

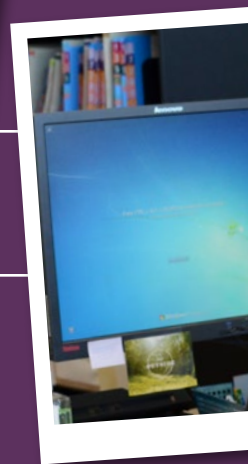
Employment and Assistance Appeal Tribunal



Annual Report 2014/15

A Right to be Heard

Our staff in Victoria





November 2015

The Honourable Michelle Stilwell
Minister of Social Development and Social Innovation

Dear Minister:

It is my pleasure to present the annual report for the Employment and Assistance Appeal Tribunal of British Columbia covering the period October 1, 2014 to September 30, 2015. The report has been prepared in accordance with section 20(1) of the *Employment and Assistance Act*.

A handwritten signature in purple ink that reads "M. R. McNamara". The signature is written in a cursive style and is enclosed in a faint, dashed purple oval.

Marilyn R. McNamara
Chair, Employment and Assistance Appeal Tribunal



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Our Mission

The mission of the Employment and Assistance Appeal Tribunal is to provide an independent and accessible appeal process that delivers timely and fair decisions reviewing Ministry of Social Development and Social Innovation determinations in regards to the employment and assistance program, and Ministry of Children and Family Development determinations in regards to the child care subsidy program.





Message from the Chair

The Tribunal reports to the Honourable Michelle Stilwell, Minister of Social Development and Social Innovation.

The Tribunal continues to meet its legislative timeline for scheduling and conducting hearings throughout the province within 15 business days of the appeal form being delivered and, over the past year, the number of appeals has decreased. In response, the Tribunal has reduced staff through attrition by not filling the executive coordinator and two appeal coordinator positions.

The Tribunal continues to recruit members, focusing particularly on more remote communities, as a number of members will have been with the Tribunal for 6 years, the recommended total length of appointment. In this reporting period 60 members were reappointed.

The more experienced and skilled members are appointed to complex hearings which require significantly more time to prepare for, hear, and provide written reasons for their decision. The Minister approved an increase in the panel remuneration to properly compensate these members for their time.

The importance of well-reasoned and well-written decisions was the topic of several well-attended workshops for members with up to two years' experience. These workshops enable members to come together and gain a better understanding of the appeal process and decision requirements.

Our new website is a significant improvement on the former. Not only is the information organized to be more accessible to a specific user, it is more interactive: the application process for members is online and automated; secure space exists for posting of relevant information for members and for online training; it offers members who are geographically dispersed the ability to perform real time decision review; it is mobile friendly and provides an opportunity for users to provide feedback about their experience with the Tribunal.

Thank you to staff and members whose efforts support the provision of an efficient, fair, respectful and timely appeal process.

Our Vision

The Employment and Assistance Appeal Tribunal will be known for:

- Providing an accessible, independent, community-based, fair, timely, respectful and ethical appeal process.
- Supporting members to provide quality service to promote public confidence in the integrity and competency of the Tribunal.
- Creating a healthy work environment that supports staff to provide quality service and to continually learn and develop knowledge, skills and expertise.



1. Who We Are and What We Do

The Employment and Assistance Appeal Tribunal

The Tribunal was established on September 30, 2002 to hear appeals of most types of decisions made by the Ministry of Social Development and Social Innovation under the employment and assistance program. Since 2006, the Tribunal also hears appeals of decisions made by the Ministry of Children and Family Development under the child care subsidy program. The Tribunal provides a streamlined and efficient one-step appeal process and is independent of both ministries.

The Employment and Assistance Appeal Tribunal's authority is established under section 19(1) of the *Employment and Assistance Act*.

The Tribunal hears appeals of reconsideration decisions that refuse, reduce or discontinue income or disability assistance or a supplement; decisions regarding the amount of a supplement; and decisions that refuse to grant hardship assistance under:

- Section 17 of the *Employment and Assistance Act*, and
- Section 16 of the *Employment and Assistance for Persons with Disabilities Act*.

The Tribunal also hears appeals of reconsideration decisions that refuse, reduce or discontinue a subsidy under:

- Section 6 of the *Child Care Subsidy Act*.

The Tribunal consists of a Chair, two Vice Chairs, 11 staff, and during this reporting period, 118 members located throughout the province. (See Appendix A for a list of staff and Appendix B for a list of members).

Tribunal Members

Members are appointed by the Minister of Social Development and Social Innovation after a merit based process and consultation with the Chair.

Candidates

To be considered for appointment to the Tribunal, a person must have an understanding of the essential elements for the conduct of a fair and objective hearing and the key aspects of the relevant legislation as per section 82 of the Employment and Assistance Regulation.

Members commit to respect diversity and are expected to possess the ability to interpret and apply legislation, write decisions in a clear and concise manner, communicate clearly and effectively, and be proficient in the use of computers and common software applications.

The application process is now an interactive online program which provides information to individuals interested in becoming a member so they can acquire and demonstrate the prescribed knowledge and skills prior to consideration for appointment.

