



SECTION: Procedures - Hearings

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TITLE: Release of Pre-Hearing Conference Documents Filed with the Commission

APPROVED BY: The Pension Commission of Ontario

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Release of Pre-Hearing Conference Documents Filed with the Commission

Documents filed with the Registrar for pre-hearing conferences are exchanged among the parties as required under the notice of pre-hearing conference.

The Registrar logs all documents received pertaining to a pre-hearing conference before the Pension Commission:

- (1) in the mail log indicating the date received and content; and
- (2) in the hearing record pertaining to the related pre-hearing conference.

The Registrar ensures that all persons named on the pre-hearing conference notice have been copied with the pre-hearing conference documentation filed with the Commission. All parties named on the pre-hearing conference notice are required to distribute copies of all documents filed with the Commission to each other.

If a member, former member, beneficiary, or anyone claiming to have interest in the hearing matter requests in writing information or access to pre-hearing documents, the Registrar, the Registrar will provide parties with access. The Registrar informs all parties of such requests so that everyone is apprised of all parties with an interest in the proceedings and in the matter to be heard.

At least one week prior to a pre-hearing conference, the Registrar sends a complete set of all pre-hearing documents filed in respect of the pre-hearing conference to the presiding panel member.