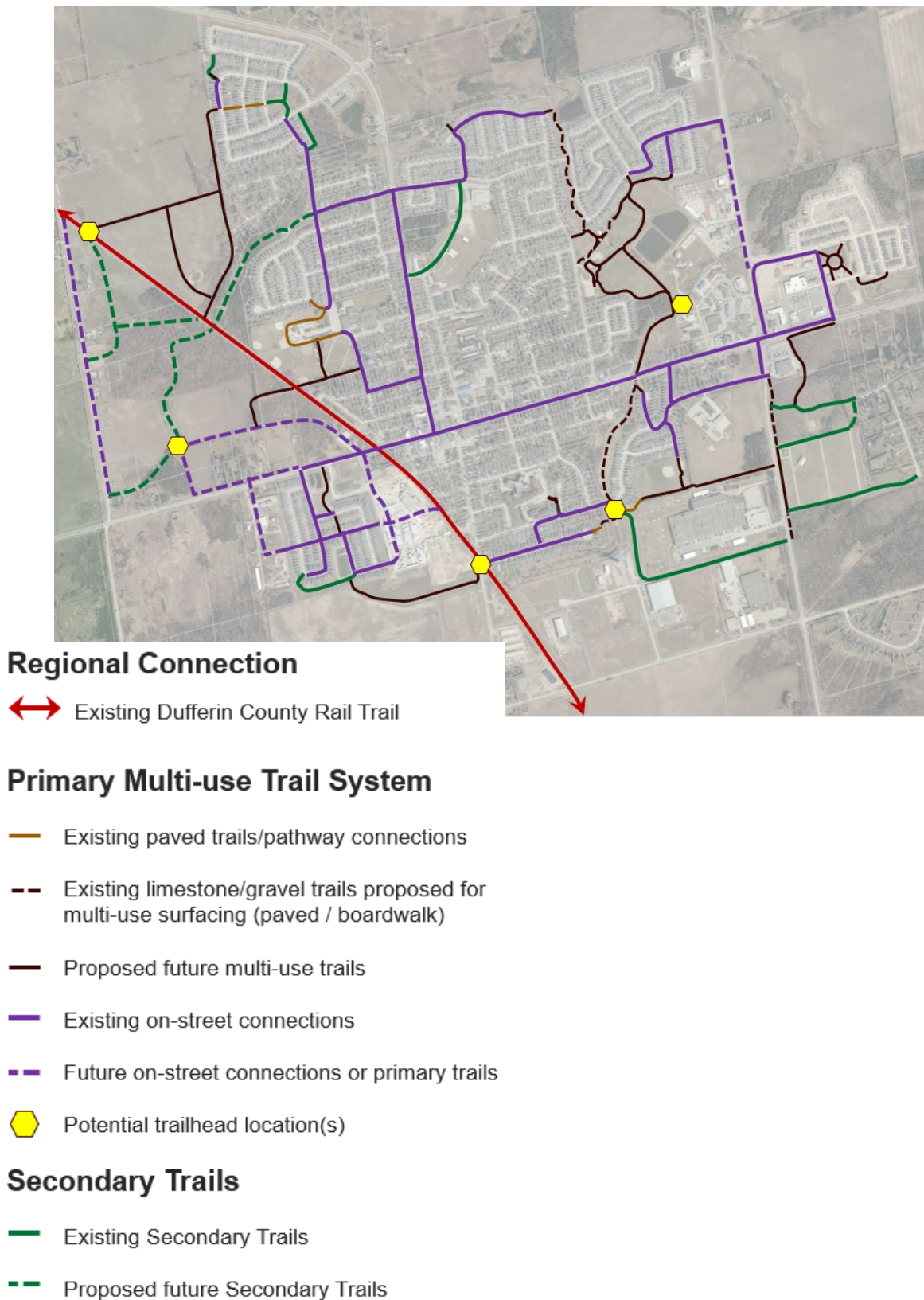
## New / Future Trail Connections

To enhance connectivity and fill in gaps in the Town-wide trail network, new trail connections are proposed linking Simon Street Park, KTH Park and Fiddle Park, and completing the connection between Hyland Village subdivision and Vicotria Street / Franklyn Street, as shown in Figure 4.12. The overall Trails Plan is illustrated in Figure 4.13.

**Fig. 4.12: New / Future Trail Connections**



**Fig. 4.13: Trails Plan**



## 4.4 Recreation Facilities, Programming & Service Delivery

### Recreation & Culture Facilities

To further guide future investments in the Town's recreation and culture facilities and assets, including indoor recreation facilities (CDRC), culture facilities (Grace Tipling Hall) and parks buildings and structures (washroom buildings, detailed assessments should be completed to determine the structural condition and asset management / lifecycle replacement and capital maintenance needs and costs. The following recommendations are provided for this initiative:

- Complete Facility Condition Assessment to assess the structural integrity of the Town's indoor facility assets to maintain existing assets in good operating condition for the next 10-year period.
- Commission a professional Landscape Architect to assess park assets by category (play-structures, lighting, trails, furnishings, pavilions, washrooms, parking lots), and prepare a lifecycle capital plan for replacements and/or repairs/revitalization.
- Integrate the results into Asset Management Plans and corresponding capital budget and ten-year forecasts.
- Ensure that annual capital budget allocations and reserves are adequate to fund future capital repairs.
- The Grace Tipling Hall Feasibility Study should continue to be used to guide future capital, programming and staffing resources and be included in future annual budgets for the consideration of Council.
- Maintain and periodically review the financial contribution agreement with area municipalities for the ongoing operation of the current Centre Dufferin Recreation Complex (CDRC), subject to the following:
  - That the CDRC undergo a Facility Conditions Assessment that assesses the structural integrity of the ice pad, outdoor pool, and all meeting/multi-use spaces, and determine the annual capital expenditures required to maintain the facility in good operating condition for the next 10-year period;

- That the results of the Facility Conditions Assessment report be merged into respective municipal Asset Management Plans with corresponding target dates, budget estimates and financing sources;
- That the CDRC municipalities ensure that their respective portions of the capital requirements are contained within their respective capital budgets and are subject to an annual review to ensure coordinated project timing;
- That the CDRC Board support funding for facility scheduling and recreation registration software that can produce utilization reports for each facility amenity, and that such reports be provided to the Board on a monthly, seasonal, and annual basis for their review;
- That the CDRC Board work with staff to set performance targets on a seasonal and annual basis with corresponding action plans if targets are not being met;
- That CDRC staff prepare a contingency prime-time ice allocation policy to be implemented should the demand for prime-time ice exceeds 100% utilization;
- That the CDRC have policies and cost recovery formulas to determine when ice is extended from the prime season (October to March);
- That the CDRC develop new, proactive communication tools in conjunction with their Municipal partners to ensure coordinated promotion of all events and activating as well as space availability;
- That an annual (or bi-annual) “Call” for new service providers and or event hosts is launched.

### **Programming & Service Delivery**

Currently, the Town does not have a Community Services Department and as such has a limited capacity to facilitate, coordinate or directly deliver recreation programs, events and initiatives. The establishment of a



Community Services Department will be a key step to provide the necessary resources to for the Town to take on more of a municipal leadership role in recreation services and program delivery and coordination, and to build and sustain municipal and community momentum for the implementation of the PRMP. The following recommendations are provided to guide the Town's investments in establishing the necessary staffing resources and capacity, to further support improved communications and community awareness about parks and recreation facilities and programs, and to guide the collaboration with other service providers to delivery recreation programs:

#### Community Services Department

- Staffing – initiate the creation of a Community Services Department by establishing a dedicated position for a recreation programmer and special event coordinator to:
  - lead the implementation of the PRMP;
  - deliver program and marketing targets, for indoor and outdoor recreation and culture facilities and spaces;
  - facilitate community use of schools in collaboration with the School Board; and,
  - connect interested residents with available facilities and programs in other nearby communities (e.g. indoor aquatics in Orangeville) as well as available transportation services and resources.

#### Communications and Building Community Awareness

- Develop new, proactive communication tools to ensure coordinated promotion of all events and activities including a designated municipal resource for social media to coordinate live and weekly content.
- Continue to invest in community signs and digital information to promote community events i.e., Fiddle Park, CDRC.
- Build awareness of culture and recreational programs available within the community by creating an inventory of providers and services.

### Service Providers & Programming

- Launch an annual request for opportunities and interest for service providers and/or event hosts to encourage new, emerging, and/or established service providers.
- Conduct a survey to determine community desired programs, locations and providers/delivery options.
- Provide volunteer/partner support financially and resources - startup fund, insurance, volunteer development/training, grant writing.
- Improve the school board relationship, booking communication and procedures and develop grass roots programming.
- Work with third parties like the school board and others to build programming up in the community.
- Maintain a proactive working relationship with the school board to facilitate reciprocal use of both school and community assets to optimize utilization by students and the community.
- The Town should lead closing the gaps in programming if service providers can't be secured.
- Fees – complete a review of fees and adapt the approach to ensure playfields, building rentals and ice are at competitive rates while recognizing and building awareness of the cost of maintaining municipal assets and services. Consider a user fees subsidy program with fund allocated by the Town.

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## 5 Implementation

Implementation of the PRMP is intended to occur over the next 10 years and the actual timing of implementation of specific recommendations will be dependent on the availability of adequate funding and resources and therefore may be subject to change. This section provides guidance outlining the intended Town role and approach in implementing the PRMP including considerations for periodic review and updates, summarizes known and potential funding sources, and provides the potential timing and estimated capital costs as well as anticipated operating implications for specific projects recommended in the previous sections of the PRMP.

### 5.1 Implementation Approach

The following guidelines build on the policies and strategies established in the previous Parks Master Plan (2009) and are provided to describe the recommended approach to implementation of the PRMP:

#### **Municipal and Community Roles and Collaboration**

1. The Town should accept and embrace an active leadership role in the planning, development, delivery and evaluation of parks and recreation opportunities within the municipality.
2. The Town should continue to recognize the value of and need for community organizations to successfully operate programs in parks and recreation facilities as the primary means to expand the accessibility, availability, affordability and mix of recreation services that are available to the residents.
3. The Town's role should continue to be positioned to focus on identifying community needs and facilitating service delivery as a first order of priority. The Town could become involved in direct service delivery where it is appropriate. However, supporting other service providers in developing their park development strategies and organizations are important functions for the Town. In this way, the Town does not have to be responsible for all development and services, but by using its

expertise and talents, as well as its communitywide perspective, it can assist other groups to deliver needed services without the Town. This is seen as a more effective approach in terms of broadening the scope of parks and open spaces that are available, gaining greater consistency in service delivery and utilizing all the resources of the community.

4. The Town should fulfill its role as outlined above based on the following hierarchy and policy framework:
  - a) First – will actively work to facilitate and support community groups and individuals in the development and delivery of venues and on-site facilities by providing technical supports, access to grants and other supports involving data information, volunteer training and recognition, access to facilities and related strategies.
  - b) Second – will enter into partnerships, joint ventures and related collaborative initiatives, at variable levels of involvement, that result in a shared responsibility for one or more recreation facilities where:
    - The interest of the residents of Shelburne are fully realized;
    - Need is apparent;
    - Sustainability within acceptable risk parameters exists.
  - c) Third – will undertake the direct development and delivery of parks and recreation facilities and programs/services where other delivery strategies are not viable or available, utilizing direct capital investment and annual budget support, as well as Town staff operating alone or in partnership with volunteers.

#### **Projects Timing, Prioritization Process and Factors**

5. While the anticipated timing is identified for implement of specific projects recommended in the PRMP, project timing or any changes to project timing or other parameters should also be determined via the Town's adopted prioritization process for participation and investments in parks and recreation facilities which will continue to focus on servicing Town residents as the primary users within the following framework:
  - a) Parks and recreation investments that primarily facilitate and encourage broad-based participation amongst Town residents at a

recreational level of activity, including in-town, regional and provincial competitive sports activities for children and youth.

- b) Parks and recreation investments and accessibility supports that link to the specialized needs of targeted populations, such as those with disabilities, seniors, young children, teens, new immigrants, etc.
  - c) Park resources that are primarily intended to support key strategic initiatives of the Town, such as economic / tourism development, sustainability and conservation of the natural environment, and specialized services that ensure a broad mix of recreational opportunities for residents.
6. Any Town involvement in parks and recreation facilities investment should be based on the following conditions:
- a) Identification of either demonstrated resident need at reasonable participation levels and / or environmental or heritage significance;
  - b) Evidence of long term sustainability;
  - c) Assured public accessibility, participation and affordability as appropriate;
  - d) Involvement by the Town reflects the scale of the benefits to be achieved to both the participants and / or the community at large;
  - e) Shared responsibility with neighbouring municipalities that have residents using the park or open space;
  - f) The use of business case analysis and preparation as a basis to support Town investments in parks, open spaces, trails and related facility initiatives where appropriate.

### **Data Collection & Performance Monitoring**

7. The Town should establish a data collection and outcomes / performance monitoring capacity that will effectively assess the value of the Town's role in the various delivery strategies, the degree of participation that is being achieved by residents and non-residents over a five year time frame and the environmental and quality of life benefits being realized by the Town's investments. Community organizations using Town facilities and venues would need to provide annual registration data.

## **Municipal Policy Development and Adaptation**

8. In conjunction with the implementation of the PRMP and the specific capital projects itemized herein, the Town should continue to review and adapt municipal policies and practices in the following areas:
  - a) Allocation policies to ensure fairness and equality of accessibility / inclusion;
  - b) User fees and affordability;
  - c) Evaluation and performance monitoring program;
  - d) Naming rights and corporate sponsorships;
  - e) Other areas as relevant.

## **Developer-build Parks and Collaboration**

9. The Town should continue to explore and collaborate with developers to optimize the process and roles in the delivery of new parks in new development areas to facilitate timely provision of new parks to meet the needs of population growth.

## **Multi-municipal Approaches**

10. The Town should continue to seek opportunities to collaborate with the County of Dufferin and other local municipalities in the County to explore a more integrated services delivery model involving enhanced joint collaboration, to facilitate increased public accessibility to parks and recreation, achieve improved opportunities for a wider range of residents, and reduce costs.

## **Feasibility Studies**

11. The Town should undertake or direct the completion of a Feasibility Study or similar assessment prior to all major parks and recreation capital investments, including community engagement and working in partnership where appropriate with community proponents, partners and/or together with other municipalities. The results of the assessment, when finalized and accepted, should become the basis for new, expanded or redeveloped parks and recreation facilities being incorporated into the capital budget forecast for the Town related to

timing, capital cost projections, etc. and with due consideration to the potential financial impact of inflation.

### **Multi-Use Opportunities**

12. For investments in major parks and recreation facilities, the Town should continue to investigate the potential for a wider range of multiple use opportunities and partnerships.

### **Flexible Approach**

13. The Town should maintain flexibility in carrying out the implementation of the PRMP, as changes are expected to continue to occur within the parks and recreation sector at the municipal level, involving the use of partnerships, changing roles of municipalities, new expectations of taxpayers and park users, changing legislation and impacts to funding sources, as well as many other considerations, creating an operating and planning environment that is less certain and more challenging in terms of identifying future directions and needs.

### **Review and Updating the PRMP**

14. Ongoing review and updating of the PRMP will be necessary in order to keep it relevant and on track. The Town should consider the following review process and timing:
  - a) Annual reviews on project implementation status and anticipated completion dates;
  - b) A five-year review which would constitute a comprehensive updating or as needed to integrate with the five year increments of the Development Charges By-law, to confirm the growth-related capital forecast and anticipate timing for planned parks and recreation investments;
  - c) A ten-year anniversary comprehensive review and update of the PRMP including community engagement to position the PRMP for the next ten year planning period, reflecting new and emerging priorities, directions and trends.

## 5.2 Implementation Schedule & Funding Sources

Recommendations that have direct associated capital costs and/or other resource requirements and related timing/scheduling considerations are summarized in the following **Implementation Schedule**, which summarizes the recommendations, the potential funding and resource requirements and the proposed timing for implementation.

The first three years of the Plan (2024 to 2026) are shown individually, followed by the next two years (2027 & 2028) aggregated, then the subsequent five year period (2029 to 2034) also aggregated. This aggregation reflects that the specific timing of actions recommended for implementation beyond the next 2 to 3 years should be determined based on progress of early steps and/or further information generated from other initiatives such as detailed plans and feasibility studies.

The known and potential funding sources identified in the Implementation Schedule include:

- **Development Charges (DC)**, including existing reserves and recoveries estimated from future development anticipated or forecast to occur over the 10-year period. These funds are required to be allocated for parks and recreation capital projects that add or enhance capacities to meet growth-related needs.
- **Reserves**, including the **Parkland Fund**, which represents funds collected by the Town as part of the land development process where a payment in lieu of the dedication of parkland is accepted. Under the Planning Act, these funds may only be used for parkland acquisition, the erection/improvement/repair of buildings and acquisition of machinery for parks or other public recreational purposes. Reserves also include funds previously budgeted or allocated by the Town for parks and recreation.
- **Donations / Fundraising**, including direct donations by the community, project partners or other sources, potential future community and volunteer fundraising initiatives, sponsorships and grants. The potential availability and magnitude of these funding sources will need to be determined on a project-by-project basis as the PRMP is implemented and more detailed financial strategies are developed.

## Implementation Schedule

| #                            | Recommendation / Capital Project                                    | Potential Funding / Resource Requirements                                                                  | Timing |      |      |                       |                        | 10 Year Total |
|------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------|------|------|-----------------------|------------------------|---------------|
|                              |                                                                     |                                                                                                            | 2024   | 2025 | 2026 | Up to 5 Years 2027-28 | Next 5 Years 2029-2034 |               |
| 4.1 Community / Sports Parks |                                                                     |                                                                                                            |        |      |      |                       |                        |               |
| 1.                           | Greenwood Park Multi-Use Trails (Fig. 4.1)                          | Capital: \$0.35M (DC)<br>Operating: Additional equipment and staff time for year-round maintenance/repair. | ✓      | ✓    | ✓    |                       |                        | \$0.35M       |
| a)                           | Pave existing trails, add trail sections #1-4 (820m)                | \$146,000                                                                                                  | ✓      |      |      |                       |                        |               |
| b)                           | Trail section #5-6 (380m)                                           | \$64,000                                                                                                   |        | ✓    |      |                       |                        |               |
| c)                           | Trail section #7 (780m)                                             | \$140,000                                                                                                  |        |      | ✓    |                       |                        |               |
| 2.                           | Greenwood Park Parking & Landscape Improvements (Fig. 4.2)          | Capital: \$0.54M (DC)<br>Operating: Additional equipment and staff time for year-round maintenance/repair. |        |      |      |                       |                        | \$0.54M       |
| a)                           | Existing Gravel Parking Area Improvements (#8)                      | \$60,000                                                                                                   | ✓      |      |      |                       |                        |               |
| b)                           | Tansley Street Parking Area (gravel) (#9)                           | \$230,000                                                                                                  |        | ✓    |      |                       |                        |               |
| c)                           | Trees/Plantings for Tansley Parking Area (#10)                      | \$5,000                                                                                                    |        | ✓    |      |                       |                        |               |
| d)                           | South Area - Potential Trail Head / Parking Area / Open Space (#11) | \$190,000                                                                                                  |        |      |      |                       | ✓                      |               |
| e)                           | Potential Nature Trail Loop (#12)                                   | \$50,000                                                                                                   |        |      |      |                       | ✓                      |               |

## Implementation Schedule

| #         | Recommendation / Capital Project                              | Potential Funding / Resource Requirements                                                                | Timing |      |      |                       |                        | 10 Year Total  |
|-----------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------|------|------|-----------------------|------------------------|----------------|
|           |                                                               |                                                                                                          | 2024   | 2025 | 2026 | Up to 5 Years 2027-28 | Next 5 Years 2029-2034 |                |
| <b>3.</b> | <b>Greenwood Park Greenwood Commons (Fig. 4.3)</b>            | Capital: \$0.85M (DC)<br>Operating: Additional equipment and staff time for turf/facilities maintenance. |        | ✓    |      | ✓                     |                        | <b>\$0.85M</b> |
| a)        | Turf Establishment / Restoration / Seeding / Trees (#13)      | \$250,000                                                                                                |        | ✓    |      |                       |                        |                |
| b)        | Park Washrooms & Shelter (#14)                                | \$600,000                                                                                                |        |      |      | ✓                     |                        |                |
| <b>4.</b> | <b>Greenwood Park New / Renewed Facilities (Fig. 4.4)</b>     | Capital: \$0.65M (DC, Reserves, Donations / Fundraising)<br>Operating: No significant operating impacts. | ✓      |      |      | ✓                     | ✓                      | <b>\$0.65M</b> |
| a)        | Trees/plantings and seating near new Splash Pad (#15)         | \$5,000                                                                                                  | ✓      |      |      |                       |                        |                |
| b)        | Park Shelter / Shade Structure (#16)                          | \$140,000                                                                                                | ✓      |      |      |                       |                        |                |
| c)        | Basketball / Multi-use Courts / Outdoor Rink (#17)            | \$200,000                                                                                                |        |      |      |                       | ✓                      |                |
| d)        | Accessibility Improvements / Consolidate Play Equipment (#18) | \$260,000                                                                                                | ✓      |      |      | ✓                     |                        |                |
| e)        | New / Renewed Park Lighting (#19)                             | \$45,000                                                                                                 |        |      |      | ✓                     |                        |                |



## Implementation Schedule

| #  | Recommendation / Capital Project                                   | Potential Funding / Resource Requirements                                                                            | Timing |      |      |                          |                           | 10 Year Total |
|----|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------|------|------|--------------------------|---------------------------|---------------|
|    |                                                                    |                                                                                                                      | 2024   | 2025 | 2026 | Up to 5 Years<br>2027-28 | Next 5 Years<br>2029-2034 |               |
| 5. | <b>Hyland Park / Natasha Paterson Memorial Park (Fig. 4.5)</b>     | Capital: \$0.65M (DC, Reserves)<br>Operating: Additional equipment and staff time for year-round maintenance/repair. | ✓      |      |      |                          |                           | \$0.44M       |
| a) | Multi-use trail connections, wayfinding, accessible pathway (#1-2) | \$90,000                                                                                                             | ✓      |      |      |                          |                           |               |
| b) | Consolidated / new playground (#3)                                 | \$350,000                                                                                                            | ✓      |      |      |                          |                           |               |
| 6. | <b>KTH Park (Fig. 4.6)</b>                                         | Capital: \$0.83M (DC, Reserves)<br>Operating: Additional equipment and staff time for year-round maintenance/repair. | ✓      | ✓    |      | ✓                        |                           | \$0.83M       |
| a) | Multi-use trail connections (#1)                                   | \$175,000                                                                                                            | ✓      |      |      |                          |                           |               |
| b) | New washroom building / park shelter / shade structure (#2-3)      | \$60,000                                                                                                             |        | ✓    |      |                          |                           |               |
| c) | Tennis/Pickleball Court Surface Enhancements (#4)                  | \$50,000                                                                                                             |        |      |      | ✓                        |                           |               |

## Implementation Schedule

| #                                   | Recommendation / Capital Project                          | Potential Funding / Resource Requirements                                       | Timing |      |      |                       |                        | 10 Year Total |
|-------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------|--------|------|------|-----------------------|------------------------|---------------|
|                                     |                                                           |                                                                                 | 2024   | 2025 | 2026 | Up to 5 Years 2027-28 | Next 5 Years 2029-2034 |               |
| 4.2 Neighbourhood Parks & Parkettes |                                                           |                                                                                 |        |      |      |                       |                        |               |
| 1.                                  | Walters Creek Park (Fig. 4.7)                             | Capital: \$0.13M (DC, Reserves)<br>Operating: No significant operating impacts. | ✓      |      |      |                       |                        | \$0.13M       |
| a)                                  | Replace play equipment (#1)                               | \$100,000                                                                       | ✓      |      |      |                       |                        |               |
| b)                                  | Secondary trail connection and accessible pathways (#2-3) | \$25,000                                                                        | ✓      |      |      |                       |                        |               |
| 2.                                  | Simon Street Park (Fig. 4.7)                              | Capital: \$0.10M (DC, Reserves)<br>Operating: No significant operating impacts. |        | ✓    |      |                       |                        | \$0.10M       |
| a)                                  | Resurface trail, add accessible pathways (#4-5)           | \$30,000                                                                        |        | ✓    |      |                       |                        |               |
| b)                                  | Trailhead / enlarge parking area (gravel) (#6)            | \$30,000                                                                        |        | ✓    |      |                       |                        |               |
| c)                                  | Basketball half-court (#7)                                | \$40,000                                                                        |        | ✓    |      |                       |                        |               |
| 3.                                  | Summerhill Park (Fig. 4.7)                                | Capital: \$0.13M (DC)<br>Operating: No significant operating impacts.           |        |      | ✓    |                       |                        | \$0.13M       |
| a)                                  | Multi-use Court (#8)                                      | \$125,000                                                                       |        |      | ✓    |                       |                        |               |

## Implementation Schedule

| #  | Recommendation / Capital Project                                                       | Potential Funding / Resource Requirements                                                       | Timing |      |      |                          |                           | 10 Year Total |
|----|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------|------|------|--------------------------|---------------------------|---------------|
|    |                                                                                        |                                                                                                 | 2024   | 2025 | 2026 | Up to 5 Years<br>2027-28 | Next 5 Years<br>2029-2034 |               |
| 4. | <b>Greenwood Crescent Parkette (Fig. 4.8)</b>                                          | Capital: \$0.08M (Reserves)<br>Operating: No significant operating impacts.                     | ✓      |      |      | ✓                        |                           | \$0.08M       |
| a) | Sidewalk/Accessible Pathway (#2)                                                       | \$5,000                                                                                         | ✓      |      |      |                          |                           |               |
| b) | Playground replacement and safety surface (#3)                                         | \$75,000                                                                                        |        |      |      | ✓                        |                           |               |
| 5. | <b>Morden Drive Park (Fig. 4.8)</b>                                                    | Capital: \$0.02M (DC)<br>Operating: No significant operating impacts.                           |        |      |      |                          | ✓                         | \$0.02M       |
| a) | Benches, bike racks, trees (#4)                                                        | \$20,000                                                                                        |        |      |      |                          | ✓                         |               |
| 6. | <b>Simon Court Parkette (Fig. 4.8)</b>                                                 | Capital: \$0.05M (Reserves)<br>Operating: No significant operating impacts.                     |        | ✓    |      |                          |                           | \$0.05M       |
| a) | Remove basketball court; Add benches/seating/trees; Pathway/sidewalk connection (#5-7) | \$50,000                                                                                        |        | ✓    |      |                          |                           |               |
| 5. | <b>New Neighbourhood Parks (Fig. 4.9, 4.10)</b>                                        | Capital: \$1.55M (DC)<br>Operating: Additional equipment and staff time for maintenance/repair. | ✓      | ✓    |      |                          |                           | \$1.55M       |
| a) | Hyland Village Park                                                                    | \$650,000                                                                                       | ✓      |      |      |                          |                           |               |
| b) | Ghant Park (Emerald Crossing)                                                          | \$900,000                                                                                       |        | ✓    |      |                          |                           |               |

## Implementation Schedule

| #  | Recommendation / Capital Project                                         | Potential Funding / Resource Requirements                                                                  | Timing |      |      |                       |                        | 10 Year Total |
|----|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------|------|------|-----------------------|------------------------|---------------|
|    |                                                                          |                                                                                                            | 2024   | 2025 | 2026 | Up to 5 Years 2027-28 | Next 5 Years 2029-2034 |               |
| 6. | <b>Trail Improvements (Fig. 4.11)</b>                                    | Capital: \$0.30M (DC)<br>Operating: Additional equipment and staff time for year-round maintenance/repair. | ✓      |      |      |                       |                        | \$0.30M       |
| a) | Greenwood Ave Linkage (#1-2)                                             | \$100,000                                                                                                  | ✓      |      |      |                       |                        |               |
| b) | Simon Street Trail Linkage (#3-4)                                        | \$200,000                                                                                                  | ✓      |      |      |                       |                        |               |
| 7. | <b>New Trails (Fig. 4.12, 4.13)</b>                                      | Capital: \$1.20M (DC)<br>Operating: Additional equipment and staff time for year-round maintenance/repair. | ✓      | ✓    |      |                       | ✓                      | \$1.20M       |
| a) | Simon Street Park - KTH Park - Fiddle Park Connecting Trail (#1)         | \$50,000                                                                                                   | ✓      |      |      |                       |                        |               |
| b) | Hyland Village - Victoria Street Trail Connection (#2)                   | \$100,000                                                                                                  |        | ✓    |      |                       |                        |               |
| c) | Provision for Other Primary & Secondary Trails and Supporting Facilities | \$1,050,000                                                                                                |        |      |      |                       | ✓                      |               |
| 8. | <b>Facility Condition Assessment</b>                                     | Capital: \$0.25M (DC, Reserves)                                                                            |        | ✓    |      |                       |                        | \$0.25M       |

## Implementation Schedule

| #                                                       | Recommendation / Capital Project                                  | Potential Funding / Resource Requirements                                                                                           | Timing |      |      |                          |                           |               |
|---------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------|------|------|--------------------------|---------------------------|---------------|
|                                                         |                                                                   |                                                                                                                                     | 2024   | 2025 | 2026 | Up to 5 Years<br>2027-28 | Next 5 Years<br>2029-2034 | 10 Year Total |
| Fiddle Park (see Fiddle Park Plan under separate cover) |                                                                   |                                                                                                                                     |        |      |      |                          |                           |               |
| 9.                                                      | Fiddle Park Phase 1 – Initial Park Enhancements                   | Capital: \$5.46M (DC, Reserves, Fundraising/Sponsorships)<br>Operating: Additional equipment and staff time for maintenance/repair. | ✓      | ✓    | ✓    |                          |                           | \$5.46M       |
|                                                         | Part 1 – Site Preparation & Servicing                             | \$1,000,000                                                                                                                         | ✓      | ✓    | ✓    |                          |                           |               |
|                                                         | Part 2 – Permanent Gravel Parking                                 | \$523,850                                                                                                                           |        | ✓    |      |                          |                           |               |
|                                                         | Part 3 - Pedestrian Circulation & Accessibility                   | \$227,900                                                                                                                           | ✓      | ✓    |      |                          |                           |               |
|                                                         | Part 4 - Amphitheatre / Outdoor Classroom & Pavilion Improvements |                                                                                                                                     | ✓      | ✓    |      |                          |                           |               |
|                                                         | a) Pavilion Improvements                                          | \$250,200                                                                                                                           | ✓      |      |      |                          |                           |               |
|                                                         | b) Amphitheatre / Outdoor Classroom                               | \$126,000                                                                                                                           |        | ✓    |      |                          |                           |               |
|                                                         | Part 5 – Multi-Functional Trail                                   | \$362,600                                                                                                                           | ✓      |      |      |                          |                           |               |
|                                                         | Part 6 – Skate Trail Supports                                     | \$1,879,400                                                                                                                         |        | ✓    |      |                          |                           |               |
|                                                         | Part 7 – Overall Site Furnishings                                 | \$89,000                                                                                                                            |        | ✓    | ✓    |                          |                           |               |
|                                                         | Contingency & Bonds                                               | \$998,805                                                                                                                           | ✓      | ✓    | c    |                          |                           |               |

## Implementation Schedule

| #   | Recommendation / Capital Project               | Potential Funding / Resource Requirements                                                                                           | Timing |      |      |                          |                           | 10 Year Total  |
|-----|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------|------|------|--------------------------|---------------------------|----------------|
|     |                                                |                                                                                                                                     | 2024   | 2025 | 2026 | Up to 5 Years<br>2027-28 | Next 5 Years<br>2029-2034 |                |
| 10. | <b>Fiddle Park Phased Park Enhancements</b>    | Capital: \$4.01M (DC, Reserves, Fundraising/Sponsorships)<br>Operating: Additional equipment and staff time for maintenance/repair. |        |      |      | ✓                        | ✓                         | <b>\$4.01M</b> |
|     | Part 1 - Enhanced Permanent Parking Lot        | \$1,188,100                                                                                                                         |        |      |      |                          | ✓                         |                |
|     | Part 2 - Playground                            | \$477,760                                                                                                                           |        |      |      | ✓                        |                           |                |
|     | Part 3 - Multi-use Court                       | \$300,920                                                                                                                           |        |      |      | ✓                        |                           |                |
|     | Part 4 - Fiddle Plaza                          | \$455,400                                                                                                                           |        |      |      |                          | ✓                         |                |
|     | Part 5 - Memorial Forest and Walking Trails    | \$669,750                                                                                                                           |        |      |      |                          | ✓                         |                |
|     | Part 6 - Trail Connection along County Road 11 | \$82,500                                                                                                                            |        |      |      | ✓                        |                           |                |
|     | Part 7 - Trail Connection to Hwy 10/89         | \$98,600                                                                                                                            |        |      |      | ✓                        |                           |                |
|     | Contingency & Bonds                            | \$733,159                                                                                                                           |        |      |      | ✓                        | ✓                         |                |

## Appendix A **Community Engagement Summary**

### **Shelburne Parks & Recreation Master Plan**

#### **Engagement Summary as aligned with the Framework for Recreation in Canada**

The Town of Shelburne will seek to align its parks, recreation and culture planning with the five pillars of the Framework for Recreation in Canada (FRC, 2015). While the FRC is currently (2022) under review/being updated, the five pillars are embedded into national documents as keys to aligning services at the national, provincial, and local levels. As such, it is prudent to review Shelburne's current programs, services and facilities using the FRC.

This analysis can be used to assist in framing recommendations of the PRMP. It can also be instructive in showing that the Town of Shelburne is offering a balance in its offerings to residents, while being responsive to growth challenges, changing demographics and competing financial priorities.

#### **Engagement Participants – June-September 2022**

- Mayor and Members of Council
- Diversity, Equity and Inclusion Committee
- CDRC Board and Staff
- Inter Faith Group
- Upper Grand District School Board Planning Staff
- Upper Grand District School Board Community Use Coordinator
- Shelburne Public Library Board
- Sport User Groups (ball, soccer, cricket, BB)
- Event Organizers (Rotary and Kinsmen)
- Public Open House – various interest groups including Fiddle Park
- Virtual Open House – various interest groups

## **Framework for Recreation in Canada**

### Vision:

Everyone engaged in meaningful accessible recreation experiences that foster individual well-being, wellbeing of natural and build environments and community wellbeing.

### Values:

Public Good, Inclusion and Equity, Sustainability and Lifelong Participation

### Principles of Operation:

Outcome-Driven, Quality and Relevance, Evidence-Based, Partnerships and Innovation



| Town of Shelburne – Parks and Recreation Master Plan – Community Engagement Strengths, Weaknesses, Opportunities and Threats (SWOT)                                                                                              |                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| FRC Goal                                                                                                                                                                                                                         | Strengths                                                                                                                                                                                                                                                                                                  | Weaknesses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Threats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Active Living</b> <ul style="list-style-type: none"> <li>▪ <b>Participation throughout the life course</b></li> <li>▪ <b>Physical Literacy</b></li> <li>▪ <b>Play</b></li> <li>▪ <b>Reduce Sedentary Behaviour</b></li> </ul> | <ul style="list-style-type: none"> <li>• Pickleball courts</li> <li>• Cricket pitch</li> <li>• Diversity of programs being recognized</li> <li>• Tennis, soccer, baseball</li> <li>• Fortunate to have an arena and outdoor pool in our Town</li> <li>• Trails</li> <li>• CDRC – arena and pool</li> </ul> | <ul style="list-style-type: none"> <li>• Apparent underutilization of indoor space at CDRC</li> <li>• Lack of programs for youth (12-18)</li> <li>• Lack of programs for young families</li> <li>• Lack of programs for children</li> <li>• Not meeting program needs</li> <li>• The operating model holds program providers back; not sustainable</li> <li>• Lack of Town-owned facilities that have large enough space to hold more than 30 active people and have adequate storage</li> <li>• Need for an indoor aquatic centre</li> <li>• Need more indoor options for seniors</li> </ul> | <ul style="list-style-type: none"> <li>• New and emerging interests and potential volunteer capacity</li> <li>• Need to understand how much the Town's assets are costing; show a profit and loss for each asset</li> <li>• Look for opportunity to host tournaments at these facilities</li> <li>• Opportunity to explore consolidation or reconfiguration of CDRC/Fire Station/Curling/Agricultural lands into a community hub</li> <li>• Develop more program choices for youth (3:3 BB, Zip line)</li> <li>• Offer camps during summer using school facilities</li> <li>• Dedicate recreation staff or "resource" to coordinate programs, support volunteers,</li> </ul> | <ul style="list-style-type: none"> <li>• Potential impacts related to organizational structure at CDRC</li> <li>• New growth will put additional pressure on all programs, activities and events</li> <li>• Financial impact with new management model could negatively impact Shelburne</li> <li>• Possible neighbour reaction to pickleball court noise</li> <li>• Loss of volunteers to run activities, perception of lack of support from Town</li> <li>• Future for indoor facilities when</li> </ul> |

| Town of Shelburne – Parks and Recreation Master Plan – Community Engagement Strengths, Weaknesses, Opportunities and Threats (SWOT) |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                        |
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| FRC Goal                                                                                                                            | Strengths | Weaknesses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Threats                                                                                                                                                                |
| Active Living                                                                                                                       |           | <p>(not linked to Dufferin Oaks)</p> <p><b>Arena/Pool/CDRC</b></p> <ul style="list-style-type: none"> <li>• Lack of programs and diversity of programs being offered</li> <li>• Lack of promotion and price incentive to improve low utilization</li> <li>• Low utilization of a large asset for the Town</li> <li>• Facility staff engagement needs to be improved</li> <li>• There is no youth programing and staff are not interested in trying new programs</li> <li>• Lack of accountability for under utilized facility</li> <li>• Staff fixed on status quo</li> <li>• Lack of indoor pool</li> </ul> | <p>enhance communication</p> <ul style="list-style-type: none"> <li>• Indoor walking areas, year-round</li> <li>• Disc golf</li> <li>• “Ball wall”</li> </ul> <p><b>Arena/Pool/CDRC</b></p> <ul style="list-style-type: none"> <li>• The current operation model needs to change to maximize use for all ages, year round</li> <li>• There are too many municipalities involved to make timely decisions</li> <li>• Review all options to maximize use of all rooms – Town and Country and meeting rooms</li> <li>• A need for a transparent space allocation policy</li> <li>• To hire new staff to bring in fresh ideas for a diverse community – “same old” needs to change</li> </ul> | <p>CDRC reaches “end of useful life”</p> <ul style="list-style-type: none"> <li>• Financing options to consider all potential locations for indoor facility</li> </ul> |

| Town of Shelburne – Parks and Recreation Master Plan – Community Engagement Strengths, Weaknesses, Opportunities and Threats (SWOT)                                                                                                                     |                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                 |
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| FRC Goal                                                                                                                                                                                                                                                | Strengths                                                                                                                                                                                                                                                           | Weaknesses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Threats                                                                                                                                                                                                                                                                                                                                                         |
| Active Living                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Need for new indoor facility to meet new and emerging needs for all ages (Field House)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Inclusion &amp; Access</b> <ul style="list-style-type: none"> <li>Equitable participation for all (regardless of socioeconomic status, age, culture, race, aboriginal status, gender, ability, sexual orientation or geographic location)</li> </ul> | <ul style="list-style-type: none"> <li>Dedicated DEI Committee</li> <li>Responsive to community issues</li> <li>Acted quickly on new facility needs to offer cricket</li> <li>School rental rates low to support vulnerable populations, increase access</li> </ul> | <ul style="list-style-type: none"> <li>Significant change to community demographic with recent growth in new housing developments</li> <li>Difficult to book soccer fields at Greenwood Park</li> <li>Outdoor pool not conducive to “women only” swims</li> <li>Despite increased population growth, not seeing comparable growth in traditional sports (need to acknowledge new and changing interests)</li> <li>Need for more accessibility – paths, trails, tables for wheelchairs</li> </ul> | <ul style="list-style-type: none"> <li>Strengthen social values through recreation</li> <li>Build cohesive community</li> <li>Increased access to gathering and meeting space, indoor and outdoor – large and small</li> <li>Proactive planning to identify new and changing needs</li> <li>Intergenerational programming</li> <li>Streamline process to host smaller events (birthdays, showers)</li> <li>Establish on-line booking system</li> <li>Improved lighting on outdoor amenities to support safe use year-round</li> </ul> | <ul style="list-style-type: none"> <li>Permit process deters some volunteer organizations from hosting (process, insurance etc.)</li> <li>Access to District School Board space at reasonable rates dependant on continued Community Use of Schools funding from Min. of Ed.</li> <li>Rate of growth exceeds Town ability to deliver needed services</li> </ul> |

| Town of Shelburne – Parks and Recreation Master Plan – Community Engagement Strengths, Weaknesses, Opportunities and Threats (SWOT)                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| FRC Goal                                                                                                                                                                                                                                                                | Strengths                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Weaknesses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Threats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Connecting People &amp; Nature</b> <ul style="list-style-type: none"> <li>• <b>Natural spaces and places</b></li> <li>• <b>Comprehensive system of parks</b></li> <li>• <b>Public awareness and education</b></li> <li>• <b>Minimize negative impacts</b></li> </ul> | <ul style="list-style-type: none"> <li>• Fiddle Park Plan</li> <li>• Large park to host larger events</li> <li>• Provision of park space and play amenities in new subdivisions (including Splash Pad)</li> <li>• Skating path</li> <li>• Responsive through COVID – outdoor skating trail</li> <li>• Strong foundation of trail network</li> <li>• Large number of parks and greenspace for the size of community</li> <li>• Quality of trails</li> <li>• Clean washrooms</li> <li>• Great staff, willing to help</li> <li>• Fiddle Park in a great location with great infrastructure</li> </ul> | <ul style="list-style-type: none"> <li>• Need more structure on the type of trails</li> <li>• Maintenance of some diamonds and fields could be improved</li> <li>• Park washrooms never open</li> <li>• Lack of winter maintenance and accessibility</li> <li>• Need to improve the utilization and number of the trails through communication initiative i.e., marketing, trail markings</li> <li>• Trails need to be more connective; improved features (benches)</li> <li>• Fiddle Park lacks a proper amphitheatre for events</li> <li>• Process to access Fiddle Park frustrating; lack of coordination between volunteers and Town,</li> </ul> | <ul style="list-style-type: none"> <li>• To decide if the walking trails should be paved or gravel, improved policies, or standards</li> <li>• Opportunity to market all the trails; create loops and sign accordingly</li> <li>• Fiddle Park opportunity to be utilized more with larger events i.e., car shows, motorcycle events</li> <li>• Larger events can create economic spin off and tourism for the Town</li> <li>• Need more music events at the park</li> <li>• Music events, art in the park, drive-in movies, family reunions, birthday parties</li> <li>• Lack of awareness on how to use Fiddle Park (how to book etc.)</li> <li>• Municipality could help with cost of fencing, liquor license etc.</li> </ul> | <ul style="list-style-type: none"> <li>• Highway traffic creates safety barrier for connecting trails (north/south)</li> <li>• Lack of land to develop new indoor facility (is the priority for Fiddle Park to remain largely open, unstructured type use)</li> <li>• Costs to maintain facilities year-round will impact ongoing operating budgets</li> <li>• Loss of volunteers to host events in parks due to frustration with Town (perceived lack of support)</li> <li>• Need to re-purpose some traditional outdoor sports fields for new and different uses</li> </ul> |

| Town of Shelburne – Parks and Recreation Master Plan – Community Engagement Strengths, Weaknesses, Opportunities and Threats (SWOT) |                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                              |
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| FRC Goal                                                                                                                            | Strengths                                                                                                                                                                | Weaknesses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Threats                                                                                                                                                      |
| <b>Connecting People &amp; Nature</b>                                                                                               | (hydro, water, parking, washrooms, pavilion) <ul style="list-style-type: none"> <li>• Hyland Park</li> <li>• Open Space / Trees</li> <li>• Outdoor facilities</li> </ul> | insurance, security, permits etc. (not user friendly) <ul style="list-style-type: none"> <li>• No winter programming – a man-made tobogganing hill and outdoor skating is needed</li> <li>• Under utilized</li> <li>• Underused due to rising costs to program, rules, insurance, security etc.</li> <li>• Fairgrounds surrounded by residential and senior home so large events are difficult to organize without affecting the neighbourhood with noise and parking problems</li> <li>• Some parks are older with older playground equipment</li> <li>• Some parks do not have accessible</li> </ul> | <ul style="list-style-type: none"> <li>• Improved wayfinding, signage, advertising</li> <li>• Add benches along trail loops</li> <li>• More neighbourhood based outdoor rinks</li> <li>• Potential location to attract a hotel and form a PPP to contain a shared indoor pool facility</li> <li>• Improve shade at all park locations (and outdoor pool)</li> <li>• Performance/Event Stage and natural amphitheatre</li> <li>• Use of amphitheatre slope for winter sledding</li> <li>• Playground structure in downtown core</li> <li>• Creative children's play area (like Collingwood)</li> <li>• Water feature</li> <li>• Fairgrounds could be better utilized by community outside of Fair schedule</li> </ul> | <ul style="list-style-type: none"> <li>• Negative reaction between users if facilities become crowded affecting play (skateboard, BB, playground)</li> </ul> |

| Town of Shelburne – Parks and Recreation Master Plan – Community Engagement<br>Strengths, Weaknesses, Opportunities and Threats (SWOT) |           |                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |
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| FRC Goal                                                                                                                               | Strengths | Weaknesses                                                                                                                   | Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Threats |
| Connecting People & Nature                                                                                                             |           | <p>access (curb cuts etc.)</p> <ul style="list-style-type: none"> <li>• Park amenities need improved distribution</li> </ul> | <ul style="list-style-type: none"> <li>• Could the Fairgrounds relocate to Fiddle Park and could part of the Fairgrounds property be for indoor facilities</li> <li>• Four season opportunities in parks – free access and barrier free</li> <li>• Phase out camping over time</li> <li>• Engage community to embrace stewardship of natural areas, trees, passive parks</li> <li>• Provide outdoor study areas and gathering spots with wi-fi</li> <li>• Improve and promote trail loops and linkages</li> </ul> |         |

| Town of Shelburne – Parks and Recreation Master Plan – Community Engagement Strengths, Weaknesses, Opportunities and Threats (SWOT)                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                    |
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| FRC Goal                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Strengths                                                                                                                                                                                                                    | Weaknesses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Threats                                                                                                                                                                                                                                                                                                                                                            |
| <b>Supportive Environments</b> <ul style="list-style-type: none"> <li>• <b>Provide essential spaces and places</b></li> <li>• <b>Use existing structures and spaces for multiple purposes</b></li> <li>• <b>Renew infrastructure</b></li> <li>• <b>Active transportation</b></li> <li>• <b>Partnerships in social environment</b></li> <li>• <b>Recreation education</b></li> <li>• <b>Assessment tools</b></li> <li>• <b>Align community initiatives</b></li> </ul> | <ul style="list-style-type: none"> <li>• Good provision of recent outdoor recreation space</li> <li>• Work well with District School Board</li> <li>• Recent undertaking of Fiddle Park Master Plan public survey</li> </ul> | <ul style="list-style-type: none"> <li>• Rate of growth</li> <li>• Changing population demographic</li> <li>• 6.6 square km with population set to nearly double by 2042</li> <li>• Lack of dedicated bike lanes</li> <li>• Fiddle Park pedestrian access not great</li> <li>• Divestment of community events to volunteer committees has not yielded all desired results</li> <li>• Need for improved communication on what already exists; education on the different amenities</li> </ul> | <ul style="list-style-type: none"> <li>• Continue to assess opportunities to maximize CDRC space</li> <li>• Opportunity to improve promotion regarding Fiddle Park to maximize use as event/tournament space and contribute to tourism development</li> <li>• Bike loops measured and mapped/signage</li> <li>• Strengthen partnerships with other organizations</li> <li>• Create recreation resources within dedicated portfolio</li> <li>• Maximize use of all existing space (schools, Fairgrounds, Seniors facility) to promote and deliver programs; measure update and track data</li> <li>• Create community special event calendar</li> <li>• Improved communication options;</li> </ul> | <ul style="list-style-type: none"> <li>• Tremendous volume of traffic going through Town</li> <li>• Budget limitations and changing priorities</li> <li>• Opportunities with current CDRC partnership will require continued constant communication</li> <li>• Staff resources to maintain various communication vehicles and ensure content is current</li> </ul> |

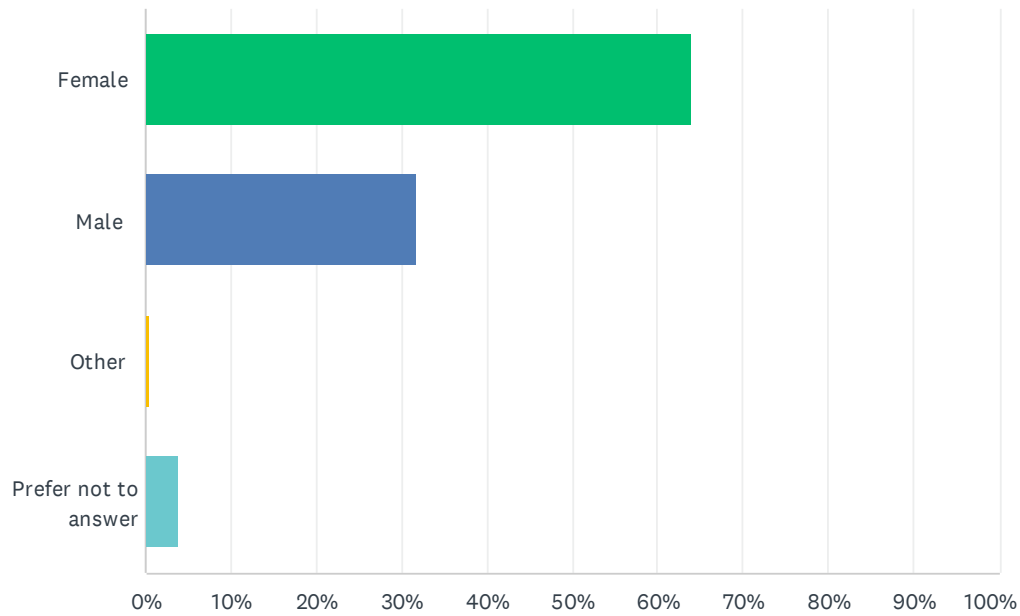
| Town of Shelburne – Parks and Recreation Master Plan – Community Engagement Strengths, Weaknesses, Opportunities and Threats (SWOT)                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                              |
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| FRC Goal                                                                                                                                                                                                                                                                                                                  | Strengths                                                                                                                                                                                                                                                                                   | Weaknesses                                                                                                                                                                                                                                                                                                                                                        | Opportunities                                                                                                                                                                                                                                                                                                                                                          | Threats                                                                                                                                                                                                                                                                                                      |
| <b>Supportive Environments</b>                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                   | coordinated, reach seniors, use radio <ul style="list-style-type: none"> <li>Improved use of digital signs</li> <li>Involve community groups and users in decision making affecting their space</li> <li>Encourage Economic Development to provide opportunities for youth (private sector investment)</li> </ul>                                                      |                                                                                                                                                                                                                                                                                                              |
| <b>Recreation Capacity</b> <ul style="list-style-type: none"> <li><b>Collaborative system</b></li> <li><b>Career development</b></li> <li><b>Advanced education</b></li> <li><b>Capacity development</b></li> <li><b>Community leadership</b></li> <li><b>Volunteers</b></li> <li><b>Knowledge development</b></li> </ul> | <ul style="list-style-type: none"> <li>New residents bringing new ideas; could capitalize on volunteer investment</li> <li>Municipality interested in growing a robust parks and recreation portfolio to meet the needs of all ages, interests and abilities in a planned manner</li> </ul> | <ul style="list-style-type: none"> <li>Capacity to grow programs for all ages and abilities limited at CDRC</li> <li>Town of Shelburne has no dedicated Parks and Recreation portfolio under Municipal direction</li> <li>Volunteer involvement impacted by COVID</li> <li>Service Club numbers declining</li> <li>Lack of allocation policies at CDRC</li> </ul> | <ul style="list-style-type: none"> <li>To continue use of Upper Grand District School Board to maximize indoor and outdoor facilities</li> <li>Coordinate with arts and culture (Grace Tippling Hall)</li> <li>Consider options to engage CDRC to expand programs and services for all ages</li> <li>Expanding skill sets (staff person) to resource parks,</li> </ul> | <ul style="list-style-type: none"> <li>Cricket organizations perceived lack of alignment can impact participation and coordination in future</li> <li>Neighbouring municipal partners at CDRC not seeing challenges in the same way as Shelburne</li> <li>Financial obligations for other service</li> </ul> |



| Town of Shelburne – Parks and Recreation Master Plan – Community Engagement Strengths, Weaknesses, Opportunities and Threats (SWOT) |                                                                                                                                                                                            |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                       |
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| FRC Goal                                                                                                                            | Strengths                                                                                                                                                                                  | Weaknesses                                                                                                                                                            | Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Threats                                                                                                                                                                               |
| <b>Recreation Capacity</b>                                                                                                          | <ul style="list-style-type: none"> <li>• Upper Grand District School Board staff very cooperative</li> <li>• Library very receptive to working in partnership with Municipality</li> </ul> | <ul style="list-style-type: none"> <li>• Lack of data for decision making at CDRC</li> <li>• Community not generally aware of management structure at CDRC</li> </ul> | <p>recreation and culture services</p> <ul style="list-style-type: none"> <li>• Improve positive communication with volunteer groups and representatives</li> <li>• Continue to explore “Regional Services” concepts to share risk, financial obligation and maximize benefit</li> <li>• Further discussion with STREAMS</li> <li>• Consider working with Economic Development to share investment in programs and events that positively impact visitors</li> <li>• Consider working with the Library to offer “pop-up” events at pilot locations</li> <li>• Promote culture (public art, indigenous references, theatre)</li> </ul> | <p>areas (OPP, water, wastewater)</p> <ul style="list-style-type: none"> <li>• Divestment of Event Coordinator to volunteer committees may not reduce risk to Municipality</li> </ul> |

## Q1 What is your gender?

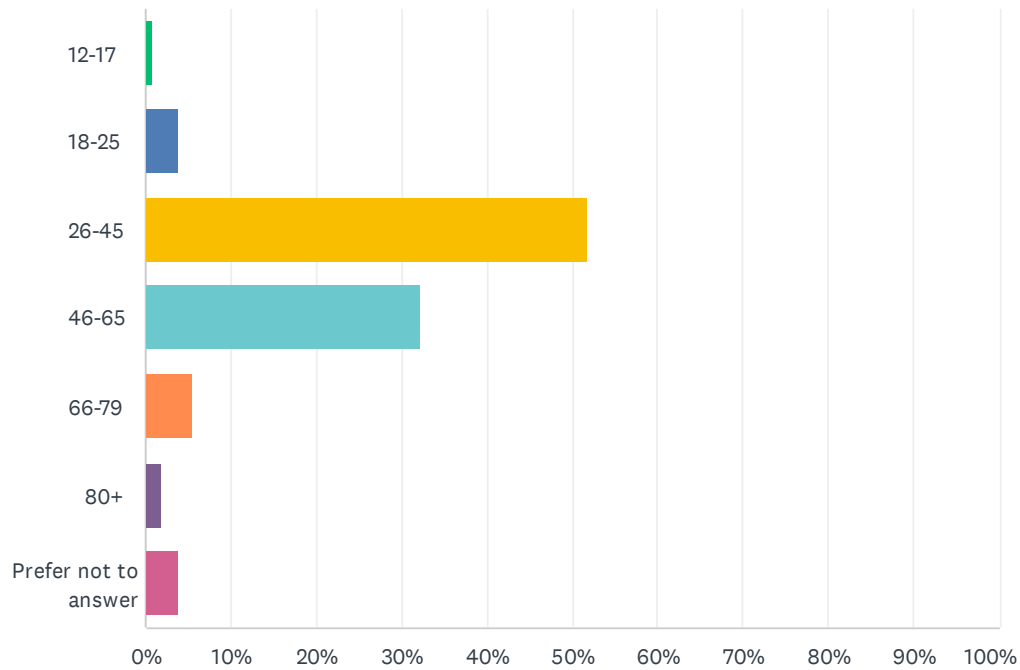
Answered: 214 Skipped: 0



| ANSWER CHOICES       | RESPONSES |     |
|----------------------|-----------|-----|
| Female               | 64.02%    | 137 |
| Male                 | 31.78%    | 68  |
| Other                | 0.47%     | 1   |
| Prefer not to answer | 3.74%     | 8   |
| TOTAL                |           | 214 |

