

**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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November 30, 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:	PL171238
	File Number:	PL171238
	Related File Number(s):	PL171239
	Municipality:	Town of Kingsville
	By-Law Number:	ZBA/21/17
	Property Location:	194 Division Rd N
	Applicant(s):	Town of Kingsville
	Appellant(s):	Windsor Essex Community Housing Corporation

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

These files have been assigned to **Azeem Patel, Case Coordinator, Planning Assistant**. For specific questions about this case, you may contact the Case Coordinator, Planning Assistant at **(416) 326-6782** or **Azeem.Patel3@ontario.ca**.

The Case Coordinator, Planning Assistant will review the files 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, Planning Assistant 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, Planning Assistant 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.
Karl Tanner, Dillon Consulting Ltd (Via Email)
The Clerk, Town of Kingsville (Via Email)

