



Adjournments

What is an adjournment?

An adjournment is a request to change any due dates within a schedule of events set under the Assessment Review Board's (ARB's) Rules of Practice and Procedure, and any scheduled appearance before the ARB.

All requests for adjournments must be submitted before the due date or appearance before the ARB. Adjournments will only be granted in exceptional circumstances.

If your request for an adjournment of an appearance before the ARB is denied, the ARB will proceed with the hearing as scheduled and you will be expected to attend.

How do I request an adjournment?

Request an adjournment from the ARB as soon as you are aware that you may need an adjournment. Before submitting a motion to the ARB to request an adjournment, you must ask the other parties involved in your appeal if they consent to the adjournment.

Fill out the **Expedited Board Direction form** and e-mail it to the Registrar at arb.registrar@ontario.ca. Make sure to include the following information:

- the reasons for requesting an adjournment;
- at least three proposed dates for the hearing to be re-scheduled to; and
- confirmation that other parties have been notified and consent on the request for adjournment.

The ARB will let you know if the adjournment is granted or if a motion is required. For more information about motions see the information sheet on Motions, available [here](#).

How does the ARB decide on my request to adjourn a hearing?

The ARB's Rules of Practice and Procedure require the ARB to consider the following factors when deciding if an adjournment should be granted:

- the interests of the parties in a full and fair proceeding;
- the impact of the adjournment on parties and other persons;
- the integrity of the Board's process, including the Board's ability to efficiently resolve all appeals filed with the Board within the current four year cycle;
- the circumstances giving rise to the need for an adjournment;
- the timeliness of the request for the adjournment;
- the position of the other parties;
- the public interest in the delivery of the Board's services in a just, timely and cost effective manner; and

- any practice directions issued by the Board.

What happens after I submit my request to adjourn?

If the ARB decides to grant an adjournment, it may impose any conditions it considers appropriate.

Where can I find more information?

For more information please refer to the ARB's *Rules of Practice and Procedure* which can be found on **our website** or by calling us at (416) 212-6349 or toll free 1-866-448-2248.

We are committed to providing services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible at (416) 212-6349 or 1-866-448-2248.

Please Note

The information contained in this sheet is not intended as a substitute for legal or other advice, and in providing this information, the ARB assumes no responsibility for any errors or omissions and shall not be liable for any reliance placed on the information in this sheet. Additional information, including the ARB's *Rules of Practice and Procedure*, is available at www.elto.gov.on.ca, or by calling (416) 212-6349 or toll free 1-866-448-2248.



The **Environment and Land Tribunals Ontario (ELTO)** includes the Assessment Review Board, Board of Negotiation, Conservation Review Board, Environmental Review Tribunal, Ontario Municipal Board, Niagara Escarpment Hearing Office and the Office of Consolidated Hearings. The Tribunals operate under specific legislative requirements and share resources and best practices. The Assessment Review Board hears appeals from persons who believe there is an error in the assessed value or classification of a property and also deals with some types of property tax appeals under the Municipal Act and City of Toronto Act. For more information contact us at:

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