



Settlement Conference at the Assessment Review Board

What is a settlement conference?

A settlement conference is a hearing event before the Assessment Review Board (ARB) where there will be discussions between the parties. At the settlement conference, the ARB Member will assist parties to resolve some or all issues in dispute. In addition, the ARB Member will discuss with the parties whether a mediation or full hearing will be suitable to resolve the appeal.

When is a Settlement Conference scheduled?

A settlement conference is scheduled under the schedule of events for a General Proceeding. The ARB will schedule a settlement conference after the parties have filed:

- disclosure
- statement of Issues,
- statement of responses and reply,
- all documentary evidence, witness statements, and
- expert reports.

What if an agreement is not reached at the Settlement Conference?

Sometimes the parties are able to resolve the appeal at the settlement conference. However, if an agreement is not reached, the ARB Member will determine with the parties whether mediation may assist the parties in resolving the appeal, or if a full hearing is required instead.

To determine whether mediation may assist the parties in resolving the appeal, the ARB will consider:

- whether the parties are actively engaged in settlement discussions and any tentative agreements that have been reached, and
- whether the issues in dispute can potentially be resolved by negotiating a resolution through mediation, or whether the issues are such that adjudication is required.

Where can I find more information?

For more information please refer to the ARB's Rules of Practice and Procedure and Practice Direction on Settlement Conferences 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, 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:

Environment and Land Tribunals Ontario
655 Bay Street, Suite 1500, Toronto, ON M5G 1E5
Telephone: (416) 212-6349 or toll free: 1-866-448-2248
Website: www.elto.gov.on.ca