Tribunals Ontario
Human Rights Tribunal of Ontario
15 Grosvenor Street, Ground Floor
Toronto, ON M7A 2G6
Telephone: 416-326-1312 / 1-866-598-0322
Teletypewriter (TTY): 1-800-855-0511
Email: HRTO.Registrar@ontario.ca

Request to Reassign a Member or Panel under s. 4.4 of the *SPPA*

Form 29

Disponible en français

A party to a proceeding may make a request asking the Human Rights Tribunal of Ontario (HRTO) to assign a proceeding to another member or panel where:

a. The original member or panel has not completed the hearing or made a decision by a deadline previously specified by the HRTO under s. 4.4(3) of the *Statutory Powers Procedure Act (SPPA)*; or
b. The original member has died or for any other reason is or appears to be unable to complete a hearing or to make a decision.

Before Completing this Form

Before completing this form, please review the Practice Direction on Reassignment of a Member or Panel under s. 4.4 of the *SPPA*. It is your responsibility to ensure the request is complete and meets the eligibility criteria. Incomplete requests or those that do not meet the conditions in the Practice Direction will not be considered.

If you are making this request because the hearing or decision has not been completed within a deadline specified under s. 4.4(3) of the *SPPA*, the Practice Direction includes requirements regarding **when** a request can be made and the steps that you must take **before submitting this form**.

If the requirements in the Practice Direction are met, follow these steps to make your request:

1. Fill out this form.
2. All documents you are relying on must be included with this form.
3. Deliver a copy of this form to all parties and any person or organization who has an interest in this Request.
4. File the Form 29 with the Tribunal.
5. Verify that you have delivered a copy of the Form 29 to the required parties by filing a Statement of Delivery (Form 23) or by confirming delivery to the other parties on the cover letter or email to the Tribunal.

Information for all parties and any person or organization who receives a copy of this Request

Unless otherwise directed, you may file a Response to a Request to Reassign a Member or Panel (Form 30) no later than fourteen (14) days after Request to Reassign a Member or Panel (Form 29) was delivered to you.

Download forms from the Tribunal's web site tribunalsontario.ca/hrto. If you need an accessible format, contact us:

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Request to Reassign
a Member or Panel
under s. 4.4 of the *SPPA*
Form 29
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Application Information

Tribunal File Number:

Name of Applicant:

Name of Each Respondent:

1. Your contact information (person or organization making this Request)

First Name:	Last (or Family) Name:	
Organization (if applicable):		
Mailing Address Street Number:	Street Name:	Unit/Apt./Suite:
City:	Province:	Postal Code:
Email Address:	Phone Number:	Other:

If you are filing this as the Representative (e.g. lawyer) of one of the parties please indicate:

Name of party you act for and are filing this on behalf of:	LSO No. (if applicable):

What is the best way to send information to you? ◯ Email ◯ Mail

If you check email, you are consenting to the delivery of documents by email.

Check off whether you are (or are filing on behalf of) the:

◯ Applicant ◯ Respondent ◯ Ontario Human Rights Commission

◯ Other – describe: _____

2. Please check the reason for your Request

◯ (a) The original member or panel has not completed the hearing or made a decision by a deadline previously specified by the HRTO under s. 4.4(3) of the *Statutory Powers Procedure Act (SPPA)*; or

◯ (b) The original member has died or for any other reason is or appears to be unable to complete a hearing or to make a decision.

If your request is based on reason (b), you are not required to complete Questions 3-4.

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3. Timeliness of Request

Please select **one** of the options below in order to confirm that the required time period for making this Request has passed:

The hearing has commenced but has not concluded and:

◯ It has been more than **90 days** since the last scheduled hearing date and no further hearings are scheduled.

The hearing has concluded and the HRTO has not yet released its decision:

◯ The hearing took three days or less, and it has been more than **90 days** after the conclusion of the hearing.

◯ The hearing took four or more days, and it has been more than **180 days** after the conclusion of the hearing.

4. Enquiry about the deadline

After the time period selected above passed, did you write to the HRTO to ask whether the HRTO has set a deadline under s. 4.4(3) of the *SPPA*?

◯ Yes ◯ No

Did the HRTO advise you that a deadline has been set under s. 4.4(3) of the *SPPA*?

◯ Yes ◯ No

If yes, what was the deadline? _____ *(dd/mm/yyyy)*

Please attach your correspondence to the HRTO regarding the deadline and the HRTO's response.

5. What are the reasons for the Request, including any facts relied on and submissions in support of the Request?

6. Do the other parties consent to your Request?

◯ Yes ◯ No ◯ Don't know

7. If you are relying on any documents in this Request, please list below and attach. You must include all the documents you are relying on.

8. Signature

By signing my name, I declare that, to the best of my knowledge, the information that is found in this form is complete and accurate.

Signature: *(If filing electronically, sign by typing your name here.)*	Date: *(dd/mm/yyyy)*

Collection of Information:

The Human Rights Tribunal of Ontario (HRTO) has the right under the *Human Rights Code* and the *Statutory Powers Procedure Act* to collect the information requested on this form to fulfill its legislative mandate. After you file the form, all information related to the proceeding may become publicly available in a tribunal decision, order, or other document, in accordance with Tribunals Ontario's *Access to Records Policy* and the *Tribunal Adjudicative Records Act, 2019*. Parties wanting records or information to remain confidential must seek a confidentiality order from an adjudicator. If you have questions about confidentiality orders or access to records, please contact us by email at HRTO.registrar@ontario.ca or at 416-326-1312 or 1-866-598-0322 (toll-free).