



## Practice Regarding Requests for Extensions of Time to File Submissions

The Canadian Transportation Agency is a quasi-judicial tribunal that must make its decisions expeditiously, generally within a 120-day statutory deadline as outlined in the *Canada Transportation Act*. In order to resolve disputes as quickly and efficiently as possible, the Agency expects that all parties to a case will adhere to its stated timelines for any required submissions and filings.

In exceptional circumstances, Agency Members may consider requests for extensions of time. The Agency deals with these matters on a case-by-case basis and such requests must be presented with convincing evidence. Further, the Agency may also consider granting an extension for a shorter period than that requested.

In response to a growing number of requests for extensions of time to file required submissions or information, the Agency has developed a practice to ensure the effective and timely processing of files and minimize delays. Among the factors to be taken into account when considering such requests are:

- the complexity of the matter;
- the impact of the delay on other parties;
- the importance of the information to the case;
- the time required to compile the necessary information;
- the difficulty to obtain the necessary information;
- whether the party made a serious effort to meet the deadline;
- the period of time since the party first became aware of the matter;
- when the party requested the extension of time;
- the number of extensions already granted;
- the availability of key personnel of parties; and
- whether parties will have a reasonable opportunity to comment.

For further information:

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