



Pre-hearing conference

Who:

The Review Board, parties, developer and those registered to present at the hearing

What:

To make sure that a hearing goes as smoothly as possible, the Review Board staff usually organize a pre-hearing conference with those registered to present. There are five typical objectives of pre-hearing conferences.

1) Identify the issues to be discussed

It is important that participants at the pre-hearing conference identify the issues they intend to discuss. Sharing this list of the issues early gives the developer and other parties an opportunity to prepare and have the right people on hand at the hearing to respond to any questions.

2) Clarify the issues

The Review Board staff will work with participants to flesh out what issues will likely be discussed at the hearing. It is important that parties are “on the same page” when talking about issues. For example, listing just wildlife as an issue is very generic and parties need to be more specific. This could mean identifying the species, such as woodland caribou as the important issue. Review Board staff will ask parties to explain which particular issues they want to discuss.





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3) Resolving any outstanding issues is highly encouraged

At the pre-hearing conference, parties are encouraged to meet amongst themselves to resolve some of the issues.

If parties successfully resolve issues independent of the Review Board's process, the Review Board requires that the parties submit meeting notes, signed by the party representatives, detailing the matters they all agreed to.

4) Establish a schedule for exchanging information

Participants who want to present at the hearing need to submit their presentations ahead of time. The Review Board staff set the submission date during the pre-hearing conference. No new material should be added

Tools

The pre hearing conference information can be found on the Review Board public registry. Go to reviewboard.ca/registry/ and fill out the developer and project fields and pre hearing conference stage in the search engine fields.

to the record after the deadline. This gives everyone a fair opportunity to prepare their presentations and respond to other peoples' presentations. It also gives people like interpreters a chance to review the material

5) Explain the hearing procedures

The pre-hearing conference also deals with logistical and procedural matters.

Items like the use of interpreters, the role of community members and Elders, audio-visual requirements and lawyer presence are all possible topics of discussion.

Another important part of the pre-hearing conference is establishing an agenda.

The agenda should give enough time for presentations and questions. For the Review Board to be able to finalize the agenda, it is important that parties provide an estimate of the time that they will need. Pre-hearing conferences are a good way to prepare for the hearing, because they help everyone understand how the hearing will be conducted, what topics will be brought up, and they make sure that all of the necessary information has been exchanged.