

Board Appeal Tribunal Hearing

The Board Appeal Tribunal (Tribunal) holds in-person hearings at our offices in Regina and Saskatoon. When the Tribunal is in Saskatoon, our Assistant to the Board (ATB) will attend by videoconference to take notes. These notes will be placed in your case file. If the Tribunal determines an official transcript of the hearing is needed, we will notify you of that decision and arrange for a court reporter.

Things to consider:

- Make sure your parking arrangements will not interrupt your hearing. Hearings last between 30 and 60 minutes.
- We ask that your cell phone be turned off.
- Recordings of the proceedings are not allowed.
- Both Regina and Saskatoon offices are fragrance-free workplaces.

When you arrive at our offices, please report to the receptionist. The Tribunal will call you when they are ready. Once you are in the hearing room, you will have time to set up any materials you have and prepare for the hearing. We ask that any documentation you wish to submit to the Tribunal is sent well in advance of your hearing. However, if this is not possible we will copy your documentation for the Tribunal.

The Chair of the Tribunal will provide introductions of the Tribunal and the ATB. You will then introduce yourself as well as anyone who is with you. The Chair will provide opening comments and explain the process. You will then be invited to present your case. You or your representative may present your case.

The Tribunal will be familiar with your claim, and has access to your file and the summary prepared by the ATB. The ATB serves an administrative role and does not take part in making the decision.

During your presentation, the Tribunal will ask you questions concerning your presentation or the information in your file. If you have witnesses you wish to call, please let the ATB know well in advance of the hearing. Witnesses may provide testimony, but the Tribunal will determine if it should be excluded from the hearing.

After you have presented your case in full, the Chair will explain the next steps for a decision on your appeal.

If you have additional questions, please call Board Services at 1.800.667.7590.

