



Guidelines for Email Filing and Email Communications

The Alberta Labour Relations Board (the Board) has recently begun accepting applications, complaints, and references under the *Labour Relations Code*, the *Public Service Employee Relations Act*, the *Police Officers Collective Bargaining Act*, and appeals under the *Occupational Health and Safety Act*, via email.

These Guidelines provide parties with information about how to file commencing documents, responses, and other documents relating to a Board file via email. These Guidelines do not apply to hearing documents. Once a hearing has been scheduled, hearing documents such as Agreed Statements of Fact, exhibits, and written submissions, must be submitted to the Board in accordance with the processes outlined in the Board's [Guidelines for Remote Proceedings](#).

- Parties submitting commencing documents (documents that start a proceeding, such as a complaint or application, or an appeal under the *Occupational Health and Safety Act*), responses, or any other documents or communications relating to a Board file via email must use one of the following email addresses, depending on the nature of the proceeding or appeal. Email communications that are sent to an email address other than one listed below will be returned to the submitting party, and will not be accepted.

Edmonton: ALRB.EDM@gov.ab.ca

Calgary: ALRB.CAL@gov.ab.ca

OHS Appeals: ALRB.OHSAPPEALS@gov.ab.ca

- **Effective January 1, 2021, the hours for filing all documents with the Board are from 8:15AM to 4:00PM Monday to Friday, excluding statutory holidays.** Any materials received at the email addresses referenced above after these hours will be treated as received at 8:15AM the next business day, unless further arrangements were made with the Board in advance.
- When filing commencing documents, the subject line of the email must identify the nature of the proceeding, and indicate that the email relates to a new proceeding. For example:
 - Complaint – Duty of Fair Representation (New)
 - Review of Arbitration (New)
 - Unfair Labour Practice Complaint (New)

- For OHS Appeals, the subject line should state: OHS Appeal – Notice to Appeal
- Required or optional forms (see Rules of Procedure, Rule 4), may be submitted as an email attachment. Where a form is not required or an optional form is not used, parties may provide the required information (see Rules of *Procedure*, Rules 6-8) as an attachment, using the naming conventions set up below, or they may include this information in the body of the email.
- Email subject lines and documents submitted via email attachment must use the following naming conventions:

Naming Convention	Format	Example
Forms	ALRB FORM NUMBER – TYPE OF PROCEEDING	LRB 33-REVIEW OF ARBITRATION
Commencing documents without forms	TYPE OF PROCEEDING – PARTY	BAD FAITH BARGAINING COMPLAINT – EMPLOYER
Replies	BOARD FILE NUMBER – TYPE OF PROCEEDING – REPLY- PARTY	GE-01234 – ULP – REPLY – EMPLOYER
Supporting Documents	FILE NUMBER – TYPE OF PROCEEDING – PARTY – SUPP DOCS - NUMBER OF EMAILS (where applicable)	Example: GE-01234 – ULP – UNION – SUPP DOCS – EMAIL 1 OF 3
General Correspondence	FILE NUMBER – TYPE OF PROCEEDING – PARTY – LETTER	Example: GE-01234 – ULP – UNION – LETTER

- Supporting documents submitted with commencing documents, replies, or other communications relating to a Board file, may be provided via email attachment, subject to the file size maximum of 100MB. Unless it makes sense to do so, please do not send each document as a separate attachment. For example, if a party is submitting 10 attachments to a letter as a response to an application, these attachments should be combined into one bookmarked PDF document. Where the attachments to an email exceed the maximum file size, the documents must be sent by multiple emails, clearly labelled (Example: Email 1 of 4). Please do not send links to DropBox or other file management services.
- Supporting documents must be provided in PDF format, and must be searchable. Parties may provide a separate index, either with the PDF or at the end of their letter or submissions. An Index must contain page number references for all the documents provided. Parties should also “bookmark” the documents in the PDF.
- Supporting documents that include legal authorities may include hyperlinks to open-source databases such as CanLII. If the authorities are not available through an open source database, they must be provided in PDF format.
- If a party needs to submit video files to the Board, the following file formats are acceptable, subject to the maximum file size: wmv, AVI, and MP4.
- Once the Board accepts the application, complaint, reference or OHS Appeal, it will assign a file number, and all parties must reference this file number in the subject line of all email correspondence to the Board pertaining to that proceeding.
- As a general rule, please do not reference more than one Board file in an email. Separate emails are required for each Board file, and the Board file number must be referenced in the subject line of each email. One exception to this rule is where there are related files and the email pertains to both files. In these circumstances, the parties should indicate there is a related file as follows: Related File: [File Number].
- Please avoid email “strings” (i.e. replying to replies or previous email messages). The Board prefers that parties begin a new email for each communication.
- If a party files materials via email, it is not necessary to also provide a copy via fax, or other method, unless otherwise instructed by the Board to do so.
- The Board may refuse to accept email correspondence that does not adhere to these requirements.