



# Staff Report

## Strategic Initiatives

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**Report To:** COW - Operations, Planning and Building Services  
**Meeting Date:** July 7, 2025  
**Report Number:** SI.25.028  
**Title:** Follow Up Regarding Clarksburg Village Association Deputation  
**Prepared by:** Tim Hendry, Director of Strategic Initiatives

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### A. Recommendations

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THAT Council receive Staff Report SI.25.028, entitled "Follow Up Regarding Clarksburg Village Association Deputation";

AND THAT Council supports the speed limit reduction and traffic calming requests of the Clarksburg Village Association and directs staff to work with the Association to advance these priorities at Grey County;

AND THAT Council supports the timed parking limit request of the Clarksburg Village Association and requests Grey County to revise the current two-hour timed parking limits on Marsh Street in Clarksburg to be in effect from 9:00 AM to 4:00 PM, Wednesday through Sunday, and requests that Grey County approve this update as soon as possible, with signs installed before August 1, 2025 to allow enforcement to begin;

AND THAT Council supports the staff recommendation to reprioritize the implementation of the Town's Transportation Master Plan and supports the recommendation to complete a comprehensive parking strategy and directs staff to bring a report forward to this effect, outlining the resourcing and financial needs for consideration in the 2026 budget;

AND THAT Council directs staff to bring forward a report outlining a range of public washroom options for Clarksburg, outlining the pros and cons of each and the estimated costs.

### B. Overview

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This report provides Council with information from staff based on the deputations of the Clarksburg Village Association and Don Kilby regarding ongoing challenges and opportunities for downtown Clarksburg.

### C. Background

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The Clarksburg Village Association (CVA) presented a [deputation](#) to Council on April 29, 2025. The deputation focused on eight requests, as identified below:

1. Reduce speed limit
2. Enact traffic calming measures
3. Two-hour parking limit from Friday to Sunday
4. Increasing parking
5. Public washroom amenities
6. Increasing directional/wayfinding signage
7. Some parity with Thornbury with funds awarded from TBM aside from the levy
8. Support and assistance from Town Council and Staff when we approach Grey County with the issues pertaining to their jurisdiction

Through the discussion, Council passed a motion directing staff to provide a report in response to the requests.

In addition, Don Kilby presented a [deputation](#) to Council on March 10, 2025 highlighting similar concerns and opportunities for downtown Clarksburg. Through the discussion, Council directed staff to provide a report in response to Mr. Kilby's requests.

## D. Analysis

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Town staff have actively met with Clarksburg Village Association (CVA) representatives over the past two years to understand the concerns and opportunities related to downtown Clarksburg. The discussions have included many topics, including but not limited to parking, funding, beautification, tourism marketing and promotion, community events and infrastructure.

Staff acknowledge that progress related to the requests has been slow due to competing priorities and limited staff resources. Despite this, staff are committed to working with the CVA to address these important community issues and opportunities. It's also important to acknowledge Clarksburg as a vital cornerstone of the Town's business economy and its significant contribution to the culture and arts experience of the community. The Town has a positive relationship with the CVA and has played a role in supporting various community events through promotion, sponsorship and general event support. Staff acknowledge that there is potential to strengthen Clarksburg as a visitor destination within the Town, which in turn, will help drive traffic to support local businesses.

This report provides staff responses related to each of the eight identified requests.

Request	Staff Response
<b>1 &amp; 2. Reduce speed limit and enact traffic calming measures</b>	<p>Downtown Clarksburg is currently signed and enforced as a Community Safety Zone with a posted speed limit of 50 km/hr. The Town has a traffic counter and speed monitoring device installed on Marsh Street.</p> <p>The Transportation Master Plan recommends speed limit reductions to 40km/h in Community Safety Zones, with priority given to those with known speeding issues where 50 km/h or higher is currently posted.</p>

