



***Agricultural Land
Commission Act***

**Policy P-09
October 2016**

FILE CLOSURE

To establish policy and procedures for closing Provincial Agricultural Land Commission (“Commission”) application files where the applicant or the applicant’s agent has not responded to a request for material or information for a period of one year or more. This policy applies to all applications to the Commission for inclusion, exclusion, non-farm use, subdivision and transportation and utility use.

1. File Closure Process:

- 1.1 The applicant or the applicant’s agent must submit to the Commission all requested or required application material and information as soon as practicable but in any event, no later than one year from the date on the transmittal letter from the Commission notifying the applicant or the applicant’s agent of the need to provide the material and information. Subject to Section 2, the file on that application will be closed if the applicant or the applicant’s agent fails to ensure that the material and information has been received by the Commission within the one year period.
- 1.2 The letter sent to an applicant or an applicant’s agent confirming receipt of a complete and or deficient application will provide access to the Commission’s File Closure Policy.
- 1.3 Written notification of an impending file closure will be emailed to the applicant thirty (30) days prior to the scheduled file closure date. Upon expiration of the thirty (30) day notice period the file will be closed.
- 1.4 Once an application file has been closed, a new application must be made and full application fees paid for the new application.

2. Exemption:

Upon receipt at any time within the one year period of a written request supported by reasons, from the applicant or the applicant’s agent, the Commission may extend the one year file closure period.