The process enables recruitment from a broader sector of the community and has enhanced the efficiency of the application process. Reference and criminal record checks are completed prior to a recommendation for appointment.



“
Professionals are not created by hope or desire – but through a
combination of some innate ability and study and experience.”

Toronto (City) v. CUPE, Local 79 (1982), 35 OR (2nd) 545 (Ont CA)

To ensure independence and that hearings are fair and just, a member must not:

- be or have been an employee of the Ministry of Social Development and Social Innovation or the Ministry of Children and Family Development in the past six months
- be an employee of the provincial government
- be a recipient of benefits under any of the acts for which the Tribunal has responsibility, or
- have any real or perceived interest in matters that come before the Tribunal.

NOTE: The Tribunal is recruiting new members, specifically from the more rural areas of the province. Anyone interested in being considered for appointment should refer to the Employment and Assistance Appeal Tribunal website, www.gov.bc.ca/eaat, or the Board Resourcing and Development Office website, www.brdo.gov.bc.ca, for information on how to apply.

Members

Members must complete the Initial Training before being appointed to hear an appeal with an experienced panel chair who serves as a mentor.

Once members have attended a number of hearings, they will complete the Decision Writing Training before being assigned the role of panel chair. Once assigned the role of panel chair, a mentor will be appointed to provide support and guidance. Further coaching occurs at the decision review stage to ensure the decision meets the legislative requirements outlined in section 86 of the Employment and Assistance Regulation.

Reappointment of Members

Members are appointed initially for a period of two years and may be reappointed for a further term of two or four years. Member performance is evaluated prior to making recommendations to the Minister of Social Development and Social Innovation for reappointment. The Competency Assessment clarifies requirements and expectations of members and is used for coaching and evaluation. In this reporting period, 60 members were reappointed.

Number of Members - by Region

Region 1	Vancouver Island	43
Region 2	Vancouver Coastal	34
Region 3	Fraser	9
Region 4	Interior	25
Region 5	Northern	7
TOTAL		118



The Appeal Process

The Tribunal hears appeals of reconsideration decisions made by the Ministry of Social Development and Social Innovation in regards to the employment and assistance program, and the Ministry of Children and Family Development in regards to the child care subsidy program. A person must receive a reconsideration decision prior to requesting an appeal from the Tribunal. The appeal process, which is set out in the *Employment and Assistance Act* and Regulation, is the same regardless of which ministry made the reconsideration decision.

A person who applies for or receives assistance under the *Employment and Assistance Act* or the *Employment and Assistance for Persons with Disabilities Act* can request reconsideration of a decision that resulted in refusal, reduction or discontinuance of income or disability assistance, or a supplement; a decision regarding the amount of a supplement; or a decision that refuses to grant hardship assistance. More information about the Ministry of Social Development and Social Innovation's reconsideration process is available from the ministry's offices by calling 1-866-866-0800 or by visiting the website.

A person who applies for or receives a child care subsidy can request reconsideration of a decision that resulted in the refusal, discontinuance or reduction of a child care subsidy. More information about the Ministry of Children and Family Development's reconsideration process can be obtained by calling 1-888-338-6622 and asking to speak with an adjudicator.

“

Those who are dissatisfied with the outcome of their request for reconsideration from either ministry can, in most cases, appeal to the Employment and Assistance Appeal Tribunal.”

Those who are dissatisfied with the outcome of their request for reconsideration from either ministry can, in most cases, appeal to the Employment and Assistance Appeal Tribunal. They must submit a Notice of Appeal form to the Tribunal within seven business days of receiving their reconsideration decision.

Upon receipt of a completed Notice of Appeal, the Tribunal decides whether the matter can be appealed. Factors that are considered include whether the Notice of Appeal was submitted within the prescribed timelines and whether the issue is appealable under the legislation.

If the matter is eligible for appeal, a panel of up to three members is appointed and the appeal is heard within 15 business days of the completed Notice of Appeal being received by the Tribunal. Most hearings are conducted in person, usually in or near the appellant's community. Hearings can also take place by teleconference or, if both parties consent, in writing.

The panel reviews the ministry's reconsideration decision and the appeal record, considers any supporting evidence provided by the appellant or the ministry, and provides a written decision, generally within five business days of the hearing. This time limit may be extended by no more

than 10 additional business days if the Tribunal Chair is satisfied that the panel is making all reasonable efforts to provide its determination in a timely manner, and the best interests of the parties are served by the extension. The Tribunal mails a copy of the decision to the appellant and the ministry within five business days of receiving it from the panel.

NOTE: Summaries of Tribunal decisions from 2014/15 are included in Section 4, "What Our Decisions Look Like." Complete decisions are available on our website: www.gov.bc.ca/eaat.

The Appeal Process

If a person is dissatisfied with the reconsideration decision from the ministry, he or she may submit a Notice of Appeal to the Employment and Assistance Appeal Tribunal. There are two parties to an appeal: the person requesting an appeal and the ministry.