## Q2 What age group do you belong to?

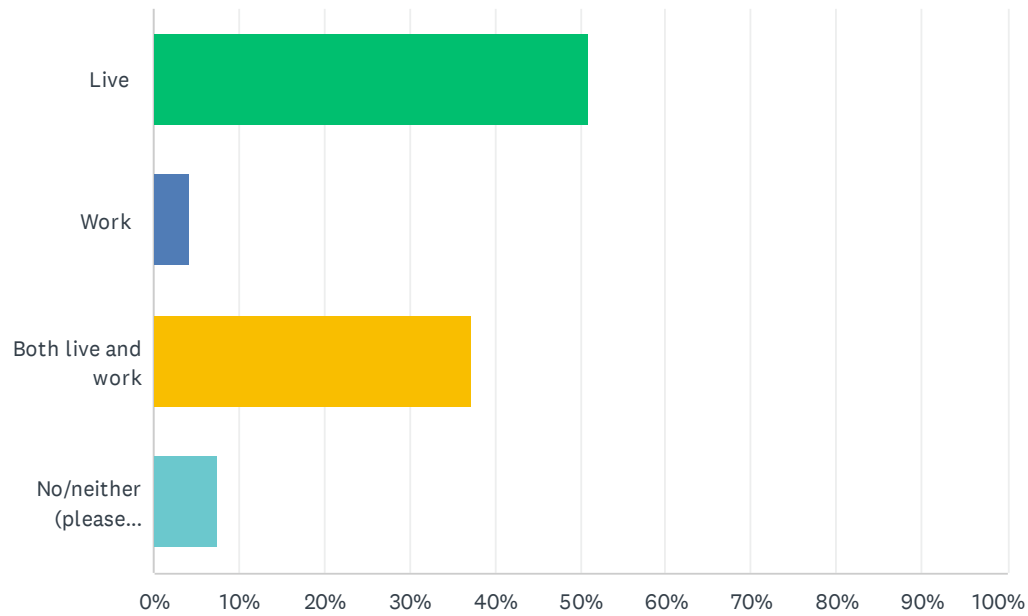
Answered: 214 Skipped: 0



| ANSWER CHOICES       | RESPONSES |     |
|----------------------|-----------|-----|
| 12-17                | 0.93%     | 2   |
| 18-25                | 3.74%     | 8   |
| 26-45                | 51.87%    | 111 |
| 46-65                | 32.24%    | 69  |
| 66-79                | 5.61%     | 12  |
| 80+                  | 1.87%     | 4   |
| Prefer not to answer | 3.74%     | 8   |
| TOTAL                |           | 214 |

### Q3 Do you live and/or work in Shelburne?

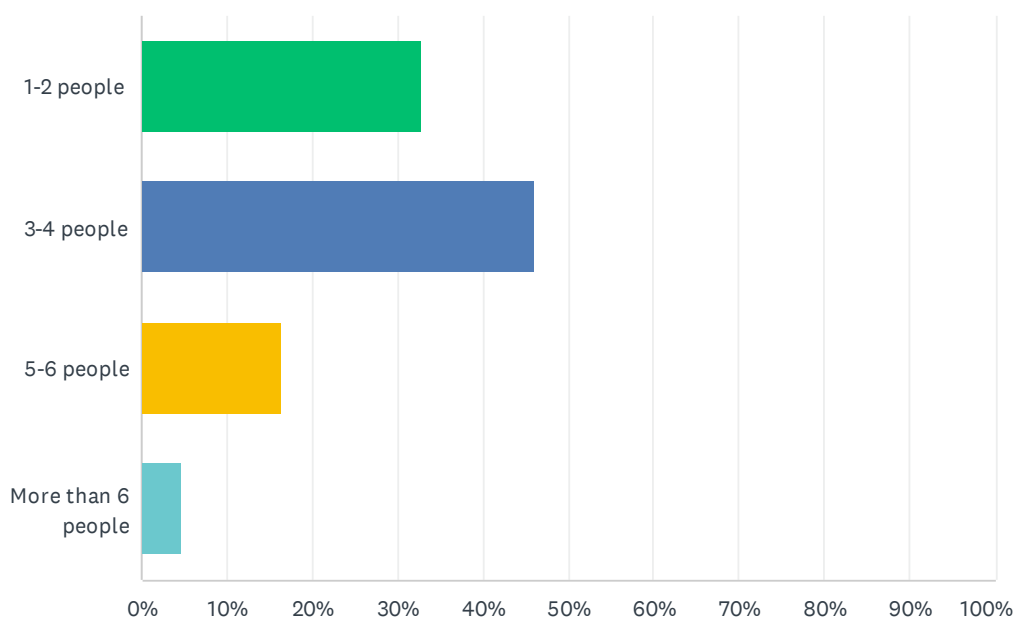
Answered: 214 Skipped: 0



| ANSWER CHOICES              | RESPONSES |     |
|-----------------------------|-----------|-----|
| Live                        | 50.93%    | 109 |
| Work                        | 4.21%     | 9   |
| Both live and work          | 37.38%    | 80  |
| No/neither (please specify) | 7.48%     | 16  |
| TOTAL                       |           | 214 |

## Q4 Including yourself, how many people are there in your household?

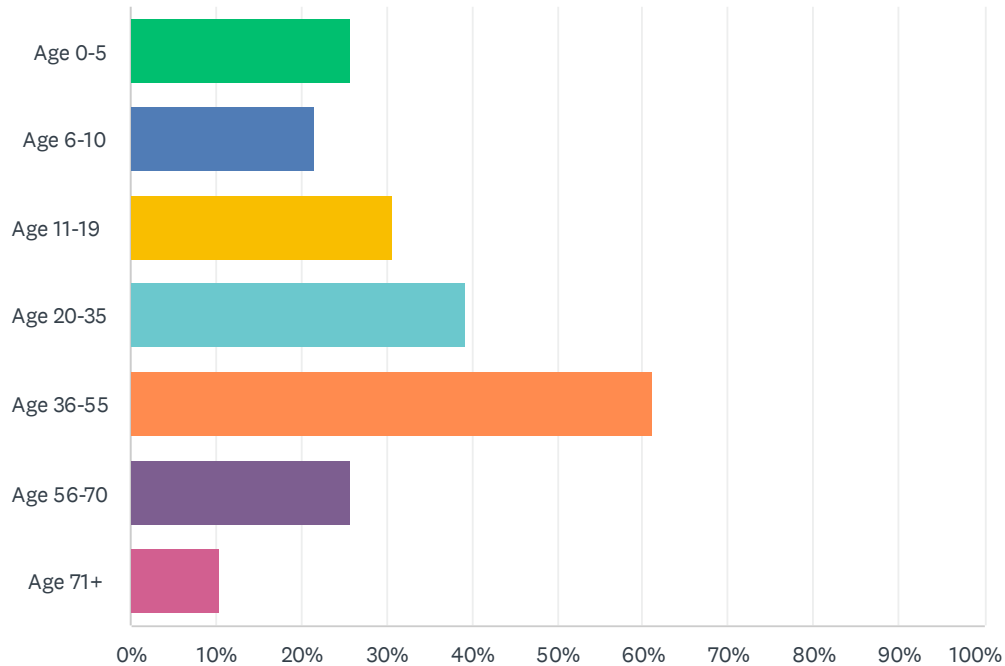
Answered: 213 Skipped: 1



| ANSWER CHOICES     | RESPONSES |     |
|--------------------|-----------|-----|
| 1-2 people         | 32.86%    | 70  |
| 3-4 people         | 46.01%    | 98  |
| 5-6 people         | 16.43%    | 35  |
| More than 6 people | 4.69%     | 10  |
| TOTAL              |           | 213 |

## Q5 Including yourself, what are the ages of the people who live in your household? (Select all that apply)

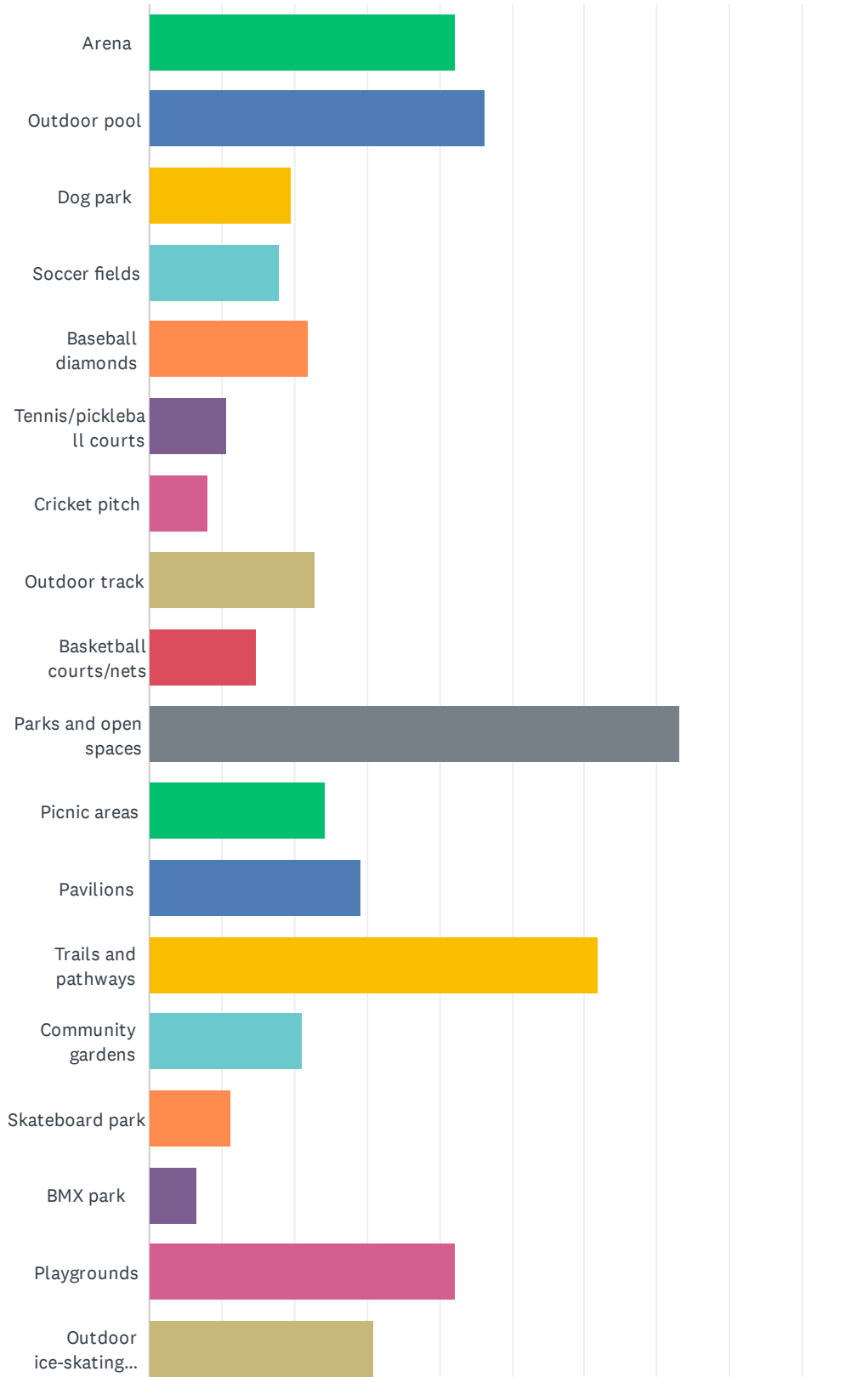
Answered: 209 Skipped: 5



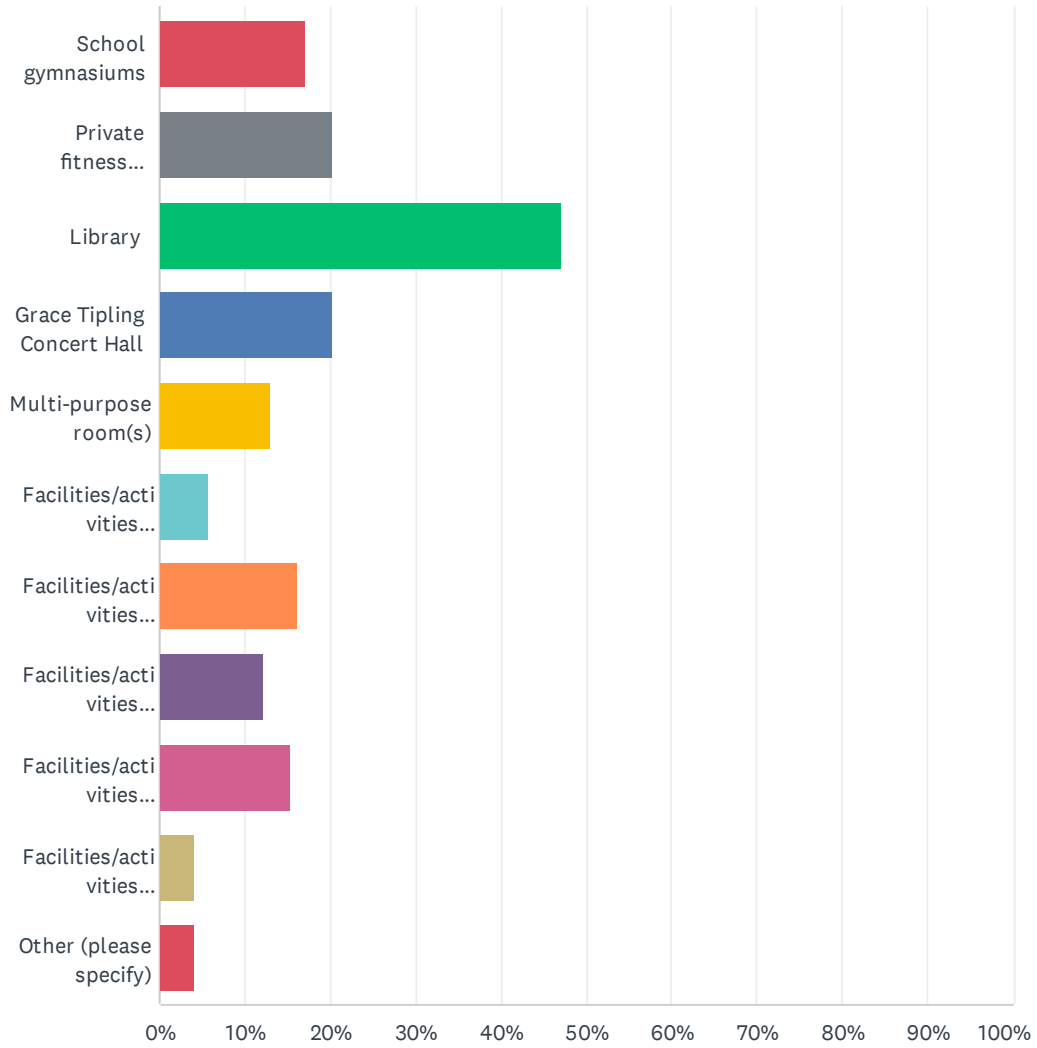
| ANSWER CHOICES         | RESPONSES |     |
|------------------------|-----------|-----|
| Age 0-5                | 25.84%    | 54  |
| Age 6-10               | 21.53%    | 45  |
| Age 11-19              | 30.62%    | 64  |
| Age 20-35              | 39.23%    | 82  |
| Age 36-55              | 61.24%    | 128 |
| Age 56-70              | 25.84%    | 54  |
| Age 71+                | 10.53%    | 22  |
| Total Respondents: 209 |           |     |

## Q6 Which type(s) of facilities and activities do you and/or members of your household use or participate in within Shelburne?

Answered: 123 Skipped: 91



## Town of Shelburne Parks and Recreation Master Plan Survey



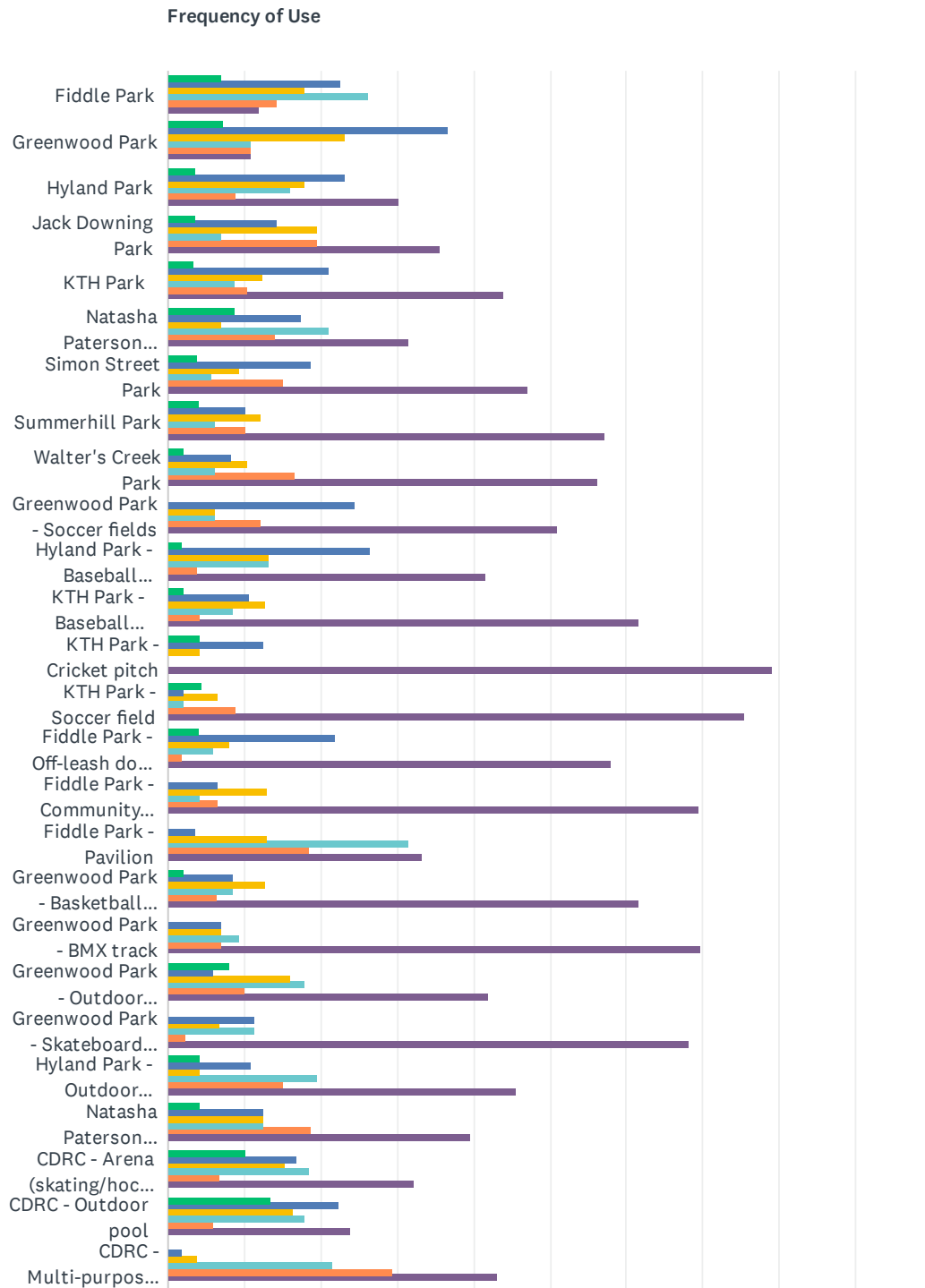


# Town of Shelburne Parks and Recreation Master Plan Survey

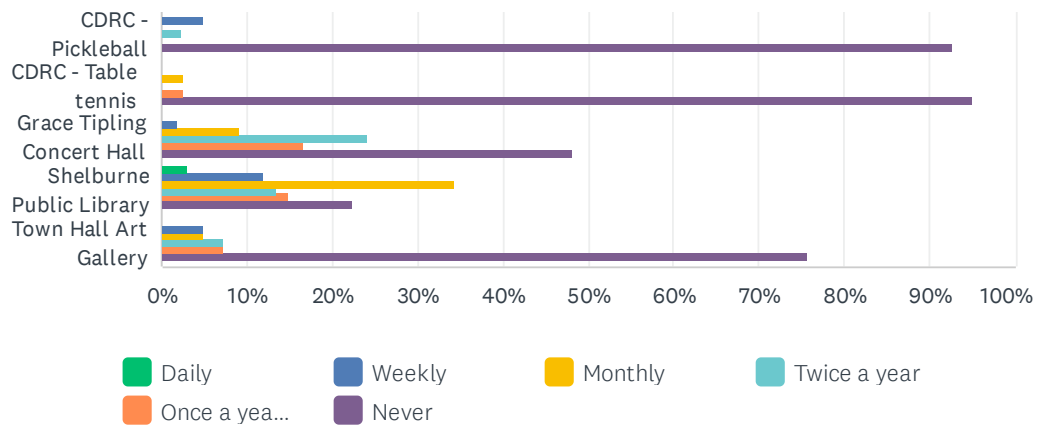
| ANSWER CHOICES                                                                  | RESPONSES |    |
|---------------------------------------------------------------------------------|-----------|----|
| Arena                                                                           | 42.28%    | 52 |
| Outdoor pool                                                                    | 46.34%    | 57 |
| Dog park                                                                        | 19.51%    | 24 |
| Soccer fields                                                                   | 17.89%    | 22 |
| Baseball diamonds                                                               | 21.95%    | 27 |
| Tennis/pickleball courts                                                        | 10.57%    | 13 |
| Cricket pitch                                                                   | 8.13%     | 10 |
| Outdoor track                                                                   | 22.76%    | 28 |
| Basketball courts/nets                                                          | 14.63%    | 18 |
| Parks and open spaces                                                           | 73.17%    | 90 |
| Picnic areas                                                                    | 24.39%    | 30 |
| Pavilions                                                                       | 29.27%    | 36 |
| Trails and pathways                                                             | 61.79%    | 76 |
| Community gardens                                                               | 21.14%    | 26 |
| Skateboard park                                                                 | 11.38%    | 14 |
| BMX park                                                                        | 6.50%     | 8  |
| Playgrounds                                                                     | 42.28%    | 52 |
| Outdoor ice-skating rinks and/or skating trail                                  | 30.89%    | 38 |
| School gymnasiums                                                               | 17.07%    | 21 |
| Private fitness centres/gyms                                                    | 20.33%    | 25 |
| Library                                                                         | 47.15%    | 58 |
| Grace Tipling Concert Hall                                                      | 20.33%    | 25 |
| Multi-purpose room(s)                                                           | 13.01%    | 16 |
| Facilities/activities designated for seniors                                    | 5.69%     | 7  |
| Facilities/activities designated for children 5 and under                       | 16.26%    | 20 |
| Facilities/activities designated for children and teens                         | 12.20%    | 15 |
| Facilities/activities designated for adults                                     | 15.45%    | 19 |
| Facilities/activities designated for persons with special needs or disabilities | 4.07%     | 5  |
| Other (please specify)                                                          | 4.07%     | 5  |
| Total Respondents: 123                                                          |           |    |

Q7 For the town's parks, recreation, and culture facilities listed below, please tell us how often you and/or members of your household use the facility (Frequency), how you would rate its current condition (Rating), and how important it is to the community as a whole (Importance). Please skip any facilities that do not pertain to you and/or your household. CDRC = Centre Dufferin Recreation Complex

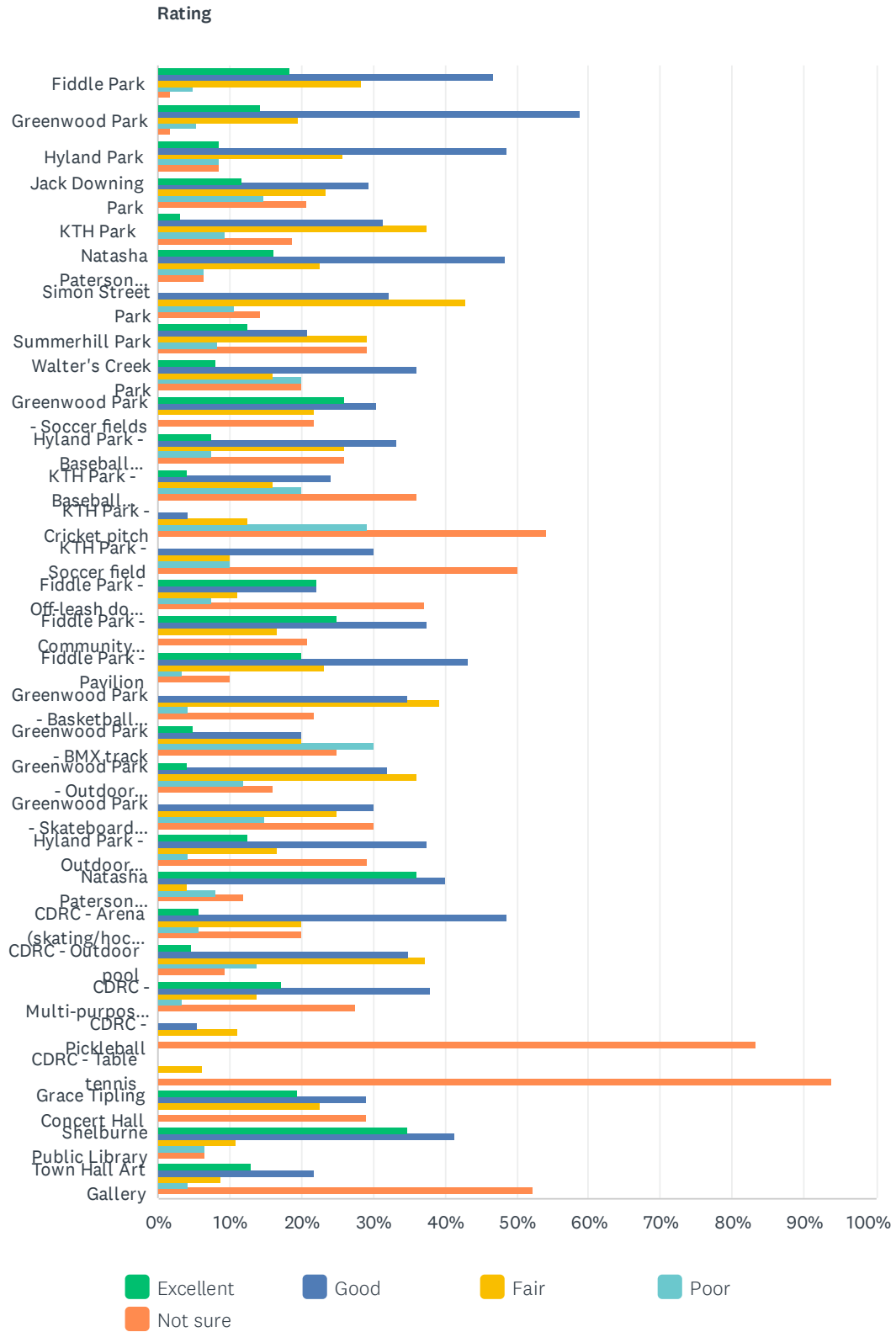
Answered: 113 Skipped: 101



## Town of Shelburne Parks and Recreation Master Plan Survey

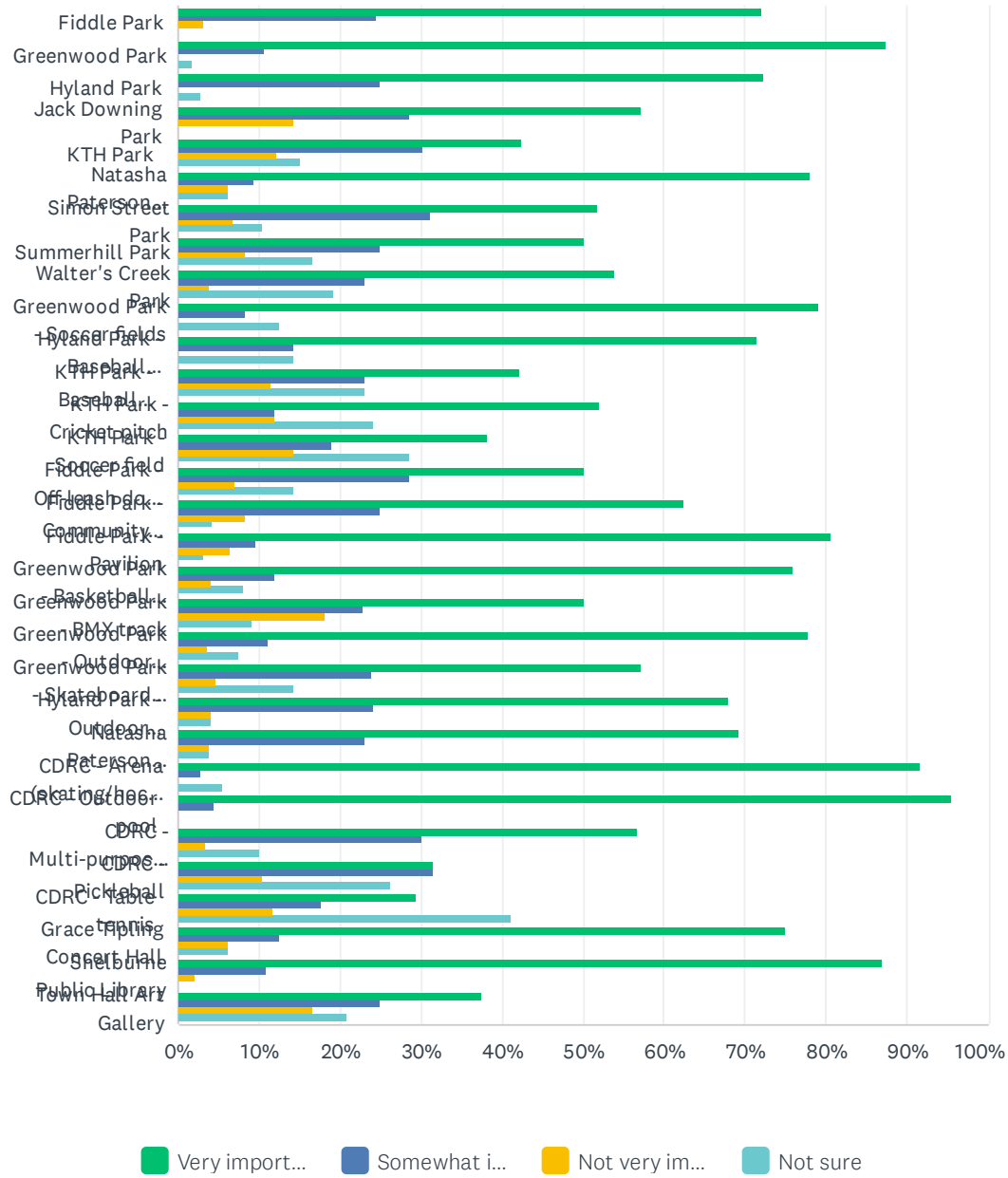


# Town of Shelburne Parks and Recreation Master Plan Survey



# Town of Shelburne Parks and Recreation Master Plan Survey

## Importance to the Community



# Town of Shelburne Parks and Recreation Master Plan Survey

| Frequency of Use                          |            |              |              |              |                     |              |       |
|-------------------------------------------|------------|--------------|--------------|--------------|---------------------|--------------|-------|
|                                           | DAILY      | WEEKLY       | MONTHLY      | TWICE A YEAR | ONCE A YEAR OR LESS | NEVER        | TOTAL |
| Fiddle Park                               | 7.14%<br>6 | 22.62%<br>19 | 17.86%<br>15 | 26.19%<br>22 | 14.29%<br>12        | 11.90%<br>10 | 84    |
| Greenwood Park                            | 7.32%<br>6 | 36.59%<br>30 | 23.17%<br>19 | 10.98%<br>9  | 10.98%<br>9         | 10.98%<br>9  | 82    |
| Hyland Park                               | 3.57%<br>2 | 23.21%<br>13 | 17.86%<br>10 | 16.07%<br>9  | 8.93%<br>5          | 30.36%<br>17 | 56    |
| Jack Downing Park                         | 3.57%<br>2 | 14.29%<br>8  | 19.64%<br>11 | 7.14%<br>4   | 19.64%<br>11        | 35.71%<br>20 | 56    |
| KTH Park                                  | 3.51%<br>2 | 21.05%<br>12 | 12.28%<br>7  | 8.77%<br>5   | 10.53%<br>6         | 43.86%<br>25 | 57    |
| Natasha Paterson Memorial Park            | 8.77%<br>5 | 17.54%<br>10 | 7.02%<br>4   | 21.05%<br>12 | 14.04%<br>8         | 31.58%<br>18 | 57    |
| Simon Street Park                         | 3.77%<br>2 | 18.87%<br>10 | 9.43%<br>5   | 5.66%<br>3   | 15.09%<br>8         | 47.17%<br>25 | 53    |
| Summerhill Park                           | 4.08%<br>2 | 10.20%<br>5  | 12.24%<br>6  | 6.12%<br>3   | 10.20%<br>5         | 57.14%<br>28 | 49    |
| Walter's Creek Park                       | 2.08%<br>1 | 8.33%<br>4   | 10.42%<br>5  | 6.25%<br>3   | 16.67%<br>8         | 56.25%<br>27 | 48    |
| Greenwood Park - Soccer fields            | 0.00%<br>0 | 24.49%<br>12 | 6.12%<br>3   | 6.12%<br>3   | 12.24%<br>6         | 51.02%<br>25 | 49    |
| Hyland Park - Baseball diamonds           | 1.89%<br>1 | 26.42%<br>14 | 13.21%<br>7  | 13.21%<br>7  | 3.77%<br>2          | 41.51%<br>22 | 53    |
| KTH Park - Baseball diamond               | 2.13%<br>1 | 10.64%<br>5  | 12.77%<br>6  | 8.51%<br>4   | 4.26%<br>2          | 61.70%<br>29 | 47    |
| KTH Park - Cricket pitch                  | 4.17%<br>2 | 12.50%<br>6  | 4.17%<br>2   | 0.00%<br>0   | 0.00%<br>0          | 79.17%<br>38 | 48    |
| KTH Park - Soccer field                   | 4.44%<br>2 | 2.22%<br>1   | 6.67%<br>3   | 2.22%<br>1   | 8.89%<br>4          | 75.56%<br>34 | 45    |
| Fiddle Park - Off-leash dog park          | 4.00%<br>2 | 22.00%<br>11 | 8.00%<br>4   | 6.00%<br>3   | 2.00%<br>1          | 58.00%<br>29 | 50    |
| Fiddle Park - Community garden            | 0.00%<br>0 | 6.52%<br>3   | 13.04%<br>6  | 4.35%<br>2   | 6.52%<br>3          | 69.57%<br>32 | 46    |
| Fiddle Park - Pavilion                    | 0.00%<br>0 | 3.70%<br>2   | 12.96%<br>7  | 31.48%<br>17 | 18.52%<br>10        | 33.33%<br>18 | 54    |
| Greenwood Park - Basketball court         | 2.13%<br>1 | 8.51%<br>4   | 12.77%<br>6  | 8.51%<br>4   | 6.38%<br>3          | 61.70%<br>29 | 47    |
| Greenwood Park - BMX track                | 0.00%<br>0 | 6.98%<br>3   | 6.98%<br>3   | 9.30%<br>4   | 6.98%<br>3          | 69.77%<br>30 | 43    |
| Greenwood Park - Outdoor ice-skating rink | 8.00%<br>4 | 6.00%<br>3   | 16.00%<br>8  | 18.00%<br>9  | 10.00%<br>5         | 42.00%<br>21 | 50    |
| Greenwood Park - Skateboard park          | 0.00%<br>0 | 11.36%<br>5  | 6.82%<br>3   | 11.36%<br>5  | 2.27%<br>1          | 68.18%<br>30 | 44    |
| Hyland Park - Outdoor ice-skating track   | 4.35%<br>2 | 10.87%<br>5  | 4.35%<br>2   | 19.57%<br>9  | 15.22%<br>7         | 45.65%<br>21 | 46    |
| Natasha Paterson Memorial Park -          | 4.17%      | 12.50%       | 12.50%       | 12.50%       | 18.75%              | 39.58%       |       |

# Town of Shelburne Parks and Recreation Master Plan Survey

| Pavilion                                              | 2           | 6            | 6            | 6            | 9            | 19           | 48 |
|-------------------------------------------------------|-------------|--------------|--------------|--------------|--------------|--------------|----|
| CDRC - Arena<br>(skating/hockey/lacrosse/ball hockey) | 10.17%<br>6 | 16.95%<br>10 | 15.25%<br>9  | 18.64%<br>11 | 6.78%<br>4   | 32.20%<br>19 | 59 |
| CDRC - Outdoor pool                                   | 13.43%<br>9 | 22.39%<br>15 | 16.42%<br>11 | 17.91%<br>12 | 5.97%<br>4   | 23.88%<br>16 | 67 |
| CDRC - Multi-purpose room(s)                          | 0.00%<br>0  | 1.96%<br>1   | 3.92%<br>2   | 21.57%<br>11 | 29.41%<br>15 | 43.14%<br>22 | 51 |
| CDRC - Pickleball                                     | 0.00%<br>0  | 4.88%<br>2   | 0.00%<br>0   | 2.44%<br>1   | 0.00%<br>0   | 92.68%<br>38 | 41 |
| CDRC - Table tennis                                   | 0.00%<br>0  | 0.00%<br>0   | 2.50%<br>1   | 0.00%<br>0   | 2.50%<br>1   | 95.00%<br>38 | 40 |
| Grace Tipling Concert Hall                            | 0.00%<br>0  | 1.85%<br>1   | 9.26%<br>5   | 24.07%<br>13 | 16.67%<br>9  | 48.15%<br>26 | 54 |
| Shelburne Public Library                              | 2.99%<br>2  | 11.94%<br>8  | 34.33%<br>23 | 13.43%<br>9  | 14.93%<br>10 | 22.39%<br>15 | 67 |
| Town Hall Art Gallery                                 | 0.00%<br>0  | 4.88%<br>2   | 4.88%<br>2   | 7.32%<br>3   | 7.32%<br>3   | 75.61%<br>31 | 41 |

# Town of Shelburne Parks and Recreation Master Plan Survey

| Rating                                    |              |              |              |             |              |       |
|-------------------------------------------|--------------|--------------|--------------|-------------|--------------|-------|
|                                           | EXCELLENT    | GOOD         | FAIR         | POOR        | NOT SURE     | TOTAL |
| Fiddle Park                               | 18.33%<br>11 | 46.67%<br>28 | 28.33%<br>17 | 5.00%<br>3  | 1.67%<br>1   | 60    |
| Greenwood Park                            | 14.29%<br>8  | 58.93%<br>33 | 19.64%<br>11 | 5.36%<br>3  | 1.79%<br>1   | 56    |
| Hyland Park                               | 8.57%<br>3   | 48.57%<br>17 | 25.71%<br>9  | 8.57%<br>3  | 8.57%<br>3   | 35    |
| Jack Downing Park                         | 11.76%<br>4  | 29.41%<br>10 | 23.53%<br>8  | 14.71%<br>5 | 20.59%<br>7  | 34    |
| KTH Park                                  | 3.13%<br>1   | 31.25%<br>10 | 37.50%<br>12 | 9.38%<br>3  | 18.75%<br>6  | 32    |
| Natasha Paterson Memorial Park            | 16.13%<br>5  | 48.39%<br>15 | 22.58%<br>7  | 6.45%<br>2  | 6.45%<br>2   | 31    |
| Simon Street Park                         | 0.00%<br>0   | 32.14%<br>9  | 42.86%<br>12 | 10.71%<br>3 | 14.29%<br>4  | 28    |
| Summerhill Park                           | 12.50%<br>3  | 20.83%<br>5  | 29.17%<br>7  | 8.33%<br>2  | 29.17%<br>7  | 24    |
| Walter's Creek Park                       | 8.00%<br>2   | 36.00%<br>9  | 16.00%<br>4  | 20.00%<br>5 | 20.00%<br>5  | 25    |
| Greenwood Park - Soccer fields            | 26.09%<br>6  | 30.43%<br>7  | 21.74%<br>5  | 0.00%<br>0  | 21.74%<br>5  | 23    |
| Hyland Park - Baseball diamonds           | 7.41%<br>2   | 33.33%<br>9  | 25.93%<br>7  | 7.41%<br>2  | 25.93%<br>7  | 27    |
| KTH Park - Baseball diamond               | 4.00%<br>1   | 24.00%<br>6  | 16.00%<br>4  | 20.00%<br>5 | 36.00%<br>9  | 25    |
| KTH Park - Cricket pitch                  | 0.00%<br>0   | 4.17%<br>1   | 12.50%<br>3  | 29.17%<br>7 | 54.17%<br>13 | 24    |
| KTH Park - Soccer field                   | 0.00%<br>0   | 30.00%<br>6  | 10.00%<br>2  | 10.00%<br>2 | 50.00%<br>10 | 20    |
| Fiddle Park - Off-leash dog park          | 22.22%<br>6  | 22.22%<br>6  | 11.11%<br>3  | 7.41%<br>2  | 37.04%<br>10 | 27    |
| Fiddle Park - Community garden            | 25.00%<br>6  | 37.50%<br>9  | 16.67%<br>4  | 0.00%<br>0  | 20.83%<br>5  | 24    |
| Fiddle Park - Pavilion                    | 20.00%<br>6  | 43.33%<br>13 | 23.33%<br>7  | 3.33%<br>1  | 10.00%<br>3  | 30    |
| Greenwood Park - Basketball court         | 0.00%<br>0   | 34.78%<br>8  | 39.13%<br>9  | 4.35%<br>1  | 21.74%<br>5  | 23    |
| Greenwood Park - BMX track                | 5.00%<br>1   | 20.00%<br>4  | 20.00%<br>4  | 30.00%<br>6 | 25.00%<br>5  | 20    |
| Greenwood Park - Outdoor ice-skating rink | 4.00%<br>1   | 32.00%<br>8  | 36.00%<br>9  | 12.00%<br>3 | 16.00%<br>4  | 25    |
| Greenwood Park - Skateboard park          | 0.00%<br>0   | 30.00%<br>6  | 25.00%<br>5  | 15.00%<br>3 | 30.00%<br>6  | 20    |
| Hyland Park - Outdoor ice-skating track   | 12.50%<br>3  | 37.50%<br>9  | 16.67%<br>4  | 4.17%<br>1  | 29.17%<br>7  | 24    |
| Natasha Paterson Memorial Park - Pavilion | 36.00%<br>9  | 40.00%<br>10 | 4.00%<br>1   | 8.00%<br>2  | 12.00%<br>3  | 25    |



# Town of Shelburne Parks and Recreation Master Plan Survey

|                                                    |              |              |              |             |              |    |
|----------------------------------------------------|--------------|--------------|--------------|-------------|--------------|----|
| CDRC - Arena (skating/hockey/lacrosse/ball hockey) | 5.71%<br>2   | 48.57%<br>17 | 20.00%<br>7  | 5.71%<br>2  | 20.00%<br>7  | 35 |
| CDRC - Outdoor pool                                | 4.65%<br>2   | 34.88%<br>15 | 37.21%<br>16 | 13.95%<br>6 | 9.30%<br>4   | 43 |
| CDRC - Multi-purpose room(s)                       | 17.24%<br>5  | 37.93%<br>11 | 13.79%<br>4  | 3.45%<br>1  | 27.59%<br>8  | 29 |
| CDRC - Pickleball                                  | 0.00%<br>0   | 5.56%<br>1   | 11.11%<br>2  | 0.00%<br>0  | 83.33%<br>15 | 18 |
| CDRC - Table tennis                                | 0.00%<br>0   | 0.00%<br>0   | 6.25%<br>1   | 0.00%<br>0  | 93.75%<br>15 | 16 |
| Grace Tipling Concert Hall                         | 19.35%<br>6  | 29.03%<br>9  | 22.58%<br>7  | 0.00%<br>0  | 29.03%<br>9  | 31 |
| Shelburne Public Library                           | 34.78%<br>16 | 41.30%<br>19 | 10.87%<br>5  | 6.52%<br>3  | 6.52%<br>3   | 46 |
| Town Hall Art Gallery                              | 13.04%<br>3  | 21.74%<br>5  | 8.70%<br>2   | 4.35%<br>1  | 52.17%<br>12 | 23 |

# Town of Shelburne Parks and Recreation Master Plan Survey

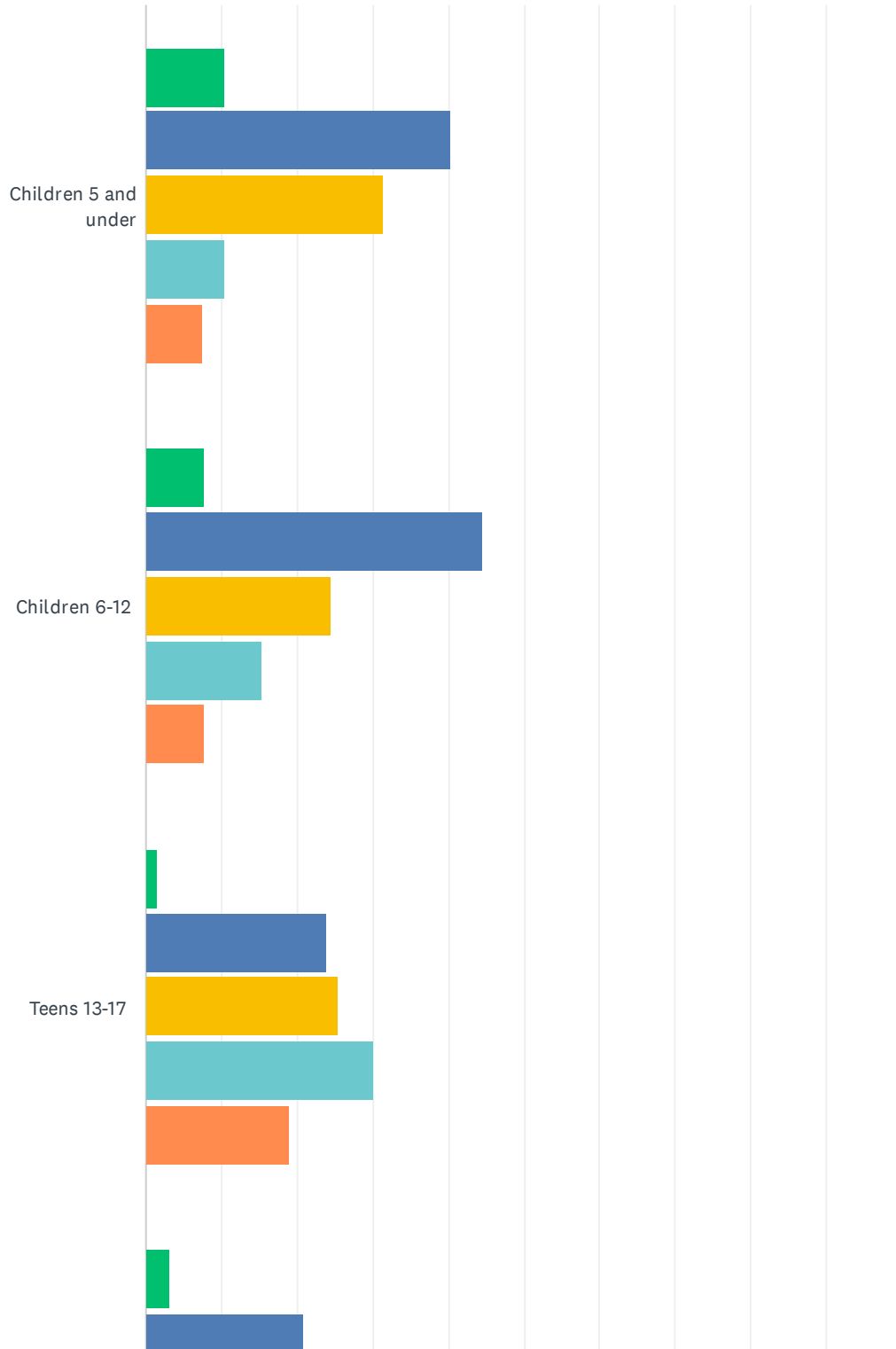
| Importance to the Community               |                   |                       |                       |             |       |
|-------------------------------------------|-------------------|-----------------------|-----------------------|-------------|-------|
|                                           | VERY<br>IMPORTANT | SOMEWHAT<br>IMPORTANT | NOT VERY<br>IMPORTANT | NOT<br>SURE | TOTAL |
| Fiddle Park                               | 72.13%<br>44      | 24.59%<br>15          | 3.28%<br>2            | 0.00%<br>0  | 61    |
| Greenwood Park                            | 87.50%<br>49      | 10.71%<br>6           | 0.00%<br>0            | 1.79%<br>1  | 56    |
| Hyland Park                               | 72.22%<br>26      | 25.00%<br>9           | 0.00%<br>0            | 2.78%<br>1  | 36    |
| Jack Downing Park                         | 57.14%<br>20      | 28.57%<br>10          | 14.29%<br>5           | 0.00%<br>0  | 35    |
| KTH Park                                  | 42.42%<br>14      | 30.30%<br>10          | 12.12%<br>4           | 15.15%<br>5 | 33    |
| Natasha Paterson Memorial Park            | 78.13%<br>25      | 9.38%<br>3            | 6.25%<br>2            | 6.25%<br>2  | 32    |
| Simon Street Park                         | 51.72%<br>15      | 31.03%<br>9           | 6.90%<br>2            | 10.34%<br>3 | 29    |
| Summerhill Park                           | 50.00%<br>12      | 25.00%<br>6           | 8.33%<br>2            | 16.67%<br>4 | 24    |
| Walter's Creek Park                       | 53.85%<br>14      | 23.08%<br>6           | 3.85%<br>1            | 19.23%<br>5 | 26    |
| Greenwood Park - Soccer fields            | 79.17%<br>19      | 8.33%<br>2            | 0.00%<br>0            | 12.50%<br>3 | 24    |
| Hyland Park - Baseball diamonds           | 71.43%<br>20      | 14.29%<br>4           | 0.00%<br>0            | 14.29%<br>4 | 28    |
| KTH Park - Baseball diamond               | 42.31%<br>11      | 23.08%<br>6           | 11.54%<br>3           | 23.08%<br>6 | 26    |
| KTH Park - Cricket pitch                  | 52.00%<br>13      | 12.00%<br>3           | 12.00%<br>3           | 24.00%<br>6 | 25    |
| KTH Park - Soccer field                   | 38.10%<br>8       | 19.05%<br>4           | 14.29%<br>3           | 28.57%<br>6 | 21    |
| Fiddle Park - Off-leash dog park          | 50.00%<br>14      | 28.57%<br>8           | 7.14%<br>2            | 14.29%<br>4 | 28    |
| Fiddle Park - Community garden            | 62.50%<br>15      | 25.00%<br>6           | 8.33%<br>2            | 4.17%<br>1  | 24    |
| Fiddle Park - Pavilion                    | 80.65%<br>25      | 9.68%<br>3            | 6.45%<br>2            | 3.23%<br>1  | 31    |
| Greenwood Park - Basketball court         | 76.00%<br>19      | 12.00%<br>3           | 4.00%<br>1            | 8.00%<br>2  | 25    |
| Greenwood Park - BMX track                | 50.00%<br>11      | 22.73%<br>5           | 18.18%<br>4           | 9.09%<br>2  | 22    |
| Greenwood Park - Outdoor ice-skating rink | 77.78%<br>21      | 11.11%<br>3           | 3.70%<br>1            | 7.41%<br>2  | 27    |
| Greenwood Park - Skateboard park          | 57.14%<br>12      | 23.81%<br>5           | 4.76%<br>1            | 14.29%<br>3 | 21    |
| Hyland Park - Outdoor ice-skating track   | 68.00%<br>17      | 24.00%<br>6           | 4.00%<br>1            | 4.00%<br>1  | 25    |
| Natasha Paterson Memorial Park - Pavilion | 69.23%            | 23.08%                | 3.85%                 | 3.85%       |       |

# Town of Shelburne Parks and Recreation Master Plan Survey

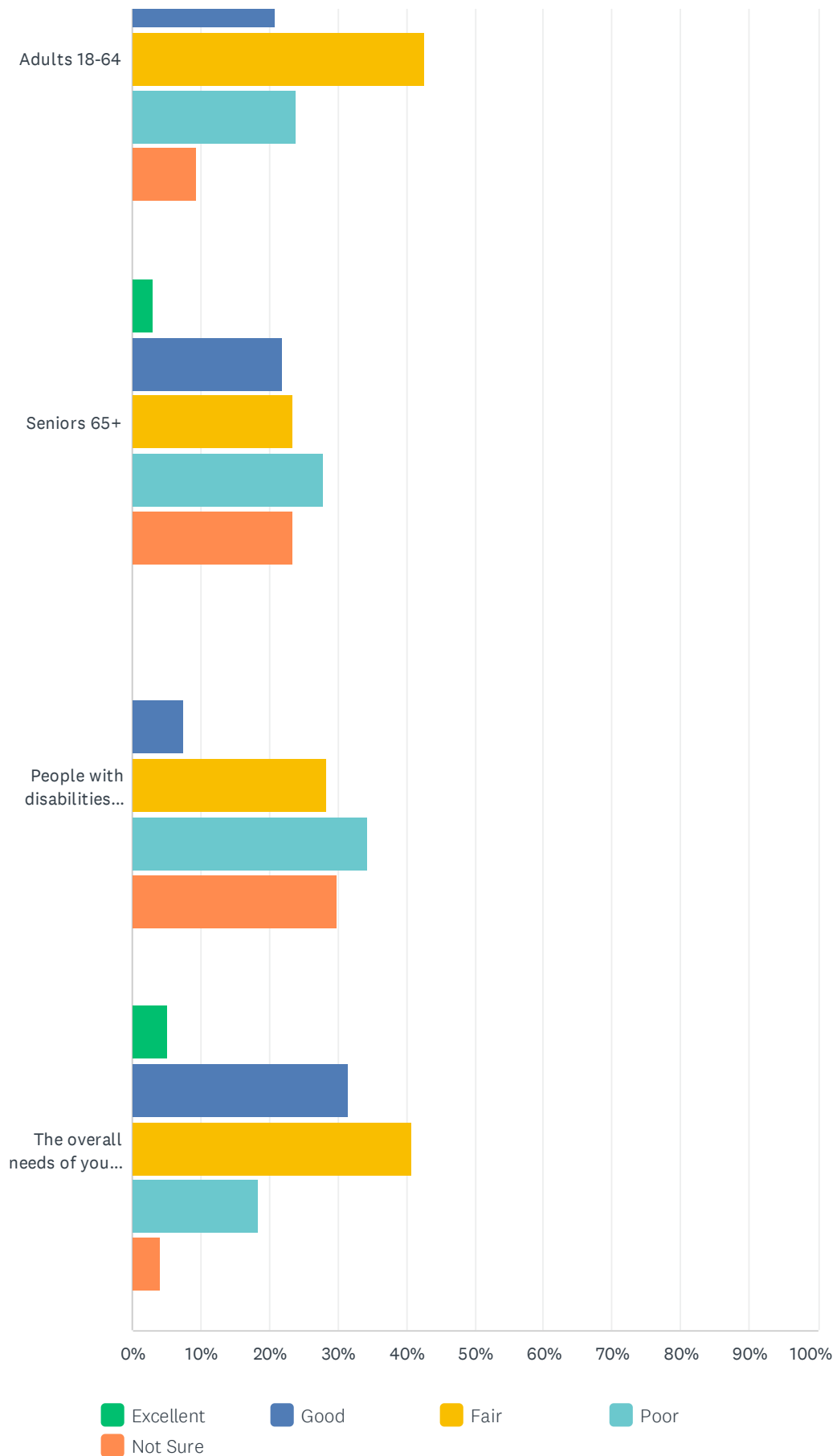
|                                                       | 18           | 6           | 1           | 1           | 26 |
|-------------------------------------------------------|--------------|-------------|-------------|-------------|----|
| CDRC - Arena<br>(skating/hockey/lacrosse/ball hockey) | 91.67%<br>33 | 2.78%<br>1  | 0.00%<br>0  | 5.56%<br>2  | 36 |
| CDRC - Outdoor pool                                   | 95.45%<br>42 | 4.55%<br>2  | 0.00%<br>0  | 0.00%<br>0  | 44 |
| CDRC - Multi-purpose room(s)                          | 56.67%<br>17 | 30.00%<br>9 | 3.33%<br>1  | 10.00%<br>3 | 30 |
| CDRC - Pickleball                                     | 31.58%<br>6  | 31.58%<br>6 | 10.53%<br>2 | 26.32%<br>5 | 19 |
| CDRC - Table tennis                                   | 29.41%<br>5  | 17.65%<br>3 | 11.76%<br>2 | 41.18%<br>7 | 17 |
| Grace Tipling Concert Hall                            | 75.00%<br>24 | 12.50%<br>4 | 6.25%<br>2  | 6.25%<br>2  | 32 |
| Shelburne Public Library                              | 86.96%<br>40 | 10.87%<br>5 | 2.17%<br>1  | 0.00%<br>0  | 46 |
| Town Hall Art Gallery                                 | 37.50%<br>9  | 25.00%<br>6 | 16.67%<br>4 | 20.83%<br>5 | 24 |

**Q8 When it comes to meeting the overall needs of the people who live in your household, how would you rate the parks available in Shelburne?**  
Please skip any categories that do not pertain to you and/or your household.

