



What is a postponement?

A **postponement** is when the hearing is delayed before it even starts. An **adjournment** is a delay during the course of the hearing.

How do I postpone my hearing?

- Step 1** Fill out the form. You can find the form at www.edmontonarb.ca. Make sure you fill in all of the sections. There is an example of a completed form on the other side of this sheet.
- Step 2** Send the completed form to the Assessment Review Board office. You can send the form by email (assessmentreviewboard@edmonton.ca), fax (780-496-8199), mail or in person (10019—103 Avenue, Edmonton, Alberta, T5J 0G9).
- Step 3** We will pass along your request to the City assessor. Your assessor might consent to the postponement, or not. They have 7 days to respond.
- Step 4** If there is enough time before the hearing, then we will schedule a Preliminary Hearing. If there is not enough time, then your request will be heard on the scheduled hearing date.
- Step 5** The Board will decide whether or not to grant the postponement request. If the Board grants the request, then a new date and time for the hearing will be scheduled. If the Board does not grant the request, then the hearing will proceed as scheduled.

You should still file your disclosure on time. If the Board does not grant your postponement request, then the disclosure dates will stay the same as they are in your Hearing Notice.

What does the Board think about when deciding if the hearing will be postponed?

You will have to prove that exceptional circumstances exist to postpone the hearing. The Board considers many different things, including:

- Does the other side consent to the request?
- Are the circumstances outside of your control?
- Is the request being made in good faith?
- Have there been postponements granted already?
- If the Board denies the request, what effect would that have on both sides?
- If the Board grants the request, what effect would that have on both sides?
- Are there alternative dates available?

Do I have to show up to tell the Board why I want the postponement?

Unless the postponement request will be dealt with on the day of the hearing, most people do not come in person. Instead, they choose to let the board decide based on the information they provide on the request form.

If the postponement is granted, will there be new disclosure dates set by the Board?

You can ask the Board to set new disclosure dates, but it is up to the Board to decide if they will grant that request.

Sample Postponement Form



**EDMONTON
TRIBUNALS**
Assessment
Review Board

Postponement Request

You can find all of this information on your assessment notice.

Property under Complaint		Date of Hearing
Property Owner/Business Name	Jane Smith	May 27, 2016
Tax Roll Account	1234567	Property/Business Address
		12345 Fake Road
		Assessment Amount
		\$597,000

We do not usually contact you by email, unless you submitted your complaint online or you have signed and submitted the Electronic Correspondence Consent Form to us. You can find this form at www.edmontonarb.ca

Put the reason(s) that you are asking for the hearing to be rescheduled. You can include copies of documents if that will help you prove to Board that the circumstances are exceptional.

Person Requesting Postponement			
Name (Last)	Name (First)	(Initial)	
Smith	Jane	L.	
Address	City	Province	Postal Code
12345 Fake Road	Edmonton	AB	T1A 2B3
Telephone	Fax	Email	
(780) 123-4567		janesmith@fakeemail.com	

Capacity to Act

Complainant
 Other (consent of complainant attached)

Agent Representing the Complainant
 Respondent Municipality

The reason you are requesting a postponement is:

I will be out of town during the week of May 23, 2016. I just received my work schedule and became aware of this change. I want to attend the hearing but cannot come if it proceeds May 27th.

Are you requesting that the disclosure dates change to reflect a postponed merit hearing date?

Yes.

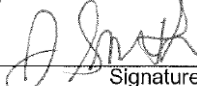
** You may attach copies of supporting documents to this request.*

Note: Section 15(1) of the Matters Relating to Assessment Complaints Regulation provides that the Board may only grant a postponement or adjournment in exceptional circumstances.

You can request that the disclosure dates provided in your Notice of Hearing be changed to reflect the new hearing date.

Postponement requests are usually decided based on written submissions only. The parties normally do not appear to present and argue the postponement request at the hearing. Please select the box below that applies in your situation.

I do not wish to appear in person at the postponement request hearing.
 I do wish to appear in person at the postponement request hearing.

 Signature
 March 2, 2016 Date

If you check that you do not want to appear in person, the Board will decide based on the reasons that you've provided on this form.

Please indicate any date(s) you are not available for the merit hearing should your request be granted:

It is a good idea to make your request as early as possible.

Once page 1 is completed fully, it will be forwarded to the Assessment Review Board to the other party.