

National Energy
Board



Office national
de l'énergie

**NOVA Gas Transmission Ltd. (NGTL)
Towerbirch Expansion Project**

**OF-Fac-Gas-N081-2015-16 02
Hearing Order GH-003-2015**

22 December 2015

Table of Contents

1	This hearing.....	8
1.1	An overview.....	8
1.2	What did NGTL apply for?.....	8
1.3	Where is this Project located?.....	9
1.4	Is this Project a Designated Project under the <i>Canadian Environmental Assessment Act, 2102</i> ?	10
1.5	What is this document about?.....	10
1.6	Where can I see NGTL’s Application & get more information about the Project? 10	
1.7	Where can I get help or more information?	10
2	Participation	11
2.1	How can I stay informed of the hearing?.....	11
2.2	Can I participate in this hearing?	11
2.3	What is a Commenter?.....	11
2.3.1	What do I write in my letter of comment?.....	12
2.3.2	How can I file a letter of comment?.....	12
2.4	What is an Intervenor?	12
2.5	May I withdraw?.....	13
3	Steps in the hearing.....	13
3.1	Board sets a time limit	13
3.2	We release a Hearing Order including the List of Issues.....	13
3.3	We issue the List of Participants.....	13
3.4	NGTL files additional evidence.....	14
3.5	Intervenors file Information Requests to NGTL.....	14
3.6	NGTL responds to Information Requests	14
3.7	Intervenors file written evidence, Commenters file Letters of Comment	14
3.8	Participants submit Information Requests to Intervenors	14
3.9	Intervenors respond to Information Requests	15
3.10	NGTL files reply evidence.....	15
3.11	The oral portion of the hearing begins	15
3.12	Intervenors and NGTL present Final Argument.....	15
3.13	We close the record and make recommendations and decisions	15
4	Procedures	15
4.1	How do I prepare documents?	16
4.2	How do I file documents with the Board?	16
4.2.1	Submit Documents by NEB Account	16
4.2.2	What if I can’t file my documents through the Participation Portal?	17
4.2.3	Who can help me with submitting my documents?	17
4.3	How do I serve documents on others?	17
4.4	What if I cannot meet a deadline?.....	18
4.5	How do I raise a question of procedure or substance that requires a Board decision?	18
4.6	Will you keep my evidence confidential?.....	19

4.7	Where can I go for more detailed information about the hearing procedures?	19
5	Contact Information	19
5.1	Our contact information for filing documents	19
5.2	NEB Website	20
5.3	Process Advisor	20
5.4	Information Sessions.....	20
5.5	Regulatory Officer	20
5.6	Publications.....	20
5.7	Our library.....	21

List of Appendices

Appendix I – List of Issues	22
Appendix II – Where can I see the Application?.....	23
Appendix III – How can I find documents on the Board’s website?.....	24
Appendix IV – Role of the Process Advisor.....	25
Appendix V – Timetable.....	26

Explanation of Frequently Used Terms

The following are some terms used throughout this document and the hearing process. They are not legal definitions.

NOVA Gas Transmission Ltd. (Applicant or NGTL)	The company which has submitted the application for the Project.
Application	Application dated 2 September 2015 for approval of the Towerbirch Expansion Project.
Board or NEB	National Energy Board
CEAA, 2012	<i>Canadian Environmental Assessment Act, 2102</i>
Certificate	Certificate of Public Convenience and Necessity granted under section 52 of the <i>National Energy Board Act</i> .
Commenter	A person who is directly affected and/or has relevant information or expertise regarding the Project and who has been approved by the Board to provide a letter of comment - see section 2.3.
Designated Project	A project designated under the <i>Canadian Environmental Assessment Act, 2012</i> as requiring a federal environmental assessment under the Act [CEAA, 2012, subsection 2(1)].
e-file	Filing documents electronically with the Board – see section 4.2.
evidence	Reports, statements, photographs, and other material or information that Participants submit as part of the record. Evidence is used to support a Participant’s position on the Application.

