

# TOWN OF SHELBURNE

## Planning & Development Department

March 31, 2026

CIRCULATED BY E-MAIL TO:

- County of Dufferin
- MTO
- NVCA
- Township of Amaranth
- Township of Melancthon
- School Boards
- Canada Post
- OPG
- Hydro One
- Enbridge
- Bell
- Rogers Communication
- Haudenosaunee Development Institute
- Metis Nation of Ontario
- Saugeen First Nation
- Six Nations of the Grand River
- Shelburne EDC
- Engineering
- Legal
- Fire Dept
- Council
- Public Works

### APPLICATION FOR ZONING BY-LAW AMENDMENT

**FILE NO: Z26/01**  
**PROJECT: 305 COLONEL PHILLIPS DRIVE**

Please take notice that an application has been submitted to the Town of Shelburne for the approval of a Zoning By-law Amendment for the purpose of adding a Day Care Centre as a permitted use to the Service Commercial (C3) Zone for the land municipally known as 305 Colonel Phillips Drive in the Town of Shelburne. A copy of the Notice of Public Meeting, the Application, and the site plan submitted by the applicant are attached. Please contact me should you require additional information to complete your review.

I would appreciate any comments, concerns or conditions you may have by:

**Thursday, April 16<sup>th</sup>, 2026.**

Please provide comments in an electronic format via email, or if you have no comment or objection, please complete the attached response sheet and return it by email, to [planning@shelburne.ca](mailto:planning@shelburne.ca). Should you have any questions or require any additional information, please contact me.

Sincerely,

Steve Wever, MCIP, RPP  
Town Planner

Attachment(s)



# TOWN OF SHELburne

## PLANNING & DEVELOPMENT

### Zoning By-law Amendment Circulation Response Form

**Files: Z26/01**

**Project: Application for Zoning By-law Amendment  
305 Colonel Phillips Drive  
Block 244, Plan 7M56, Town of Shelburne, County of Dufferin**

If you have no comments or objection to the approval of the above noted application please complete this form and email it to the **Town Planner** at the Town of Shelburne by **Thursday April, 16<sup>th</sup>, 2026**.

**Email: [planning@shelburne.ca](mailto:planning@shelburne.ca)**

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***By signing this document I acknowledge that as a representative of the noted organization / body / or person, I have reviewed this application and as a result have no comments or concerns related to this matter.***

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Agency Name  
*(Please Print)*

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Representative Name  
*(Please Print)*

---

Representative Title  
*(Please Print)*

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Signature

---

Date

203 Main Street East  
Box 69  
Shelburne, Ontario  
L0N 1S0  
Tel: (519) 925-2600  
Fax: (519) 925-6134  
www.townofshelburne.on.ca



**For Office Use Only**

File #: Z26/01  
Date Received: 03/18/2026  
Date Accepted: 03/19/2026  
Application Fees: \_\_\_\_\_

**TOWN OF SHELburne  
APPLICATION FORM FOR AN ZONING BY-LAW AMENDMENT**

Date Received: \_\_\_\_\_

**1. APPLICATION INFORMATION**

Name of Applicant: Blue Puzzle Child Care Centre

Mailing Address: [REDACTED]

Telephone Number (Home): 416 [REDACTED] Fax Number: \_\_\_\_\_

Telephone Number (Business): \_\_\_\_\_ Email Address: [REDACTED]

**2. OWNER**

If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:

Name: 2477838 Ontario Inc.

Mailing Address: 5295 Hilton Court Mississauga , ON L5M 5H1

Telephone Number: [REDACTED] Fax Number: \_\_\_\_\_

**3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES**

Name: [REDACTED]

Mailing Address: [REDACTED]

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**4. SUBJECT LANDS**

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Reference Plan: 7M-56 Part/Block/Lot: Block 244

Street Name and Number: 305 Col Philips Drive -Unit #1  
(if corner lot please include both street names)

Area of subject lands: 9,937.56 sqm Frontage: 142 m

Depth: 68 m

What is the current use of the subject land? C3-Commercial - Shopping Plaza

What is the proposed use of the subject lands? To allow operation of a daycare centre

When were the subject lands acquired by the current owner? 2016

How long have the existing uses continued on the subject lands? approx. 2017

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**5. ZONING AND OFFICIAL PLAN INFORMATION**

What is the present Official Plan designation of the subject lands? Mixed use commercial

What is the present zoning? C3-Commercial

What is the purpose of the proposed Zoning By-law Amendment? \_\_\_\_\_

To permit a licenced daycare facility within the existing building by way of a  
minor amendment.

