

**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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December 04, 2015

Lawrence Kuk
Planning & Development Services
Town of Aurora
100 John West Way, Box 1000
Aurora, ON
L4G 6J1

Subject: Case Number: PL151160
File Number: PL151160
Related File Number(s): PL151161, PL151162
Municipality: Aurora
Official Plan Number: 2015-01
Zoning By-law/Municipal No: ZBA-2015-02
Plan of Subdivision Number: SUB-2015-01
Property Location: 21 Golf Links Drive
Applicant/Appellant(s): Highland Gate Developments Inc.

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 **Tome Kondinski, Case Coordinator, Planner**. For specific questions about this case, you may contact the Case Coordinator, Planner at **(416) 326-6799**.

The Case Coordinator, Planner 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, 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.elfto.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,



George Rayner
Case Management Administrative Assistant

c.c.
The Clerk (York)
The Clerk (Aurora)
Marco Ramunno, Director of Planning & Development Services, Town of Aurora
Hodan Egeh, Senior OMB Coordinator at MMAH
Mark Flowers, Davies Howe Partners LLP