

Document Type: New Brunswick Securities Commission Local Rule
Document N°: 15-501
Subject: Procedures for Hearings before a Panel of the Commission
Publication Date: 9 July 2008
Effective Date: 9 July 2008

**NEW BRUNSWICK SECURITIES COMMISSION
LOCAL RULE 15-501**

PROCEDURES FOR HEARINGS BEFORE A PANEL OF THE COMMISSION

TABLE OF CONTENTS:

PART 1	INTERPRETATION AND APPLICATION	2
PART 2	CONSTRUCTION AND VARIATION	3
PART 3	PARTIES	4
PART 4	LANGUAGE OF PROCEEDING	4
PART 5	SERVICE AND FILING.....	5
PART 6	MOTIONS	6
PART 7	DISCLOSURE	7
PART 8	WITNESSES.....	8
PART 9	SETTLEMENTS	9
PART 10	PRE-HEARING CONFERENCES	11
PART 11	REVIEW PROCEEDINGS	12
PART 12	OPPORTUNITY TO BE HEARD PROCEEDINGS.....	13
PART 13	ENFORCEMENT PROCEEDINGS.....	14
PART 14	PROCEEDINGS GENERALLY	16
PART 15	PROCEEDINGS IN WRITING.....	16
PART 16	PUBLIC ACCESS TO PROCEEDINGS AND DOCUMENTS	17
PART 17	DECISIONS.....	18
PART 18	EFFECTIVE DATE	18

**NEW BRUNSWICK SECURITIES COMMISSION
LOCAL RULE 15-501**

PROCEDURES FOR HEARINGS BEFORE A PANEL OF THE COMMISSION

PART 1 INTERPRETATION AND APPLICATION

1(1) Definitions – In this Rule

"Act" means the *Securities Act*, SNB c. S-5.5, as amended, and the *Regulations* and *Rules* under the *Act*; (*Loi*)

"Applicant" means a person who makes an application, commences a Proceeding or brings a motion; (*requérant*)

"Commission" means the New Brunswick Securities Commission; (*Commission*)

"Document" includes but is not limited to a film, photograph, video tape, chart, graph, map, plan, survey, book of account, recording of sound, or information recorded or stored by means of any device; (*document*)

"Electronic Transmission" means transmission by facsimile or e-mail; (*transmission électronique*)

"Enforcement Proceeding" means a Proceeding commenced by Staff of the Commission; (*procédure d'exécution*)

"Holiday" means a Saturday or Sunday and New Year's Day, Good Friday, Easter Monday, Canada Day, Christmas Day, Victoria Day, New Brunswick Day, Labour Day, and any day appointed by any Statute in force in New Brunswick or by Proclamation of the Governor-General or of the Lieutenant-Governor as a general holiday within New Brunswick, and whenever a holiday other than Sunday falls on a Sunday, the expression "holiday" includes the following day; (*jour férié*)

"Member" means a Member of the Commission; (*membre*)

"Panel" means a hearing panel of the Commission constituted to conduct a hearing pursuant to section 23.1 of the *Act*; (*comité*)

"Party" means an Applicant, a Respondent, Staff or any person designated by the Commission; (*partie*)

"Proceeding" means the entire process of a hearing or review conducted before a Panel pursuant to the *Act*; (*procédure*)

“Review Proceeding” means a Proceeding relating to the review of a decision of the Executive Director or an SRO; (*procédure de révision*)

“Respondent” means the Respondent in a Proceeding; (*intimé*)

“Secretary” means the Secretary of the Commission; (*secrétariat*)

“Settlement Agreement” means an agreement that meets the requirements set out in subsection 9(2); (*entente de règlement*)

“Settlement Panel” means a Panel of at least 2 Members of the Commission constituted to approve an agreement to resolve an administrative Proceeding pursuant to paragraph 191(1)(a) of the *Act*; (*comité d’audition du projet de règlement*)

“Staff” means Staff of the Commission; (*membres du personnel*)

“SRO” means an exchange, self-regulatory organization, quotation and trade reporting system, clearing agency or other self-regulatory organization, recognized by the Commission under subsection 35(1) of the *Act*; (*OAR*)

1(2) Application - This Rule applies to all Proceedings before a Panel where the Commission is required under the *Act* or otherwise by law to hold a hearing or provide an opportunity to be heard.

