

**Tribunals Ontario**

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TO: ARB Stakeholders  
Counsel of the Assessment Bar  
Property Tax Representatives  
Municipal Property Assessment Corporation (MPAC)  
Municipalities

RE: Upcoming Changes

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We are writing to advise you of a number of proposed changes to the Assessment Review Board's Rules of Practice and Procedure, and certain practices at the Board.

On January 1, 2019, Tribunals Ontario was formed, consolidating the 19 Boards and Tribunals which were under three clusters within the Ministry of Attorney General. This change will help improve front-line service delivery to our clients who access the tribunal sector each year.

Tribunals Ontario is taking this opportunity to consider how changes to our service delivery model would enhance our effectiveness and efficiency.

In 2016, the Assessment Review Board embarked on extensive stakeholder consultations while developing the Strategic Plan to Resolve Appeals. The Board worked with its stakeholders to divide the appeals equally within the four year assessment cycle and a "commencement date" was assigned to each appeal. For every appeal, a set of timelines called the Schedule of Events was provided. The schedule established deadlines for exchanging documents and set expectations for the parties to engage with each other through a mandatory meeting. This also provided the opportunity for all parties to have a clear understanding of when and how they must start working on the resolution of the appeal.

We are now in the third year of the assessment cycle, and the Board continues to evaluate the caseload and the processes that were established at the beginning of 2017. Building on the Board's successes to date, and comments made at stakeholder committees, further changes are proposed to support the goal to further improve our process.

As such, we are proposing the following changes to the Board's Rules and practices:

1. Any appeal from a previous cycle that does not have a current cycle appeal (2017-2020) will be set to a new expedited Schedule of Events timeline, even if the appeal has been assigned a commencement date.

2. There will be an expedited process for dismissal of appeals for non-compliance with the Schedule of Events.
3. Every appeal will be assigned a “hearing event month.” If a hearing becomes necessary, it will be scheduled to take place during this month.
4. All hearing events before the Board will be scheduled as an electronic hearing unless there is prejudice as per section 5.2(2) of the *Statutory Powers Procedure Act* and the Board’s Rules.
5. Schedule of Events – General Stream Appeals will be reduced from 66-104 weeks to 40 weeks. This change will affect commencement dates on or after October 15, 2019.
6. The terms “Mediation” and “Settlement Conference” will be replaced with the term “Case Conference” in the Board’s Rules.
7. Schedule of Events – Summary Stream Appeals will be updated to allow for a staggered approach to disclosing issues, and the term “disclosure” will be changed to reflect “description of issues.”
8. Rule 18(d) will be amended to more specifically require that “grounds” for appealing to the Board are articulated. This amendment will affect the 2021-2024 cycle of appeals.

As some of these proposed changes require Rule changes, Tribunals Ontario will be seeking input from stakeholders in the coming weeks, and encourages your comments and suggestions at that time.

Please continue to visit the [ARB website](#) for updates.

We look forward to working with you in resolving appeals, and we appreciate your commitment and dedication to the Board’s process.

Thank you

Linda Lamoureux  
Executive Chair

Paul Muldoon  
Associate Chair

Kelly Triantafilou  
Registrar