



# The Corporation of the Municipality of Arran-Elderslie

## Staff Report

Council Meeting Date: November 25, 2024

Subject: SRCLK.2024.18 - E-file Registration Ontario Land Tribunal

Report from: Christine Fraser-McDonald, Clerk

Appendices: Appendix A - Email from OLT

Appendix B – E-file Information Sheet

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### **Recommendation**

Be It Resolved that Council hereby,

1. Receives Report SRCLK.2024.18 - E-file Registration Ontario Land Tribunal;
2. Directs staff to proceed with registering for the E-File portal to submit appeals to the Ontario Land Tribunal;
3. And further that the Clerk be authorized as the Level-1 Administrator for the E- file portal.

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### **Report Summary**

The Municipality has received correspondence from the Ontario Land Tribunal with respect to a municipality's ability to submit appeals electronically using an e-file portal.

Staff are recommending that the Municipality of Arran-Elderslie approve the use of e- file to forward appeals to the Tribunal and authorize the Clerk as the Level-1 administrator.

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### **Analysis**

Correspondence was received from the Ontario Land Tribunal (OLT) noting a public consultation period on proposed updates to the Tribunal's Rules of Practice and Procedure. The full suite of proposed changes and revisions can be found on the website [https://olt.gov.on.ca/wp-content/uploads/OLT\\_Rules-of-Practice-and-Procedure\\_2024-07-25-redline.pdf](https://olt.gov.on.ca/wp-content/uploads/OLT_Rules-of-Practice-and-Procedure_2024-07-25-redline.pdf).

A key change is the Tribunal introducing a mandatory requirement for municipalities and other approval authorities to forward appeals through the E-file portal, an online platform that simplifies the appeal filing process.

It is expected that following the commenting period, which ended September 27<sup>th</sup>, the Province will move forward with submitting appeals via the e-file portal becoming mandatory for all municipalities.

Municipalities are being encouraged to register early for E-File to avoid delays which may occur following the requirement becoming mandatory.

### Benefits of E-File

E-file is an electronic alternative to the current manual appeal process and offers an accessible, efficient and user-friendly method to submit appeals to various planning decisions.

#### **E-file allows an applicant to:**

- File on their own behalf or on behalf of someone else (for example, a family member, a business or organization, or a client)
- File multiple related appeals
- Upload required documentation
- accurately complete appeal forms by only showing required information or documentation
- Pre-populates data where applicable, minimizing time to complete forms
- Pay filing fees online
- Print or save a PDF of the completed application

#### **E-file benefits to Staff**

- Digital Submission of appeal documentation, reducing mail/courier costs
- Ability for related appeals to be easily and quickly be grouped together
- Facilitates accurate completion of mandatory information
- Minimizes data entry for both appellants/applicants and municipal staff
- Streamlines payment
- Reduces time spent scanning documents and preparing appeal packages and payments to forward to the Tribunal
- Use generated checklists to ensure all required documents are included with the Municipality's submission

Overall, the e-file process will allow the Municipality to serve the public more effectively, efficiently and quickly.

Note: Case updates are not provided via e-file, as it is intended to direct the submission process of appeals only.

## Next steps

For the Municipality to begin using e-file a registration process is required, and updates to notices of decision or other communications must be completed. Updates would include how to file an appeal, pay the appeal fee, submit alternatively if the e-file portal is down, and provide more clear detail on timing of the expiry period for appeals.

The E-file Registration form must be completed and sent to the Ontario Land Tribunal with sample copies/templates of the updated notices/communications. The registration process includes the designation of a Level One administrator who will manage the portal process on behalf of the municipality.

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### **Link to Strategic/Master Plan**

6.6 Modernizing Services

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### **Financial Impacts/Source of Funding/Link to Procurement Policy**

There are no costs associated with registering for the e-file portal. It is anticipated that using e-file will minimize the costs associated with staff time to receive, prepare and submit appeal packages.

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Approved by: Emily Dance, Chief Administrative Officer