LABOUR RELATIONS ACT, 1995

**NOTICE TO RESPONDING PARTY AND/OR**

**AFFECTED PARTY** **OF** **APPLICATION** **UNDER SECTION 127.2**

**OF THE ACT** **(TERMINATION OF BARGAINING RIGHTS,**

**NON‑CONSTRUCTION EMPLOYER)**

BEFORE THE ONTARIO LABOUR RELATIONS BOARD

**Between:**

**Applicant,**

‑ and ‑

**Responding Party.**

**TO THE RESPONDING PARTY AND/OR AFFECTED PARTY:**

1. The applicant has initiated an application with the Ontario Labour Relations Board under Section 127.2 of the Labour Relations Act.

2. **A copy of that application is enclosed.** Also enclosed is a blank Response to Application under Section 127.2 of the Act (Form A‑84).

3. This Notice and other material are being sent to you because you are the Responding Party or because you have been identified in paragraph 2 of the application or response as a person who may be affected by the application. **An application under the Labour Relations Act is a legal proceeding and may affect your legal rights and** **obligations. You may wish to seek legal advice** **immediately.**

4. **IF YOU ARE THE** **RESPONDING PARTY**, one signed original of your response to the application must be filed in the offices of the Board, 2nd floor, 505 University Avenue, Toronto, no later than ten (10) days after the Application under Section 127.2 of the Act was delivered to you.

 You may file your Response with the Board by any method, except facsimile transmission, e-mail or registered mail.

 You must also deliver a copy of your Response to the Applicant and to any affected person identified in paragraph 2 of the application or paragraph 2 of your response before you file your response with the Board. The response may be delivered by facsimile transmission, hand delivery or courier. You must also complete a Certificate of Delivery.

5. **IF YOU HAVE BEEN NAMED AS A PARTY WHO MAY BE AFFECTED BY THE APPLICATION**, and if you choose to participate in this case, you must file one signed original of a response to the application in the offices of the Board, 2nd floor, 505 University Avenue, Toronto, no later than ten (10) days after the Application under Section 127.2 of the Act was delivered to you.

 You may file your Response with the Board by any method, except facsimile transmission, e-mail or registered mail.

 You must also deliver a copy of your Response to the Applicant and to the Responding Party and to any other affected person identified in paragraph 2 of the application or paragraph 2 of any response before you file your response with the Board. The response may be delivered by facsimile transmission, hand delivery or courier. You must also complete a Certificate of Delivery.

6. Please note that periods of time referred to in this notice, in other Board forms and notices, and in the Board's Rules of Procedure do not include weekends, statutory holidays, or any other day that the Board is closed.

7. The Board's Rules of Procedure describe how a response must be filed with the Board, what information must be provided and the time limits that apply.

 If you do not file your response and other required documentation in the way required by the Board's rules, the Board may not process your response and documents, and may decide the application without further notice to you. Furthermore, you may be deemed to have accepted all the facts stated in the application.

Please consult the Board's Rules of Procedure before completing your response. Copies of the Board's Rules may be obtained from the Board's offices located on the 2nd floor at 505 University Avenue, Toronto, Ontario (Tel. (416) 326‑7500) or downloaded from the Board’s website at www.olrb.gov.on.ca.

8. The Board's Rules of Procedure require the Applicant to deliver the enclosed application to you before filing it with the Board.

 Once the application is filed, the Board will send you a confirmation of the filing, a Board file number, and information about the appointment of a Board Officer and the hearing date (if any).

 If you do not receive a confirmation of filing from the Board within seven (7) days after you receive the application, you may wish to contact the Board.

9. In the normal course, an Officer of the Labour Relations Board will contact you soon to arrange a time to meet and discuss the application with you.

**DATED** \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Registrar

Ontario Labour Relations Board

**NOTE:** All communications should be addressed to:

The Registrar

Ontario Labour Relations Board

2nd Floor

505 University Avenue

Toronto, Ontario

M5G 2P1

Tel. (416) 326‑7500

**IMPORTANT NOTES**

The Board’s forms, Notices, Information Bulletins, Rules of Procedure and Filing Guide may be obtained from its website <http://www.olrb.gov.on.ca> or by calling 416-326-7500 or toll-free at 1-877-339-3335.

***FRENCH OR ENGLISH***

Vous avez le droit de communiquer et recevoir des services en français et en anglais. La Commission n’offre pas de services d’interprétation dans les langues autres que le français et l’anglais.

You have the right to communicate and receive services in either English or French. The Board does not provide translation services in languages other than English or French.

***CHANGE OF CONTACT INFORMATION***

Notify the Board immediately of any change in your contact information. If you fail to do so, correspondence sent to your last known address (including email) may be deemed to be reasonable notice to you and the case may proceed in your absence.

***ACCESSIBILITY and ACCOMMODATION***

The Board is committed to providing an inclusive and accessible environment in which all members of the public have equitable access to our services. We will aim to meet our obligations under the *Accessibility for Ontarians with Disabilities Act* *Act* in a timely manner. Please advise the Board if you require any accommodation to meet your individual needs. The Board’s Accessibility Policy can be found on its website.

***FREEDOM OF INFORMATION and PROTECTION OF PRIVACY***

Personal information is collected on this form under the authority of the Board’s governing legislation to assist in the processing of cases before it. Information received in written or oral submissions may be used and disclosed for the proper administration of the Board’s legislation and processes. Any relevant information that you provide to the Board must in the normal course be provided to the other parties to the proceeding. The *Freedom of Information and Protection of Privacy Act* may also address the collection, use and disclosure of personal information. If you have any questions, contact the Solicitors’ Office at the numbers listed above or in writing to the OLRB, 505 University Ave., Toronto, ON, M5G 2P1.

**E-FILING AND E-MAIL**

The Rules of Procedure and Filing Guide set out the permitted methods of filing. Forms and submissions may be filed with the Board by a variety of methods including the Board’s e-filing system, but not by e-mail. Note that the e-filing system is not encrypted and e-filing is optional. Contact the Client Services Coordinator at the numbers listed above if you have questions regarding e-filing or other filing methods. If you provide an e-mail address with your contact information, the Board will in most cases communicate with you by e-mail from an out-going only generic account. Incoming emails are not permitted.

***HEARINGS and DECISIONS***

Hearings are open to the public unless the Board decides that matters involving public security may be disclosed or if it believes that disclosure of financial or personal matters would be damaging to any of the parties. Hearings are not recorded and no transcripts are produced.

The Board issues written decisions, which may include the name and personal information about persons appearing before it. Decisions are available to the public from a variety of sources including the Ontario Workplace Tribunals Library and [www.canlii.org](http://www.canlii.org). Some summaries and decisions may be found on the Board’s website.