

BRITISH COLUMBIA FARM INDUSTRY REVIEW BOARD

PRACTICE DIRECTIVE: DELIVERY OF DOCUMENTS TO THE BOARD

This Practice Directive, issued pursuant to BCFIRB's common law authority to control its own processes, and pursuant to section 13 of the *Administrative Tribunals Act*, S.B.C. 2004 c. 45, concerns the matter in which parties are required to deliver documents to the Provincial board in any matter respecting which BCFIRB has jurisdiction under the *Natural Products Marketing (BC) Act*, R.S.B.C. 1996, c. 330, the *Farm Practices Protection (Right to Farm) Act*, R.S.B.C. 1996, c. 131 and section 20.41 of the *Prevention of Cruelty to Animals Act*, R.S.B.C. 1996, c. 372 (PCAA):

1. A party producing or delivering documents to BCFIRB must use one of the following approved methods of disclosure:
 - a) Photocopied documents, in hard copy, consecutively numbered and delivered by hand, mail, courier or facsimile to BCFIRB and any parties or interveners;
 - b) Documents or pages in PDF, JPG (or equivalent) format, consecutively numbered and attached to an email to BCFIRB;
 - c) Documents or pages in PDF, JPG (or equivalent) format, consecutively numbered and downloaded on a USB stick or computer disc and delivered by hand, mail or courier to BCFIRB and any parties or interveners.

2. Website portals such as Drop Box, Titanfile or Box.com, which require the recipient to click on a link to access documents at another location, are not approved methods of disclosure to BCFIRB. BCFIRB will not accept documents tendered via these methods.

Dated: September 13, 2017 at Victoria, British Columbia



John Les, Chair
British Columbia Farm Industry Review Board