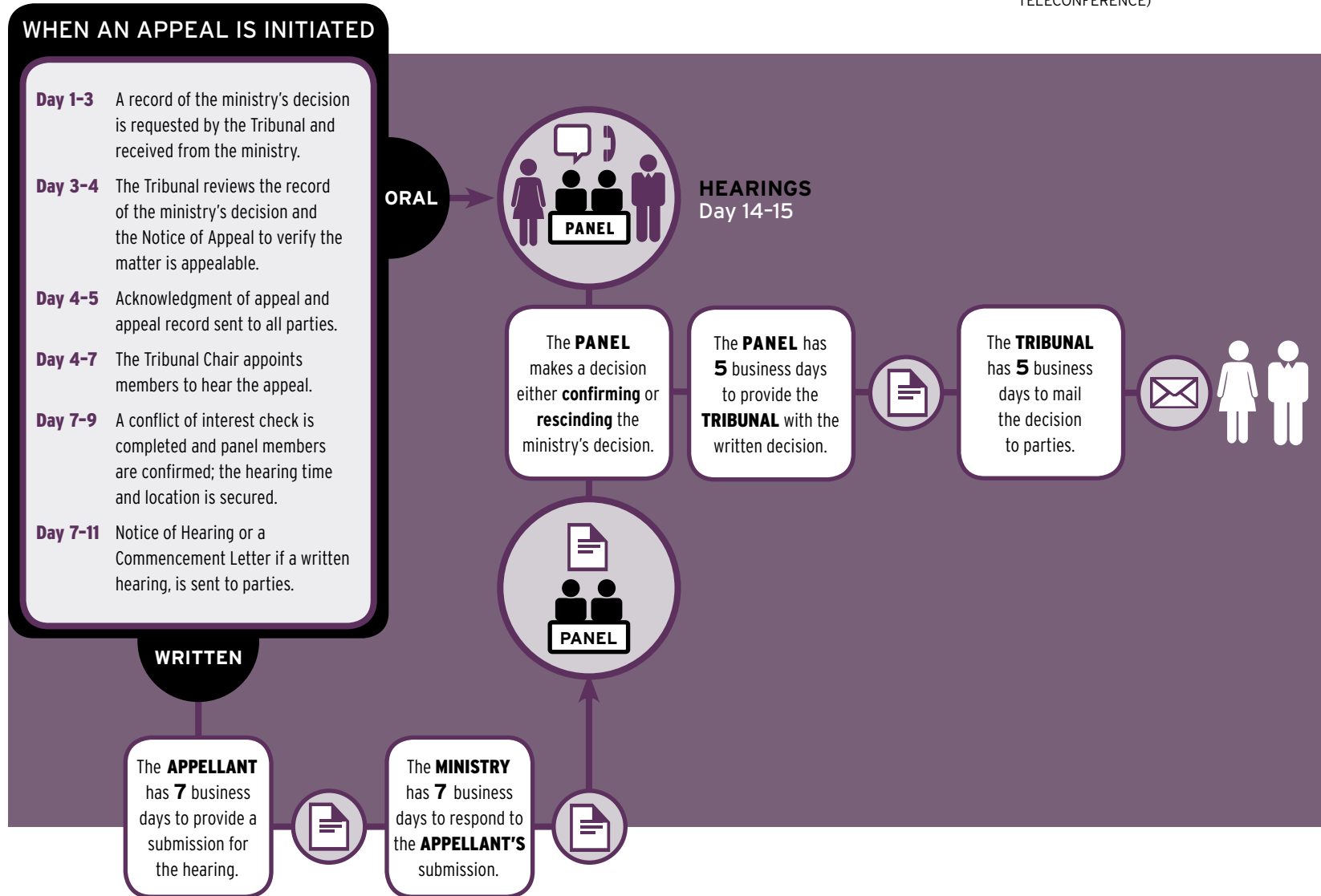
A person has **7** business days to submit a Notice of Appeal to the Tribunal with a choice of:



ORAL
(IN PERSON OR TELECONFERENCE)



WRITTEN



2. If You Want to Appeal

How to Appeal

If you are dissatisfied with the ministry's reconsideration decision, complete a Notice of Appeal form and submit it to the Tribunal within seven business days of receiving your reconsideration decision.

Type of Hearing

The Tribunal will attempt to accommodate your request for the type of hearing indicated on your Notice of Appeal: oral (in person or by teleconference) or written.

Oral Hearing - In Person

If your hearing is proceeding as an oral hearing in person, the Tribunal will send you a Notice of Hearing, which you will receive at least two business days before the hearing is to take place, notifying you of the date, time and place of the hearing. Hearings will usually take place in or near your community. You have the right to call witnesses and present evidence in support of the information and records before the minister at reconsideration. You also have the right to make arguments in support of your case, and to have a family member, friend or advocate assist you during the appeal process.

Oral Hearing - By Teleconference

If your hearing is proceeding as an oral hearing by teleconference, the Tribunal will send you a Notice of Hearing, which you will receive at least two business days before the hearing is to take place. The Notice of Hearing includes the date and time of the hearing, as well as instructions for accessing the teleconference. As in an oral hearing in person, you have the right to call witnesses and present evidence in support of the

information and records before the minister at reconsideration. You also have the right to make arguments in support of your case, and to have a family member, friend or advocate assist you during the appeal process.