file	A formal way of submitting documents to the Board - see section 4.2.
final argument	The position of NGTL and Intervenors on the recommendations and decisions we should make and the reasons why the evidence supports these recommendations and decisions. This may be done orally at the hearing or in writing, as directed by us.
Governor in Council	The Governor General acting on the advice of the Federal Cabinet.
hearing or public hearing	A public process we use to gather and test evidence so we can make fair and transparent recommendations and decisions. The hearing includes a written portion and an oral portion.
Information Request or IR	A written question about NGTL's or an Intervenor's evidence.
Intervenor	A person who is directly affected and/or has relevant information or expertise regarding the Project and who has been approved by us to participate in this hearing as an Intervenor. Being an Intervenor is the fullest way to participate in the hearing process. See section 2.4.
List of Issues	The list of issues that we will consider in this hearing - see Appendix I.
NEB Act	<i>National Energy Board Act.</i>

Notice of Motion	A document used to raise a question of process or substance, or to ask us to do something. We make a decision about any motions we receive by way of a Notice of Motion – see section 4.5.
oral portion of the hearing	The in-person portion of the hearing - see section 3.15
Order	A Board order made under the NEB Act. See section 1.2 for those requested by NGTL for the Towerbirch Expansion Project.
Participant	A person who has applied to participate in the hearing and whose application to participate has been approved by us. The term Participants includes NGTL, Intervenors, and Commenters.
Participation Portal	An online system where participants can file ATP, view status and submit documents with the Board. See section 4.2.
Process Advisor	Board staff who help the public, Aboriginal groups and Participants to understand the process and how to participate in the hearing - see section 5.3 and Appendix IV.
Project	NGTL's proposed Towerbirch Expansion Project - see sections 1.1-1.4.
public registry	An online repository for the evidence filed in the hearing. It is the record that is available to the public. In most cases the public registry and the record include the same information. However, in exceptional circumstances, the Board may decide that certain information can be filed confidentially. This information is part of the record, but not available on the public registry.

record	The record includes all relevant submissions and evidence filed or given orally in the proceeding, including documents such as the Application and the Hearing Order.
Regulatory Officer	Board staff who assist Participants, manage documentation before, during and after the hearing, perform court clerk duties at the hearing and manage the post hearing process - see section 5.5
reply evidence	Additional information NGTL may file in reply to evidence filed by other Participants.
Report	A report prepared by us to the Governor in Council that includes our recommendations and decisions as to whether the Certificate and Orders should be granted for the Project and the reasons for the recommendations and decisions.
serve	Officially providing a document to the applicable Participant, such as NGTL or Intervenors. Notice that the document is available on the public registry is usually provided electronically (by email) but the document may need to be provided to NGTL or Intervenors by mail or fax - see section 4.3
the Rules	The <i>National Energy Board Rules of Practice and Procedure, 1995</i> provide guidance on the Board's procedures. The Rules can be accessed on the Board's website.

1 This hearing

1.1 An overview

The National Energy Board (NEB or the Board) has a responsibility to regulate the construction and operation of certain interprovincial and international pipelines and power lines. We are a three member Panel of the Board who will make recommendations and decisions on whether the Towerbirch Expansion Project should proceed or not and under what conditions.

NGTL has applied to us for permission to build and operate a pipeline in northwest Alberta and northeast British Columbia that will be part of the existing NGTL System. The proposed Towerbirch Expansion Project (Project) includes:

- construction of 87 km of new gas pipelines and associated facilities in northwest Alberta and northeast British Columbia,
 - Tower Lake Section (32 km of 762 mm OD pipe)
 - Groundbirch Mainline Loop (55 km of 914 mm OD pipe)
- additional associated facilities, including meter stations, valves sites and pipeline tie-ins.

Together, these facilities are known as the Project.

We will hold a public hearing to consider whether to recommend approval of this Project. During the public hearing we will receive written evidence which can be found on our website. The hearing will also include an oral portion. There are various ways we gather and test evidence during this hearing. We will review and consider all of the evidence on the record before we make our recommendations and decisions. We rely only on the evidence on the record.

We will release a Report setting out our recommendations and decisions to the Governor in Council and the reasons for the recommendations and decisions.

The steps and deadlines in the hearing, as outlined in this document, are important to make sure the hearing is fair, transparent and efficient, and provides certainty to all participants.

