

**Environment and Land Tribunals
Ontario**

Conservation Review Board

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

Commission des biens culturels

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CRB1722

PROCEEDING COMMENCED UNDER subsection 29(5) of the *Ontario Heritage Act*, R.S.O. 1990, c.O.18, as amended

Objector: Pacific Life Insurance Company
Owner: ClubLink Holdings Limited
Subject: Notice of Intention to Designate
Property Address: 1333 Dorval Drive
Legal Description: Lands known as the Glen Abbey Golf Course
Municipality: Town of Oakville
CRB Case No.: CRB1722
CRB Case Name: Pacific Life Insurance Company v. Oakville (Town)

NOTICE OF PRE-HEARING CONFERENCE

The Conservation Review Board (Review Board) will conduct a Pre-hearing Conference (PHC) respecting this matter.

This PHC will be held:

at: 10:30 a.m.

on: Wednesday, December 20, 2017

**at: Oakville & Trafalgar Rooms, Oakville Town Hall
1225 Trafalgar Road, Oakville, Ontario**

The Review Board has set aside 1 day for this PHC.

Attendance by Parties and Representatives

A party may attend or participate in a proceeding in person, with a representative, or may send a representative to attend in place of the party. A representative or party shall file, upon request of the Review Board, Form 1, Representative of a Party – Commencement of Authorization, which can be

found in Appendix A to the Review Board's Rules of Practice and Procedure (Rules).

If a party fails to appear at the PHC without giving notice to the Review Board and all parties in advance and/or does so without reasonable cause, the Review Board has the discretion under the *Statutory Powers Procedure Act* to proceed with the PHC in their absence.

PURPOSE OF PRE-HEARING CONFERENCE

The PHC will deal with preliminary and procedural matters, including the following:

- (a) settling or simplifying any or all of the issues;**
- (b) determining whether a Pre-hearing Settlement Conference (PHSC) should be convened;**
- (c) identifying facts or evidence that may be agreed upon;**
- (d) identifying and resolving preliminary objections or procedural problems;**
- (e) deciding procedural matters, including the dates by which any steps in the proceeding are to be taken or begun, and estimating the duration of the hearing;**
- (f) considering requests for party status in accordance with Rule 21;**
- (g) determining whether any person should be added as a party;**
- (h) considering requests for participant status in accordance with Rule 22;**
- (i) determining whether any person should be added as a participant;**
- (j) setting the date, time, place, purpose and format of the hearing; and,**
- (k) ensuring the just, most expeditious and cost-effective determination of the matter.**

Preparing for the PHC

Any party who intends to raise preliminary, procedural or other related issues in this proceeding should notify the other parties and the Review Board in advance of the PHC. If such issues are not resolved prior to the PHC, parties should be prepared to speak to those issues at the PHC and provide supporting information (see Rule 18.02(d)). The Review Board may also direct that parties exchange written submissions related to preliminary matters in advance of the PHC. The Review Board may decline to hear preliminary, procedural or other issues at a main hearing if such issues could have been raised at the PHC.

The PHC involves the Review Board and the parties or their representatives and is open to the public, unless the Review Board directs otherwise. Everyone

participating should be prepared to consider specific dates for future proceedings in this matter.

Requirements for Participating in the Pre-hearing Conference for members of the public

The Review Board may consider requests for Party or Participant status at the Pre-hearing Conference. Anyone who is not already a Party that wishes to request that the Review Board grant them Party or Participant status should notify the Case Coordinator in writing (or electronically) **by 5:00 p.m. on Wednesday, December 13, 2017**. Please contact the Case Coordinator for further details.

A request for status may also be made at the Hearing provided that the proceeding has not terminated in the interim.

Accessibility Services

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. Please also identify any assistance you may require in the event of an emergency evacuation.

Pour recevoir des services en français, veuillez communiquer avec la Coordinatrice des affaires au (416) 212-6349, au moins 20 jours civils avant la date fixée pour l'audience.

Please refer to the website, <http://elto.gov.on.ca/crb> or contact the Review Board office for the Rules of Practice and Procedure and other information.

DATED at Toronto, this 22nd day of November, 2017.

Mary Ann Hunwicks
Registrar

CRB Case Management Contact:

Paul De Medeiros
Case Coordinator
Phone: 416-314-3300
Email: conservation.review.board@ontario.ca

Rule 18 – Purpose, Conduct and Results of a Pre-Hearing Conference

- 18.01 A pre-hearing conference is conducted in accordance with section 67.1 of the Act and these Rules.
- 18.02 The Review Board may direct the parties to participate in a pre-hearing conference for the purposes of:
- (l) settling or simplifying any or all of the issues;
 - (m) determining whether a Pre-hearing Settlement Conference (PHSC) should be convened;
 - (n) identifying facts or evidence that may be agreed upon;
 - (o) identifying and resolving preliminary objections or procedural problems;
 - (p) deciding procedural matters, including the dates by which any steps in the proceeding are to be taken or begun, and estimating the duration of the hearing;
 - (q) considering requests for party status in accordance with Rule 21;
 - (r) determining whether any person should be added as a party;
 - (s) setting the date, time, place, purpose and format of the hearing; and,
 - (t) ensuring the just, most expeditious and cost-effective determination of the matter.
- 18.03 A pre-hearing conference will be open to the public unless the Review Board directs otherwise. To preserve the confidentiality of settlement discussions, Pre-hearing Settlement Conferences will involve only parties to the proceeding and will not be open to the public.
- 18.04 The Review Board may set out in writing the results of the pre-hearing conference, including:
- (a) any orders, directions, agreements or undertakings made or given at the pre-hearing conference;
 - (b) the date or dates of the hearing; and,
 - (c) any issues to be determined at the hearing.