

**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](http://olt.gov.on.ca)

**Tribunal ontarien de l'aménagement  
du territoire**

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**VIA EMAIL**

**October 29, 2025**

**FRIENDS OF OLDE BERLIN TOWN**

**Hal Jaeger and Neil Baarda**  
Email: [obtfriends@gmail.com](mailto:obtfriends@gmail.com);

*Representatives for Friends of Olde  
Berlin Town*

**30 DUKE STREET LIMITED**

**Jennifer Meader**  
Email: [jmeader@tmalaw.ca](mailto:jmeader@tmalaw.ca)

*Counsel for 30 Duke Street Limited*

**CITY OF KITCHENER**

**Katherine Hughes**  
Email: [Katherine.Hughes@kitchener.ca](mailto:Katherine.Hughes@kitchener.ca)

**Alex Ciccone**  
Email: [aciccone@garrodpickfield.ca](mailto:aciccone@garrodpickfield.ca)

*Counsel for the City of Kitchen*

**REGIONAL MUNICIPALITY OF WATERLOO**

**Andy Gazzola**  
Email: [AGazzola@regionofwaterloo.ca](mailto:AGazzola@regionofwaterloo.ca)

*Counsel for the Regional Municipality of  
Waterloo*

Dear Counsel:

**RE: Section 23 Request for Review  
Decision and Order of Members Yasna Faghani and Gregory J. Ingram  
issued September 17, 2025  
OLT Case No.: OLT-22-002377 (Formerly PL210104)**

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The Ontario Land Tribunal ("Tribunal") acknowledges receipt of the Request for Review ("Request") by Friends of Olde Berlin Town ("Requestor") regarding the Decision and Order of Members Yasna Faghani and Gregory J. Ingram issued September 17, 2025 ("Decision"), in the above-captioned case number, OLT-22-002377. The Request was submitted on October 15, 2025, pursuant to section 23 of the *Ontario Land Tribunal Act*,

2021 and Rule 25 of the Tribunal's Rules of Practice and Procedure ("Rules"). I understand that the Request was also copied to the other parties in this matter, as required under Rule 25.3.

In accordance with my authority under Rule 25.5, I direct the City of Kitchener to file a response to the Request by no later than **Thursday November 13, 2025**. The Regional Municipality of Waterloo may also file a response to the Request by no later than **Thursday November 13, 2025**. I direct 30 Duke Street Limited to file a response to the Request by no later than **Thursday November 27, 2025**. The Requestor may file (if necessary) a reply by no later than **Thursday December 4, 2025**.

The Tribunal encourages parties to be concise and mindful of the length of their respective submissions and to refrain from raising new issues that were not included within the original Request. All submissions shall be served on the parties and in electronic format to Case Coordinator Ben Bath at [Ben.Bath@ontario.ca](mailto:Ben.Bath@ontario.ca).

I appreciate your cooperation in complying with the directions set out in this letter.

**Yours truly,**



Michael Kraljevic, Chair  
**Ontario Land Tribunal**