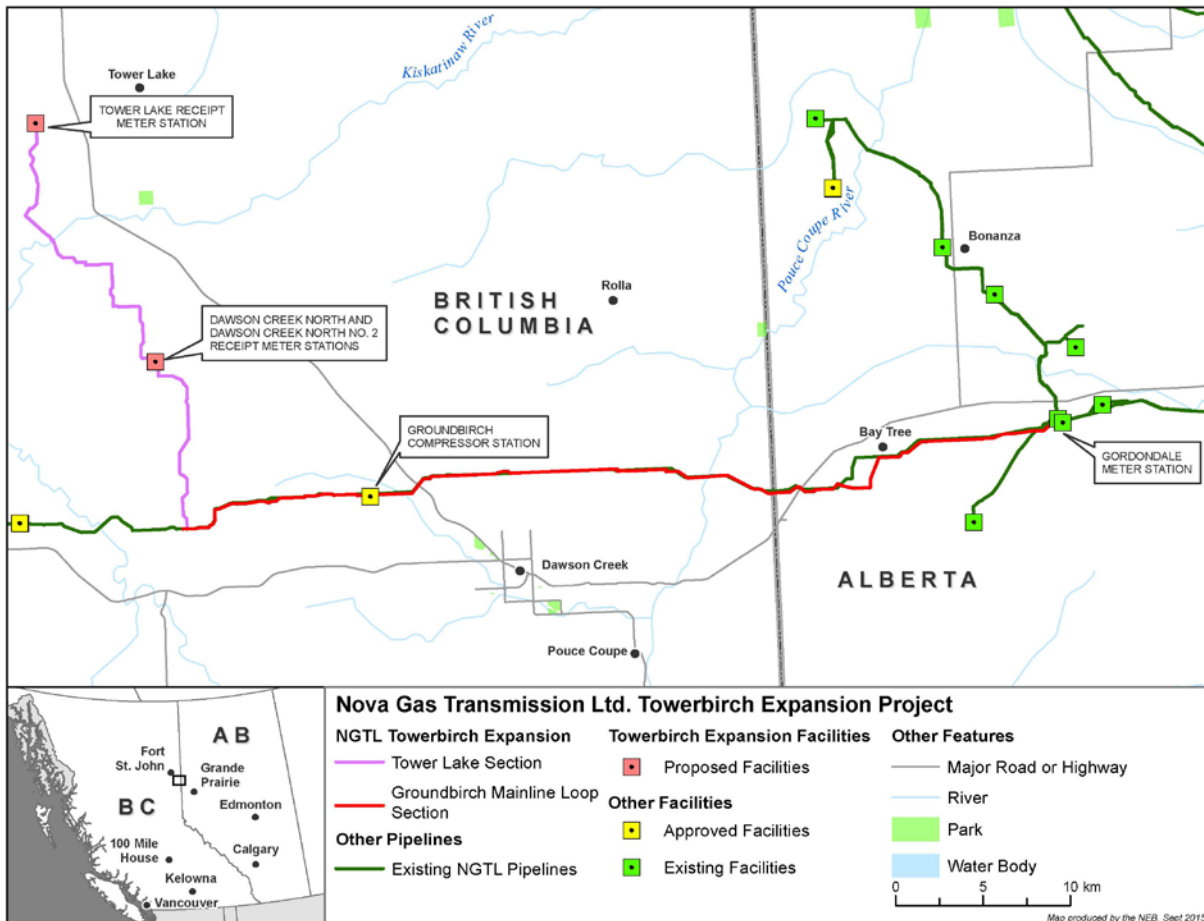
1.2 What did NGTL apply for?

In its Application, NGTL requested that the Board grant the following relief:

- a recommendation in the Board's Report to the Minister, pursuant to section 52 of the NEB Act, that a Certificate of Public Convenience and Necessity be issued for the Project;
- an order, pursuant to section 58 of the NEB Act, exempting NGTL from the requirements of subsections 31(c), 31(d) and 33 of the NEB Act in relation to:
 - temporary infrastructure required for construction of the pipeline, and

- right of way preparation activities (including clearing, grading, and stripping) in select areas along the proposed route (in aggregate not exceeding 40 km in length); and
- an order pursuant to Part IV of the NEB Act affirming that:
 - prudently incurred costs required to provide service on the applied-for facilities will be included in the determination of the NGTL System revenue requirement, and
 - the tolls for services on the applied-for facilities will be calculated using the same methodology used to calculate tolls for services on the NGTL System, as determined through Board order from time to time.

