

Instructions for Completing the Notice of Submission to Arbitration

Before You Begin

This template is used to submit a dispute to arbitration by inviting one or more parties to participate and proposing preferences for how the arbitration takes place. If additional space is needed to provide details, you may attach an appendix.

Enter the names of all responding parties.

Responding Party: the individual(s) receiving the Notice of Submission to Arbitration. They are being invited to participate in arbitration and respond.

Enter the names of all initiating parties.

Initiating Party: the individual(s) submitting the Notice of Submission to Arbitration. They are proposing that the dispute be resolved through arbitration.

Check one of these boxes to indicate whether your condo corporation has a by-law about arbitration that applies. If you are unsure, you can select the “not sure” option.

Check one of these boxes to indicate the reason for proceeding to arbitration, whether it is because 60 days have passed without a mediator being selected since the date of the Notice of Submission to Mediation or 30 days have passed since the selected mediator delivered a notice in the Mediation Report indicating that mediation has failed.

Attach the applicable document (i.e., Notice of Submission to Mediation, Mediation Report) when sending the template.

Note: Mediation is considered to have failed if mediation is held with no settlement reached or a mediator was selected but the mediation did not take place.

Enter the initiating party’s name and the date the template was completed to send.

Note: If there are multiple initiating parties, one party can complete the template on their behalf. A best practice is to send the completed template using a written form of communication (e.g., email, mail) to ensure there is a record of delivery.



Condominium
Authority of
Ontario

NOTICE OF SUBMISSION TO ARBITRATION

TO: [Insert names of responding parties]

FROM: [Insert names of initiating parties]

RE: Arbitration of our dispute

As required by Section 132 of the *Condominium Act, 1998*, you are invited to arbitrate our dispute about: _____

A condominium by-law about arbitration applies (select one):

☐ Yes ☐ No ☐ Not sure

Please respond to this arbitration request within 7 days of the date of this notice by email to: _____

Note: Use the Condominium Authority of Ontario’s [Response to Notice of Submission to Arbitration](#).

1. Reason for Moving to Arbitration (select one):

☐ 60 days have passed since the date of the Notice of Submission to Mediation and the parties have not selected a mediator. A copy of the **Notice of Submission to Mediation** is attached.

☐ 30 days have passed since the date of the delivery of the notice in the Mediation Report by the selected mediator indicating that the mediation has failed. A copy of the **Mediation Report** is attached.

2. Proposed Arbitrators:

You are invited to choose any one of the following arbitrators to arbitrate our dispute:

NAME	CONTACT INFORMATION (website)

☐ You are welcome to propose alternative arbitrators in your response to this notice.

Note: After an arbitrator is chosen, the arbitrator’s authority should be set out in writing before the process begins. If you cannot agree on who the arbitrator will be, either party may ask the court to appoint one — a step that can be expensive.

Name of Initiating Party: _____

Date: _____

Provide a brief description of the disagreement and why the initiating party is requesting arbitration.

Enter a valid email address where you would like to receive a response from the responding party.

Note: If you prefer to receive a response through a different contact method, you may strike out the word “email” and write your preferred contact method instead. A best practice is to use a written form of communication (e.g., email, mail) to ensure there is a record of any responses.

Enter the name(s) and contact information, including any websites for each proposed arbitrator in the table. If no website is available, attach as a schedule any qualification summary available for the proposed arbitrator.

Note: Review your condo corporation’s by-laws and contact proposed arbitrators to ensure your proposed arbitrators meet any qualifications set out therein. You can use the CAO’s Recommended Questions for Arbitrators to assist you.

Check the box to indicate if the responding party is welcome to propose alternative arbitrators.

Note: If no arbitrator is agreed to, either party may ask the court to appoint one which reduces the chances of a timely and cost-effective resolution. After an arbitrator is chosen, the arbitrator’s authority (i.e., the scope of issues the arbitrator will make a decision on, cost awards) should be set out in writing and agreed by all.

Instructions for Completing the Response to Notice of Submission to Arbitration

Before You Begin

This template is used to respond to a Notice of Submission to Arbitration by either accepting the invite to arbitrate and propose preferences for how the arbitration takes place or rejecting the invite. The initiating party may also use this same template to reply to a response and agree to any alternative mediators. If additional space is needed to provide details, you may attach an appendix.

Enter the names of all initiating parties.

Initiating Party: the individual(s) submitting the Notice of Submission to Arbitration. They are proposing that the dispute be resolved through arbitration.

Enter the names of all responding parties.

Responding Party: the individual(s) receiving the Notice of Submission to Arbitration. They are being invited to participate in arbitration and respond.

Enter the responding party’s name and the date the template was completed to send.

Note: Review the Notice of Submission to Arbitration for the initiating party’s preferred method of response. If there are multiple responding parties, each party must complete a copy of this response template.



RESPONSE TO NOTICE OF SUBMISSION TO ARBITRATION

TO: [Insert names of initiating parties]

FROM: [Insert names of responding parties]

PURSUANT TO: Notice of Submission to Arbitration dated: _____

☐ Your invitation to arbitrate is accepted, as outlined in this response

☐ Your invitation to arbitrate is rejected for the following reason(s): _____

1. Proposed Arbitrators (select one):

☐ We agree to appoint the following arbitrator you proposed to our dispute:
Name: _____

☐ We do not agree to any of your proposed arbitrators. You are invited to choose any one of the following arbitrators to arbitrate our dispute:

NAME	CONTACT INFORMATION (website)

If you cannot agree on who the arbitrator will be, either party may ask the court to appoint one — a step that can be expensive.

Note: After an arbitrator is chosen, the arbitrator’s authority should be set out in writing before the process begins.

Name of Responding Party: _____

Date: _____

Note: If there are multiple responding parties, each party must complete a response.

Enter the date of the Notice of Submission to Arbitration sent by the initiating party.

Check one of the boxes to indicate if participation in arbitration has been agreed to or rejected. If rejected, outline the reasons for the rejection in the space provided.

Check one of these boxes to indicate whether you agree to one of the arbitrators proposed or reject the initiating party’s proposed arbitrators and would like to propose other arbitrators.

If you agree, **enter the name of the arbitrator** in the space provided.

If you do not agree, **enter the name(s) and contact information**, including any websites for each proposed arbitrator in the table. If no website is available, attach as a schedule any qualification summary available for the proposed arbitrator.

Note: Review your condo corporation’s by-laws and contact proposed arbitrators to ensure your proposed arbitrators meet any qualifications set out therein. You can use the CAO’s Recommended Questions for Arbitrators to assist you. If no arbitrator is agreed to, either party may ask the court to appoint one which reduces the chances of a timely and cost-effective resolution. After an arbitrator is chosen, the arbitrator’s authority (i.e., the scope of issues the arbitrator will make a decision on, cost awards) should be set out in writing and agreed by all.