Written Hearing

If you request a written hearing, and the ministry consents, the Tribunal will send you a letter establishing a schedule for the written submission process. You will be given seven business days to provide a submission to support your case. On receiving your submission, the Tribunal will forward it to the ministry and give the ministry seven business days to provide a written response. The Tribunal will then forward the appeal record, including the submissions, to the panel for review.

After the Hearing

The panel will provide the Tribunal Chair with a written decision within five business days of the conclusion of the hearing. Upon request of a panel chair, the Tribunal Chair may extend the time limit by no more than 10 additional days if satisfied that the panel is making all reasonable efforts to provide its determination in a timely manner, and the best interests of the parties are served by the extension. The decision will either confirm or rescind the ministry reconsideration decision. The Tribunal will mail a copy of the decision to the parties within five business days of receiving it from the panel. Decisions will not be provided over the telephone.

The appeal decision is the final decision; however, you can file a petition in the BC Supreme Court asking a judge to review our decision. This is called a judicial review. Generally this must be done within 60 days of our decision. As well, if you believe you were treated unfairly, contact the office of the Ombudsperson or write to the Tribunal Chair about any concerns.

How to Appeal...

**You only have
7 Business Days**

If you are dissatisfied with the ministry's reconsideration decision:

1. Complete and submit the Notice of Appeal form to the TRIBUNAL

MAIL: PO Box 9994 Stn Prov Govt
Victoria BC V8W 9R7

FAX: Toll free 1-877-356-9687
in Victoria 250-356-9687

EMAIL: eaat@gov.bc.ca

2. It must be received by the Tribunal within 7 business days of receiving your ministry reconsideration decision or you will lose your right of appeal

3. You can send additional information to the Tribunal once your Notice of Appeal form is submitted.

Notice of Appeal forms are available online, from the Tribunal and from the ministry.

**If you have questions, contact the
Employment and Assistance
Appeal Tribunal**

TEL: Toll free **1-866-557-0035**
In Victoria **250-356-6374**

WEB: www.gov.bc.ca/eaat

NOVEMBER 2014

This Tribunal brochure is included with every reconsideration decision denying the request.

Employment and Assistance Appeal Tribunal

How to Prepare for Your Appeal



This Tribunal brochure is sent to every appellant on acceptance of their Notice of Appeal.

3. How We Did in 2014/15

Meeting the timelines established by the legislation is one way of measuring the Tribunal's performance. The Tribunal must hold a hearing within 15 business days of receiving a Notice of Appeal. The Tribunal has met the 15 business day timeline in 100% of the appeals.

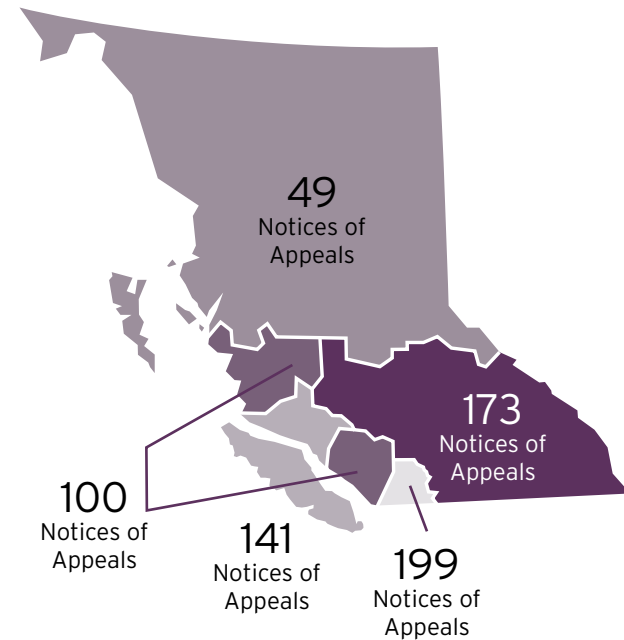
Here is a brief summary of the results of our work for the reporting period of October 1, 2014 to September 30, 2015.

Summary of Statistics - Appeals

Notices of Appeal Received	662
Appeals Assessed as not within the Jurisdiction of the Tribunal (do not proceed to hearing)	60
Appeals Dismissed (before or during hearing)	27
Files Carried Over (Appeals opened between 01/10/2014 and 30/09/2015 and not closed, heard or rejected by 30/09/2015)	58

Notices of Appeal - by Region

Region 1	Vancouver Island	21%
Region 2	Vancouver Coastal	15%
Region 3	Fraser	30%
Region 4	Interior	26%
Region 5	Northern	8%



