Ontario Land Tribunal

655 Bay Street, Suite 1500
Toronto ON M5G 1E5
Telephone: (416) 212-6349
Toll Free: 1-866-448-2248
Website: olt.gov.on.ca

Tribunal ontarien de l'aménagement du territoire

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Toronto ON M5G 1E5
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Sans Frais: 1-866-448-2248
Site Web: olt.gov.on.ca

Date: May 9th, 2025

Town of Penetanguishene
C/O David Parks
david.parks@simcoe.ca

Re:	OLT Case Number:	OLT-21-001864
	OLT Lead Case Number:	OLT-21-001864
	Municipality/Upper Tier:	Penetanguishene
	Subject Property Address:	221 Fox Street (221 Fox Street)
	Reference Number(s):	PT OP-1801

The Ontario Land Tribunal ("Tribunal") directs that you send at least **30 days**** prior to the date of the event a copy of the attached Appointment for Case Management Conference and extracts of the *Tribunal's Rules of Practice and Procedure* that is available on the Tribunal's website, in the following manner:

BY REGISTERED MAIL, COURIER OR ELECTRONICALLY TO:

1. All persons who filed a notice of appeal under Subsection 17(36) of the *Planning Act* and their representatives (if applicable).

2. The applicant, if any, and their representative (if applicable).

BY ORDINARY MAIL, REGISTERED MAIL, COURIER OR ELECTRONICALLY TO:

3. All persons on the enclosed list, which includes those noted in the Minister's or approval authority's transmittal letter.

4. Every person who has given to the clerk of the municipality a written request for notice of the hearing.

5. Appropriate Municipal staff.

The Tribunal will require an Affidavit of Service, duly sworn or affirmed, to be filed **within 14 days** after notice is given, proving that notice has been given as directed. The affidavit must include the date on which the notice was sent and have attached a copy of the notice and a list of the names and addresses of all persons to whom notice was sent. Each document must be separately marked as a schedule.

Notice is to be provided in accordance with Rules 6.1 to 6.2 and 7.11 to 7.13 of the *Tribunal's Rules of Practice and Procedure.*

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 by emailing OLT.COORDINATOR@ontario.ca. 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.

Pour recevoir des services en français, veuillez communiquer avec la Tribunal au 1-866-448-2248/(416) 212-6349 ou OLT.COORDINATOR@ontario.ca.

For general information concerning the Tribunal, visit our website at https://olt.gov.on.ca or you may contact the Tribunal's offices at 1-866-448-2248 or local (416) 212-6349.

Yours truly,

Riana Zammit
Case Coordinator Planner

Encl.

c.c.

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** This requirement is a minimum. The party responsible for giving notice should do so as early as possible.

EXCERPTS FROM TRIBUNAL RULES OF PRACTICE AND PROCEDURE

RULE 6

NOTICES

6.1 **Notices** Any notice required by these Rules or a Tribunal order shall be given in writing in the form, manner and with such notice period as directed by the Tribunal.

6.2 **Notice of Hearing Event** The Tribunal may direct a party to give notice of a hearing event to any person or persons and may direct the method of providing the notice. The party that gave notice shall file an affidavit of service with the Tribunal within 14 days after providing notice to confirm that the Tribunal's direction was properly carried out.

6.3 **Hearing Event Venue or Electronic Hearing Format** The Tribunal shall set the time, date, format and may direct that the sitting of a hearing event before it be convened at a suitable meeting facility or by designated electronic hearing format.

RULE 7

DOCUMENTS, EXHIBITS, FILING, SERVICE

7.11 **Service by Personal Service or Electronic Service** Where any document is required to be served or filed, including the one commencing a proceeding or a motion or providing notice, it shall be served by personal service, registered mail or electronically (unless a statute or the Tribunal requires another method of service) and shall be sent to:

a) The party's representative, if any;

b) Where the party is an individual and is not represented, to that party directly, where that party has provided an address for service and/or an e-mail address;

c) Where that party is a corporation and is not represented, to the corporation directly, to the attention of an individual with apparent authority to receive the document;

d) Where served on or filed with a local board or commission, or any department, ministry or agency of the federal, provincial or municipal government, to an individual with apparent authority to receive the document; or

e) Where served on or filed with the Tribunal, to the Registrar, or the assigned administrative staff.

Subject to Rule 7.12, if a document is served by e-mail, then service is effective on

the date of service.

7.12 **<u>If Served Electronically After 4:30 p.m.</u>** Any document served electronically after 4:30 p.m. is deemed to have been served on the next business day.

7.13 **<u>Proof of Electronic Service</u>** A confirmation printout received by the sender is proof of the full transmission and receipt of the electronic service.

LIST OF PERSONS TO BE NOTIFIED OF OLT HEARING EVENT