



## Alternate Hearing Formats: Teleconferences, Video Conferences, and Written Hearings

The Assessment Review Board (ARB) has historically held hearings in person. However, there are a number of ways to make the hearing process more accessible and efficient. The ARB may direct that a hearing be held by teleconference, video conference, or by written hearing, either on its own initiative, or at the request of a party. The options are explained below.

### Teleconference Hearing

A teleconference hearing allows parties to communicate with one another through audio. A teleconference requires a telephone.

The ARB may direct that a matter be heard by teleconference, either on the ARB's initiative, or upon the written request of a party. Once a hearing is scheduled by teleconference, you will receive a notice with the date, time and instructions for how to call in to the teleconference hearing.

### Video Conference Hearing

A video conference hearing allows parties in different locations to communicate with each other through video and audio transmission. To participate in a video conference hearing you will need internet access, a computer with webcam, and a telephone.

The ARB may direct that a matter be heard by video conference, either on the ARB's initiative, or upon the written request of a party. Once the video conference hearing is scheduled, you will receive a notice with the date, time and instructions for how to call-in to the hearing. Within a week before the hearing date, the ARB will email you a link to connect via video. To participate in the video hearing, simply click the link, and follow the instructions to connect to the video hearing and dial-in by telephone.

### Written Hearing

A written hearing allows parties to submit their evidence and arguments in writing. The ARB may direct that a matter be heard by way of written hearing, either on the ARB's initiative, or upon the written request of a party.

Once your hearing is scheduled, you will receive a Notice of Written Hearing with instructions for filing your materials with the ARB.

### Where can I find more information?

For more information please refer to the ARB's *Rules of Practice and Procedure* which can be found on [our website](#) or by calling us at (416) 212-6349 or toll free 1-866-448-2248.

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 as soon as possible at (416) 212-6349 or 1-866-448-2248.

## Please Note

The information contained in this sheet is not intended as a substitute for legal or other advice, and in providing this information, the ARB assumes no responsibility for any errors or omissions and shall not be liable for any reliance placed on the information in this sheet. Additional information, including the ARB's Rules of Practice and Procedure, is available at [www.elto.gov.on.ca](http://www.elto.gov.on.ca), or by calling (416) 212-6349 or toll free 1-866-448-2248.



The **Environment and Land Tribunals Ontario (ELTO)** includes the Assessment Review Board, Board of Negotiation, Conservation Review Board, Environmental Review Tribunal, Ontario Municipal Board, Niagara Escarpment Hearing Office and the Office of Consolidated Hearings. The Tribunals operate under specific legislative requirements and share resources and best practices. The Assessment Review Board hears appeals from persons who believe there is an error in the assessed value or classification of a property and also deals with some types of property tax appeals under the Municipal Act and City of Toronto Act. For more information contact us at:

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