Notices of Appeal - by Type

20 Business Days	17	Other - Child care	18
Crisis Supplement	94	Other - Hardship	2
Disabilities - Persons with Disabilities-Designation	183	Other - Other	42
Disabilities - Persons with Persistent Multiple Barriers	30	Special Transportation Subsidy	13
Eligibility - Deductions on Income/Earnings Exemptions	2		
Eligibility - Dependency/Living Arrangements	15		
Eligibility - Eligibility Audit	1		
Eligibility - Excess Assets	10		
Eligibility - Excess Income	30		
Eligibility - Failure to Accept/Pursue Income/Assets	4		
Eligibility - Failure to Provide Information/Verification	16		
Eligibility - Full Time Student	5		
Eligibility - Residency	1		
Eligibility - Shelter Allowance	7		
Eligibility - Time Limit for IA	1		
Eligibility - Undeclared Income/Assets	10		
Employment - Dismissed/Quit/Refused Employment	3		
Employment - Employment Plan/Failure to Look for Work	32		
Employment - Requirement for Two Year Financial independence	4		
Health Supplement - Orthoses	5		
Health Supplements - Dental Supplement	9		
Health Supplements - Diet/Natal Supplements	4		
Health Supplements - MSP/Other Health Supplements	7		
Health Supplements - Medical Equipment	36		
Health Supplements - Medical Supplies	13		
Health Supplements - Medical Transportation	7		
Health Supplements - Monthly Nutritional Supplement	24		
Health Supplements - Short-Term Nutritional Supplement Products	2		
Health Supplements - Therapies	2		
Moving Supplement	12		
Other - CIHR/under 19	1		

Appeal Outcomes

The total number of Notices of Appeal received differs from the number of appeals closed because of files carried over from the previous year or into the following year and various other factors. The number of decisions confirmed and rescinded may not equal the number of appeals heard for the same reason. The following statistics relate to appeal files that were closed in this reporting period.

Ministry of Social Development and Social Innovation

Appeals heard	564
Decisions confirmed	530
Decisions rescinded	30

Ministry of Children and Family Development

Appeals heard	15
Decisions confirmed	14
Decisions rescinded	1

Judicial Review Outcomes

Sahyoun v. British Columbia (Employment and Assistance Appeal Tribunal), 2015 BCSC 456

This was a judicial review of the decision of the Chair of the Tribunal declining to consider an appeal from the Ministry's refusal to reopen reconsideration decisions made four years earlier. The Petitioner tried to reopen an earlier Ministry reconsideration decision to deny PPMB status on the basis that he had located new evidence to establish his status and entitlement as permanently unemployable under the predecessor legislation. The Chair concluded there was no jurisdiction to hear the appeal because the Ministry's decision did not result in a refusal, discontinuance, or reduction of assistance or a supplement. The Supreme Court dismissed the applicant's petition. The Court held that the Chair's decision was entitled to deference and was not patently unreasonable. The decision is on appeal.

Ntibarimungu v. British Columbia (Minister of Social Development), 2015 BCCA 392

This was an appeal of a judicial review decision affirming Mr. Ntibarimungu's ineligibility for income assistance for a three month period while he was enrolled in full-time "funded program of studies" under s. 16 of the Employment and Assistance Regulation. The Appellant argued that "funded program of studies" should be interpreted as a program for which the student receives full funding. Since the Appellant's student financial assistance did not cover all of his living expenses, he maintained that he was not in a "funded program of studies" and should have been eligible to continue receiving income assistance. The Court of Appeal rejected this argument on the basis that it did not comport with the clear definition of "funded program of studies" in the Employment and Assistance Regulation and that he was not eligible for such assistance under the unequivocal language of s. 16 of the Regulation.



4. What Our Decisions Look Like

CASE 1

Ineligible for Disability Assistance

Ministry Decision

Denied disability assistance for one month as prior approval to be out of the country for more than 30 days was not granted.

Summary of Facts

The appellant contacted the ministry and advised she was leaving the country to babysit her grandchild and had not booked a return flight. She was advised that if she was out of the province for more than 30 days she would not be eligible for assistance. The appellant became sick and did not inform the ministry she could not return within 30 days.

Tribunal Decision - ministry decision confirmed

Reasons for Decision

The issue in this appeal was whether the ministry decision to deny the appellant disability assistance for one month as she was out of the province for more than 30 days was a reasonable application of the legislation.

Section 15 of the Employment and Assistance for Persons with Disabilities Regulation (EAPWDR) states that a recipient who is outside of British Columbia for more than a total of 30 days in a year ceases to be eligible for disability or hardship assistance unless the minister has given prior authorization for continuance of disability assistance for the purpose of (a) permitting the recipient to participate in a formal education program, (b) permitting the recipient to obtain medical therapy prescribed by a medical practitioner, or (c) avoiding undue hardship.

The appellant argued that while she was away she became very ill and her doctor informed her that it was unsafe for her to fly for one week. She emailed the ministry that her return would be delayed. The ministry argued that she was out of the country for more than 30 days and did not receive prior approval as she did not contact the ministry until after the 30 day period expired and further, the absence was not for any of the stated reasons under section 15 EAPWDR.

The panel found the ministry decision to be a reasonable application of the legislation in the circumstances of the appellant. The legislation requires approval from the ministry prior to a recipient being out of the province for more than 30 days and the purpose for the absence was to babysit and not for the purposes outlined in the legislation.

CASE 2**Information and Verification****Ministry Decision**

Not eligible for disability assistance until requested information provided.

Summary of Facts

The appellant sold two properties and purchased a third. The ministry requested statements of the adjustments for the sale of the properties and updated shelter information, indicating assistance cheques would be held until the information was received. The first letter was sent on October 9, followed by a verbal conversation October 22. The November cheque was held. The ministry called the appellant December 9 when some information was received and requested further information. The next day another letter was sent. The ministry called the appellant on December 23 when more information was provided to explain the information requested in the letter of October 9 was still not provided. The information was provided March 9.

