



# INDUSTRY TRAINING APPEAL BOARD

INDUSTRY TRAINING AUTHORITY ACT  
(SBC 2003, c. 34)

## PRACTICE DIRECTIVE NO. 1

This Practice Directive addresses the requirement in section 12(1) of the *Administrative Tribunals Act*, SBC 2004, c. 45, for the Board to issue practice directives respecting the usual time periods: (a) to complete an appeal and the procedural steps within an appeal, and (b) to release the final decision and reasons on an appeal.

### **Usual Time Period for Completing an Appeal**

The Board will make its best efforts to hear each appeal, orally or in writing, within 120 days of receiving the notice of appeal.

The hearing of a simple appeal may be completed more quickly. The time period for completion may be longer for an appeal that is complex, takes up multiple hearing days or is adjourned at the request of a party or parties.

### **Usual Time Period for Releasing a Final Decision and Reasons**

The Board will make its best efforts to release a final decision and reasons on each appeal within 90 days after the appeal is heard, orally or in writing, and all submissions from the parties are received.

A decision respecting a simple appeal may be released more quickly. The time period for release may be longer than 90 days for a decision on an appeal that is complex or has taken multiple hearing days.

Marcia McNeil  
Chair  
Industry Training Appeal Board

November 7, 2006