Answered: 118 Skipped: 96



## Town of Shelburne Parks and Recreation Master Plan Survey

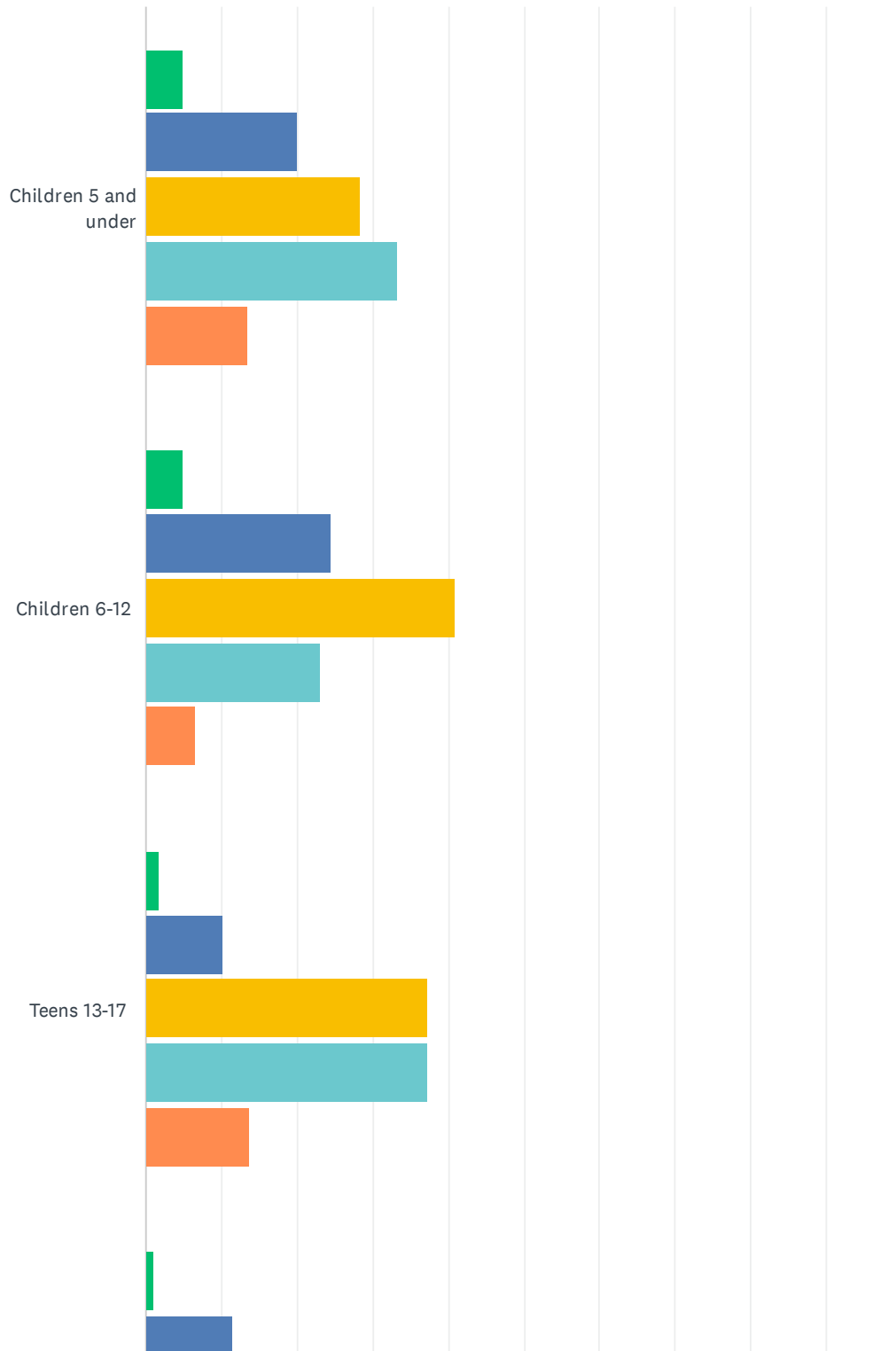


# Town of Shelburne Parks and Recreation Master Plan Survey

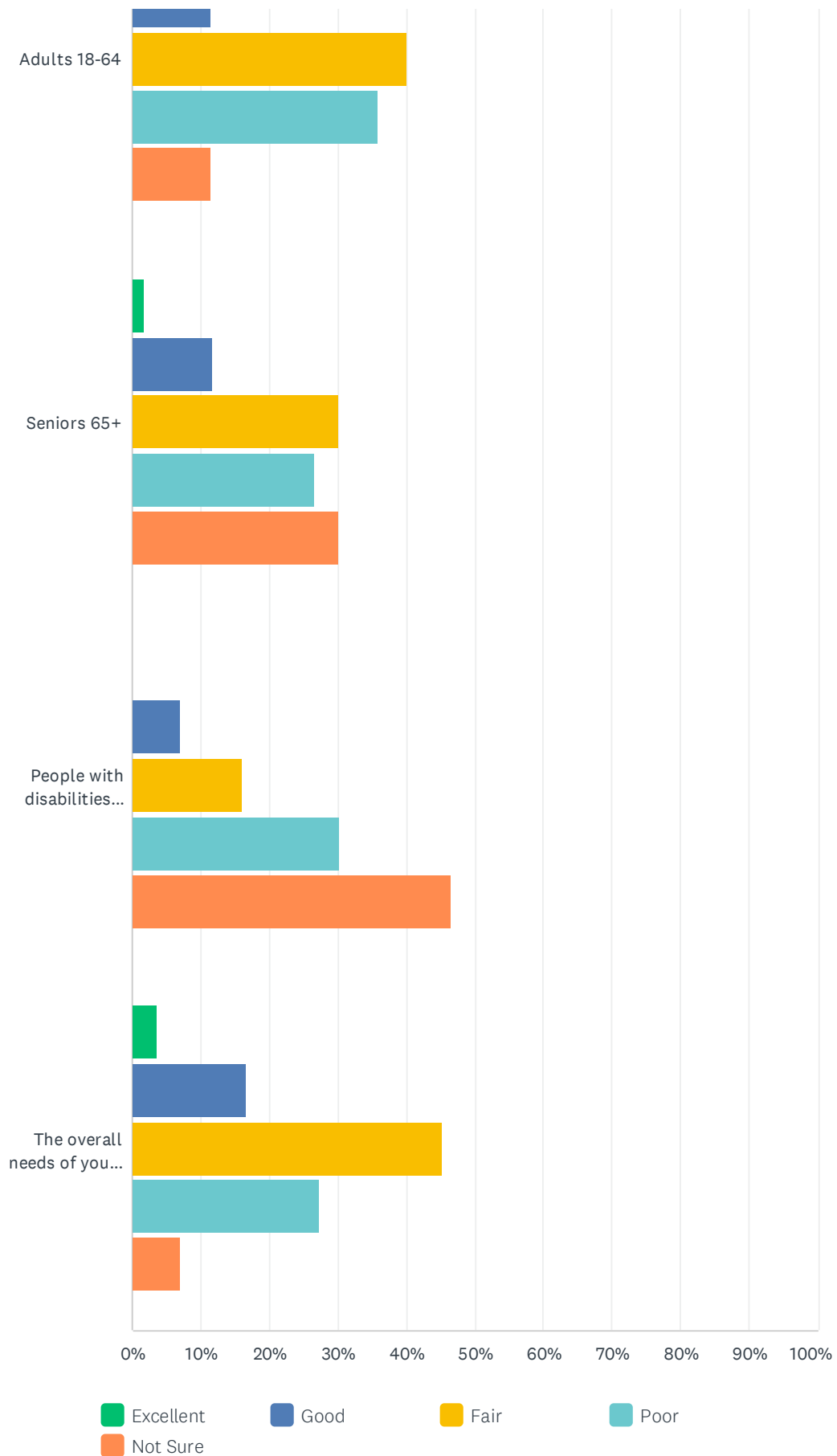
|                                           | EXCELLENT   | GOOD         | FAIR         | POOR         | NOT SURE     | TOTAL |
|-------------------------------------------|-------------|--------------|--------------|--------------|--------------|-------|
| Children 5 and under                      | 10.45%<br>7 | 40.30%<br>27 | 31.34%<br>21 | 10.45%<br>7  | 7.46%<br>5   | 67    |
| Children 6-12                             | 7.69%<br>5  | 44.62%<br>29 | 24.62%<br>16 | 15.38%<br>10 | 7.69%<br>5   | 65    |
| Teens 13-17                               | 1.59%<br>1  | 23.81%<br>15 | 25.40%<br>16 | 30.16%<br>19 | 19.05%<br>12 | 63    |
| Adults 18-64                              | 3.13%<br>3  | 20.83%<br>20 | 42.71%<br>41 | 23.96%<br>23 | 9.38%<br>9   | 96    |
| Seniors 65+                               | 2.94%<br>2  | 22.06%<br>15 | 23.53%<br>16 | 27.94%<br>19 | 23.53%<br>16 | 68    |
| People with disabilities or special needs | 0.00%<br>0  | 7.46%<br>5   | 28.36%<br>19 | 34.33%<br>23 | 29.85%<br>20 | 67    |
| The overall needs of your household       | 5.10%<br>5  | 31.63%<br>31 | 40.82%<br>40 | 18.37%<br>18 | 4.08%<br>4   | 98    |

**Q9 When it comes to meeting the overall needs of the people who live in your household, how would you rate the recreation programs and facilities available in Shelburne? Please skip any categories that do not pertain to you and/or your household.**

Answered: 117 Skipped: 97



## Town of Shelburne Parks and Recreation Master Plan Survey



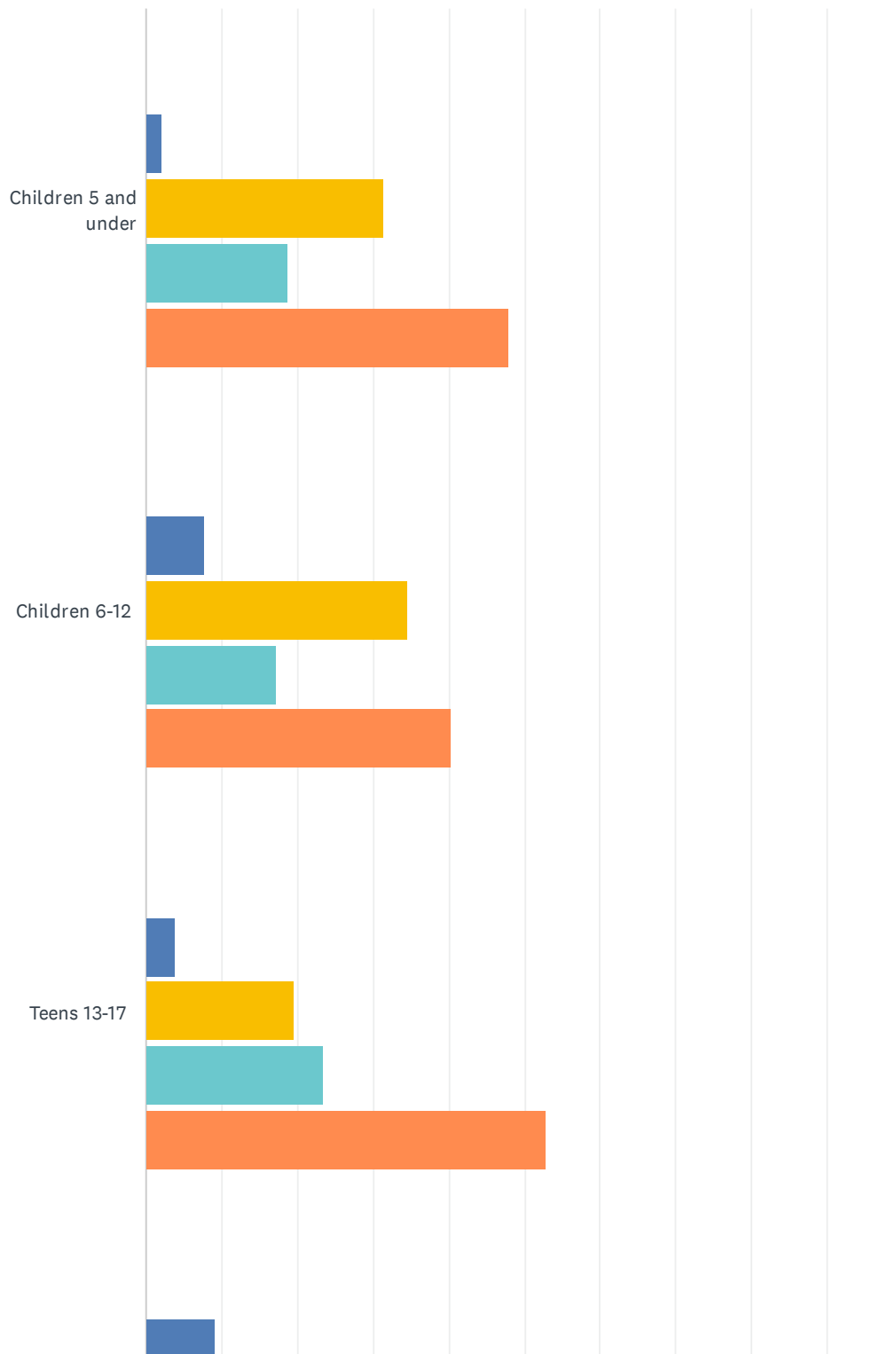


# Town of Shelburne Parks and Recreation Master Plan Survey

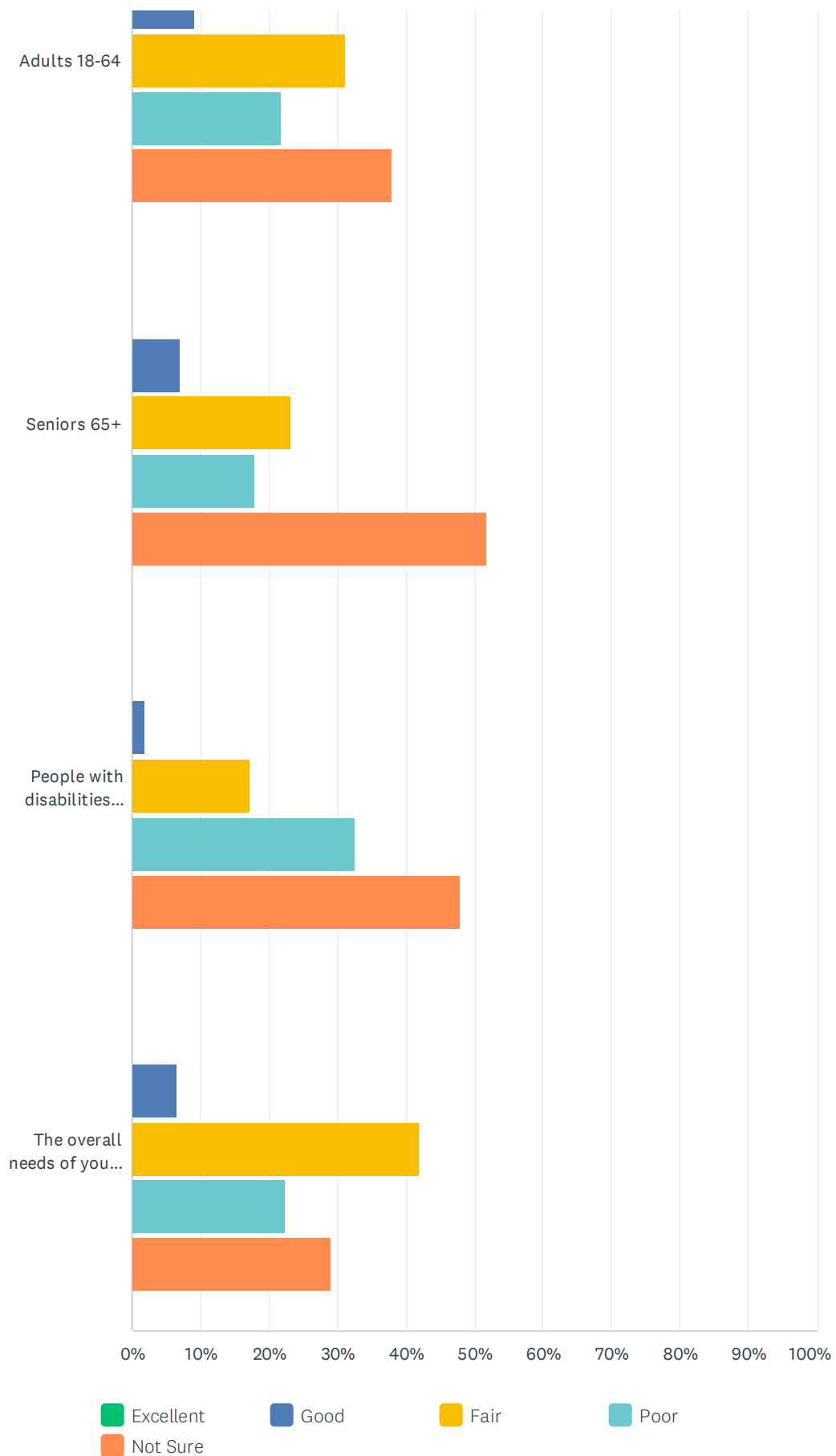
|                                           | EXCELLENT  | GOOD         | FAIR         | POOR         | NOT SURE     | TOTAL |
|-------------------------------------------|------------|--------------|--------------|--------------|--------------|-------|
| Children 5 and under                      | 5.00%<br>3 | 20.00%<br>12 | 28.33%<br>17 | 33.33%<br>20 | 13.33%<br>8  | 60    |
| Children 6-12                             | 4.92%<br>3 | 24.59%<br>15 | 40.98%<br>25 | 22.95%<br>14 | 6.56%<br>4   | 61    |
| Teens 13-17                               | 1.69%<br>1 | 10.17%<br>6  | 37.29%<br>22 | 37.29%<br>22 | 13.56%<br>8  | 59    |
| Adults 18-64                              | 1.05%<br>1 | 11.58%<br>11 | 40.00%<br>38 | 35.79%<br>34 | 11.58%<br>11 | 95    |
| Seniors 65+                               | 1.67%<br>1 | 11.67%<br>7  | 30.00%<br>18 | 26.67%<br>16 | 30.00%<br>18 | 60    |
| People with disabilities or special needs | 0.00%<br>0 | 7.14%<br>4   | 16.07%<br>9  | 30.36%<br>17 | 46.43%<br>26 | 56    |
| The overall needs of your household       | 3.57%<br>3 | 16.67%<br>14 | 45.24%<br>38 | 27.38%<br>23 | 7.14%<br>6   | 84    |

**Q10 When it comes to meeting the overall needs of the people who live in your household, how would you rate the arts and culture programs and facilities available in Shelburne? Please skip any categories that do not pertain to you and/or your household.**

Answered: 102 Skipped: 112



## Town of Shelburne Parks and Recreation Master Plan Survey

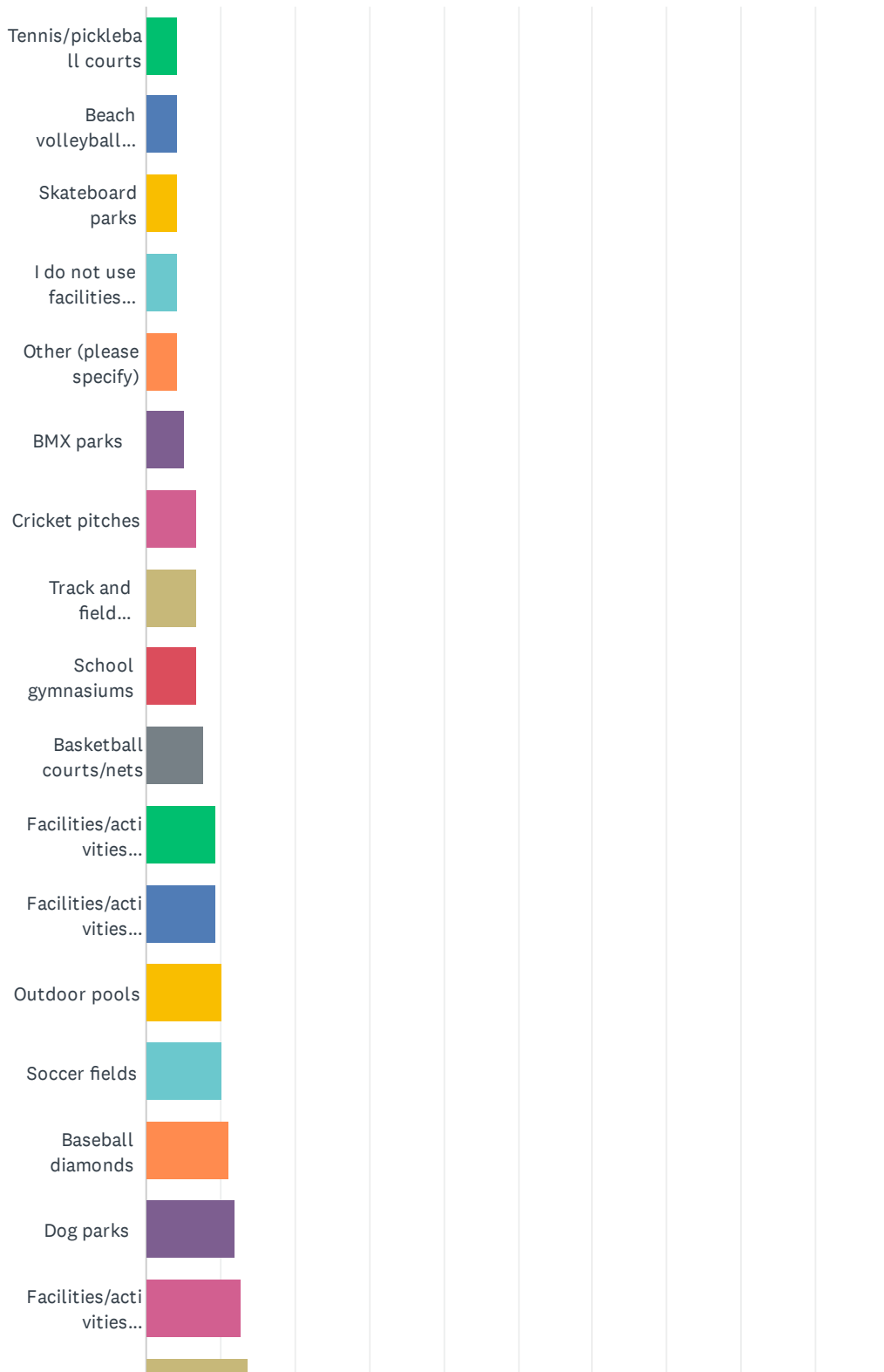


# Town of Shelburne Parks and Recreation Master Plan Survey

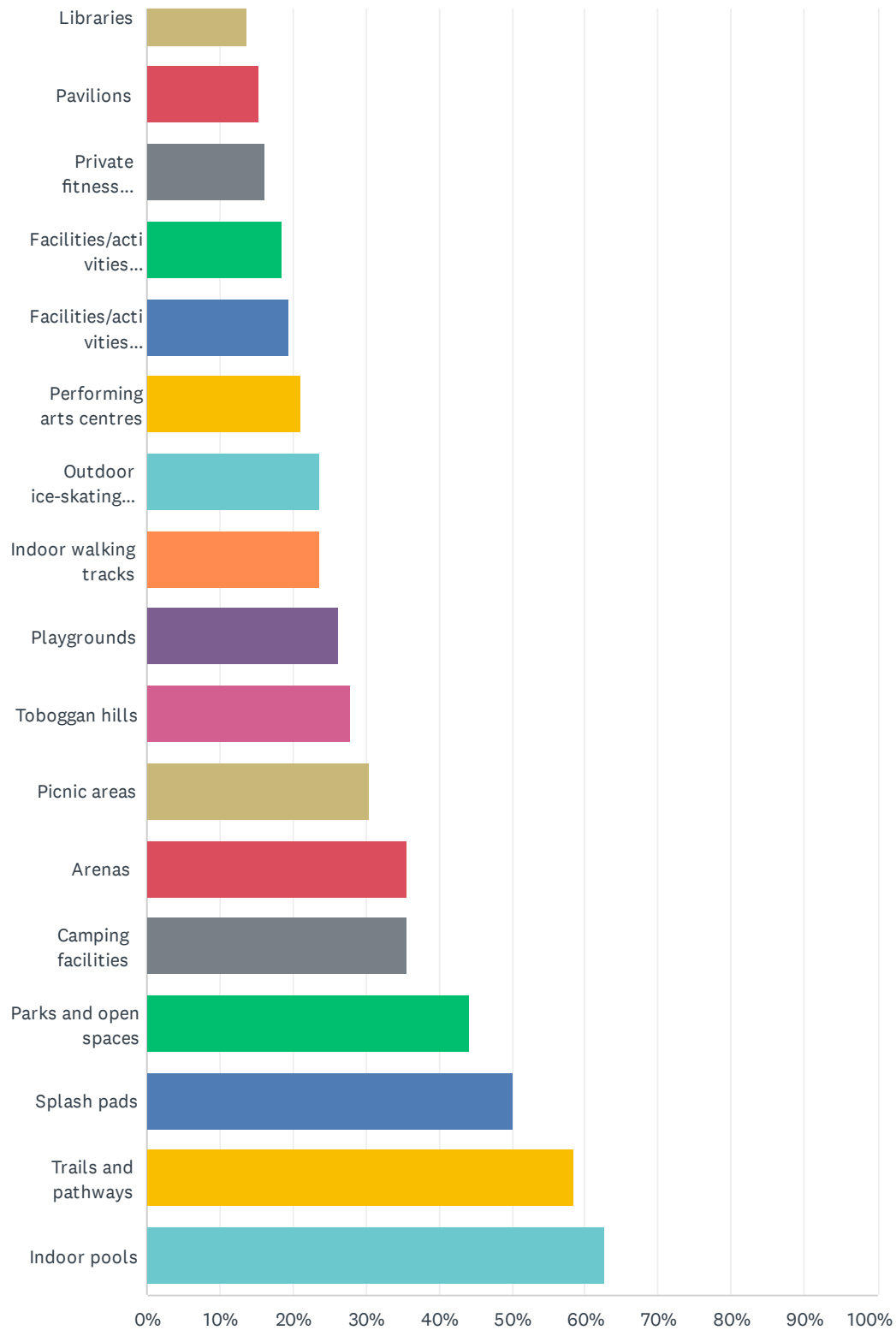
|                                           | EXCELLENT  | GOOD       | FAIR         | POOR         | NOT SURE     | TOTAL |
|-------------------------------------------|------------|------------|--------------|--------------|--------------|-------|
| Children 5 and under                      | 0.00%<br>0 | 2.08%<br>1 | 31.25%<br>15 | 18.75%<br>9  | 47.92%<br>23 | 48    |
| Children 6-12                             | 0.00%<br>0 | 7.69%<br>4 | 34.62%<br>18 | 17.31%<br>9  | 40.38%<br>21 | 52    |
| Teens 13-17                               | 0.00%<br>0 | 3.92%<br>2 | 19.61%<br>10 | 23.53%<br>12 | 52.94%<br>27 | 51    |
| Adults 18-64                              | 0.00%<br>0 | 9.20%<br>8 | 31.03%<br>27 | 21.84%<br>19 | 37.93%<br>33 | 87    |
| Seniors 65+                               | 0.00%<br>0 | 7.14%<br>4 | 23.21%<br>13 | 17.86%<br>10 | 51.79%<br>29 | 56    |
| People with disabilities or special needs | 0.00%<br>0 | 1.92%<br>1 | 17.31%<br>9  | 32.69%<br>17 | 48.08%<br>25 | 52    |
| The overall needs of your household       | 0.00%<br>0 | 6.58%<br>5 | 42.11%<br>32 | 22.37%<br>17 | 28.95%<br>22 | 76    |

# Q11 What parks, recreation, and culture facilities do you and/or members of your household regularly use outside of Shelburne (e.g. in Orangeville, Alliston, Fergus, etc.)? (Select all that apply)

Answered: 118 Skipped: 96



## Town of Shelburne Parks and Recreation Master Plan Survey



# Town of Shelburne Parks and Recreation Master Plan Survey

| ANSWER CHOICES                                                                  | RESPONSES |    |
|---------------------------------------------------------------------------------|-----------|----|
| Tennis/pickleball courts                                                        | 4.24%     | 5  |
| Beach volleyball courts                                                         | 4.24%     | 5  |
| Skateboard parks                                                                | 4.24%     | 5  |
| I do not use facilities outside of Shelburne                                    | 4.24%     | 5  |
| Other (please specify)                                                          | 4.24%     | 5  |
| BMX parks                                                                       | 5.08%     | 6  |
| Cricket pitches                                                                 | 6.78%     | 8  |
| Track and field facilities                                                      | 6.78%     | 8  |
| School gymnasiums                                                               | 6.78%     | 8  |
| Basketball courts/nets                                                          | 7.63%     | 9  |
| Facilities/activities designated for seniors                                    | 9.32%     | 11 |
| Facilities/activities designated for persons with special needs or disabilities | 9.32%     | 11 |
| Outdoor pools                                                                   | 10.17%    | 12 |
| Soccer fields                                                                   | 10.17%    | 12 |
| Baseball diamonds                                                               | 11.02%    | 13 |
| Dog parks                                                                       | 11.86%    | 14 |
| Facilities/activities designated for children 5 and under                       | 12.71%    | 15 |
| Libraries                                                                       | 13.56%    | 16 |
| Pavilions                                                                       | 15.25%    | 18 |
| Private fitness centres/gyms                                                    | 16.10%    | 19 |
| Facilities/activities designated for children and teens                         | 18.64%    | 22 |
| Facilities/activities designated for adults                                     | 19.49%    | 23 |
| Performing arts centres                                                         | 21.19%    | 25 |
| Outdoor ice-skating rinks or skating track                                      | 23.73%    | 28 |
| Indoor walking tracks                                                           | 23.73%    | 28 |
| Playgrounds                                                                     | 26.27%    | 31 |
| Toboggan hills                                                                  | 27.97%    | 33 |
| Picnic areas                                                                    | 30.51%    | 36 |
| Arenas                                                                          | 35.59%    | 42 |
| Camping facilities                                                              | 35.59%    | 42 |
| Parks and open spaces                                                           | 44.07%    | 52 |
| Splash pads                                                                     | 50.00%    | 59 |

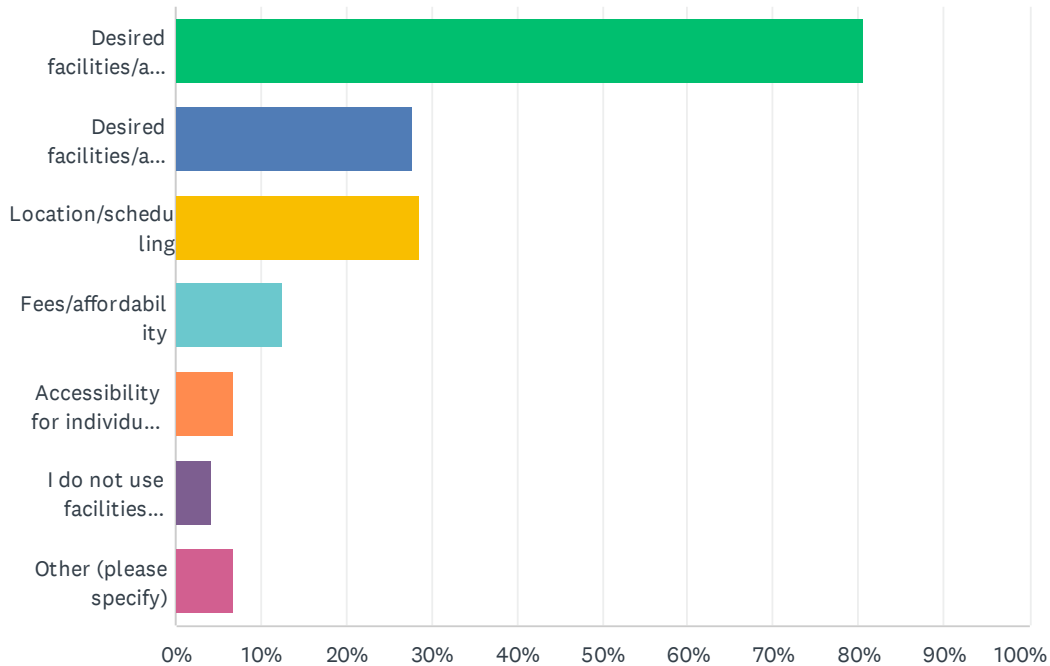
## Town of Shelburne Parks and Recreation Master Plan Survey

|                        |        |    |
|------------------------|--------|----|
| Trails and pathways    | 58.47% | 69 |
| Indoor pools           | 62.71% | 74 |
| Total Respondents: 118 |        |    |



## Q12 Why do you and/or members of your household use parks, recreation, and culture facilities outside of Shelburne? (Select all that apply)

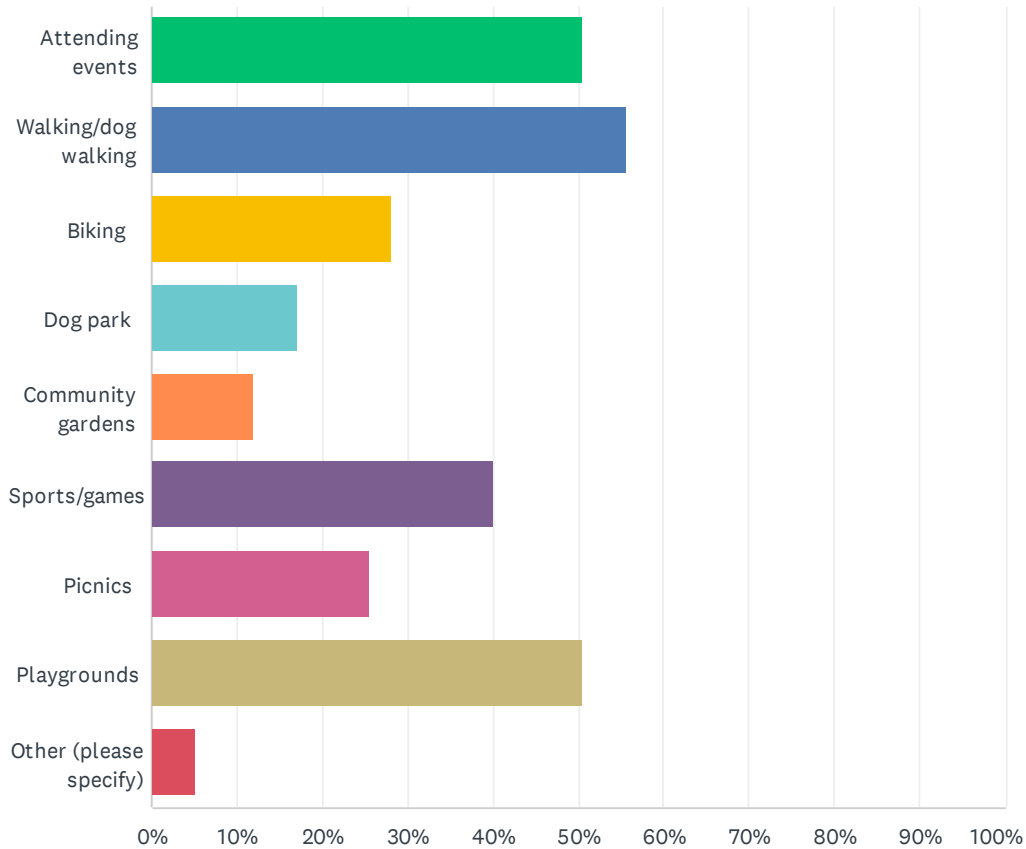
Answered: 119 Skipped: 95



| ANSWER CHOICES                                                                  | RESPONSES |    |
|---------------------------------------------------------------------------------|-----------|----|
| Desired facilities/activities are not available in Shelburne                    | 80.67%    | 96 |
| Desired facilities/activities are available in Shelburne but are unsatisfactory | 27.73%    | 33 |
| Location/scheduling                                                             | 28.57%    | 34 |
| Fees/affordability                                                              | 12.61%    | 15 |
| Accessibility for individuals with disabilities or special needs                | 6.72%     | 8  |
| I do not use facilities outside of Shelburne                                    | 4.20%     | 5  |
| Other (please specify)                                                          | 6.72%     | 8  |
| Total Respondents: 119                                                          |           |    |

### Q13 What types of activities do you and/or members of your household participate in when visiting parks in Shelburne? (Select all that apply)

Answered: 117 Skipped: 97

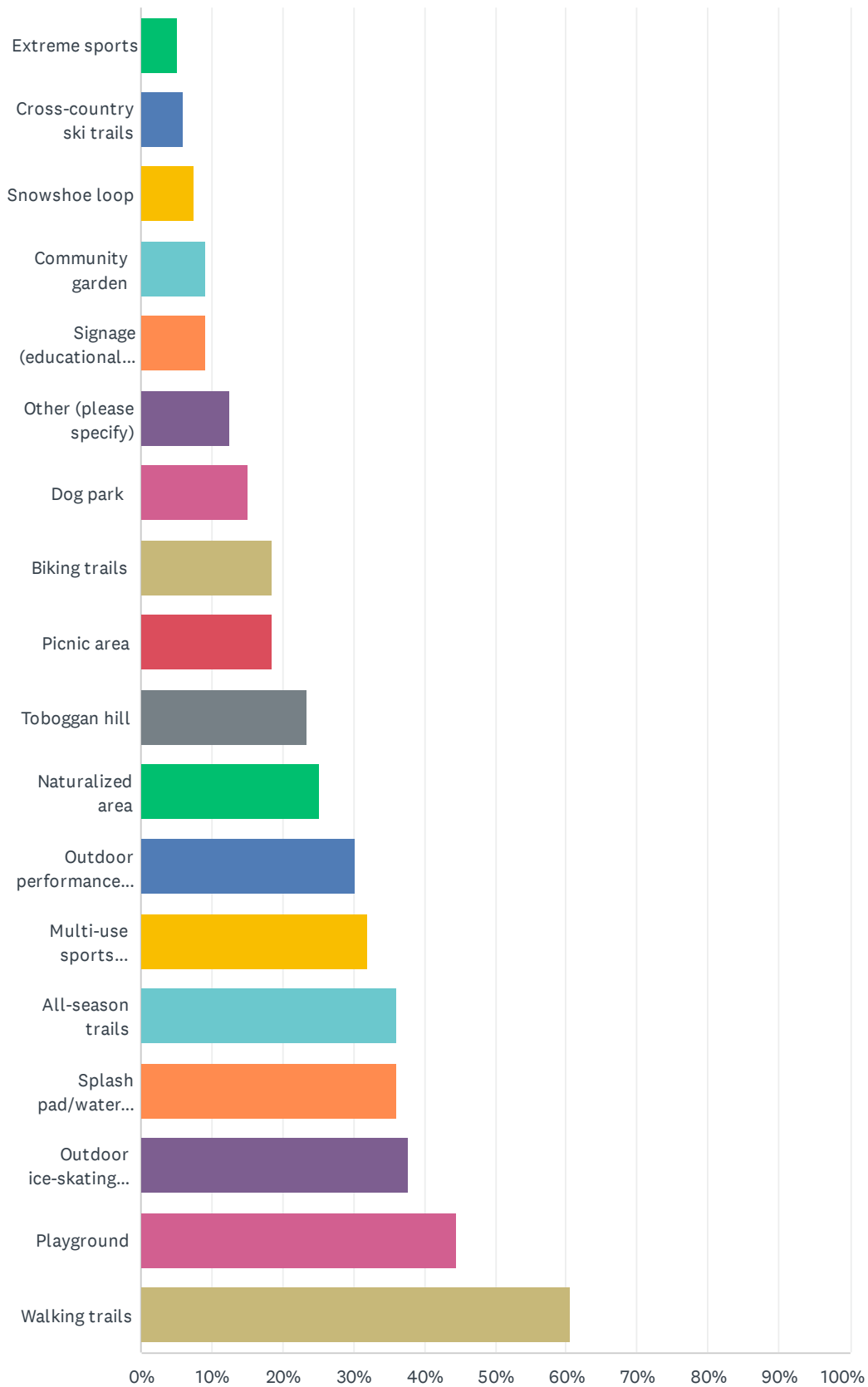


| ANSWER CHOICES         | RESPONSES |    |
|------------------------|-----------|----|
| Attending events       | 50.43%    | 59 |
| Walking/dog walking    | 55.56%    | 65 |
| Biking                 | 28.21%    | 33 |
| Dog park               | 17.09%    | 20 |
| Community gardens      | 11.97%    | 14 |
| Sports/games           | 40.17%    | 47 |
| Picnics                | 25.64%    | 30 |
| Playgrounds            | 50.43%    | 59 |
| Other (please specify) | 5.13%     | 6  |
| Total Respondents: 117 |           |    |

**Q14 What types of programs and activities (things to do) do you prioritize at the parks in Shelburne? (Select your top 5 priorities)**

Answered: 119   Skipped: 95

# Town of Shelburne Parks and Recreation Master Plan Survey

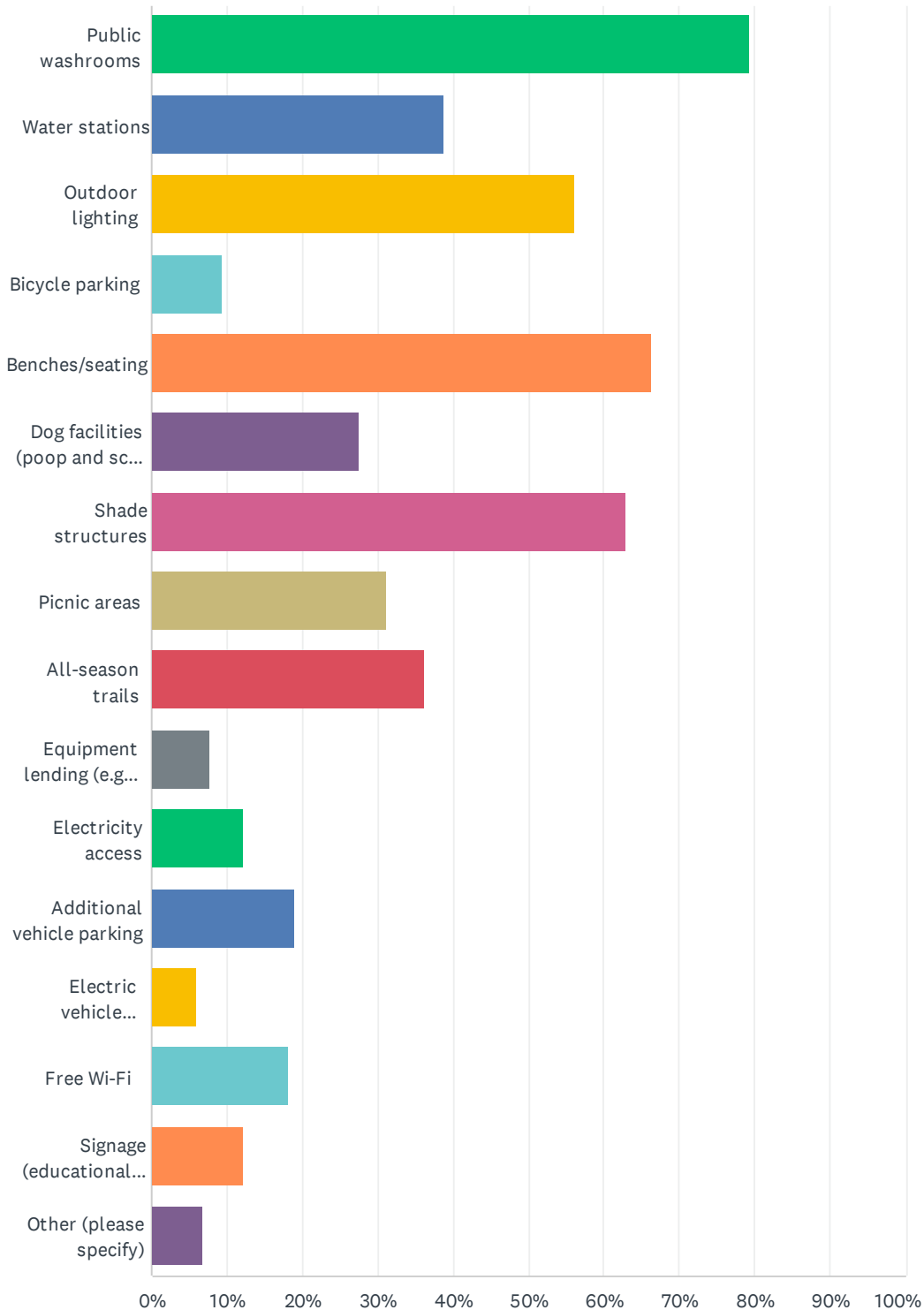


# Town of Shelburne Parks and Recreation Master Plan Survey

| ANSWER CHOICES                           | RESPONSES |    |
|------------------------------------------|-----------|----|
| Extreme sports                           | 5.04%     | 6  |
| Cross-country ski trails                 | 5.88%     | 7  |
| Snowshoe loop                            | 7.56%     | 9  |
| Community garden                         | 9.24%     | 11 |
| Signage (educational and/or directional) | 9.24%     | 11 |
| Other (please specify)                   | 12.61%    | 15 |
| Dog park                                 | 15.13%    | 18 |
| Biking trails                            | 18.49%    | 22 |
| Picnic area                              | 18.49%    | 22 |
| Toboggan hill                            | 23.53%    | 28 |
| Naturalized area                         | 25.21%    | 30 |
| Outdoor performance space/amphitheatre   | 30.25%    | 36 |
| Multi-use sports facilities              | 31.93%    | 38 |
| All-season trails                        | 36.13%    | 43 |
| Splash pad/water feature                 | 36.13%    | 43 |
| Outdoor ice-skating rink/trail/track     | 37.82%    | 45 |
| Playground                               | 44.54%    | 53 |
| Walking trails                           | 60.50%    | 72 |
| Total Respondents: 119                   |           |    |

## Q15 What types of facilities (things to support your visit) do you prioritize at the parks in Shelburne? (Select your top 5 priorities)

Answered: 116 Skipped: 98

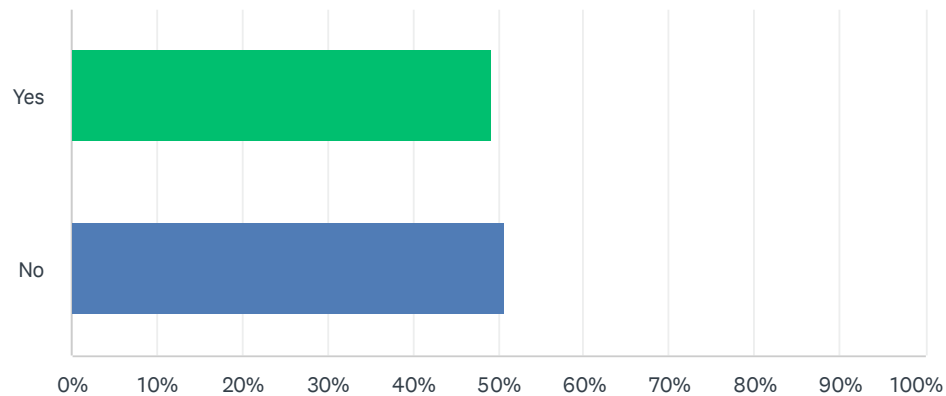


## Town of Shelburne Parks and Recreation Master Plan Survey

| ANSWER CHOICES                                     | RESPONSES |    |
|----------------------------------------------------|-----------|----|
| Public washrooms                                   | 79.31%    | 92 |
| Water stations                                     | 38.79%    | 45 |
| Outdoor lighting                                   | 56.03%    | 65 |
| Bicycle parking                                    | 9.48%     | 11 |
| Benches/seating                                    | 66.38%    | 77 |
| Dog facilities (poop and scoop stations)           | 27.59%    | 32 |
| Shade structures                                   | 62.93%    | 73 |
| Picnic areas                                       | 31.03%    | 36 |
| All-season trails                                  | 36.21%    | 42 |
| Equipment lending (e.g. frisbees, snowshoes, etc.) | 7.76%     | 9  |
| Electricity access                                 | 12.07%    | 14 |
| Additional vehicle parking                         | 18.97%    | 22 |
| Electric vehicle charging stations                 | 6.03%     | 7  |
| Free Wi-Fi                                         | 18.10%    | 21 |
| Signage (educational and/or directional)           | 12.07%    | 14 |
| Other (please specify)                             | 6.90%     | 8  |
| Total Respondents: 116                             |           |    |

**Q16 Are you aware that the Centre Dufferin Recreation Complex is not directly managed by the Town of Shelburne, but by a separate board of management comprised of 4 municipalities?**

Answered: 124 Skipped: 90

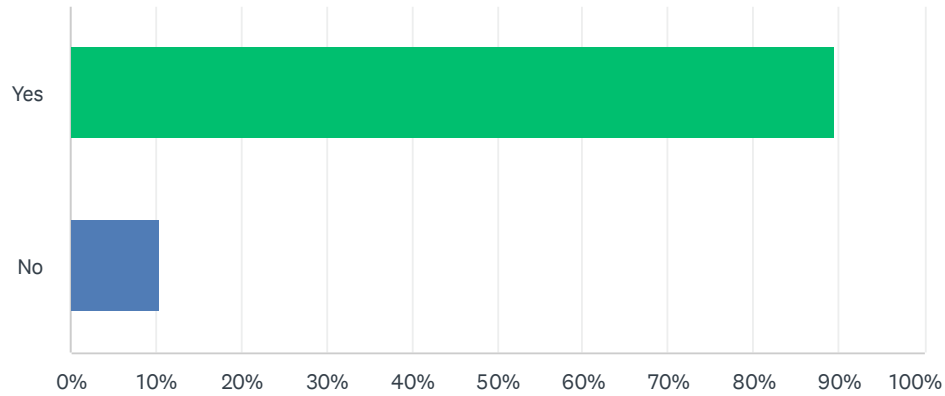


| ANSWER CHOICES | RESPONSES |     |
|----------------|-----------|-----|
| Yes            | 49.19%    | 61  |
| No             | 50.81%    | 63  |
| TOTAL          |           | 124 |



## Q17 Have you and/or members of your household ever visited the Centre Dufferin Recreation Complex?

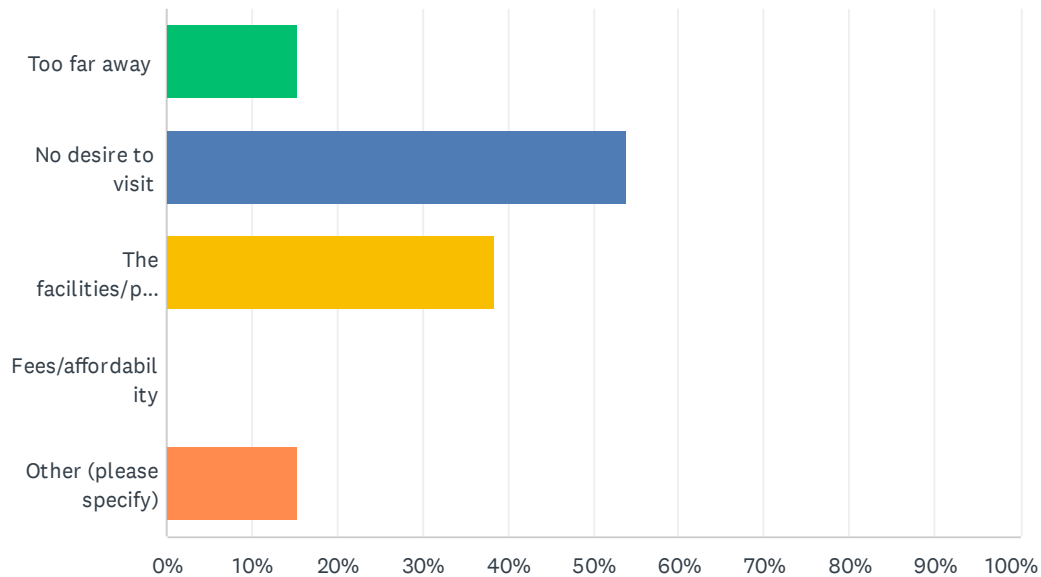
Answered: 124 Skipped: 90



| ANSWER CHOICES | RESPONSES |     |
|----------------|-----------|-----|
| Yes            | 89.52%    | 111 |
| No             | 10.48%    | 13  |
| TOTAL          |           | 124 |

## Q18 Why haven't you visited the Centre Dufferin Recreation Complex? (Select all that apply)

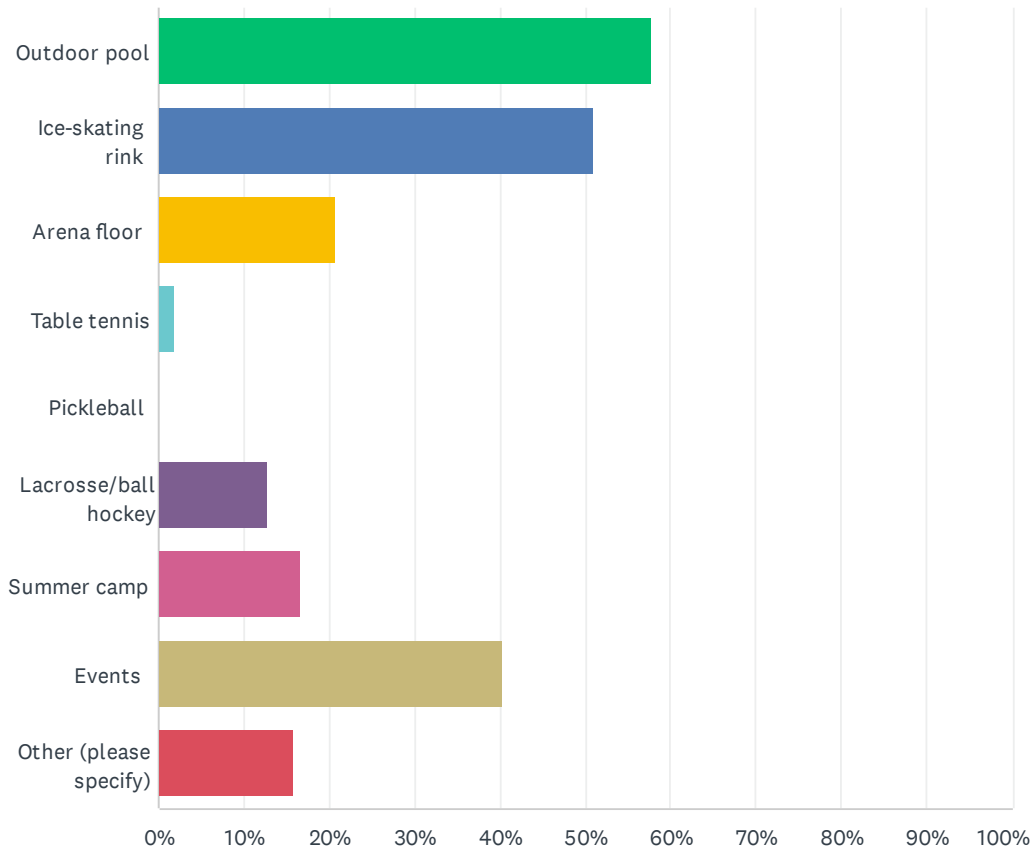
Answered: 13 Skipped: 201



| ANSWER CHOICES                             | RESPONSES |   |
|--------------------------------------------|-----------|---|
| Too far away                               | 15.38%    | 2 |
| No desire to visit                         | 53.85%    | 7 |
| The facilities/programs are unsatisfactory | 38.46%    | 5 |
| Fees/affordability                         | 0.00%     | 0 |
| Other (please specify)                     | 15.38%    | 2 |
| Total Respondents: 13                      |           |   |

## Q19 What programs and facilities do you and/or members of your household use at the Centre Dufferin Recreation Complex? (Select all that apply)

