



Emergency SDAB Meeting Procedure - COVID-19 Subdivision Appeals Effective August 5, 2020

Due to the continued physical distancing requirements for the COVID-19 pandemic, I hereby modify the April 14, 2020 Emergency SDAB Meeting Procedures (Subdivision Appeals) for COVID-19 and direct that Subdivision and Development Appeal Board hearings scheduled starting August 5, 2020 and until further notice, will be conducted by a combination of video conference and written submission. To ensure fairness to all parties, written materials must be submitted based upon the following disclosure dates:

- Eight business days prior to the scheduled hearing date, the Subdivision Authority is required to provide their written submissions to the SDAB.
- Six business days prior to the scheduled hearing date, the Appellant is required to upload or email written submissions to the SDAB.
- Four business days prior to the scheduled hearing date, any adjacent landowner can upload or email their comments or written submissions to the SDAB.
- Two business days prior to the scheduled hearing, the Appellant is required to provide a response in writing to any submissions provided by other parties. This response is to be uploaded or emailed to the SDAB.

Late submissions will not be accepted.

The Board may still proceed with the hearing even in the absence of written submissions.

Ian Wachowicz
Chair, Subdivision and Development Appeal Board