



Application Package for Membership

**Child, Youth and Family
Enhancement Appeal Panel**

**Family Support for Children
with Disabilities Appeal
Committee**

**Child Care Licensing Appeal
Panel**

Contents

Introduction.....	1
About the Appeal Panels.....	2
Roles and Responsibilities	3
Appeal Panel Member Profile.....	4
The Appointment Process	6
Eligibility for Membership	7
Remuneration for Members.....	7
Submitting Your Application	8
Application Attachment.....	9

Introduction

The Ministry of Alberta Children and Youth Services offers a range of programs and services for children and families to enable children and youth to reach their potential. The Ministry is committed to enhancing the ability of families and communities to develop nurturing and safe environments for children, youth and individuals. Children and Youth Services use various pieces of legislation to meet this commitment, including:

- *Child, Youth and Family Enhancement Act;*
- *Family Support for Children with Disabilities Act;* and
- *Child Care Licensing Act.*

Within each of the Acts is a provision for certain individuals to file an appeal of some decisions made by a person designated as a director by the Minister of Children and Youth Services. Three quasi-judicial Appeal Panels have been established to review decisions under appeal and have the authority to confirm, reverse/rescind or vary the decisions. The Appeal Panels are:

- the Child, Youth & Family Enhancement Appeal Panel (CYFE Appeal Panel);
- the Family Support for Children with Disabilities Committee (FSCD Appeal Committee); and
- the Child Care Licensing Appeal Panel (CCL Appeal Panel).

In this document, the three will collectively be referred to as the Appeal Panels.

Recruitment to the three Appeal Panels is coordinated by the Governance Services Branch of Children and Youth Services. Applications are used to fill any vacancies on the Appeal Panels that arise from time to time. Successful applicants may be appointed to any one of the Appeal Panels, though applicants can identify an Appeal Panel in which they are particularly interested on the Application Attachment at the end of this package.

The Appeal Secretariat assists the appeal process by providing support to the Appeal Panels and to those going through the appeal process. The Appeal Secretariat provides information about how to file an appeal and prepare for the hearing, and what to expect at the appeal hearing; schedules hearings; prepares, coordinates and distributes appeal documents and appeal decisions; and maintains a public appeal information website.

For more information about the CYFE Appeal Panel, the FSCD Appeal Committee or the CCL Appeal Panel, please call the Children and Youth Services Appeal Secretariat at (780) 422-2775 (Edmonton and area) or toll-free in Alberta at 310-0000, and then dial (780) 422-2775.

About the Appeal Panels

Who Are They?

The Appeal Panels are citizen panels appointed by the Minister of Children and Youth Services. Each panel is comprised of a maximum of seven individuals from diverse backgrounds. All members are active in their communities and collectively, they have a range of education, skills, and experience.

What Do They Do?

The Appeal Panels provide an opportunity for individuals and families affected by a decision of a delegated director with the Child and Family Services Authority or the Delegated First Nations Agency access to a fair, impartial and independent review of that decision by a quasi-judicial appeal body. The Appeal Panels are called quasi-judicial bodies because the appeal process, though judicial in nature, is not performed in court.

Appeal hearings for all the Appeal Panels are conducted by three members, including a hearing chair and two other members.

To What Legislation Do They Adhere?

The CYFE Appeal Panel hears appeals under the *Child, Youth and Family Enhancement Act* and Regulation.

The FSCD Appeal Committee hears appeals under the *Family Support for Children with Disabilities Act* and Regulation.

The CCL Appeal Panel hears appeals under the *Child Care Licensing Act* and Regulation.

All three Appeal Panels must also adhere to other legislation including the *Administrative Procedures and Jurisdiction Act* and the *Freedom of Information and Protection of Privacy (FOIP) Act*.

Roles and Responsibilities

Members of the Appeal Panels are appointed by and accountable through their respective Chair to the Minister of Alberta Children and Youth Services.

Member responsibilities include the following.

1. Hearing and Deciding Appeals

- The Appeal Panels hear appeals according to their respective legislation as identified on page 2. Appeal hearings are conducted by a three-member panel including a chair and two members.
- Following a hearing, the three-member hearing panel reviews all of the evidence presented, determines their findings of fact, decision and reasons for the decision.

