

CALGARY LICENCE AND COMMUNITY STANDARDS APPEAL BOARD EMERGENCY PROCEDURES

PREFACE

These Emergency Procedures have been developed to address the operations of the Licence and Community Standards Appeal Board (the “LCSAB”) 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 LCSAB.

The LCSAB’s regular [Procedural Manual](#) will continue to apply to the extent that it is consistent with these Emergency Procedures. Where those documents are inconsistent, these Emergency Procedures will apply.

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

HEARINGS BY TELECONFERENCE

Effective immediately, all LCSAB hearings will be conducted by teleconference. Teleconferences will be held on the LCSAB regular meeting dates.

ACCESSING TELECONFERENCE

Parties will be provided with the necessary details to access the teleconference. Teleconferences will be conducted by way of over the phone conference call. Parties will be provided with the phone-in particulars to participate in the conference call no later than the day before the hearing.

HEARING EVIDENCE

Parties must provide all evidence that they intend to rely upon during the hearing (for example: photographs, diagrams, sketches and any other materials) in electronic format no later than the close of business on the Thursday before the hearing date both to the LCSAB and to the other party or parties, as described in the LCSAB’s Procedural Manual.

Where possible, materials provided to the LCSAB should be provided in electronic format. If materials are provided to the LCSAB in hard copy format, they must be received by the LCSAB no later than the close of business on the Tuesday before the hearing date. The LCSAB office is closed to the public, but there is a secure drop box located on the first floor of the building at 1212 31 Avenue 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.

Parties are responsible for ensuring that they have, and are able to refer to, all of their own evidence, and the evidence that has been disclosed to them by other parties, during the teleconference hearing.

HEARING PROCEDURES

The LCSAB regular hearing procedures regarding the order of speakers as set out in the LCSAB Procedural Manual will generally apply, although in some cases the LCSAB 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.

Following the public portion of the hearing, the LCSAB will end the teleconference and go in camera to consider and decide the appeal.

In the absence of conference call participation by any party, The LCSAB may proceed with the hearing and decide an appeal if it is satisfied that notice of the hearing was properly issued.

DECISIONS

The LCSAB will issue its decision in writing. There will be no verbal announcement of the LCSAB decision.

SERVICE OF NOTICES

Where a party has provided an email address to the LCSAB, any notices, decisions or other materials may be sent to that party via email.