1(3) Time - In this Rule, days between two events are counted by excluding the day on which the first event happens and including the day on which the second event happens; and if the time for doing an act under this Rule expires on a Holiday, the act may be done on the next day that is not a Holiday.

PART 2 CONSTRUCTION AND VARIATION

2(1) Construction – This Rule should be construed to secure the most expeditious and least expensive determination of every Proceeding on its merits.

2(2) Variation of Rule – The purpose of this Rule is to provide certainty and consistency in the administration of Proceedings. However, a Panel may waive or vary any provision of this Rule and may issue general or specific procedural directions at any time, if it is of the opinion that to do so would be in the public interest or would otherwise be advisable to secure the just and expeditious determination of the matters in issue.

2(3) Extension of Time – Any time period prescribed by this Rule may be extended or abridged by the Panel.

PART 3 PARTIES

3(1) Appearance and Representation – In a Proceeding, a Party may appear on his or her own behalf, or may be represented by counsel.

3(2) Current Information – In a Proceeding, when a person first appears or files materials on his or her own behalf, the person shall provide the Commission with or otherwise state on the record, and keep current throughout the Proceeding, the person's name, address, telephone and facsimile numbers and e-mail address.

3(3) Service upon counsel – Counsel retained to represent a Party in a Proceeding shall immediately so advise the Commission in writing and shall provide the Commission with his or her address, telephone number, fax number and e-mail address as well as confirmation that he or she is authorized to accept service on behalf of the Party. Counsel shall keep this information current throughout the Proceeding.

3(4) Change in Representation – A Party who is represented by counsel may change counsel or may elect to act in person by serving on the counsel, the Commission and every other Party a written notice of the change of counsel or the intention to act in person and giving the name, address, telephone number, facsimile number and e-mail address of the Party or the new counsel.

3(5) Withdrawal by Counsel – Counsel for a Party in a Proceeding may withdraw as counsel for the Party only with leave of the Panel upon providing a written notice of withdrawal and serving it on the Commission, the Party represented by the counsel and every other Party. The written notice of withdrawal shall state, without disclosing any solicitor-client communication in which solicitor-client privilege has not been waived, all material facts and the reasons in support of the request for withdrawal.

PART 4 LANGUAGE OF PROCEEDING

4(1) Choice of Language – In a Proceeding a Party has the right to be heard in either official language.

4(2) Respondent's Choice of Language – A Respondent in a Proceeding, including a Respondent exercising their right to be heard under the *Act*, must notify the Secretary of his or her choice of language as soon as practicable or as soon as specified in the served documents.

PART 5 SERVICE AND FILING

5(1) Service – Any notice or document required under this Rule shall be sufficiently served if it is served by one of the following methods:

- (a) personal delivery to the Party;
- (b) delivery to the Party's counsel;
- (c) delivery to an adult person at the premises where the Party resides, is employed or carries on business, or where the Party's counsel carries on business;
- (d) if the Party is a corporation, leaving a copy with an officer, director or agent of the corporation;
- (e) sending to the Party by prepaid mail or courier at the last known address of the Party or the Party's counsel;
- (f) sending by Electronic Transmission to the Party or the Party's counsel; or
- (g) such other manner as the Panel may direct or accept.

5(2) Date of Effective Service – Service is deemed to be effective when delivered:

- (a) by personal delivery or by Electronic Transmission, on the date of delivery;
- (b) by mail, on the fifth day after the date of mailing;
- (c) by courier, upon receipt of confirmation of delivery; or
- (d) by any other means authorized by the Panel, on the date specified by the Panel.

5(3) Proof of Service – Proof of service may be established by way of a sworn affidavit from the person who effected service, including particulars of the time, place and manner of service and, if the document was served personally, the basis upon which the identity of the person being served was ascertained.

5(4) Filing - A document required to be filed under this Rule may be filed by

- (a) personally delivering the original and 5 copies (or a greater number if so directed by the Secretary) of the document to the offices of the Commission, marked to the attention of the Secretary;

- (b) sending the original and 5 copies (or a greater number if so directed by the Secretary) of the document to the offices of the Commission, marked to the attention of the Secretary, by registered mail or courier;
- (c) provided the document is less than 15 pages in length, by transmitting a clear copy thereof by facsimile transmission to the attention of the Secretary;
- (d) by e-mail, provided prior consent for filing the documents in that manner has been obtained from the Secretary; or
- (e) such other manner as the Panel may direct.