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**6. PROPOSED DEVLEOPMENT**

Please describe any proposed development on the subject lands (include buildings, floor area, height, parking spaces, etc. and attached plans with site and development statistics):

The proposed development would include an outdoor play area, also attached  
is a drawing with the size and proposed location of the fencing.

**7. ACCESS**

Is the subject land accessible by:

- Provincial highway
- Municipal road (maintained year round)
- Right of way
- Other, describe \_\_\_\_\_

**8. SERVICING**

	<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is storm drainage provided by:

<input checked="" type="checkbox"/> Storm Sewer	<input type="checkbox"/> Ditch	<input type="checkbox"/> Swale
<input type="checkbox"/> Other, describe _____		

**9. STATUS OF OTHER APPLICATION**

Are the subject lands the subject of any other applications under the Planning Act?

- Yes       No       Unknown

If yes, describe the application(s)? \_\_\_\_\_

**10. DRAWINGS**

Drawings shall be provided as required in the Official Plan Amendment Process sheet.

The site plan is attached with the proposed fenced play area which has also been approved by Hydro One.

**11. PAYMENT OF FEES**

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

March 18, 2026  
Date

  
Signature of Owner/Applicant

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

**12. AUTHORIZATION**

I/We Subhash Sodha President am/are the owner(s) of the subject lands for which this application is to apply. I/We 2477838 On Inc do hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in regard to this application.

MAR 09/2026  
Date

\_\_\_\_\_  
Signature of Registered Owner(s)

**13. AFFIDAVIT**

I, MOKEN HINDS of the TOWN OF SHELburne in the COUNTY OF DUFFERIN solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under other, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT TOWN OF SHELburne  
in the COUNTY of the DUFFERIN  
this 18 day of MARCH, 2026



Jennifer Willoughby, a Commissioner,  
County of Dufferin, for The Corporation of  
the Town of Shelburne.

