



## **NOTICE TO COMMUNITY – IN-PERSON HEARINGS AND DOCUMENTS – FEBRUARY 28, 2023**

Please also refer to the Board's Notice to Community dated November 21, 2022 with respect to the return to in-person hearings/mediations.

### **What to expect at an in-person hearing**

All parties and witnesses must appear in person at a hearing which is scheduled as an in-person hearing. An in-person hearing is not a hybrid hearing, where one party appears in person and another party appears by video. There are no cameras in the hearing rooms.

The Board's hearing rooms have been equipped with monitors at the tables so that parties and counsel are able to display documents electronically in the course of the hearing and avoid the need for paper documents. Parties are encouraged at this time, but not required, to display documents electronically in the hearing.

Parties are reminded that all documents to be relied on at the hearing must be filed with the Board 10 days before the hearing or consultation in accordance with Rule 8 of the Board's Rules of Procedure. In order to ensure the efficient and effective management of the file, parties are strongly encouraged to file documents with the Board electronically rather than filing paper copies.

### **How are electronic documents displayed at the hearing?**

Electronic documents will be displayed by parties using the Zoom platform and its Share Screen feature. The Notice of Hearing will include a Zoom link which will be used solely for the purpose of displaying documents. Participants in the hearing may not use the Zoom link for the purpose of appearing at or viewing the hearing.

An additional monitor is also provided at each party representative's seat to enable the laptop display to be extended (so that, for example, notes may be taken at the same time as documents are being displayed).

The party displaying a document in the hearing will use the Share Screen feature of Zoom to display the document on the monitors in the hearing room. Parties must ensure

that they have access to the documents for the purpose of displaying them. The Vice-Chair or panel is not responsible for displaying them.

In order to display documents electronically in the hearing, parties must have the following:

- Laptop(s)
- Laptop Charger
- Any adapter your laptop may require to connect to an HDMI monitor cable to it, if you wish to use the additional monitor.

Complete instructions on electronic document sharing in the hearing room can be found in this [link](#).

### **Guidelines for In-Person Hearings and Mediations**

Participants at in-person hearings and mediations will be required to comply with all COVID-19-related precautions in place at the Board's offices which will be subject to change in accordance with public health measures. At present, the Board's precautions are as follows:

- Mask wearing and use of hand-sanitizers is strongly encouraged at this time.
- Persons who are not speaking in a hearing/mediation are urged to wear masks.
- Individuals involved in a hearing/mediation are to self-screen. Those who have symptoms of illness are required, prior to attending the Board's premises, to confer as early as possible with the other parties to address the issue and notify the Board at the same time in order for appropriate measures to be taken. These measures may include changing the mode of hearing.
- Contact information will be gathered from all persons present in the hearing room.

### **When large number of observers anticipated**

Parties are reminded to advise the Registrar in advance if it is anticipated that a significant number of members of the public will be attending an in-person so that arrangements may be made for access that will ensure uninterrupted and safe hearings. This may include changing the mode of hearing.