Tribunal Decision - ministry decision confirmed**Reasons for Decision**

The issue in this appeal was whether the ministry decision that determined the appellant was ineligible for disability assistance until the requested information was received was reasonably supported by the evidence.

Section 10(1) of the *Employment and Assistance for Persons with Disabilities Act* states that for the purposes of auditing eligibility for disability assistance, the minister may direct a recipient to supply the minister with information within the time and in the manner specified by

the minister and section 10(4) states that if a recipient fails to comply, they may be declared ineligible for disability assistance. Section 28 of the Employment and Assistance for Persons with Disabilities Regulation states the period of ineligibility lasts until the recipient complies with the direction.

The appellant argued the ministry did not contact his advocate as requested and that the advocate only received a copy of the letter of October 9 when they met October 31. As he cannot read and write, he needs assistance with written information. As he lives in a rural area, he can only meet with his advocate once a month due to the distances and costs involved. The ministry argues that each letter was followed up by a telephone call to the appellant when they explained what was required. Further, there is no record of the request to contact the appellant's advocate on his behalf; however, the advocate was fully advised of the situation when provided with the letter of October 9 and aware cheques for November, December, January and February were held. No inquiries were received about the held cheques or any explanation for the delay in providing the requested information.

The panel found the ministry decision that the appellant was ineligible for disability assistance for the months of November to March was reasonably supported by the evidence. The legislation provides the minister with the authority to ask for information to audit eligibility and declare a person ineligible for disability assistance until the information is provided. There was reason to request statements of the adjustments for the sale of the properties and updated shelter information given that the appellant sold two properties and purchased another one. Although the appellant states he cannot read, he does not dispute that he was informed verbally of what was required. His advocate was fully informed of the situation when he met with her on October 31 yet the information was not provided until March 9. No inquiries were made or explanations for the delay provided.

CASE 3**No Reconsideration due to Missed Timelines****Ministry Decision**

No right of reconsideration as the Request for Reconsideration was not received within 20 business days.

Summary of Facts

The ministry provided the appellant with a Request for Reconsideration (RFR) package on August 15 and extended the timeline for response to October 30. The appellant's Request for Reconsideration was received by the ministry on November 20.

Tribunal Decision - ministry decision confirmed

Reasons for Decision

The issue in this appeal was whether the ministry decision that determined the appellant had no right to reconsideration was a reasonable application of the legislation in the circumstances of the appellant and reasonably supported by the facts.

Section 71 (2) of the Employment and Assistance for Persons with Disabilities Regulation states that a person who wishes the minister to reconsider a decision must deliver that request within 20 business days after the date the person is notified of the decision.

The appellant argued that the ministry advised she could submit her RFR late as there were extenuating circumstances: her and her husband's health situation, her struggles to look after her children and that she cannot drive. The ministry argued that it did extend the response time until October 30 but the RFR was not submitted until November 20.

The panel found the ministry decision that determined the appellant had no right of reconsideration as the legislated timelines were not met was a reasonable application of the legislation in the circumstances of the appellant and reasonably supported by the evidence. The facts were not disputed and the legislation does not provide any exceptions to the legislated timelines. The RFR package was provided to the appellant on August 15. Additional time was provided to the appellant to respond, however the RFR was not received by the ministry until November 20, well past the due date.

Our Organizational Values

In carrying out its mission, the Employment and Assistance Appeal Tribunal is guided by the following values:

- Fairness
- Impartiality
- Excellence
- Efficiency
- Timeliness
- Accessibility
- Accountability
- Transparency
- Independence



5. Looking Forward

We are looking forward to a new case management system, one where the data entered by appellants completing online forms or data provided through the interactive member application process will automatically be entered into the case management system. The current system is at risk of failure and a new system will better support our business needs.

Utilizing electronic forms and correspondence and electronic invoicing and training systems assist in moving the Tribunal towards an electronic filing system, a vital step in the elimination of paper records and offsite storage.

In the past year, training focused on members in their first two-year appointment term. Given the extensive use of experienced members who provide guidance and support to new members and those new to the role of panel chair and who also perform competency assessments for

coaching, training in the coming year will focus on the role of a mentor. As well, there will be training on writing decisions that are well-made and concise.

A User Satisfaction Survey has been developed that will allow those interacting with the Tribunal to evaluate our services. Comments from users will assist the Tribunal to assess its processes to ensure the service provided supports our mission and values.

As well, a recruitment initiative to interest people in more remote areas to apply to become members will be carried out so that the Tribunal can continue to offer hearings in or close to an appellant's community.

As Chair, I am looking forward to a busy and exciting year.

