



Scheduling Rental Appeal Hearings, Rescheduling Requests and Requests for Adjournments

The Island Regulatory and Appeals Commission has developed the following approach to scheduling, requests for rescheduling and requests for adjournments of rental appeal hearings. The procedure outlined in this document provides general information only. It is not a rule within the meaning of the Commission's [Rules of Practice and Procedure](#). The Commission may vary the approach to scheduling where appropriate.

Introduction

The Commission is committed to a process that is:

- Fair, just and expeditious;
- Appropriate to the nature of the particular case, and the facts and issues in dispute; and
- Responsive to the realities and needs of the parties that appear before it.

The Commission recognizes that these values may sometimes conflict and the Commission is required to balance various competing interests.

Scheduling and Rescheduling Rental Appeal Hearings

The Commission's approach to scheduling and rescheduling rental appeal hearings is designed to give the parties a fair chance to find a date that works for everyone.

When an appeal hearing is scheduled, the Parties will receive a Notice of Appeal Hearing, which will include the date and time of the hearing, as well as instructions on how to join the teleconference. The Commission strives to provide the parties with a minimum of 7 days' notice of the Appeal Hearing.

If a party needs to reschedule a hearing, they must contact the Commission and the other parties in writing within 2 business days of receiving the Notice of Appeal Hearing. The party requesting to reschedule, must provide two alternative dates that are within 2 weeks of the scheduled date. The Commission will contact the other parties to try to find a date and time that works for all parties. If the parties cannot agree on a date and time after a reasonable number of attempts, the Commission will set the date and time for the hearing without agreement of the parties.

Requests for Adjournments

Requests for adjournments, particularly at the last minute, are a significant impediment to fair and timely access to justice. Requesting an adjournment is only meant to be used in extraordinary circumstances. Therefore, the Commission will only grant adjournments in extraordinary circumstances such as illness of a party, witness or representative. If the circumstances are not deemed exceptional by the Commission, it will not grant an adjournment, even if all parties agree to it.

If a party wishes to request the adjournment of a scheduled appeal hearing, they must contact the Commission Clerk as soon as possible and provide the exceptional circumstances supporting the request. The party will also need to provide 2 alternative dates that are within 1 week of the scheduled hearing date.