**E-file Registration**

**Form**

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| **Instructions for Preparing the E-file Registration Form** |
| Questions about completing this form or the registration process? Contact us at: olt\_efile\_Admin@ontario.ca**Definitions of terms used in this form:****approval authority**: The initial decision-maker of the matter appealed to the Ontario Land Tribunal (OLT). It may be a municipal council, conservation authority, ministry, board, commission, agency, etc.**level-1 administrator(s)**: OLT’s primary contact(s) for e-file. They can grant or revoke access to other staff from their office and will receive an email notification when an appeal has been submitted. **level-2 user(s):** any staff in the approval authority office who have been granted access by their Level-1 administrator(s). They do not need approval from the OLT to access e-file. They will receive an email notification when an appeal has been submitted.**notice of decision**: catch-all term to describe the official document that provides notice to the public or specific persons of a decision, amendment, bylaw, order, motion or other action of an approval authority. It may have various titles, and generally instructs how an appeal may be filed. |
| **Registration Process:*** This form is for approval authorities who wish to register and receive appeals through the new OLT e-file service.
* Before submitting this form, ensure that your approval authority’s decision-makers/legal team have approved your updated notices and the information on this form..
* Approval authorities who register will be identified as registered approval authorities on the OLT website and listed in the e-file interface for appellants to send appeals.
* Once we have received your completed form and approved your request, we will email you **a time-sensitive registration link to log in to e-file** and create your first user’s profile (level-1 administrator) for your approval authority:
	+ Upon receipt of this email, your approval authority portal is now activated, and appellants will be able to submit appeals to you through e-file.
	+ You are advised to complete the next steps as soon as you receive the email with the registration link to avoid missing any potential appeals.
	+ To log in and create the first user’s profile, you will have to enter the same email address you provided on this form for the principal e-file administrator(s) (level-1 administrator).
	+ Once the first user’s profile has been created, that user can add other users from your approval authority, as needed (level-2 users).

**Format of Approval Authority Identification Name in E-file:**In section 1 of the form, you are asked to provide the name that will be in the list of approval authorities that appellants/representatives will see in e-file. The name must match the filing entity name that is cited in your notices so that users can be sure that they are filing in accordance with legislation and with the correct entity. * Do not use a specific person’s name. Names should refer to a role or entity. For example:
	+ Municipal Clerk
	+ Secretary-Treasurer
	+ Committee of Adjustment
	+ Consent Authority
* For municipalities, please list the municipal name first (rather than “City of” or “Town of “) so that if a user scrolls through the list, they will see the list alphabetically sorted by municipal name. For examples, please see the[list of registered municipalities/approval authorities on our website.](https://olt.gov.on.ca/e-file-service/)
* If your municipality or organization has separate staff who deal with different types of appeals, consider whether to have:
	1. one portal in e-file that is shared for different types of appeals (e.g., “Mississauga (City) – Clerk and Secretary-Treasurer”); or
	2. separate portals in e-file for each of your entities, for example:
		+ - 1. one portal for: “Mississauga (City) – Clerk”
				2. a second portal for: “Mississauga (City) – Secretary-Treasurer”
* Please note that **each staff member’s email address can only be connected to one e-file portal at a time**, and they will only receive email notifications for appeals submitted to that portal.
	+ If there are staff (e.g., legal counsel) that will need to see both Clerk appeals and Secretary Treasurer appeals, for example, it is better to combine these into one portal in e-file (option 1 above).
	+ Alternatively, the Clerk appeals and the Secretary Treasurer appeals can be directed to two separate portals and can each be managed with distinct logins that are used by each staff group. If this is your preference, then a user in e-file would see two distinct options in e-file: both options 2(a) and 2(b) above. Each portal would require a separate registration request and updated notices from both the Clerk’s office and the Secretary-Treasurer’s office. This makes sense if you have two distinct staff groups that monitor these appeals separately. Otherwise, it is best to have one portal to monitor.

**Notices of Decision:*** Per Section 3 of this Form, you are expected to include information about e-file in all notices of decision or other communications that explain the appeal process to the public. If you have separate notices for different areas, please ensure all notices are updated. For example, you may have a separate notice for planning appeals filed with the clerk, for Committee of Adjustment appeals filed with the secretary-treasurer, or for heritage appeals filed with the clerk.
* Language in your notices should provide:
	+ information on how to file an appeal and pay the appeal fee through OLT e-file with a statement that advises that the approval authority agrees to receive appeals via the OLT e-file service
	+ an email that can be used if the e-file portal is down
	+ a date and a time for the expiry of the period for appeals to be filed (e.g., “December 13 at 4:30 p.m.”, not just “December 13”)
	+ instructions for payment of any municipal administrative fees (if applicable)
* Some sample language is included below:

