Response to an Application by the Ontario Human Rights Commission
Form 8

Disponible en français

If you have been named as a respondent or affected person in an *Application made by the Ontario Human Rights Commission* (the Commission) (Form 7) to the Human Rights Tribunal of Ontario you may respond by completing this *Response to an Application by the Ontario Human Rights Commission* (Form 8).

If you do not deliver and file a completed Form 8 in accordance with the Tribunal's Rules, you may be deemed to have accepted all the allegations in the application. The Tribunal may not send you any further notices and may proceed to deal with the application without any input from you, based only on the materials filed.

Within 45 days of the filing of the response(s), the Tribunal will convene a case conference with all the parties and affected persons to discuss the conduct of the proceeding.

Follow these steps to respond:

1. Fill out this Form 8.
2. Deliver a copy of this Form 8 to the Commission and any other parties or identified affected persons named in the application.
3. Complete a *Statement of Delivery* (Form 23).
4. File this Form 8 and Form 23 with the Tribunal.

A completed response must be delivered and filed with the Tribunal no later than **60 days** after Form 7 was delivered to you.

Download Forms

Download forms from the Forms & Filing section of the HRTO web site at tribunalsontario.ca/hrto. If you need a paper copy or accessible format, contact us:

Human Rights Tribunal of Ontario
15 Grosvenor Street, Ground Floor
Toronto, ON M7A 2G6

Phone: 416-326-1312 Toll-free: 1-866-598-0322
TTY: 416-326-2027 Toll-free: 1-866-607-1240
Email: hrto.registrar@ontario.ca

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Note: Complete all parts of this form, using the **Respondent's Guide** for help. If your form is not complete, the Tribunal may return it to you without accepting it. If you are filling this out on paper, please print and ensure that the information you provide is legible. At the end of this form, you will be required to read and agree to a declaration that the information in your response is complete and accurate (if you are a lawyer or legal representative assisting a respondent with this Form 8, please see the **Practice Direction On Electronic Filing By Licensed Representatives**).

Respondents must file a completed response form no later than **60 days** after the application Form 7 was delivered to them by the Commission.

Tribunal File Number:	

Contact Information for the Respondent

1. Respondent Contact Information – Organization

Contact information for a responding organization, such as a corporation, association, or group. Please complete both this section and Section 3.

Full Name of Organization

Type of organization:

- ☐ Corporation
- ☐ Partnership
- ☐ Sole proprietorship
- ☐ Unincorporated business/organization
- ☐ Other (specify):

Name of the person within this organization who is authorized to negotiate and bind the organization with respect to this application:

First (or Given) Name	Last (or Family) Name	Title

Street Number	Street Name	Apt/Suite

City/Town	Province	Postal Code	Email

Daytime Phone	Cell Phone	Fax	TTY

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

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

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2. Respondent Contact Information – Individual

If you have been named as an individual respondent, please complete this section and then go to Section 3.

First (or Given) Name		Last (or Family) Name	
Street Number	Street Name		Apt/Suite
City/Town	Province	Postal Code	Email
Daytime Phone	Cell Phone	Fax	TTY

What is the best way to send information to you? ◯ Mail ◯ Email ◯ Fax
(If you check email, you are consenting to the delivery of documents by email.)

3. Representative Contact Information

Complete this section only if you are authorizing a lawyer or other representative to act for you.

☐ I authorize the organization and/or person named below to represent me.

First (or Given) Name		Last (or Family) Name	
Organization (if applicable)			LSO No. (if applicable)
Street Number	Street Name		Apt/Suite
City/Town	Province	Postal Code	Email
Daytime Phone	Cell Phone	Fax	TTY

What is the best way to send information to your Representative? ◯ Mail ◯ Email ◯ Fax
(If you check email, you are consenting to the delivery of documents by email.)

Responding to the Allegations in the Application

Please summarize the facts and defences that support your response to this application. See the **Respondent's Guide**. If you are submitting your response on paper and need more space, please add more pages. Number each page.

Please include as part of your response:

- any submissions you make that the application is outside the Tribunal's jurisdiction;
- what allegations in the application you agree with;
- what allegations in the application you disagree with;
- any additional facts that you intend to rely on; and
- any defences that you intend to rely on.

4. What is your position in respect to each of the issues and material facts set out in the Commission application?

5. What are the material facts on which you intend to rely?

6. What is your response to the remedies sought by the Commission?

Mediation

7. Choosing mediation to resolve the application

Mediation is one of the ways the Tribunal tries to resolve disputes. It is a less formal process than a hearing. Mediation can only happen if both parties agree to it. An Tribunal Member will be assigned to mediate the application. The Member will meet with you to talk about your response. The Member will also meet with the Commission and try to work out a solution that both sides can accept. If mediation does not settle all the issues, a hearing will still take place and a different Member will be assigned to the case. Mediation is confidential.

Do you agree to try mediation? ☐ Yes

Documents that support your response

8. Important documents you have

If you have documents that are important to your response, list them here. List only the most important. Indicate whether the document is privileged. See the **Respondent's Guide**.

Note: You are not required to send copies of your documents at this time. However, if you decide to attach copies of the documents you list below to your response, they will be sent to the other parties to the application along with your response.

Document name	Why the document is important to the response

9. Important documents the Commission has

If you believe the Commission has documents that are important to your response, that you do not have, list them here. List only the most important.

Document name	Why the document is important to the response

10. Important documents another person or organization has

If you believe another person or organization has documents that are important to your response, that you do not have, list them here. List only the most important.

Document name	Why the document is important to the response	Name of person who has it

11. Signature

Instructions: Do not sign your response until you are sure that you understand what you are declaring here.

Declaration:

To the best of my knowledge, the information in my response is complete and accurate.

I understand that information about my response can become public at a hearing, in a written decision, or in other ways determined by Tribunal policies.

I understand that the Tribunal may be required to release information requested under the *Freedom of Information and Protection of Privacy Act* (FIPPA).

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

Accommodation Required

If you require accommodation of *Code* related needs please contact the Registrar at

hrto.registrar@ontario.ca or

Phone: 416-326-1312 Toll-free: 1-866-598-0322
TTY: 416-326-2027 Toll-free: 1-866-607-1240

Collection of Information:

Under the Ontario *Human Rights Code*, the Human Rights Tribunal of Ontario (HRTO) has the right to collect the personal information requested on this form. We use the information to resolve your application. After you file the form, your information may also be available to the public. If you have questions about how the HRTO uses your personal information, contact the HRTO at 416-326-1312 or 1-866-598-0322 (toll-free.)