

September 3, 2024

To whom it may concern:

**Regarding: Upcoming Updates to Appeal Rules, Forms and Practice Guidelines  
Effective October 1, 2024**

At the Appeals Commission, we continually review our processes to determine whether they can be updated to better serve our stakeholders.

Through stakeholder consultation and our own review, we have identified where adjustments to our Rules, Forms and Practice Guidelines are necessary.

On October 1, 2024, our most recent amendments will become effective and are as follows:

**Rules:**

Appeal Rules 1.1(e) (new) and 4.1(2) – Rule 1.1(e) has been added and Rule 4.1(2) has been amended to reflect that the Appeals Commission may modify, remove, or add issues of appeal.

Appeal Rule 1.14 – This rule has been amended to clarify that communications other than those permitted under Part 6 of the Appeal Rules must be through the Appeals Commission's general telephone line or e-mail address, or through the Appeals Officer assigned to an appeal.

**Forms:**

*Notice of Appeal* form – Has been amended to:

- Better reflect that we offer interpretation and reasonable accommodation at in-person hearings (including video and teleconference hearings).
- Gather information about how the applicant heard about the Appeals Commission, which will help us better serve our clients and stakeholders.

*Applications for Interim Relief for Workers and Employers* forms – Have been amended to:

- Include information about representation.
- Include information about whether interim relief was granted by the Dispute Resolution and Decision Review Body (DRDRB).
- Include more prompts for applicants to explain answers in the application forms as required.

- Include information about interpretation and reasonable accommodation which may be required at in-person hearings (which include video and teleconference hearings).

*Application for Reconsideration* form – Has been amended to

- Include information about interpretation and reasonable accommodation which may be required at in-person hearings (including video and teleconference hearings).

*Application for Notice to Attend or Produce Documents* form – Has been amended to:

- Clarify whether the application is for a Notice to Attend, a Notice to Produce, or both.
- Update the conduct money worksheets.

### **Practice Guidelines:**

*Practice Guideline #1, Filing an Appeal* – Has been amended to:

- Reflect the expectation that when a worker or employer participates in a hearing in person at the offices of Appeals Commission, their representative is also expected to appear in person at the offices of the Appeals Commission.
- Better reflect that we offer interpretation and reasonable accommodation at in-person hearings (including video and teleconference hearings).

*Practice Guideline #2, Getting Ready for the Hearing* – Has been amended to:

- Reflect the expectation that when a worker or employer participates in a hearing in person at the offices of Appeals Commission, their representative is also expected to appear in person at the offices of the Appeals Commission.

*Practice Guideline #2A, Notice to Attend or Notice to Produce Documents* – Has been amended to:

- Include information that if the application is not made in enough time for the panel to make a decision on it, the hearing may be adjourned.
- Update information about conduct money.
- Include information about how a witness who has been served with a Notice to Attend receives hearing details.
- Include information about what happens if the hearing is adjourned after a Notice to Attend has been served.

*Practice Guideline #3, The Hearing and Decision* – Has been amended to:

- Remove references to “Webex” in relation to video and teleconference hearings.
- Reflect the expectation that when a worker or employer participates in a hearing in person at the offices of Appeals Commission, their representative is also expected to appear in person at the offices of the Appeals Commission.

*Practice Guideline #3B, Standards of Behaviour for Representatives and Participants – Has been amended to:*

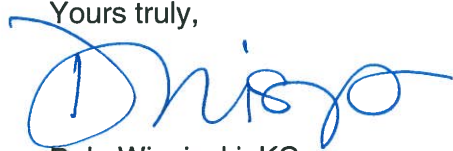
- Provide more information about how (and how not) to contact the Appeals Commission.

*Practice Guideline #7, Requesting Interim Relief – Has been amended to:*

- Clarify that a worker or employer can apply for interim relief at the Appeals Commission only if they have filed a Notice of Appeal.
- Clarify that appeals of decisions on interim relief made by the DRDRB are processed as regular appeals to the Appeals Commission and are not governed by Practice Guideline #7.
- Include information about:
  - the presumption in the WCB policy on interim relief (WCB Policy 01-10);
  - what happens if a worker or employer was granted interim relief by the DRDRB; and
  - what type of information to submit with the Application for Interim Relief when it was granted by the DRDRB.
- Include information about representation.
- Clarify that the Appeals Commission will not accept multiple applications for interim relief on the same appeal.
- Include information about what to do if a worker or employer is dissatisfied with the Appeals Commission's decision.

These revisions will be published on our website at [www.appealscommission.ab.ca](http://www.appealscommission.ab.ca) on October 1, 2024.

Yours truly,



Dale Wispinski, KC  
Chief Appeals Commissioner & CEO