

Public Member Position Description

Ontario Review Board

PURPOSE

A Public Member of the ORB sits in a panel, to conduct hearings pursuant to the Board's governing legislation, Part XX.1 of the *Criminal Code of Canada*. They adjudicate at hearings and render decisions to the parties which appear before the Board.

KEY DUTIES

Law and Procedure

The member carries out this responsibility as part of a panel.

A member:

- Prepares for and attends hearings as a member of the panel assigned. Hears submissions and evidence presented by the parties, and including issues which may arise at the hearing. Participates in making the panel's decision and may contribute to the reasons for decision.
- Reviews and analyzes all evidence, submissions, and/or information thoroughly and makes decisions based on the evidence and/or information and considers and applies relevant law.
- Reaches decisions and decides issues, including issuing written reasons that are independent and free of outside influence.
- Issues decisions and reasons for decision in a timely manner, within the time frames established by the Board. Reasons should be well-written, understandable and soundly reasoned
- May participate in pre-hearing conferences to define and clarify issues and timing of hearing.
- Participates in initial training and stays current in the field by engaging in available professional development, participating in meetings of the Board and its members. When requested by the Chair, participates in training and education sessions.
- Complies with policies and practices set out by the Board to meet financial accountability and administrative requirements.
- Works constructively and contributes to a collegial atmosphere at the Board by sharing knowledge, time and experience with other Board members.
- Maintains positive, productive and appropriate relationships with stakeholders and all parties appearing before the Board.

Integrity and Fair Practices

- Ensures equal access, fair treatment and due process in the conduct of hearings.
- Deals with conflict and sometimes contentious issues at hearings while maintaining decorum, due process, and professional and respectful interactions among all participants.
- Recognizes and deals appropriately with situations that may involve an issue of bias or conflict of interest in accordance with caselaw and the Board's Code of Conduct
- Acts with integrity and honesty. Actions are guided by the best interests of the Board and the public.

QUALIFICATIONS

Members are required to have, or shall acquire, the following skills, knowledge and experience in order to carry out their responsibilities effectively:

- Experience in interpreting and applying legislation with specific knowledge of Part XX.1 of the *Criminal Code of Canada*.
- An interest in forensic mental health and related issues.
- Understanding of the professional, institutional and community context within which the Board operates.
- Understanding of the justice system and administrative law and the concepts of procedural fairness/natural justice.
- Demonstrated analytical, conceptual, problem-solving, decision-making and writing skills.
- Ability to actively listen and communicate clearly and effectively.
- Ability to formulate reasoned decisions and communicate them orally and in writing in a timely manner.
- Well-developed skills in managing conflicts that arise at hearings.
- Impartial, capable of exercising sound judgment and in assessing credibility in cases with conflicting verbal/written evidence or information.
- Commitment to ongoing professional development to enhance expertise and remain current in the field.
- Good organizational skills to manage a diverse workload with complex, ongoing processes.
- Self-confidence/self-control and sensitivity to the diverse interests of all parties in order to maintain effective control in sometimes confrontational and stressful situations.
- Commitment to respect diversity, and to maintain fair, transparent processes that meet high professional standards.
- Computer literacy.