Condominium Dispute Resolution Tribunal

Submission Guidelines

Overview

The Condominium Dispute Resolution Tribunal (CDRT) began operation on April 1, 2026. It provides Albertans with access to fair and timely resolution of disputes within Alberta's condominium community. It is a low-cost way to resolve disputes and come to binding decisions without entering a courtroom.

A submission is a party's argument or position on an issue, with reasons supporting that position, and the outcome you are seeking. A submission can be delivered in a written document submission or given orally to the panel during an adjudication hearing.

Evidence and arguments are not the same thing. Evidence is the information you rely on to support your position. Arguments consist of an explanation of a position on an issue, what evidence is being relied upon, why it is relevant, and how it supports the outcome requested. Simply submitting documents does not explain a position.

A written submission should include a clear summary of your position, along with any evidence that supports it. Evidence can include things like bylaws, emails, receipts, photographs, letters, or other documents.

Whether written or oral, a submission should be clear, organized, and easy to understand. It should explain your main points and refer to any documents, including page numbers, you are relying on. If you include supporting documents, please ensure you clearly label them.

Suggested structure of your submission:

1. Introduction – Brief summary of the dispute and the remedy requested.
2. Facts – Key facts such as dates, with references to evidence.
3. Authority – Relevant legislation, policies and procedures, bylaws, prior CDRT decisions or caselaw.
4. Arguments – Explain why the CDRT should decide in your favour.
5. Requested remedy – Clearly state what decision or outcome you are asking for.
6. Supporting documents/evidence – Attach any relevant documents to support your position.

Tips for writing your submission:

- Organize your submission chronologically.
- Support your statements by quoting directly from your evidence (documents used to support your submissions) and identify the document that you are referring to.
- Keep your submission concise. Say only as much as needed to get your message across clearly.
- Ask someone else to review your submission to ensure that they can follow what you are saying and to check for any mistakes.
- If you are referring to additional documents/evidence, make sure you explain why that document is relevant.
- Do not introduce new arguments or positions in your supporting documents/evidence.
- If your submission relates to the CDRT's jurisdiction, explain clearly and with as much detail as possible how your dispute falls within or outside of the CDRT's jurisdiction.
- Label your documents so they are easy to navigate. For example:
    - Board Meeting Minutes – January 15, 2026
    - Email from Property Manager – March 3, 2026

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- Consider using bookmarks, page numbers, or clearly marking sections of long PDF or electronic submissions.
- If you choose to use Artificial Intelligence (AI) to prepare your submission, you do so at your own risk. You are responsible for the accuracy and reliability of your submissions.

How to make your submission:

Submissions and supporting documents may be provided to the CDRT in one of the following ways:

- Through the Application Service.

  Parties are encouraged to upload their submissions and supporting documents directly through the Application Service, condodisputes.alberta.ca. This helps ensure that materials are received, organized, and available to the CDRT and the other party.

- By email to CDRT@gov.ab.ca.

  If you are unable to submit materials through the Application Service, you may provide your submission and supporting documents by email. Documents should be clearly labelled and attached in a format that can be opened and reviewed by the CDRT and the other parties.

For more information

For more information about the CDRT and its processes, please visit www.alberta.ca/CondoTribunal.

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