5(5) Electronic Transmission – If a document is filed by Electronic Transmission, the original and required number of copies of the document must also be delivered to the Secretary forthwith.

5(6) Filing after 5:00 p.m. (Atlantic Time) – Documents filed after 5:00 p.m. shall be deemed to have been filed on the next day that is not a Holiday.

5(7) Accompanying information - A Party who serves or files a document shall include with it the following information:

- (a) the Party's name, address, telephone number, fax number and e-mail address;
- (b) the name of the Proceeding together with the Commission file number to which the document relates; and
- (c) if the Party has counsel, the name, address, telephone number, fax number and e-mail address of counsel.

PART 6 MOTIONS

6(1) When available - Preliminary, procedural and other issues relating to a Proceeding which require resolution before a hearing on the merits may be sought to be resolved by a Party by way of a motion before a Panel.

6(2) Challenge of jurisdiction - A challenge of a Panel's jurisdiction shall be made by way of motion prior to a hearing on the merits.

6(3) Date for hearing of Motion - A Party who intends to bring a motion before a Panel shall contact the Secretary, who may set a time and date for the hearing of the motion by the Panel.

6(4) Notice – The Secretary shall prepare a Notice of Hearing for the hearing of the motion and the Party bringing the motion shall serve the Notice of Hearing on the other Parties and, at least 10 days before the day the motion is to be heard, serve on the other Parties a Notice of Motion containing written notice of the relief sought, the grounds for the motion and the evidence to be relied upon.

6(5) Evidence in support of motion – Evidence in support of a motion shall be by way of

(a) sworn affidavit confined to

- (i) facts within the personal knowledge of the deponent, and
- (ii) statements as to the information and belief of the deponent, provided the source of the information and belief are stated; and

(b) such other and further means as the Panel may direct.

6(6) Response – A Party served with a notice of motion may serve on the person making the motion and on all other Parties an affidavit(s) in response, at least 5 days before the day on which the motion is to be heard.

6(7) Ex parte Motion – A Panel may permit a Party to bring a motion without notice if the relief sought under the *Act* permits an *ex parte* application or if the nature of the motion or the circumstances render service of a notice of motion impractical or unnecessary or if the delay necessary to effect service might entail serious consequences.

6(8) Member hearing motion – A Panel may direct that a single Panel Member decide the motion.

6(9) Decisions on motions – The Panel or single Panel Member assigned to decide the motion may issue the decision and reasons orally, by endorsing the record or in writing.

PART 7 DISCLOSURE

7(1) Disclosure by Applicant – An Applicant in a Proceeding, including Staff in an Enforcement Proceeding shall, as soon as is reasonably practicable after service of a Notice of Hearing deliver to all Respondents copies of all Documents intended to be relied upon as evidence at the Proceeding;

7(2) Disclosure by Respondent – A Respondent shall, as soon as is reasonably practicable after service of a Notice of Hearing deliver to the Applicant(s) and any other Respondents, copies of all Documents intended to be relied upon as

evidence at the Proceeding.

7(3) Privilege – No disclosure is required to be made of information which is protected by privilege.

7(4) Disclosure Order – At any stage in a Proceeding, the Panel may order that a Party:

(a) provide to another Party and to the Panel any particulars that the Panel considers necessary for a full and satisfactory understanding of matters in issue in the Proceeding; and

(b) make any disclosure required by this Rule within the time limits and on any conditions that the Panel may specify.

7(5) Failure to Disclose – A Party who fails to make disclosure in accordance with this Part may not refer to the Document or introduce it in evidence at the Proceeding without leave of the Panel.

7(6) Common Law – Nothing in this section derogates from Staff's obligation to make disclosure as required by common law.

PART 8 WITNESSES

8(1) Summons of Witnesses – The Panel may, at the request of a Party or on its own motion, summon a witness to attend a hearing and give evidence and/or produce Documents.

8(2) Request for Summons – A Party wishing to summon a witness must provide the Secretary with a completed Summons to Witness form. The Summons will be executed by the Secretary and returned to the Party for service upon the witness.

8(3) Conduct Money – At the time of service of the Summons to Witness, the witness shall be provided with conduct money in an amount equal to that paid to witnesses summoned to attend before the Court of Queen's Bench of New Brunswick.

