

_____ Board
Practice Directive No. _____
**USUAL TIMELINES FOR COMPLETION OF
PROCEDURAL STEPS AND ISSUING DECISIONS**

_____ **BOARD**

Tribunal Address
Contact Information

{Date}

Practice Directive No. _____ {TITLE}

- Purpose** *Briefly explain the purpose for issuing the directive and what issue or process it is intended to address*
- Application** *Briefly describe to whom the Directive applies and/or when it applies.*
- Background** *Provide any relevant info that led to the need for the Directive and the justification/rationale for the approach taken.*
- Details
(Guideline/
Policy/
Procedure)** *Use sub-headings, bullets, numbered paragraphs, as appropriate, to provide details of the guideline, policy or procedure.*
- Relevant
Legislation,
Regulations,
Rules** *Administrative Tribunals Act, section 13
List section numbers of other legislation, regulations, rules and forms that are relevant to the Directive.*
- Effective Date** This Practice Directive is effective as of {date}.

{Name}
Chair

_____ Board