

## **Digital Materials for Appeals Guidelines**

The LCSAB has developed guidelines to help people who are involved in an appeal and wish to submit digital materials. Note that the LCSAB always has the authority and discretion to override these guidelines, and issue case-specific directions.

The LCSAB recognizes that people may not have technical expertise and may request support. If you have questions related to the electronic filing of materials, LCSAB administration staff are happy to provide limited assistance. Specific directions may require the advice of persons qualified to provide technical assistance. LCSAB administration staff cannot assume responsibilities belonging to parties and participants, give advice on responsibilities or provide technical advice beyond what is covered within these guidelines.

Please contact us by email at [lcsab@calgary.ca](mailto:lcsab@calgary.ca) or at 403-268-5312, 8:00 a.m. - 4:30 p.m. Monday to Friday if you require additional information.

### **Format, Size, and Submission of Digital Materials**

The LCSAB requires digital materials to be provided in specific formats and sizes:

Video recordings in the following digital formats: MOV or MP4, no larger than two (2) Gigabytes and no longer than two (2) minutes in total length, per party (including representatives), whether it is a single or multiple files.

Audio recordings in the following digital formats: MP3 or .m4a, no larger than two (2) Gigabytes and no longer than two (2) minutes in total length, per party (including representatives), whether it is a single or multiple files.

Photographs stored as digital images in the following formats: JPEG, TIFF, GIF, BMP or PNG.

Documents stored as digital files in the following format: Adobe PDF.

Documents created in other formats (for example, a Word document, PowerPoint presentation or a webpage) should be saved as a PDF document and submitted either in digital or printed format.

Materials submitted in digital format should be submitted by email, unless they are too large, in which case parties are to contact LCSAB administration for access to a OneDrive location and follow these [instructions](#) for submitting.

### **Presenting Digital material at Hearings**

Audio and Video digital media must be available for review by all parties prior to a hearing. The submitting party must upload the original version, meeting the specified guidelines above, to a widely accessible digital media streaming service, such as YouTube or Vimeo. A copy of the file along with the link to the streaming platform location is to be sent to LCSAB administration for review and inclusion to the Board

report by established submission guidelines. Note that the link **must** remain active for the entirety of the appeal process.

Photographs and documents submitted by parties will be added to the Board report and shared with all parties.

Digital materials submitted will not necessarily be viewed in their entirety during the hearing but may be referenced by parties as part of their presentation.

### **Verifying Digital Media**

As the LCSAB is supported by the City of Calgary network, we take the protection of government computer networks and your personal information very seriously. Therefore, we will only accept digital materials in the formats and delivery methods specified above. CD-ROM, DVD, SD card, or USB drive submissions will **not** be accepted.

Prior to being accepted and included in the Board report, LCSAB administration will ensure that the material submitted meets the established format, size, and access guidelines. If the material submitted does not, the party will be notified and may resubmit appropriately formatted material if submission deadlines have not passed.

**All Digital materials must be provided and/or uploaded by the submission deadlines established for your appeal.**