



Local Planning Appeal Tribunal **Case Management Conference Submission Form**

THE CASE MANAGEMENT CONFERENCE

The *Local Planning Appeal Tribunal Act, 2017* requires the Tribunal to conduct a case management conference after it has received a valid notice of appeal of the matter identified in the title of proceedings. The Appellant(s) and either the municipality or the approval authority, depending on whose decision or non-decision has been appealed to the Tribunal, are the statutory parties in this proceeding. Persons other than the statutory parties who wish to participate in the case management conference, are required, by section 40 and 41 of the *Local Planning Appeal Tribunal Act, 2017*, to pre-file a written submission.

THE PRE-FILING REQUIREMENTS FOR PERSONS WHO ARE NOT THE STATUTORY PARTIES THAT WISH TO PARTICIPATE IN THE CASE MANAGEMENT CONFERENCE:

A) THE CONTENT OF THE WRITTEN SUBMISSION

A person other than the appellant(s) and either the municipality or the approval authority, depending upon whose decision or non-decision has been appealed to the Tribunal, who wishes to participate in an appeal initiated under subsections 17(24), 17(36), 17(40), 22(7), 34 (11), 34(19) or 51(34) of the *Planning Act* must file a written submission with the Tribunal Registrar. The submission must explain the nature of their interest in the matter and how their participation will assist the Tribunal in resolving the issues raised in the appeal. The submission is to explain whether any decision or non-decision of the municipality or approval authority, which is the subject of the appeal before the Tribunal:

- Is inconsistent with a Provincial Policy Statement,
- Fails to conform with a provincial plan, or
- Fails to conform with an applicable official plan.

In the space below, please provide an explanation as to how your participation will help the Tribunal resolve the issues raised in the appeal.

****YOU CAN ALSO PROVIDE ATTACHMENTS TO SUPPORT YOUR REQUEST.***

B) FILING REQUIREMENTS FOR THE WRITTEN SUBMISSION

- The written submission must be emailed to the assigned Tribunal Case Coordinator **at least 30 days** before the date of the case management conference. A paper copy of the document must also be filed with the Tribunal Registrar.
- A copy of the written submission shall be provided to either the municipality or to the approval authority, depending upon whose decision or failure to make a decision is appealed, on the same day as it is emailed to the Tribunal: **at least 30 days** before the date of the case management conference.
- A copy of the written submission must also be provided to the Appellant(s) on the same day as it is emailed to the Tribunal: **at least 30 days** before the date of the case management conference.
- A certificate of service, in the form available on the Tribunal's website, shall be filed with the Tribunal Case Coordinator to confirm service of the written submission on the appellant(s) and either the municipality or the approval authority.

NOTE: THE TRIBUNAL MAY NOT EXTEND THE TIME PERIOD TO FILE THE WRITTEN SUBMISSION THE CASE MANAGEMENT CONFERENCE

The Tribunal shall determine, from among the persons that have provided written submissions, whether that person may participate in the case management conference, and the terms upon which a person is allowed to participate.

A Tribunal may also appoint one person, who filed a written submission to represent a class of persons, as either a party or participant at the case management conference and at any hearing, or any other hearing event, that may be directed by the Tribunal.

At the case management conference, the Tribunal shall discuss opportunities for settlement, including the possible use of mediation or other dispute resolution techniques.

For your reference, click [here](#) for a sample notice of a Case Management Conference.

Case InformationLPAT Case
Number

Date of Case Management Conference

Contact Information

Last Name

First Name

Email Address

Daytime Telephone Number

Alternate Telephone Number

Mailing Address

Unit Number

Street
Number

Street Name

PO Box

City/Town

Province

Country

Postal Code