1.3 Where is this Project located?



1.4 Is this Project a Designated Project under the *Canadian Environmental Assessment Act, 2102*?

Yes. Since the Project includes more than 40 km of new pipeline, it is designated under the CEAA, 2012 and *Regulations Designating Physical Activities*. As a result, it requires a CEAA, 2012 environmental assessment for which the Board is the Responsible Authority.

On 20 October 2015, the Board released the Factors and Scope of the Factors for the Environment Assessment pursuant to CEAA, 2012, which was also posted on the Canadian Environmental Assessment Registry Internet Site (Reference No. 80106).

1.5 What is this document about?

This document is a hearing order and explains:

- where you can get more information;
- your options to participate in or observe the hearing;
- the issues we will consider;
- steps and deadlines; and
- procedures.

1.6 Where can I see NGTL's Application and get more information about the Project?

If you have Internet access, you can find the Application on our website. If you don't have Internet access, you can find the application in the locations listed in Appendix II. You can also ask NGTL for a copy:

Mr. Daniel RK Wyman
Regulatory Project Manager
Regulatory Services
NOVA Gas Transmission Ltd.
450 – 1 Street SW
Calgary, AB T2P 5H1
Tel: 403-920-6296
Fax: 403-920-2347

Mr. Matthew Ducharme
Legal Counsel
Law, Canadian Pipelines
NOVA Gas Transmission Ltd.
450 – 1 Street SW
Calgary, AB T2P 5H1
Tel: 403-920-2563
Fax: 403-920-2310

Mr. Shawn H.T. Denstedt, QC
Osler, Hoskin & Harcourt LLP
TransCanada Tower, Suite 2500
450 – 1 Street SW
Calgary, AB T2P 5H1
Tel: 403-260-7088
Fax: 403-260-7024

You can find all documents filed in the hearing on our website. The only exceptions are when we have approved it as confidential information. Appendix III shows how hearing documents are organized online and includes tips for using our website.

1.7 Where can I get help or more information?

The Board's Process Advisor can provide you with information on the process and how to participate in it. Section 5.3 tells you how to contact the Process Advisor. Appendix IV explains the role of the Process Advisor.

Board staff will hold public information sessions to provide information to the public and Aboriginal groups about the hearing and how to participate (section 5.4).

Our website also has helpful publications about the hearing process and the energy industry in general. Section 5 has information about other sources of help, including Board staff names and contact information.

2 Participation

2.1 How can I stay informed of the hearing?

The hearing is public and anyone can observe the process by:

- reading information about this hearing on our website – see Appendix III;
- signing up through the Project website to receive email updates;
- reading the evidence that has been filed on the public registry; and
- listening to live broadcasts of the oral portion through our website, attending the oral portion of the hearing in person and/or reading the daily transcripts of the oral portion.

Section 5.2 tells you how to stay informed using our website.

2.2 Can I participate in this hearing?

On 20 October 2015, we issued a Notice of Public Hearing and opened the Application to Participate process. Applications were then accepted from 2 November 2015 to 27 November 2015. From these applications, we determined who will be allowed to participate in this hearing, and released a Ruling on participation on **22 December 2015**. The List of Participants is attached to that Ruling.

There are two methods of participation: Commenters and Intervenors.

2.3 What is a Commenter?

If you applied and were approved by us to be a Commenter, you are allowed to file one letter of comment. It will be placed on the online public registry, will form part of the hearing record, and we will read and consider it. Any additional letters or submissions will not be included on the record or considered.

As a Commenter, you do not have the right to ask questions about the evidence on the record or present argument.

Commenters will not be notified of, or receive documents that are filed on the online public registry. You will need to monitor the registry if you wish to remain aware of new filings on the record.