2. Issuing Written Decisions

- Each hearing panel provides a written decision to the parties of the appeal for each appeal that it hears and decides, as required in the *Administrative Procedures and Jurisdiction Act*.
- Hearing panel members are responsible for ensuring that written decisions address how the hearing panel weighed the evidence presented by the parties.

3. Attending Training and Skill Development Sessions

- Attend regularly scheduled meeting and training sessions provided by the Appeal Secretariat for the purpose of skill and knowledge development.
- Upon completion of all training sessions in the core skills and knowledge required for their specific Appeal Panel, members will attend advanced workshops and seminars as approved by the Chair.

4. Completing Annual Assessments

- Assess objectively, on an annual basis, the Appeal Panel's effectiveness in fulfilling its responsibilities and use the results to continuously improve Panel performance.
- Take part in an annual self-assessment process and a facilitated assessment of the Chair of their Appeal Panel.

The CYFE Appeal Panel, the FSCD Appeal Committee and the CCL Appeal Panel devise their own procedures and practices that, in combination with the applicable legislation and the principles of fairness and natural justice, direct how the above roles and responsibilities are carried out by members.

Appeal Panel Member Profile

The Appeal Panels are quasi-judicial bodies that hear appeals as mandated in their respective legislation. Below is the position profile for Appeal Panel members on all three Appeal Panels. Candidates are required to have some skill sets related to the duties listed below and appointed Panel members will have learning opportunities to develop skills in all areas.

Appeal Panel members will:

- be a part of a seven-member Appeal Panel;
- sit on a three-member hearing panel at an appeal hearing;
- make decisions on appeals within the discretion that has been vested in quasi-judicial panels through relevant legislation;
- adhere to the legislation that governs their Appeal Panel;
- demonstrate a working knowledge of the appeal process, Appeal Panel procedures and the principles of natural justice;
- ensure all parties involved in the appeal process have equal opportunity to present their case, to hear all information presented, to access all written information presented or referenced and to challenge the validity of any or all the information presented;
- manage an effective and impartial hearing that is non-confrontational with hearing panel members that are, and who must be perceived to be, unbiased, neutral and fair;
- be able to objectively analyze complex written and verbal information;
- reach decisions based on the information received from parties without being influenced by any other factors;
- issue a written decision, as required by legislation, that provides the findings of fact determined by the hearing panel and that gives the reasons for the decision, including an explanation of how the evidence presented by the parties was weighed;
- maintain absolute confidentiality of information relevant to individuals, families and the Ministry of Children and Youth Services as an active Panel member and after end of term or resignation; and
- attend regular training sessions designed to enhance knowledge and skills around legislation, decision making, decision writing, communication, and other Panel related topics.

Appeal Panel members share and demonstrate the following values:

- respect for the principles of natural justice and the governing legislation;
- empathy and respect for others;
- concern for the well-being of children and respect for the views and opinions of children;
- understanding and respect for culture, unique history, ethnicity, spirituality, lifestyle diversity, and the specific needs of children and families;

- belief in the importance of working together while recognizing that diversity of opinion is healthy and important; and
- commitment to life-long learning.

Appeal Panel members demonstrate exemplary personal and professional conduct by:

- performing his/her role as a member ethically;
- working collaboratively and productively with colleagues;
- showing adaptability, flexibility and creativity in responding to opportunities, challenges and change, including scheduling for appeal hearings, meetings and training sessions;
- taking responsibility for his/her role as an Appeal Panel member by always having a current working knowledge of the role, and being committed to the Appeal Panel and its processes;
- maintaining composure and professionalism in stressful situations;
- presenting one's own point of view clearly and concisely with supporting reasons;
- participating actively as a team member by setting aside personal biases and using a collaborative style in working to resolution;
- developing and maintaining professional relationships with other Appeal Panel members and the Appeal Secretariat; and
- communicating clearly, concisely and accurately, both verbally and in writing.

Appeal Panel members use their leadership skills to make a positive contribution by:

- participating in the continuous improvement of the Appeal Panel by accepting feedback, implementing recommendations, and assessing team effectiveness;
- demonstrating flexibility by adjusting one's leadership style to the situation; and
- encouraging and supporting members to take on leadership and build on strengths.

