



Environmental Appeal Board

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How to File an Appeal Under the *Wildlife Act*

This information sheet explains how to file an appeal of a decision made under the [Wildlife Act](#) (the “Act”) with the Environmental Appeal Board (the “Board”). The requirements to file an appeal can be found in the [Act](#) and in [section 22 of the Administrative Tribunals Act](#). The Board has also created [Rule 5](#), which provides details about how appeals can be filed and when the filing is effective.

What decisions may be appealed?

Section 101.1 of the *Act* allows decisions of a director or regional manager that affect a licence, permit, trapline registration or a guide outfitter’s certificate to be appealed. Decisions of a director or regional manager that affect applications for any of those things can be as well.

Who may commence an appeal?

The person affected by the regional manager’s or director’s decision affecting a licence, permit, registration of trapline or guide outfitters’ certificate or an application for any of those things.

How do I appeal?

To start an appeal, you must deliver a notice of appeal to the Board’s office **within 30 days** of being notified of the decision you wish to appeal. A notice of appeal has been created as [Form 1](#). If you do not use Form 1, your notice of appeal **MUST** include:

1. your name, address, and telephone number;
2. the name and daytime/business telephone number of your representative, if you are represented;
3. a postal or email address for delivery of all official letters and documents;
4. information to identify the decision being appealed, such as the name of the decision-maker, the date of the decision, and what the decision is about;
5. a description of why you think the decision should be changed;
6. a description of what result you want from the Board when it decides the appeal;
7. a signature by you or your representative; and

8. a cheque, bank draft or money order for \$25 for each decision being appealed, payable to the Minister of Finance. The Board does not have the discretion to waive this appeal fee.

You should also include your email address, the email address of your representative (if any), the date you were notified of the decision, and a copy of each decision you are appealing.

You can send the notice of appeal to the Board by mail, courier, facsimile, email, or hand delivery. The Board's office is open 8:30 am to 4:30 pm, Monday to Friday, excluding public holidays. If the notice of appeal is sent by facsimile or email, the \$25 appeal fee can follow by mail. However you send the notice of appeal, the notice of appeal **must** be received by the Board within 30 days of when you were notified about the decision being made. The Board has no power to extend the time to appeal.

What happens if the notice of appeal is not complete?

If you do not satisfy all of the requirements described above, the Board will send a letter to let you know. The Board will not proceed with the appeal unless those deficiencies are fixed or explained.

An appeal does not act as a stay

Generally, when an appeal is filed, the appealed decision remains effective. If you want to ensure the decision is not effective, you must ask the Board to "stay" the decision. For more information, see the Information Sheet, "[Stays Pending a Decision on an Appeal](#)".