

Ontario Land Tribunal

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Toronto ON M5G 1E5
Telephone: (416) 212-6349
Toll Free: 1-866-448-2248
Website: www.olt.gov.on.ca

Tribunal ontarien de l'aménagement du territoire

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July 6, 2021

VIA EMAIL

Subject: Processes for the New Ontario Land Tribunal

The Ontario government passed the *Accelerating Access to Justice Act, 2021*, with a proclamation date of June 1, 2021. Through this Act, as of June 1, 2021, the Local Planning Appeal Tribunal, Environmental Review Tribunal, Board of Negotiation, Conservation Review Board and the Mining and Lands Tribunal were merged into a new single tribunal called the Ontario Land Tribunal (OLT).

The new OLT will help reduce delays and make the land dispute resolution process more efficient by creating a single forum to resolve disputes faster by eliminating unnecessary overlap between cases.

Website Updates

We have made important changes and updates to our [website](#), including:

- [Rules of Practice and Procedure](#)
- [Municipality/Approval Authority Form](#)
- [Appeal Form A1](#)
- [Other Forms](#)

We encourage you to visit our site and review our materials.

Electronic Document Submission

The OLT now accepts appeal documents electronically as the new Rules no longer require submissions in paper format. Electronic documents may be emailed to OLT.Registrar@Ontario.ca. However, if the size of the attachments is more than 5 megabytes, we recommend using our [Online Document Submission](#) process. It will allow you to securely submit documents up to 100 gigabytes in size.

You will need to [register](#) for this process; please visit our website for instructions.

All document file names must include the following information:

1. Document type
2. Type of party submitting the document

3. Name of the party submitting the document (including initials if the name is not unique to the case)
4. Date on which the document was created or signed, in the format DD-MMM-YYYY (e.g. 12-JAN-2021).

Below are sample document names:

- Expert Report – Defendant – ABC Inc. – 13-MAR-2021
- Financial Statement Form 13.1 – Respondent – J. Doe – 21-NOV-2021
- 11b Application – Defense – Smith – 12-JAN-2021

Please note that documents need to be submitted in Word or PDF format.

If you are submitting a complete file of appeals with the Municipal Submission Form, please structure the submission into separate files with:

- Municipal Submission Form (sample name: Municipal Submission Form – Ottawa – 19-June-2021)
- Separate files for each appeal
- Separate file for any supporting documents (may be subdivided into separate documents)
- Alternatively, a single PDF containing all the submission forms and materials may be submitted, provided it has a table of contents linked to bookmarks for the component documents

Please note that cheques and money orders **cannot** be submitted electronically. You must forward the original copies to the OLT.

The OLT now accepts appeal filing fees by credit card. Appellants do not specify credit card information on the form. Municipalities should **not** collect any credit card details for OLT appeals.

There are no changes to our filing fees at this time. Please refer to the [OLT Fee Chart](#).

If you have any questions about our processes, forms or Rules, you can contact our staff at (416) 212-6349 or toll free (866) 448-2248 or at OLT.General.Inquiry@ontario.ca.

Sincerely,



Marie Hubbard
Chair
Ontario Land Tribunal



Joe Whitehead
Executive Director
Ontario Land Tribunal