

**SCHEDULE B – Schedule of Events for Summary Proceedings**

Weeks following Commencement Day	Event	Time period to complete event
Commencement Date	Each Appellant serves a description of the issues in dispute in the appeal, and all supporting documents on all other parties.	
Weeks 1 to 2	Each party who responds to the Appellant(s) is to serve its description of the issues in dispute in the appeal and all supporting documents on all other parties.	2 weeks
Weeks 3 to 4	Each Appellant responds to any new issues raised and serves any additional supporting documents on all other parties.	2 weeks
Weeks 5 to 12	<p>All parties are required to schedule and complete a mandatory settlement meeting to attempt to resolve the appeal among themselves.</p> <p><i>If the appeal is resolved</i>, MPAC (or the Municipality, if MPAC is not a party to the appeal), on behalf of all parties, must advise the Board in writing that the appeal is being withdrawn or will be resolved through minutes of settlement.</p> <p><i>If the appeal is not resolved</i>, MPAC (or the Municipality, if MPAC is not a party to the appeal), on behalf of all parties, must:</p> <ul style="list-style-type: none"> <li>i. advise the Board in writing that the appeal has not been resolved, and request that the Board</li> </ul>	8 weeks

<b>Weeks following Commencement Day</b>	<b>Event</b>	<b>Time period to complete event</b>
	schedule a hearing of the appeal; and  ii. advise the Board whether any of the parties requests a hearing in person, or that the hearing be scheduled for longer than 2 hours.	
Week 13 to 14	Where a hearing has been requested, the parties must file with the Board all documents and any written submissions on which they will rely at the hearing.	2 weeks
<p>A Hearing will be scheduled by the Board with notice to the parties.            The Board will then conduct the hearing and issue a decision.</p>		