

Practice Guideline – June 16, 2015
Electronic Copies of Written Submissions

(Ontario Securities Commission Rules of Procedure (2014), 37 O.S.C.B. 4168 and Statutory Powers Procedure Act, R.S.O. 1990, c. S.22, as amended)

Preamble

Pursuant to Rules 1.2(3), 1.3, 1.4, 1.5.4 and 1.5.8 of the *Ontario Securities Commission Rules of Procedure (2014)*, 37 O.S.C.B. 4168, the Ontario Securities Commission (the “Commission”) is issuing this practice guideline relating to the filing of written submissions in electronic format (this “Practice Guideline”).

This Practice Guideline will, effective July 1, 2015, apply to all proceedings before the Commission (“OSC Proceedings”), including proceedings commenced prior to such effective date.

1. General Principles and Application

The purpose of this Practice Guideline is to establish a uniform approach to the filing of written submissions in electronic format by the parties to OSC Proceedings to facilitate the review of such submissions by the Panel.

2. Electronic Written Submissions

All written submissions (including text and image/picture documents) that are filed with the Commission in connection with OSC Proceedings shall, on the same day, also be filed electronically as multi-page Portable Document Formatted (PDF) documents that will allow full text searching. Electronic written submissions shall be filed by e-mailing them to the Registrar of the Commission at registrar@osc.gov.on.ca. The e-mail must include the title of the proceeding, the party’s name and that of counsel, if applicable, and a list of the attachments to the e-mail.

3. Consequences of Non-Compliance

A party which fails to comply with this Practice Guideline may be considered by the Panel, in its discretion, to have failed to file its written submissions within the prescribed period of time.

4. Power of the Panel

This Practice Guideline does not restrict in any way the discretion of the Panel to make rulings as it deems appropriate in the circumstances, including rulings permitting the filing of electronic copies of submissions in other formats.