

CALGARY SUBDIVISION AND DEVELOPMENT APPEAL BOARD COVID-19 PROCEDURES

PREFACE

These COVID-19 Procedures have been developed to address the operations of the Calgary Subdivision and Development Appeal Board (the “SDAB”) during the COVID-19 pandemic.

These COVID-19 Procedures come into effect on the date they are issued and shall remain in effect until they are cancelled by the Chair of the SDAB.

The SDAB’s regular Procedural Guidelines will continue to apply to the extent that they are consistent with these COVID-19 Procedures. Where the documents are inconsistent, these COVID-19 Procedures will apply.

The SDAB always has the authority and discretion to override its general procedures, including these COVID-19 Procedures, and issue case-specific procedural directions.

HEARINGS BY ELECTRONIC MEANS

All SDAB hearings will be conducted by electronic means through video conference call using Microsoft Teams meetings. No in-person hearings will be conducted. Parties may participate by way of video conference or, if they prefer, by phone.

The login information to access the Microsoft Teams meeting will be included on the notice of hearing and a link will be posted on the SDAB’s website. A telephone number will also be provided for those parties who prefer to use the phone-in option.

Parties are strongly encouraged to register in advance with the SDAB’s office for the video conference call. This will significantly increase the efficiency of the hearing process.

SUBMISSIONS FOR HEARINGS

Parties must provide all evidence that they intend to rely upon during the hearing (for example: reports, written arguments, documents, photographs and other materials) no later than the deadline specified in the notice of hearing or such other date as is directed by the SDAB. Materials submitted after that deadline will not be accepted unless there are exceptional circumstances to the satisfaction of the SDAB.

Parties are encouraged to provide materials in electronic format by email sent to info@calgarysdab.ca. If it is not possible to submit materials by email, one (1) hard copy must be delivered to the SDAB’s office prior to the submission deadline. The SDAB’s office is closed to the public, but there is a secure drop box located on the first floor of the

building at 1212 31 Avenue NE, Calgary, AB. This box is located past the elevators, near the Canada Post mailboxes. Materials must be marked with the party's contact information, and the date of drop-off.

BOARD REPORT

All materials submitted by the parties will be included in the Board Report, which will be available on the SDAB's website by noon on the Friday before the scheduled meeting. Parties are responsible for making sure that they have access to this report during the meeting.

HEARING PROCEDURES

The SDAB's regular hearing procedures as set out in the Procedural Guidelines will continue to apply except to the extent modifications are needed to comply with these COVID-19 Procedures, although the SDAB may vary the order of speakers if, in its judgment, that is required to conduct a fair hearing. Further, as noted above, materials must be submitted in advance of the hearing, not at the outset of the hearing.

In the absence of participation by any party, the SDAB may proceed with hearing and deciding an appeal if it is satisfied that notice of the hearing was properly issued.

DECISIONS

The SDAB will issue its decision in writing. There will be no verbal announcement of the SDAB's decision.

SERVICE OF NOTICES

Where a party has provided an email address to the SDAB, any notices, decisions or other materials may be sent to that party via email.