Glossary

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act the *Employment and Assistance Act*

appeal record the appeal record for the Tribunal is initially comprised of the Notice of Appeal and the record of the ministry decision. As the appeal progresses, it also includes submissions, any additional information admitted into evidence at the hearing, and the Tribunal decision

appellant a person who commences an appeal under section 21 of the *Employment and Assistance Act*

business day a day other than Saturday, Sunday, or a statutory holiday

independent the activities of the Tribunal are separate and operate at “arms length” from both ministries

members a member of the Tribunal appointed by the Minister of Social Development and Social Innovation under section 19(2)(c) of the *Act*

minister the Minister of Social Development and Social Innovation or the Minister of Children and Family Development, depending on context

ministry the Ministry of Social Development and Social Innovation or the Ministry of Children and Family Development, depending on context

notice of appeal the appeal form specified by the Minister of Social Development and Social Innovation that must be submitted to the Tribunal in order to commence an appeal

oral hearing a hearing that is conducted with the parties present in person, by teleconference, or by video conferencing

panel the member(s) designated by the Tribunal Chair under section 22(1) of the *Act* to hear an appeal

panel chair the chair of a panel designated under section 22(2) of the *Act*

party in relation to an appeal to the Tribunal, the appellant and/or the Minister whose decision is under appeal

reconsideration decision the final ministry decision pertaining to the initial request - the decision that may be appealed to the Tribunal

record of the ministry decision the information and records that were before the minister when the reconsideration decision under appeal was made

representative an agent, lawyer, or advocate representing a party during an appeal

tribunal the Employment and Assistance Appeal Tribunal established under section 19(1) of the *Act*

tribunal chair the Chair of the Tribunal appointed under section 19(2)(a) of the *Act*

witness a person who provides evidence at a hearing

written hearing a hearing that is conducted through the submission of written evidence and written argument

Appendix A: Tribunal Staff

(October 1, 2014 - September 30, 2015)

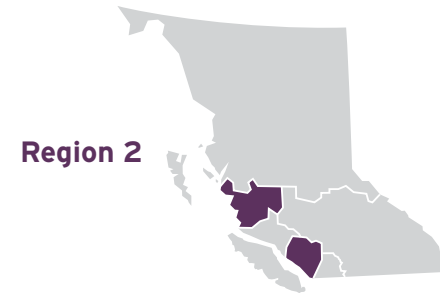
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Dores Baxter
Kathryn Bissett
Lori Butler
Patricia Gal
Tracie Horne
Kyrstin Kerr
Glenna McEwen
Carrera Marotto
Courtenay Moher
Nicole Murray
Elaine Parker
Renee Petersen
Amy Power
Penelope Rokeby
Alanna Valentine



Appendix B: Tribunal Members

(October 1, 2014 - September 30, 2015)



Art Berry
Sarah Brickett
Janet Brons
Gregory Bunyan
Sean Carberry
Gurjit Chaplin
Bruce Cline
Diane Coe
Michael Collyer
Robert Fenske
Brenda Fowler
Karen Gillan
Carl Gorham
Daniel Graham
Marcus Hadley
Donna Hains
Terry Ison

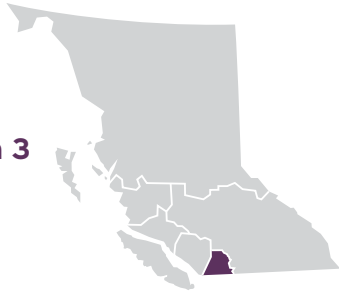
Lowell Johnson
Luke Krayenhoff
Anne-Marie Lafleur
Gabiella Lang
Thomas Lathrop
Patrick Maguire
Henry Mathias
Donald McLeod
Marilyn McNamara
Inge Morrissey
Pat Munroe
Andrew Murray
Wesley Nelson
Jane Nielsen
Marnee Pearce
Anne Richmond
Richard Roberts

Pierre Rousseau
Marlene Russo
Gillian Saxby
Charles Schellinck
Carman Thompson
Gordon Thompson
Lynn Twardosky
Joan van der Holt
Bert Wolfe

Haydn Acheson
Brenda Austin
Nancy Bryant
Jeffrey Chambers
Jafar Chowhudry
Susanne Dahlin
Alexander Danilovic
Maureen Fitzgerald
Margaret Gaily
Kathy Grant
Patricia Hanna
Arlene Henry
Marie Ingram
Jim Jones
Daniel Kiselbach
Margaret Koren
Carla Lewis

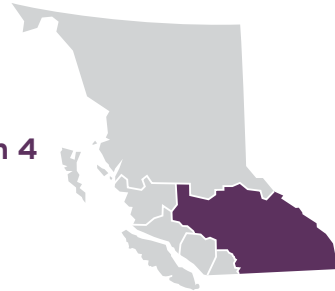
Maryam Majedi
Perry Mazzone
Carole McKnight
Tajdin Mitha
Terry Mullen
Karnail Nagra
Sandra Polinsky
Patrick Poyner
Kim Read
Stacy Robertson
Hope Sealy
Adam Shee
Patricia Simpson
Gary Snarch
Roy Wares
Susan Witter
Reece Wrightman

Region 3



Fazal Bhimji
 Jennifer Duprey
 Robert Gunnell
 David Handelman
 Neena Keram
 Oscar Khalideen,
 Jeremy Sibley
 Rosalie Turcotte
 Sandra Walters

Region 4



Joan Bubbs
 Jeanne Byron
 Lisa Denham
 Mel Donhauser
 Gillian Dougans
 Larry Ferguson
 Lauren Forsyth
 David Goldsmith
 Bill Haire
 Michael Hare
 Kathryn Holmes
 April Ingram
 Doug Ivey
 Robert Kelly
 David Kendrick
 Lorraine Kent

Region 5



Susan Armstrong
 Kevin Ash
 Zelda Craig
 Bryan Crampton
 Lorraine Grant
 Jeanne Robert
 Janet Ward

Appendix C: Budget

(October 1, 2014 - September 30, 2015)

The provincial government's fiscal year begins April 1st. The Tribunal's reporting year begins October 1st. Budget tables for two fiscal years are presented so that the full Tribunal fiscal year is reported.

