

**MANITOBA HUMAN RIGHTS COMMISSION
BOARD OF COMMISSIONERS' POLICY**

**POLICY # P-2
version 1.1
Previously # M-1**

SECTION: Procedure

Effective date: April 9, 2010
REVISED DATE: September 6, 2016

**SUBJECT: MAXIMUM LENGTH OF WRITTEN SUBMISSIONS TO BOARD OR
EXECUTIVE COMMITTEE FROM PARTIES TO A COMPLAINT**

Purpose:

This policy is intended to assist in the administration of *The Human Rights Code* (“*The Code*”). It sets out the maximum length of submissions that the complainant and respondent parties to a complaint or their representatives may submit for consideration by the Board of Commissioners or the Executive Committee. These limits help ensure a fair and consistent process for all parties with matters before the Board/Committee. Where there is any conflict between this policy and *The Code*, *The Code* prevails.

Context:

Submissions from parties to the Board regarding an Investigative Assessment Report (IAR) or a Preliminary Assessment Report (PAR) shall be a maximum of 10 single sided pages (or 5 double sided pages) including any attachments, and on standard paper (8 ½” by 11”) with up to about 500 words per page.

Submissions from parties to the Board regarding whether an offer of settlement of a complaint is reasonable shall be a maximum of 5 single sided pages (or 2.5 double sided pages) including any attachments, and on standard paper (8 ½” by 11”) with up to about 500 words per page.

Submissions to the Board or to the Executive Committee must be in legible handwriting or typed. Typed submissions must use a minimum of size 12 font, and may be single or double spaced.

If a party to a complaint or their representative provides a submission to the Board or the Executive Committee that is longer than the maximum lengths as set out above, only the first pages up to the allowable maximum length will be given to the Board or the Executive Committee for consideration.

Where possible, for reasons of accessibility and efficiency, submissions should be provided electronically in Word format to hrc@gov.mb.ca.

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If a party requests an exception to this policy in order to accommodate a disability or other protected characteristic, the Commission will carefully consider this request in accordance with its duties under *The Code*.

APPROVED BY:

"Yvonne Peters"
Chairperson

September 6, 2016
Date