



Community Care and Assisted Living Appeal Board

PREPARING THE APPEAL RECORD

Within 21 days after receiving a notice of appeal, the licensing, certification or registration authority (the Respondent) must put together and deliver the “appeal record” to the Board and the Appellant. If the appeal record cannot be delivered within 21 days, the Respondent may make a written request to the Board for an extension of time. The request must explain why more time is needed.

The “appeal record” consists of the decision being appealed, the Respondent’s reasons for the decision, and all supporting documentary evidence, reports, policies, legislative provisions and submissions considered by the Respondent in making the decision. **The information contained in the appeal record must not be edited or severed**, but it does not include solicitor client privileged communications between the Respondent and the Respondent’s lawyer.

For example, if an appeal was started against the reconsideration of a decision to cancel a community care licence, the appeal record would include a copy of the reconsideration decision, the initial cancellation decision, and all supporting information leading up to those decisions such as the investigation reports and notes, facility histories, complaint forms, notes to file, facility inspection reports, letters, pictures, incident reports, licences, etc.

The appeal record only includes information up to and including the licensing, certification or registration reconsideration decision under appeal. The purpose is to give the Board and the Appellant, as a starting point for the appeal, a complete and full copy of all information that was used or considered in making the decision.

Any later correspondence to the Board regarding the appeal is not part of the appeal record. Other documents and information will be provided to the Board separately leading up to the hearing of the actual appeal itself, but the appeal record is meant to be a complete record of the decision below leading up to the appeal.

The appeal record must contain clearly **legible**, photocopied documents, with sequential page numbering and a detailed table of contents. When it contains more than 25 pages, each copy of the appeal record must be secured in a binder or similar book.

When the appeal record is delivered to the Board, it must include a cover letter that provides **the Respondent’s written certification that the appeal record is complete and accurate in all respects**.

The Respondent’s responsibility for complete and accurate compilation and timely delivery of the appeal record is critical to the effectiveness and fairness of the appeal process.