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: December.08, 2025

Denise Baker
dbaker@weirfoulds.com

Re:	OLT Case Number(s):	OLT-25-000754, & OLT-25-000753
	OLT Lead Case Number:	OLT-25-000754
	Municipality/Upper Tier:	Town of Lincoln
	Subject Property Address:	5205 King Street
	Reference Number:	PLOPA-2025-0001

The Ontario Land Tribunal (the "Tribunal") directs that you give notice in accordance with the directions contained in the attached instructions. Please note that the notice is to be given at **30 days** prior** to the date of the event.

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,

Haris Imtiaz
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Encl.

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

Directions for notice of Case Management Conference of an appeal under Subsection 34(11) & 22(7) of the *Planning Act*, R.S.O. 1990 c. P.13, as amended

NOTICE shall be given at **least 30 days**** prior to the date of the Case Management Conference by sending:

- A copy of the appointment for Case Management Conference and the extracts of the *Tribunal's Rules of Practice and Procedure*;
- An explanation of the purpose and effect of the proposed official plan or plan amendment;
- An explanation of the purpose and effect of the proposed by-law; and
- A description of the subject land, a key map showing the subject land, or an explanation why no description or key map is provided.

1. Notice shall be given by personal service or ordinary mail or registered mail or courier or electronically*, to every owner of land within 120 metres of the subject land:

   a) The owner of land is deemed to be the person shown on the last revised assessment roll of the municipality or on the current provincial land tax roll at the address shown on the roll, but if the approval authority is a municipality and the clerk of the municipality has received written notice of a change of ownership, the notice shall be given to the new owner instead, at the address set out in the notice of change of ownership.

   b) If a condominium development is located within 120 metres of the subject land, notice may be given to the condominium corporation, according to its most recent address for service or mailing address as registered under section 7 of the *Condominium Act*, 1998, instead of being given to all owners assessed in respect of the condominium development.

2. Every person and public body that has given the clerk of the municipality or the secretary-treasurer of the planning board a written request for a notice (including the person's or public body's address) shall be given notice by personal service or ordinary mail or registered mail or courier or electronically*.

3. Notice shall be given, by personal service, ordinary mail or electronically*, to all the following persons and public bodies, except those who have notified the clerk of the municipality or the secretary-treasurer of the planning board that they do not wish to receive notice:

   a) The clerk of the approval authority of the proposed official plan or plan amendment, if the approval authority is not the Minister;

   b) The clerk of every upper-tier municipality having jurisdiction in the area to which the proposed by-law would apply;

c) The clerk of every municipality or the secretary-treasurer of every municipal planning authority or planning board having jurisdiction in the area to which the proposed official plan or plan amendment or proposed by-law would apply;

d) The clerk of the lower-tier municipality to which the proposed by-law would apply, if the notice is given by the County of Oxford;

e) The secretary of every school board having jurisdiction in the area to which the proposed official plan or plan amendment and proposed by-law would apply;

f) The secretary-treasurer of every conservation authority having jurisdiction in the area to which the proposed official plan or plan amendment and proposed by-law would apply;

g) The secretary of every municipal or other corporation operating an electric utility in the local municipality or planning area to which the proposed by-law would apply;

h) The secretary of every company operating a natural gas utility in the local municipality or planning area to which the proposed official plan or plan amendment and proposed by-law would apply;

i) The secretary of every company operating an oil or natural gas pipeline in the local municipality or planning area to which the proposed official plan or plan amendment and proposed by-law would apply;

j) Every propane operator of a propane operation, if:

    i. Any part of the propane operation's hazard distance is within the area to which the proposed official plan or plan amendment and proposed by-law would apply; and

    ii. The clerk of the municipality or the secretary-treasurer of the planning board has been notified of the propane operation's hazard distance by a director appointed under section 4 of the *Technical Standards and Safety Act*, 2000.

k) If any of the land to which the proposed official plan or plan amendment and proposed by-law would apply is within 300 metres of a railway line, the secretary of the company operating the railway line;

l) The chair or secretary of the municipal heritage committee of the municipality, if any, if the land to which the proposed by-law would apply includes or adjoins a property or district designated under Part IV or V of the *Ontario Heritage Act*;

m) The Executive Vice-President, Law and Development, of Ontario Power Generation Inc.;

n) The secretary of Hydro One Inc.;

o) If any of the land to which the proposed official plan or plan amendment and proposed by-law would apply is within or abuts the area covered by the Niagara Escarpment Plan, the senior planner of the district office of the Niagara

Escarpment Commission having jurisdiction over that land or the area that it abuts, as the case may be;

p) Parks Canada, if any of the land to which the proposed official plan or plan amendment and proposed by-law would apply adjoins a historic site, park or historic canal under the jurisdiction of Parks Canada;

q) The Niagara Parks Commission, if any of the land to which the proposed official plan or plan amendment and proposed by-law would apply adjoins the Niagara Parkway or is in the jurisdiction of the Niagara Parks Commission;

r) The St. Lawrence Parks Commission, if any part of the land to which the proposed official plan or plan amendment and proposed by-law would apply adjoins the 1000 Islands Parkway and is within the jurisdiction of the St. Lawrence Parks Commission under section 9 of the *St. Lawrence Parks Commission Act*;

s) The clerk of every municipality or the secretary-treasurer of every municipal planning authority or planning board, if any part of the municipality, municipal planning area or planning area is within one kilometre of the land to which the proposed official plan or plan amendment and proposed by-law would apply;

t) The chief of every First Nation council, if the First Nation is located on a reserve any part of which is within one kilometre of the area to which the proposed official plan or plan amendment and proposed by-law would apply.

4. If the approval authority of a proposed official plan or plan amendment is the Minister, notice shall be given, by personal service or ordinary mail or registered mail or courier or electronically*, to the regional director of the Ministry of Municipal Affairs Municipal Services Office responsible for the region that includes the municipality or planning area where the subject land is located, unless the regional director has notified the clerk of the municipality or the secretary-treasurer of the planning board that he or she does not wish to receive such notices.

5. If the approval authority of a proposed official plan or plan amendment is not the Minister, notice shall be given, by personal service or ordinary mail or registered mail or courier or electronically*, to the regional director of the Ministry of Municipal Affairs Municipal Services Office responsible for the region that includes the municipality or planning area where the subject land is located, if the regional director has given the clerk of the municipality or the secretary-treasurer of the planning board a written request to be given such notices.

6. All persons on the enclosed list, which includes those noted in the approval authority's transmittal, if applicable.

* In accordance with Rules 6.1 to 6.2 and 7.11 to 7.13 of the *Tribunal's Rules of Practice and Procedure*.

** 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