



INQUISITORIAL COMPLIANCE HEARING PROCESS – C.02

(When the Board becomes aware of an issue affecting a licence holder's eligibility for a licence)

For Information Purposes Only

1. The Board Registrar will record the hearing and act as tribunal clerk.
2. The Board Chairperson will make introductory comments and identify the purpose of the hearing.
3. The licence holder or representative will introduce themselves and make their opening comments.
4. The licence holder or representative will review and speak to evidence already on the record.
5. The licence holder or representative will present their evidence, including calling any witnesses.
 - (a) If any witnesses are called, they will be called one at a time, and they will subscribe to an oath or affirmation. Questions will then be asked of them first by the licence holder or representative and then by the Board.
6. If there is any additional evidence identified or ordered by the Board it will be entered.
7. The licence holder or representative will make their arguments or statements in support of their position.
8. The Board may have questions.
9. The Board will adjourn to deliberate, after which it will return with a decision.
10. If the decision is to find the licence holder is no longer eligible for the licence, then the licence holder or representative will speak to an appropriate consequence.
11. The Board may have questions.

12. The Board will adjourn to deliberate, after which it will return with a decision on an appropriate consequence.
13. The tribunal will be closed.
14. The Board Registrar will forward the written orders and/or reasons for decision to the parties.

Effective the 22nd day of May 2018.

Approved by:

A handwritten signature in blue ink that reads "Sandra Aitken". The signature is written in a cursive, flowing style.

Sandra Aitken, Chairperson

On behalf of and with the concurrence of the Board Members