



# BC Farm Industry Review Board

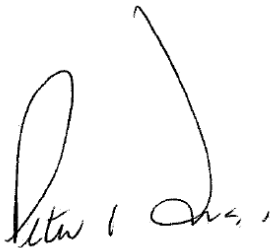
## PRACTICE DIRECTIVE APPEALS UNDER THE PCAA: DOCUMENT DISCLOSURE

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) makes its initial disclosure to BCFIRB and the Appellant, the Society may disclose these documents electronically 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; or,
  - 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.
  - c) Documents transferred to BCFIRB via the browser-based file transfer system, SOFT (Simple Obfuscated File Transfer). This method of transfer is only available for the transfer of documents between the Government and the public. Files can be zipped together or transferred individually, but the file size cannot exceed 2GB per transfer.
2. In addition to the initial electronic disclosure, the Society must provide the appellant with complete sets of hard copy documents for each disclosure made, delivered by hand, mail, or courier.
3. In addition to the initial electronic disclosure, the Society must provide one complete set of hard copy documents consecutively numbered for each panel member (the number will be confirmed by BCFIRB), and delivered by hand, mail, or courier to BCFIRB and each assigned panel member(s) on the date of the final submission.
4. If requested by BCFIRB, the Society must provide complete sets of hard copy documents (for all disclosures), each consecutively numbered, for any individual panel member, and deliver by hand, mail, or courier.
5. In addition to the disclosure of hard copies of photocopied documents referenced in 2 and 3 above, the Society must also produce one further set of documents to BCFIRB in one of the following approved methods of electronic disclosure set out in 1 above.
6. Any video or audio evidence, must be sent directly to the appellant, BCFIRB and BCFIRB Panel member(s) assigned to the appeal on a USB or CD.

7. The Appellant, when 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.
  - a) Documents transferred to BCFIRB via the browser-based file transfer system SOFT (Simple Obfuscated File Transfer). This method of transfer is only available for the transfer of documents between the government and the public. Files can be zipped together or transferred individually but the file size cannot exceed 2GB per transfer.
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: May 8, 2020 at Victoria, British Columbia

A handwritten signature in black ink, appearing to read "Peter Donkers". The signature is stylized and cursive.

**Peter Donkers, Chair**  
British Columbia  
Farm Industry Review Board