



PROPERTY ASSESSMENT APPEAL BOARD

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April 2, 2020

Practice Directive 5 **Requirements for Filing Submissions and Documents due to COVID19**

Purpose: This Practice Directive is issued as a result of the exceptional circumstances surrounding the COVID19 pandemic and sets out requirements for providing written submissions and documents to the Board.

The Directive is only temporary and will be revoked when circumstances permit.

Directive: 1. Parties are permitted to produce to the Board electronic copies of any written submissions, reports, or documents ordered by the Board. The electronic copy will be considered to be in compliance of the production Order.

2. Deliver by email with the following requirements:

- **PDF Only:** The written submission must be delivered in **pdf** (portable document format).
- **One Document:** Only one pdf document is permitted for each written submission (If you have text, photographs or other graphic images you must combine them into one pdf document – do NOT send them as separate attachments.)
- **Embedded Information:** Parties must not include embedded images, photographs, videos, hyperlinks, links to dropboxes (or shared sites), or tables in the body of document. The Board's system can only import the text. All other information will not be imported and will not form part of the appeal.
- **10MB Limit:** The maximum file size for a pdf submission is **10MB** (megabytes).
- **File Name:** Save the pdf file name using the appeal number and party name (e.g. 2019-01-00001 Appellant.pdf)
- **Email delivery:** When you email your pdf submission you must include the appeal number in the email subject line and it must be emailed to the Board at office@paab.bc.ca and all other parties.

- If you encounter any technical difficulties immediately contact the Board. **Deadlines will not be extended merely because you experience problems with these steps.**
3. Depending on circumstances (including the size of the electronic document), the Board may request a hard copy of the document, submission or report.
 4. If the Board receives a requirement to state a case, the parties to that appeal must produce to the Board two paper copies of their submissions at least one week prior to the filing deadline for the stated case.

For the Board

A handwritten signature in black ink, appearing to be 'Simmi K. Sandhu', written in a cursive style.

Simmi K. Sandhu,
Chair