2.3.1 What do I write in my letter of comment?

As a Commenter, you may tell us your views on the Project by writing us a letter of comment. Your letter of comment should:

- include your name, mailing address, and telephone number;
- include the name of your organization, if you represent one;
- reference hearing number GH-003-2015 and file number OF-Fac-Gas-N081-2015-16 02; and
- state your views on the Project, including how you will be impacted positively or negatively by the Project and/or information or expertise you have in support of your views.

There is no page limit to your letter, although clear and well-organized letters are encouraged.

2.3.2 How can I file a letter of comment?

Only those who have been approved as Commenters may file a letter of comment. A letter of Comment must be filed by **8 March 2016**:

1. Send your letter to us in one of these ways:
 - through your online NEB account, which you set up when applying to participate in this hearing process; or
 - mail, fax or courier it to us - see Section 5.1
2. You must also send a copy of your letter to NGTL via the Participation Portal or at all the following addresses:

Mr. Daniel RK Wyman
Regulatory Project Manager
Regulatory Services
NOVA Gas Transmission Ltd.
450 – 1 Street SW
Calgary, AB T2P 5H1
Tel: 403-920-6296
Fax: 403-920-2347
dan_wyman@transcanada.com

Mr. Matthew Ducharme
Legal Counsel
Law, Canadian Pipelines
NOVA Gas Transmission Ltd.
450 – 1 Street SW
Calgary, AB T2P 5H1
Tel: 403-920-2563
Fax: 403-920-2310
matthew_ducharme@transcanada.com

Mr. Shawn H.T. Denstedt, QC
Osler, Hoskin & Harcourt LLP
TransCanada Tower, Suite 2500
450 – 1 Street SW
Calgary, AB T2P 5H1
Tel: 403-260-7088
Fax: 403-260-7024
sdenstedt@osler.com

2.4 What is an Intervenor?

Being an Intervenor is the most involved way to participate. It requires a commitment of time and may involve some costs to prepare your evidence and send documents to Participants. It allows you, among other things, to:

- submit written evidence;

- ask questions in writing about others' evidence;
- submit and respond to motions; and
- make a final argument.

If you give evidence, you must answer any questions asked about your evidence, and attend the oral portion of the hearing if anyone, including the Board, plans to ask questions about your evidence.

Intervenors will be notified of, or receive all documents that are on the public registry. This includes the Application, evidence, notices of motion and all related materials. You can find the public registry on our website. For more information on how to find documents on our website, see Appendix III.

2.5 May I withdraw?

If you are approved to be a Participant, you may withdraw at any time in the hearing process by telling us in writing (through e-filing, mail, fax, or hand delivery).

As an Intervenor, unless you formally withdraw, you will continue to regularly receive email notifications and/or hard copies of documents.

3 Steps in the hearing

This section describes the steps in the hearing process. Appendix V shows the timetable of events and deadlines.

3.1 Board sets a time limit

On **22 December 2015**, the Board determined that this Application was complete and the assessment could begin. The Chair of the NEB has specified that the time limit for us to submit our Report on the Towerbirch Expansion is 15 months. Therefore, the Board will issue its Report no later than **22 March 2017**. The time limit represents the maximum time for us to complete our assessment, subject to any modifications allowed under the NEB Act.

3.2 We release a Hearing Order including the List of Issues

The issues that we will consider in this hearing are listed in Appendix I. These issues were originally released on 20 October 2015 with the Notice of Hearing and Application to Participate in order to help interested persons complete their Applications to Participate.

3.3 We issue the List of Participants

We released the List of Participants on **22 December 2015** (see section 2.2) and directed NGTL to serve its Application and related documents on Intervenors that have not already received a copy. Service is further explained in section 4.3. If you are a Participant, you must notify us if your contact information changes.

The List of Participants indicates how NGTL and Intervenors wish to be served with documents.

3.4 NGTL files additional evidence

By **15 January 2016**, NGTL must file with us any additional written evidence to supplement its Application, and it must also serve a copy on all Intervenors.

3.5 Intervenors file Information Requests to NGTL

All Intervenors may ask questions of NGTL. Their questions are to be in writing and these are referred to as Information Requests. Every Information Request must be relevant to one or more of the issues identified in Appendix 1.

