



# PROPERTY ASSESSMENT APPEAL BOARD

1270 - 605 Robson Street  
Vancouver, BC V6B 5J3

Telephone: (604) 775-1740  
Facsimile: (604) 775-1742

E-Mail: [office@paab.bc.ca](mailto:office@paab.bc.ca)

Web Site: [www.assessmentappeal.bc.ca](http://www.assessmentappeal.bc.ca)

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March 23, 2021

## **Practice Directive 5-Amended** **Requirements for Filing Electronic Submissions and Documents**

**Purpose:** On April 2, 2020, the Board issued Practice Directive 5 in response to the exceptional circumstances surrounding the COVID19 pandemic. That Directive set out requirements for providing written submissions and documents to the Board.

The Directive was to be temporary and revoked when the circumstances permitted. However, given the ongoing nature of the circumstances and the increasing reliance on electronic documents provided to the Board, the Board has determined that the Directive will be permanent.

- 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. The electronic copies are to be delivered by one email with the following requirements:
    - **PDF Only:** The written submission must be delivered in an attached **pdf** (portable document format).
    - **Number of Documents:** Only one pdf document is permitted for each written submission. A party may include in addition to the written submissions three additional PDFs containing appendices.
    - **Embedded Information:** Parties must not include embedded hyperlinks, links to dropboxes (or shared sites) or any other shared media in the body of document. All other information will not be imported and will not form part of the appeal.
    - **10MB Limit:** The maximum total file size for a party's email attaching their submissions is **10MB**. This includes all attachments (submissions and appendices).
    - **File Name:** Save the pdf file name using the appeal number and party name (e.g. 2019-01-00001 Appellant.pdf)

- **Email Delivery:** When a party emails their submissions, the party must include the appeal number in the email subject line and it must be emailed to the Board at [office@paab.bc.ca](mailto: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, consisting of several overlapping loops and a horizontal line at the bottom.

Simmi K. Sandhu,  
Chair