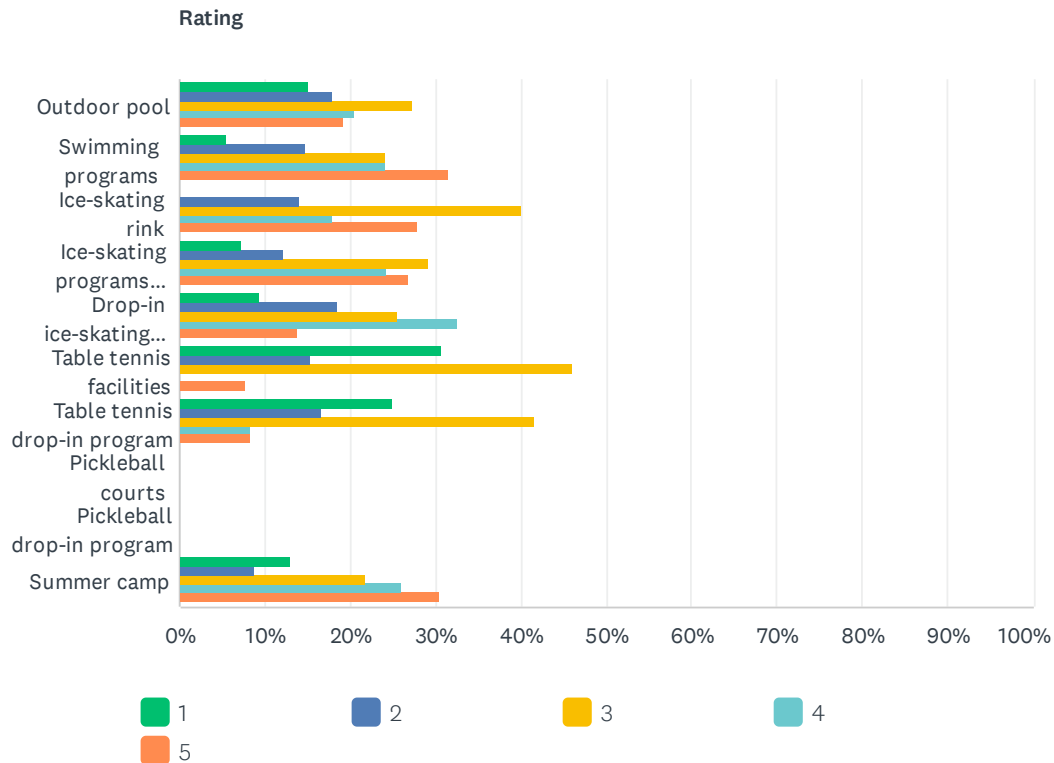
Answered: 102 Skipped: 112



| ANSWER CHOICES         | RESPONSES |    |
|------------------------|-----------|----|
| Outdoor pool           | 57.84%    | 59 |
| Ice-skating rink       | 50.98%    | 52 |
| Arena floor            | 20.59%    | 21 |
| Table tennis           | 1.96%     | 2  |
| Pickleball             | 0.00%     | 0  |
| Lacrosse/ball hockey   | 12.75%    | 13 |
| Summer camp            | 16.67%    | 17 |
| Events                 | 40.20%    | 41 |
| Other (please specify) | 15.69%    | 16 |
| Total Respondents: 102 |           |    |

**Q20 Thinking about the programs and facilities offered at the Centre Dufferin Recreation Complex, please rate each of the following items on a scale from 1 to 5 (1 being the lowest and 5 being the highest). Please skip any items that do not pertain to you and/or your household.**

Answered: 87 Skipped: 127

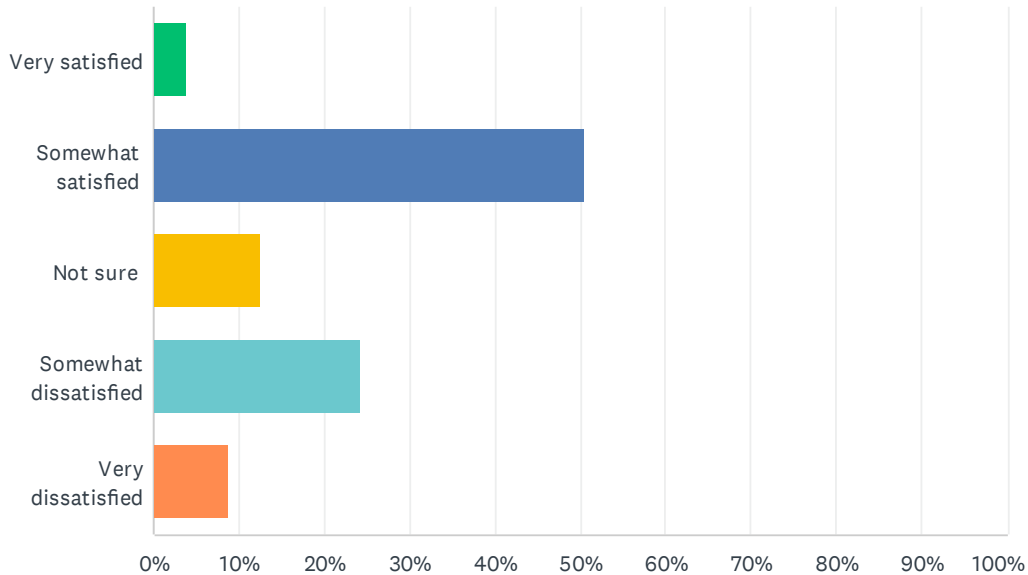


# Town of Shelburne Parks and Recreation Master Plan Survey

| Rating                                                   |              |              |              |              |              |       |
|----------------------------------------------------------|--------------|--------------|--------------|--------------|--------------|-------|
|                                                          | 1            | 2            | 3            | 4            | 5            | TOTAL |
| Outdoor pool                                             | 15.07%<br>11 | 17.81%<br>13 | 27.40%<br>20 | 20.55%<br>15 | 19.18%<br>14 | 73    |
| Swimming programs                                        | 5.56%<br>3   | 14.81%<br>8  | 24.07%<br>13 | 24.07%<br>13 | 31.48%<br>17 | 54    |
| Ice-skating rink                                         | 0.00%<br>0   | 14.00%<br>7  | 40.00%<br>20 | 18.00%<br>9  | 28.00%<br>14 | 50    |
| Ice-skating programs (hockey and figure skating)         | 7.32%<br>3   | 12.20%<br>5  | 29.27%<br>12 | 24.39%<br>10 | 26.83%<br>11 | 41    |
| Drop-in ice-skating programs (public skating and shinny) | 9.30%<br>4   | 18.60%<br>8  | 25.58%<br>11 | 32.56%<br>14 | 13.95%<br>6  | 43    |
| Table tennis facilities                                  | 30.77%<br>4  | 15.38%<br>2  | 46.15%<br>6  | 0.00%<br>0   | 7.69%<br>1   | 13    |
| Table tennis drop-in program                             | 25.00%<br>3  | 16.67%<br>2  | 41.67%<br>5  | 8.33%<br>1   | 8.33%<br>1   | 12    |
| Pickleball courts                                        | 0.00%<br>0   | 0.00%<br>0   | 0.00%<br>0   | 0.00%<br>0   | 0.00%<br>0   | 0     |
| Pickleball drop-in program                               | 0.00%<br>0   | 0.00%<br>0   | 0.00%<br>0   | 0.00%<br>0   | 0.00%<br>0   | 0     |
| Summer camp                                              | 13.04%<br>3  | 8.70%<br>2   | 21.74%<br>5  | 26.09%<br>6  | 30.43%<br>7  | 23    |

## Q21 Overall, how satisfied are you with the facilities offered at the Centre Dufferin Recreation Complex?

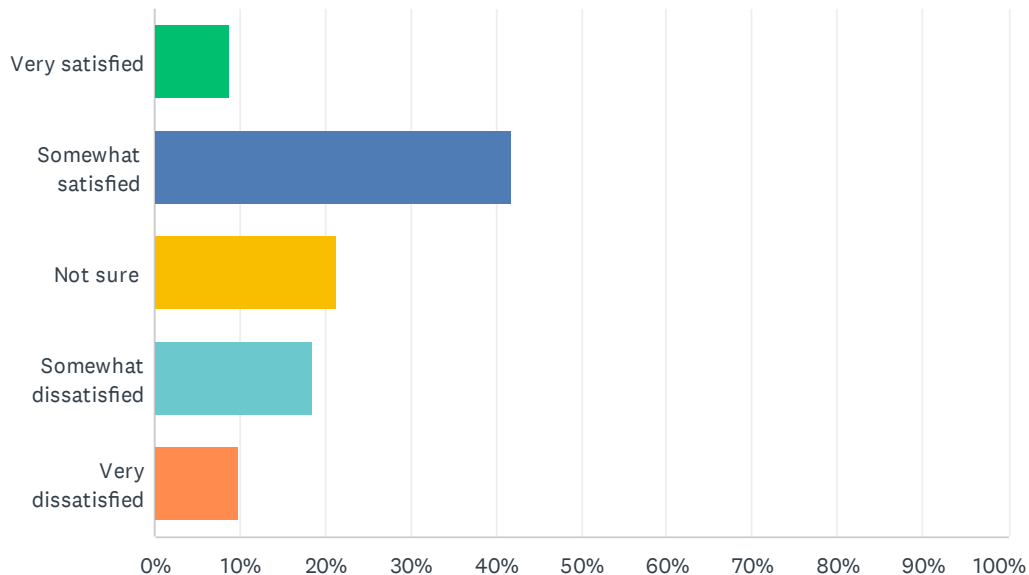
Answered: 103 Skipped: 111



| ANSWER CHOICES        | RESPONSES |     |
|-----------------------|-----------|-----|
| Very satisfied        | 3.88%     | 4   |
| Somewhat satisfied    | 50.49%    | 52  |
| Not sure              | 12.62%    | 13  |
| Somewhat dissatisfied | 24.27%    | 25  |
| Very dissatisfied     | 8.74%     | 9   |
| TOTAL                 |           | 103 |

## Q22 Overall, how satisfied are you with the programs offered at the Centre Dufferin Recreation Complex?

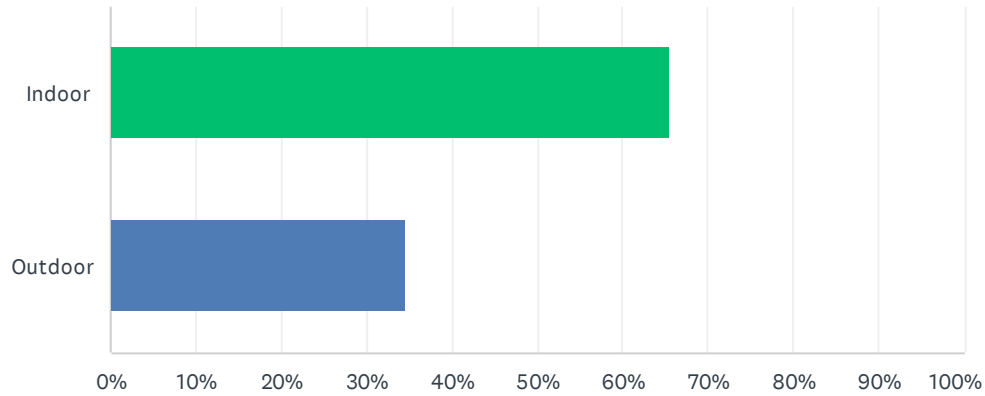
Answered: 103 Skipped: 111



| ANSWER CHOICES        | RESPONSES |     |
|-----------------------|-----------|-----|
| Very satisfied        | 8.74%     | 9   |
| Somewhat satisfied    | 41.75%    | 43  |
| Not sure              | 21.36%    | 22  |
| Somewhat dissatisfied | 18.45%    | 19  |
| Very dissatisfied     | 9.71%     | 10  |
| TOTAL                 |           | 103 |

## Q23 When looking for recreation programs, which setting do you generally prefer?

Answered: 116 Skipped: 98

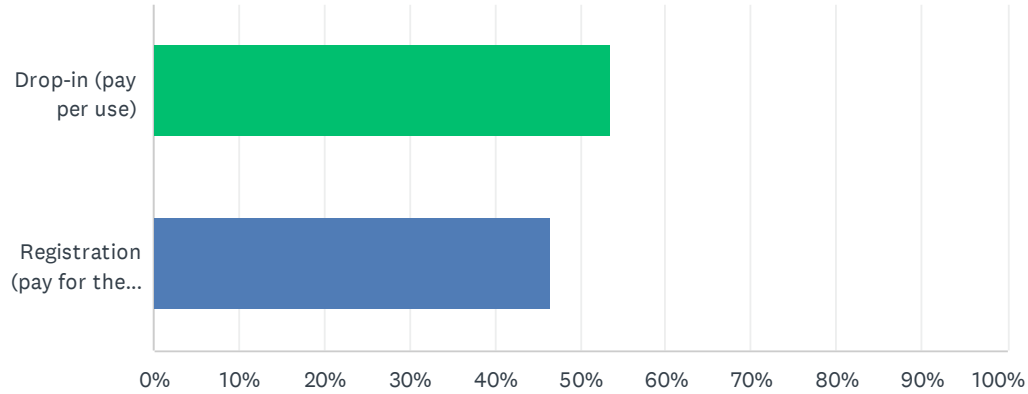


| ANSWER CHOICES | RESPONSES |     |
|----------------|-----------|-----|
| Indoor         | 65.52%    | 76  |
| Outdoor        | 34.48%    | 40  |
| TOTAL          |           | 116 |



## Q24 When looking for recreation programs, which structure do you generally prefer?

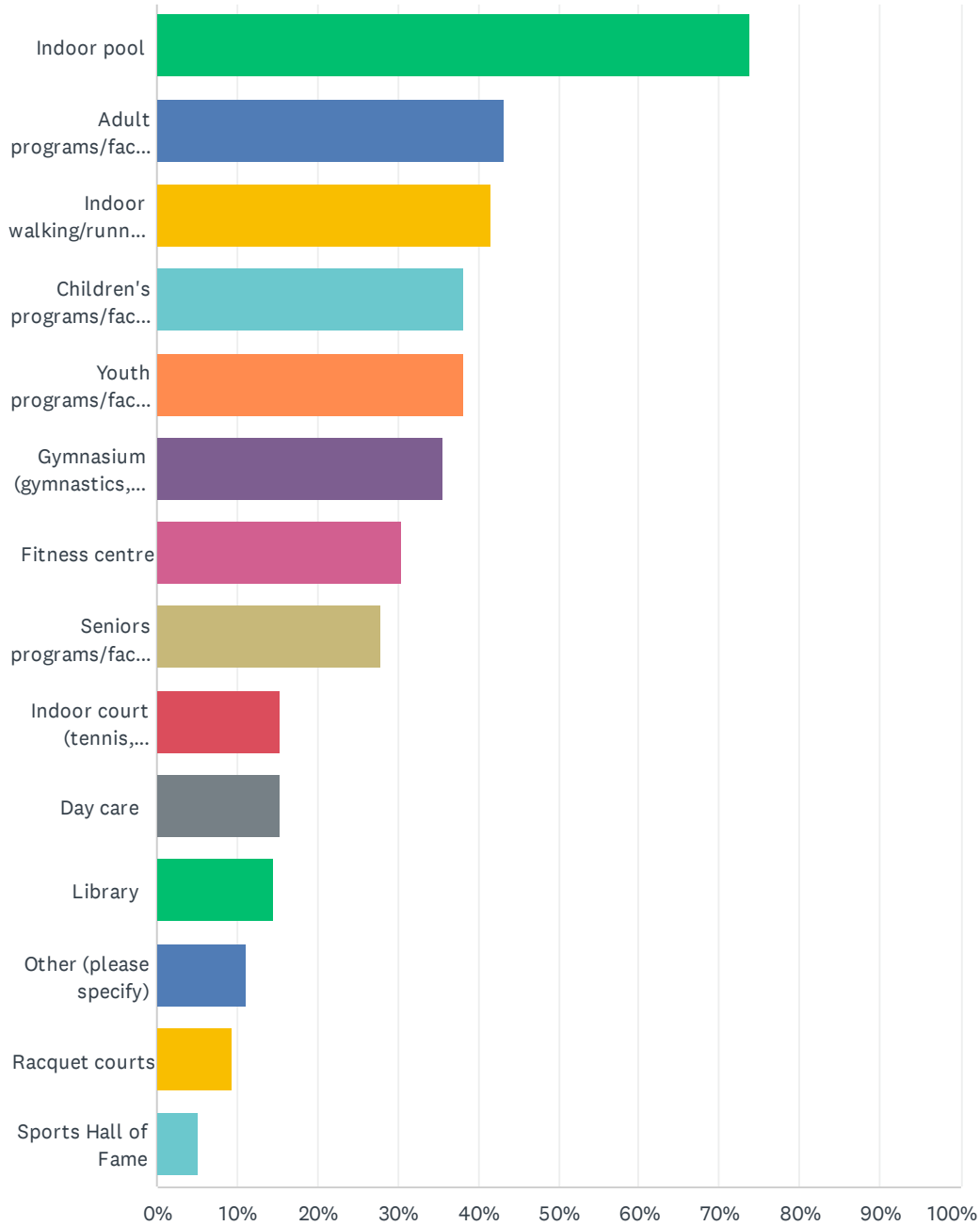
Answered: 114 Skipped: 100



| ANSWER CHOICES                            | RESPONSES |     |
|-------------------------------------------|-----------|-----|
| Drop-in (pay per use)                     | 53.51%    | 61  |
| Registration (pay for the season upfront) | 46.49%    | 53  |
| TOTAL                                     |           | 114 |

## Q25 What types of programs and/or facilities would you like to see provided in Shelburne? (Select your top 3 choices)

Answered: 118 Skipped: 96

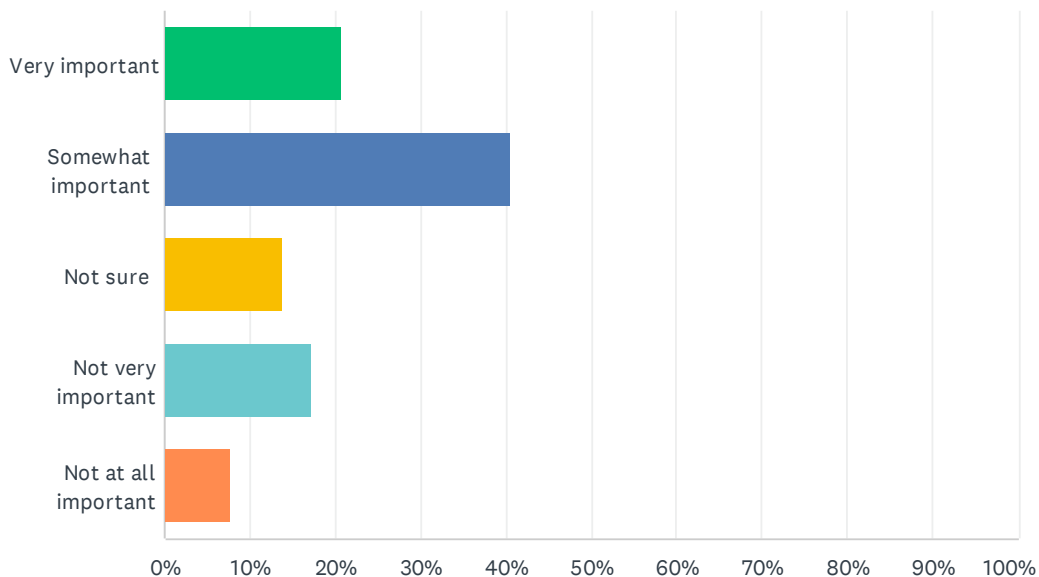


# Town of Shelburne Parks and Recreation Master Plan Survey

| ANSWER CHOICES                             | RESPONSES |    |
|--------------------------------------------|-----------|----|
| Indoor pool                                | 73.73%    | 87 |
| Adult programs/facilities                  | 43.22%    | 51 |
| Indoor walking/running track               | 41.53%    | 49 |
| Children's programs/facilities             | 38.14%    | 45 |
| Youth programs/facilities                  | 38.14%    | 45 |
| Gymnasium (gymnastics, martial arts, etc.) | 35.59%    | 42 |
| Fitness centre                             | 30.51%    | 36 |
| Seniors programs/facilities                | 27.97%    | 33 |
| Indoor court (tennis, pickleball, etc.)    | 15.25%    | 18 |
| Day care                                   | 15.25%    | 18 |
| Library                                    | 14.41%    | 17 |
| Other (please specify)                     | 11.02%    | 13 |
| Racquet courts                             | 9.32%     | 11 |
| Sports Hall of Fame                        | 5.08%     | 6  |
| Total Respondents: 118                     |           |    |

## Q26 How important are arts and culture services to you and/or members of your household?

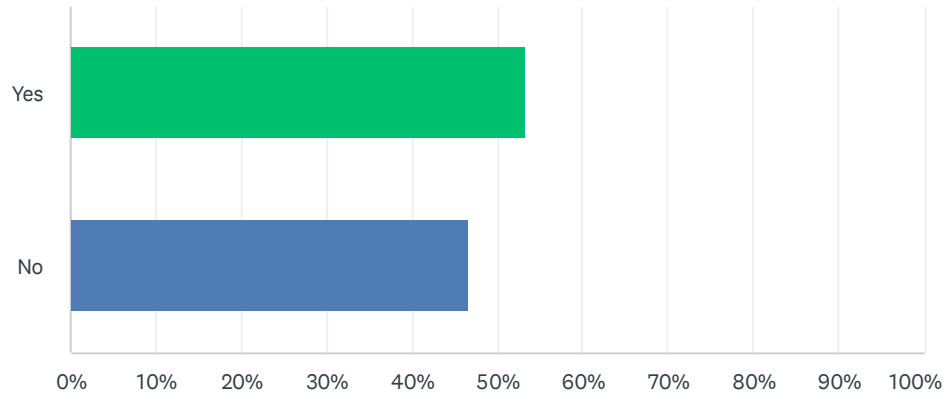
Answered: 116 Skipped: 98



| ANSWER CHOICES       | RESPONSES |     |
|----------------------|-----------|-----|
| Very important       | 20.69%    | 24  |
| Somewhat important   | 40.52%    | 47  |
| Not sure             | 13.79%    | 16  |
| Not very important   | 17.24%    | 20  |
| Not at all important | 7.76%     | 9   |
| TOTAL                |           | 116 |

## Q27 Have you and/or members of your household ever visited the Grace Tipling Concert Hall?

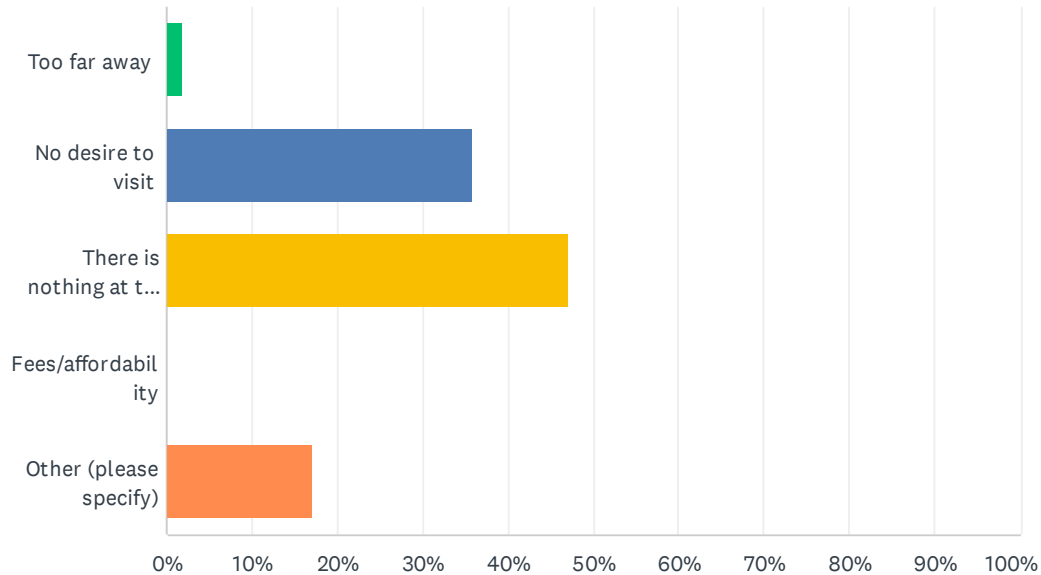
Answered: 118 Skipped: 96



| ANSWER CHOICES | RESPONSES |     |
|----------------|-----------|-----|
| Yes            | 53.39%    | 63  |
| No             | 46.61%    | 55  |
| TOTAL          |           | 118 |

## Q28 Why haven't you visited the Grace Tipling Concert Hall? (Select all that apply)

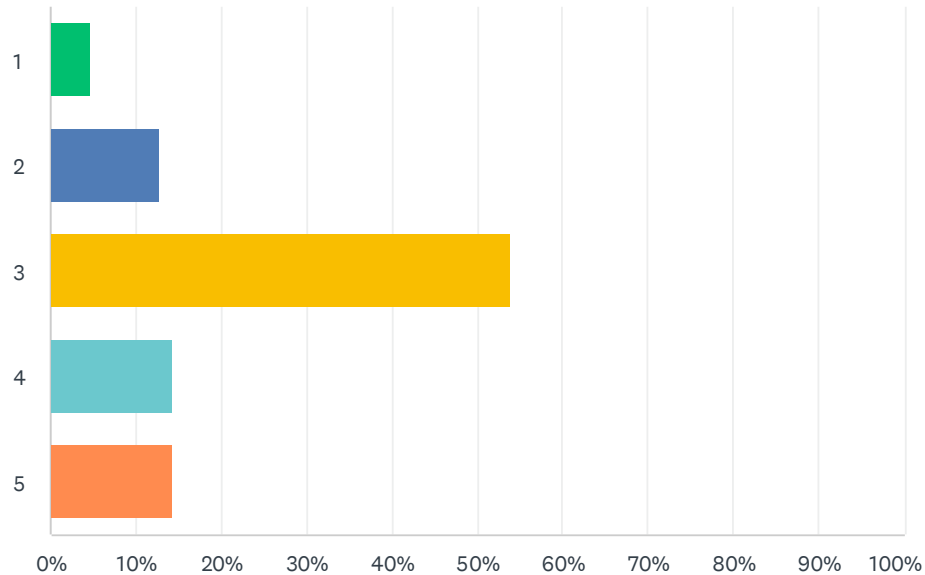
Answered: 53 Skipped: 161



| ANSWER CHOICES                                          | RESPONSES |    |
|---------------------------------------------------------|-----------|----|
| Too far away                                            | 1.89%     | 1  |
| No desire to visit                                      | 35.85%    | 19 |
| There is nothing at the Concert Hall to warrant a visit | 47.17%    | 25 |
| Fees/affordability                                      | 0.00%     | 0  |
| Other (please specify)                                  | 16.98%    | 9  |
| Total Respondents: 53                                   |           |    |

## Q29 Please rate the services offered at the Grace Tipling Concert Hall on a scale from 1 to 5 (1 being the lowest and 5 being the highest)

Answered: 63 Skipped: 151



| ANSWER CHOICES | RESPONSES |    |
|----------------|-----------|----|
| 1              | 4.76%     | 3  |
| 2              | 12.70%    | 8  |
| 3              | 53.97%    | 34 |
| 4              | 14.29%    | 9  |
| 5              | 14.29%    | 9  |
| TOTAL          |           | 63 |

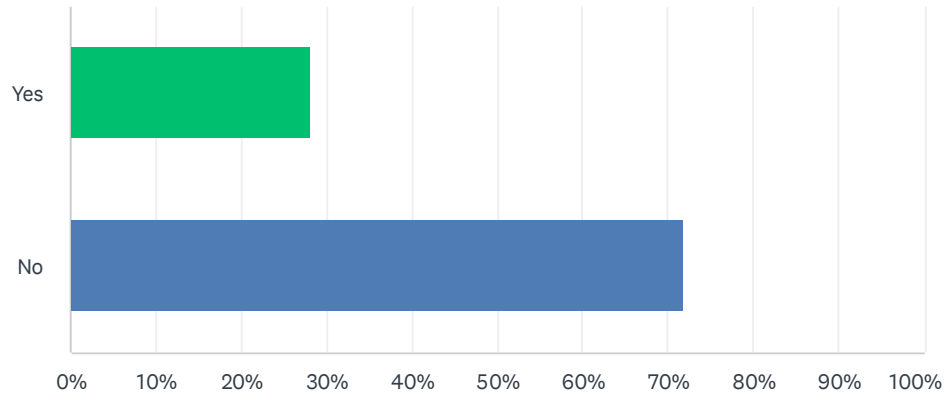
## Q30 What could be done to improve the services offered at the Grace Tipling Concert Hall?

Answered: 25   Skipped: 189



## Q31 Have you and/or members of your household ever visited the Town Hall Art Gallery?

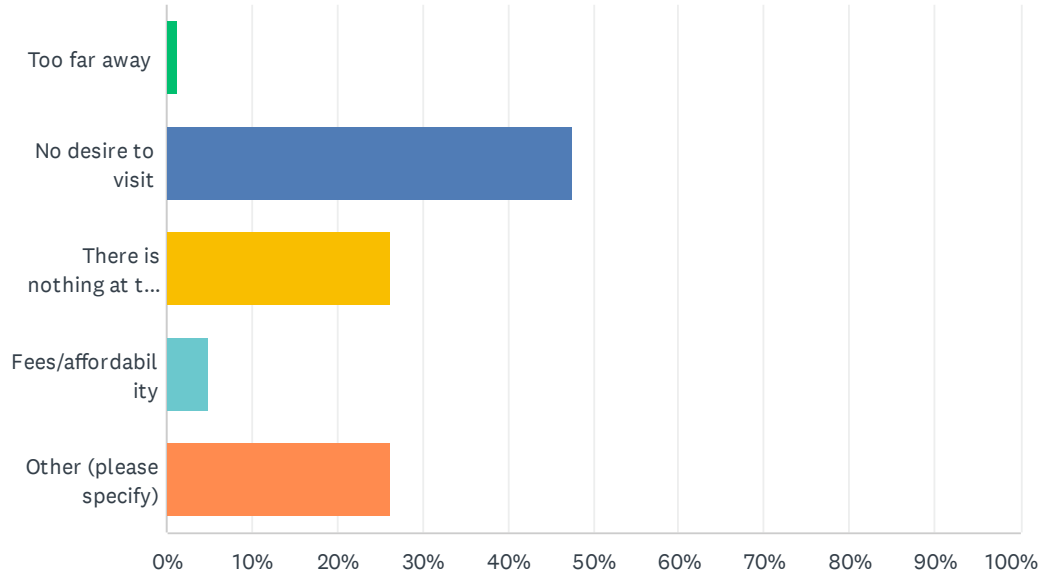
Answered: 117 Skipped: 97



| ANSWER CHOICES | RESPONSES |     |
|----------------|-----------|-----|
| Yes            | 28.21%    | 33  |
| No             | 71.79%    | 84  |
| TOTAL          |           | 117 |

## Q32 Why haven't you visited the Town Hall Art Gallery? (Select all that apply)

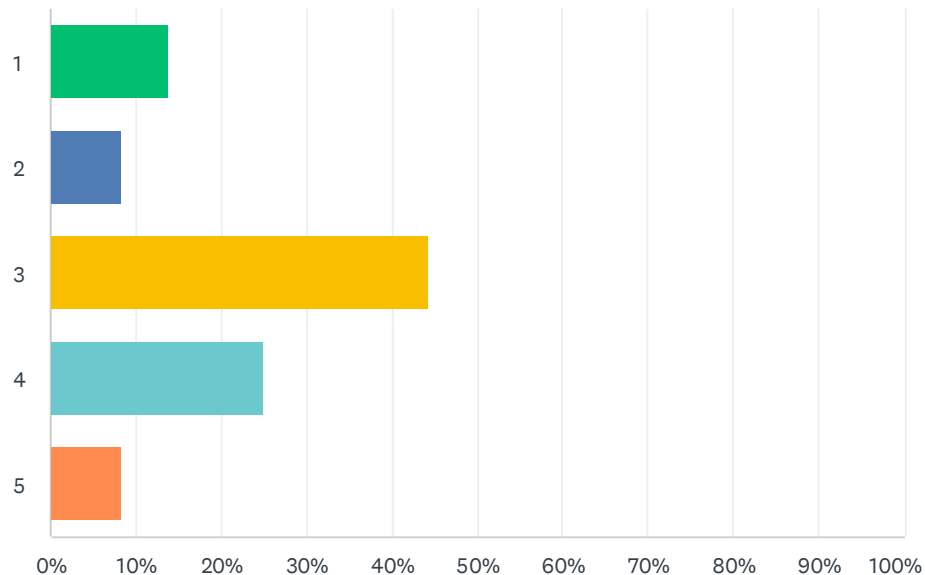
Answered: 80 Skipped: 134



| ANSWER CHOICES                                         | RESPONSES |    |
|--------------------------------------------------------|-----------|----|
| Too far away                                           | 1.25%     | 1  |
| No desire to visit                                     | 47.50%    | 38 |
| There is nothing at the Art Gallery to warrant a visit | 26.25%    | 21 |
| Fees/affordability                                     | 5.00%     | 4  |
| Other (please specify)                                 | 26.25%    | 21 |
| Total Respondents: 80                                  |           |    |

### Q33 Please rate the services offered at the Town Hall Art Gallery on a scale from 1 to 5 (1 being the lowest and 5 being the highest).

Answered: 36 Skipped: 178



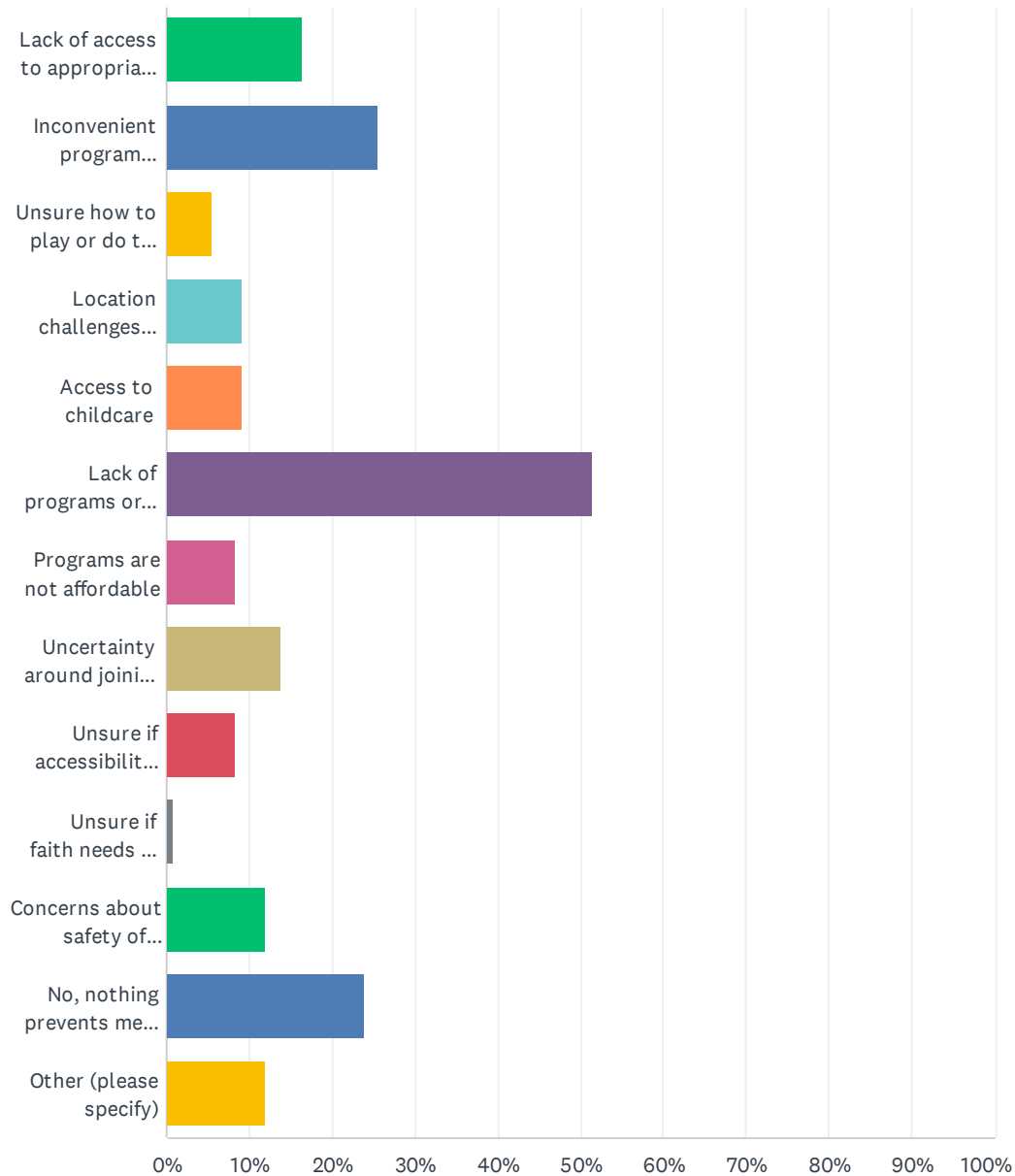
| ANSWER CHOICES | RESPONSES |    |
|----------------|-----------|----|
| 1              | 13.89%    | 5  |
| 2              | 8.33%     | 3  |
| 3              | 44.44%    | 16 |
| 4              | 25.00%    | 9  |
| 5              | 8.33%     | 3  |
| TOTAL          |           | 36 |

## Q34 What could be done to improve the services offered at the Town Hall Art Gallery?

Answered: 10   Skipped: 204

# Q35 Is there anything that prevents you and/or members of your household from participating in recreation activities and/or visiting Shelburne's parks, recreation, and culture facilities? (Select all that apply)

Answered: 109 Skipped: 105

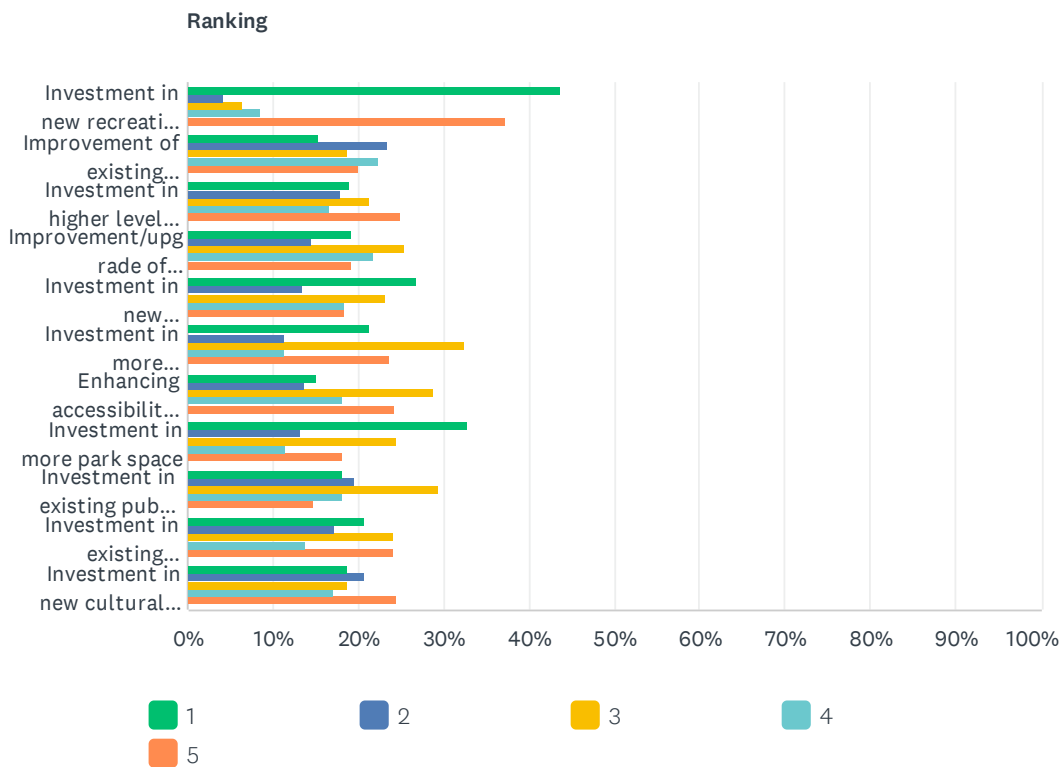


## Town of Shelburne Parks and Recreation Master Plan Survey

| ANSWER CHOICES                                                      | RESPONSES |    |
|---------------------------------------------------------------------|-----------|----|
| Lack of access to appropriate equipment                             | 16.51%    | 18 |
| Inconvenient program schedules                                      | 25.69%    | 28 |
| Unsure how to play or do the activity                               | 5.50%     | 6  |
| Location challenges (transit schedules, too far to walk, etc.)      | 9.17%     | 10 |
| Access to childcare                                                 | 9.17%     | 10 |
| Lack of programs or amenities of interest                           | 51.38%    | 56 |
| Programs are not affordable                                         | 8.26%     | 9  |
| Uncertainty around joining drop-in programs                         | 13.76%    | 15 |
| Unsure if accessibility needs can be met in the facility or program | 8.26%     | 9  |
| Unsure if faith needs can be met in the facility or program         | 0.92%     | 1  |
| Concerns about safety of parks/facilities                           | 11.93%    | 13 |
| No, nothing prevents me from participating or visiting              | 23.85%    | 26 |
| Other (please specify)                                              | 11.93%    | 13 |
| Total Respondents: 109                                              |           |    |

Q36 Of the options below, what do you think are the top 5 priorities for parks, recreation, and culture services in Shelburne over the next 5 to 10 years? Please rank the top 5 items you think the Town should be considering in order of priority (1 being the highest priority and 5 being the lowest priority).

Answered: 108      Skipped: 106



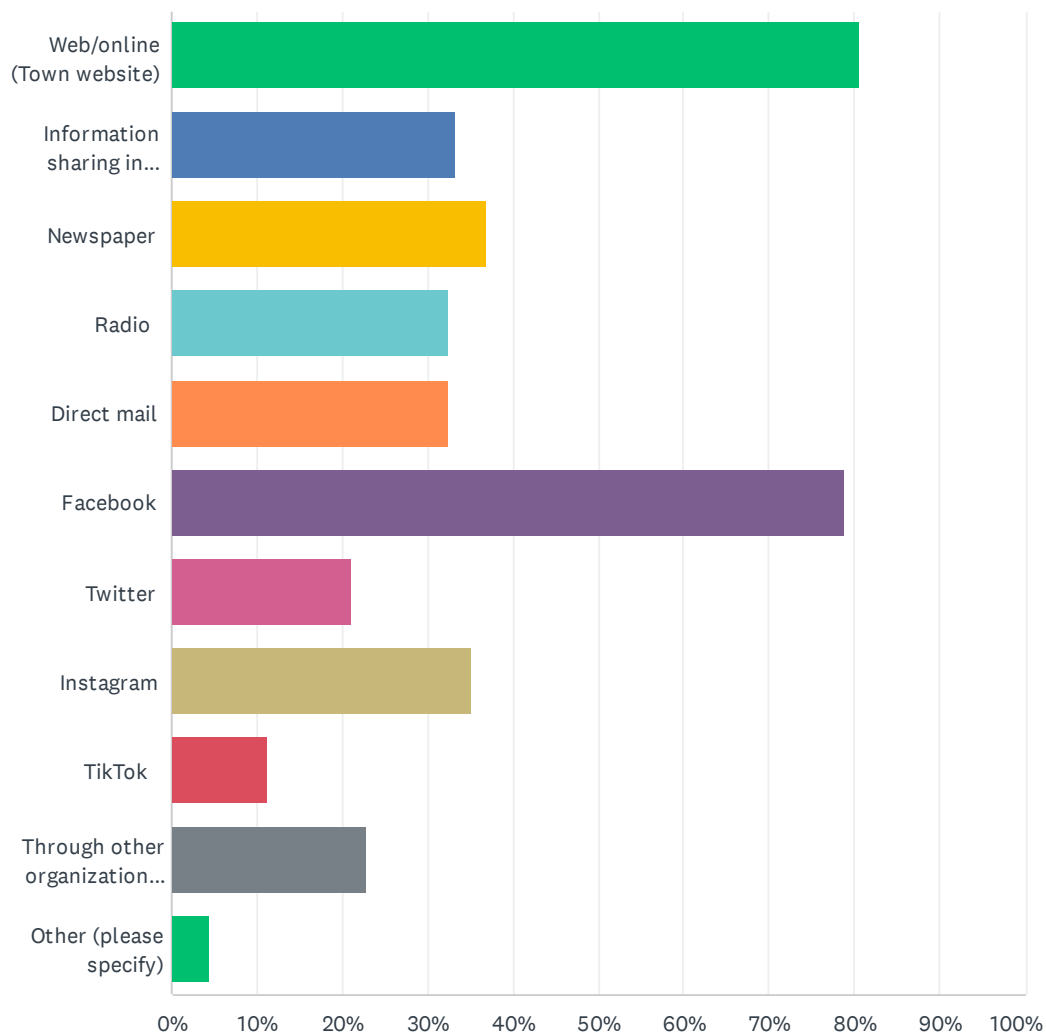
# Town of Shelburne Parks and Recreation Master Plan Survey

| Ranking                                                                                                                                                                                     |              |              |              |              |              |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|--------------|--------------|--------------|-------|
|                                                                                                                                                                                             | 1            | 2            | 3            | 4            | 5            | TOTAL |
| Investment in new recreation facilities within Shelburne (e.g. indoor pool, racquetball courts, etc.)                                                                                       | 43.62%<br>41 | 4.26%<br>4   | 6.38%<br>6   | 8.51%<br>8   | 37.23%<br>35 | 94    |
| Improvement of existing recreation facilities within Shelburne (e.g. upgrading equipment)                                                                                                   | 15.29%<br>13 | 23.53%<br>20 | 18.82%<br>16 | 22.35%<br>19 | 20.00%<br>17 | 85    |
| Investment in higher levels of park maintenance and safety (e.g. lighting, security, clean-up, etc.)                                                                                        | 19.05%<br>16 | 17.86%<br>15 | 21.43%<br>18 | 16.67%<br>14 | 25.00%<br>21 | 84    |
| Improvement/upgrade of existing park infrastructure (e.g. replacing playgrounds, benches, etc.)                                                                                             | 19.28%<br>16 | 14.46%<br>12 | 25.30%<br>21 | 21.69%<br>18 | 19.28%<br>16 | 83    |
| Investment in new infrastructure in existing parks (e.g. more washrooms, pavilions, etc.)                                                                                                   | 26.83%<br>22 | 13.41%<br>11 | 23.17%<br>19 | 18.29%<br>15 | 18.29%<br>15 | 82    |
| Investment in more programs/services at recreation facilities in Shelburne (e.g. activities designated for seniors, persons with special needs or disabilities, fitness, yoga, cards, etc.) | 21.25%<br>17 | 11.25%<br>9  | 32.50%<br>26 | 11.25%<br>9  | 23.75%<br>19 | 80    |
| Enhancing accessibility features at the parks, recreation, and cultural facilities in Shelburne                                                                                             | 15.15%<br>10 | 13.64%<br>9  | 28.79%<br>19 | 18.18%<br>12 | 24.24%<br>16 | 66    |
| Investment in more park space                                                                                                                                                               | 32.79%<br>20 | 13.11%<br>8  | 24.59%<br>15 | 11.48%<br>7  | 18.03%<br>11 | 61    |
| Investment in existing public library services                                                                                                                                              | 18.03%<br>11 | 19.67%<br>12 | 29.51%<br>18 | 18.03%<br>11 | 14.75%<br>9  | 61    |
| Investment in existing cultural services (e.g. enhancing the Town Hall Art Gallery, Concert Hall, etc.)                                                                                     | 20.69%<br>12 | 17.24%<br>10 | 24.14%<br>14 | 13.79%<br>8  | 24.14%<br>14 | 58    |
| Investment in new cultural services (e.g. educational/heritage signage)                                                                                                                     | 18.87%<br>10 | 20.75%<br>11 | 18.87%<br>10 | 16.98%<br>9  | 24.53%<br>13 | 53    |



### Q37 What are the best ways for the Town to share information about parks, recreation, and culture programs and services with you? (Select all that apply)

Answered: 114 Skipped: 100



# Town of Shelburne Parks and Recreation Master Plan Survey

| ANSWER CHOICES                                                                    | RESPONSES |    |
|-----------------------------------------------------------------------------------|-----------|----|
| Web/online (Town website)                                                         | 80.70%    | 92 |
| Information sharing in community spaces (e.g. brochure racks, flyer boards, etc.) | 33.33%    | 38 |
| Newspaper                                                                         | 36.84%    | 42 |
| Radio                                                                             | 32.46%    | 37 |
| Direct mail                                                                       | 32.46%    | 37 |
| Facebook                                                                          | 78.95%    | 90 |
| Twitter                                                                           | 21.05%    | 24 |
| Instagram                                                                         | 35.09%    | 40 |
| TikTok                                                                            | 11.40%    | 13 |
| Through other organizations or community groups                                   | 22.81%    | 26 |
| Other (please specify)                                                            | 4.39%     | 5  |
| Total Respondents: 114                                                            |           |    |

**Q38 Is there anything else you would like to tell us about your experience with the parks, recreation, and culture facilities and programs in Shelburne?**

Answered: 45   Skipped: 169

## Appendix B

# Outdoor Sports Programs - Number of Participants & Residency

| Town of Shelburne Leagues and Players - 2023                                                                                                                                                   |                                      |               |                            |                                    |       |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------|----------------------------|------------------------------------|-------|---------------------|
| Sport                                                                                                                                                                                          | League                               | Total Players | Total Non Resident Players | Percentage of Non Resident Players | Age   | Sport Total Players |
| Baseball                                                                                                                                                                                       | Shelburne Minor Baseball Association | 109           | 26                         | 23%                                | Minor | 521                 |
|                                                                                                                                                                                                | Shelburne Ladies Three Pitch         | 140           | 92                         | 66%                                | Adult |                     |
|                                                                                                                                                                                                | Shelburne Mens Three Pitch           | 167           | 75                         | 45%                                | Adult |                     |
|                                                                                                                                                                                                | Shelburne Supreme Softball COED      | 105           | 58                         | 55%                                | Adult |                     |
|                                                                                                                                                                                                |                                      |               |                            |                                    |       |                     |
| Cricket                                                                                                                                                                                        | Shelburne Cricket Club               | 93            | 20                         | 21%                                | Mixed | 93                  |
|                                                                                                                                                                                                |                                      |               |                            |                                    |       |                     |
| Soccer                                                                                                                                                                                         | Shelburne Soccer Club                | 457           | 156                        | 34%                                | Minor | 497                 |
|                                                                                                                                                                                                | Shelburne Cricket Club               | 40            | 13                         | 32%                                | Adult |                     |
| Note: Dufferin Cricket Club requested and was allocated use but did not hold a season in 2023.<br>Total Players - 42, Total Non Resident Players 8, 19% non resident players, Mixed Age group. |                                      |               |                            |                                    |       |                     |

| Town of Shelburne Leagues and Players - 2022 |                                      |               |                            |                                    |       |                     |
|----------------------------------------------|--------------------------------------|---------------|----------------------------|------------------------------------|-------|---------------------|
| Sport                                        | League                               | Total Players | Total Non Resident Players | Percentage of Non Resident Players | Age   | Sport Total Players |
| Baseball                                     | Shelburne Minor Baseball Association | 110           | 41                         | 37%                                | Minor | 418                 |
|                                              | Shelburne Ladies Three Pitch         | 140           | 93                         | 66%                                | Adult |                     |
|                                              | Shelburne Mens Three Pitch           | 168           | 76                         | 45%                                | Adult |                     |
|                                              |                                      |               |                            |                                    |       |                     |
| Cricket                                      | Shelburne Cricket Club               | 64            | 23                         | 36%                                | Mixed | 80                  |
|                                              | Dufferin Cricket Club                | 16            | 9                          | 56%                                | Mixed |                     |
|                                              |                                      |               |                            |                                    |       |                     |
| Soccer                                       | Shelburne Soccer Club                | 399           | 140                        | 35%                                | Minor | 399                 |

| 2023 Residency and Regions for Non-Residents |                            |                  |                      |                         |
|----------------------------------------------|----------------------------|------------------|----------------------|-------------------------|
| Baseball                                     |                            |                  |                      |                         |
| League                                       | Municipality               | Amount of People | Region               | Total Number per Region |
| Shelburne Supreme Slow Pitch COED            | Amaranth                   | 5                | Dufferin County      | 29                      |
|                                              | Grand Valley               | 2                | Dufferin County      |                         |
|                                              | Melancthon                 | 17               | Dufferin County      |                         |
|                                              | Mono                       | 2                | Dufferin County      |                         |
|                                              | Orangeville                | 3                | Dufferin County      |                         |
|                                              | Brampton                   | 2                | Peel Region          | 2                       |
|                                              | Dundalk/Southgate          | 3                | Grey County          | 3                       |
|                                              | Alliston/ New Tecumseth    | 1                | Simcoe County        | 2                       |
|                                              | Midland                    | 1                | Simcoe County        |                         |
|                                              | Pickering                  | 1                | York Region          | 1                       |
|                                              | Rosseau                    | 1                | Parry Sound District | 1                       |
|                                              | Scarborough                | 1                | Toronto Region       | 1                       |
| Shelburne Minor Baseball Assocation          | Amaranth                   | 10               | Dufferin County      | 25                      |
|                                              | Mulmur                     | 4                | Dufferin County      |                         |
|                                              | Melancthon                 | 6                | Dufferin County      |                         |
|                                              | Mono                       | 2                | Dufferin County      |                         |
|                                              | Orangeville                | 3                | Dufferin County      |                         |
|                                              | Alliston/ New Tecumseth    | 1                | Simcoe County        | 1                       |
| Shelburne Ladies 3 Pitch                     | Amaranth                   | 4                | Dufferin County      | 53                      |
|                                              | Grand Valley               | 4                | Dufferin County      |                         |
|                                              | Melancthon                 | 31               | Dufferin County      |                         |
|                                              | Mono                       | 2                | Dufferin County      |                         |
|                                              | Mulmur                     | 8                | Dufferin County      |                         |
|                                              | Orangeville                | 4                | Dufferin County      |                         |
|                                              | Dundalk/Southgate          | 23               | Grey County          | 29                      |
|                                              | Chatsworth                 | 2                | Grey County          |                         |
|                                              | Grey Highlands             | 4                | Grey County          |                         |
|                                              | Adjala-Tosoronio           | 2                | Simcoe County        | 5                       |
|                                              | Clearview / Stayner        | 2                | Simcoe County        |                         |
|                                              | Cookstown/Innisfil         | 1                | Simcoe County        |                         |
|                                              | Mount Forest               | 1                | Wellington County    | 5                       |
|                                              | Conn                       | 3                | Wellington County    |                         |
|                                              | Elora / Centre Wellington  | 1                | Wellington County    | 1                       |
|                                              | Orillia                    | 1                | Orillia              |                         |
| Shelburne Mens Three Pitch                   | Amaranth                   | 9                | Dufferin County      | 52                      |
|                                              | Grand Valley               | 3                | Dufferin County      |                         |
|                                              | Melancthon                 | 16               | Dufferin County      |                         |
|                                              | Mono                       | 5                | Dufferin County      |                         |
|                                              | Mulmur                     | 9                | Dufferin County      |                         |
|                                              | East Garafraxa             | 1                | Dufferin County      |                         |
|                                              | Orangeville                | 9                | Dufferin County      |                         |
|                                              | Dundalk/Southgate          | 12               | Grey County          | 12                      |
|                                              | Clearview / Creemore       | 1                | Simcoe County        | 6                       |
|                                              | Wasaga Beach               | 1                | Simcoe County        |                         |
|                                              | Innisfil                   | 2                | Simcoe County        |                         |
|                                              | Collingwood                | 1                | Simcoe County        |                         |
|                                              | Midland                    | 1                | Simcoe County        |                         |
|                                              | East Gwillimbury           | 1                | York Region          | 1                       |
|                                              | Centre Wellington / Fergus | 1                | Wellington County    | 1                       |
| Soccer                                       |                            |                  |                      |                         |
| League                                       | Municipality               | Amount of People | Region               | Total Number per Region |
| Shelburne Cricket Club - Soccer              | Amaranth                   | 1                | Dufferin County      | 5                       |
|                                              | Grand Valley               | 1                | Dufferin County      |                         |
|                                              | Melancthon                 | 2                | Dufferin County      |                         |
|                                              | Orangeville                | 1                | Dufferin County      |                         |
|                                              | Dundalk/Southgate          | 2                | Grey County          | 2                       |
|                                              | Brampton                   | 4                | Peel Region          | 5                       |
|                                              | Caledon                    | 1                | Peel Region          |                         |
|                                              | Milton                     | 1                | Halton Region        | 1                       |
| Shelburne Soccer Club                        | Amaranth                   | 19               | Dufferin County      | 130                     |
|                                              | Grand Valley               | 5                | Dufferin County      |                         |
|                                              | Melancthon                 | 51               | Dufferin County      |                         |
|                                              | Mulmur                     | 35               | Dufferin County      |                         |
|                                              | Mono                       | 20               | Dufferin County      |                         |
|                                              | Grey Highlands             | 5                | Grey County          | 24                      |
|                                              | Dundalk/Southgate          | 19               | Grey County          |                         |
|                                              | Caledon                    | 1                | Peel Region          | 1                       |
| Cricket                                      | Conn                       | 1                | Wellington County    | 1                       |
| Cricket                                      |                            |                  |                      |                         |
| League                                       | Municipality               | Amount of People | Region               | Total Number per Region |
| Shelburne Cricket Club - Cricket             | Amaranth                   | 1                | Dufferin County      | 7                       |
|                                              | Grand Valley               | 2                | Dufferin County      |                         |
|                                              | Melancthon                 | 1                | Dufferin County      |                         |
|                                              | Mono                       | 2                | Dufferin County      |                         |
|                                              | Orangeville                | 1                | Dufferin County      |                         |
|                                              | Dundalk/Southgate          | 3                | Grey County          | 4                       |
|                                              | Hanover                    | 1                | Grey County          |                         |
|                                              | Brampton                   | 3                | Peel Region          | 3                       |
|                                              | Barrie                     | 2                | Barrie               | 2                       |
|                                              | Essa/Angus                 | 1                | Simcoe County        | 3                       |
|                                              | Bradford                   | 1                | Simcoe County        |                         |
|                                              | Clearview/Stayner          | 1                | Simcoe County        |                         |
|                                              | Brantford                  | 1                | County of Brant      | 1                       |
|                                              | Orangeville                | 4                | Dufferin County      | 4                       |
| Dufferin Cricket Club                        | Alliston/ New Tecumseth    | 1                | Simcoe County        | 1                       |
|                                              | Barrie                     | 1                | Barrie               | 1                       |
|                                              | Cambridge                  | 1                | Region of Waterloo   | 1                       |

