



COVID-19 Procedures – Electronic Hearings

Introduction

1. These procedures have been developed to address the COVID-19 pandemic, under the authority of the Meeting Procedures (Covid-19 Suppression) Regulation.
2. The Subdivision and Development Appeal Board procedures 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.
3. The Board 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

4. When a hearing is to be conducted by electronic means, no in-person hearing will be conducted. Parties may participate by video conference or by phone.
5. The login/telephone information to access the electronic hearing will be included in the Notice of Hearing.
6. Parties are strongly encouraged to register in advance as indicated in the Notice of Hearing. This will significantly increase the efficiency of the hearing process.

Submissions for Hearings

7. Parties **MUST** provide all evidence that they intend to rely upon during the hearing no later than the deadline specified in the Notice of Hearing. This includes, but is not limited to reports, written arguments, documents, photographs and other materials.
8. Instructions for submitting the evidence will be included in the Notice of Hearing.

Submission Package

9. All materials submitted by the parties will be included in the Submission Package, which will be available on the Subdivision and Development Appeal Board page (<https://www.laclabichecounty.com/our-services/sdab>) prior to the hearing. Parties are responsible for making sure that they have access to this report during the hearing.

Hearing Procedures

10. The Board's regular hearing procedures will continue to apply to the extent modifications are needed to comply with these COVID-19 Procedures.

11. In the absence of participation by any party, the Board may proceed with the hearing and decide the appeal.
12. Parties are responsible to ensure they have access to the electronic hearing, the audio/video is working, and they can participate when called upon.

Original Signed _____

January 22, 2021

Board Chair

Date