

TORONTO LOCAL APPEAL BODY

NOTICE OF MEDIATION

Pursuant to Rule 20.3 (Form 17)

MEDIATION DATE:

TIME:

LOCATION:

**40 ORCHARD VIEW BOULEVARD
Suite 211, 2nd Floor
TORONTO, ONTARIO M4R 1B9**

MEDIATION ROOM:

PROCEEDINGS COMMENCED
UNDER

subsection (**insert relevant subsections**) of the Planning
Act, R.S.O. 1990, c. P.13, as amended

Appellant:

Appellant:

Applicant:

City of Toronto Representative:

Subject:

(Enter Relevant section of Planning Act)

Property Address/Description:

Committee of Adjustment File

Number (s).

TLAB Case File Number(s)

The Toronto Local Appeal Body has set aside (**insert #**) hours for a mediation to be conducted in accordance with Toronto Local Appeal Body Rule 20.

All parties, and permitted persons should attend at the start of the mediation at the time and date indicated above, irrespective of the time allotted. Mediation dates are firm – an adjournment will only be granted in accordance with the Rules.

Mediation will ordinarily be held orally; however, the Toronto Local Appeal Body by Notice or by its Rules may provide that mediation may be by way of an electronic hearing.

Any information or documents provided or exchanged during a mediation and any discussions or exchanges relating to the resolution of issues or offers to settle are and shall remain confidential and shall not be disclosed or entered as evidence in the same or any other proceeding except on the consent of the affected parties. Any notes of a mediation made by a member shall remain confidential and shall not be released to any person or admitted into evidence in any proceeding. Terms and conditions of any settlement proposed for approval by the Toronto Local Appeal Body may be disclosed. These provisions do not affect the obligations of parties to make disclosure as otherwise required by the Rules.

Mediation Date: **(Insert date, time, room #)**

If you do not attend the mediation, the Toronto Local Appeal Body may proceed with mediation and make a decision in your absence, and may authorize changes to the proposal, matter, or relief requested.

The Toronto Local Appeal Body is 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 the Accessibility Coordinator listed below as soon as possible. If you have specific accommodation needs, please identify those in advance and any assistance you may require in the event of an emergency evacuation.

DATE ISSUED **(insert date)**

Hsing Yi Chao
Secretary

For more information on accessibility options, please contact

Accessibility Coordinator: Hsing Yi Chao
Accessibility Coordinator Phone Number: 416-392-5546
Accessibility Coordinator Email: tribunalaccess@toronto.ca