

Bylaw Notice Hearing Scheduling Guidelines

Category of Adjudication	Guidance for Scheduling Requests	Minimum Recommended Hearing Length
Parking	Parking-related bylaw notice disputes only	Minimum 15 minutes (1 bylaw notice) + additional 5 minutes for each additional bylaw notice relating to the same events
Standard	All other bylaw notice disputes, except those that are identified as complex by local governments	Minimum 20 minutes (bylaw notice) + additional 10 minutes for each additional bylaw notice relating to the same events
Complex	Bylaw notice disputes identified by the local government as requiring additional time due to legal or factual complexity, volume of evidence, or other factors	1 hour or more + additional 10 minutes for each additional bylaw notice relating to the same events
<p>Explanatory Notes:</p> <p>These guidelines provide guidance as to what the roster organization will consider to be a reasonable estimate for scheduling hearings of different types of bylaw notice disputes.</p> <p>Scheduling estimates for less time than provided in the guidelines may result in the roster organization determining that the number of adjudications cannot reasonably be heard in the requested half (3.5 hours) or full (7 hours) sitting day. Excess hearings may require an additional half or full sitting day.</p> <p>The above guidelines apply for each method of hearing (telephone/virtual, in-person, written) scheduled for a half or a full sitting day.</p> <p>An example of “the same events” would be a vehicle parked in an illegal zone for 10 days that receives a total of 10 bylaw notices, one for each day.</p> <p>If there are bylaw notices relating to separate events, even if the disputant is the same, then a separate adjudication should be scheduled even if for the same hearing day.</p> <p>Scheduling requests for adjudications estimates that amount to less than half a sitting-day may be postponed until there are sufficient hearings for a half day.</p>		