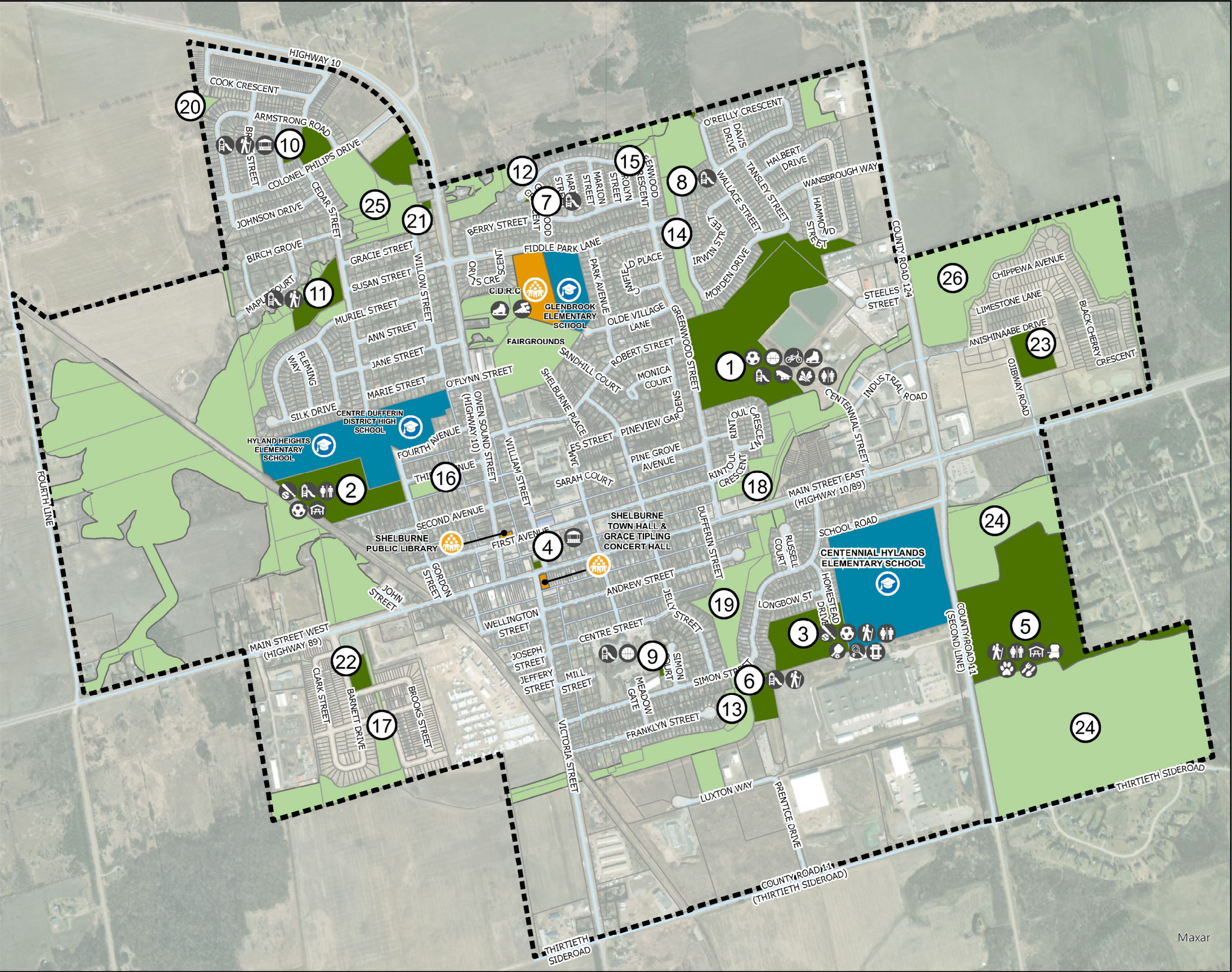
| Region               | Baseball Totals | Soccer Totals | Cricket Totals |
|----------------------|-----------------|---------------|----------------|
| Dufferin County      | 159             | 135           | 11             |
| Grey County          | 44              | 26            | 4              |
| Simcoe County        | 14              | 0             | 4              |
| Peel Region          | 2               | 6             | 3              |
| York Region          | 2               | 0             | 0              |
| Parry Sound District | 1               | 0             | 0              |
| Toronto Region       | 1               | 0             | 0              |
| Wellington County    | 6               | 1             | 0              |
| Halton Region        | 0               | 1             | 0              |
| Barrie               | 0               | 0             | 3              |
| County of Brant      | 0               | 0             | 1              |
| Region of Waterloo   | 0               | 0             | 1              |
| Orillia              | 1               | 0             | 0              |



MAP 1

Town of Shelburne

Parks & Recreation Facilities Inventory



- Community / Sports Park
- 1 - Greenwood Park
- 2 - Hyland Park / Natasha Paterson Memorial Park
- 3 - KTH Park
- Destination / Event Parks
- 4 - Jack Downing Park
- 5 - Fiddle Park
- Neighbourhood Parks / Parkettes
- 6 - Simon Street Park
- 7 - Greenwood Crescent Parkette
- 8 - Morden Drive Park
- 9 - Simon Court Parkette
- 10 - Summerhill Park
- 11 - Walters Creek Park
- Linkages / Other Greenspace
- 12 - Berry Street Linkage
- 13 - Franklyn Street Linkage
- 14 - Greenbrook Linkage
- 15 - Greenwood Linkage
- 16 - Green Park ( Watertower)
- 17 - Hyland Village Linkage
- 18 - Rintoul Linkage
- 19 - Shelburne Meadows
- 20 - Summerhill Linkage
- 21 - Willow Street Linkage
- Future Parks
- 22 - Hyland Village Park
- 23 - Ghant Park
- Natural Areas
- 24 - Fiddle Park Woodlands
- 25 - Summerhill Natural Area
- 26 - Emerald Crossing Natural Area

PARK AMENITIES

SHELTER

PLAYGROUND

BASEBALL DIAMOND

SOCCER PITCH

MULTI-USE COURT

ICE SKATING (IN WINTER)

WASHROOM

SKATEBOARD PARK

CRICKET PITCH

WALKING TRAIL

PAVILION

SPLASH PAD

CONCESSION

DOG PARK

BMX PARK

SWIMMING POOL

COMMUNITY GARDEN

PICKLEBALL COURT

TENNIS COURT

LAND USE

RECREATION AND CULTURE

SCHOOL

PARK

LINKAGES, LINEAR PARKS, NATURAL AREAS, STORMWATER MANAGEMENT FACILITIES AND OTHER OPEN SPACE





**MAP 2**  
**Town of Shelburne**  
**Parks & Recreation Master Plan**

# Trails Plan

## Regional Connection

 Existing Dufferin County Rail Trail

## Primary Multi-use Trail System

 Existing Paved Trails/Pathway Connections

 Existing Limestone/Gravel Trails – Upgrade to Multi-use Surfacing (Paved) or Boardwalk

 Proposed Future Multi-use Trails

 Existing On-street Connections

 Future On-street Connections or Primary Trails

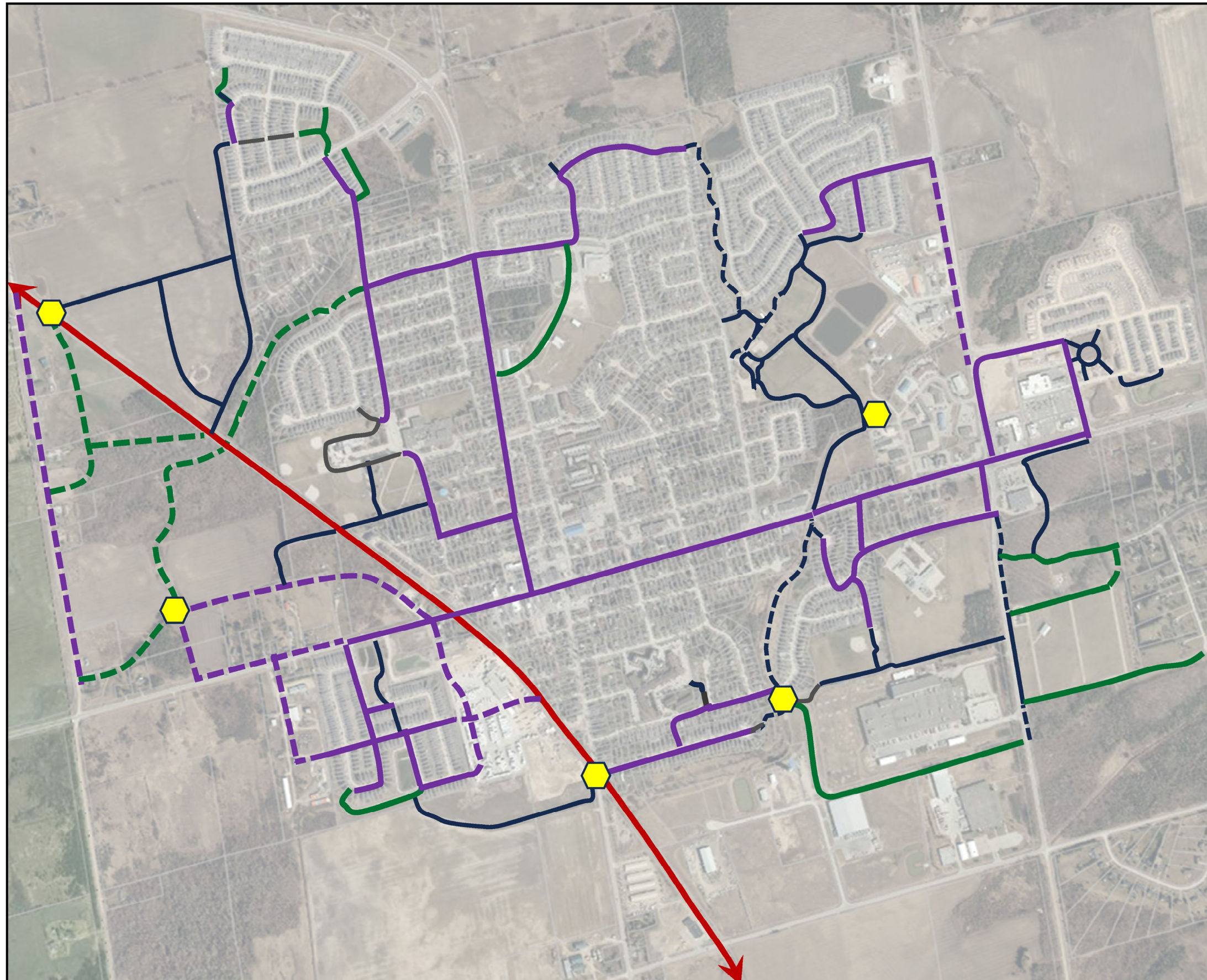
 Potential Trailhead Location(s)

## Secondary Trails

 Existing Secondary Trails

 Future Secondary Trails

North







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

September 2023



# Fiddle Park Plan

Prepared for the Town of Shelburne's  
Parks & Recreation Master Plan



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## **APPENDICES**

# Executive Summary

The Town of Shelburne recognizes Fiddle Park as an integral piece of the overall Parks and Recreation Master Plan (PRMP) for the community. As part of the Town-wide PRMP, this Fiddle Park Plan report has been created to re-imagine the park as a community destination. Fiddle Park is the largest park property in Shelburne, totaling 114.5 acres. Enhancing a park space of this size calls for careful consideration and planning to guide future improvements and funding strategies.

At the heart of the Fiddle Park Plan is the Town's goal to provide welcoming and sustainable park spaces for all to use and enjoy and to promote healthy lifestyles. Previous planning for parks and recreation and the future of Fiddle Park highlight the desire within the community to not only hold onto this valuable public land but to enhance it and meet the needs of the growing community.

Since the Fiddle Park Management Plan was created in 2006, the Town has been collecting feedback from the community on the future of the park through various site specific and Town-wide initiatives which are outlined in the Public Engagement Summary (pg 11) of this report.

The most recent community surveys held in 2021 and 2022 asked for feedback on the future of Fiddle Park and the types of features and programming that the community envisions for this park space. Some of what the Town heard from the community in the 2021 survey was implemented in the park and included high priority features like a community garden and off-leash dog park. These features are now present in Fiddle Park and were not included in the focus area of this study.

Data collected in the 2021 survey was the basis of three (3) concept option designs that were prepared and presented to the community in the 2022 survey for comment. Results from this survey were used to prepare the Preferred Concept Design presented in this report. The creation of an overall enhancement plan for Fiddle Park provides the Town a blueprint for park improvement projects that can be implemented in phases over time as funding opportunities become available.

# Part One

## STUDY & CONSULTATION

# Background Study

## Purpose & Objectives

Fiddle Park is the largest park property in Shelburne, totaling 114.5 acres. The majority of the site area is dedicated to preserving natural heritage features with a modest trail network. The Town of Shelburne is looking to enhance Fiddle Park with new and improved park features while maintaining the natural heritage of the site.

This Fiddle Park Plan report provides a blueprint for park improvement projects that can be implemented in phases. Figure 1 demonstrates where existing natural heritage features will be retained and where there is available space for park enhancement. The focus area of this Fiddle Park Plan report is 18.5 acres within the 30 acres available in the park for new and improved park features.

## Vision

The Town of Shelburne prides itself on being friendly, welcoming and inclusive. It is with these guiding principles that the Town has established goals of sustainable development, accessible parks, recreation facilities and trails that help encourage and foster healthy lifestyles Community Improvement Plan - Design Guidelines, 2019).

Fiddle Park is a beloved destination within the Town Shelburne for it's long running special events and more recently as a place to socialize at the leash-free dog park or tend to the community garden. The existing park features meet some of the community's interests but the vision is to create to create a space with a range of amenities and facilities that provides opportunity for community access and use throughout the year, while continuing to support local events and tourism.

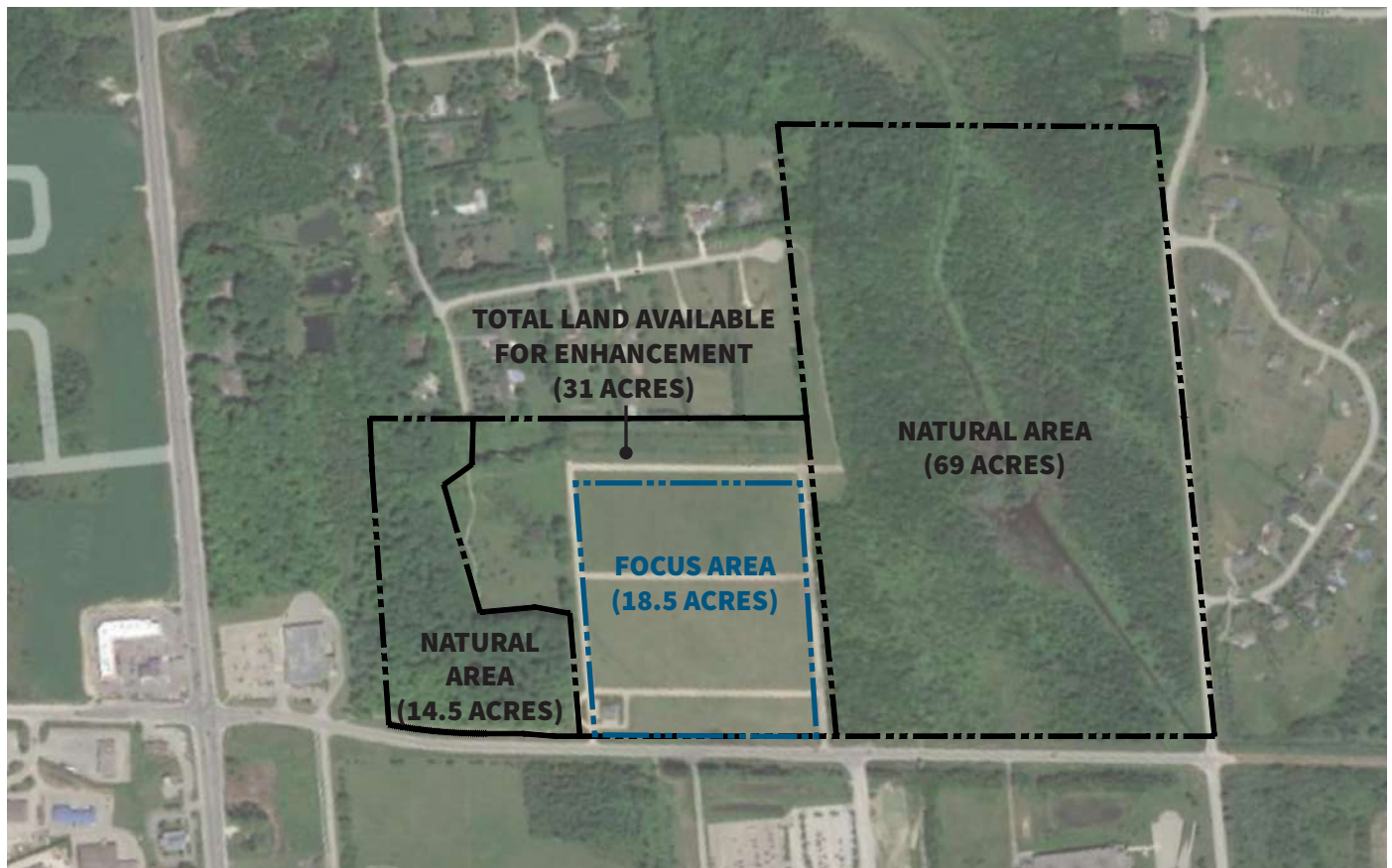


Figure 1: Map of Fiddle Park showing portion of park considered for enhancement.

## Background Documents

### Community Improvement Plan

In 2019 a Community Improvement Plan (CIP) was created to provide strategies and direction for future enhancement of key areas of Shelburne.

The CIP Design Guidelines highlight the vision for creating accessible spaces and promoting healthy lifestyles, and identify 12 “Big Moves” for Shelburne. This included the “redesign Fiddle Park as a community hub”.

The key features listed as desired enhancements at the initial discussions about park improvements were, a lake for winter and summer programming, trail system, reforestation, additional parking, community gardens and a pavilion for special events.

This Master Plan is intended to see Fiddle Park come to life as a community hub, with opportunities for programming all year and to create a destination that will attract community members and tourism.

### Natural & Cultural Heritage

Of the 114.5 acres that Fiddle Park totals, 83.5 acres of the site is protected natural heritage. The natural heritage features and areas on the site are designated for long-term conservation and protection in the Town’s Official Plan, with public access and facilities limited to designated trails.

The wooded areas bookend the central portion of the park where 30 acres of parkland is available for community use and is currently laid out for events including camping sites accessed by internal gravel roadways.

Past programming in the Fiddle Park has included various outdoor concert and seasonal events that would bring an influx of people to the park a few times a year.

Indigenous history of the site needs to be considered and honoured where appropriate. Consultation is required early on during the detailed design process of park improvements.



Figure 2: Image of Canada Day Event, Source: Youtube



Figure 3: Haunted House. Image from "The Little Family presents: Haunt in The Park" Facebook Page



Figure 4: Group performing in "Canadian Open old Time Fiddle Championship" Source: Canadian Open old Time Fiddle Championship Facebook Page



# Inventory & Analysis

## Fiddle Park Master Plan Study Area

Fiddle Park is the largest park property in Shelburne, totaling to 114.5 acres. The majority of the site area is dedicated to preserving natural heritage features with a modest trail network. The area in focus for this Master Plan is 18.5 acres within the 30 acres available in the park for redevelopment. The focus area is located along County Road 11 and within the existing internal roads.

The lands designated for future park improvements include open lawn (clear of trees), a series of internal park roads, a concession/washroom facility, and a covered pavilion used for special events. Directly adjacent to the park improvement area are the recently installed community garden and off-leash dog park. The topography of the improvement area is generally flat around the concession/washroom building and along County Road 11. Moving from the northwest corner of the site to the southeast corner the slope of the land increases.

The site and surrounding topography creates a substantial flooding issue in the spring and during heavy storm events which occurs between the concession building and the pavilion.

The flooding extends from the community garden to County Road 11. There is a small swale in the park intended to collect and move the water but it is not big enough for the volume of water it receives. Although the surface flooding dissipates in as little as 24 hours, the grass areas remain soggy for a considerable time after the storm event. This condition will only worsen in the future as climate change worsens the intensity and frequency of storm events.

In order to correct the ponding, a larger and deeper swale is required. Consideration should be given to accessible access over a new, larger swale in order to connect the concession/washroom building to the existing pavilion.



Figure 5: Flooding that occurs on site



Figure 6: Image of topography of the site





Trail Connections

Fiddle Park also works as a trail head for access to the local trail network. With passive footpaths and more established trail connections to the neighbourhood, Fiddle Park assists in connecting the community but with a few additional trail connections there is an opportunity to optimize connectivity.

Neighbouring Land Use

The properties surrounding Fiddle Park vary from commercial to the north, school to the northwest, industrial to the west/southwest, and rural residential to the south/east. The park is located in close proximity to residential areas along with new developments increasing the population within a short walking distance of the park.



Figure 7: Fiddle Park Context Map



## Existing Park Features

### Concession & Washroom Building

Located at one of the two main entry points, the concession and washroom facility is located at the North-West corner of the site. There is a small amount of parking located along the building including accessible parking spaces. Currently the building sits atop a small hill. There are no pathway connections from the building to any existing park features.



Figure 8: Photo of Existing Concession Stand and Washroom Facility (2019)

### Community Garden

Along with the dog park, a community garden has been added to the park to address community interests. This space creates another gathering place, for those to share their knowledge and hobby with others in the community. The addition of this garden also allows for access to a gardening space for those who may not have a location to do so, or for people who simply want to garden with their community. The community garden is not in the focus area for park enhancements.



Figure 9: Photo of Community Garden (2021)

### Pavilion

The existing pavilion in the open green space of Fiddle Park was funded by Pickin in the Park and has been a key addition to support special events that have historically been held in the park. Some of these events included outdoor concerts and seasonal events. The pavilion structure provides shade and weather protection but could use improvement to the surface below to allow become barrier free and allow additional uses in this space.



Figure 10: Photo of Existing Pavilion (2021)

### Off-Leash Dog Park

The off-leash dog park was a more recent addition to Fiddle park, opening in June of 2022. This new feature aids in attracting people to the site. It also functions as a gathering space, allowing the community to come together and meet in a safe, designated area for their beloved pets. The dog park is not proposed to be altered with the park enhancements.



Figure 11: Photo of Off Leash Dog Park (2022)



## Existing Park Facilities

### Vehicular Circulation

The park area that is subject to this Mater Plan Report is enclosed by the existing outer limits of the internal road network. Within this rectangular loop, there are two additional roads dividing the space into open lawns. See Figure 7 on Page 7.

### Parking

Fiddle Park currently has public parking within the site boundaries located at the concession building, community garden and dog park. The stalls are not formally marked with paint and the lots do not have a paved surface at all three parking locations. The current roadway design, in combination with the parking configuration makes it possible for vehicle access and parking throughout much of the open lawn area. A more formal parking lot would provide a contained space for vehicles within the site along with separating pedestrian access and vehicular access within the park.

### Dump Station

The park currently includes a dump station for vehicle/RV waste. This feature supported special events that were previously held in Fiddle Park. This type waste service is also available, for a fee, at a number of regional waste treatment plants. The redevelopment of the park and the expansion of community use includes the decommissioning of the dump station.

### Servicing

Currently the park is serviced with electricity along the limits of the subject area within the park on the north, south, and west sides. Water servicing runs along all the internal roads to water taps to service the camping sites. Implementation of specific park improvement projects should consider both the availability of service connections and requirements to decommission servicing to suit the project.

# Public Engagement Summary

## Public Engagement Milestones

The public and stakeholders have been engaged through a series of outreach sessions to give the community an opportunity to provide their ideas and input that ultimately shaped this Fiddle Park Plan report.

The community was also engaged in planning for the future of Fiddle Park through several previous related initiatives:

- Fiddle Park Management Plan (2006)
- Parks Master Plan (2009)
- Community Improvement Plan (2019)
- Fiddle Park Online Survey (2021)
- Fiddle Park Concept Options Online Survey (2022)
- Parks and Recreation Master Plan (Current)

### Fiddle Park Management Plan (2006)

The current location of Fiddle Park along the east side of County Road 11 (2nd Line) in the south-east area of Shelburne was established in 2006. At that time, the Fiddle Park Management Plan was created to guide the development of the park primarily to support tourism and recreational activities in addition to the annual Fiddle Fest event. Camping sites and site services, a washroom and concession building, parking, trails and signage were developed. A management model for the park was also established and for many years the event programming in the park was coordinated by the Fiddle Park Committee.

### Parks Master Plan (2009)

In 2009, the Town created the first Town-wide Parks Master Plan for Shelburne. The 2009 Master Plan reflects the desires expressed by the community for increasing community use of Fiddle Park. Continued improvements to Fiddle Park were recommended to support increased community access and use.

### Community Improvement Plan (2019)

Planning for the continued evolution of Fiddle Park as a community destination park was also identified through the Town's Community Improvement Plan (CIP) completed in 2019. Big Move #7 recommended in the CIP is to redesign Fiddle Park as a community hub. Ideas expressed through community consultation for the future redevelopment and renewal of Fiddle Park are illustrated conceptually in the CIP, with key design recommendations including:

- A community garden that can be used throughout Spring, Summer and Fall – the Shelburne Community Garden has been recently added to the park in 2021
- A pavilion to provide shelter for events – a pavilion/pole barn was added to the park in 2017
- Additional vehicle and bicycle parking spaces to improve accessibility
- A lake/pond that would provide a range of water sports during the Summer season and ice skating during Winter
- A trail system that provides access to many parts of the park including the lake/pond and the natural heritage system
- Flexible spaces to host outdoor activities
- Reforestation of key areas to complement the natural heritage system.

## **Parks and Recreation Master Plan (2021-2023)**

As part of the Town-wide Parks and Recreation Master Plan project, this site master plan for Fiddle Park has been created to re-imagine the park as a community destination by:

- Establishing a new vision and direction building on the community input and ideas generated through previous plans and through further community engagement;
- Assessing the current conditions of the park and related opportunities and challenges;
- Developing a concept plan to visualize, consider and evaluate the potential recreational amenities and facilities that may be added to the park in the future;
- Finalizing the park concept plan to define specific improvements to the park and how they may be implemented in phases, estimate related costs and considering potential funding strategies.

The process has been completed in conjunction with the overall assessment of parks and recreational needs through the Town-wide Parks and Recreation Master Plan process.

To initiate the Fiddle Park planning process, a series of online community surveys were launched which are highlighted in the following report sections.

### **Fiddle Park Online Survey (2021)**

In order to update our understanding of community interest in which potential enhancements and new park features are desired in Fiddle Park, an online community survey was launched in September 2021. The survey was live for approximately one month. A total of 481 participants responded to the survey. The amount of feedback received during the 2021 survey is considered greatly successful. This feedback along with an analysis of the existing conditions and site opportunities directly guided the development of three concept options. See the Appendices to view the survey results.

Highlights from the 2021 online survey results are as follows:

#### **How do you get to Fiddle Park**

- Walk, 161 participants
- Bicycle, 63 participants

- Car, 391 participants
- Taxi/ride share, 3 participants
- Other, 4 participants

#### **What type of program elements (things to do) would you like to see provided within the park?**

- Adult fitness Facilities, 139 participants
- Toboggan Hill, 143 participants
- Skating Paths, 251 participants
- Snow Shoeing, 71 participants
- Trails, 257 participants
- Outdoor Classroom/Amphitheatre, 127 participants
- Community garden, 138 participants
- Bioswales, 33 participants
- Climbing, 39 participants
- Child Playground, 195 participants
- Naturalized area, 185 participants
- Multi-use Sports, 162 participants
- BMX Park, 42 participants
- Dog Park, 179 participants
- Water for passive water sports, 125 participants
- Other, 52 participants

#### **What type of facilities (things to support your visit) would you like to see provided within the park?**

- Public washrooms, 414 participants
- Lighting, 307 participants
- Water stations, 235 participants
- Bicycle parking, 54 participants
- Seating, 273 participants
- Dog facilities (poop and scoop stations), 182 participants
- Shade structure(s), 291 participants
- Electricity access, 80 participants
- WiFi access, 103 participants
- Additional vehicular parking, 75 participants
- Electric vehicle charging stations, 10 participants
- Other, 18 participants

## Fiddle Park Concept Options Online Survey (2022)

Concept options for the Fiddle Park Master Plan were developed based on the established community input and feedback provided in the 2021 Online Survey. See the Appendices to view the survey results and concepts in detail.

The concept options were presented at a Public Information Centre (PIC) held in September 2022 to allow the community to evaluate the options based on current and future interests and priorities. Days later, the associated online survey was launched to allow another opportunity for the community to provide feedback. This survey was live for approximately two months. A total of 113 participants provided feedback either through the PIC or online survey.

Highlights from the survey results are as follows:

### Fiddle Park Concept Options Feedback Data:

- Concept 1, 42% voted in favour
- Concept 2, 27% voted in favour
- Concept 3, 22% voted in favour
- None/ Abstain, 9% abstained or didn't have a preferred concept

## Overall Top 6 Programming Preferences:

- Skating Trail, 22 votes
- Camping, 20 votes
- Nature Themed Playground, 15 votes
- Walking Trails, 14 votes
- Fitness/ Sport Activities, 12 votes
- Ampitheatre Seating/ Outdoor Classroom, 10 votes

## Top Missing Programming Elements:

- Drive-In Theatre, 4 votes
- Commentary on how to physically access the site, 4 votes
- Identification of space/ features for rent/ revenue, 2 votes
- Indoor Facility, 2 votes
- Enclosed pool, 2 votes



Figure 12: Concept Option 1



Figure 13: Concept Option 2



Figure 14: Concept Option 3

# Guiding Principles

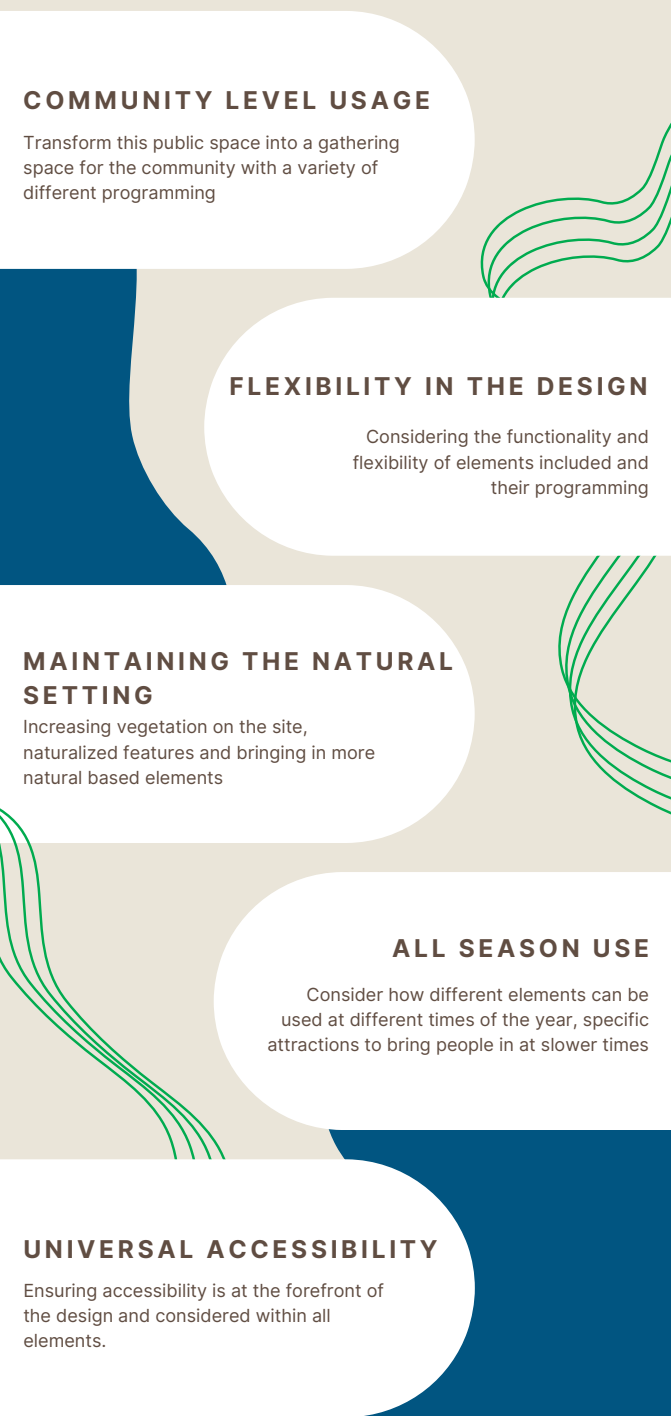


Figure 15: Guiding Principles Infographic

The Guiding Principles that were established after the first Fiddle Park Online Survey in 2021 are outlined in Figure 16. These Guiding Principles along with the specific programming desires we heard from the community became the basis of the three concept options prepared in 2022.

The Preferred Concept Design outlined in the next section of this report responds to all the feedback we’ve heard to date from the initial Fiddle Park Management Plan in 2006 until the last Fiddle Park Concept Options Online Survey in 2022.

# Part Two

## PREFERRED CONCEPT DESIGN





### PHASED PARK IMPROVEMENTS

- 1 BIOSWALE c/w TREES & NATIVE PLANTING
- 2 COMMUNITY PLAZA c/w WATER FEATURE, SEATING, & SHADE
- 3 NATURE THEMED PLAYGROUND
- 4 MULTI-USE COURT
  - SHADE STRUCTURE WITH SEATING
  - LINE MARKINGS
- 5 MEMORIAL PLAZA
  - SHADE STRUCTURE WITH SEATING
  - MEMORY WALLS
- 6 MEMORIAL FOREST TREE PLANTING
- 7 INFORMAL TRAIL NETWORK
- 8 NEW PATHWAY NETWORK
- 9 NEW & IMPROVED PARKING (111 SPACES TOTAL)
  - PAVE EXISTING PARKING AND DRIVEWAYS
  - PICK-UP & DROP-OFF ZONE
- 10 YEAR ROUND MULTI-FUNCTIONAL TRAIL
- 11 PAVILION IMPROVEMENTS
  - PAVED SURFACE
  - VEHICULAR ACCESS
  - MOVABLE SEATING
- 12 AMPHITHEATRE / OUTDOOR CLASSROOM
  - PAVED STAGE AREA
  - ACCESSIBLE ACCESS
- 13 NEW & IMPROVED PATHWAY NETWORK
- 14 SLOPED LAWN
- 15 FUTURE MAINTENANCE STORAGE BUILDING
- 16 PEDESTRIAN BRIDGES
- 17 DECOMMISSION DUMP STATION

### PROGRAMMING OPPORTUNITIES

#### COLD SEASON

- FREE WINTER SKATING EVENTS
- SPECIAL WINTER SKATING EVENTS
  - TIKI TORCH NIGHT
  - HOLIDAY LIGHTS
- SANTA RUN
- HOLIDAY LIGHTS INSTALLATION
- SEASONAL EVENTS

#### WARM SEASON

- WARM SEASON ROLLER DERBY
- COMMUNITY FUNDRAISING EVENTS
  - WALK A-THON
- PAVILION PRIVATE EVENT BOOKINGS
- SKATE TRAIL PRIVATE EVENT BOOKINGS
- MOVIE IN THE PARK
- SUMMER MUSIC SERIES
- POP-UP MARKET

#### ADDITIONAL PROGRAMMING OPPORTUNITIES

- MUSKOKA CHAIR PARTNERSHIP

## FIDDLE PARK, SHELBURNE MASTER PLAN - PREFERRED CONCEPT DESIGN - 18.5 ACRES PROPOSED FOR REDEVELOPMENT

# Preferred Concept Design

## Introduction

The following section provides a profile page for each proposed park improvement project shown on the Preferred Concept Design. When it's time for the detailed design phase, project profiles can be pulled from this report to help guide the design process for the selected improvements.

Below is a description of overall site improvements that shall be considered when designing any new feature in Fiddle Park.

## Overall Site Improvements

**Barrier free access** to the park has been considered in the development of the Preferred Concept Design. Due to site topography, not all features will be completely accessible. When this is the case, a portion of the park project shall be barrier free with no dead ends.

**Shaded Seating** was a desired feature that came out of the public consultation and should be added into the park. Through different shade structures, plantings as well as furnishing itself, such as picnic tables with umbrellas/permanent shade.

**Furnishings** shall have a cohesive design language regardless of which phase the park project is implemented. Furnishings materials should consider all-season use of the park to enhance user comfort in colder weather. As possible, donation partnerships should be pursued.

**Lighting** is proposed for certain features within the Preferred Concept Design to promote safety, enhance the comfort of users, and to extend the usability of certain features into the colder seasons when sunlight hours are reduced.

**Planting Opportunities** include native and Indigenous significant plants. Native plants should be prioritized to support local fauna and pollinators. Consider grouping plants significant to Indigenous traditional teachings in designated ceremonial gathering areas. The local Indigenous community shall be consulted early in the planning process. As possible, local volunteer groups should be engaged to assist with planting projects throughout the park's redevelopment.

**Wayfinding** indicators (maps, trail markers, etc.) shall be provided at a minimum for navigating the accessible features of the park.

**Materiality** for Fiddle Park should be selected for durability, and low-maintenance. Sustainable materials and local manufacturers should be prioritized to reduce the park's carbon footprint. Decorative paving treatments should be coordinated to suit the design theme and historic character of Fiddle Park.



# Multi-Functional Trail

## Project Scope

- Paved 0.5km Trail
- Inner Loop Connections
- Pavilion Connection
- Accessibility
- Lighting
- Tree Planting
- Wayfinding

## Park Project Relationships

**Dependent Projects (D)** are best constructed at the same time. **Support Projects (S)** will support the function of the space but can be constructed at a later date without impact.

- Skate Trail Supports (**S**)
- Amphitheatre & Pavilion Improvements (**D**)
- Pedestrian Circulation & Drainage Improvements (**D**)
- Permanent On-Site Parking (**S**)

## Programming Opportunities

- Themed Running Events
- Roller Derby (rental opportunity)
- Linear Pop-Up Market
- Seasonal Events/ Festivals (Dog Parade, Holiday Lights Display, etc.)

## Design Considerations

The trail should have a paved surface of at least 4m wide. The design length of the trail should be 0.5km for ease of measuring distance to support programming opportunities.

Inner trail loop connections should be planned strategically to create barrier free connections and shorter walkway loops, provide opportunities to connect back to the concession/ washroom building and other park features, and allow for more programming opportunities along different segments of the trail.

The trail should align with the edge of the existing pavilion to interconnect these park features. The pavilion provides a hub for shade along the trail but tree planting should also be provided along the length of the trail to create rest areas.

Trail markers can be provided along the trail for ease of tracking distance and to direct users along the inner loop connections to navigate to barrier free connections and washroom facilities.



Figure 17: Image from Daily Sentinel, Wiggle Waggle and Walk September 18, 2022



Figure 18: Master Plan Concept Design for Multi-Functional Trail and Internal Pedestrian Connections

Fiddle Park Plan

*\*All images remain the property of their respective owners and are for illustrative purposes only.*

# Winter Skate Trail Supports

## Project Scope

- Portable Roll-Out Refrigeration Piping
- Maintenance/ Equipment Storage Building
- Lighting

## Park Project Relationships

**Dependent Projects (D)** are best constructed at the same time. **Support Projects (S)** will support the function of the space but can be constructed at a later date without impact.

- Multi-Functional Trail (**D**)
- Amphitheatre & Pavilion Improvements (**D**)
- Pedestrian Circulation & Drainage Improvements (**D**)
- Permanent On-Site Parking (**S**)

## Programming Opportunities

- Free Skating
- Admission Based Skating
- Special Skate Events (Tiki Torch, Holiday Lights, etc.)
- Private Event Booking
- Rental Opportunities

## Design Considerations

Enhancing the Multi-Functional Trail with Winter Skate Trail Supports created the opportunity to use Fiddle Park year-round and increases funding opportunities for the Town.

Implementing an outdoor skate trail feature also provides the opportunity to attract users from the surrounding area and even the GTA. The naturalized setting of Fiddle Park would set the skate trail apart from urban skate trails and would be closer than existing skate trails to the north.

In order to support the functions of a skate trail, a maintenance and equipment storage building would be required on site. Lighting around the trail would also be required since this feature would be used in the colder seasons when sunlight hours are reduced.



Figure 19: Skating Trail. Source: ToDoCanada.ca

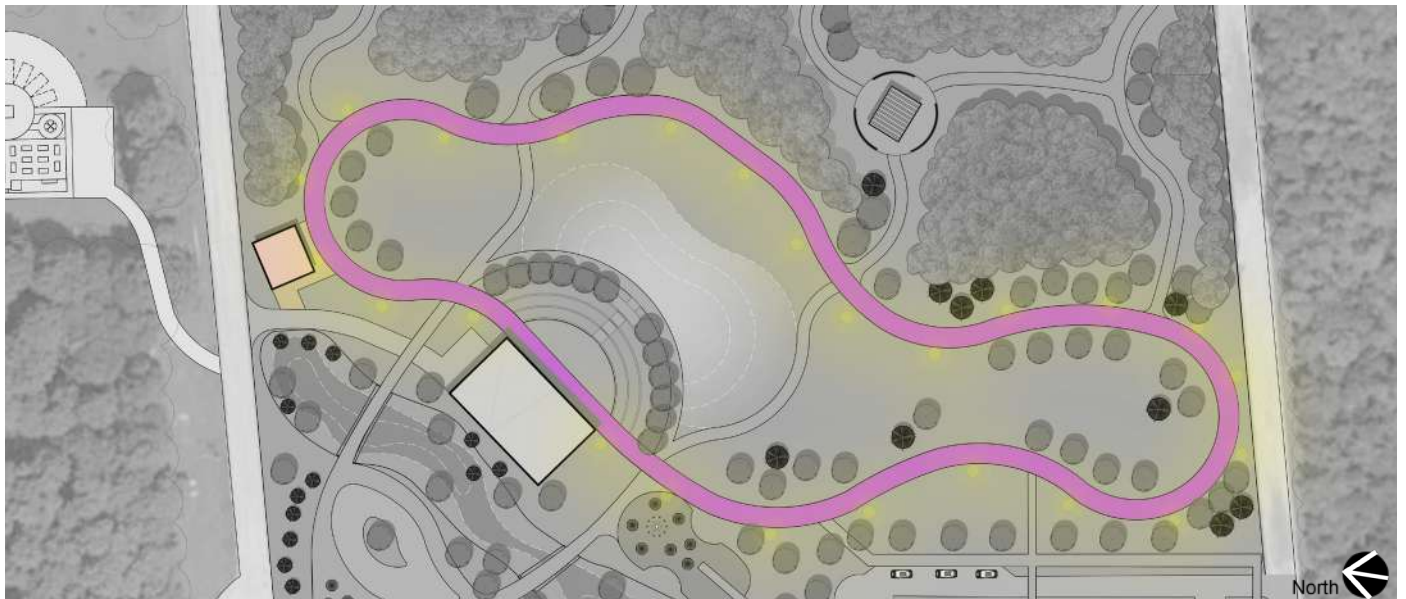


Figure 20: Master Plan Concept Design for Winter Skate Trail and Supports  
Fiddle Park Plan

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# Amphitheatre & Pavilion Improvements

## Project Scope

- Earthworks
- Tiered Seating Levels
- Barrier Free Access/ Seating Areas
- Tree Planting
- Paving Under Pavilion
- Vehicular Access/ Parking at Pavilion

## Park Project Relationships

**Dependent Projects (D)** are best constructed at the same time. **Support Projects (S)** will support the function of the space but can be constructed at a later date without impact.

- Multi-Functional Trail (**D**)
- Pedestrian Circulation & Drainage Improvements (**D**)
- Permanent On-Site Parking (**S**)

## Programming Opportunities

- Outdoor Classroom
- Movie in the Park
- Summer Music Series

## Design Considerations

Outdoor amphitheatre seating can be created using earthworks and a series of tiered retaining walls.

The flat surface between tiers shall be wide enough for the passage of one person and someone seated in a folding chair.

A flat surface shall be provided at the base of the amphitheatre with an area designated for accessible viewing space. Barrier free pathways shall be provided along the sides and back of the amphitheatre for additional accessible viewing space in the back. Space shall be planned at the upper barrier free viewing area to allow for a future transfer bench should that be desired in the future.

Tree planting shall be provided to increase access to shade while not disrupting views to the stage area.

Pavilion improvements shall include a paved surface for the stage area as well as a new vehicular access road and parking to support special events.



Figure 21: Outdoor Amphitheatre. Source: Niagara on the Lake website

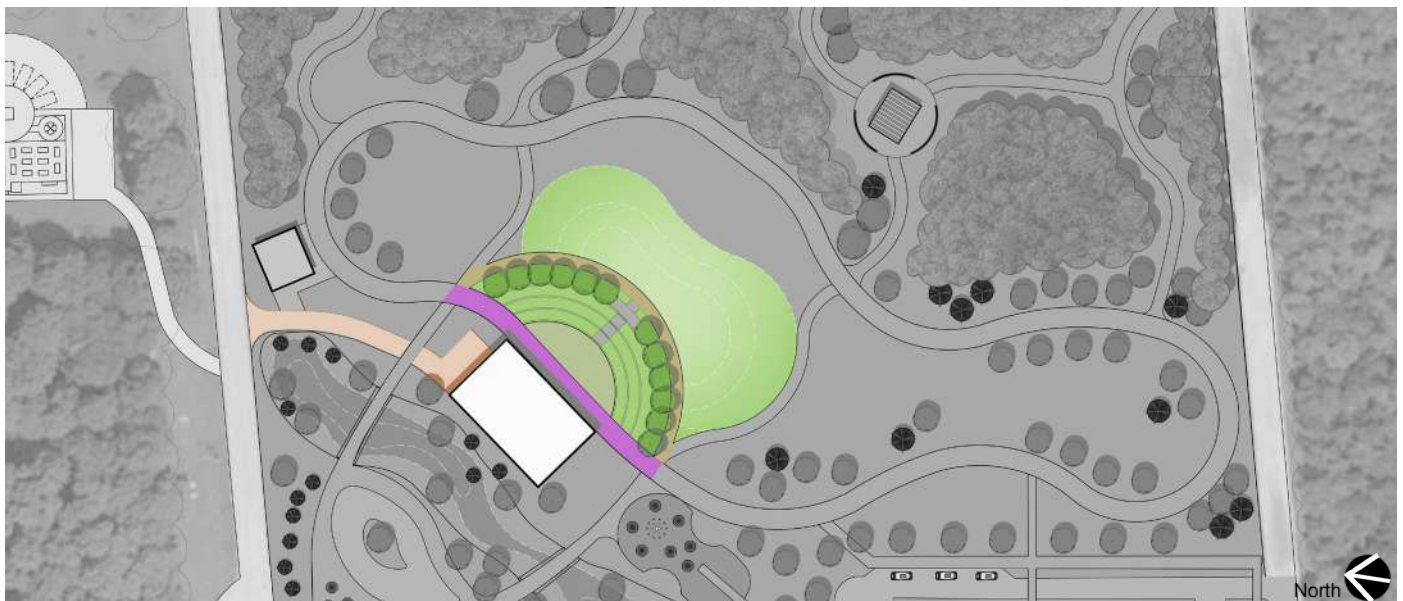


Figure 22: Master Plan Concept Design for outdoor Amphitheatre seating and Pavilion Improvements

Fiddle Park Plan

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# Pedestrian Circulation & Drainage Improvements

## Project Scope

- Drainage Swale
- Walkway Connections
- Pedestrian Bridges over Swale
- Barrier Free Access to Concession/ Washroom Building
- Earthworks

## Park Project Relationships

**Dependent Projects (D)** are best constructed at the same time. **Support Projects (S)** will support the function of the space but can be constructed at a later date without impact.

- Multi-Functional Trail (D)
- Amphitheatre & Pavilion Improvements (D)
- Playground (S)
- Multi-Use Court (S)
- Community Plaza (S)

## Design Considerations

In order to address the existing drainage issues on site, and to ensure new park features do not make the issue worse, implementing a robust drainage swale is required at the low point of the park. This depressed feature would provide a location for water to collect during the spring melt and storm events.

This feature is not intended to consistently pond water, but during major storm events, it's possible water would pond for a few days until it's able to be absorbed into the ground.

Planting in the drainage swale is encouraged but not required for the function of this feature. Planting can be implemented over time as funding or volunteer programs become available.

To connect the existing concession/ washroom building to the existing pavilion and proposed park features, barrier free walkways shall be provided. Pedestrian bridges will be required to allow barrier free travel over the drainage swale.

At the existing concession/ washroom building barrier free access shall be provided through earthworks and/or ramping.



Figure 23: Drainage feature with bridge. Source: The Roanoke Star News

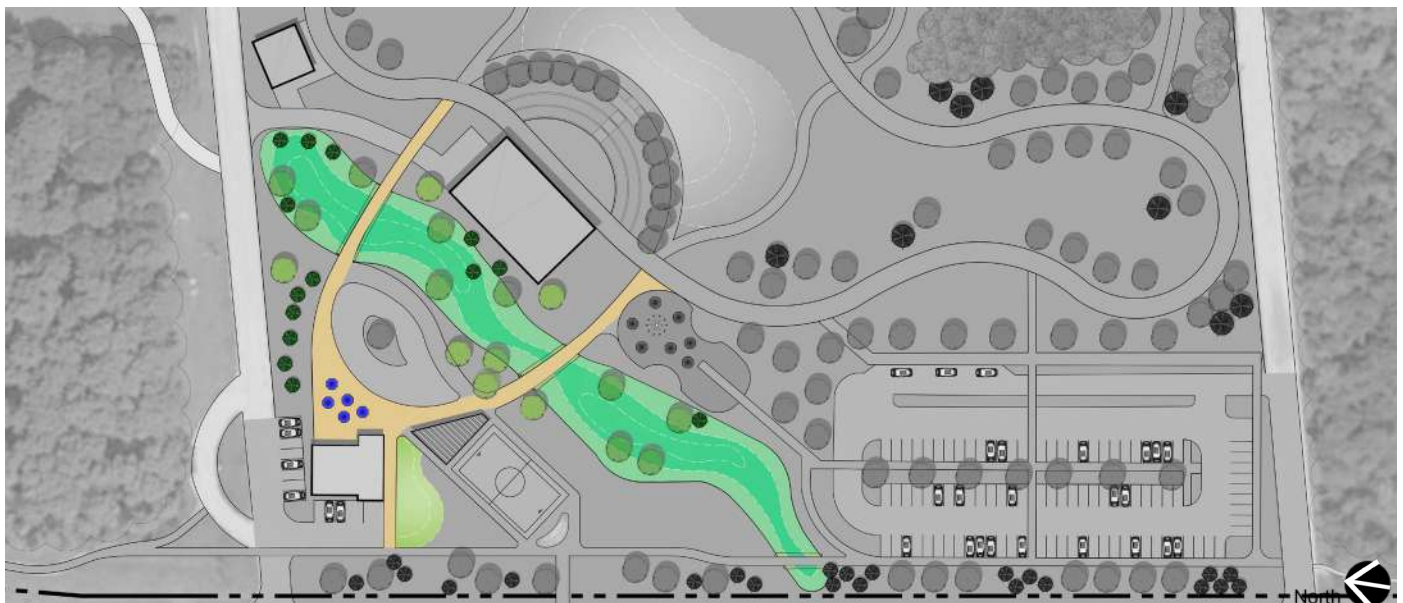


Figure 24: Master Plan Concept Design for Pedestrian Circulation and Drainage Improvements

Fiddle Park Plan

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# Playground

## Project Scope

- Nature Inspired Play Equipment
- Barrier Free/Inclusive Play Equipment
- Play Surfacing with Barrier Free Area
- Planting
- Access to Shade
- Seating

## Park Project Relationships

**Dependent Projects (D)** are best constructed at the same time. **Support Projects (S)** will support the function of the space but can be constructed at a later date without impact.

- Pedestrian Circulation & Drainage Improvements (**D**)
- Multi-Use Court (**S**)
- Permanent On-Site Parking (**S**)

## Design Considerations

During the consultation period it was heard that most community members desired a nature themed playground to fit into the context of Fiddle Park. Though it shall be noted that it was also heard that included a musical element in the playground would also suit the park's cultural context.

It's important to ensure that barrier free and inclusive play equipment is provided and located strategically to allow barrier free access.

Rubberized Play Surfacing provides optimal accessibility but it is very expensive. Careful consideration shall be given to the location of barrier free surfacing and the arrangement of play equipment.

Planting areas shall be provided in and around the playground to enhance the nature theme and provide opportunities for shade through tree planting. Consideration should be given to planting larger caliper trees to achieve shade faster. Benches shall be strategically located in shade.



Figure 25: Nature themed play. Source: Earthscape Play

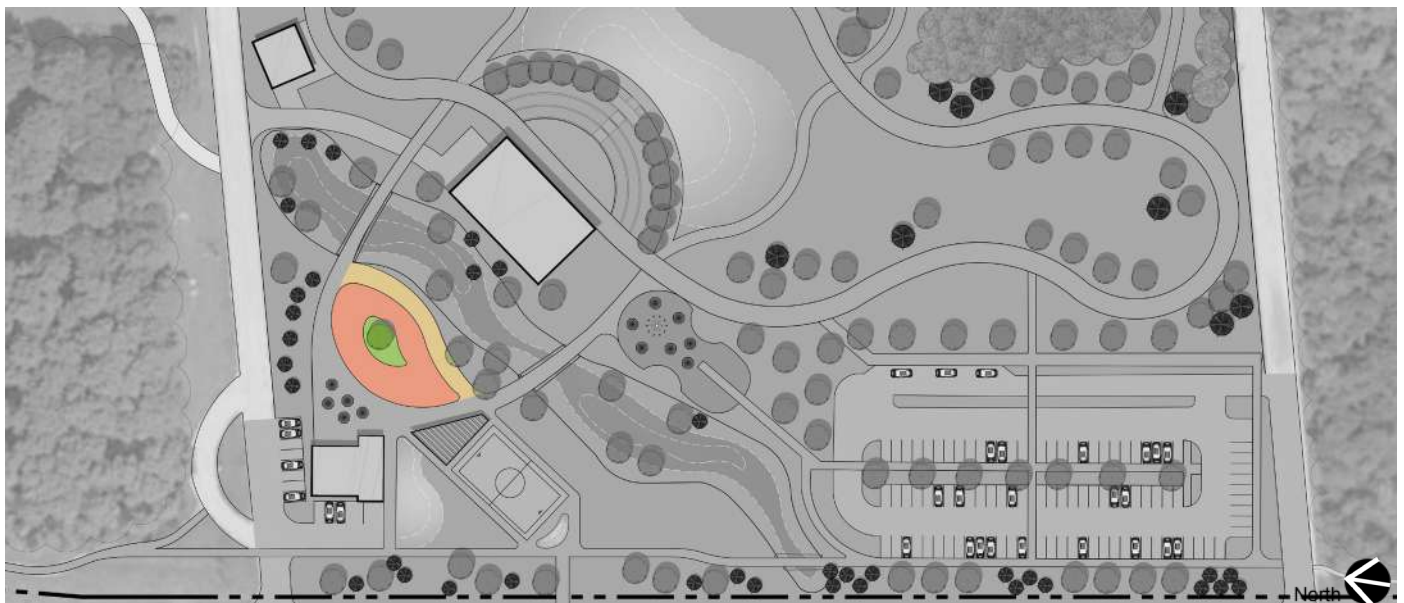


Figure 26: Master Plan Concept Design for nature themed Playground  
Fiddle Park Plan

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# Multi-Use Court

## Project Scope

- Paved Court
- Line Painting for Multiple Sports
- Basketball Nets and Other Desired Court Sport Equipment
- Shade Structure with Seating
- Buffer Planting

## Park Project Relationships

**Dependent Projects (D)** are best constructed at the same time. **Support Projects (S)** will support the function of the space but can be constructed at a later date without impact.