8(4) Witness List and Summaries – A Party to a Proceeding shall, at least 10 days before the scheduled date of a hearing, provide to every other Party and to the Secretary a list of the witnesses the Party intends to call to testify on the Party's behalf together with a summary of the evidence that the witness is expected to give.

8(5) Witness Summaries – A witness summary shall contain:

- (a) the substance of the evidence of the witness;
- (b) reference to any Documents that the witness will refer to; and
- (c) the witness name and address or, if the witness address is not provided, the name and address of a person through whom the witness can be contacted.

8(6) Failure to Provide Witness Information – A Party who fails to include a witness in their witness list or who fails to provide a summary of the evidence of a witness may not call that person as a witness without leave of the Panel.

8(7) Expert Witnesses – A Party who intends to call an expert to give evidence at a hearing shall, at least 45 days before the scheduled date of the hearing, inform the other Parties of the intent to call the expert and the issue on which the expert will be giving evidence.

8(8) Expert Witness Report – A Party who intends to file a report by an expert shall, at least 45 days before the scheduled date of a hearing, provide to every other Party a copy of the report signed by the expert containing,

- (a) the name, address and qualifications of the expert;
- (b) the substance of the expert's evidence;
- (c) the facts and documents forming the basis of the expert's opinion and evidence; and
- (d) a list of the documents, if any, to which the expert will refer.

8(9) Appointment of Experts by Panel – The Panel may, at any time, appoint one or more independent experts to inquire into and report on any question of fact or opinion relevant to an issue in a Proceeding.

8(10) Swearing of Witnesses – Witnesses may give evidence under oath or solemn affirmation.

PART 9 SETTLEMENTS

9(1) Available any time – Settlement discussions may occur at any time, and a Settlement Agreement can be entered into by Parties to a Proceeding at any time.

9(2) Settlement Agreement – A settlement shall be evidenced by a Settlement Agreement between Staff and a Respondent or an Applicant and signed by these Parties. A Settlement Agreement shall contain:

- (a) a full and accurate statement of the relevant facts admitted by the Respondent;
- (b) a joint recommendation on remedial or other order(s) to be imposed by the Commission;
- (c) the Parties' consent to the remedial or other order(s) being made based upon the facts set out;
- (d) an agreement with respect to the confidentiality of the Settlement Agreement pending approval by the Settlement Panel; and
- (e) subject to approval of the Settlement Agreement by the Settlement Panel:
 - (i) a waiver by the Respondent of a full hearing and any review or appeal rights;
 - (ii) a commitment by Staff not to initiate further action in relation to the subject facts; and
 - (iii) an agreement by the Parties not to make public statements that are inconsistent with the Settlement Agreement.

9(3) Approval Required – Any settlement requires the approval of a Settlement Panel pursuant to section 191(1)(a) of the *Act* and has no legal effect until it has been so approved.

9(4) Approval Procedure – Upon receiving notification of a proposed settlement, the Secretary shall prepare a Notice of Hearing for a settlement hearing. Staff shall serve the Notice of Hearing upon the Parties to the Settlement Agreement. Copies of the Settlement Agreement will be distributed by the Secretary to the Settlement Panel at least 5 days in advance of the date set for the settlement hearing.

9(5) Confidentiality of Settlement Agreement – The Settlement Agreement shall not be made public prior to its approval by the Settlement Panel. Once approved, a Settlement Agreement may be published on the Commission's website.

9(6) Settlement Hearing – Unless the Settlement Agreement expressly provides otherwise, a settlement hearing shall not be open to the public without prior leave of the Settlement Panel.

9(7) Where Settlement Agreement Not Approved – If the Settlement Panel does not approve the Settlement Agreement, reasons may be provided at the request of a Party to the Settlement Agreement, orally or in writing at the discretion

of the Settlement Panel. The Settlement Agreement and the reasons for not approving the Settlement, if any, shall not be made public unless all Parties consent.

9(8) Further Settlement Negotiations – Failure to obtain approval of any Settlement Agreement does not preclude the Parties from completing a subsequent Settlement Agreement.

9(9) Constitution of Subsequent Panel – Where any Settlement Agreement is not approved, no member of the Settlement Panel shall be a part of the Panel at a subsequent hearing in the Proceeding, except with the prior consent of the Parties to the Settlement Agreement.

9(10) Reasons for Approval of Settlement – A Settlement Panel may, in its sole discretion, issue reasons subsequent to its approval of a Settlement Agreement.