	<p>Based on the Transportation Master Plan recommendation and the increase in public requests to reduce speed limits throughout the Town, staff recommend that speed reductions and enforcement measures should be considered comprehensively instead of on an individual basis. Before formal recommendations are made, consideration should include a review by the Police Services Board and the Town's Operations Department.</p> <p>It's also important to highlight that Marsh Street is currently owned by Grey County. Although there is an ongoing discussion about downloading Marsh Street to the Town, until this happens, all speed reduction and traffic calming measures will require Grey County approval.</p>
<b>3. Two-hour parking limit from Wednesday to Sunday</b>	<p>Town staff worked with Grey County to review parking restriction options for downtown Clarksburg. The review identified that a two-hour parking limit is already in effect on Marsh Street daily from 8:00 AM to 6:00 PM. The Town has not enforced this parking limit, as no signs are currently installed on Marsh Street indicating that time-limited parking is in effect.</p> <p>Through this review, the Town hosted a series of meetings between the CVA, Marsh Street and Legion. The discussions included all organizations sharing their perspectives and ideas on how best to manage parking in Clarksburg. These meetings were difficult but productive and necessary, as all organizations worked together to find an agreeable solution.</p> <p>Through these discussions, the collective decision is to request that Grey County update the current two-hour time-limited parking to be in effect from 9:00 AM to 4:00 PM, Wednesday through Sunday. This recommendation was selected as the best option to respect the needs of both local businesses and to respect the programming and operational needs of the Marsh Street Centre and Legion.</p> <p>Specifically, the exclusion of Monday and Tuesday from two-hour time-limited parking is to accommodate senior programming hosted at the Marsh Street Centre, which is supported by the CVA, as most businesses in downtown Clarksburg are closed on Mondays and Tuesdays. Further, the 9:00 AM to 4:00 PM enforcement window matches the standard hours of operation for local businesses and meets the needs of the Marsh Street Centre as most programming is hosted outside of these hours.</p> <p>It's important to highlight that this recommendation comes with a request for Grey County to expedite the update of the Parking By-law with the goal of installing the new parking signs before August 1, 2025 to allow enforcement to begin.</p>

	<p>It's also important to highlight that the organizations collectively view this recommendation as the best short-term solution to address parking needs, but that there is strong support for the Town to complete a comprehensive parking strategy for Clarksburg with the ultimate goal of increasing parking availability.</p>
<b>4. Increasing parking</b>	<p>Currently, excluding Lions Park, there are 37 marked parking spaces on Marsh Street in downtown Clarksburg.</p> <p>In 2024, the Town hired a roads engineering firm to review public parking options for Clarksburg. The review focused on increasing the number of parking spaces by changing stall lengths and/or parking orientation (parallel vs angled parking). This work was supported by the Town's Economic Development budget at a cost of \$4,600.</p> <p>The review provided multiple parking options for consideration. The designs were reviewed by the Town's Operations Department and Grey County's Transportation Department based on Transportation Association of Canada lane width standards. In addition, special consideration was given to ensure that the designs allow for safe and efficient winter operations, given the high snow volumes and road conditions experienced in Clarksburg. Based on this, the current parallel parking layout was determined to be the most appropriate. One angled parking design was shortlisted as a potential option, but unfortunately, it would reduce the number of parking spaces due to the wider turning radius and lane-wide requirements for angled parking. As a result, staff did not proceed with any recommendations at that time.</p> <p>Through working with the CVA, the focus shifted to more immediate parking solutions that could be implemented. The various options are detailed below:</p> <ul style="list-style-type: none"><li>• The CVA identified that there is currently a marked 'No Parking' zone in front of 182 Marsh Street that is likely no longer required due to a change of use of the former auto garage. Unfortunately, after discussions with the owner of the building, it was confirmed that the garage door is still used for vehicle access and as a result, the 'No Parking' zone needs to remain.</li><li>• The discussions also highlighted that there may be an opportunity to add additional parking spaces fronting the 178 Marsh Street property (NW corner of Marsh Street and Clark Street intersection). However, as the property is progressing through the planning and development process, it's too early to determine if parking could be increased.</li></ul>

	<ul style="list-style-type: none"><li>• The discussion also considered opportunities to formalize parallel shoulder parking on George Street and Mary Street, as these areas are commonly used for parking, but there are no formalized spaces or signs. After review by the Town's Operations Department, it was determined that formalizing shoulder parking on George Street is not feasible as it would require removing the lawn space of the adjacent properties to expand the shoulder parking area and due to the 15m minimum setback distance required for the intersection. Parking on Mary Street is also not feasible due to the 6m minimum lane width requirements to accommodate emergency service vehicles and the 15m minimum setback distance from the intersection. Parking options on Mary Street are also limited, as the road shoulder is used for snow storage during the winter season.</li><li>• The discussion also considered opportunities to increase parking in Lions Park. There are currently 15 angled parking spaces down the side of the Legion building, with additional parking spaces in the Lions Park back gravel parking lot. During the discussions, staff noted that Lions Park is under Grey Sauble Conservation Authority regulation, and there are ongoing drainage issues in the area. Staff also explained that the Thornbury/Clarksburg Lions Club is actively exploring enhancements to Lions Park, which was supported by Council through a recent deputation. It was also noted that the Town does not own the south section of property that is currently used for public parking at Lions Park. As a result, staff noted that options to expand the back gravel parking lot may be limited, but could certainly be explored.</li></ul> <p>Other ideas, such as property acquisition to build a parking lot, were also discussed. Through these discussions, it became clear that a parking management strategy needs to be completed for Clarksburg before recommendations are made. This thought process is also supported by the Transportation Master Plan, which recommends that a parking management strategy be completed for downtown Thornbury and Clarksburg.</p> <p>In summary, there are various options that could be considered to increase the supply of parking in Clarksburg. To avoid making one-off decisions, staff recommend that Council reprioritize the implementation of the Transportation Master Plan and support the recommendation to complete a parking management strategy for Clarksburg and Thornbury.</p>
<b>5. Public washroom amenities</b>	<p>Over the years, the CVA has advocated for the Town to build permanent public washrooms in Clarksburg.</p>

