

**Effective Date:**  
**Number: 3**

*DRAFT*

## **Practice Direction Document Referencing**

### **Direction:**

TLAB staff should note public documents that are frequently submitted by parties and participants and compile a Common Document Base that will be listed on the TLAB website, as a service to the public. Any references intended to be made to that documentation by any party or participant should identify the document and provide the sections that will be referenced, with sufficient particularity that a reader would be able to access the reference, extract the text and be empowered to consider its content. This process will apply equally to expert witnesses and lay citizen references, if so intended to be made or employed. For references not found within the Common Document Base, the user needs to identify with particularity the Source, reproduce and distribute the intended reference text, and be prepared to attest to its relevance and accuracy. Full digital books, while potentially convenient, should be discouraged in favour of the duty to identify and disclose the referenced extract from the Common Document Base. The Common Document Base will be updated over time as staff identify additional documents of relevance. Parties and Participants will be directed to a link on the TLAB website for the latest version of the Common Document Base.

Approved by the Toronto Local Appeal Body this \_\_\_ day of \_\_\_, 2017.

**Ian James Lord  
Chair**