- Pedestrian Circulation & Drainage Improvements (**D**)
- Playground (**S**)
- Permanent On-Site Parking (**S**)

## Design Considerations

The design of the multi-use court shall consider the optimal layout for incorporating as many sports on the same court as possible while still being legible and comfortable for the user.

Co-locating the Multi-Use Court with the Playground allows some efficiency in sharing supporting features. The location of the shade structure with group seating should be designed to optimize the relationship to the playground.

The proximity of this park feature to County Road 11 requires strategic buffering to mitigate the noise impact. Planting and berms used for noise impact mitigation should also consider site lines into the park for passive surveillance.

The earthworks required to create an accessible path along the south side of the concession/washroom building could be designed to double as passive seating for the Multi-Use Courts.



Figure 27: Multi-use court. Source: Suburban Line Marking

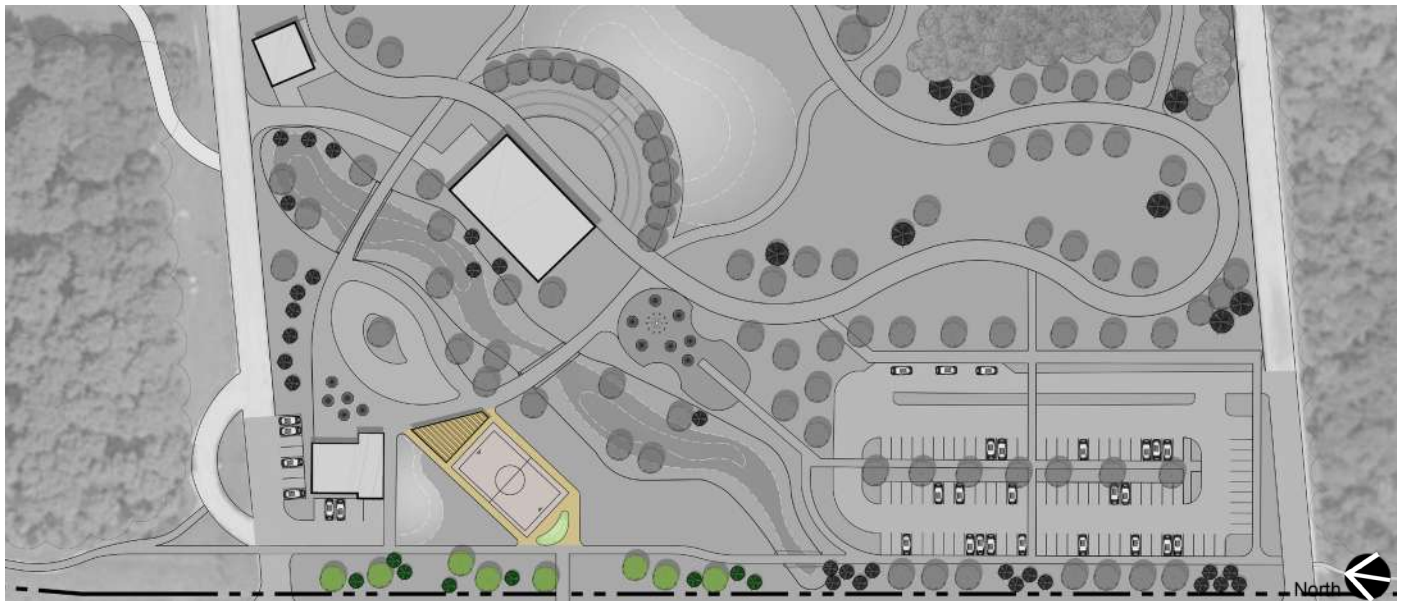


Figure 28: Master Plan Concept Design for proposed Sports areas  
Fiddle Park Plan

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# Community Plaza

## Project Scope

- Enhanced/ Decorative Paving
- Water Spray Feature
- Linear Shade Structure
- Decorative Lighting
- Buffer Planting

## Park Project Relationships

**Dependent Projects (D)** are best constructed at the same time. **Support Projects (S)** will support the function of the space but can be constructed at a later date without impact.

- Multi-Functional Trail (**D**)
- Pedestrian Circulation & Drainage Improvements (**D**)
- Permanent On-Site Parking (**S**)

## Design Considerations

The design of the Community Plaza shall gesture to the shape of the fiddle as a nod to the cultural heritage of the site. Enhanced decorative paving can be used to further reference the fiddle and set the plaza apart from the surrounding paving.

Within the plaza and at the end closest to the existing pavilion, a water spray feature is proposed that can double as a decorative feature and allow park users an opportunity to cool down in the warmer months.

The proposed linear shape of the shade structure would fit well with the gesture to the fiddle and also provides an opportunity to integrate decorative lighting such as string lights.

Consider opportunities for the Community Plaza to further commemorate the cultural heritage of the site through plaques and/or informative history panels.

The proximity of this park feature to the potential future permanent parking lot and the drainage features calls for strategic buffer planting. This can be achieved through carefully placed trees and careful design of the plaza along the edge of the drainage feature.



Figure 29: Water feature. Source: Town of Los Gatos, California website



Figure 30: Master Plan Concept Design for Community Plaza  
Fiddle Park Plan

*\*All images remain the property of their respective owners and are for illustrative purposes only.*

# Enhanced Parking Lot & Drop-Off

## Project Scope

- Paved Entrance Driveway & Parking Area
- Designated Barrier Free Parking/ Pathways
- Integrated Pedestrian Circulation
- Designated Drop-Off
- Servicing
- Lighting
- Buffer Planting

## Park Project Relationships

**Dependent Projects (D)** are best constructed at the same time. **Support Projects (S)** will support the function of the space but can be constructed at a later date without impact.

- Multi-Functional Trail (**D**)
- Pedestrian Circulation & Drainage Improvements (**D**)

## Design Considerations

Providing permanent on-site parking supports the function and programming opportunities for the proposed park facilities and amenities. The design should optimize vehicular pick-up/ drop-off movement during high usage events and should aim to provide at least 110 parking spaces. Additional parking for special events can be established via partnership with local business' in the area of the park, and the school board.

The Enhanced Parking Lot & Drop-Off concept presented in this report is one design option that should be explored further in detailed design to determine the best approach based on site conditions.

The design process should consider tree planting to enhance the user experience. Buffer trees along County Road 11 would mitigate views and sound from the busy road. Trees within the parking lot can provide shade. Tree planting within the parking lot should only be provided in continuous beds with at least 20 m<sup>3</sup> of soil volume per tree.

To mitigate cost impacts, the permanent on-site parking could be simplified and enhancements implemented over time as funding becomes available. The design of a simplified parking lot should at least provide barrier free parking, gravel surfacing, servicing, lighting, and barrier free pedestrian access to park features.



Figure 31: Alternate parking paving. Source: Totallandscapecare.com

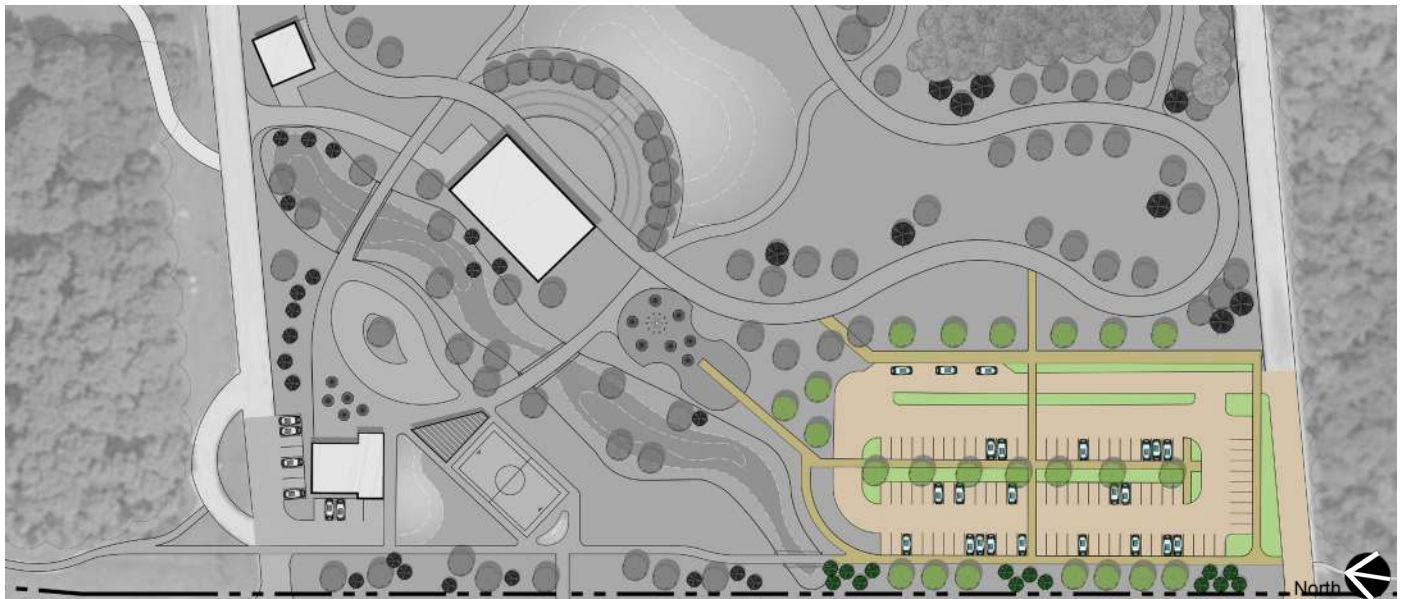


Figure 32: Master Plan Concept Design for Enhanced Parking Lot & Drop-Off  
Fiddle Park Plan

*\*All images remain the property of their respective owners and are for illustrative purposes only.*



# Memorial Forest & Walking Trails

## Project Scope

- Paved Plaza Space
- Memorial Walls
- Shade Structure with Seating
- Designated Barrier Free Route
- Naturalized Planting
- Tree Planting

## Park Project Relationships

**Dependent Projects (D)** are best constructed at the same time. **Support Projects (S)** will support the function of the space but can be constructed at a later date without impact.

- Multi-Functional Trail (**D**)
- Pedestrian Circulation & Drainage Improvements (**D**)
- Permanent On-Site Parking (**S**)

## Design Considerations

The eastern half of Fiddle Park is proposed to be re-naturalized with walking trails. Designating this space as a location for memorial tree planting will help fund the extensive tree planting proposed. The Memorial Forest will also help promote stewardship and respect for the land.

To support the function of the Memorial Forest, a plaza space is proposed to accommodate memorial events.

Within the plaza space there is also opportunity to implement memorial walls that could add another layer of funding.

Walking trails shall be planned throughout the Memorial Forest to provide access to various tree planting nodes. Since the topography of the land may not allow for all pathways to be barrier free, a designated barrier free route shall be provided strategically connecting to the plaza and as many tree planting nodes as possible.

Enhanced naturalized planting shall be provided at strategic locations to frame the plaza and key points within the trail network.

Wayfinding strategies shall be provided through maps, trail markers, and/or strategic planting. This is especially important for the barrier free walkway network.



Figure 33: Gravel trail through naturalized area. Source: Guelphtoday.com



Figure 34: Master Plan Concept Design for Memorial Forest and Walking Trails  
Fiddle Park Plan

*\*All images remain the property of their respective owners and are for illustrative purposes only.*

# Community Connectivity Approach

## Legend

- ● ●

Existing Trail Connection to Park

● ● ●

Proposed Trail Connection to Park

➔

GTR Weekend Transit Route

1

GTR Weekend Transit Route Bus stop

2

Future Investigation into Road Crossing

3

Future Trail Connection from Hwy 10/89 - Option 1

4

Future Trail Connection from Hwy 10/89 - Option 2

5

Future Shade Improvements to Dog Park

6

Future Expansion at Community Garden

7

Future Trail Connection Along County Road 11

8

Future Trail Connection from Simon St / KTH Park

The proposed future trail connections within Fiddle Park provide an opportunity to design one of the trails as a Cultural Heritage Trail complete with information panels on the history of the Town. This could include significant events and topics of interest.



Figure 35: Proposed Pedestrian Circulation Improvements



# Part Three

## Phasing and Costing

# Phasing Strategy

## Introduction

The Preferred Concept Option for the park improvement focus area within Fiddle Park proposes extensive improvements to the features, servicing, and facilities to transform the lands into a destination park for the community.

This Fiddle Park Master Plan Report will act as a blueprint for implementing potential park improvement projects. It is not expected that the entirety of the Master Plan is implemented all at once, but rather incrementally over time to prioritize the most desired and impactful features in the earlier phases.

## Phase 1 - Priority Improvement Projects (0 - 5 Years)

The proposed Phase 1 Priority Improvement Projects take into consideration the Guiding Principles, existing park conditions and priorities we heard from the community through the consultation process. The full Preferred Concept Design and the proposed design for Phase 1 are provided on the following two pages of the report.

Phase 1 Priority Improvement Projects include:

- Multi-Functional Trail;
- Skate Trail Supports;
- Amphitheatre & Pavilion Improvements;
- Pedestrian Circulation & Drainage Improvements; and,
- Interim Permanent Parking Lot.

The Phase 1 Priority Improvement Projects addresses the drainage and accessibility issues in the current park, proposes features that support current special events held in the park, and proposes features that support year round usage of the park.

## Future Improvement Projects (5 - 20 Years)

Future Improvement Projects are capable of being implemented with minimal disruption to the improvement projects proposed in Phase 1.

These projects can be implemented over time and in any order based on community priorities and as funding opportunities become available.

Future Improvement Projects Include:

- Playground;
- Multi-Use Court;
- Community Plaza;
- Enhanced Parking Lot & Drop-Off; and,
- Memorial Forest & Walking Trails.

Decision making on the implementation of future park improvement projects should seek community input to ensure community values and priorities are met.

For example, as funding becomes available, a new survey can be initiated to provide the community options for potential park improvement projects and ask them to rank the options based on preference. During the detailed design process, concept options can be prepared for the chose park improvement project(s) to be presented to the community for feedback.

## Preliminary Budget Planning

Budget costing has been prepared for the Preferred Concept Design and can be found in the following section. The costing has been broken out into two sections, Phase 1 Priority Improvement Projects and Future Improvement Projects. Preliminary Budget Pricing has been provided for planning purposes only based on information at the time of preparation of this report.

Contingencies have been added to the costing budget to account for omissions and inflation; however, more accurate pricing should be provided in the detailed design phase which may differ from the budgets presented in this report.

The expansion of the park, added facilities and new programming will increase operational and staffing costs that the Town would have to incorporate into their annual operating budgets.



Phase 1 Priority Improvement Projects

Figure 36: Conceptual Design of Fiddle Park Phase 1 Improvements. Design and rendered plan prepared by GSP Group.



PHASED PARK IMPROVEMENTS

- 1 YEAR ROUND MULTI-FUNCTIONAL TRAIL
- 2 PAVILION IMPROVEMENTS
  - PAVED SURFACE
  - VEHICULAR ACCESS
  - MOVABLE SEATING
- 3 AMPHITHEATRE / OUTDOOR CLASSROOM
  - PAVED STAGE AREA
  - ACCESSIBLE ACCESS
- 4 NEW & IMPROVED PATHWAY NETWORK
- 5 INTERIM ON-SITE PARKING LOT
  - PICK-UP & DROP-OFF ZONES
  - PAVED ACCESSIBLE PARKING SPACES
- 6 SLOPED LAWN
- 7 FUTURE MAINTENANCE STORAGE BUILDING
- 8 PEDESTRIAN BRIDGES
- 9 DECOMMISSION DUMP STATION

PROGRAMMING OPPORTUNITIES

COLD SEASON

- FREE WINTER SKATING EVENTS
- SPECIAL WINTER SKATING EVENTS
  - TIKI TORCH NIGHT
  - HOLIDAY LIGHTS
- SANTA RUN
- HOLIDAY LIGHTS INSTALLATION
- SEASONAL EVENTS

WARM SEASON

- WARM SEASON ROLLER DERBY
- COMMUNITY FUNDRAISING EVENTS
  - WALK A-THON
- PAVILION PRIVATE EVENT BOOKINGS
- SKATE TRAIL PRIVATE EVENT BOOKINGS
- MOVIE IN THE PARK
- SUMMER MUSIC SERIES
- OPEN GREEN SPACE CAN SUPPORT CAMPING AT SPECIAL EVENTS
- POP-UP MARKET



Fiddle Park Preferred Concept Design

Figure 37: Conceptual Design of Fiddle Park Preferred Concept design inclusive of Phase 1 & 2. Design and rendered plan prepared by GSP Group.



PHASED PARK IMPROVEMENTS

- 1 BIOSWALE c/w TREES & NATIVE PLANTING
- 2 COMMUNITY PLAZA c/w WATER FEATURE, SEATING, & SHADE
- 3 NATURE THEMED PLAYGROUND
- 4 MULTI-USE COURT
  - SHADE STRUCTURE WITH SEATING
  - LINE MARKINGS
- 5 MEMORIAL PLAZA
  - SHADE STRUCTURE WITH SEATING
  - MEMORY WALLS
- 6 MEMORIAL FOREST TREE PLANTING
- 7 INFORMAL TRAIL NETWORK
- 8 NEW PATHWAY NETWORK
- 9 NEW & IMPROVED PARKING (111 SPACES TOTAL)
  - PAVED EXISTING PARKING AND DRIVEWAYS
  - PICK-UP & DROP-OFF ZONE
- 10 YEAR ROUND MULTI-FUNCTIONAL TRAIL
- 11 PAVILION IMPROVEMENTS
  - PAVED SURFACE
  - VEHICULAR ACCESS
  - MOVABLE SEATING
- 12 AMPHITHEATRE / OUTDOOR CLASSROOM
  - PAVED STAGE AREA
  - ACCESSIBLE ACCESS
- 13 NEW & IMPROVED PATHWAY NETWORK
- 14 SLOPED LAWN
- 15 FUTURE MAINTENANCE STORAGE BUILDING
- 16 PEDESTRIAN BRIDGES
- 17 DECOMMISSION DUMP STATION

PROGRAMMING OPPORTUNITIES

COLD SEASON

- FREE WINTER SKATING EVENTS
- SPECIAL WINTER SKATING EVENTS
  - TIKI TORCH NIGHT
  - HOLIDAY LIGHTS
- SANTA RUN
- HOLIDAY LIGHTS INSTALLATION
- SEASONAL EVENTS

WARM SEASON

- WARM SEASON ROLLER DERBY
- COMMUNITY FUNDRAISING EVENTS
  - WALK A-THON
- PAVILION PRIVATE EVENT BOOKINGS
- SKATE TRAIL PRIVATE EVENT BOOKINGS
- MOVIE IN THE PARK
- SUMMER MUSIC SERIES
- POP-UP MARKET

ADDITIONAL PROGRAMMING OPPORTUNITIES

- MUSKOKA CHAIR PARTNERSHIP

# Costing

## Phase 1 - Initial Park Enhancements

### Costing

|                                                                     |                        |
|---------------------------------------------------------------------|------------------------|
| Part 1 - Site Preparation & Servicing                               | \$ 1,000,000.00        |
| Part 2 - Permanent Gravel Parking                                   | \$ 436,950.00          |
| Part 3 - Pedestrian Circulation & Accessibility                     | \$ 227,900.00          |
| Part 4 - Amphitheatre/ Outdoor Classroom<br>& Pavilion Improvements | \$ 376,200.00          |
| Part 5 - Multi-Functional Trail                                     | \$ 362,600.00          |
| Part 6 - Skate Trail Supports                                       | \$ 1,879,400.00        |
| Part 7 - Overall Site Furnishings                                   | \$ 89,000.00           |
| Subtotal                                                            | \$ 4,372,050.00        |
| 20% Contingency                                                     | \$ 874,410.00          |
| Performance, labour and materials bonds                             | \$ 104,929.20          |
| <b>Total</b>                                                        | <b>\$ 5,351,389.20</b> |

## Phased Park Enhancements

### Costing

|                                             |                        |
|---------------------------------------------|------------------------|
| Part 1 - Enhanced Permanent Parking lot     | \$ 1,188,100.00        |
| Part 2 - Playground                         | \$ 477,760.00          |
| Part 3 - Multi-Use Court                    | \$ 300,920.00          |
| Part 4 - Fiddle Plaza                       | \$ 455,400.00          |
| Part 5 - Memorial Forest and Walking Trails | \$ 669,750.00          |
| Part 6 - Trail Connection - County Rd 11    | \$ 82,500.00           |
| Part 7 - Trail Connection - Hwy 10/89       | \$ 98,600.00           |
| Subtotal                                    | \$ 3,273,030.00        |
| 20% Contingency                             | \$ 654,606.00          |
| Performance, labour and material bonds      | \$ 78,552.72           |
| <b>Total</b>                                | <b>\$ 4,006,188.72</b> |
| <b>Fiddle Park Master Plan Grand Total</b>  | <b>\$ 9,357,577.92</b> |

# Appendices





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

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|                      |                                                                                               |
|----------------------|-----------------------------------------------------------------------------------------------|
| <b>Meeting Date:</b> | Monday, November 22, 2021                                                                     |
| <b>To:</b>           | Mayor Mills and Members of Council                                                            |
| <b>From:</b>         | <b>Steve Wever, Town Planner</b>                                                              |
| <b>Report:</b>       | P2021-48                                                                                      |
| <b>Subject:</b>      | <b>Fiddle Park Plan – Online Survey Results<br/>and Draft Vision &amp; Guiding Principles</b> |

---

### Recommendation

Be it resolved that Council receive Report P2021-48 as information.

Be it resolved that Council supports, in principle, the draft vision and guiding principles as a framework for further review, direction, consultation and development of a park concept plan for Fiddle Park.

### Background

Fiddle Park is the largest park property in Shelburne, with a total property area of 114.5 acres, of which 83.5 acres are protected natural heritage features and 31 acres is open space containing the existing park facilities in the central area of the park.

### 2006 Fiddle Park Management Plan

The current location of Fiddle Park along the east side of County Road 11 (2nd Line) in the south-east area of Shelburne was established in 2006. At that time, the Fiddle Park Management Plan was created to guide the development of the park primarily to support tourism and recreational activities in addition to the annual Fiddle Fest event. Camping sites and site services, a washroom and concession building, parking, trails and signage were developed. A management model for the park was also established and for many years the

event programming in the park was coordinated by the Fiddle Park Committee.

### **2009 Parks Master Plan**

In 2009, the Town created the first Town-wide Parks Master Plan for Shelburne. The 2009 Master Plan reflects the desires expressed by the community for increasing community use of Fiddle Park. Continued improvements to Fiddle Park were recommended to support increased community access and use.

### **2019 Community Improvement Plan**

Planning for the continued evolution of Fiddle Park as a community destination park was also identified through the Town's Community Improvement Plan (CIP) completed in 2019. Big Move #7 recommended in the CIP is to redesign Fiddle Park as a community hub. Ideas expressed through community consultation for the future redevelopment and renewal of Fiddle Park are illustrated conceptually in the CIP, with key design recommendations including:

- A lake/pond that would provide a range of water sports during the Summer season and ice skating during Winter
- A community garden that can be used throughout Spring, Summer and Fall – the Shelburne Community Garden has been recently added to the park in 2021
- A pavilion to provide shelter for events – a pavilion/pole barn was added to the park in 2017
- Additional vehicle and bicycle parking spaces to improve accessibility
- A trail system that provides access to many parts of the park including the lake/pond and the natural heritage system
- Flexible spaces to host outdoor activities
- Reforestation of key areas to complement the natural heritage system.

### **2021-22 Parks and Recreation Master Plan**

As part of the Town-wide Parks and Recreation Master Plan project, a site master plan for Fiddle Park will be created to reimagine the park as a community destination by:

- Establishing a new vision and direction building on the community input and ideas generated through previous plans and through further community engagement;
- Assessing the current conditions of the park and related opportunities and challenges;

- Developing a concept plan to visualize, consider and evaluate the potential recreational amenities and facilities that may be added to the park in the future;
- Finalizing the park concept plan to define specific improvements to the park and how they may be implemented in phases, estimate related costs and considering potential funding strategies.

The process will be completed in conjunction with the overall assessment of parks and recreational needs through the Town-wide Parks and Recreation Master Plan process.

To initiate the Fiddle Park planning process, an online community survey was launched and an overall vision and guiding principles have been drafted. This report summarizes the survey results and outlines the draft recommended vision and guiding principles as a framework for further engagement and concept plan development.

## Analysis

### Community Survey

An online community survey was launched on September 13th and closed on October 11th, 2021. The survey was posted on the Have Your Say Shelburne engagement website and promoted through the Town's social media and a video. A total of 481 participants responded to the survey. Survey results are illustrated graphically in the attached summary Project Report.

#### *Profile of Survey Participants*

- Participants represent a broad age group from 18 years to 66+ years who participated in the survey, with the largest age groups represented being adults aged 26 to 45 years (55%) and 46 to 65 years (30%), followed by young adults aged 18 to 25 years (7.5%) and older adults aged 66+ years (6%).
- 75% of participants live in households with more than two (2) residents, and 95% of participants live in households with one or more residents under the age of 20 years. 72% of respondents represent households with one or more children under the age of 15.
- The majority of participants are female (68%) followed by male (31%) gender.
- 83% of survey respondents live in Shelburne, and 27% are from other areas outside of Shelburne.

### *Visits to Fiddle Park*

- 95% of participants or members of the same household have visited Fiddle Park at least once.
- For the 26 respondents/households that have not visited Fiddle Park, 20 indicated that the main reason for not visiting the park is that there is nothing at the park that warrants a visit. Other reasons for not visiting Fiddle Park including that its too far away (4 respondents), no desire to visit (4 respondents) and “other” (2 respondents).
- For the 455 respondents/households who have visited Fiddle Park at least once:
  - 55% only visit the park twice per year (32%) or once or less per year (23%), on average, which corresponds with attending events as the primary activity in the park reported by participants;
  - 22% visit the park monthly (15%) or every two weeks (7%), on average;
  - 18% visit the park weekly;
  - 5% visit the park daily.

### *Activities in Fiddle Park*

- 60% of respondents have visited the park to attend one or more events;
- 48% of respondents go to the park for walking and of those more than half (56%) walk their dog(s) in the park;
- 9% of respondents have used the community gardens in Fiddle Park;
- Other activities participated in the park by 13% of respondents include:
  - Self-planned group events and private rentals;
  - Biking;
  - Trailer dump;
  - EarlyON programs and play groups;
  - Camping;
  - Social/family/friends gathering, picnics;
  - Cricket;
  - General exercise;
  - Playing catch;
  - Flying kites;

- Working in the concession/kitchen;
- Meditation, yoga;
- Drumming;
- Soccer;
- Running/jogging;
- Photography;
- Skating;
- Drive-in movies;
- Farmers market;
- Look at/enjoy the gardens (other than gardening).

#### *How Park Users get to Fiddle Park*

- 86% of respondents who have visited the park get there by car;
- 35% walk to the park;
- 14% bike to the park;
- Less than 1% have used a taxi or ride-share service;
- Other means of getting to the park include:
  - R.V. or car/truck and trailer to camp;
  - Running.

#### *Perceptions of Safety*

- 98% of respondents who have visited the park feel safe at the park
- Suggestions for making the park feel safer include:
  - Lighting (8 responses)
  - Signage (5 responses)
  - Improved pathways (5 responses)
  - Increased activities (5 responses)
  - Clear sightlines (2 responses)
  - Improved layout (2 responses)
  - Dogs on leashes (1 response)
- 57% of respondents who have visited the park would visit after dark
- 43% of respondents who have visited the park would not do so after dark and the following reasons were noted by the 8% of respondents who provided a reason:

- Not enough light
- Not patrolled, out of sight from the street
- Threat of coyotes or other wild animals
- Fear of becoming a victim of abuse/violence/unwanted behaviour
- Have observed evidence of undesirable park activity that may occur after dark (bottles, garbage, theft, etc)
- No activities (other than periodic events) after dark
- Cannot leave home (due to family/child obligations)
- Too remote/deserted/isolated location, distance
- Bugs

### *Desired Program Elements*

- Respondents would like to see the following program elements in the park (number of responses, from most to fewest):

#### 250+ responses:

- Trails (257)
- Skating paths (251)

#### 150-200 responses:

- Child playground (195)
- Naturalized area (185)
- Dog Park (176)
- Multi-use sports (162)

#### 100-150 responses:

- Toboggan hill (143)
- Adult fitness facilities (139)
- Community gardens (138)
- Outdoor classroom/amphitheatre (127)
- Water (pond/lake) for passive water sports (kayaking, canoeing, paddle boats) (125)

#### 50-100 responses:

- Snow shoeing (71)

#### 25-50 responses:

- BMX Park (42)
- Climbing (39)
- Bioswales (channels designed to concentrate and convey stormwater runoff while removing debris and pollution) (33)
- Other (52)
  - Camping (17)
  - More events (11)

- Cricket (10)
  - Indoor multi-sport facility (3)
  - Splash pad (3)
  - Tennis courts (2)
  - Baseball diamonds (1)
  - Bocce (1)
  - Mini golf (1)
  - Multi-use sports/track (1)
  - Permanent stage (1)
  - Picnic area (1)
  - Skateboard park (1)
  - Water park (1)
  - Youth centre (1)
- 64% of respondents would like to see more winter activities/programming, 31% don't care if more winter activities/programming are provided and 5% would not like to see more winter activities/programming
  - Respondents identified the following winter activities (# of responses):
    - Skating rinks and/or skating paths (191)
    - Tobogganing/tubing (75)
    - Snow shoeing (48)
    - Winter festivals/events/markets/carnivals/social gatherings (41)
    - Cross-country skiing (38)
    - Walking trails (with winter maintenance) (17)
    - Outdoor hockey rink (12)
    - Holiday lights/displays (9)
    - Food/beverages (7)
    - Winter sports/fitness (5)
    - Fire pits/campfires/bonfires (5)
    - Snow/ice art/sculptures/forts/snowman building (5)
    - Downhill skiing/snowboarding/lessons (4)
    - Sleigh rides/dog sledding (3)
    - Ice fishing (1)

### *Desired Park Facilities*

- Respondents would like to see the following facilities (top 5 things to support their visit) in the park (number of responses, from most to fewest):
  - Public washrooms (414)
  - Lighting (307)

- Shade structure(s) (291)
- Seating (273)
- Water stations (235)
- Dog facilities (poop and scoop stations) (182)
- WiFi access (103)
- Electricity access (80)
- Additional vehicle parking (75)
- Bicycle parking (54)
- Electric vehicle charging stations (10)
- Other (18):
  - RV dump station (3)
  - Camping (3)
  - Clubhouse / equipment storage room (1)
  - Cricket pitch (1)
  - Dog park (1)
  - Indoor basketball court (1)
  - Keep it as is for events, drive-in movies, concerns, fundraisers (1)
  - Keep it natural, sustainable (1)
  - Open space (1)
  - Pickleball/tennis (1)
  - Picnic area (1)
  - Playground (1)
  - Tennis courts (1)
  - Water fountain (1)

## Public Art

- 50% of respondents do not care if they see public art (murals, sculptures, pavement painting, etc) in the park
- 31% of respondents would like to see public art in the park and the following types of public art are mentioned in comments provided:
  - Abstract (1)
  - Black history (1)
  - Carvings (3)
  - Contemporary (1)
  - Events/fairs/Fiddleville (3)
  - Graffiti wall (6)
  - Group art (1)
  - Ice sculptures (3)
  - Indigenous (8)
  - Installations/temporary installations (3)
  - Light displays (1)
  - Local art (41)



- Local culture/heritage/history (7)
  - Memorial/veterans (2)
  - Multi-cultural (4)
  - Murals (29)
  - Nature/trees/gardens/animals/landscapes (10)
  - Pavement paving (9)
  - Sculptures (23)
  - Student/children/youth art (9)
  - Uplifting and enlightening art
  - Usable/functional/interactive art (3)
  - Varied art
  - Wood/tree sculptures (3)
- 18% of respondents would not like to see public art in the park
  - 1.5% of respondents indicated “other” comments noting the following:
    - Tree sculptures and other nature-themed art
    - Consider environmental impact
    - Concerns about vandalism
    - Public art should be mobile and creative

### **Draft Fiddle Park Vision and Guiding Principles**

Following review and discussion of the survey results, the project team of Town staff and consultants (GSP) prepared a draft vision statement and guiding principles, as follows:

#### ***Vision:***

Fiddle Park will be reimagined to benefit the entire community, creating spaces where people can connect with one another, share experiences, and enjoy the natural environment of the park.

#### ***Guiding Principals:***

1. Design park for **community** level usage.
  - Provide park elements that draw people from the whole community and beyond
  - Maintain adequate space for community level events
  - Re-establish the park area with new amenities that are primarily for community use and may also draw visitors and support local tourism objectives (phase-out camping)
  - Primarily free access for day-to-day use available to the public, with some programming and rental use

2. Provide **flexibility** in the design of the spaces.
  - Spaces and elements can be used for more than one activity
  - Design for multi-use and avoid facilities that may dominate the use of the park for a specialized/singular or limited range of activities
3. Maintain the **natural setting** of the park and provide strong connections to surrounding natural environments.
  - New park elements to be predominately passive\* outdoor facilities and amenities
  - Use current topography to enhance new park elements, reduce the amount of on-site grading

\*passive recreation generally refers to activities that do not require significant built infrastructure or other major alterations to the landscape, are typically low-impact and unstructured, and may be more informal and spontaneous in nature
4. Design for **four seasons** of use.
  - Provide park elements and programming that draw people to the park all times of the year, especially winter.
5. Provide for universal **accessibility**.
  - All park elements should be barrier free, except where this is not possible to maintain natural settings
  - Washrooms/facilities need to be accessible and open
  - Design for all age groups

The draft Vision and Guiding Principles are intended for Council consideration at this stage, to guide the next steps of the process and overall direction for the Fiddle Park concept plan and may be refined or expanded through further consultation.

#### Financial Impact

None at this time.

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

As summarized above.

#### Consultation and Communications

As summarized above.

## Council Strategic Priorities

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

This report aligns with the Sustainable, Engaged and Livable Goals within the Targets:

|            |                                                    |
|------------|----------------------------------------------------|
| Target T2  | Municipal services review and evaluation           |
| Target T3  | Invest and fund critical infrastructure for future |
| Target T6  | Promote more open communication                    |
| Target T7  | Promote partnerships and collaboration             |
| Target T9  | Promote age-friendly, multi-cultural community     |
| Target T10 | Improve and enhance parks and recreation services  |
| Target T11 | Improve community connections                      |
| Target T12 | Support and celebrate arts and culture             |

## Supporting Documentation

Survey Summary Report  
Fiddle Park Existing Conditions Plan

Prepared by:

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Steve Weber, Town Planner

Reviewed by:

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Denyse Morrissey, CAO

# Project Report

14 December 2018 - 11 October 2021

## Have your say Shelburne Survey: Fiddle Park Master Plan



### Visitors Summary

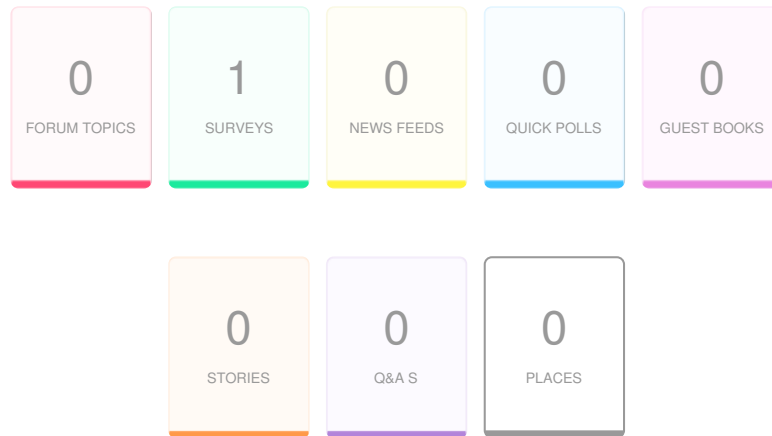


### Highlights

|                   |                      |                |
|-------------------|----------------------|----------------|
| TOTAL VISITS      | MAX VISITORS PER DAY |                |
| 613               | 52                   |                |
| NEW REGISTRATIONS |                      |                |
| 7                 |                      |                |
| ENGAGED VISITORS  | INFORMED VISITORS    | AWARE VISITORS |
| 468               | 501                  | 554            |

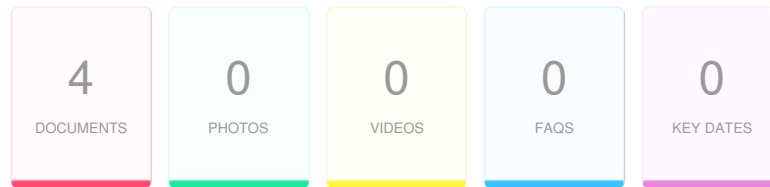
| Aware Participants              |  | 554          |  | Engaged Participants        |  | 468        |  |            |  |           |  |
|---------------------------------|--|--------------|--|-----------------------------|--|------------|--|------------|--|-----------|--|
| Aware Actions Performed         |  | Participants |  | Engaged Actions Performed   |  | Registered |  | Unverified |  | Anonymous |  |
| Visited a Project or Tool Page  |  | 554          |  |                             |  |            |  |            |  |           |  |
| Informed Participants           |  | 501          |  | Contributed on Forums       |  | 0          |  | 0          |  | 0         |  |
| Informed Actions Performed      |  | Participants |  | Participated in Surveys     |  | 17         |  | 0          |  | 451       |  |
| Viewed a video                  |  | 0            |  | Contributed to Newsfeeds    |  | 0          |  | 0          |  | 0         |  |
| Viewed a photo                  |  | 0            |  | Participated in Quick Polls |  | 0          |  | 0          |  | 0         |  |
| Downloaded a document           |  | 6            |  | Posted on Guestbooks        |  | 0          |  | 0          |  | 0         |  |
| Visited the Key Dates page      |  | 0            |  | Contributed to Stories      |  | 0          |  | 0          |  | 0         |  |
| Visited an FAQ list Page        |  | 0            |  | Asked Questions             |  | 0          |  | 0          |  | 0         |  |
| Visited Instagram Page          |  | 0            |  | Placed Pins on Places       |  | 0          |  | 0          |  | 0         |  |
| Visited Multiple Project Pages  |  | 34           |  | Contributed to Ideas        |  | 0          |  | 0          |  | 0         |  |
| Contributed to a tool (engaged) |  | 468          |  |                             |  |            |  |            |  |           |  |

## ENGAGEMENT TOOLS SUMMARY



| Tool Type   | Engagement Tool Name     | Tool Status | Visitors | Contributors |            |           |
|-------------|--------------------------|-------------|----------|--------------|------------|-----------|
|             |                          |             |          | Registered   | Unverified | Anonymous |
| Survey Tool | Survey: Fiddle Park Plan | Archived    | 507      | 17           | 0          | 451       |

## INFORMATION WIDGET SUMMARY



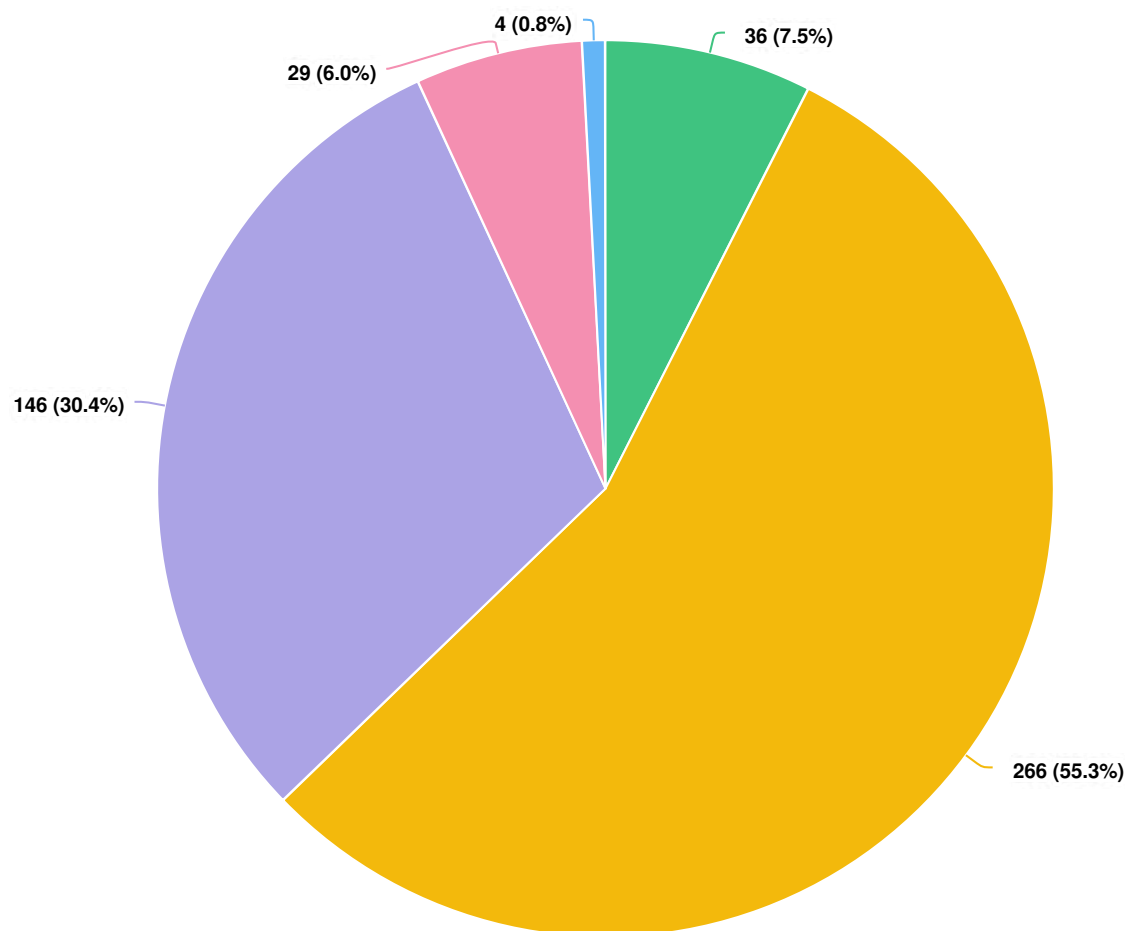
| Widget Type | Engagement Tool Name                                            | Visitors | Views/Downloads |
|-------------|-----------------------------------------------------------------|----------|-----------------|
| Document    | Planning Report P2021-38 - Parks and Recreation Master Plan.pdf | 5        | 5               |
| Document    | Parks Master Plan.pdf                                           | 2        | 2               |
| Document    | General Information and 2006 Park Management Plan               | 1        | 1               |
| Document    | Fiddle Park Existing Conditions.pdf                             | 1        | 1               |

## ENGAGEMENT TOOL: SURVEY TOOL

### Survey: Fiddle Park Plan

|          |     |              |     |               |     |
|----------|-----|--------------|-----|---------------|-----|
| Visitors | 507 | Contributors | 468 | CONTRIBUTIONS | 481 |
|----------|-----|--------------|-----|---------------|-----|

What age groups do you belong to?



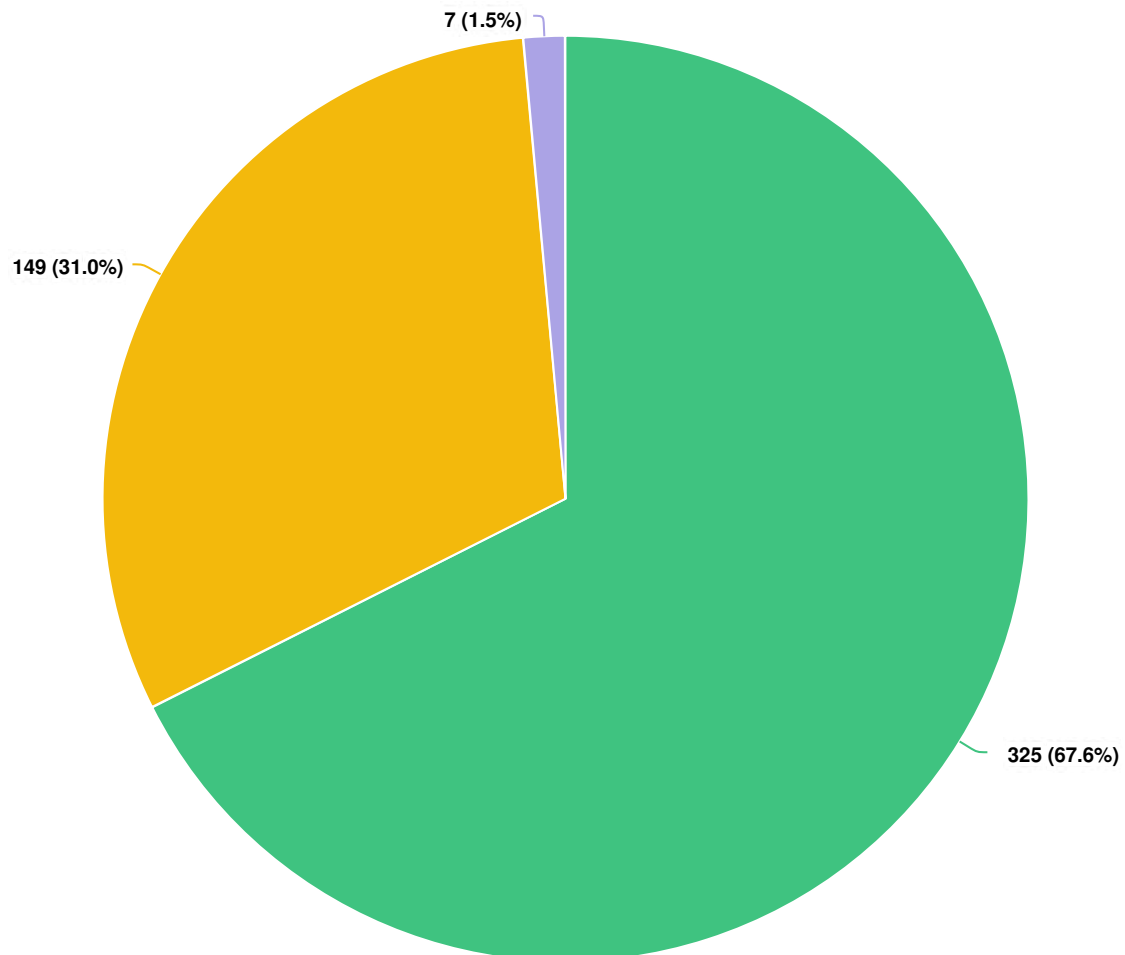
#### Question options

● 18-25
 ● 26-45
 ● 46-65
 ● 66+
 ● Prefer not to answer

Mandatory Question (481 response(s))

Question type: Radio Button Question

### What is your gender?



#### Question options

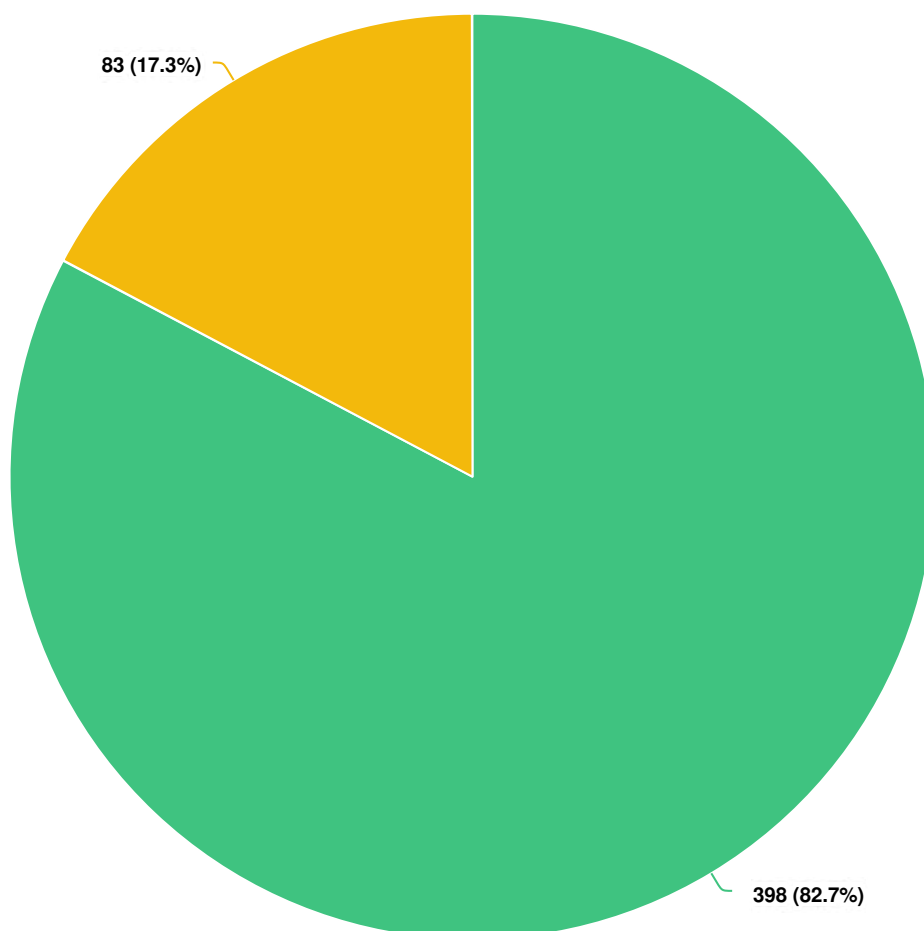
☒ Female ☐ Male ☐ Prefer not to answer

*Mandatory Question (481 response(s))*

*Question type: Radio Button Question*



### Do You Live in Shelburne?



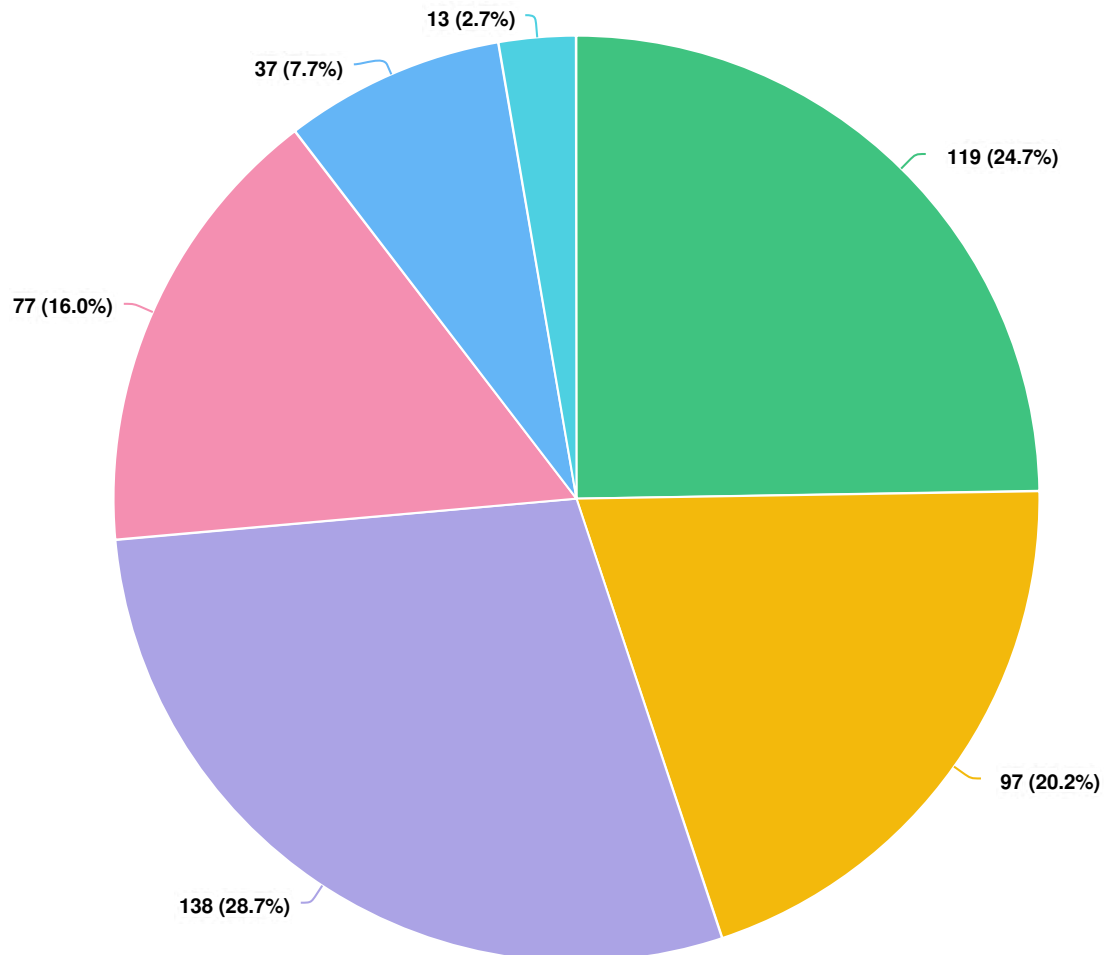
#### Question options

☒ Yes ☐ No

*Mandatory Question (481 response(s))*

*Question type: Radio Button Question*

**Including yourself, how many person(s) usually live at your address?**



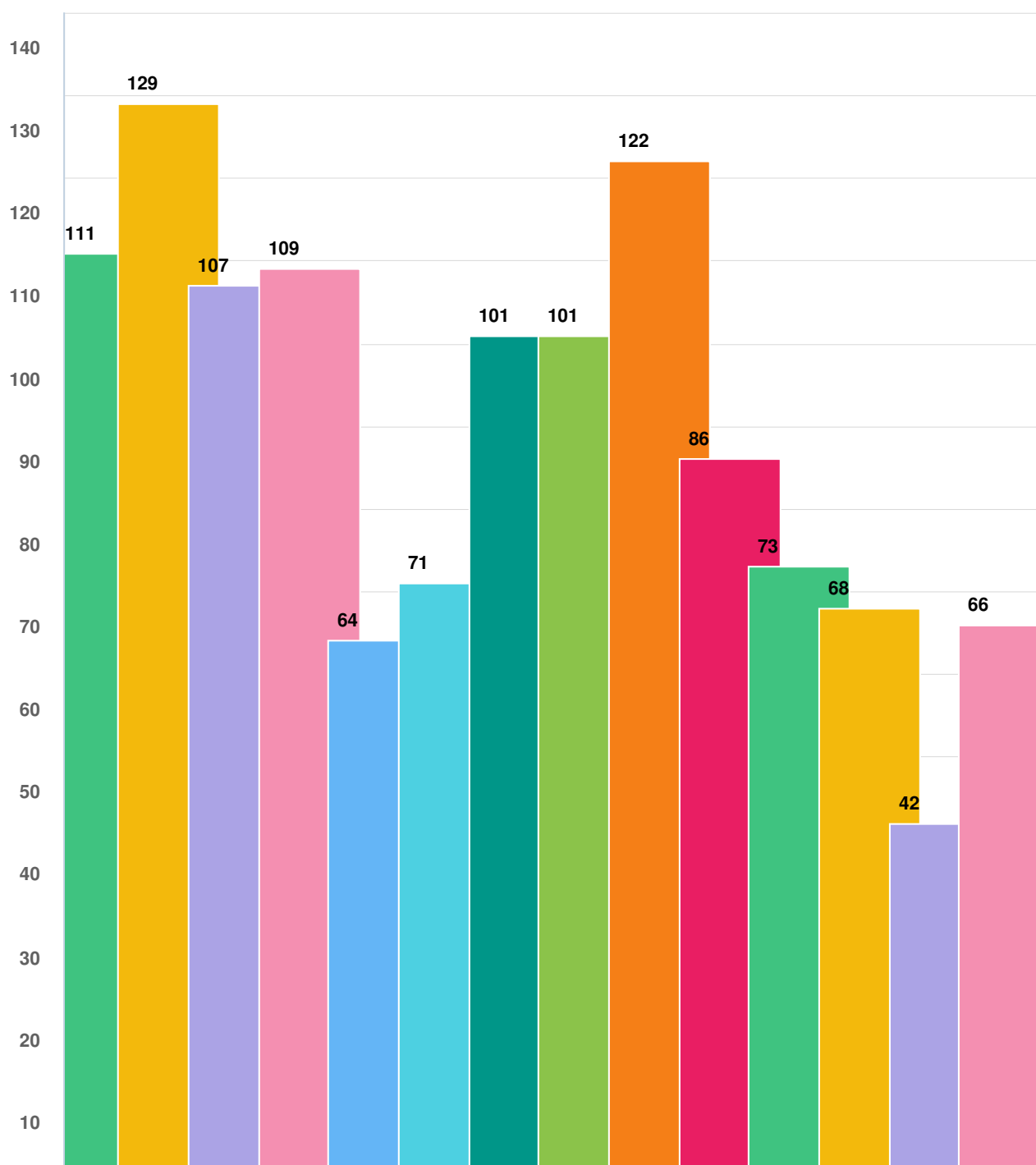
**Question options**

1 - 2 pp   2 - 3 pp   3 - 4 pp   4 - 5 pp   5 - 6 pp   More than 6

Mandatory Question (481 response(s))

