



Emergency SDAB Meeting Procedure - COVID-19 Development Appeals Effective August 5, 2021

I hereby renew the August 5, 2020 Emergency SDAB Meeting Procedures (Development Appeals) for COVID-19 and direct that all Subdivision and Development Appeal Board hearings scheduled until further notice, will continue to 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 Development Officers are 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, the Respondent (if applicable), is required to upload or email their written submissions to the SDAB.
- Four business days prior to the scheduled hearing date, any affected party 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 or attendance during the video conference hearing.

Rohit Handa
Chair, Subdivision and Development Appeal Board