“Take notice that an appeal to the Ontario Land Tribunal in respect to all or part of this Official Plan Amendment and/or Zoning By-law may be made by filing a notice of appeal with the City Clerk either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service/> by selecting [name of municipality] as the Approval Authority or by mail [insert mailing address, etc.], no later than 4:30 p.m. on June 3, 2024. The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of $1,100 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at [www.olt.gov.on.ca](http://www.olt.gov.on.ca). If the e-file portal is down, you can submit your appeal to [insert email address for approval authority].”  |
| * Please note that the sample language above would be used in addition to any statements required to be included in a notice of decision or notice of passing under any relevant statute or regulation (such as section 6 of O. Reg. 545/06).
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**Form**

**Please note:** mandatory fields are indicated with an asterisk (\*)

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| **Section 1** – Contact Information (Mandatory) |
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| Approval Authority identification name to be used in e-file |
| Name for users to identify your approval authority in e-file:\*Note: This name must match the filing entity/addressee for appeals provided in your notice of decision or other communications or in applicable legislation. **For example: Middlesex Centre (Municipality): Clerk & Secretary-Treasurer; Hamilton (City): Committee of Adjustment & Consent Authority.** OLT may contact you to discuss/confirm the format of how your approval authority is to be cited in e-file. Please provide your approval authority name in English and French. |
| Approval Authority Name (English):\* | Approval Authority Name (French):\* |
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| Approval Authority – Principal E-file Administrator (Level-1 administrator) |
| Last Name:\* | First Name:\* |
|  |  |
| Professional Title:\* |
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| Department:\* |
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| Email Address\* (this will be the email address that you will be using to log in to e-file. A shared/group email account can be used for the Level-1 Administrator account, but only one user can be logged-in at a time.): |
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| Additional E-file Administrator (Level-1 administrator) — optional |
| Last Name: | First Name: |
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| Company Name: |
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| Professional Title: |
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| Department:  |
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| Email Address (this will be the email address that you will be using to log in to e-file): |
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| Key Approval Authority Contact (e.g., Director, Municipal Manager, Legal Counsel) |
| *This person may be contacted by OLT to discuss/confirm any information, as needed. If you have more than two contacts, please add any additional contacts in the space provided on the last page of this form.* |
| Last Name: | First Name: |
|  |  |
| Professional Title: | Email Address: |
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| Additional Approval Authority Contact (e.g., Director, Municipal Manager, Legal Counsel) — optional |
| Last Name: | First Name: |
|  |  |
| Professional Title: | Email Address: |
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| **Section 2** – Declaration (Mandatory) |
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| Declaration |
| [ ]  I solemnly declare that this request has been approved by the approval authority’s decision-makers, and the statements and the information provided, as well as any supporting documents, are true, correct and complete. |
| **Name of Approval Authority Staff** | **Professional Title** | **Date (yyyy/mm/dd)** |
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| Personal information or documentation requested on this form is collected under the authority of the *Ontario Land Tribunal Act*. In accordance with the *Freedom of Information and Protection of Privacy Act* and section 9 of the *Statutory Powers Procedure Act*, all information collected is available to the public subject to limited exceptions. |
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| **Section 3** – **Public Communications Samples** (Mandatory) |
| Communication Channels |
| What communication channels do you currently use to notify the public about your municipal/approval authority decisions?  |
| [ ]  Notice of decision or passing |
| [ ]  Website (please specify URL): |
| [ ]  Emails |
| [ ]  Newspaper ads |
| [ ]  Other (please specify): |
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| Documentation (Mandatory) |
| Please provide a **sample copy or template** of the communication channels you’ve check marked above showing how they will be updated to contain the following mandatory information (please see instructions section above for sample text): |
|[ ]  information on how to file an appeal and pay the appeal fee through OLT e-file with a statement that advises that the approval authority agrees to receive appeals via the OLT e-file service |
|[ ]  an email that can be used if the e-file portal is down |
|[ ]  a date and a time for the expiry of the period for appeals to be filed (e.g., “December 13 at 4:30 p.m.”, not just “December 13”) |
|[ ]  instructions for payment of any municipal administrative fees (if applicable)[[1]](#footnote-2) |
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| **Format of Submission:** |
| Please email this form along with sample copies of your updated public communications templates to: olt\_efile\_Admin@ontario.ca. If a template cannot be submitted at this time, please explain below. |
| **Please provide any comments, additional information or details about any part of the form where you would like to provide more context (if applicable):** |
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We are committed to providing services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005.* If you have any accessibility needs, please contact our Accessibility Coordinator at: OLT.COORDINATOR@ontario.ca; Toll free: 1-866-448-2248; or TTY: 1-800-855-1155 via Bell relay.

1. Municipalities are entitled to charge administrative fees pursuant to s. 69 of the Planning Act or s. 391 of the Municipal Act. [↑](#footnote-ref-2)