



PRINCE EDWARD ISLAND

Regulatory & Appeals Commission

Commission de réglementation et d'appels

ÎLE-DU-PRINCE-ÉDOUARD

## COVID-19 IN-PERSON HEARING DIRECTIVES

### ISLAND REGULATORY AND APPEALS COMMISSION

1. Protocols are in place regarding persons entering the Commission (including inquiries related to symptoms of Covid-19 and/or travel).
2. Persons exhibiting symptoms consistent with Covid-19 set out by the Chief Public Health Office of Prince Edward Island are not to attend in-person hearings before the Commission.
3. Persons entering the Commission facilities will be required to provide their name and contact information.
4. Commission staff will be responsible for directing all movement within the Commission and seating all persons attending the Commission so as to ensure appropriate physical distancing.
5. Consistent with the guidance from the Chief Public Health Office, each in-person hearing shall proceed with the minimum number of persons required for the proceeding. The number of individuals permitted in a specific room for a specific in-person hearing will ultimately be determined by the Panel Chair.
6. The Commission provides for an audio live broadcast of all in-person hearings. The live broadcast may be heard by connecting to the Commission's web site [www.irac.pe.ca](http://www.irac.pe.ca). Until further advised, the general public, including media, shall not be granted access to the hearing room during any hearing held by the Commission. Only parties and their representative/counsel will be granted access to the Commission premises.
7. The Panel Chair may schedule a pre-hearing case management telephone conference call with the parties and representative/counsel in advance of the in-person hearing to address Covid-19-related matters and directives.
8. Physical distancing is to be respected by all participants. Disposable masks (non-medical) will be available in the Commission room for use by participants (particularly when social distancing cannot be maintained). Participants will be permitted to use their own masks.

9. The wearing of masks is encouraged. Witnesses will not be permitted to wear masks while testifying, without leave of the Panel Chair.
10. Only one representative/counsel is to be at the party's table. Leave of the Panel Chair is required for any additional individuals (including clients) to sit at the party's table, all other parties and participants shall sit behind the party's table in the gallery. The manner in which the representative/counsel may obtain instructions from the party during the course of the in-person hearing will be determined by the Panel Chair.
11. If documents are to be tendered during the course of the in-person hearing, the parties/counsel are to ensure that sufficient numbers of copies are prepared in advance in order that all participants (panel members, lawyers, parties and relevant witnesses) may each have their own set of copies to work from. Counsel are strongly encouraged to exchange all documents before the in-person hearing to minimize the need to physically share documents.
12. Parties who intend to use demonstrative items (i.e., maps, diagrams or photographs) are to provide an electronic copy for display on the hearing room screens, in advance of the hearing and in accordance with the direction of Commission staff.
13. Hand sanitizers have been placed throughout the facilities.
14. Water coolers with disposable cups are available for use by all parties.
15. Persons are to adhere to the signage and other directives within the Commission facilities including instructions related to seating areas.
16. Individuals preferring to attend a proceeding remotely (for example, due to underlying health concerns) are to make such requests to the Commission. All such requests will be determined by the Panel Chair. Any such request must be made in advance and on a timely basis to ensure appropriate resources and logistical requirements can be met.

**These directives issued this 22<sup>nd</sup> day of June, 2020 are subject to change, including on the advice of the Chief Public Health Office and in response to the evolution of the Covid-19 pandemic. All directives will be posted on the Commission's website and also made available to the law Society.**

**J. Scott MacKenzie, Q.C., Chair  
Island Regulatory and Appeals Commission**