Question type: Dropdown Question

**Including yourself, What are the ages of the person(s) who live at your address? (Pick all that apply)**



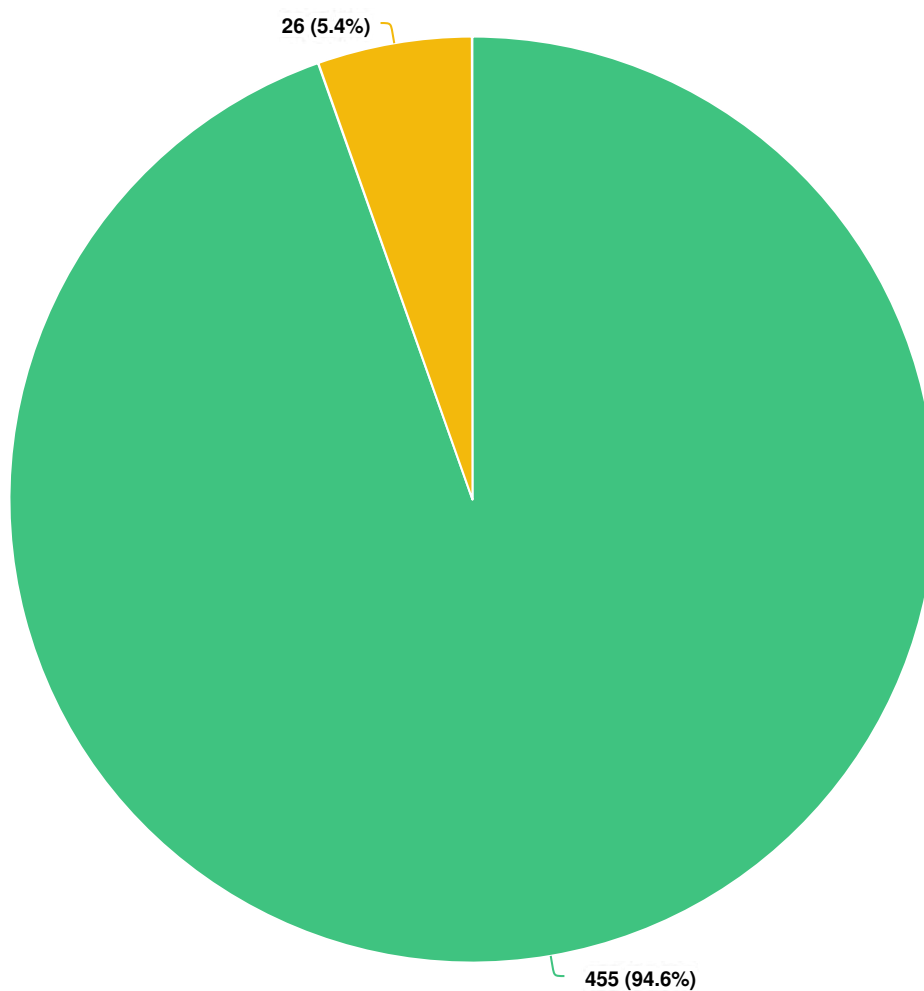
**Question options**

● Age 0 - 5  
 ● Age 5 - 10  
 ● Age 11 - 15  
 ● Age 15 - 20  
 ● Age 21 - 25  
 ● Age 26 - 30  
 ● Age 31 - 35  
● Age 36 - 40  
● Age 41 - 45  
● Age 46 - 50  
● Age 51 - 55  
● Age 56 - 60  
● Age 61 - 65  
● Age 65+

Mandatory Question (481 response(s))

Question type: Checkbox Question

### Have you or members of your household ever visited Fiddle Park?



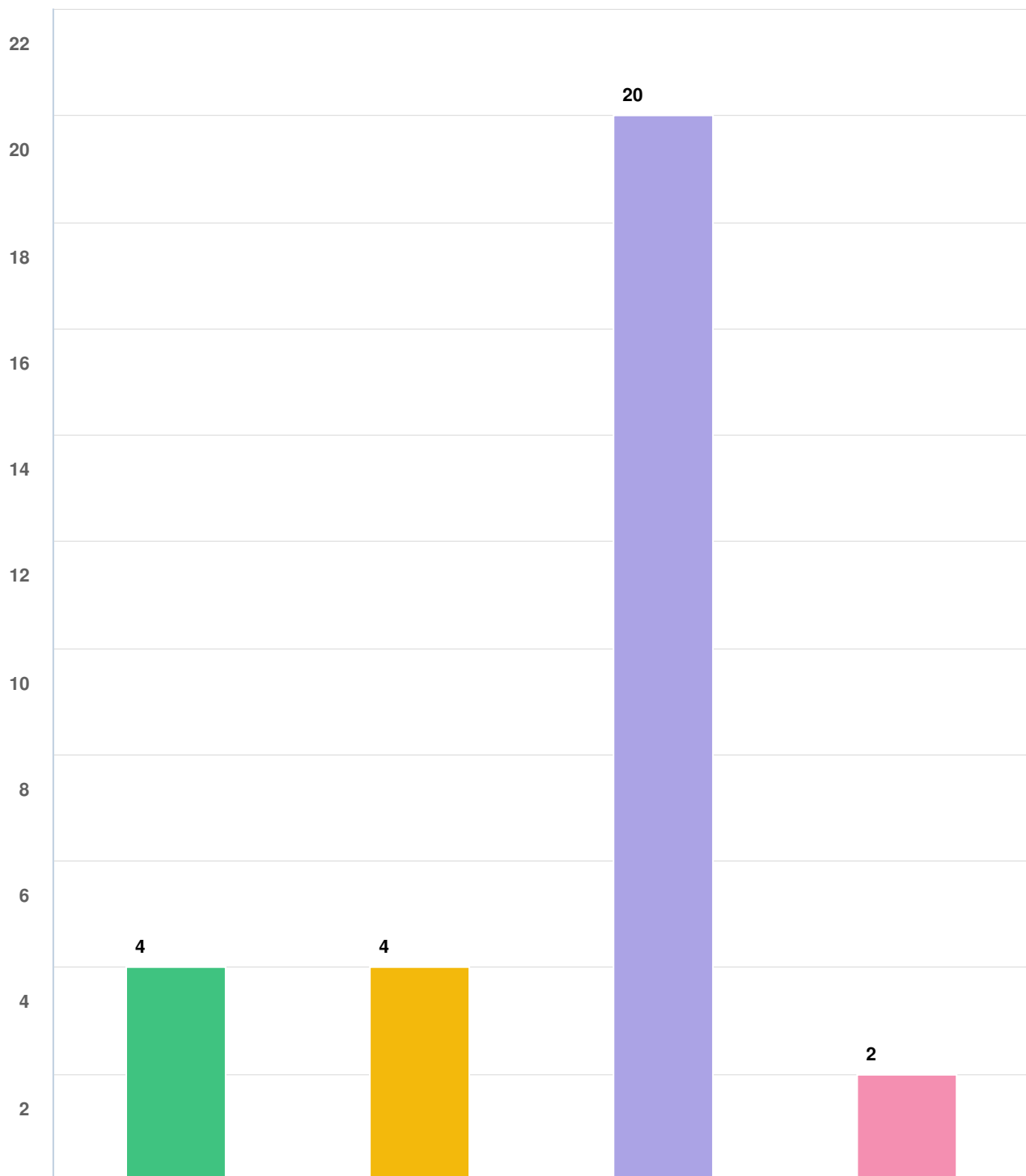
#### Question options

☒ Yes ☐ No

*Mandatory Question (481 response(s))*

*Question type: Radio Button Question*

**Why have you not visited Fiddle Park? (Pick all that apply)**



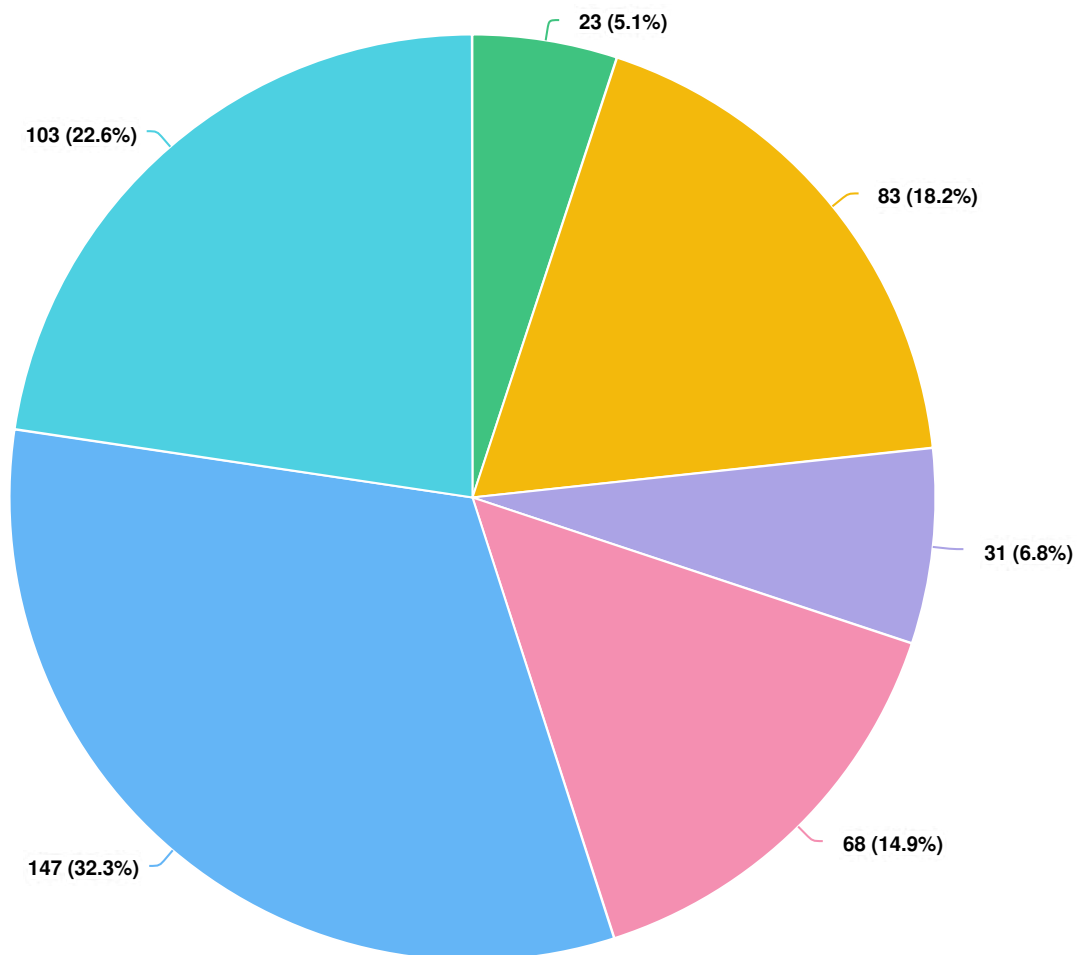
**Question options**

☒ Too far away   ☒ No desire to visit   ☒ There is nothing at the park to warrant a visit   ☒ Other

*Mandatory Question (26 response(s))*

*Question type: Checkbox Question*

**How often do you visit Fiddle Park? (Pick the answer that most closely describes how often you visit)**



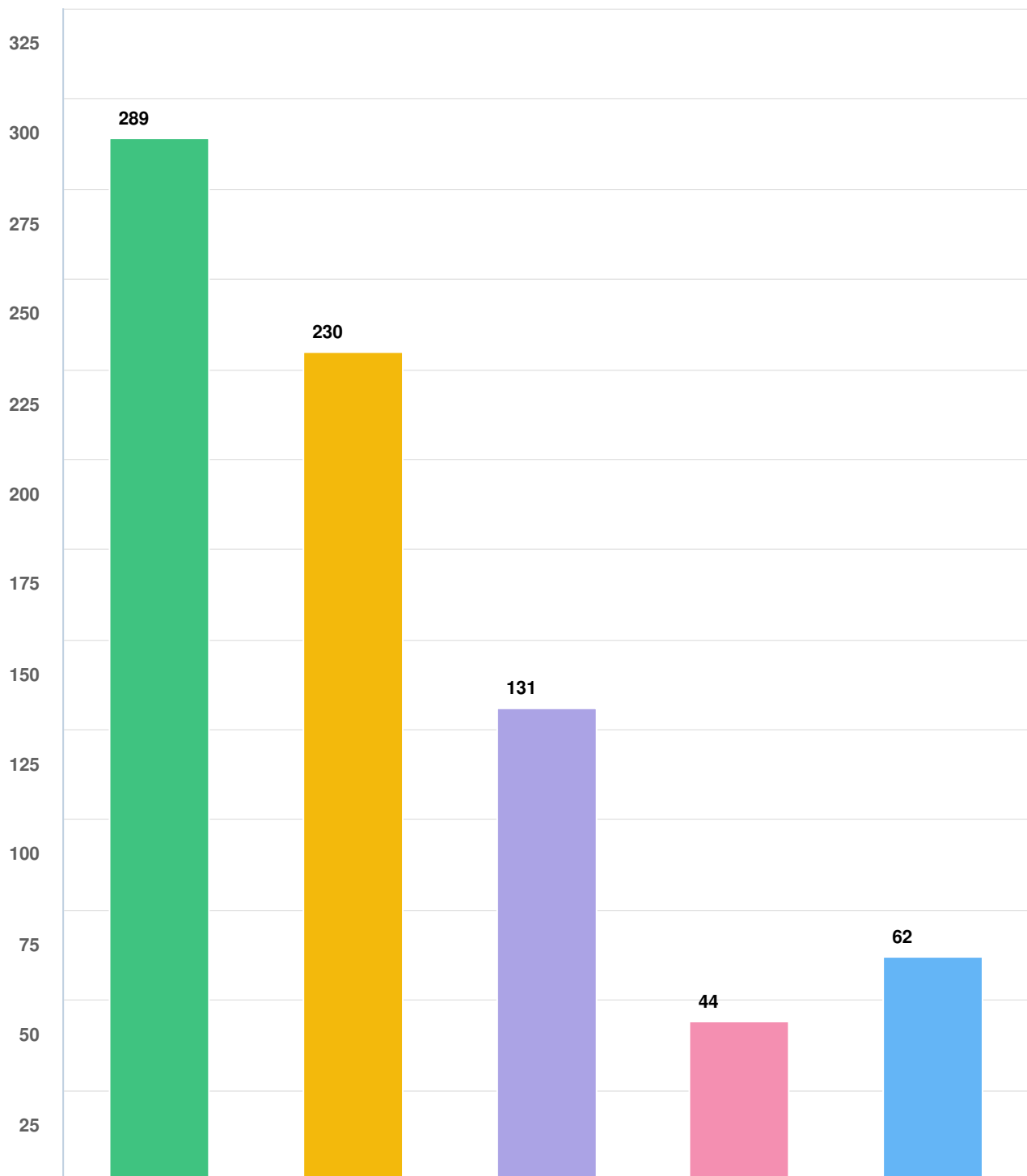
**Question options**

● Daily ● Weekly ● Every 2 weeks ● Monthly ● 2 times per year ● 1 time per year or less

*Mandatory Question (455 response(s))*

*Question type: Radio Button Question*

**What types of activities do you participate in when visiting Fiddle Park? (Pick all that apply)**



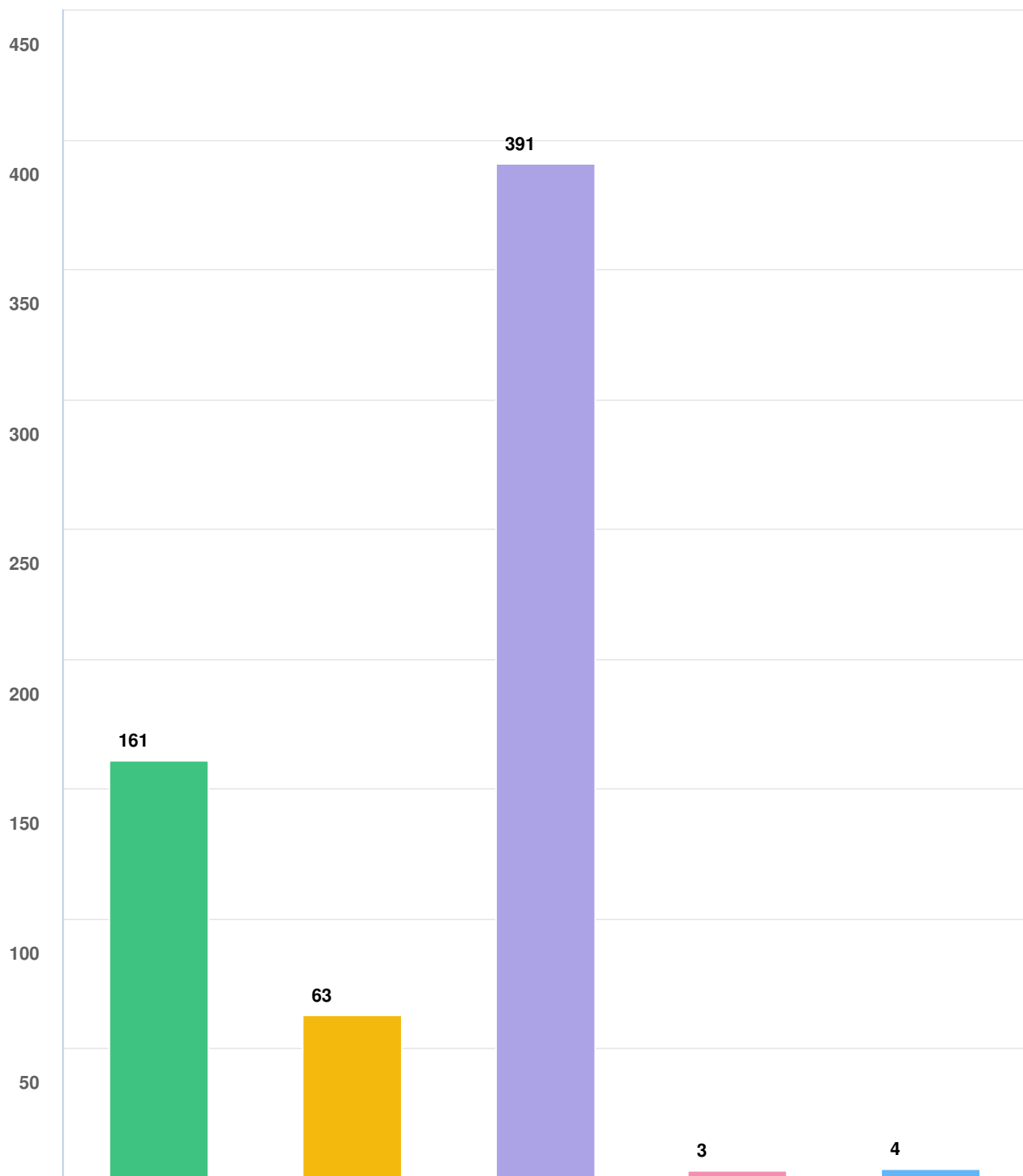
**Question options**

● Attending Events ● Walking ● Dog Walking ● Community Gardens ● Other (please specify)

*Mandatory Question (455 response(s))*

*Question type: Checkbox Question*

### How do you get to Fiddle Park? (Pick all that apply)



#### Question options

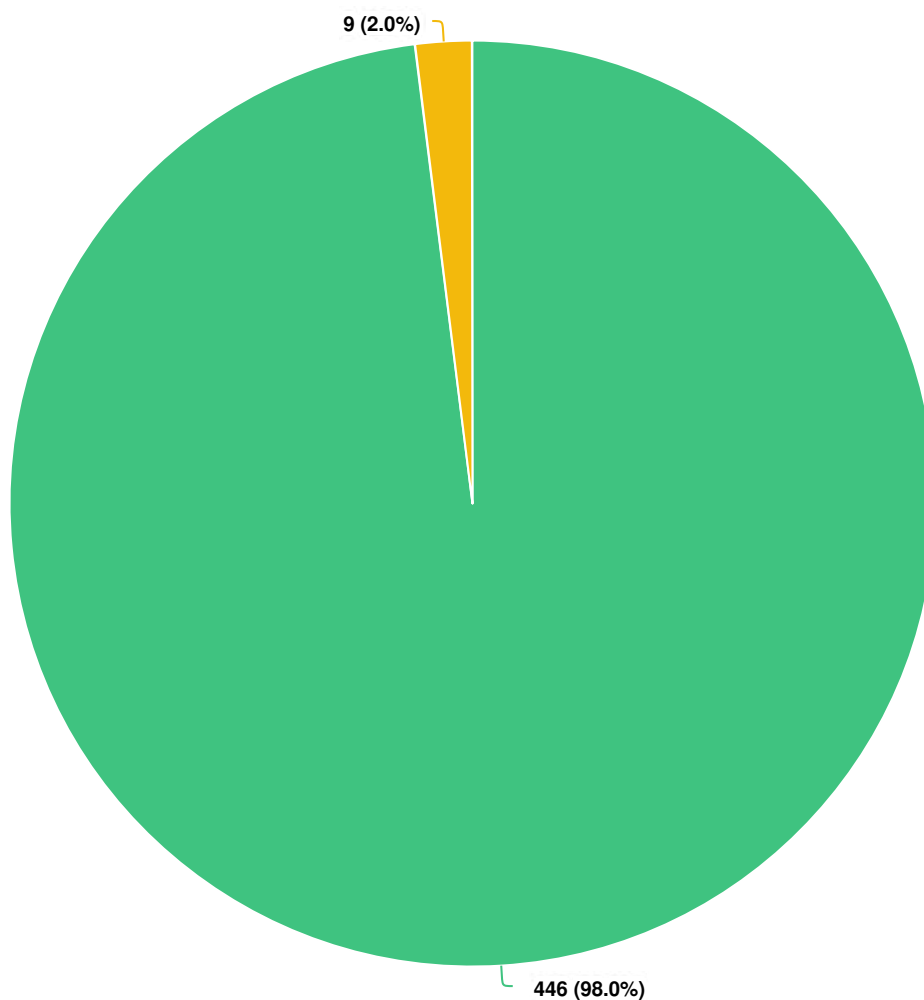
● Walk ● Bicycle ● Car ● Taxi/Ride-share ● Other (please specify)

Mandatory Question (455 response(s))

Question type: Checkbox Question



When you visit Fiddle Park, does the park feel safe?



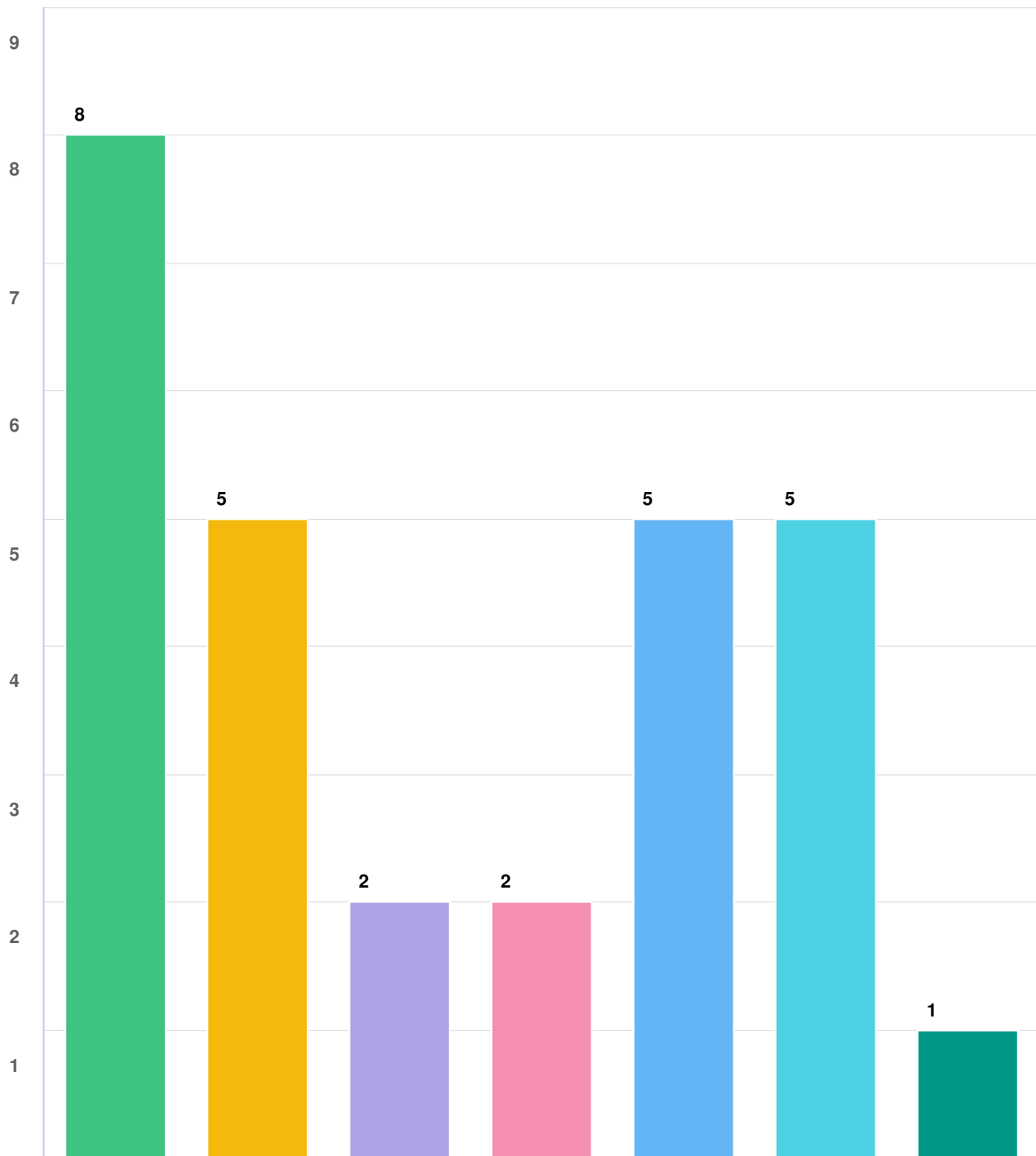
**Question options**

☒ Yes ☐ No

*Mandatory Question (455 response(s))*

*Question type: Radio Button Question*

### What Can be done to make the Park safer?



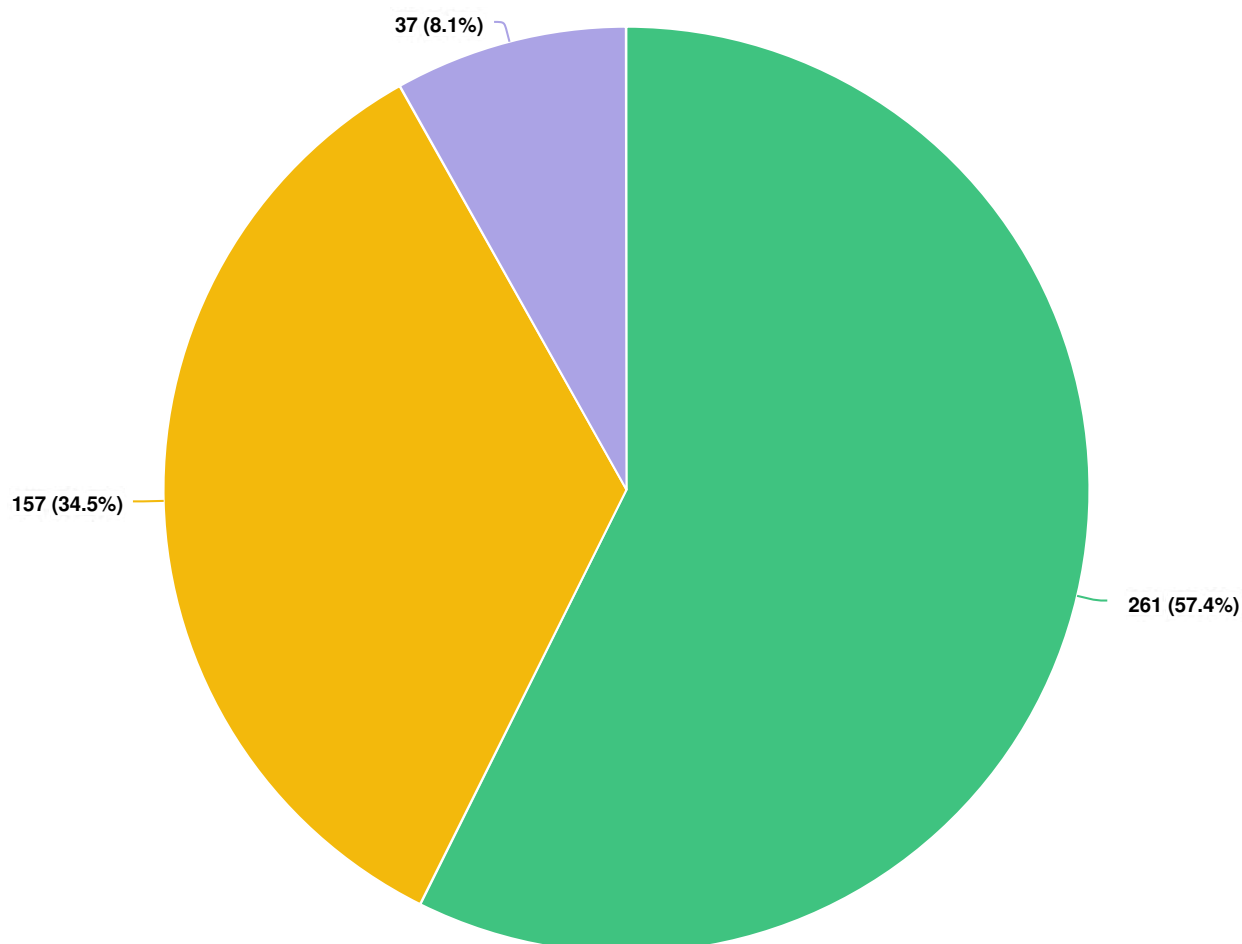
#### Question options

- Add more lights
 ● Add signage
 ● Clear sightlines
 ● Improve the layout
 ● Increase activities
- Improve pathways
 ● Other (please specify)

Mandatory Question (9 response(s))

Question type: Checkbox Question

### Would you visit Fiddle Park after dark?



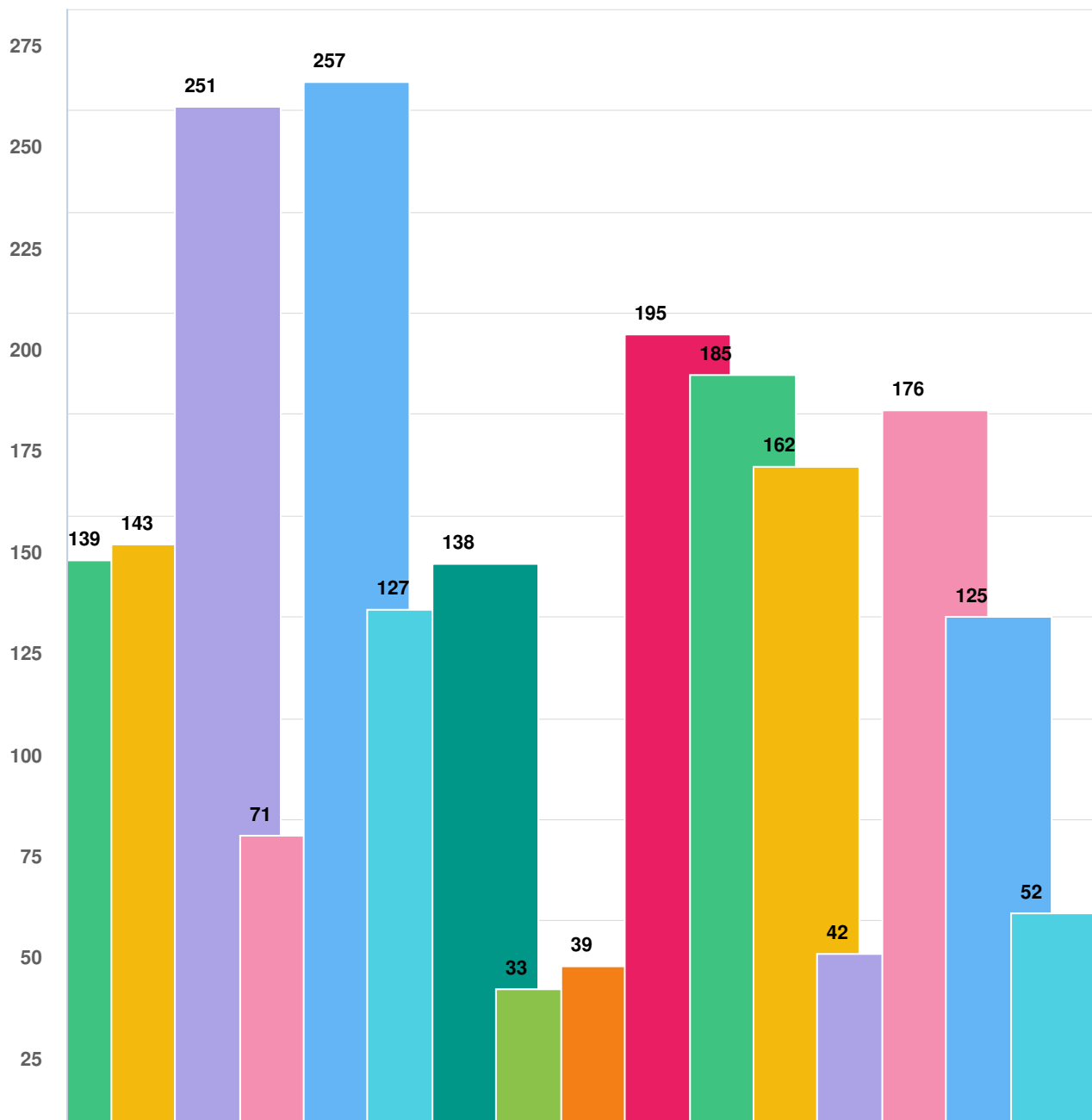
#### Question options

☒ Yes ☐ No ☐ If you answered No, why not?

Mandatory Question (455 response(s))

Question type: Radio Button Question

**11. When visiting Fiddle Park, what type of program elements (things to do) would you like to see provided within the park? Pick your top 5 must-haves**



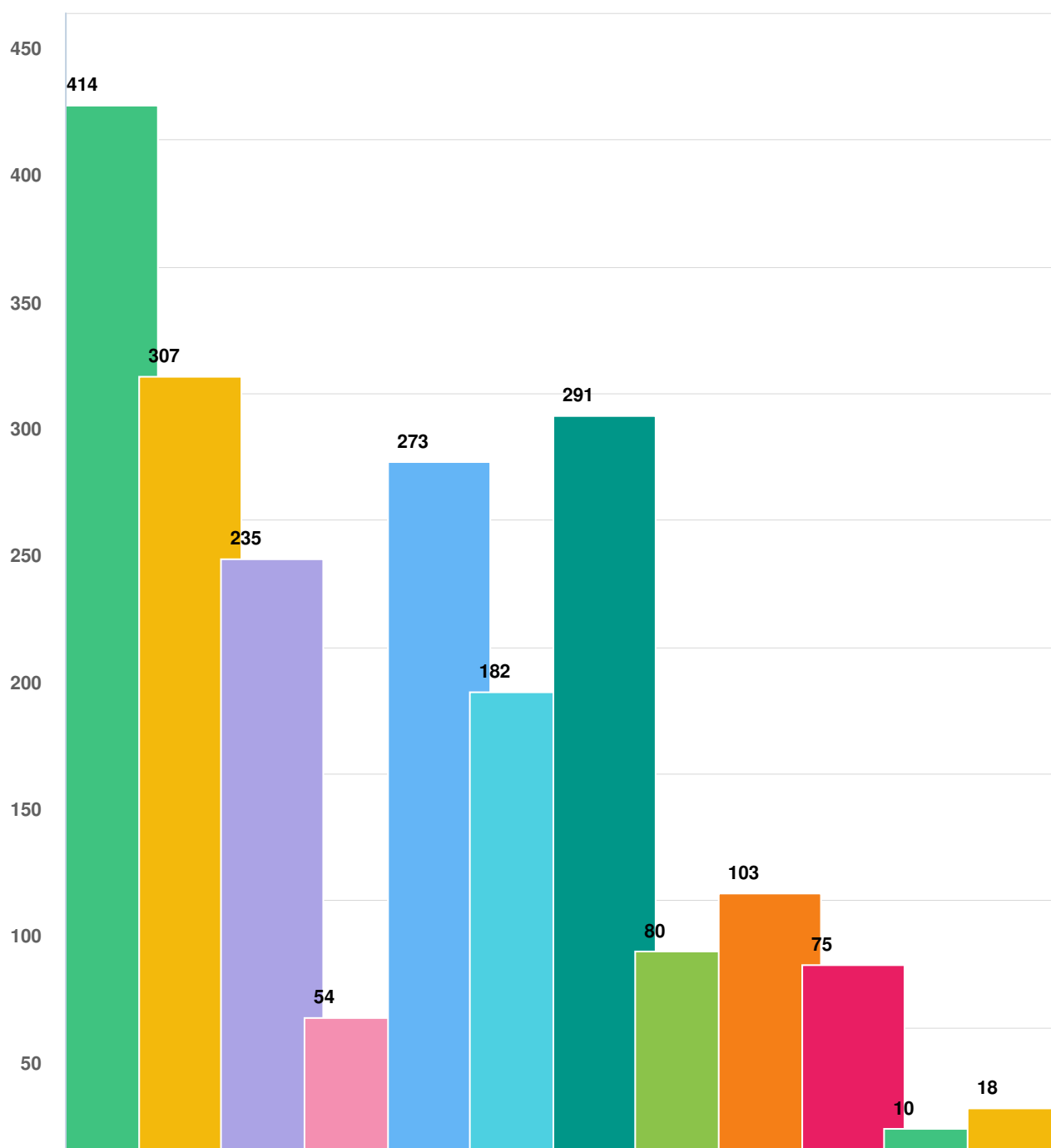
**Question options**

- Adult Fitness Facilities
 ● Toboggan Hill
 ● Skating Paths
 ● Snow Shoeing
 ● Trails
- Outdoor Classroom/Amphitheatre
 ● Community Gardens
- Bioswales (Bioswales are channels designed to concentrate and convey stormwater runoff while removing debris and pollution)
- Climbing
 ● Child Playground
 ● Naturalized area
 ● Multi-use Sports
 ● BMX Park
 ● Dog Park
- g. Water (pond/lake) for passive water sports (kayaking, canoeing, paddle boats)
 ● Other (please specify)

Mandatory Question (481 response(s))

Question type: Checkbox Question

**When visiting Fiddle Park, what type of facilities (things to support your visit) would you like to see provided within the park? Pick your top 5 must-haves**



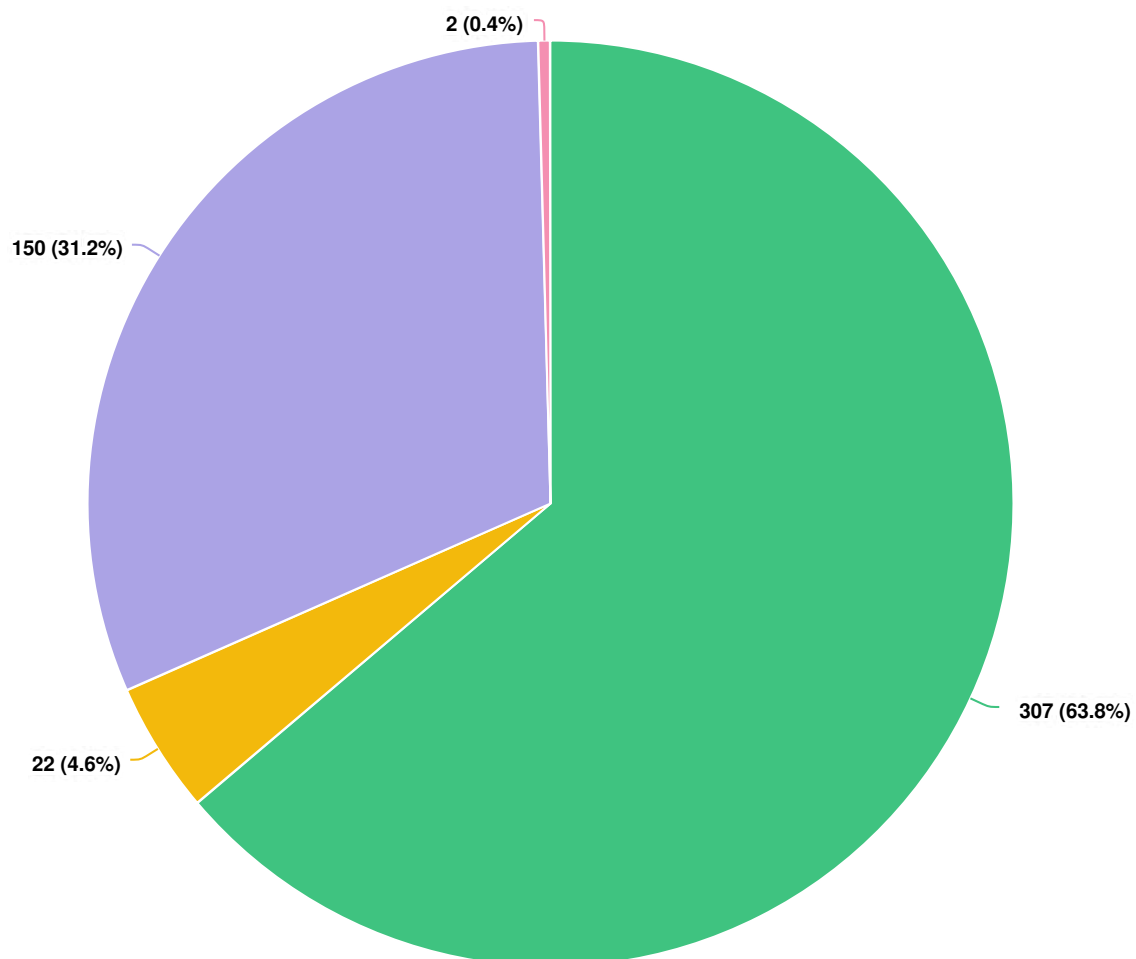
**Question options**

- Public washrooms    Lighting    Water stations    Bicycle parking    Seating
- Dog facilities (poop and scoop stations)    Shade structure(s)    Electricity access    WiFi access
- Additional vehicular parking    Electric vehicle charging stations    Other (please specify)

Mandatory Question (481 response(s))

Question type: Checkbox Question

### Would you like to see more winter activities/programming within Fiddle Park?



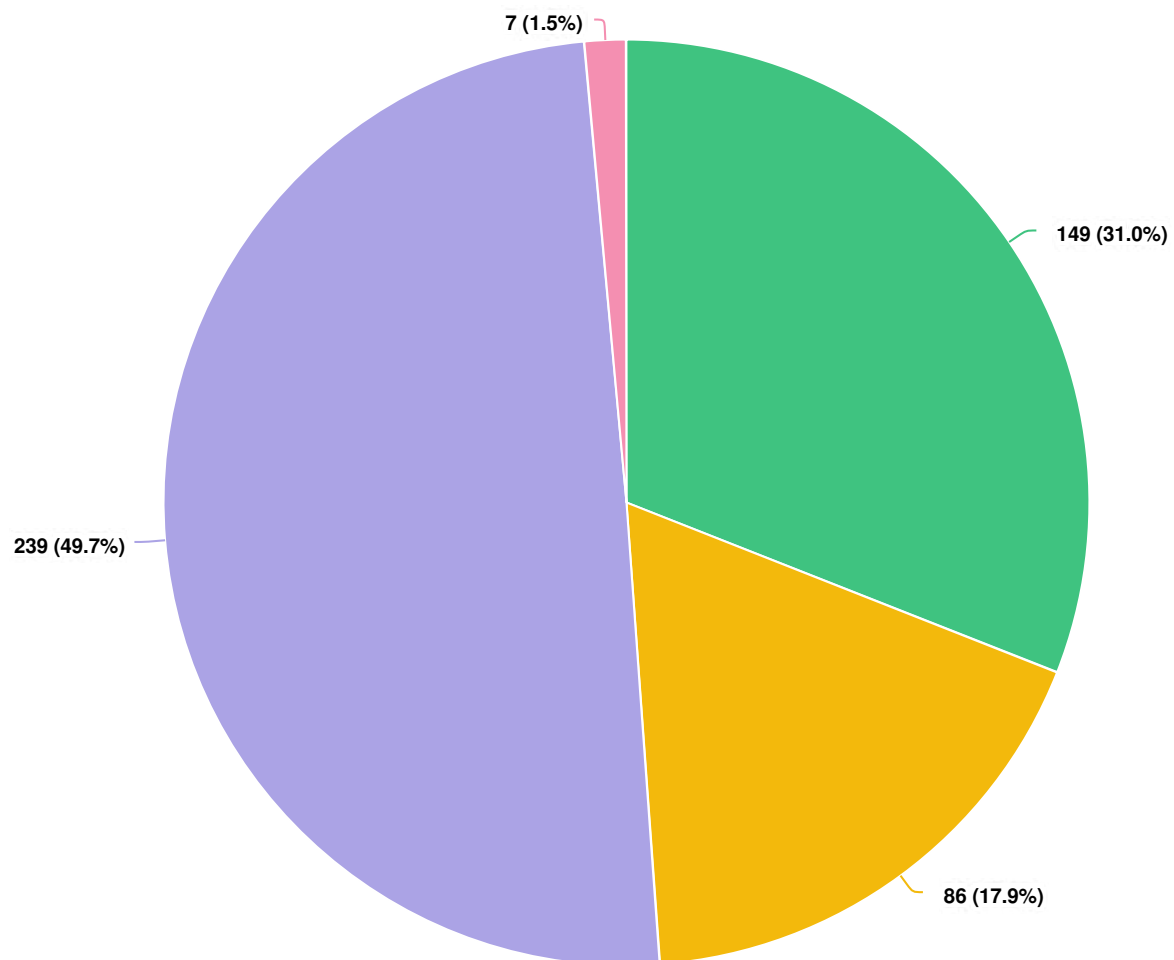
#### Question options

☒ Yes ☐ No ☐ Don't care ☐ Other (please specify)

Mandatory Question (481 response(s))

Question type: Radio Button Question

**Would you like to see Public Art (Murals, sculptures, pavement painting etc.) at Fiddle Park?**



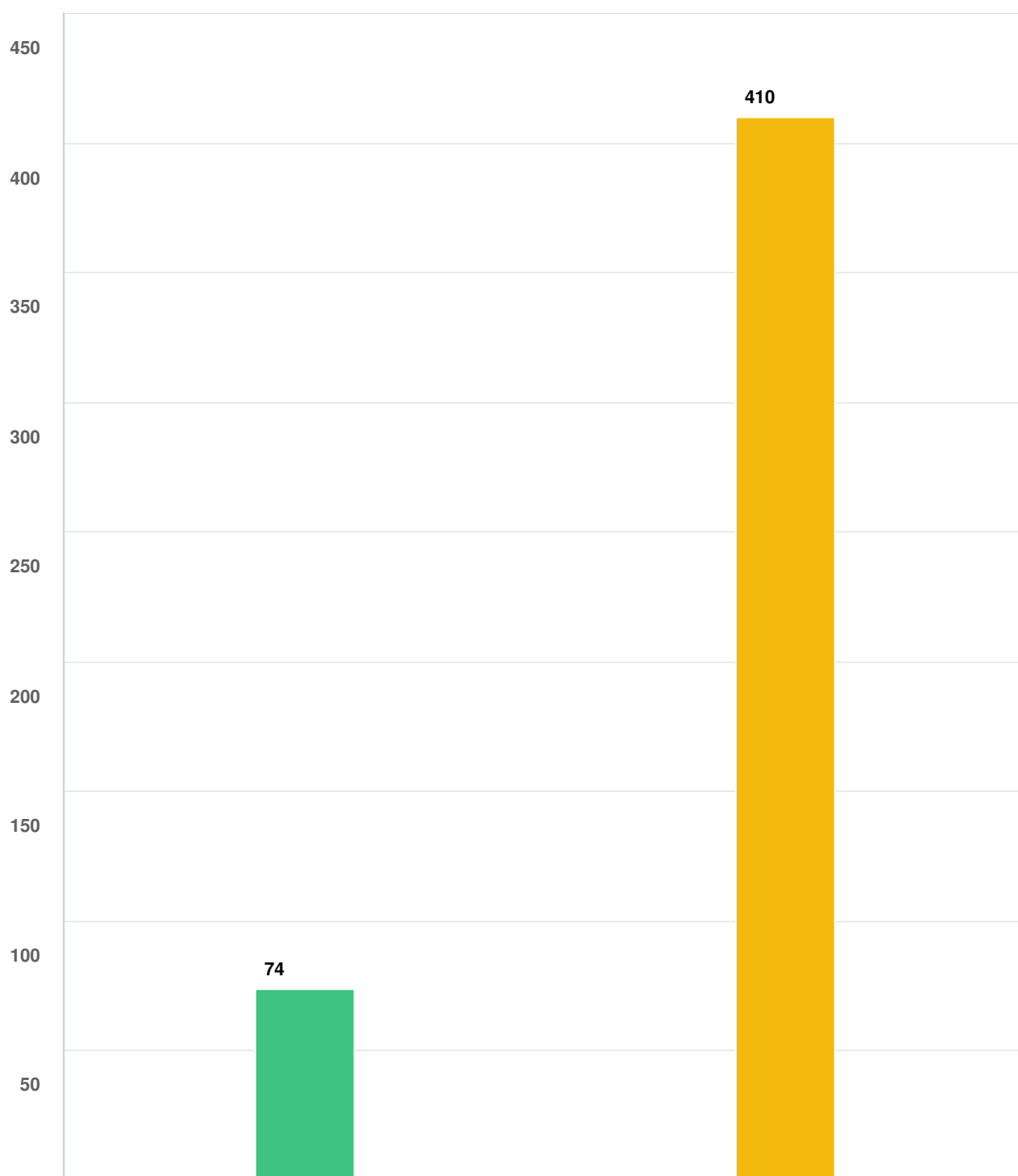
**Question options**

☒ Yes ☐ No ☐ Don't care ☐ Other (please specify)

*Mandatory Question (481 response(s))*

*Question type: Radio Button Question*

### Would you like to be part of the direct focus group / meetings for this project?



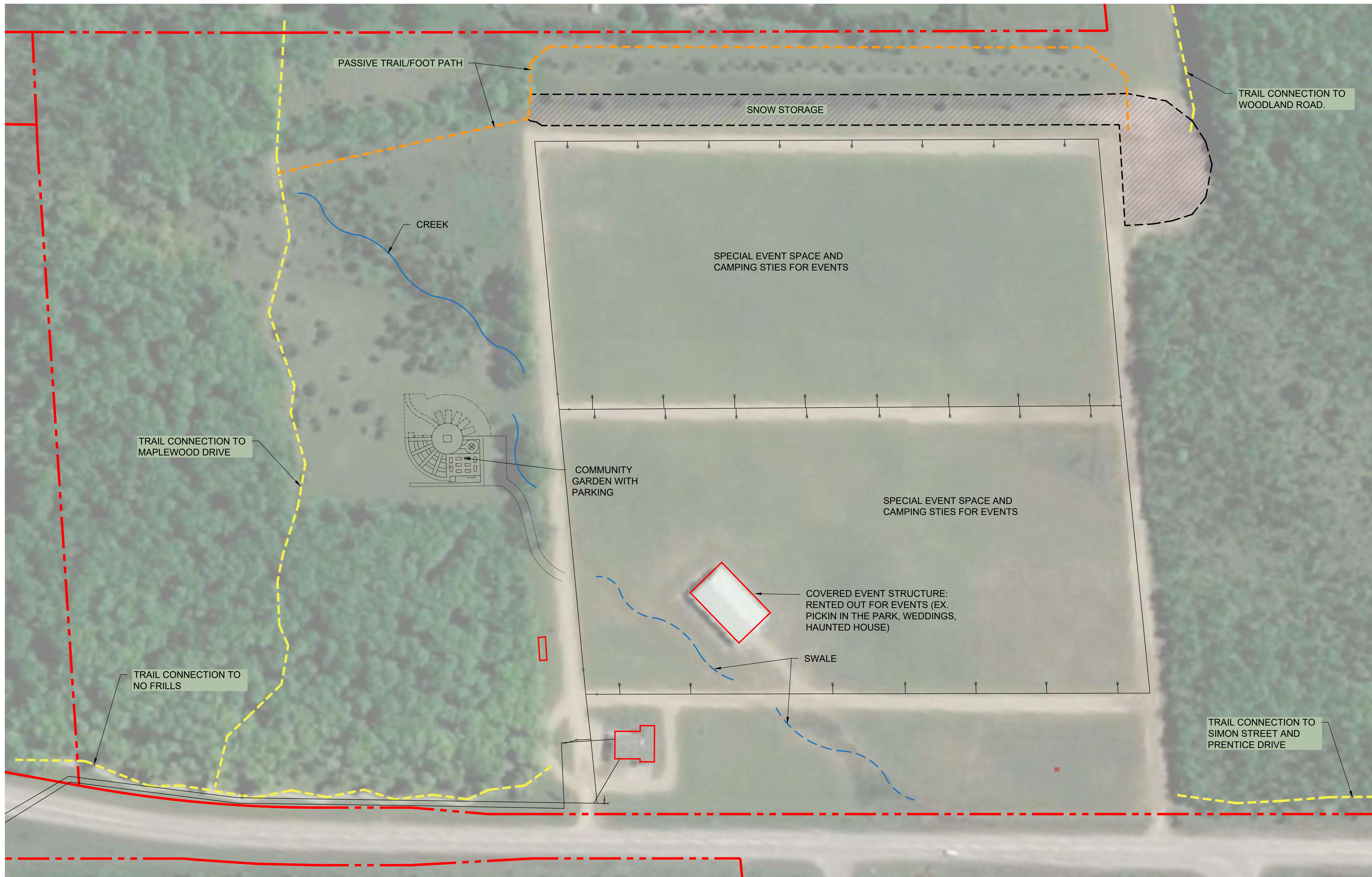
#### Question options

☒ Yes ☐ No

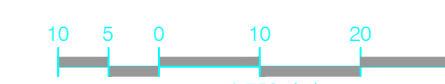
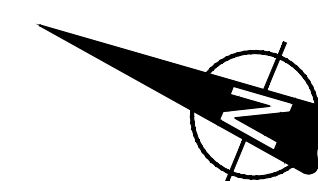
*Mandatory Question (481 response(s))*

