

Alberta Human Rights Tribunal Practice Direction Information to be filed prior to a hearing

The Tribunal is committed to a process that is fair, just and expeditious. This practice direction outlines the submissions that must be served on the parties in advance of a hearing, as outlined in section 27 of the [Bylaws – AHRC](#).

Hearing submissions

In preparation for a hearing, the parties must file hearing submissions with the Tribunal Registrar and serve them on all other parties within specific timelines. The hearing submissions will include:

- a) an agreed statement of facts, if available;
- b) a witness list including the names of each witness to appear at the hearing;
- c) a brief statement summarizing each witness' expected evidence; and
- d) any documents the party intends to rely upon at the hearing, including a joint book of documents, if available.

Submission deadlines

Unless otherwise determined by the Tribunal, the timelines in which these hearing submissions must be submitted are as follows:

Where the Director has carriage of the complaint:

- the Director will serve its submissions on the parties 30 days before the start of the hearing;
- a complainant, who wishes to make additional submissions to those of the Director, must also serve its submissions on the parties, including the Director, 30 days before the start of the hearing; and
- the respondent will then serve its response submissions on the parties 21 days before the start of the hearing.

Where the complainant has carriage of the complaint:

- The complainant will serve their submissions on all parties 30 days prior to the start of the hearing; and
- the respondent will then serve its response submissions on the parties 21 days before the start of the hearing.

Expert witnesses

Where a party will be calling an expert witness, the party shall file a copy of the expert witness' resume, and a written report or a summary of proposed evidence, 45 days prior to the hearing, or as determined by the Tribunal.

Failure to provide hearing submissions

Without permission of the Tribunal, no party may present a witness or document that has not been provided to the Tribunal and served on the parties as per the Bylaws (and outlined in this practice direction). Where the Tribunal agrees to consider late submissions, the Tribunal will balance fairness, with the potential for prejudice to the other party, and the effect of the delay.

Filing and serving hearing submissions

Hearing submissions must be filed with the Tribunal Registrar and served on the other parties at their provided addresses.

Hearing submissions for a virtual hearing should be in PDF format as per the [Protocol for Virtual Hearings](#), and will be accepted for email filing by the Tribunal at: AHRCTribunal@gov.ab.ca

Hearing submissions for an in-person hearing may be filed via email at AHRCTribunal@gov.ab.ca or in hard copy and will be accepted for filing by the Tribunal at either:

7th Floor Commerce Place
10155-102 Street NW
Edmonton, Alberta T5J 4L4

Mezzanine Level, JJ Bowlen Building
620-7 Avenue SW
Calgary, Alberta T2P 0Y8