



## APPEALS TRIBUNAL BY-LAW

### GENERAL

1. This By-Law may be cited as the *Appeals Tribunal By-Law - Workplace Health, Safety and Compensation Commission Act*.
2. In this By-Law
  - "Act" means the *Workplace Health, Safety and Compensation Commission Act*;
  - "Appeals Tribunal" means the Appeals Tribunal established under the Act;
  - "board of directors" means the board of directors of the Commission;
  - "Chairperson of the Appeals Tribunal" means the chairperson of the Appeals Tribunal;
  - "Commission" means the Workplace Health, Safety and Compensation Commission established under the Act.
3. The Chairperson of the Appeals Tribunal shall report on the operation of the Appeals Tribunal to the board of directors at each of the regularly scheduled meetings of the board of directors or on such other basis acceptable to the board of directors.
4. The Chairperson of the Appeals Tribunal shall submit an annual operational budget for the Appeals Tribunal to the board of directors for its approval.

### PROCEDURES RELATING TO APPEALS

5. An application to appeal to the Appeals Tribunal under subsection 21(1) of the Act shall be commenced by the applicant notifying the Appeals Tribunal in writing of the applicant's intention to appeal and shall include the following information:
  - (a) name, address, telephone number and file number of the applicant;
  - (b) the issue(s) being appealed;

- (c) the date of the decision, order or ruling which is being appealed;
  - (d) the grounds for the appeal and any additional information to be submitted; and
  - (e) the official language in which the appeal is to be heard.
6. Following receipt of an application to appeal, the Appeals Tribunal shall acknowledge receipt of the application in writing to the applicant.
  7. The Appeals Tribunal shall issue a notice of hearing, setting a date, time and place for the hearing of the appeal and shall serve the notice of hearing on all parties.
  8. The Appeals Tribunal may determine the procedure to be used before it.
  9. The hearing of an appeal shall be as informal and as flexible as possible, depending on the circumstances of each appeal.
  10. The Appeals Tribunal shall give its decision and reasons in writing and shall forward a copy of the decision and reasons to all parties to the appeal.
  11. The Appeals Tribunal may develop forms for use for appeals under paragraphs 21(1)(a), (b) or (c) of the Act, which forms may be varied from time to time.