

## Late Comment Submission Policy

### Background

The Mackenzie Valley Review Board (Board) makes decisions based on the evidence that is submitted by parties during proceedings. Therefore, it is very important that parties provide comments or information within the timelines set by the Board. Late submission of comments not only creates situations where the Board is not provided with full and timely information for decision making, but it also raises issues of procedural fairness.

### Purpose

The purpose of this Policy is to outline how the Board will process late comment submissions. The Policy does not apply to any review (i.e. internal) by the Board or of information during public hearings, as public hearings are governed by the Board's Rules of Procedure.

### Processing Late Submissions

Comments received after the review deadline will not be considered unless a written request for an extension of the review deadline has been received from the party and approved in writing by the Board prior to the review deadline. The party needs to explain why an extension is being requested. Review extensions may be granted based on unforeseen and unavoidable circumstances acceptable to the Board, or at the discretion of the Board. If an extension to a review deadline is granted, the response period for all parties will be adjusted accordingly. Submissions that are not accepted will not be considered as evidence by the Board; however, these submissions will be placed on the public registry with a note stating that they were late and not considered by the Board.

For more information about this Policy, please contact the Review Board office. ([reviewboard.ca](http://reviewboard.ca))