

Effective 12 October 2001

<p>POLICY CIRCULAR APPLICATIONS, REPLIES AND INTERVENTIONS</p>
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At its meeting of 10 October 2001, after considering the increasing propensity of parties to file applications, replies or interventions without the requisite verification by affidavit or statutory declaration, the Board has directed its Chief Executive Officer to strictly enforce Section 5 of the *Labour Relations Board Rules of Procedure*, which reads: Unless the board otherwise directs, every application, reply and intervention shall be filed in writing with the Board and the application, reply or intervention shall be verified by affidavit or statutory declaration of the party submitting it.

Effectively immediately, unless the Board otherwise directs, the Chief Executive Officer will not accept applications, replies or interventions that are not verified by affidavit or statutory declaration.

At its meeting of 10 October 2001, the Board also considered that while Section 10 of the *Labour Relations Board Rules of Procedure* permits a party who receives a copy of a Reply to state whether or not a hearing before the Board is requested, the Board has engaged in a long-standing practice of inviting Applicants to provide comments on Respondents' Replies. After considering that Replies to Applications frequently make reference to facts or issues not expressly raised in the Applications, the Board considers it desirable to continue its practice of inviting Applicants to comment on Respondents' Replies, subject to the following qualifications:

Effective immediately, unless the Board otherwise directs, the Chief Executive Officer will not accept Applicants' Comments on Respondents' Replies that are not verified by affidavit or statutory declaration.

The Chief Executive Officer will strictly enforce time limits for filing Respondents' Replies and Applicants' Comments. Moreover, the Chief Executive Officer will no longer accept "multiple" Replies and Comments by parties to an Application before the Board.

It is anticipated that the foregoing changes will provide for greater efficiency, fairness and certainty in the processing of applications before the Board. We trust that all parties will assist us in our ongoing efforts to facilitate timely consideration and determination of all matters before the Board.

Morgan Cooper

Chairperson