

## COMMUNITY CARE AND ASSISTED LIVING APPEAL BOARD

### STATEMENT OF POINTS AND ADDITIONAL DOCUMENTS

---

To help identify the main issues and arguments in an appeal the Board usually asks the parties to send in written materials before the hearing. The timelines for submission of the Statements of Points in this information sheet are guidelines only and the Board may alter the schedule if the circumstances of a particular appeal warrant doing so.

The APPELLANT is asked to provide a brief written "Statement of points" at least 20 business days before the hearing. This must be sent to the Board, the Respondent and to any other parties. It should also include any new documents, not already included in the Record, that the Appellant intends to refer to at the hearing.

The Appellant's Statement of Points should include the Appellant's specific objections to the decision under appeal with direct reference to the evidence (documents or witnesses) that supports the Appellant's points.

The RESPONDENT is also asked to provide to the Board, the Appellant and any other parties, at least 10 business days before the hearing, a brief written Statement of Points together with any additional documents not already included in the Record, that the Respondent intends to refer to or rely on at the hearing.

The Respondent's Statement of Points will generally respond to the points raised in the Appellant's Statement of Points with direct reference to the evidence in the appeal record or in any additional documents that support the decision under appeal.

The Appellant may also file a final reply to the Respondent's Statement of Points, which should be received at least 5 business days prior to the date set for the hearing.

The Statement of Points may be in summary or point form, however, a detailed submission is preferred wherever it is possible and appropriate.

Each participant's Statement of Points must also include the following:

- (1) copies of any additional documents that the participant intends to rely on that have not already been provided to the Board and the other participants;
- (2) any licensing, certification or registration provisions or legal authorities (legislation, regulations, case law) that the participant is relying on to support their case;
- (3) a list of the names of any witnesses that the participant intends to call to testify at an oral hearing of the appeal;
- (4) a statement of the decision that the participant is requesting the Board to make on the appeal.

An effective Statement of Points is a well-organized, clear and concise guide or outline of the participant's case on appeal. It can also be used as a tool to prepare for presentation of the participant's case at the hearing.