



# Community Care and Assisted Living Appeal Board

Fourth Floor 747 Fort Street  
Victoria British Columbia

**Telephone:** (250) 387-3464  
**Facsimile:** (250) 356-9923

Mailing Address:  
PO Box 9425 Stn Prov Govt  
Victoria BC V8W 9V1

---

## STANDING INVITATION FOR EXPRESSIONS OF INTEREST IN PART-TIME TRIBUNAL MEMBERSHIP

The Community Care and Assisted Living Appeal Board is an adjudicative tribunal that hears appeals under section 29 of the *Community Care and Assisted Living Act* (the Act).

The Board's purpose is to provide a specialized, impartial, accessible and cost-effective forum for hearing appeals from licensing, regulation and certification decisions regarding community care and assisted living facilities (both adult and child care) and early childhood educators.

Decisions made under the Act must balance the need to ensure minimum standards of health and safety for those vulnerable persons cared for in community care and assisted living facilities and the need for facility operators and educators to receive fair regulatory process and decision making.

### Membership

Members are appointed by Order in Council for a fixed term of three to five years following a merit-based process and after consultation between the Chair and the Minister of Health. All members of the board are appointed as part-time members and are compensated on a per diem basis according to Treasury Board Directive 2/07.

Board membership is sought from a wide range of stakeholders in the community care licensing, assisted living, early childhood education and legal communities throughout the province.

The Chair of the Board is a lawyer with extensive experience in the administrative justice process as well as familiarity with the community care licensing scheme in British Columbia. The Board also has a legally trained Vice Chair to assist in board administration and to act when the Chair is away or unavailable. The Board maintains one or two other members with an administrative law background and experience conducting hearings and writing decisions to sit as panel chairs on hearings as needed.

The balance of the Board membership is made up of members with specific expertise in the adult and child care licensing community, as well as within the ECE and assisted living registration field. This substantive field expertise is essential in order to understand the complexities and realities of operating a community care or assisted living facility and how the requirements of the Regulations that govern licensing or registration are applied.

When appointing public representatives the Minister will, within the context of the required skills and attributes, consider such things as diversity of gender, cultural heritage and geographical distribution.

## **Requirements**

The Board is currently seeking candidates in all areas of expertise who have the following qualifications:

### ***Lawyers***

- Administrative law experience including appearing regularly before administrative tribunals or previous recent experience as a member of a tribunal
- Administrative, Community Health or Regulatory Law concentration and practice
- Litigation, civil procedure experience
- Sound knowledge of and ability to implement the principles of administrative fairness and natural justice
- Skill and experience in the making and writing of adjudicative decisions

### ***Early Childhood Educators (ECE)***

- Credibility and proven respect in the ECE community in British Columbia
- Breadth and depth of recent experience in the preschool and Early Childhood Education field
- Experience working with the *Community Care and Assisted Living Act* and Regulations and sound knowledge of the regulatory framework for early childhood educator certification
- Ability to apply legislation/policies to real-life situations
- Prior administrative justice experience (desirable but not mandatory)

### ***Assisted Living Expertise***

- Credibility and proven respect in the assisted living community in British Columbia
- Breadth and depth of experience in the Assisted Living field
- Experience working with the *Community Care and Assisted Living Act* and Regulations and sound knowledge of the regulatory framework for registration of assisted living facilities in British Columbia
- Ability to apply legislation/policies to real-life situations
- Prior administrative justice experience (desirable but not mandatory)

### ***Community Child Care Facility Expertise***

- Credibility and proven respect in the child care community in British Columbia
- Breadth and depth of recent experience in the Child Care field
- Experience working with the *Community Care and Assisted Living Act* and Regulations and sound knowledge of the regulatory framework for community child care licensing;
- Ability to apply legislation/policies to real-life situations
- Prior administrative justice experience (desirable but not mandatory)

### ***Community Adult Care Facility Expertise***

- Credibility and proven respect in the adult care community in British Columbia
- Breadth and depth of experience in the Adult Care field
- Experience with the *Community Care and Assisted Living Act* and Regulations and sound knowledge of the regulatory framework for community adult care licensing
- Ability to apply legislation/policies to real-life situations
- Prior administrative justice experience (desirable but not mandatory)

### ***General Skill/Requirements***

- Excellent analytical skills
- Excellent plain language writing skills
- Excellent communication and interpersonal skills
- Good judgment and independent decision-making skills
- Expertise in running public meetings or quasi-judicial hearings
- Cross-cultural sensitivity
- Commitment to integrity and fairness in decision-making processes
- Available to sit on multi-day hearings around the province, sometimes on short notice

### **How to Apply**

Interested applicants for membership should send a cover letter and current resume outlining relevant experience and knowledge in the areas of the Board's jurisdiction and the maximum time commitment/availability/willingness to travel by mail, fax or e-mail to:

Susan E. Ross, Chair  
Community Care and Assisted Living Appeal Board  
PO Box 9425 STN PROV GOVT  
Victoria BC V8W 9V1

Fax: 250-356-9923

Email: [ccalab@gov.bc.ca](mailto:ccalab@gov.bc.ca)

Each application will be carefully reviewed and assessed. However, only the applicants who will be considered for appointment will be contacted for an interview. Candidates who are considered for appointment may undergo reference checks.

### **British Columbia Appointment Guidelines**

Appointments to British Columbia's public sector organizations are governed by written appointment guidelines. For more information about the appointment process, and to view a copy of the guidelines, refer to the Board Resourcing and Development Office website ([www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)) and link to the page "The Appointment Process".

**This notice is not published in relation to any specific vacancies on the Board.**