



BCCAT ANNUAL CONTINUING EDUCATION ADMINISTRATIVE JUSTICE ESSENTIALS 2025

November 4

8:30 – 8:45 **WELCOME AND OPENING REMARKS**

8:45 – 9:10 **KEYNOTE**
Chief Justice Leonard Marchand

9:10 – 10:25 **ADMINISTRATIVE LAW UPDATE: Recent Developments and Potential Implications**
Alandra Harlingten, Lovett Westmacott
Kaitlyn Chewka, Lovett Westmacott

Developments in administrative law jurisprudence can have significant implications for decision-makers and others in the administrative law realm. The panelists will provide a curated overview of recent jurisprudence, focusing on recurring themes and key developments in administrative law in the province. This session is intended to keep participants apprised of recent developments in the case law and their potential implications.

10:25 – 10:40 **Break**

10:40 – 10:55 **ESSENTIAL PRACTICE TIPS: Building Institutional Memory**
Johanna Goosen, WorkSafeBC

This session will discuss various tools that can help you build strong, specialized resources and capture institutional memory as you go. Some resources can be developed and enhanced on an ad hoc basis, without requiring major resources or a precedent project. Strong resources for administrative decision-makers promote quality and consistency in decision-making.

10:55 – 12:00 **NEW RESOURCES and CASE LAW FROM COURTHOUSE LIBRARIES**
Natalie Rocheleau, BC Courthouse Libraries
Roman Lanzarotta, BC Courthouse Libraries

What's new in BC's public law library? New digital and print resources you can use every day in your tribunal work, as well as friendly staff who can assist you with your research. Learn more about how these free services can benefit your work!

12:00 – 1:00 **Lunch**

1:00 – 2:15

LAST 50, NEXT 50: Planning for a Future of Indigenous Governance

Sayaac̓ath̓ (John Alan Jack), Huu-ay-aht First Nations & Alberni-Clayoquot Regional District

Over the past fifty years, indigenous communities have successfully asserted rights and title over land, waters, resources and beyond. In that time, First Nations in British Columbia have turned much of their attention to using the tools provided by the various court cases and negotiations that have occurred thus far. In the next fifty years, both indigenous communities and governing bodies within British Columbia will need to contemplate whether and to what degree the tools they use to make important decisions will be deployed with respect, reciprocity, and interconnectedness in mind. These developments will affect administrative tribunals, and understanding the sweep of history will greatly aid us in navigating a changing landscape.

2:15 – 2:30

Break

2:30 – 3:15

WRITING DECISIONS THAT STAND THE TEST: A JUDICIAL REVIEW LENS

Joana Thackeray, British Columbia Human Rights Tribunal

Crafting decisions that are clear, defensible, and review-ready is both an art and a science. In this session, we will explore decision writing with a view to judicial review - anticipating scrutiny while staying grounded in fairness and clarity. We'll also explore how to collaborate effectively with tribunal legal counsel to strengthen your draft decisions. Whether you're new to decision writing or looking to sharpen your skills, this session offers tools and insights to elevate your approach.

3:15 – 4:45

PROMPT, PARSE, PROCEED: A Discussion of AI for Decision-Makers

Brandon Hastings, Northpoint Legal

In this session, we will:

- Explore how AI can augment—rather than replace—human judgment in adjudication.
- See real-world workflows showing how adjudicators can use large language models (LLMs) for tasks like decision drafting, summarizing submissions, and clarifying procedures.
- Learn about:
 - the different types of Artificial Intelligence (AI), and where tools like Copilot and ChatGPT fit into the broader ecosystem.
 - what happens “under the hood” of LLMs—and how this gives rise to risks like hallucinations, bias, and copyright issues.
 - how different generations of models (e.g., GPT-3.5 vs. GPT-4) affect output quality.
 - prompting techniques and best practices to improve results with any LLM.
- Discuss ethical, procedural, and independence-related boundaries for using AI in a decision-making context, including:
 - where data goes (and how that depends on the tools).
 - how regulatory guidance is evolving in B.C. and beyond.
 - how to recognize and respond to AI-generated submissions from parties.
- Leave with practical frameworks to critically assess both AI tools and their use in your work.

November 5

8:15 – 8:20 **OPENING REMARKS**

8:20 – 9:00 **KEYNOTE:**

Madam Justice Lindsay Lyster

9:00 – 10:45 **SAY LESS, MEAN MORE: Concise Writing for Decision-Makers**

Emily Crocco, Canada Agricultural Review Tribunal

In this session, Emily Crocco will summarize her research about why unnecessarily long decisions contribute to tribunal backlogs and delays. She will share what the Supreme Court of Canada has said about writing concisely. Finally, she will share practical tips on how to shorten the length of tribunal decisions.

10:45 – 11:00 **Break**

11:00 – 12:00 **IMPARTIALITY and FAIRNESS in ADMINISTRATIVE TRIBUNAL DECISIONS**

Jaime Green, Office of the Ombudsperson of BC

Julia Tchezganova, Office of the Ombudsperson of BC

The right to an impartial decision maker is a key aspect of administrative decision-making, but how do decision makers consistently maintain impartiality and ensure fairness to all parties? In this session, the Office of the Ombudsperson will address the importance of impartiality and fairness when making decisions. We will explain what the Ombudsperson's office may look to when assessing complaints and use examples that highlight this important part of procedural fairness. Participants will have the opportunity to reflect on their own ability to remain impartial while learning essential strategies and straightforward tools to take away and apply to their work.

12:00 – 1:00 **Lunch**

1:00 – 2:15 **EQUITY IN ACTION: Tools to Disrupt and Mitigate Bias in Decision-Making**

Shelaina Postings, Camosun College and Government of BC Strategic Human Resources

This session will equip administrative justice professionals with the knowledge and tools to recognize and address systemic inequities and unconscious bias in their work. Through real-world scenarios and reflective learning, participants will explore:

- How societal and institutional systems shape advantage and disadvantage.
- The impact of unconscious bias on decision-making and interactions.
- The neuroscience behind bias and its relevance in adjudicative settings.
- Practical tools and strategies to identify and mitigate personal and professional biases.

This session will build on foundational knowledge of unconscious bias to empower participants to transition from theory to action.

Recording Only IMPLEMENTING TRAUMA-INFORMED PRACTICE

This session will be recorded and provided to attendees at a later date

Aubrey Baldock, BC Coroners Service

Rolf Warburton, BC Ministry of Attorney General

Join Rolf and Aubrey, former Acting Chief Legal Officer and Affected Persons Liaison, as they share their experiences implementing trauma-informed principles in their work on coroners' inquests. They will discuss the principles of Trauma-Informed Practice (TIP) and use examples from inquests to illustrate how these principles are applied in practice. The goal is to help attendees understand how they might incorporate TIP into their own settings.

Content Advisory: Please note this session does not include visual imagery, but it does include discussion of the physical and emotional circumstances of deaths.

2:15 – 3:15

THE PERILOUS QUERULOUS: Recognizing, Understanding, and Managing Vexatious Litigants

Mike Kleisinger, BC Ministry of Attorney General

Vexatious litigants present unique challenges to all participants in the legal system. Recognizing behaviour patterns and understanding the reasons underlying those patterns will provide helpful guidance to adjudicators when proactively managing vexatious litigants.

3:15

CLOSING REMARKS