PART 10 PRE-HEARING CONFERENCES

10(1) When available – After the issuance of a Notice of Hearing but prior to a hearing date, the Panel may, at the request of any Party or on its own motion, direct that the Parties appear before the Panel for a pre-hearing conference to consider:

- (a) simplification of the issues,
- (b) the possibility of obtaining admissions and agreement on documents and other evidence which may facilitate any hearing,
- (c) the estimated duration of any hearing,
- (d) the provision of directions by the Panel with respect to the conduct of any hearing, and
- (e) any other matters that will promote fairness and efficiency.

10(2) One Member Can Hold – A pre-hearing conference may be held with the Chairperson of the Panel or another Panel Member selected by the Chairperson.

10(3) Memorandum of Agreement – At the conclusion of a pre-hearing conference, the Panel or the Member assigned to hold the pre-hearing conference shall prepare a memorandum of the agreements reached, directions provided and any other matters resolved at the pre-hearing conference, and shall provide each Party with a copy thereof.

PART 11 REVIEW PROCEEDINGS

11(1) Requesting a Review – A person wishing to have a decision of the Executive Director or an SRO reviewed by the Commission must file with the Secretary a Request for Hearing within 30 days of the decision.

11(2) Content of Request for Hearing – A Request for Hearing shall contain:

- (a) the Applicant's name, address, telephone number, fax number and e-mail address;
- (b) the name, address, telephone number, fax number and e-mail address of the Applicant's legal counsel;
- (c) particulars of the decision in respect of which the review is being sought;
- (d) particulars of how the Applicant is directly affected by the decision;
- (e) the alleged errors in the decision and the reason(s) for requesting the review;
- (f) the relief sought; and
- (g) particulars of the official language in which the Applicant wishes to be heard.

11(3) Assignment of file number – Upon the filing of a Request for Hearing the Secretary shall assign a file number to the Request for Hearing and return a copy of the Request for Hearing to the Applicant.

11(4) Record of the decision-making process – Upon receipt of a copy of the filed Request for Hearing, the Applicant shall obtain from the Executive Director or SRO, as the case may be, a record of the decision-making process relating to the decision that is the subject of the review which shall include:

- (a) the application or other Document, if any, by which the decision-making process was commenced;
- (b) the notice of any hearing and the transcript, if any, of the oral evidence given at the hearing, if any;
- (c) any intermediate orders made in the decision-making process;
- (d) any documentary or other evidence considered in the decision-making process, subject to any limitation expressly imposed by any statute, regulations or guidelines on the extent to which or the purpose for which

any such documents may be used; and

(e) the decision that is sought to be reviewed together with any reasons,

unless all Parties consent to the omission of any of the above Documents from the record or the Panel otherwise directs.

11(5) Time for Delivery of Record – The Executive Director or SRO, as the case may be, shall provide the Applicant with the record as specified in subsection 11(4) within 30 days from the date of request, or in the event such provision is impractical within 30 days, shall so advise the Applicant and provide an estimate of when the provision of the record is likely to take place.

11(6) Filing of Record – Upon provision of the record as specified in subsection 10(4) to the Applicant, the Applicant shall serve the Request for Hearing and the record upon every other Party to the decision and shall file the record, together with proof of service of both the Request for Hearing and the record, with the Secretary.

11(7) Setting of Date for Hearing – Upon the filing of the record and proof of service, the Secretary shall in consultation with the Applicant and the other Parties to the review, set a date for the hearing of the matter and issue a Notice of Hearing.

11(8) Commencement of Review Proceeding – A Review Proceeding commences when the Secretary receives the Request for Hearing and assigns a file number.

11(9) Publication of Notice and Record -Upon a date being set for a hearing, the Commission may publish the Request for Hearing and the Notice of Hearing on its website.

11(10) Stay of the decision under review – The Panel may grant a stay of the decision under review. An application for a stay shall be made by way of motion.

PART 12 OPPORTUNITY TO BE HEARD PROCEEDINGS

12(1) When available – The procedure in this Part applies to those provisions of the *Act* which require that the Commission extend an opportunity to be heard before making a decision.

12(2) Written or Oral Hearing – An opportunity to be heard can be exercised either through written submissions in accordance with Part 15, or by an oral hearing in accordance with Parts 13 and 14.

