



## 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.

At the meeting you will be given the opportunity to ask questions and indicate whether you support or oppose the Zoning By-law Amendment. Written submissions will be accepted by the Clerk up to 4pm on the day of the Public Meeting.

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 [jwilloughby@shelburne.ca](mailto:jwilloughby@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>.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Town of Shelburne to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Clerk of the Town of Shelburne before the by-law is passed, the person or public body is not entitled to appeal the decision and may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

The information submitted with the application is available upon request by contacting [planning@shelburne.ca](mailto:planning@shelburne.ca). A copy of the staff report and the proposed Zoning By-law Amendment will be available on the Town's website ([www.shelburne.ca](http://www.shelburne.ca)) prior to the meeting, in the Council agenda package. If you wish to be notified of the passing of the proposed Zoning By-law Amendment, you must make a written request to the Town at the address below.

Dated at the Town of Shelburne on the 31<sup>st</sup> day of March, 2026.

Jennifer Willoughby, Clerk  
Town of Shelburne  
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Shelburne, Ontario L9V 3K7  
Phone: 519-925-2600  
Email: [clerk@shelburne.ca](mailto:clerk@shelburne.ca)

