



Policy for Handling Documents Sent to the CCB by Parties / Counsel in Advance of a Hearing

1. Purpose

1.1 This Policy Guideline deals with cases in which parties and/or their legal representative send documents to the Board before a hearing.

2. General Principles

2.1 As a general rule, documents sent to the Board will not be shared with panel members before the hearing.

The following exceptions apply:

- 1) Where all parties have consented to the document(s) being distributed to panel members before the hearing;
- 2) Where one or more panel members will be participating in the hearing by teleconference or videoconference;
- 3) Where the hearing will take place in writing;
- 4) Where a Board member or panel has previously ordered the sharing of the document(s), eg at a pre-hearing conference; and
- 5) In any other case where the Registrar of the Board is of the opinion that the sharing of the document(s) with panel members before the hearing will promote the just and most expeditious disposition of the proceeding.

2.2 In all cases, a party seeking to introduce or rely on any document(s) at a hearing should bring 5 hard copies to the hearing, for distribution to panel members.

3. Effective Date

3.1 This Policy Guideline is effective December 5, 2011.