12(3) Application to the Secretary – When Staff is seeking a decision of the Commission and the *Act* requires an opportunity to be heard by the Commission,

Staff shall file an Application with the Secretary which sets out the relief and remedies sought by Staff, the grounds for the Application, and the evidence upon which Staff will rely.

12(4) Notice of Application – Upon receipt of the application by Staff, the Secretary shall issue a Notice of Application. The Notice of Application will provide notice:

- (a) of Staff’s request for a decision in the matter set out in the Application, subject to the outcome of the person’s exercise of the right to be heard;
- (b) that the person affected may exercise their right to be heard by making written submissions and/or requesting a hearing before the Commission;
- (c) that the person affected must advise the Secretary within 15 days of the date of the notice that he/she wishes to be heard by the Panel with respect to the intended decision; and
- (d) that if no response is received from the person affected within 15 days of the date of notice, a decision will be made without further notice.

12(5) Service of Notice of Application – Staff shall serve the Notice of Application, Application and documents intended to be relied upon as evidence on all affected Parties as soon as possible after the issuance of the Notice of Application.

12(6) Request to be Heard – If the Secretary receives notice that any Party affected wishes to be heard, the Secretary will contact that Party to ascertain whether they wish to make written submissions in accordance with Part 15 and/or request a hearing in accordance with Parts 13 and 14. The Secretary will then, in consultation with Staff and the Party requesting to be heard, set deadlines for written submissions and/or set a hearing date. If a hearing is to be held, the Secretary shall then issue a Notice of Hearing.

12(7) No Request to be Heard – If no affected Party, after having been duly served, provides notice to the Secretary that they wish to be heard, a decision will be issued without further notice.

PART 13 ENFORCEMENT PROCEEDINGS

13(1) Statement of Allegations – Staff may commence an Enforcement Proceeding by filing a Statement of Allegations with the Secretary. A Statement of Allegations shall contain:

- (a) a brief statement of the facts and allegations made against the

Respondent(s);

(b) any statutory provisions relied on; and

(c) the relief or penalty sought against the Respondent(s).

13(2) Notice of Hearing – Once a Statement of Allegations has been filed by Staff, the Secretary shall assign a file number and issue a Notice of Hearing. A Notice of Hearing shall contain:

(a) the name of the Respondent(s) to whom the notice is addressed;

(b) the time, date, place and purpose of the hearing;

(c) a caution that the hearing may proceed if the Respondent fails to attend and that relief may be granted or penalties imposed in the Respondent's absence;

(d) a provision that the Respondent(s) may be represented by counsel; and

(e) a provision that the Respondent may be heard in either official language.

13(3) Commencement – An Enforcement Proceeding commences when the Secretary receives a Statement of Allegations and assigns a file number.

13(4) Service of Notice – Staff shall serve the Statement of Allegations and Notice of Hearing as soon as possible on all the Parties.

13(5) Response – Upon being served with a Statement of Allegations, a Respondent who files a response with the Secretary must outline:

(a) which of the allegations made by Staff that the Respondent does not dispute;

(b) which of the allegations made by Staff that the Respondent does dispute and on what basis; and

(c) any additional facts upon which the Party relies in opposing the relief sought by Staff.

13(6) Identification of Non-parties in Notice of Hearing – In order to preserve the privacy of non-parties referred to in a Statement of Allegations, the names and other identifying facts regarding non-parties may be replaced with initials, alphabetical or numerical characters or general descriptions. In such a case, the Parties to the Proceeding shall be provided with a confidential Identification List,

clearly identifying the replaced names and identifying facts, which shall be served with the Notice of Hearing and shall be kept strictly confidential.

13(7) Publication of Notice of Hearing – The Commission may publish the Notice of Hearing and Statement of Allegations, with the exclusion of any Identification List, on its web site.

PART 14 PROCEEDINGS GENERALLY

14(1) Pre-hearing Submission – All Parties to a hearing may file and serve upon all other Parties a concise pre-hearing submission containing the relevant facts and applicable law and argument in support of a Party's position. A pre-hearing submission must be filed no later than 5 days before the scheduled date of the hearing.

14(2) Agreed Statement of Facts – The Panel expects Parties to agree on the evidence that is not in dispute and to file an Agreed Statement of Facts no later than 5 days before the scheduled date of the hearing.

