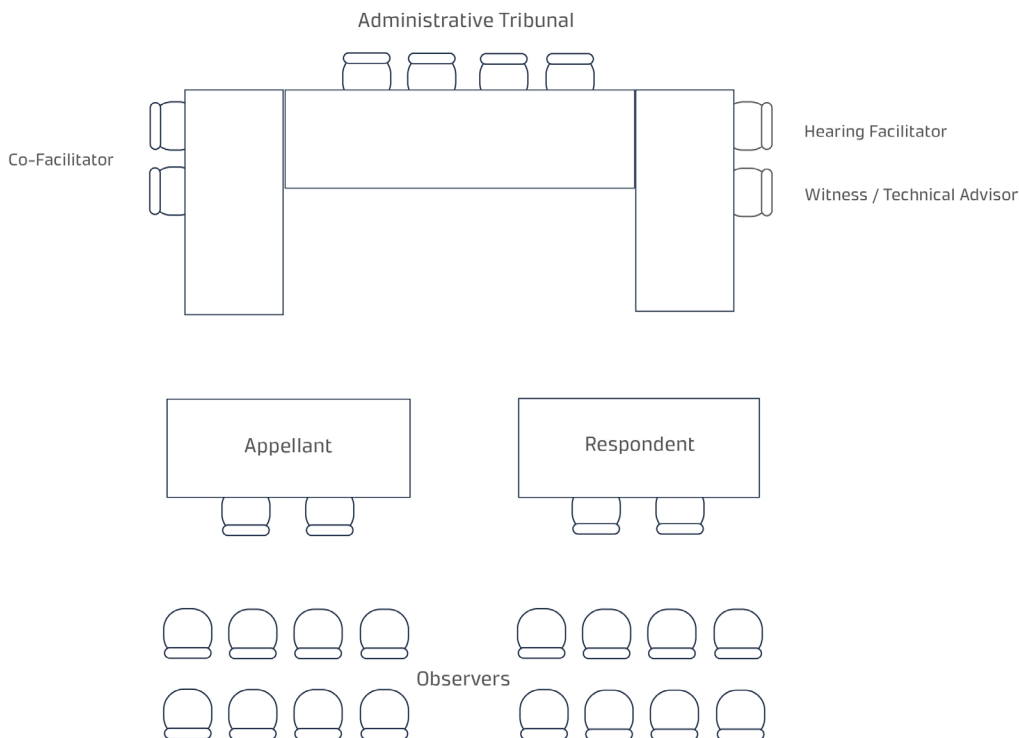


WHAT TO EXPECT DURING THE APPEAL HEARING

1. Upon arriving at the location of the hearing, all attendees will be required to sign an attendance sheet. The purpose of this is to gather the names, contact information and interest of the attendees in the hearing.
2. Once all parties required for the hearing are present, you will be invited to the hearing room by the Hearing Facilitator. Please see the diagram below for a sample hearing room setup and note that the actual setup may vary depending on the room configuration and number of attendees.

Sample Hearing Room Setup



3. The Hearing Facilitator will introduce the subject of the appeal, the parties involved, and the Chair of the Administrative Tribunal. The Chair will provide an opportunity for the other Tribunal Members to introduce themselves and will then outline the hearing process. From that point on, all questions or comments shall come through the Chair.
 4. The parties (beginning with the Appellant) shall be asked if they need to introduce any new evidence at the hearing. With no objections, the hearing shall continue. If there are objections from either party, the Tribunal shall take a recess.
 5. The parties (beginning with the Appellant) present their cases, calling on witnesses as required. After each presentation, the opposing party and Tribunal Members may ask questions through the Chair, related to the presentation.
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6. The parties are given an opportunity to summarize their cases.
7. The Chair will call a recess to convene in camera with the Tribunal Members to determine any questions they have as it relates to the interpretation of the relevant codes for the Technical Advisor. Everyone will be called back into the room and the Chair shall ask the questions of the Technical Advisor as applicable.
8. The public portion of the hearing will then be concluded and the parties, any observers and the Technical Advisor will be dismissed.
9. The Administrative Tribunal goes in-camera to deliberate.
10. The Tribunal's decision shall be sent to the parties in the form of a Council Order, within 60 days from the date of hearing by registered mail, courier or electronic transmission as applicable.

Additional Information

- The hearing will commence promptly at the time indicated in the Notification of Hearing Letter; therefore, please ensure you arrive at the location of the hearing at least 15 minutes early to sign in and set up.
- You have the right to have legal counsel accompany you and/or represent you at the hearing.
- You may bring witnesses to support your case during the appeal; however, you must advise the Coordinator of Appeals on the number of witnesses you intend to call prior to the hearing.
- Depending on the length of the hearing, the Chair will call a recess for lunch and other breaks, if needed.
- Please do not approach any members of the Administrative Tribunal during or after the hearing and please do not discuss the appeal with any member of the Council prior to or following the appeal.
- All information and inquiries in matters of the appeal are to be directed to the Coordinator of Appeals at the Safety Codes Council Office.