OPERATING BUDGET	APRIL 2014-MARCH 2015	APRIL 2015-MARCH 2016
Salaries and Benefits	\$ 937,000	\$ 941,000
Boards/Commissions/Courts - Fees and Expenses	452,000	496,000
Public Servant Travel	10,000	22,000
Professional Services: Operational	150,000	150,000
Information Systems: Operating	17,000	12,000
Office and Business Expenses	130,000	130,000
Statutory Advertising and Publications	5,000	5,000
Recoveries	(1,000)	(1,000)
TOTAL	\$1,700,000	\$1,756,000

How to Contact Us

MAIL: PO Box 9994 Stn Prov Govt
Victoria BC V8W 9R7

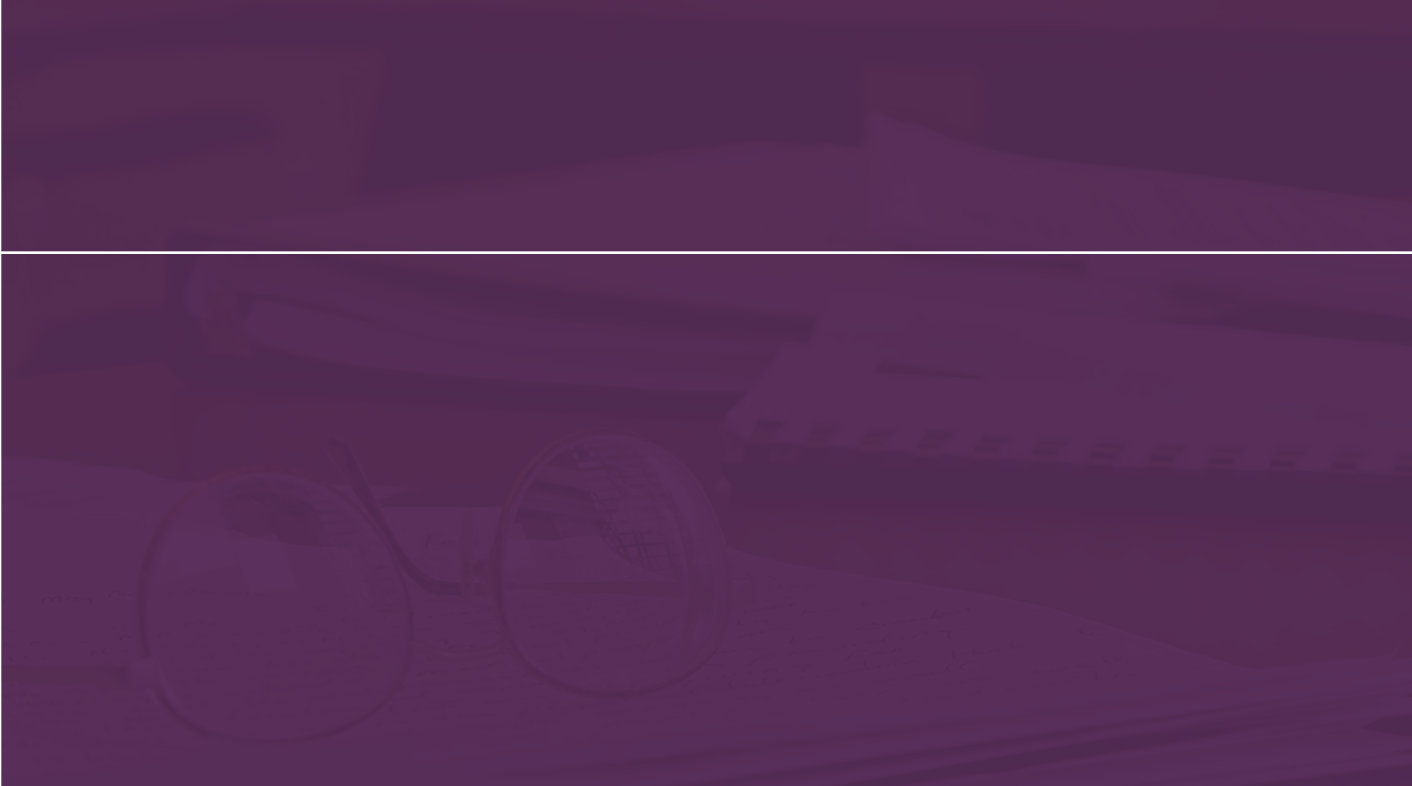
TEL: 250-356-6374 or toll free 1-866-557-0035

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