LABOUR RELATIONS ACT, 1995

**NOTICE TO RESPONDING PARTY AND/OR AFFECTED PARTY** **OF**

**APPLICATION UNDER SECTION 127(3) OF THE ACT**

**(REDEFINITION OF BARGAINING UNIT AFFECTED**

**BY SECTION 127(2) OF THE ACT)**

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(3) of the Labour Relations Act. **A copy of that application is enclosed.**

2. 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.

3. **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. You should carefully read the Board’s Rules of Procedure, which describe how a response/intervention must be delivered and filed with the Board, what information must be provided and the time limits that apply.

5. **IF YOU ARE THE** **RESPONDING PARTY:**

1. Your response (**Form A-97** available at [http://www.olrb.gov.on.ca/](http://www.olrb.gov.on.ca/english/bdocs.htm) or at the Board’s offices) must be filed with the Board no later than **10 days** after the application was delivered to you.
2. **Before** filing your response with the Board, you must deliver a copy of it (including all documents you are filing with it) to each Applicant, Responding Party and Affected Party named in the application and to each Affected Party named in any response/intervention filed by another party. If you are naming any additional Affected Party in your response, you must provide them with a copy of the application (including all documents filed with it), your response (including all documents you are filing with it) and this notice.
3. Your response may be delivered to the other parties in accordance with Rule 6.4 of the Board’s Rules of Procedure.
4. You may **then file your response with the Board** by any method, except fax, e‑mail or registered mail.

6. **IF YOU HAVE BEEN NAMED AS A PARTY WHO MAY BE AFFECTED BY THE APPLICATION**, and if you choose to participate in this proceeding:

1. Your intervention (**Form A-97** available at [http://www.olrb.gov.on.ca/](http://www.olrb.gov.on.ca/english/bdocs.htm) or at the Board’s offices) must be filed with the Board no later than **10  days** after the application was delivered to you.
2. **Before** filing your intervention with the Board, you must deliver a copy of it (including all documents you are filing with it) to each Applicant, Responding Party and Affected Party named in the application and to each Affected Party named in any response/intervention filed by another party. If you are naming any additional Affected Party in your intervention, you must provide them with a copy of the application (including all documents filed with it), your intervention (including all documents you are filing with it) and this notice.
3. Your response may be delivered to the other parties in accordance with Rule 6.4 of the Board’s Rules of Procedure.
4. You may **then file your intervention with the Board** by any method, except fax, e‑mail or registered mail.

7. 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.

8. 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/intervention and other required documentation in the way required by the Board's Rules of Procedure, the Board may not process your response/intervention 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.**

9. Please consult the Board's Rules of Procedure before completing your response. All forms, Notices, Information Bulletins, the Filing Guide and the Rules of Procedure may be obtained from the Board’s website at (<http://www.olrb.gov.on.ca>) or the Board’s offices, 505 University Ave., 2nd floor, Toronto, Ontario (Tel. 416‑326‑7500). ­

10. 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 sends a Confirmation of Filing to all the parties with a Board file number and information about the appointment of a Mediator.

If you do not receive a Confirmation of Filing from the Board within seven days after you receive the application, you may wish to contact the Board.

11. 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**

YOU HAVE THE RIGHT TO COMMUNICATE WITH, AND RECEIVE AVAILABLE SERVICES FROM, THE BOARD IN EITHER ENGLISH OR FRENCH.

VOUS AVEZ LE DROIT DE COMMUNIQUER AVEC LA COMMISSION ET DE FAIRE APPEL A SES SERVICES EN ANGLAIS OU EN FRANCAIS.

IN ACCORDANCE WITH THE *ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005,* THE BOARD MAKES EVERY EFFORT TO ENSURE THAT ITS SERVICES ARE PROVIDED IN A MANNER THAT RESPECTS THE DIGNITY AND INDEPENDENCE OF PERSONS WITH DISABILITIES.  PLEASE TELL THE BOARD IF YOU REQUIRE ANY ACCOMMODATION TO MEET YOUR INDIVIDUAL NEEDS.