

**Environment and Land Tribunals
Ontario**

Ontario Municipal Board

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**Tribunaux de l'environnement et de
l'aménagement du territoire Ontario**

Commission des affaires municipales
de L'Ontario

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Ontario

October 24, 2017

Via Email: rbrown@kingsville.ca

Robert Brown
Manager of Planning
Town of Kingsville
2021 Division Road N
Kingsville, ON
N9Y 2Y9

Subject:	Case Number:	PL171077
	File Number:	PL171077
	Municipality:	Town of Kingsville
	By-Law Number:	ZBA/14/17
	Property Location:	169 Prince Albert St N
	Applicant/Appellant(s):	1552843 Ontario Ltd.

The Board acknowledges receipt of the above referenced file. When communicating with the Board please quote the Board's case and/or file number.

This file has been assigned to **Shane Taylor, Case Coordinator, Planner**. For specific questions about this case, you may contact the Case Coordinator, Planner at **(416) 326-6794** or **Shane.Taylor@ontario.ca**.

The Case Coordinator, Planner will review the file to ensure that all the required material has been received and will identify if there are other related matters that may come to the Board. The Case Coordinator, Planner may contact the parties to:

- Identify issues
- Discuss whether the matter may be a candidate for a mediation meeting
- Discuss whether a prehearing conference may be beneficial (Prehearings are normally only held on complex cases where the hearing length is expected to be over five days)
- Discuss the time that may be required for the hearing.

Mediation is an option available where the parties consent to this process. Mediation is intended to provide the parties with a more satisfactory manner in which to reach a resolution in the same or lesser timeframe as the traditional adjudicative process. Parties should contact the Case Coordinator, Planner if they are interested in mediation.

The Board will schedule this case for the earliest available date on the Board's calendar. Parties should be prepared to proceed at any time. Parties will receive notice of the hearing event. Notice for prehearings and hearings are generally mailed 35 days before the hearing. Notice for mediation meetings can be given on shorter notice.

Once dates are set, adjournments are not granted except where compelling circumstances exist and with the consent of all parties and/or the approval of the Board.

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible. If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance.

For general information concerning the Board's policies and procedures visit our website at www.elto.gov.on.ca or you may contact the Board's offices at (416) 212-6349. You may wish to obtain a copy of the publication 'A Guide to the Ontario Municipal Board' to learn more about participating in matters before the Board and the hearing process. This publication is available on the Board's website or by calling the Board's offices.

Yours truly,



Erin Bales
Case Management Administrative Assistant

C.C.
Walter Branco, 1552843 Ontario Ltd. (Via Email)
The Clerk, Town of Kingsville (Via Email)