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#### **Commission Procedures Sub-committee - Procedures Ready for Publication**

The Procedures Sub-committee was established to develop procedural guidelines and standards relating to judicial, administrative and certain other functions of the Commission.

The need for standardized procedures include:

- ensuring the Commission and PCO staff discharge their duties in accordance with the statutory mandate and authority under the Act;
- ensuring equitable treatment among cases;
- clarifying the duties of the Registrar and PCO staff in respect of supporting the Commission to discharge its duties;
- informing the industry about the process to follow in making applications to the Commission in order to facilitate processing and approvals;
- informing individuals about the process to follow in making a representation to the Commission in respect of an application and to ensure that a respondent's interests are fully and properly represented before the Commission;
- informing newly appointed Commission members about their responsibilities, authorities and decision-making process;
- identifying situations where the Act may not provide sufficient authority for the Commission to discharge its duties or, where the Act may impose duties that are no longer appropriate and to advise the Minister as required; and

- identifying deficiencies and anomalies in the procedural provisions of the Act and recommend regulatory changes to deal with them.

The Procedures Sub-Committee has developed a number of procedures some of which are published in this issue. A new index series, P500, was established for cataloguing material that is mainly procedural in nature. Procedures of an administrative nature are indexed from P500-001. Those dealing with applications are indexed from P510-400 and procedures related to commission and tribunal matters begin at index numbers P515-750 and P520-760 respectively.

#### **Procedures Relating to Administration, Applications, Tribunal Matters and Decisions of the Commission**

Procedures relating to administration, applications, hearings, pre-hearing conferences and related administrative matters have been approved although budget constraints prevent their publication at this time. This material will be available in hard copy format from PCO reception on March 18, 1996. The material relating to tribunal matters will be of interest mainly to the legal community.

Copies of Commission decisions with reasons already published electronically as XDEC-30 (Imperial Oil), XDEC-31 (ESSROC) and XDEC-32 (Ferro) will be available from PCO reception on March 18, 1996.