*Question type: Checkbox Question*

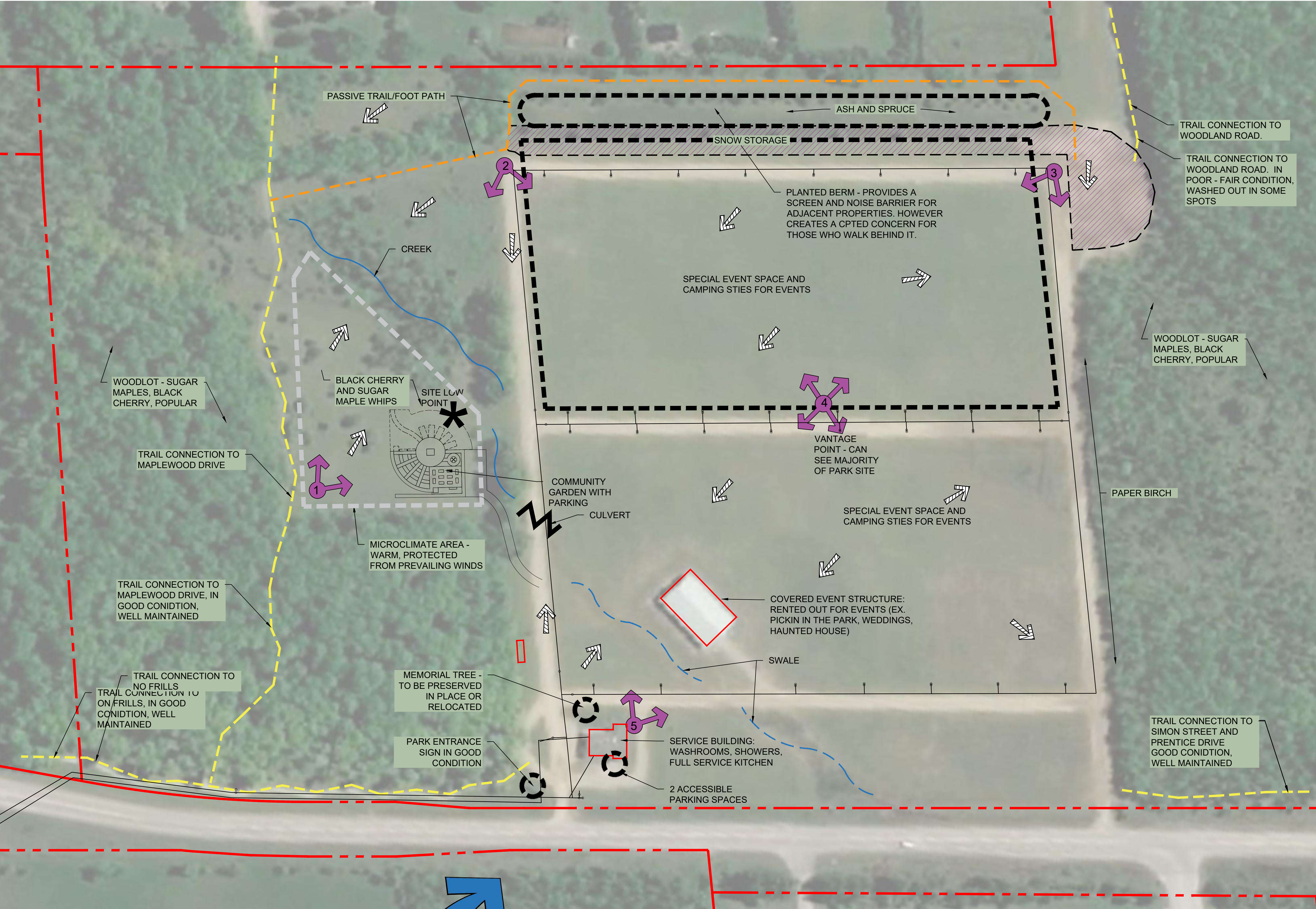




# FIDDLE PARK, SHELBURNE EXISTING CONDITIONS







LEGEND

- VIEW POINTS
- SLOPE ARROWS
- SITE FEATURES
- TRAILS - MAINTAINED



VIEW POINT #1



VIEW POINT #2



VIEW POINT #3



VIEW POINT #4 A

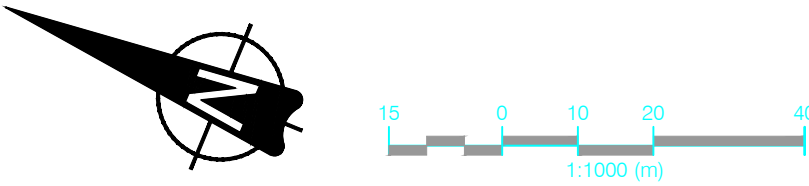


VIEW POINT #4 B



VIEW POINT #5

# FIDDLE PARK, SHELBURNE SITE INVENTORY/ANALYSIS







NATURE THEMED PLAY



DOG PARK



BMX / MOUNTAIN BIKE TRACKS



MULTI-USE SPORTS COURTS



ADULT FITNESS



NATURALIZATION



PLAYGROUNDS



CLIMBING



## FIDDLE PARK, SHELBURNE PRECEDENT IMAGES





GREEN INFRASTRUCTURE - BIOSWALES



COMMUNITY GARDEN



LAYERED SEATING - OUTDOOR CLASSROOMS



TRAILS



OUTDOOR ICE RINK



SKATING TRAILS



TOBOGGAN HILL



SNOWSHOEING



FIDDLE PARK, SHELBURNE  
PRECEDENT IMAGES



## Fiddle Park Concept Options Feedback - Data

### Total Concept Votes Including PIC

Concept 1 – 48/98 (online) | 0/15 (comment sheet/sticky votes) | **48/113, 42%**

Concept 2 – 25/98 (online) | 5/15 (comment sheet/sticky votes) | **30/113, 27%**

Concept 3 – 18/98 (online) | 7/15 (comment sheet/sticky votes) | **25/113, 22%**

None/ Abstain – 7/98 (online) | 3/15 (comment sheet/sticky votes) | **10/113, 9%**

### Concept 1 – Preferences/Dislikes

- **Nature Themed Playground (16)**
  - Nature theme playground (-1)
  - Lack of Rubberized Play Surfacing (-1)
  - Location of playground (-1)
- **Skating Trail (16)**
- **Amphitheatre Seating/Outdoor Classroom (13)**
  - Amphitheatre (-3)
- **Walking Trails (10)**
- **Overall Nature Theme (8)**
- Look-Outs (4)
- Layout (3)
  - Too much sloped lawn (-1)
- Water Feature/ Play Element (3)
- Ornamental Gardens (2)
  - Gardens (-1)
- Community Plaza (2)
  - Community Plaza (-1)
- Overflow parking (2)
  - Overflow parking (-1)
  - Overflow Parking Location (-1)
- Naturalized Planting (3)
- Boardwalk (1)
- Event Supports (1)

### Concept 2 – Preferences/Dislikes

- **Variety of Programming (9)**
- **Beach Volleyball (6)**
  - Beach volleyball (-2)
- **Fitness Stations (6)**
- **Skating Trail (6)** (preference for larger length)
- **Sports Pads (6)**
- Walking Trails (4)
- Overall Sports Theme (2)
- Layout (2)
- Fitness Themed Playground (2)
  - Fitness themed playground (-1)
- Ornamental Gardens (1)
  - Gardens (-2)
- Permanent Parking (1)
- Location of play? Family gathering? (1)
- Spacing of Sloped Lawns (1)
- Naturalized Planting (1)
  - Lack of Parking (-2)
  - Wetlands (-1)
  - Lack of Special Event Space (-1)

### Concept 3 – Preferences/Dislikes

- **Camping (21)**
  - Too Much Camping (-1)
- **Open Space (5)**
- **Music Themed Playground (2)**
  - Playground (-1)
  - Location of Playground (-1)

- **Expansive Event Space (2)**
- Parking Layout (1)
- Expanded Washrooms (2)
  - No Expanded Washrooms (-2)
- Community Plaza (2)
- Boardwalk (1)
- Skating Pad under Pavilion (4)
  - Tree Planting @ Pavilion (-2)
  - Wetland, presumed hazard for night event (-1)
  - Lack of Splash Pad (-1)
  - Not enough dedicated parking (-1)
  - Layout of Community Plaza/Playground to switch (-1)

#### **Overall Programming Preference Rating**

- **Skating Trail (22)**
- **Camping (20)**
- **Nature Themed Playground (15)**
- **Walking Trails (14)**
- **Amphitheatre Seating/Outdoor Classroom (10)**
- Fitness Stations (6)
- Sports Pads (6)
- Beach Volleyball (4)
- Look-Outs (4)
- Water Feature/ Play Element (4)
- Naturalized Planting (4)
- Skating Pad under Pavilion (4)
- Large Open Space (3)
- Overflow parking (3)
- Community Plaza (3)
- Boardwalk (2)
- Event Supports (1)
- Fitness Themed Playground (1)
- Music Themed Playground (1)
- Permanent Parking (1)
- Lack of Special Event Space (-1)
- Wetland (-2)

#### **Program Elements Missing from Concepts:**

- **Drive-In Theatre (4)**
- **Commentary on how to physically access the site (4)**
- **Identification of space/features for rent/revenue (2)**
- **Indoor Facility (2)**
- **Enclosed pool (2)**
- Music element in natural playground (1)
- Sand play area (1)
- Sports field type that is not yet in any other park (1)
- Space to program with classes (yoga, music, etc.) or (1)
- Skate Park (1)
- Pond condition instead of wetland (1)
- Increase size of community garden (1)
- Additional covered area (1)
- Designated space for food vendors (1)
- Table games (chess, tic tac toe)
- Covered sports activity space (1)
- Enough parking for special events (1)
- Multi-purpose/flexible overflow parking (1)
- Seating area south of stage (1)
- Cultural and Community heritage (1)
- Memorial Trees or Garden (1)
- Washrooms near Pavilion (1)
- Storage (1)

#### **Do not like any concepts, would like to see instead:**

- Balance/ inclusion of programming from all three concepts (2)
- Funding to be spent on high school (1)
- Bigger pavilion for skating,
- 'Regular' playground (theme is too expensive & natural not desired) (1)
- Permanent cricket facility – not seen in parks and rec master plan (1)
- Revenue generating features (1)

- Ice Skating/ Roller Skating Rink with Public Washroom (1)
- Accessible above and beyond minimum requirements (1)

**Programming Elements that were thought to be missing/ need more clarity:**

- Covered / Inviting picnic areas (6)
- Shade / Seating in Shade (3)

- Ability to host concerts (2)
- Access to Washrooms (2)
- Inclusive Playground (1)
- Accessible access to the washroom/concession building (1)
- Paved trails (1)
- Splash Pad/Water Play (1)
- Playground (1)
- Lighting (1)

## **Fiddle Park Concept Options Feedback - Analysis**

### **Preferred Concept Design**

The data shows that there is a strong preference for Option 1 but that there are merits to the programming proposed in Options 2 and 3 that should be explored.

### **Preferred Programming**

The Top 5 programming elements across all three options are generally consistent with the survey conducted in 2021 and include:

1. Skating Trail
2. Camping
3. Nature Themed Playground
4. Walking Trails
5. Amphitheatre Seating / Outdoor Classroom

#### **1 - Skating Trail**

The skating trail extending use of the park into the winter season was a desirable attribute of this programming. It suggests that other winter appropriate programming is desirable on the site. There is concern regarding the ability to access the washroom facilities, especially when small children have more layers to remove. Designating a space for portable washrooms near the pavilion could alleviate this concern. It was mentioned that the length of the skating trail in Concept 2 was desirable.

#### **2 – Camping**

Camping was identified as a desirable program element, even when responders identified Option 1 or 2 as their preferred concept. Some of the reasons why camping was supported was nostalgia and support for existing events such as HMF, Pickin' in the Park, Fiddle 50 etc. Phasing out the camping over time could help to mitigate concerns with Options 1 and 2.

### 3 – Nature Themed Playground

The nature theme was by far the most desired theme for the playground. There are some that desire the condition of the play surfacing to be accessible and to include accessible play within the natural play space. There is concern that the quality of play in a nature themed play space can sometimes be underwhelming. An example of a successful natural playground was provided, Orangeville's Island Lake Nature Playground.

### 4 – Walking Trails

Walking trails was another desired program element. Sometimes there was a specific preference for trails in the naturalized area but more generally supported throughout the site. There is concern regarding equitable access to trails with a desire for paved surfaces and manageable slopes. There is also concern regarding safety and visibility. Planning for a hierarchy of walking trail types with a clear distinction of accessible trail routes would help alleviate some of these concerns. Consideration should be given to locating active programming in low visibility portions of the site.

### 5 – Amphitheatre Seating/ Outdoor Classroom

Amphitheatre style seating was identified as a desired support element for events as well as an outdoor classroom. There was concern regarding whether this space would be popular enough to merit inclusion in the preferred concept design. Careful consideration for the size, layout, accessibility, and access to shade for this program element is required to maximize the use of the space.

## **Themes**

There are some themes that can be drawn from the concept options feedback that should be considered when developing and presenting information for the preferred concept design:

### Phased Approach

- Allows the retention of the current camping program while residents become accustomed to shifts within the programming of the site. Camping was identified as a desirable program element, even when responders identified Option 1 or 2 as their preferred concept.
- Allows funding to be determined over time with phased implementation.
- Prioritization for the earliest phase should be given to the most desired programming elements identified [Skating Trail, Nature Themed Playground, Camping, Walking Trails] as well as program that provides a source of revenue [rentable picnic pavilions, event supports, etc.]

### Equity vs Revenue

- While revenue generating programming supports the ability for the park to function, this can create a barrier for some residents. Allowing facilities to be free when the facility is not being rented helps to maintain equitable access. Areas and activities that relate to rental permits should be clear and well-defined to avoid any potential conflicts with keeping the park generally accessible and open to the public during park hours.



### Concept Blending / “A Little Bit for Everyone”

- While a Nature Themed Park was noted as desirable from the feedback, it was also expressed that the park programming should support a variety of users in terms of age and abilities. Suggesting that some of the fitness programming from Concept 2 be added to Concept 1.
- Including either or both the Fitness Stations or one of the proposed Sport Pads within the programming of Concept 1 would help to satisfy teen, young adult, and active residents.
- Active or loud programming (play areas) should be located to still allow space for quiet contemplation/ respite.
- The overflow parking proposed in Concept 1 is supported but there is a desire to consider a more flexible use of the space. This could be an opportunity to include a seasonal market space or food vendor space to support events.

### Accessibility & Safety

- Even though we are at a high-level planning phase of the project, there is a desire to identify accessibility and safety features that will be incorporated into the future park improvements.
- Specifically mentioned was the difficulty in the change of grade/elevation around the existing building that is proposed to be expanded in all concept options. Accessible ground conditions for the playground and walking trails were also identified as well as accessible furnishings.
- Public safety and vandalism were also identified as a concern.
- The preferred concept design should provide information on how accessibility and safety will be incorporated into the design.

### Transportation to Park

- It was identified that since Fiddle Park is not centrally located in Shelburne, that access to the site should be a consideration when planning new programming.
- Specifically mentioned was the lack of walkability to the site and a desire for transit for seniors. Providing more information on planned future trails leading to the site and potential bus drop-off should be considered for the preferred concept design.

### Cultural Heritage

- Finding a way to honour the history of the land from a cultural heritage perspective was identified by a few responders. Consideration should be given to integrating Indigenous History and the more recent musical history in the preferred concept design.

### **Program Elements Missing (or Thought to be Missing)**

The feedback identified programming that was not included in the concepts but are desired on site. Some of this feedback is relevant to the development of the site as a destination park and some disagreed with the planned use for the site. For example, an indoor recreation facility or ‘enclosed’ pool.

Often feedback regarding missing programming identified site features that would be planned in the detailed design phase of the project, rather than the master planning level, and should be considered as the project progresses. Feedback that should be considered for the preferred concept design include:

- Designated space for food vendors
- Seating area south of stage/ pavilion
- Multi-purpose/flexible overflow parking
- Designated open area able to accommodate special events

Feedback indicated that some of the programming intended to be presented in some or all the concepts was thought to be missing. The preferred concept design should ensure to highlight: covered and non-covered picnic areas; shade structure and shade elements; and access to washroom facilities. Other program elements thought to be missing are very specific and addressed in the detail design phase.



LOOK OUT POINTS & VIEW CORRIDORS



WINTER SKATE TRAIL / SUMMER WALKING LOOP



AMPHITHEATRE SEATING / OUTDOOR CLASSROOM



NATURE THEMED PLAYGROUND



EXPANDED WASHROOMS & COMMUNITY PLAZA



LEGEND

- VEHICULAR ROAD
- MAINTENANCE / SPECIAL ACCESS ROAD
- MAJOR PEDESTRIAN PATHWAY
- MINOR PEDESTRIAN PATHWAY
- VIEW CORRIDOR, LIMIT OBSTRUCTIONS
- BUFFER TREATMENT
- SHADE STRUCTURE

SITE FURNISHINGS & FEATURES

- BENCHES / SEATING
- WATER STATIONS
- BICYCLE PARKING
- TRAIL DISTANCE MARKERS
- LIGHTING
- INFORMATION BOARD
- WATER FEATURE

WALKING TRAILS AND NATURALIZED PLANTING



ORNAMENTAL GARDENS



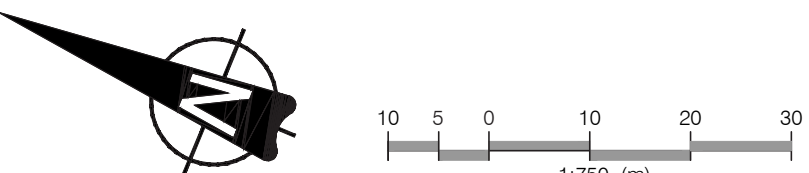
OVERFLOW PARKING FOR SPECIAL EVENTS



BIOSWALE / WETLAND & BOARDWALK CROSSINGS



FIDDLE PARK, SHELBURNE  
MASTER PLAN - CONCEPT OPTION 1





GATHERING AREAS



WINTER SKATE TRAIL / SUMMER WALKING LOOP



FITNESS STATIONS



ORNAMENTAL GARDENS



EXPANDED WASHROOMS & COMMUNITY PLAZA



LEGEND

- VEHICULAR ROAD
- MAINTENANCE / SPECIAL ACCESS ROAD
- MAJOR PEDESTRIAN PATHWAY
- MINOR PEDESTRIAN PATHWAY
- VIEW CORRIDOR, LIMIT OBSTRUCTIONS
- BUFFER TREATMENT
- SHADE STRUCTURE

SITE FURNISHINGS & FEATURES

- BENCHES / SEATING
- WATER STATIONS
- BICYCLE PARKING
- TRAIL DISTANCE MARKERS
- LIGHTING
- INFORMATION BOARD
- WATER FEATURE

WALKING TRAILS AND NATURALIZED PLANTING



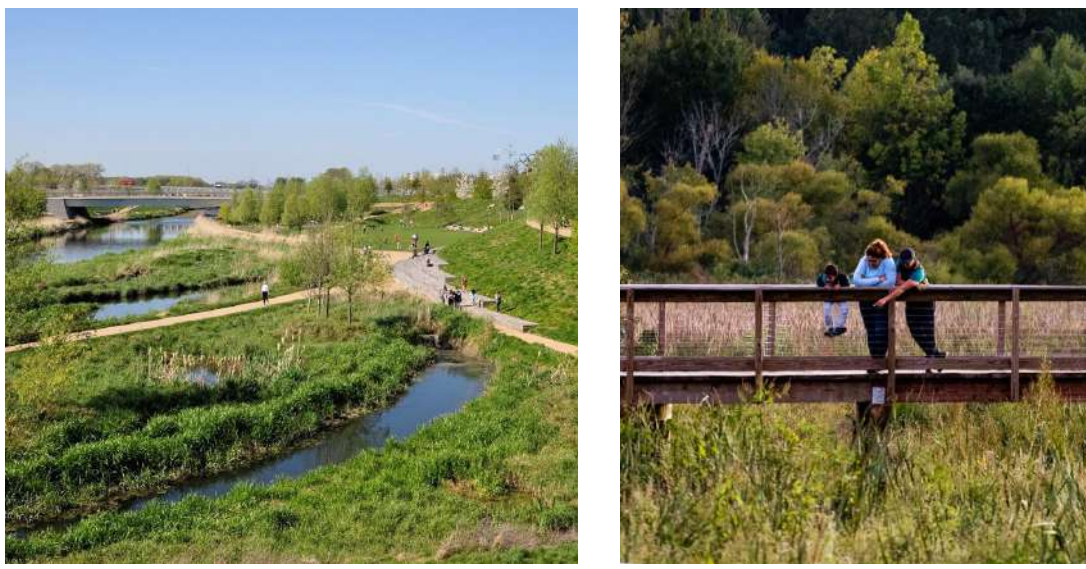
FITNESS THEMED PLAYGROUND



MULTI-USE COURTS & BEACH VOLLEY BALL



BIOSWALE / WETLAND & BOARDWALK CROSSINGS



FIDDLE PARK, SHELBURNE  
MASTER PLAN - CONCEPT OPTION 2



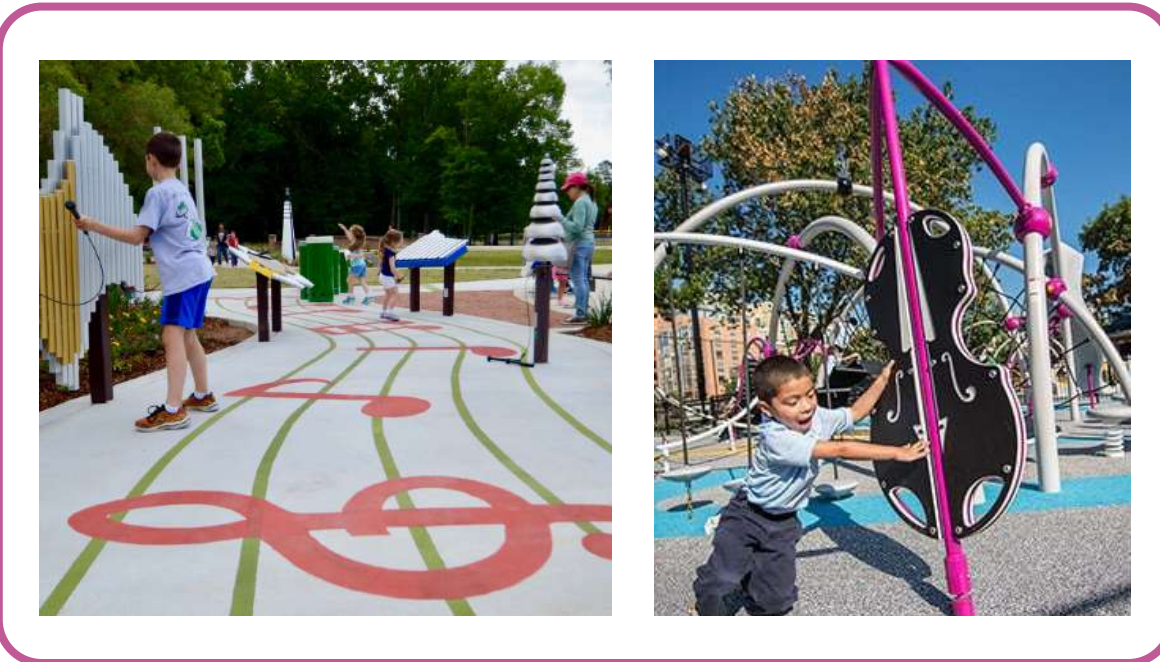
MAINTAIN EXISTING CAMPING



EXPANDED WASHROOMS & COMMUNITY PLAZA



MUSIC THEMED PLAYGROUND



# FIDDLE PARK, SHELBURNE MASTER PLAN - CONCEPT OPTION 3



## LEGEND

- VEHICULAR ROAD
- MAINTENANCE / SPECIAL ACCESS ROAD
- MAJOR PEDESTRIAN PATHWAY
- MINOR PEDESTRIAN PATHWAY
- VIEW CORRIDOR, LIMIT OBSTRUCTIONS
- BUFFER TREATMENT
- SHADE STRUCTURE

## SITE FURNISHINGS & FEATURES

- BENCHES / SEATING
- WATER STATIONS
- BICYCLE PARKING
- TRAIL DISTANCE MARKERS
- LIGHTING
- INFORMATION BOARD
- WATER FEATURE

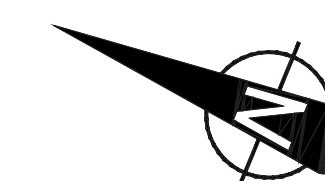
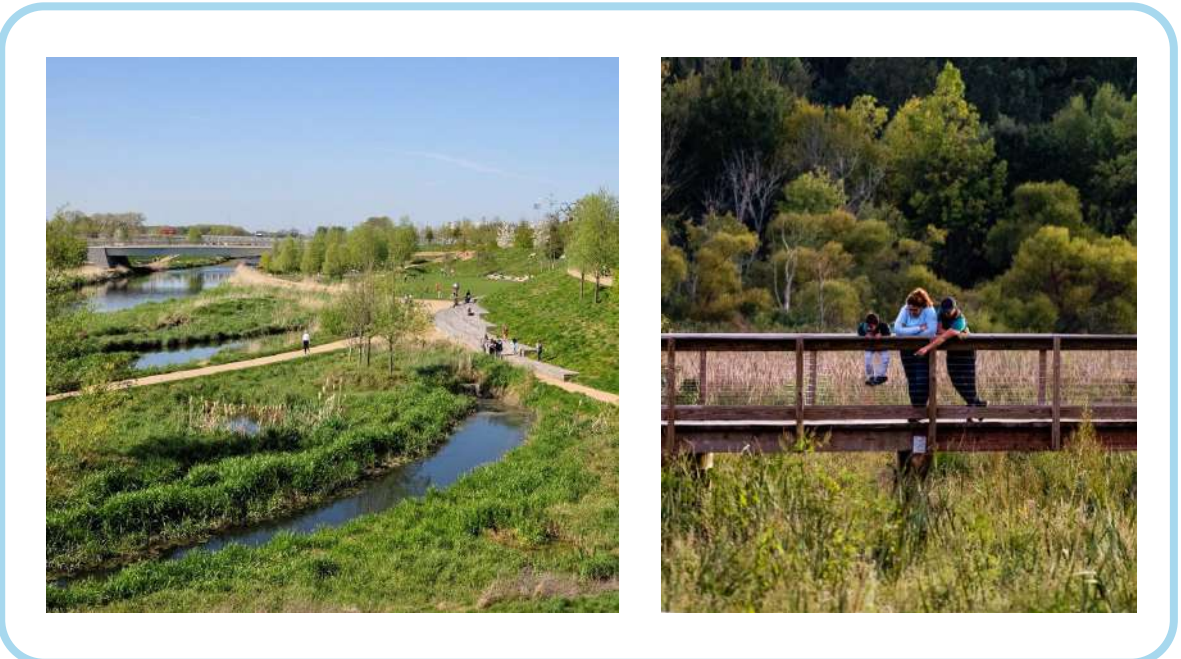
SKATING PAD IN EXISTING PAVILION



OVERFLOW PARKING FOR SPECIAL EVENTS



BIOSWALE / WETLAND & BOARDWALK CROSSINGS











## **ABIDING PLACE MINISTRIES**

At Abiding Place, everyone is a part of the ministry

Sept 14, 2023

Dear Shelburne Council,

In past years the Town Hall has helped to facilitate the Remembrance Day service for the Shelburne Legion at the Cenotaph and has very much been appreciated.

I would like to request, if possible, to have some help this year as well. I realize Remembrance Day is on a Saturday during non-business hours and therefore not all staff will be working, however I would appreciate staff assistance for the ceremony.

The support required is:

- Preparations to be ready for 10:50 am
- The closure of Victoria Street from Main Street to Andrew Street
- Sound system (speakers and microphone)
- Podium
- Playing of O' Canada and God Save the King
- 7 chairs for veterans
- Hanging two Hero Banners on the light standard near the Cenotaph (as requested all other banners stay hung in the Legion Hall)

I will be contacting the OPP directly to arrange for police presence to assist with crossing Main Street at William Street during the Remembrance Day march/parade from the Legion to the Cenotaph.

Thank you for your consideration of this request.

Blessings

Rev. Gord Horsley  
Padre, Legion Branch 220  
Pastor, Abiding Place Fellowship

## Remembrance Day

November 11/2023 at 9:45 am

### Royal Canadian Legion, Branch 220

Welcome Rev. Gord Horsley, Legion Padre

#### Colour Party – Sergeant-at-Arms

National Anthem - O Canada Joan Wallace

Prayer Rev. Gord Horsley

#### Colour Party – Sergeant-at-Arms

Mayor Wade Mills

MPP. Sylvia Jones MP. Kyle Seeback

Poem In Flanders Fields Walter Kolodziechuk

Song Murray Irwin

Speaker, message Neil Orford

Prayers for Peace Rev. Gord Horsley

Reading the names of the fallen

1914-1918 Comrade Judy McCarroll

1939-1945 Joan Wallace

2000-2022 Comrade Liz Whitten

#### Colour Party – Sergeant-at-Arms

#### Last Post – Silence – Lament – Reveille

Bugler - David Bugis

Pipers - Greg Long, Gord Merckell, Joe Thompson

#### Acts of Remembrance

#### Colour Party – Sergeant-at-Arms

Please, quickly fall in for the march to Cenotaph

(For those who are to lay wreaths, the Cadets will be passing you your wreath at the Cenotaph when your name is called, Thank you!)

## At the Cenotaph

Honor Guard:

164<sup>th</sup> Air Cadets

National Anthem - O Canada

Joan Wallace

Poem: In Flanders Fields

Walter Kolodziechuk

#### Last Post – Silence – Lament – Reveille

#### Act of Remembrance

Placing the wreaths and poppies, at Cenotaph

Anthem – God Save the king Joan Wallace

Closing Prayer – The Lord's Prayer Rev. Gord Horsley

#### March off the Colours

Parade Marshal Sgt.- At Arms Chris Skalozub

Thank you; C.A.O & Town Works Department

164<sup>th</sup> Air Cadets, OPP, Fire & Paramedics.

The Royal Canadian Legion, Branch 220, is celebrating 91 years of service in Shelburne

Refreshments and a light lunch will be served at the Legion.

Please join us!

**From:** Heidi Sewell [REDACTED]  
**Date:** September 15, 2023 at 4:58:02 PM EDT  
**To:** "Jennifer E. Willoughby" <jwilloughby@shelburne.ca>  
**Subject:** Fireworks at Haunt in the Park

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the contents to be safe.

Good afternoon,

As you may know I am a member of the board that puts on the Haunt in the Park every year for the last thirty years in this wonderful town. As this year is our 30<sup>th</sup> Anniversary, we would like to have some pretty spectacular opening ceremonies on the first night of our event (October 27th) by setting off some fireworks at opening.

As such we would like to have the Town grant us permission to set off 2 - 4 fireworks cakes before we open the doors to the public.

It is our intention (and will not do it without this person) to arrange to have a licenced fireworks technician set off the fireworks in question on our behalf.

We have reached out to the local fire chief and he has sent us an email approving this, which I have attached hereto.

I request that this matter be brought to the next council meeting so we can be sure that we are proceeding within the terms of the local by-laws.

Thank you for your consideration and I look forward to hearing from you on this matter. Please do not hesitate to reach out with any questions or concerns you may have in this regard.

Heidi Sewell

---

**From:** Ralph Snyder <rsnyder@sdfd.ca>

**Sent:** September 5, 2023 3:31 PM

**To:** [REDACTED]

**Subject:** Fireworks at Haunt in the Park

Heidi,

As per our telephone conversation the Shelburne & District Fire Department would support a small fireworks display for the 30<sup>th</sup> annual "Haunt in the Park" under the following conditions:

- the display must be supervised by personnel with a valid [fireworks operator certificate](#)
- a site plan must be submitted for approval.

We ask that you provide the following information:

- date, time schedule of the events, and the possible rain date if any
- description of fireworks, including type, size, and quantity
- firing procedures – manual or electric
- emergency response procedures
- traffic control plans and attendance estimates, if known

The Fire Department would be willing and able to provide firefighting and first aid services.

I have attached an approval form for you to complete.

Please don't hesitate to call me if you need any help with this proposal.

**Ralph Snyder, Fire Chief**

**Phone: 519-925-5111 Mobile: 519-938-1609**

[rsnyder@sdfd.ca](mailto:rsnyder@sdfd.ca)

**Shelburne & District Fire Department**

**114 O'Flynn St., Shelburne ON, L9V 2W9**



Town of Shelburne  
Arts, Culture and Heritage Committee  
July 5, 2023, at 6:45 pm  
Committee Meeting – Minutes  
Town Hall – 203 Main Street East



## MINUTES

### Members in Attendance:

Chair Lynda Buffett  
Vice Chair Councillor Lindsay Wegener  
Councillor Kyle Fegan  
Alex Carter  
Bella Carter  
Ahsen Siddiqui

### Members Absent:

Brian McBride

### Staff Present:

Alice Byl, Deputy Clerk, Committee Coordinator

This document can be made available in other accessible formats and with communication supports as soon as practicable and upon request.

## 1. Call to Order

Chair Lynda Buffett called the meeting to order at 6:49 pm.

### Land Acknowledgement:

We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe, including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play and learn are steeped in rich indigenous history and traditions. It is with this statement that we declare to honour

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and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

We encourage residents to review the call-to-action information by visiting the following website to further research and educate oneself:

<https://www.dccrc.ca/educational-links/>

## **2. Disclosures of Pecuniary Interest**

There were no disclosures.

## **3. Adoption of Minutes - Arts, Culture & Heritage Committee Meeting – May 9, 2023**

### **Motion # 1**

**Moved by:** Ahsen Siddiqui

**Seconded by:** Vice Chair Councillor Lindsay Wegener

BE IT RESOLVED THAT the minutes from the Arts, Culture and Heritage Committee Meeting held May 9, 2023, be adopted as presented.

CARRIED

## **4. General Information - Discussion Items**

### **a. Update on working discussion from June 7, 2023**

The committee discussed the presentation that Blazeworks provided on June 7, 2023, and the possibility of putting another mural within the Town of Shelburne as well as considering other artists for a potential mural.

### **Motion # 2**

**Moved by:** Vice Chair Councillor Lindsay Wegener

**Seconded by:** Alex Carter

BE IT RESOLVED THAT the mural presentation by Blazeworks be received as information.

Carried

### **b. Arts, Culture and Heritage Committee Key Chains**

The committee discussed the design and colour choices for the key chains.

### **Motion # 3**

**Moved by:** Ahsen Siddiqui

**Seconded by:** Councillor Kyle Fegan

BE IT RESOLVED THAT the Arts, Culture and Heritage Committee appoints Vice Chair Councillor Lindsay Wegener, Councillor Kyle Fegan and Alex

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Carter to a sub-committee for the decision of the key chain design;

AND THAT the sub-committee be authorized to spend up to \$800.00 to develop the key chains.

Carried

**c. Shelburne Arts and Brews**

The committee discussed the timing of holding an Arts and Brews event.

**Motion #4**

**Moved by:** Councillor Kyle Fegan

**Seconded by:** Vice Chair Councillor Lindsay Wegener

BE IT RESOLVED THAT the Arts, Culture and Heritage Committee sets the date of Saturday, September 21, 2024, for the Arts and Brews event.

Carried

**d. Arts, Culture and Heritage Committee Mandate**

The committee discussed the coordination of events with the Town and other organizations so as not to overlap events.

**e. Afternoon Tea Event**

The committee discussed the possibility of partnering with the Shelburne Cricket Club for an afternoon high tea event in the future. The event this year is being held August 24 at KTH park.

**f. Opportunities for this Term**

The committee discussed completing the Back Lanes Project and the brochure to go along with it. The committee also discussed the Shelburne Doors Calendar Project.

**5. New Business**

The committee discussed having a vendor booth at the Shelburne Fall Fair.

**Motion # 5**

**Moved by:** Alex Carter

**Seconded by:** Bella Carter

BE IT RESOLVED THAT if the Arts, Culture and Heritage Committee chooses to participate in the Shelburne Fall Fair to display information about the committee that a vendor booth for \$60.00 be approved.

Carried

Information is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. The agenda is a public document and forms part of the permanent public record. Questions about the collection of personal information should be directed to the Clerk at 519-925-2600.

**7. Adjourn**

**Motion # 3**

**Moved by:** Vice Chair Lindsay Wegener

**Seconded by:** Alex Carter

BE IT RESOLVED THAT we now adjourn to reconvene at the call of the Chair.

Carried

The meeting adjourned at 8:21 pm.

## 2024 TOWN OF SHELBURNE BUDGET SCHEDULE

|                                                           |                                                                                                                                                                                                                |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>August 31 2023</b>                                     | Submission Deadline for Annual Grant Applications                                                                                                                                                              |
| <b>August 31 2023</b>                                     | Collection of data, quotes, estimates, etc., by department heads and senior management in preparation of preliminary budget meetings. All data to be submitted to Treasury <b>no later than August 31 2023</b> |
| <b>September 25 2023</b><br><b>*IMPORTANT MEETING*</b>    | Watson & Associates - Water and Wastewater Rate Study; GSP - Final Parks & Recreation Master Plan                                                                                                              |
| <b>October 2 2023</b><br><b>Special Meeting (Virtual)</b> | Presentations received by council from Municipal Grant Funding Applicants (followed by Grant Funding Committee meeting at a later date)                                                                        |
| <b>October 16 2023</b>                                    | 2024 Budget Framework Report                                                                                                                                                                                   |
| <b>October 20 2023</b><br><i>(not a meeting date)</i>     | Distribution of the 2024 Draft Budget for Council review only. Choice of hard copy, electronic, both.                                                                                                          |
| <b>October 30 2023</b>                                    | Presentation of Draft Budget to <b>Council</b> with an addendum of any revisions that have taken place since the distribution on October 20 2023.                                                              |
| <b>November 6 2023</b>                                    | Special Budget Meeting <b>(only if required)</b>                                                                                                                                                               |
| <b>November 13 2023</b>                                   | Presentation of Draft Budget to <b>Public</b> followed by discussion at the regular meeting of Council to follow the same evening                                                                              |
| <b>November 27 2023</b><br><b>(Virtual)</b>               | Approval of 2024 Budget by Resolution with authorization to prepare By-Law for next meeting                                                                                                                    |
| <b>December 11 2023</b><br><b>(Virtual)</b>               | By-Law to Adopt the 2024 Budget                                                                                                                                                                                |

# 2024

## Regular Council Meeting Dates

| January |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         | 1  | 2  | 3  | 4  | 5  | 6  |
| 7       | 8  | 9  | 10 | 11 | 12 | 13 |
| 14      | 15 | 16 | 17 | 18 | 19 | 20 |
| 21      | 22 | 23 | 24 | 25 | 26 | 27 |
| 28      | 29 | 30 | 31 |    |    |    |

| February |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 |    |    |

| March |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    |    | 1  | 2  |
| 3     | 4  | 5  | 6  | 7  | 8  | 9  |
| 10    | 11 | 12 | 13 | 14 | 15 | 16 |
| 17    | 18 | 19 | 20 | 21 | 22 | 23 |
| 24    | 25 | 26 | 27 | 28 | 29 | 30 |
| 31    |    |    |    |    |    |    |

| April |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       | 1  | 2  | 3  | 4  | 5  | 6  |
| 7     | 8  | 9  | 10 | 11 | 12 | 13 |
| 14    | 15 | 16 | 17 | 18 | 19 | 20 |
| 21    | 22 | 23 | 24 | 25 | 26 | 27 |
| 28    | 29 | 30 |    |    |    |    |

| May |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     |    |    | 1  | 2  | 3  | 4  |
| 5   | 6  | 7  | 8  | 9  | 10 | 11 |
| 12  | 13 | 14 | 15 | 16 | 17 | 18 |
| 19  | 20 | 21 | 22 | 23 | 24 | 25 |
| 26  | 27 | 28 | 29 | 30 | 31 |    |

| June |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      |    |    |    |    |    | 1  |
| 2    | 3  | 4  | 5  | 6  | 7  | 8  |
| 9    | 10 | 11 | 12 | 13 | 14 | 15 |
| 16   | 17 | 18 | 19 | 20 | 21 | 22 |
| 23   | 24 | 25 | 26 | 27 | 28 | 29 |
| 30   |    |    |    |    |    |    |

| July |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      | 1  | 2  | 3  | 4  | 5  | 6  |
| 7    | 8  | 9  | 10 | 11 | 12 | 13 |
| 14   | 15 | 16 | 17 | 18 | 19 | 20 |
| 21   | 22 | 23 | 24 | 25 | 26 | 27 |
| 28   | 29 | 30 | 31 |    |    |    |

| August |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
|        |    |    |    | 1  | 2  | 3  |
| 4      | 5  | 6  | 7  | 8  | 9  | 10 |
| 11     | 12 | 13 | 14 | 15 | 16 | 17 |
| 18     | 19 | 20 | 21 | 22 | 23 | 24 |
| 25     | 26 | 27 | 28 | 29 | 30 | 31 |

| September |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 |    |    |    |    |    |

| October |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    | 1  | 2  | 3  | 4  | 5  |
| 6       | 7  | 8  | 9  | 10 | 11 | 12 |
| 13      | 14 | 15 | 16 | 17 | 18 | 19 |
| 20      | 21 | 22 | 23 | 24 | 25 | 26 |
| 27      | 28 | 29 | 30 | 31 |    |    |

| November |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |

| December |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 | 31 |    |    |    |    |



2024 Holidays



Regular Council Meeting





**TOWN OF SHELburne  
PUBLIC NOTICE  
COUNCIL MEETINGS**

Please note the following Council Meeting dates from January to December 2024:

**Regular Council Meetings:**

January 8 & 29,  
February 12 & 26,  
March 11 & 25,  
April 8 & 22,  
May 13 & 27,  
June 3 & 24,  
July 8 & 22,  
August 26,  
September 9 & 23,  
October 7 & 28,  
November 4 & 25,  
December 9, 2024

Meetings commence at 6:30 pm.

Alice Byl,  
Deputy Clerk, Committee Coordinator  
Town of Shelburne

Statutory Holidays

January 1 – New Years' Day  
February 29 – Family Day  
March 29 – Good Friday  
April 1 – Easter Monday  
May 20 – Victoria Day  
July 1 – Canada Day  
August 5 – Civic Holiday  
September 2 – Labour Day  
September 30 – National Day of Truth and Reconciliation (Office Open)  
October 10 – Thanksgiving Day  
November 11 – Remembrance Day (Office Open)  
December 25 – Christmas Day  
December 26 – Boxing Day

2024 Conferences

January 21-24 - ROMA  
April 21-24 – Good Roads  
June 9-12 - AMCTO  
August 18-21 - AMO  
September 17-20 - MFOA

## INFORMATION ON ORANGE SHIRT DAY

---

Orange Shirt Day is an Indigenous-led grassroots commemorative day that honours the children who survived residential schools and remembers those who did not. This day relates to the experience of Phyllis Webstad, a Northern Secwepemc (Shuswap) from the Stswecem'c Xgat'tem First Nation, on her first day of school, where she arrived dressed in a new orange shirt, which was taken from her.

To watch the message from Phyllis Webstad  
<https://www.youtube.com/watch?v=E3vUqrO1kAk>

## SHELBURNE DEI COMMITTEE

---

The Town of Shelburne has established a Diversity, Equity, and Inclusion Committee. The committee's mandate is to advise Council and continue the work of the Anti-Black Racism, Racism and Discrimination Task Force.

The committee will make recommendations and provide a monitoring and measuring role to help ensure that the Town of Shelburne applies a diversity, equity and inclusion lens to its policies, services, and programs.

For more Information visit:  
<https://www.shelburne.ca/DEI/>

**Rain or  
Shine**

# National Day for Truth and Reconciliation and Orange Shirt Day Ceremony

**September 30, 2023**



## WHEN

Saturday, September 30, 2023  
Time: 7:00pm

## WHERE

Jack Downing Park  
140 Main Street East



## TENTATIVE PROGRAM ACTIVITIES INCLUDE

---

Opening Ceremony

Raising of Every Child  
Matters Flag

Blessing at the Every Child  
Matters Crosswalk

Candle Light Walk - 1.8  
Kilometer

***We encourage everyone  
attending to wear an  
Orange Shirt.***

## TOWN OF SHELBURNE LAND ACKNOWLEDGEMENT

---

We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe, including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play and learn are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

We encourage residents to review the call-to-action information by visiting the following website to further research and educate oneself:

<https://www.dccrc.ca/educational-links/>

**Love**



**Respect**



**Courage**



**Honesty**



**Humility**



**Truth**



**Wisdom**



**From:** Denise Holmes <dholmes@melancthontownship.ca>

**Sent:** Tuesday, September 12, 2023 10:40 AM

**To:** Nicole Martin <nmartin@amaranth.ca>; Jessica Kennedy <jkennedy@eastgarafraxa.ca>; Fred Simpson <fred.simpson@townofmono.com>; Tracey Atkinson <tatkinson@mulmur.ca>; Jennifer E. Willoughby <jwilloughby@shelburne.ca>; Meghan Townsend <mtownsend@townofgrandvalley.ca>; Carolina Khan <ckhan@orangeville.ca>; Michelle Dunne <mdunne@dufferincounty.ca>; 'gord.johns@parl.gc.ca' <gord.johns@parl.gc.ca>; 'kyle.seeback@parl.gc.ca' <kyle.seeback@parl.gc.ca>; 'marie-claude.bibau@parl.gc.ca' <marie-claude.bibau@parl.gc.ca>

**Subject:** Bill C-310 - An Act to Amend the Income Tax Act (Volunteer Firefighting and Search and Rescue Volunteer Tax Credit)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the contents to be safe.

Good morning,

At the meeting of Melancthon Township Council held on September 7, 2023, the following motion was introduced and passed:

*Moved by McLean, Seconded by Moore*

**Be it resolved that:**

Whereas there are 90,000 volunteer firefighters in Canada, comprising 71 per cent of all firefighters in the country;

And Whereas there are an estimated 15,000 vacant firefighter positions in Canada;

And Whereas Canadians' reliance on volunteer firefighters is increasing at a time of warmer weather and increased wildfires;

And Whereas governments need to find new ways to incentivize the recruitment of volunteer firefighters in this country;

And Whereas volunteer firefighters are currently eligible for a \$3,000 tax credit each year;

And Whereas Bill C-310 proposes to increase the firefighters' tax credit to \$10,000 per year.

Now therefore be it resolved that the Township of Melancthon calls on all Members of Parliament to vote in support of Bill C-310 to increase the firefighters' tax credit from \$3,000 to \$10,000 to incentivize the hiring of more recruits and to recognize those who already serve.

And further that this motion be circulated to: Dufferin County municipalities; Gord Johns, MP for Courtenay—Alberni; Kyle Seeback, MP for Dufferin-Caledon; Honourable Marie-Claude Bibeau, Minister of National Revenue.

**Carried.**

Thank you.

Regards,  
Denise Holmes



Denise B. Holmes, AMCT | Chief Administrative Officer/Clerk | Township of Melancthon | [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca) | PH: 519-925-5525 ext 101 | FX: 519-925-1110 | [www.melancthontownship.ca](http://www.melancthontownship.ca) |

**The Administration Office will be open to the public Monday to Friday from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. There will be no public access between 12:00 p.m. to 1:00 p.m. as the Office will be closed.**

*Please consider the environment before printing this e-mail* This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.



-----Original Message-----

From: Bruce Lemcke <[REDACTED]>

Sent: Wednesday, September 6, 2023 1:53 PM

To: Denyse Morrissey <[dmorrissey@shelburne.ca](mailto:dmorrissey@shelburne.ca)>

Subject: internal Review

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the contents to be safe.

Good afternoon Denyse

I'm requesting council to conduct an internal review regarding the recent hiring process of the by law officers.

Mayor Mills advised me to email each council.

Do I need to request this new correspondence be added to the next council meeting.

regards. Bruce

Bruce C. Lemcke

Mobile: [REDACTED]

Email: [REDACTED]

Det. Peel Regional Police (Ret)

Constable OPP (Ret)

Sent from my iPhone



**The Corporation of the Town of Grimsby  
Administration**

Office of the Town Clerk

160 Livingston Avenue, Grimsby, ON L3M 0J5

**Phone:** 905-945-9634 Ext. 2171 | **Fax:** 905-945-5010

**Email:** [bdunk@grimsby.ca](mailto:bdunk@grimsby.ca)

September 8, 2023

SENT VIA E-MAIL

Office of the Prime Minister  
80 Wellington St.  
Ottawa, ON, K1A

Attention: The Right Honourable Justin Trudeau

**RE: Establishing a Guaranteed Livable Income**

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on September 5, 2023 passed the following resolution:

Moved by: Councillor Korstanje

Seconded by: Councillor Freake

Whereas the Canadian livable wage for Niagara Region, two years ago was determined to be \$19.80. This was \$6000 below the annual income of a minimum wage employee; and

Whereas our residents on programs such as Ontario Works, receive targeted fixed monthly incomes of \$733, and ODSP recipients receive \$1376; and

Whereas at the current Ontario minimum wage rate, a person working 37.5 hours per week will earn approximately \$2,500 monthly (before tax); and

Whereas the median rent for one bedroom in Grimsby as of August 2023 is now \$2000 a month; and

Whereas rent is considered affordable, when it is less than 30% of income. In Niagara west, rent is approximately 272% of Ontario Works, 145% of Ontario Disability Support Services, 75% of minimum wage full-time, and 150% of minimum wage part time; and

Whereas an annual 2.5% allowable rent increase can be combined with an additional 3-6.5% capital investment increase, raising the cost of rental housing another minimum of \$110 monthly; and

Whereas there are no housing units under Niagara Regional Housing for single adults or families with dependents, including 2,3,4 or five bedrooms in our community; and

Whereas the Grimsby Benevolent Fund reported that in 2022:

- 70+ households received monthly rental supplement totaling \$237,744
- \$79,500 was invested into one time emergency housing support as of June 7, 2023
- 78 households are receiving monthly financial benefits to make rental housing more affordable; and

Whereas food inflation was 8.3% and groceries rose by 9.1%; and

Whereas the Grimsby Food Bank numbers from June 2023 reported:

- 19 new households
- 447 served households
- 1055 served individuals
- 7 emergency visits; and

Whereas the Grimsby Economic Strategic Plan identified the general high cost of living and housing affordability as primary obstacles in our workforce attraction.

Therefore be it resolved that The Corporation of the Town of Grimsby circulate correspondence to Ontario municipalities encouraging them not only to collect data of their housing and poverty statistics, but also to examine their pending economic vulnerability as a result.

Be it further resolved that The Corporation of the Town of Grimsby encourage these same municipalities to join us in advocating on behalf of our communities with this data, and by writing a letter to the Prime Minister, Premier, and local politicians calling for a united effort in establishing a Guaranteed Livable Income program.

Be it further resolved the Town of Grimsby Clerks Department circulates this resolution to Niagara West MP Dean Allison and Niagara West MPP Sam Oosterhoff, requesting a response on this matter within 30 days of receipt.

Be it further resolved that The Corporation of the Town of Grimsby, through its Finance and Human Resources departments, undertake a comprehensive assessment to explore the feasibility and implementation of a living wage policy for all Town of Grimsby employees, with the aim of ensuring that all municipal workers receive fair compensation that aligns with the principles of a living wage and that staff be directed to explore becoming a living wage employer.

If you require any additional information, please let me know.

Regards,

A handwritten signature in dark ink, appearing to read 'Bonnie Nistico-Dunk', written in a cursive style.

Bonnie Nistico-Dunk  
Town Clerk

cc. Hon. Doug Ford, Premier of Ontario  
Ontario Municipalities  
Dean Allison, MP Niagara West  
Sam Oosterhoff, MPP Niagara West



# COMMUNIQUÉ

OFFICE OF THE FIRE MARSHAL  
BUREAU DU COMMISSAIRE DES INCENDIES

September 6, 2023

No. 2023-09

## Interpretation of s. 6(3) of the *Fire Protection and Prevention Act*

The Office of the Fire Marshal (OFM) has received a number of enquiries from the fire service about fire chiefs' roles and responsibilities with respect to reporting to municipal council. In light of these enquiries, the Fire Marshal has determined that it is appropriate to provide an interpretation of Section 6(3) of the [Fire Protection and Prevention Act, 1997](#) (FPPA).

Section 6(1) of the FPPA stipulates that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities shall appoint a fire chief for the fire department.

Section 6(3) of the FPPA then specifies the relationship between the fire chief and council as follows:

### ***Responsibility to council***

*6(3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.*

While a municipality may choose to have the fire chief report through an administrative organizational structure, the fire chief remains accountable directly and individually to council for all aspects of fire safety and the delivery of fire protection services within the municipality.

It is also important that any consideration of these matters be risk-based, as communities are required under [O. Reg. 378/18: Community Risk Assessments](#) to use their community risk assessments to inform decisions about the provision of fire protection services by no later than July 1, 2024.

If you have any questions, please speak with your Fire Protection Adviser.





234-2023-4597

September 15, 2023

Dear Head of Council,

**Subject: Responding to the Housing Affordability Task Force's  
Recommendations**

As you know, in February 2022, the Housing Affordability Task Force delivered [its final report](#) with recommendations to help Ontario tackle the housing supply crisis and build at least 1.5 million homes by 2031. Including sub-items and appendices, the Task Force made 74 unique recommendations, some of which apply to all communities in Ontario, with others more specific to large and urban municipalities. While Ontario has made progress in acting on these recommendations — with 23 implemented to date helping to achieve the highest level of housing starts in over three decades — as the province grows at incredible speed, all levels of government need to do more.

To bring the dream of home ownership into reach for more people, I have asked my ministry to renew its efforts to review and, where possible, implement the Task Force's remaining recommendations with minimal delay. As part of that review, I am asking for you, as head of council, to prioritize your top five recommendations for future consideration. For these top five priorities, this could include your advice to revisit the way a recommendation has been implemented up to this point, as well as how some of the recommendations could or should be implemented with amendments.

Accompanying this letter, you will find a chart with space to rank the top five Task Force recommendations. While I know that some of the recommendations may not be applicable to all small, rural, and Northern communities, I ask that you rank those recommendations that you feel would be, or have been, the most useful in increasing housing supply in your community.

As we look to do more to solve the housing supply and affordability crisis together, it's important for the province to have a full understanding of our municipal partners' positions on these recommendations as quickly as possible. I ask that you **please return the completed chart to [housingsupply@ontario.ca](mailto:housingsupply@ontario.ca) no later than October 16, 2023.**

.../2

I look forward to continuing our work together to ensure that more people can afford a place to call home.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a large, stylized initial 'P'.

The Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

c: Hon. Rob Flack, Associate Minister of Housing  
Kirstin Jensen, Interim Chief of Staff, Minister's Office  
Martha Greenberg, Deputy Minister  
Joshua Paul, Assistant Deputy Minister, Market Housing Division  
Sean Fraser, Assistant Deputy Minister, Planning and Growth Division  
Caspar Hall, Assistant Deputy Minister, Local Government Division

Attachment:

Top Five Housing Affordability Task Force (HATF) Recommendations for Response

Attachment: Top Five Housing Affordability Task Force (HATF) Recommendations for Response

| Please identify the top 5 HATF recommendations that you support, and rationale / comments |  |
|-------------------------------------------------------------------------------------------|--|
| 1.                                                                                        |  |
| 2.                                                                                        |  |
| 3.                                                                                        |  |
| 4.                                                                                        |  |
| 5.                                                                                        |  |



## POLICY UPDATE

September 19, 2023

# Policy Update - Toronto New Deal and Housing Affordability Task Force Responses

## Toronto New Deal Working Group

On September 18<sup>th</sup>, the Premier announced the formation of a working group with a mandate to achieve long-term stability and sustainability of Toronto's finances. Provincial and city public servants will work to develop a draft agreement before the end of November.

When the AMO Board meets on September 29<sup>th</sup>, it will consider a recommendation to secure a commitment from the Ontario government to update the partnership between the province and municipalities to better support Ontario's social and economic prosperity, build sustainable communities, and provide a solid foundation for economic growth, including increased housing supply. The proposal will include re-visiting Ontario's municipal fiscal framework to ensure municipalities have the financial resources they need to deliver on their responsibilities.

The proposed review builds on the successful 2008 provincial-municipal review led by AMO which resulted in the uploading of social assistance costs now worth more than \$2 billion annually, freeing up municipal resources to invest in infrastructure.

## Provincial Request for Housing Affordability Task Force Responses

On September 15<sup>th</sup>, [Minister Calandra requested](#) that each head of council identify their top five priority recommendations coming from the government's Housing Affordability Task Force to help guide future action. In addition, heads of council in municipalities with housing targets were asked to review each of the Task Force's 74 recommendations and provide responses regarding whether or not the government should proceed with implementing each action. Municipalities whose heads of council do not submit responses by October 16<sup>th</sup> will no longer be eligible to receive provincial funding under the recently announced *Building Faster Fund* to support housing-related infrastructure.

AMO's Board will consider a recommended sector-wide approach at its upcoming meeting on September 29<sup>th</sup>. The AMO response will be made

available for all municipalities as they consider this request.

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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**THE CORPORATION OF THE TOWN OF SHELBURNE**

**BY-LAW #53-2023**

**Being a By-law to confirm certain proceedings of the Council of the Corporation of the Town of Shelburne for its Regular Council meeting held September 25, 2023.**

**WHEREAS** Section 5 (1) of the Municipal Act, 2001, as amended, provides that the powers of a municipality shall be exercised by its Council;

**AND WHEREAS** Section 5 (3) of the Municipal Act, 2001, as amended, provides that municipal powers shall be exercised by by-law;

**NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF SHELBURNE ENACTS AS FOLLOWS:**

1. All actions of the Council of the Corporation of the Town of Shelburne at its meeting held on September 25, 2023, in respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate bylaw.
2. The Mayor and the proper officers of the Corporation of the Town of Shelburne are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required and except where otherwise provided, to execute all documents necessary in that behalf.

**BY-LAW READ A FIRST, SECOND and THIRD TIME in Open Council, and enacted this 25<sup>th</sup> day of September 2023.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK