

Tribunal Members at the Civil Resolution Tribunal

How to Apply and What to Expect



Why should I apply to be a Tribunal Member?



Answer

The Civil Resolution Tribunal of BC is an independent, quasi-judicial tribunal operating under the authority of the [Civil Resolution Tribunal Act](#). It is part of the civil justice system of BC. Tribunal members are appointed by Order in Council. They adjudicate disputes and issue decisions that affect the lives of British Columbians in different areas.

The CRT is particularly keen to appoint members from Indigenous communities and diverse backgrounds to ensure the tribunal represents all British Columbians.

Tip

Research the CRT's enabling legislation (the [Civil Resolution Tribunal Act](#)) and become educated about the CRT's role and jurisdiction.



What is the difference between a Full-time and Part-time (as and when required) Member?



Answer

Full-time members work with the CRT full-time (minimum 35 hours per week) and must commit to these hours. Part-time members are appointed but only work as and when the CRT requires and when they are available. This can depend on the CRT's workload and the part-time member's availability. However, if appointed part-time, the CRT requires that the member be available to accept some work throughout the year and issue final decisions within 4-6 weeks of assignment. This allows part-time members to hold other appointments (within the parameters of the Treasury Board Directive 1/24) and other positions as long as there are no conflicts of interest.



What are the CRT's Jurisdictions?



Answer

Currently, the CRT has jurisdiction over:

- i) most motor vehicle accident claims in BC, including claims about entitlement to accident benefits, ICBC's assessment of responsibility for an accident, monetary damages if you are injured in an accident, including determination of whether an injury is a "minor injury," and other types of monetary damages including property damage, vehicle damage, and lost business income.
- ii) most small claims disputes up to \$5,000, except claims about harassment, slander or defamation, or the division of family property, and enforcement of orders made by the Residential Tenancy Branch (RTB) or other tribunals.
- iii) most strata claims in BC, of any amount, except claims about harassment, bullying or slander, and claims about land, like ordering the sale of a strata lot or deciding each owner's percent share in the strata.
- iv) disputes about incorporated BC societies, and housing and community service cooperative associations.
- v) intimate image protection will be implemented in 2024 which will allow the CRT to issue orders for individuals and companies to take down non-consensual intimate images and for damages for distribution or threats to distribute those images.



How do I apply to be a Tribunal Member?



Answer

You must apply through the Crown Agencies and Boards Resourcing Office (CABRO) website: [BC public sector board applications information - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/cabro). If there is a vacancy on the CRT, a Notice of Position will be posted with

instructions on how to apply. The Notice of Position sets out the minimum qualifications and competencies the CRT is seeking.

Tip

Carefully read the Notice of Position and ensure your application clearly explains how you meet the listed qualifications and competencies



What are the duties of Tribunal Members?



Answer

The role of the Tribunal Member is set out in the Notice of Position. Generally, the Member:

- provides excellent decision-making services to the parties (including pre-hearing applications) of disputes primarily through online justice service methods.
- adjudicates disputes primarily as a single-member panel.
- is responsible for the overall conduct and control of their assigned disputes, including identifying and clarifying issues, providing procedural directions, research, evidence gathering, and conducting written and oral hearings.
- provides a clear, sound, concise, and timely written decision for each dispute.
- interacts verbally and/or in writing with parties, their representatives, witnesses, experts, colleagues, and tribunal staff.
- manages a caseload assigned by the Chair.





What are the minimum qualifications required of a Tribunal Member?



Answer

The qualifications and competencies required of a Tribunal Member are set out in the Notice of Position. Generally, the qualifications required are:

- Law degree from a recognized post-secondary institution, preferably in Canada.
- Minimum of 3-4 years' current and related expertise in one or more of the areas that fall within the CRT's jurisdiction.
- Adjudicative experience and/or applied knowledge of administrative law, specifically the principles of procedural fairness.



What should I expect after applying on the CABRO website?



Answer

Once the posting is closed, CABRO will provide the applications to the CRT. The CRT will review the applications and screen for candidates who have met the qualifications and competencies listed. For full-time members, those screened through will be invited to complete a written assessment. For part-time members, a written sample and interview may be the next steps.



Full-time Members: What is the written assessment?



Answer

You will be emailed a written assignment, typically, a fact pattern, from which you must write a decision within a certain time (3-4 hours).

Tip

As the time is limited, prepare beforehand by reviewing the CRT's enabling [legislation](#) and [previous CRT decisions](#) on the website. Know the format of the decisions. Ensure that you are prepared.



Full-time Members: How is the written assessment marked?



Answer

The written assignment is blind marked by CRT tribunal members, which means that they do not know who wrote the assignment. The assignment is marked for characteristics such as issue identification, accurate application of the law, clear and sufficient reasons, plain language, proper style of cause and format, good organization, logical flow, and use of template. The assignment must meet a minimum mark (16/20).



What happens at the interview?



Answer

If you are invited for an interview, you have successfully passed two separate screening processes. At the interview (likely conducted remotely), you will be interviewed by a panel of CRT members (typically the Chair and 2-3 Vice Chairs). They will ask a series of questions which are asked of every candidate. You will have an opportunity to ask questions as well. After the interview, the CRT panel will review the answers and make a determination as to the best candidate.

Tip

Be prepared to answer questions to that pertain to your qualifications and experience and Tribunal Member competencies.



What happens if I am offered the position?



Answer

The CRT will advise you if you are successful subject to reference and due diligence checks, including Law Society checks. If you proceed and accept the position, the CRT will process the appropriate paperwork that will eventually be presented to Cabinet. Cabinet has the final approval and if approved, will issue the Order in Council, typically for a three-year term.



Why is the OIC for a three-year term?



Answer

All Tribunal Members are appointed by way of Order in Council which initially have terms of 3 years. However, there is opportunity for reappointments after the end of the term and there are many members who have been with the CRT for multiple terms.



What is the remuneration and benefits?



Answer

The remuneration is governed by a [Treasury Board Directive](#) which outlines the remuneration of all OIC appointees. CRT Tribunal Members also receive all benefits available for excluded employees.