	<p>In response to a CVA deputation, Council directed staff to include public washrooms in the budget, subject to the Town receiving a grant to fund the construction. Unfortunately, the project was removed from the budget as external grant funding had not been available/secured.</p> <p>As an interim solution, the Town rented and installed two year-round portable washrooms in Lions Park. Despite best efforts, staff acknowledge that the portable washrooms are not the ideal or proper long-term solution.</p> <p>The importance of public washrooms were again highlighted by the CVA through the recent deputation to Council. Through discussions with staff, the CVA would like to explore a range of options, including both the construction of a permanent public washroom facility and more cost-effective solutions such as a higher-end washroom trailer.</p> <p>Based on this request, staff recommend that Council direct staff to work with the CVA to review options and to present the options back to Council for consideration through the 2026 budget process.</p>
<b>6. Increasing directional/wayfinding signage</b>	<p>The CVA deputation outlined opportunities to improve gateway and wayfinding directional signage in Clarksburg.</p> <p>Recently, the Town completed a design process to conceptualize new gateway and community entrance signs for the community. The designs were presented to Council through report <a href="#">SI.25.018</a> and Council selected design option #2. As the preferred design has now been confirmed, staff are working on an implementation plan that will be presented to Council this coming fall.</p> <p>As budget permits, the new signs will be installed on primary routes leading into Clarksburg (along with other Towns and Hamlets throughout the community). It's important to note that the community entrance signs are designed as welcome/identity signage and not necessarily for wayfinding. This project is important as it establishes the hierarchy and sign family that will be used to develop more general wayfinding signs in future years.</p>
<b>7. Some parity with Thornbury with funds awarded from TBM aside from the levy</b>	<p>The CVA deputation outlined the desire for funding parity from the Town at a level that matches the financial support provided to the Thornbury BIA.</p> <p>The Town and CVA have had productive conversations regarding funding parity to understand the concerns. Generally speaking, the concerns are not related to direct monetary or in-kind support, but rather, the desire for increased attention and infrastructure investment within Clarksburg.</p>

	<p>For additional clarity, the direct financial support and in-kind support details have been included below:</p> <ul style="list-style-type: none"><li>• The Town administers an annual local business association funding program, which provides up to \$5,000 in funding per business association. Similar to the Thornbury BIA, the CVA applies each year and has received the full amount of funds.</li><li>• The Town's Economic Development division has provided financial sponsorship to CVA events, including the Clarksburg Children's Festival. Aligned with the objectives of the Economic Development Strategy, the Town is eager to work with the CVA to sponsor and support free community events funded through the local event advertising budget within Town's Economic Development Strategy.</li><li>• In 2024, the CVA was also successful in receiving \$11,273.21 through the Town's Community Improvement Program. These funds were used to beautify and enhance safety at key areas on Marsh Street, as well as for seasonal decor items.</li><li>• The Community Services Department provides flower watering and garbage collection in both Clarksburg and Thornbury. All other banners, flags and beautification efforts are funded by the respective groups.</li></ul>
<b>8. Support and assistance from Town Council and Staff when we approach Grey County with the issues pertaining to their jurisdiction</b>	<p>Town staff fully support working with the CVA to advance their requests with Grey County. Many of the requested items, such as parking, have been raised with Grey County and they are aware of the concerns and opportunities.</p>

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

### **2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

### **3. Community**

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

#### **4. Quality of Life**

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

### **F. Environmental Impacts**

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No environmental impacts are anticipated as a result of this report. The expansion of the parking may trigger the need for environmental review and Grey Sauble Conservation Authority approval.

### **G. Financial Impacts**

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Financial impacts to date have been limited to staff time associated with this file. If supported by Council, the recommendations outlined in the report would be brought forward by staff and considered through the 2026 Budget process.

### **H. In Consultation With**

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Ryan Gibbons, Director of Community Services  
Alan Pacheco, Director of Operations

Marsh Street Centre  
Clarksburg Village Association  
Clarksburg Legion

### **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Tim Hendry, Director of Strategic Initiatives [si@thebluemountains.ca](mailto:si@thebluemountains.ca).

### **J. Attached**

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None.

Respectfully submitted,

Tim Hendry  
Director of Strategic Initiatives



For more information, please contact:  
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### Report Approval Details

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This report and all of its attachments were approved and signed as outlined below:

**Tim Hendry - Jun 20, 2025 - 9:14 AM**