

November 6, 2025

To whom it may concern.

RE: Upcoming Updates to Appeal Rules, Forms and Practice Guidelines Effective December 1, 2025.

The Appeals Commission continually reviews our processes to determine whether they can be updated to better serve our stakeholders.

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

On December 1, 2025, our most recent amendments will become effective and are as follows:

Rules:

Appeal Rule 6.6 regarding signatures required by Appeals Commission rules and prescribed forms has been amended and expanded into new Rule 6.6(1) and Rule 6.6(2). The rule has been expanded to include consent and amended to clarify the definitions of electronic signature and electronic consent.

Forms:

All forms have been amended to:

- Give the option of providing personal pronouns and information about name pronunciation which information will help us to better serve our clients and their representatives; and
- Include a new section regarding consent to the collection, use and disclosure of personal information which requires a signature specifically providing this consent. This is required due to the newly enacted *Protection of Privacy Act*, SA 2024, c. P28.5 and the *Protection of Privacy Regulation*, Alta Reg 132/2025.

In addition, the following changes have been made to individual forms:

- *Notice of Appeal* form has been amended to better reflect that the Appeals Commission has the discretion to select the form of hearing at any time.
- *Applications for Interim Relief for Workers and Employers* forms have been amended to align with a process change effective December 1, 2025 at which time all applications for interim relief will be decided in documents-only hearings. This process change is being implemented to expedite the interim relief process.

- *Reconsideration Application* form has been amended to better reflect that the Appeals Commission has the discretion to select the form of hearing at any time.

Practice Guidelines:

Practice Guideline #2, Getting Ready for the Hearing, has been updated in a plain language writing style to be more accessible. The Appeals Commission is committed to updating all practice guidelines in a plain language writing style going forward.

Practice Guideline #3, The Hearing and Decision, has been amended to better reflect when a party can apply for a reconsideration of an Appeals Commission decision.

Practice Guideline #3A, Protocol for Determining Bias, has been renamed “Addressing Concerns About Bias” and updated to better explain what bias is, when to raise an allegation of bias, and how we address bias concerns raised by participants. It also provides that if a participant or their representative would like to know the appeals commissioners assigned to hear their appeal, they can contact the assigned appeals officer for this information three business days prior to the scheduled hearing.

Practice Guideline #7, Requesting Interim Relief, has been amended to:

- Clarify that appeals from DRDRB decisions on interim relief are regular appeals and are not processed as quickly as applications for interim relief made directly to the Appeals Commission.
- Align with a process change effective December 1, 2025 at which time all applications for interim relief will be decided in documents-only hearings. This process change is being implemented to expedite the interim relief process which will better serve our clients and stakeholders; and
- Better reflect when a party can apply for a reconsideration of an Appeals Commission decision on interim relief.

Practice Guideline #8, Use of Artificial Intelligence at the Appeals Commission, is a new practice guideline developed to provide information and guidance on using artificial intelligence at the Appeals Commission.

These revisions will be published on our website at www.appealscommission.ab.ca on December 1, 2025.

Sincerely,



Lynn Parish
Vice Chair