

## Procedure for Joining Meetings (hearings and management conferences)

The Commission conducts hearings and management conferences through various modes, depending on the case. We ask that you follow the instructions set out below in order to ensure that the hearing or management conference runs smoothly.

<p><b>Hearings and Management Conferences</b></p>	<ul style="list-style-type: none"> <li>• <b>By videoconference</b> – On the day of the meeting, <u>no earlier than 10 minutes</u> before the scheduled time of the meeting, the parties, their representatives and their witnesses, if any, must enter the virtual hearing or conference room depending on the connection method (internet link, telephone, etc.) by following the instructions set out in the email sent around 3 weeks before the hearing by the person in charge of the Commission's roll.</li> <li>• <b>In person</b> – On the day and at the time scheduled for the meeting, the parties, their representatives and their witnesses, if any, must be present at the address set out in the notice to appear sent by the Commission.</li> <li>• <b>By telephone</b> – On the day and at the time scheduled for the meeting, the parties, their representatives and their witnesses, if any, must dial the phone number set out in the appendix and then enter the conference number appearing on that appendix, followed by the # sign.</li> <li>• Regardless of the mode chosen, parties are responsible for conveying the instructions for participating in the meeting to their witnesses, if any.</li> </ul>
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## Procedure for Filing Documents for Purposes of a Hearing

This section applies if your notice to appear is for a hearing. Parties may file documents for purposes of a hearing. Please note that the online document filing system (the "System") is the Commission's preferred method for the filing of documents.

<p><b>Filing of exhibits and authorities (case law, doctrine, etc.) in preparation for the hearing</b></p> <p><b><u>EXCEPT THE DISPUTED DOCUMENTS</u></b></p> <p><b>For filing the <u>disputed documents</u>, please reference the instructions in the next section</b></p>	<p><b>ONLINE DOCUMENT FILING SYSTEM</b></p> <ul style="list-style-type: none"> <li>• Documents for purposes of a hearing should preferably be sent through the System.</li> <li>• Approximately two weeks prior to the hearing date, each party who has provided an email address to the Commission, or the party's representative if the party is represented, will receive an email with instructions on how to access the System, create an account and file exhibits and authorities in view of the hearing.</li> <li>• The Commission asks that parties file in the System, <b>at least one day prior to the hearing</b>, copies of the exhibits and authorities they plan to use at the hearing.</li> <li>• These exhibits should NOT be labelled or numbered, since the System will automatically label them.</li> <li>• The System makes your filed exhibits and authorities available to the Commission and to the other parties who have created an account. It also allows you to view exhibits and authorities filed by the other parties who have used the System.</li> </ul> <p><b>ALTERNATIVE FILING METHODS</b></p> <ul style="list-style-type: none"> <li>• If it is not possible for you to send these documents via the System, you must ensure that they are received <b>at least 1 week (7 calendar days) prior to the hearing</b> at the Commission's office at the following address:  <div style="text-align: center; padding: 5px;">                     Commission d'accès à l'information                      2045, rue Stanley, bureau 900                      Montréal (Québec)                      H3A 2V4                 </div> </li> <li>• If you are sending these documents by mail, you must send them to the Commission and to each of the parties. You must label or number your exhibits. Please note that the majority of the Commission's staff is teleworking part of the time and that the handling of paper documents requires specific measures, which lengthens processing times.</li> <li>• <b>If you are called to an in-person hearing</b> and you have not filed an exhibit or authority in the <b>System</b>, you may also ask to file these documents at the hearing itself, according to the Commission's usual rules. Make sure you have sufficient copies for the Commission and the other parties and that you label your exhibits.</li> </ul>
<p><b>Filing of documents to which access is disputed (under confidential cover)</b></p>	<ul style="list-style-type: none"> <li>• The disputed documents must be sent to the administrative judge via the System. The System allows them to be filed separately from the exhibits and authorities. <b>Only the administrative judge assigned to the case has access to the disputed documents filed in the System.</b></li> <li>• If it is not possible to send the disputed documents via the System, the public body/enterprise must send them by courier, with a signature required, to the Commission's office at the Commission's address indicated above.</li> <li>• The disputed documents must be received <b>within the same time limit as the other documents filed.</b></li> <li>• For ease of reference, the disputed documents must be paginated and the redacted portions must be clearly indicated by coloured highlighting and with the restriction that is being invoked.</li> </ul>