\_\_\_\_\_  
Signature of Registered Owner (s) or Agent

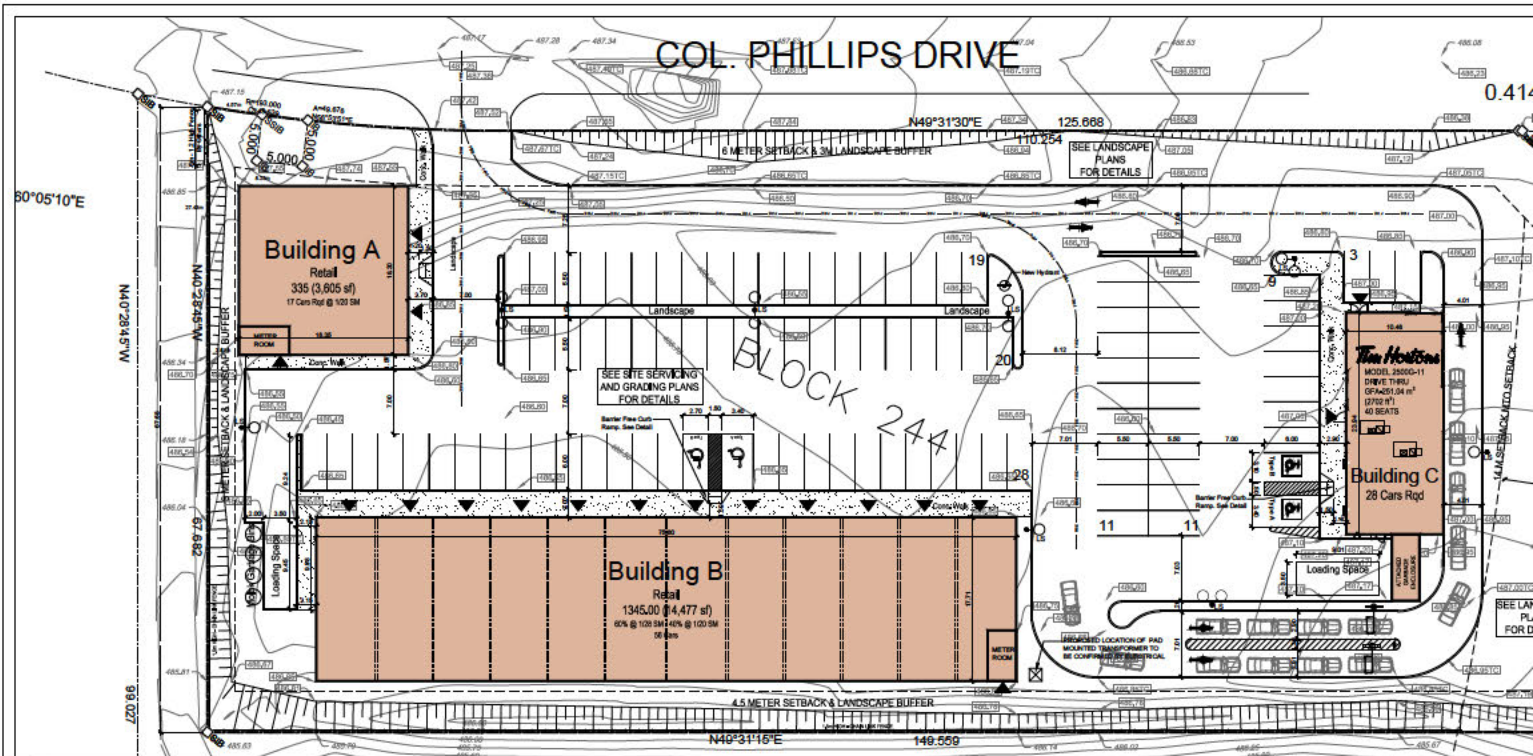
**14. PERMISSION TO ENTER**

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Mar 09/2026  
Date

\_\_\_\_\_  
Signature of Registered Owner (s) or Agent

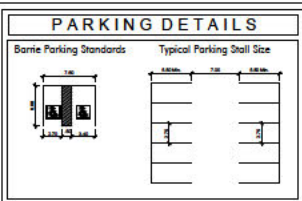
Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council agenda. The agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-2600.



01 Site Plan  
SP1

### ZONING REGULATIONS

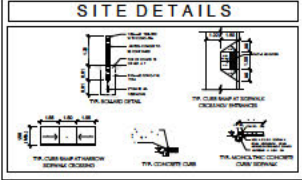
Zoning Regulations	Requirement	Proposed
Lot Area	12,000 sq ft	12,000 sq ft
Front Setback	10 ft	10 ft
Side Setback	5 ft	5 ft
Height	35 ft	35 ft
Use	Commercial	Commercial



03 Key Plan  
SP1

### SITE STATISTICS

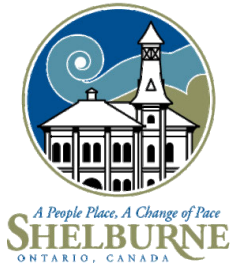
Category	Value
Development Area	1,345,000 sq ft
Site Area	12,000 sq ft
Lot Area	12,000 sq ft
Front Setback	10 ft
Side Setback	5 ft
Height	35 ft



### DRAWING LEGEND

- Symbol: Building Footprint
- Symbol: Parking Stall
- Symbol: Landscape Area
- Symbol: Utility Line
- Symbol: Setback Line

02 Site Statistics and Details  
SP1



**THE CORPORATION OF THE TOWN OF SHELburne**  
**NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING**  
**UNDER SECTION 34 OF THE PLANNING ACT**

**Take notice** that the Council of the Corporation of the Town of Shelburne has received a complete application for a Zoning By-law Amendment (File No. Z26/01) and will hold a public meeting on:

**MONDAY, APRIL 27, 2026**

The public meeting is scheduled to start at 6:30 p.m., or as shortly thereafter as possible, and will be held in an online virtual meeting format, as outlined below.

The purpose of the meeting is to consider an amendment to the Town of Shelburne Zoning By-law No. 38-2007. Take notice that the application has been deemed complete so that it can be circulated and reviewed.

The subject property is municipally known as 305 Colonel Phillips Drive and is legally described as Block 244, Plan 7M56, Town of Shelburne, County of Dufferin. The property is designated as Community Commercial in the Town of Shelburne Official Plan and is zoned Service Commercial (C3) in the Zoning By-law. The accompanying map illustrates the location of the land subject to the proposed zoning amendment.

The purpose and effect of the amendment is to add a site-specific provision to permit a Day Care Centre on the subject property whereas the Zoning By-law does not permit this use in the C3 Zone.

Due to scheduling constraints, the public meeting will be held electronically through Zoom video conferencing and will be livestreamed. To participate in the meeting electronically through Zoom video conferencing, please contact the Clerk at [clerk@shelburne.ca](mailto:clerk@shelburne.ca) to register in order to have access to the public meeting, no later than Thursday April 23rd, 2026. Should you wish to view the proceedings, you will have the opportunity to view a live stream of the meeting on the Town of Shelburne's YouTube channel <https://www.youtube.com/channel/UCsar-MwF8CXrgPbe2EVxh-w>.

The agenda package including a copy of the staff report and the draft proposed Zoning By-law Amendment will be available prior to the meeting, on the Town's website: [www.shelburne.ca](http://www.shelburne.ca).

For more information about this matter, including information about appeal rights, email the Planning Coordinator at: [planning@shelburne.ca](mailto:planning@shelburne.ca).

