

## SKILLED TRADES BC APPEAL BOARD

### STATEMENT OF POINTS AND ADDITIONAL DOCUMENTS

---

***Please Note:***

*This information sheet is not intended as a substitute for the Skilled Trades BC Act or the Board's Rules of Practice and Procedure and is not legal advice. If you have legal questions, you should consult with a lawyer.*

To help identify the main issues and arguments in an appeal, the Board usually asks the participants in an appeal to send in written materials before the hearing, including a Statement of Points.

Copies of your Statement of Points and any additional documents must be provided to the Board and the other party/parties.

The appellant's Statement of Points should include the appellant's specific objections to the decision under appeal, with direct reference to the evidence (documents and/or witnesses) that the appellant relies on to support their case.

The respondent's Statement of Points should outline their arguments in support of the decision under appeal, with direct reference to the Appeal Record and any other evidence (documents and/or witnesses) that the respondent relies on to support their case. The respondent's Statement of Points will generally respond to the points raised in the appellant's Statement of Points.

The Appellant may also file a final written reply to the respondent's Statement of Points.

The Statement of Points may be in summary or point form, however, a detailed submission is preferred wherever it is possible and appropriate.

The Statement of Points must also include the following:

- (1) copies of any additional documents that you intend to rely on that have not already been provided to the Board and the other parties;
- (2) any legal authorities (legislation, regulations, policy, case law) that you are relying on to support your case;
- (3) a list of the names of any witnesses that you intend to call to testify at an oral hearing of the appeal, and a brief sentence

identifying the nature of their evidence (i.e. what they will testify about); and

- (4) a statement of the decision that you are requesting the Board to make on the appeal.

An effective Statement of Points is a well-organized, clear and concise guide or outline of your case on appeal. It can also be used as a tool to prepare for presentation of your case at the hearing.