

CALGARY SUBDIVISION AND DEVELOPMENT APPEAL BOARD EMERGENCY PROCEDURES

PREFACE

These Emergency Procedures have been developed to address the operations of the Calgary Subdivision and Development Appeal Board (the “SDAB”) during the 2020 COVID-19 pandemic.

These Emergency 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 Emergency Procedures. Where the documents are inconsistent, these Emergency Procedures will apply.

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

HEARINGS BY ELECTRONIC MEANS

Effective immediately, all SDAB meetings will be conducted by electronic means in accordance with these Emergency Procedures.

COMMENCEMENT/RESUMPTION OF HEARING BY CONFERENCE CALL

The SDAB will begin all hearings by way of a phone conference call. The SDAB will also resume previously adjourned appeals by notifying the parties to those appeals to participate in a conference call.

During the conference call, the SDAB will determine whether the hearing will continue by way of phone conference call or video conference. This determination will be based on the technology available to the participants, the nature of the evidence expected to be presented, and any other factors which the SDAB considers important to ensure that the hearing is conducted efficiently and effectively. The SDAB will also set a date and time for the hearing to continue.

The SDAB may also deal with other procedural and/or jurisdictional issues during this conference call.

Parties will be provided with the call-in particulars to participate in the conference call as part of the notice of the hearing.

CONTINUATION OF HEARING

The SDAB will hear the appeal by either conference call or video conference, as determined in the conference call described above. Video conferences will be conducted through a Microsoft Teams meeting.

If the SDAB has directed that the hearing will proceed by conference call, the parties will be provided with the phone-in particulars to participate in the conference call no later than the day before the scheduled conference call.

If the SDAB has directed that the hearing will proceed by video conference, the parties will be emailed a link to participate in the video conference no later than the day before the scheduled video conference.

If the SDAB has directed that the hearing will proceed by video conference and a party does not have access to adequate computer technology or internet service, the SDAB may provide that participant with access to a computer at the SDAB's office. This must be arranged in advance and is subject to availability.

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 date and time the SDAB set during the conference call described above. 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 Ave 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 Emergency 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 conference call or video conference 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.