

# Notice of Appeal

## Appeal Form - *Prevention of Cruelty to Animals Act*

Complete and submit this form to file an appeal with the British Columbia Farm Industry Review Board (BCFIRB) about:

- the seizure of your animal by the BC Society for the Prevention of Cruelty to Animals (BCSPCA)
- and/or related costs.

1. **This completed Notice of Appeal and the \$100.00 (one hundred dollars) filing fee (cheque or money order payable to the Minister of Finance) must be received by BCFIRB by the deadlines set on page 3 of this form.**
2. **A copy of this completed Notice of Appeal and any attachments (do not include the filing fee) must be sent to the BCSPCA.**

Appeals of BCSPCA review or cost decisions will not be heard by BCFIRB if submitted outside the time limits described on page 3 of this form.

### A: Accommodations Request

List any accommodation you require.

**NOTE:** Not all requests can be accommodated.

Please note that BCFIRB may use the contact information below for the purpose of conducting surveys to evaluate and improve services as per (ATA s 59.1).

### B: Appellant Information

<b>Appellant Name:</b>		
Address:		
City:	Province:	Postal Code:
Telephone:	Fax:	E-Mail:
<b>Mailing Address: if different from above</b>		
City:	Province:	Postal Code:
Telephone:	E-Mail:	
<b>Representative Name: (if applicable)</b>		
Address:		
City:	Province:	Postal Code:
Telephone:	E-Mail:	

Complete next page



## APPEAL TIME LIMITS

Find the option below that matches your situation and follow its instructions and time limits.

1. *The BCSPCA seized my animal. I asked the BCSPCA to review their decision of seizing my animal. The BCSPCA replied saying my animal will **not** be returned.*

You can appeal the BCSPCA's decision within the following timeline:

- **This completed Notice of Appeal must be received by BCFIRB within four (4) calendar days of you receiving the BCSPCA decision. The deadline on the fourth (4<sup>th</sup>) and last day is 4:30 pm.**
- **The filing fee must be received by BCFIRB within six (6) calendar days of you receiving the BCSPCA decision. The deadline on the sixth (6<sup>th</sup>) day is 4:30 pm.**

2. *The BCSPCA seized my animal. I asked the BCSPCA to review their decision of seizing my animal. I have not heard back from them, **and** it has been **more than 28 calendar days** since I asked.*

You can appeal the BCSPCA's decision within the following timeline:

- **This completed Notice of Appeal must be received by BCFIRB after 28 calendar days of your animal being taken.**
- **The filing fee must be received by BCFIRB within two (2) calendar days of BCFIRB receiving your Notice of Appeal. The deadline on the second (2<sup>nd</sup>) day is 4:30 pm.**

3. *I want to appeal the costs the BCSPCA told me to pay.*

You can appeal the BCSPCA's cost decision within the following timeline:

- **This completed Notice of Appeal must be received by BCFIRB within four (4) calendar days of you receiving the BCSPCA decision. The deadline on the fourth (4<sup>th</sup>) and last day is 4:30 pm.**
- **The filing fee must be received by BCFIRB within six (6) calendar days of you receiving the BCSPCA decision. The deadline on the sixth (6<sup>th</sup>) day is 4:30 pm.**

## How to Count Calendar Days

To count calendar days, start counting the day after you receive a BCSPCA decision or the day after you request a BCSPCA review.

If the last day lands on a weekend or holiday, continue counting to the next day BCFIRB is open for business.

- BCFIRB is open Monday – Friday (**not including statutory holidays**)

## How to Pay the Filing Fee

### Pay with a Credit Card

- Pay over the phone by calling FrontCounter BC at **(250) 751-7220**

### Pay In-Person

- To pay with cash/interac, you must pay in person at a FrontCounter BC location.
- All FrontCounter BC locations can be found using this link:  
<https://t1portal.nrs.gov.bc.ca/web/client/locations>

## BCFIRB and BCSPCA Contact Information:

<p><b>British Columbia Farm Industry Review Board</b></p> <p><b>Mailing Address (Canada Post):</b> PO Box 9129 Stn Prov Govt Victoria BC V8W 9B5</p> <p><b>Street Address (Courier or in-person):</b> 1st Floor, 2975 Jutland Rd Victoria BC, V8T 5J9</p> <p>Business hours: 8:30 am - 4:30 pm Monday-Friday (excluding statutory holidays)</p> <p>Telephone: 250 356-8945 Facsimile: 250 356-5131 Email: <a href="mailto:firb@gov.bc.ca">firb@gov.bc.ca</a> Website: <a href="http://www.gov.bc.ca/BCFarmIndustryReviewBoard">www.gov.bc.ca/BCFarmIndustryReviewBoard</a></p>	<p><b>BC Society for the Prevention of Cruelty to Animals</b></p> <p><b>Mailing Address:</b> 1245 East 7th Avenue Vancouver, BC V5T 1R1</p> <p>Telephone: 604 681-7271 Facsimile: 604 681-7022 Email: <a href="mailto:disputes@spca.bc.ca">disputes@spca.bc.ca</a></p>
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