

General Tariff Information

[Updated: February 1, 2026]

This chapter of *Legal Aid BC Tariffs* provides information about how Legal Aid BC (LABC) will compensate you for services provided to clients making refugee claims under an Immigration Standard representation contract (see **Scope of Immigration Standard representation contract** below). For information about billing immigration matters other than refugee claims, see **Non-refugee cases, immigration appeals and submissions** below, as well as the **Immigration Appeals** section of the *Appeals and Judicial Reviews* tariff.

For information about billing disbursement items, see the *Disbursements Tariff*. For general information about the terms of your contract with LABC, see the *General Terms and Conditions* section.

| Tier | | Years of call | Hourly rate | | | |
|------|--|---------------|--|---|---|---|
| | | | For service dates between April 1, 2021 and March 31, 2022 | For service dates from April 1, 2022, to March 31, 2023 | For service dates from April 1, 2023, to March 31, 2024 | For service dates on or after April 1, 2024 |
| 1 | Less than 4 years | \$113.39 | \$117.33 | \$125.25 | \$129.01 | |
| 2 | 4 or more years and less than 10 years | \$119.06 | \$123.20 | \$131.51 | \$135.46 | |
| 3 | 10 or more years | \$124.73 | \$129.06 | \$137.78 | \$141.91 | |

Scope of the Immigration Standard representation contract

This tariff applies only to refugee claims commencing with a Basis of Claim (BOC) form or a Personal Information Form (PIF) and proceeding before the Refugee Protection Division of the Immigration and Refugee Board.

Non-refugee cases, immigration appeals and submissions

For all immigration matters other than refugee claims proceeding before the Refugee Protection Division, please see the **Immigration Appeals** section of the *Appeals and Judicial Reviews Tariff*, which addresses non-refugee cases, appeals to the IRB's Refugee Appeal Division (RAD), judicial review applications, stay applications, appeals, and submissions to IRCC/CBSA. To apply for funding, contact

the Vancouver Regional Centre (Appeals Section) at helpdesk.appeals@legalaid.bc.ca.

Multiple clients

Even if your clients have separate representation contracts, LABC considers them multiple clients if they are set down for a joint hearing.

For the first client:

- You may bill full preparation time (20 hours).

For the second adult client:

- You can claim up to an additional half block of preparation time (10 hours).

For every additional adult client (after the first two):

- You may claim up to an additional quarter block of preparation time (e.g., 5 hours for every additional client).

Bill preparation time, as set out above, on each client's separate representation contract.

Timekeeping

You must keep typed timekeeping records for each representation contract and retain them for at least five years from the date of payment of the final invoice. When invoicing for services billable on an hourly basis, you must attach a typed timekeeping record that specifies the date(s) and time spent on each task. Legal Aid BC may ask you to provide additional information about the case or services rendered to date when considering requests for extra fees or as part of our audit process. If you prefer, you may use the timesheet provided in the Lawyer Portal under **Resources — Forms**.

Billing items

Use the information in this section when billing via the Lawyer Portal.

For Immigration Standard representation contracts, bill your actual time spent as specified in your timekeeping records, up to the maximum available. Bill all items in hourly increments accurate to 10ths of an hour unless noted otherwise.

When invoicing, enter the service date for attendance items. For preparation items, provide the hours spent per service month.

Note: You will need to request authorization via the Lawyer Portal to bill the following:

- more than the maximum units stated (check each of your contracts in the Portal to see the list of tariff items you can bill and the maximum units for each item); and
- a tariff item that does not appear on your contract in the Lawyer Portal (LABC will apply the authorization guidelines as stated in the LABC Tariffs for that particular tariff item).

General preparation – refugee claims

- All basic preparation for an Immigration Standard representation contract that is not specifically billed elsewhere is included as general preparation. As well, if you have used the maximum hours available to you under another specific tariff item, you may bill any outstanding hours as general preparation.
- General preparation includes the following:
 - interviewing your client
 - taking instructions
 - completing the Basis of Claim (BOC) and all additional Immigration, Refugees and Citizenship Canada (IRCC) or Canada Border Services Agency (CBSA) forms, as required
 - attending interviews with the client at IRCC or CBSA
 - preparing for a hearing before the Refugee Protection Division (RPD)

Up to 20 hours

Additional preparation for complex refugee claims

- applies in cases before the IRB Refugee Protection Division where you receive notice of a Minister's intervention or you respond to a CBSA inquiry or interview regarding admissibility.
- **Note:** If the matter is referred to the Immigration Division for an admissibility hearing, contact the Vancouver Regional Centre (Appeals Section) to request an Immigration Appeal contract.

Up to 5 hours

Attendance at a hearing – refugee claims

- Billable per hour for attending an RPD hearing.
- Provide the attendance date.
- Bill the actual time spent as specified in your timekeeping records, from the time the hearing was scheduled to begin to its conclusion.

Actual time (up to the maximum stated on your contract)

Travel

[Updated: April 1, 2024]

- Billable per half day of travel to or from a hearing or to interview a client in custody if the trip exceeds 160 kilometres per round trip.
- Also billable for each half day you remain at the location (provide your destination and your travel date).
- You can bill travel fees if your representation contract states that travel is authorized under “Contract Details.” If not, you must request prior authorization via the Lawyer Portal.
- The maximum travel and out-of-office fee on one date is two half days, unless you bill other services for the same day, in which case the maximum is one half day.
- Travel fees are paid per trip, not per client.
- Note that if you fly between Victoria and Vancouver, you are not entitled to travel fees.

| Travel fees | |
|---|-----------------|
| For service dates between April 1, 2020, and March 31, 2021 | \$238.50 |
| For service dates between April 1, 2021, and March 31, 2022 | \$243.27 |
| For service dates from April 1, 2022, to March 31, 2023 | \$251.71 |
| For service dates from April 1, 2023, to March 31, 2024 | \$268.70 |
| For service dates on or after April 1, 2024 | \$276.76 |

Visiting clients in custody

[Updated: April 1, 2024]

- Billable once per representation contract when you visit a client in custody at a correctional or detention facility (other than a holding facility at a courthouse or immigration or IRB office).
- In addition to this item, you may also bill the actual time spent interviewing a client in custody as preparation.
- If you visit more than one client at the same facility on the same day, bill for only one client. When billing, you will need to indicate the facility.

| Visiting Clients in Custody | |
|---|-----------------|
| For service dates between April 1, 2020, and March 31, 2021 | \$119.25 |
| For service dates between April 1, 2021, and March 31, 2022 | \$121.64 |
| For service dates from April 1, 2022, to March 31, 2023 | \$125.86 |
| For service dates from April 1, 2023, to March 31, 2024 | \$134.36 |
| For service dates on or after April 1, 2024 | \$138.39 |