APPEAL PANEL MEMBER ASSESSMENT

On an annual basis, members objectively assess the Appeal Panel's effectiveness in fulfilling its responsibilities and use the results to continuously improve Appeal Panel performance. Members also take part in an annual self-assessment process and a facilitated assessment of the Chair of their Appeal Panel.

TIME COMMITMENT

The anticipated time commitment for an Appeal Panel member is three to nine days per month for hearings and two to four days of training and meetings every two months. Additional time will be required for writing and reviewing decisions.

The Appointment Process

1. Upon decision to fill a current or upcoming vacancy on the CYFE Appeal Panel, the FSCD Appeal Committee or the CCL Appeal Panel, recruitment may be targeted to the part of the province requiring representation.
2. MLAs, Child and Family Services Authorities, Family and Community Support Services, and other community agencies may be invited to recommend candidates.
3. Completed applications will be submitted to and screened by an Interview Panel who will conduct interviews with selected candidates.
4. Reference checks, a Police Information Check and a Child Intervention Record Check are conducted following the interview. Having a record does not necessarily preclude appointment to any of the Appeal Panels – it will be dependent on the nature of the offense. All information from these checks will be held in strictest confidence and protected from unauthorized access.
5. Based on the results of the selection process, a list of recommended candidates will be forwarded to the Minister of Children and Youth Services. The Minister will make a final selection and forward the recommendation to Cabinet.
6. Upon approval of Cabinet, a Ministerial Order is signed and successful candidates are notified, in writing, of their appointment to the CYFE Appeal Panel, the FSCD Appeal Committee or the CCL Appeal Panel.
7. New members are appointed for a two-year term, and are eligible to apply for reappointment for a three-year term.
8. Appeal Secretariat staff arrange orientation for new members.

Note: The recruitment process can take several months from the interview date. If you would like to know the status of your application or have any questions regarding this process, please call 780-422-5679. To be connected toll-free, dial 310-0000.

Eligibility for Membership

All applicants must be:

- 18 years of age or older;
- a Canadian Citizen or landed immigrant;
- a resident of the Province of Alberta; and
- free from potential conflicts of interest with the Ministry of Children and Youth Services, including the Child and Family Service Authorities (CFSAs) and the Delegated First Nations Agencies (DFNAs).

Criteria for the final selection of candidates include satisfactory pre-appointment checks, including security screening.

Change in circumstances

Please provide with your application information regarding your intentions to change existing circumstances that currently make you ineligible for membership on the CYFE Appeal Panel, the FSCD Appeal Committee or the CCL Appeal Panel.

Remuneration for Members

Members will receive an honorarium and reimbursement for out-of-pocket expenses for time spent on Appeal Panel business.

Honoraria rates for Appeal Panel members are as follows:

- a) \$164 for up to and including four hours in any day; or
- b) \$290 for over four hours and up to and including eight hours in any day; or
- c) \$427 for over eight hours in any day.

Submitting Your Application

If you are interested in applying to be a member of the CYFE Appeal Panel, the FSCD Appeal Committee or the CCL Appeal Panel, please submit:

- a completed and signed “Application Attachment” included with this package;
 - a current resume, and
 - contact information for three references from community members.
-

Send your completed package to:

**Governance Services Branch
Alberta Children and Youth Services
3rd Floor, Sterling Place
9940 - 106 Street
Edmonton, Alberta
T5K 2N2**

If you prefer, you can fax your application to (780) 644-6880.

Thank you for your interest.

PART B

Please check the following statements as Y (Yes) or N (No)

_____ I am 18 years of age or older.

_____ I am a Canadian citizen or a landed immigrant.

_____ I am a resident of the Province of Alberta.

_____ I have attached my resume.

_____ I have attached contact information for three references from the community.

Self-Identification (optional):

_____ I am Aboriginal.

Please indicate how you found out about this opportunity:

Newspaper

Internet

Community meeting

Word of mouth (explain)

Other (please specify):

Name (please print):

Mailing Address:

Telephone:

Signature