



# Skilled Trades BC Appeal Board

## **Practice Directive No. 1: Usual Time Periods for Completing Appeals and Issuing Decisions**

**Issued January 3, 2024**

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 reason 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 120 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 120 days for a decision on an appeal that is complex or has taken multiple hearing days.

Gordon Armour, Chair, Skilled Trades BC Appeal Board  
January 3, 2024