

Introduction

The Tribunal uses the following approach regarding recording hearings and ordering transcripts. The Tribunal may vary this approach where appropriate, where an accommodation is necessary, or as ordered by the Court.

The Tribunal records its hearings where the merits of a complaint are being considered. The recording is made for the sole purpose of providing it to the Court as part of the certified record, if and when there is a judicial review. The hearing recording is not otherwise available to the parties or the public. This practice is to ensure Tribunal processes are conducted with less formality and to avoid delays caused by requests to reference recordings during a hearing. Many tribunals do not record or transcribe their proceedings. The Tribunal has developed this approach as a balance between expediency and transparency.

Accommodations

A party who has a disability-related need may record a hearing as a memory aid, solely for their personal use and with the advance consent of the Tribunal. Under no circumstances may the party permit the recording to be posted or re-broadcast online or elsewhere, nor give the recording to another person who will post or re-broadcast the recording. The party must not allow a witness who has yet to testify to listen to the recording. Any such recording shall not be considered part of the official certified record of proceedings. No other personal recording of the hearing is permitted, including by the media.

Certified record of proceedings

Where a judicial review of a Tribunal proceeding occurs, the audio recording of the hearing will become part of the certified record of proceedings filed with the Court of King's Bench and served on the parties, to satisfy Rule 3.18(2)(d) of the *Rules of Court*, Alta. Reg. 124/2010. The Tribunal does not release its recordings other than as part of a certified record of proceedings.

Transcript of proceedings

The Tribunal does not have a transcript of its hearings. In advance of a hearing, a party may request to have a hearing recorded or transcribed, at that party's expense, by an official court reporting service. Where the Tribunal so permits, the party must undertake to produce a transcript of the recording at its own expense and must provide copies, as they become available, to the Tribunal and all other parties.

Contact the Tribunal Office

Website albertahumanrights.ab.ca/tribunal

Email address AHRCTribunal@gov.ab.ca

Phone 780-638-4635

To call toll-free within Alberta, dial 310-0000 and then enter the area code and phone number.

TTY service for persons who are deaf or hard of hearing: to call toll-free within Alberta, dial 1-800-232-7215.