14(3) Recording of Evidence – All oral evidence at a hearing shall be taken down in writing or otherwise preserved as the Panel may direct.

14(4) Non-appearance of Party – If a Notice of Hearing has been duly served on a Respondent or any other person required to be served and the Respondent or other person does not attend a hearing, the hearing may proceed in his or her absence.

14(5) Adjournment – The Panel may adjourn a hearing. A Party seeking an adjournment must advise the Panel of the intent to do so as soon as practicable and should attempt to obtain the consent of the other Parties to an adjournment and available dates for a later hearing.

14(6) Notice of Constitutional Question – If a constitutional question is raised or is intended to be raised in a Proceeding, the Party who raises or intends to raise the question must give notice in compliance with the provisions of the *Judicature Act*.

PART 15 PROCEEDINGS IN WRITING

15(1) Consent Required – If the Panel and all Parties agree, a Proceeding may be dealt with by the Panel on the basis of written submissions made by the Parties.

15(2) Content of Written Submissions – If a written hearing is agreed to, the Applicant shall file with the Secretary, and serve upon all Parties, a written submission containing:

- (a) The grounds upon which the request for a remedy or order is made;
- (b) A statement of facts relied on;
- (c) The evidence relied on; and
- (d) Any law and/or argument relied on.

15(3) Respondent's Submission – Upon receipt of the Applicant's written submission, a Respondent may file with the Secretary, and serve upon all Parties, a written response substantially in the same form as the Applicant's written submission.

15(4) Evidence – The evidence in a written hearing shall be in affidavit form or in such other form as the Panel may direct.

PART 16 PUBLIC ACCESS TO PROCEEDINGS AND DOCUMENTS

16(1) Public Access to Documents – Subject to the provisions in Part 9, Documents required to be filed or received in evidence in a Proceeding shall be available to the public. The public may inspect these Documents during normal business hours at the Commission's office or request copies upon payment of the applicable fees as set out in Local Rule 11-501 *Fees*.

16(2) Request for Confidentiality – On the application of a Party or another interested person, the Panel may order that any Document filed with the Secretary or any document received in evidence or any transcript of a Proceeding be kept confidential pursuant to subsection 198(6) of the *Act*.

16(3) Public Access to Proceedings – Subject to the provisions in Part 9, a hearing is open to the public unless the Panel orders that some or all of the hearing be held in private to protect a substantial and compelling privacy interest of one or more of the persons attending the hearing and that to do so would not be prejudicial to the public interest. While in the hearing room, anyone attending a hearing must turn off cellular phones, pagers and similar sound emitting devices which may interfere with the hearing.

16(4) Media Coverage – Subject to Part 9 and except where the Panel orders a hearing to be held in private, the media may cover a hearing.

16(5) Visual or Audio Recording – Media personnel or any person who has requested in advance and received permission from the Secretary to make a visual or audio recording of any part of a hearing will be subject to the direction of the Panel.

PART 17 DECISIONS

17(1) Issuance of Decision – At the conclusion of a hearing or hearings in a Proceeding, a Panel may reserve its decision or may indicate its decision orally.

17(2) Reasons for Decision – The Panel shall issue reasons for its decision either at the same time as or subsequent to the issuance of the decision.

17(3) Interim Decision – Unless requested by a Party, a temporary decision in a Proceeding need not be accompanied by reasons.

17(4) Service of Decision – Decisions and accompanying written reasons, if any, will be served by the Secretary on every Party to the Proceeding as soon as practicable after a decision has been rendered.

17(5) Publication of Decision – Decisions and accompanying reasons, if any, may be posted on the Commission’s website.

17(6) Proceedings on Sanctions – Unless the Parties to a Proceeding agree to the contrary or if a Respondent or Respondents do not contest the Proceeding despite receiving notice, a separate hearing shall be held to determine the matter of sanctions and costs. Following the issuance of the reasons for the decision on the merits, the Secretary shall set a date for a hearing on sanctions if such a hearing is necessary. The Panel may direct that a hearing on sanctions proceed in writing.

17(7) Submissions on Sanctions – Staff shall file submissions at least 10 days before a hearing on sanctions, Respondent(s) shall file submissions at least 5 days before a hearing on sanctions and Staff shall file any reply submissions at least 2 days before a hearing on sanctions.

PART 18 EFFECTIVE DATE

18(1) This Rule comes into effect on 9 July 2008.