

BRITISH COLUMBIA FARM INDUSTRY REVIEW BOARD
PRACTICE DIRECTIVE
APPEALS UNDER THE PCAA: DOCUMENT DISCLOSURE
(effective 8 November , 2017)


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 British Columbia Farm Industry Review Board (BCFIRB) in any matter respecting which BCFIRB has jurisdiction under section 20.41 of the *Prevention of Cruelty to Animals Act*, R.S.B.C. 1996, c. 372 (*PCAA*):

1. Given the time constraints associated with the hearing of an appeal under the *PCAA*, and the volume of documents that may be disclosed, where the Society for Prevention to Cruelty to Animals (Society) is producing or delivering documents to BCFIRB, it must provide two complete sets of hard copy documents consecutively numbered and delivered by hand, mail, or courier to BCFIRB and one complete set of hard copy documents to any party delivered by hand, mail or courier.
2. In addition to the disclosure of hard copies of photocopied documents referenced in 1 above, the Society must also produce one further set of documents to BCFIRB in one of the following approved methods of disclosure:
 - a) Documents or pages in PDF, JPG (or equivalent) format, consecutively numbered and attached to an email to BCFIRB;
 - b) 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.
3. Any party, other than the Society, 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.

4. 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.

5. This Practice Directive will be reviewed as changes to disclosure technologies warrant.

Dated: November 8, 2017 at Victoria, British Columbia



John Les, Chair
British Columbia
Farm Industry Review Board