

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

**POLICY # P-2
version 1.3
Previously # M-1**

SECTION: Procedure

Effective date: April 9, 2010
REVISED DATE: January 1, 2022

**SUBJECT: MAXIMUM LENGTH OF WRITTEN SUBMISSIONS TO THE EXECUTIVE
DIRECTOR 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 Executive Director (or delegate). These limits help ensure a fair and consistent process for all parties with matters before the Executive Director or delegate. Where there is any conflict between this policy and *The Code*, *The Code* prevails.

Context:

Submissions from parties to the Executive Director regarding an Investigation Report (IR) can be a maximum of 10 single-sided pages (or 5 double-sided pages), including any attachments.

Submissions from parties to the Executive Director regarding whether a complaint settlement offer is reasonable can be a maximum of 5 single-sided pages (or 2.5 double-sided pages), including any attachments.

Submissions from parties to the Executive Director regarding recommendations from the Early Assessment team can be a maximum of 5 single-sided pages (or 2.5 double-sided pages), including any attachments. See also Policy # P-10 “Dismissal of Complaint without Investigation.”

Submissions to the Executive Director must be in legible handwriting or typed. Submissions should be on standard paper (8 ½” by 11”) with up to 500 words per page. 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 Executive Director that is longer than the maximum lengths as outlined above, only the first pages up to the allowable maximum length will be given to the Executive Director for consideration.

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

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:

"John Burchill"
Chairperson

January 1, 2022
Date