To submit Information Requests to NGTL or an Intenor must, by **1 February 2016**:

- file the Information Request with us;
- serve it on NGTL and its counsel; and
- serve it on all other Intervenors.

The Board may also, at any time, ask Information Requests to NGTL.

3.6 NGTL responds to Information Requests

By **16 February 2016**, NGTL must:

- file responses to all Information Requests with us; and
- serve a copy on all Intervenors.

3.7 Intervenors file written evidence, Commenters file Letters of Comment

By **8 March 2016**, Intervenors who want to file evidence must:

- file written evidence with us; and
- serve a copy on NGTL and all other Intervenors.

The evidence must be relevant to one or more of the issues identified in Appendix I.

By **8 March 2016**, Commenters must also file their letters of comment (details in section 2.3.2).

3.8 Participants submit Information Requests to Intervenors

NGTL or Intervenors may ask questions about the evidence of other Intervenors. To do this, they must, by **4 April 2016**:

- file the Information Requests with us;
- serve them on the relevant Intenor; and
- serve a copy on NGTL, and all other Intervenors.

The Information Requests must be relevant to one or more of the issues identified in Appendix 1. The Board may also, at any time, ask Information Requests to Intervenors.

3.9 Intervenors respond to Information Requests

By **18 April 2016**, Intervenors must:

- file a copy with us of the responses to the Information Requests they receive; and
- serve a copy of those responses on NGTL and all other Intervenors.

3.10 NGTL files reply evidence

By **9 May 2016**, NGTL may file any reply evidence with us and serve a copy on all Intervenors.

3.11 The oral portion of the hearing begins

We anticipate that the oral portion will be held in spring 2016 and Dawson Creek, B.C. has been identified as a possible location. The date, location, venue and anticipated length of the oral portion of the hearing (number of days) will be communicated at a later date.

The purpose of the oral portion of the hearing is to test the evidence by asking oral questions and may include final argument. Presenting oral traditional evidence may also occur at this time.

For information about oral hearings, see our publication called the National Energy Board Hearing Process Handbook.

3.12 Intervenors and NGTL present Final Argument

We anticipate that final argument will be done in writing and to take place no later than July 2016. However, this step may be done orally and combined with the oral portion depending on circumstances. This will be communicated with the details of the oral portion.

3.13 We close the record and make recommendations and decisions

After final argument and NGTL's reply argument, we close the record, meaning that we do not accept any new evidence. We then consider all relevant evidence on the record before we make our recommendations and decisions.

Within 12 weeks from the close of the record, we will submit our Report to the Governor in Council. This includes our recommendations on whether the Project should proceed and under what conditions. We notify all Participants and post the Report on our website.

4 Procedures

This section describes how to submit documents, the deadlines, and other procedures.

4.1 How do I prepare documents?

Every document you file with us or serve on NGTL or Intervenors must refer to Hearing Order GH-003-2015 and File No. OF-Fac-Gas-N081-16 02.

Address the document(s) to the proper recipient. For example, anything to be filed with us should be addressed to the Secretary of the Board. Documents specifically for others should be addressed to them using the List of Participants as a guide.

Number the pages of your document consecutively, including blank pages, so the electronic page numbers match the page numbers that show on your document. Also, please use the latest version of Adobe Acrobat.

Except for online forms, sign any document you file with us.

If you refer to information on a website in your document:

- insert a direct link or a reference to the website, so anyone accessing the website can know the exact information you are referring to;
- make sure the reader does not require a password or subscription to get the information; and
- file a hard copy with us of all the information you are referring to.

Website information may change over time. Therefore, only the hard copy will become part of the official record in the hearing.

4.2 How do I file documents with the Board?

All documents submitted to the Board become part of the public registry. We require you to file your documents electronically, using your NEB account, through our Participation Portal, if you are able.

4.2.1 Submit Documents by NEB Account

To file your documents using your online NEB Account, you must follow these steps:

- Prepare your documents as explained in section 4.1.
- Sign into your NEB Account using your GCKey user ID and password, which you created when you applied to participate.
- You should see the Welcome Portal page, click “continue”.
- You will see a list of the hearings you can participate in. Locate “Towerbirch Expansion Project”, click on “Submit Documents Electronically” and follow the instructions.

- Under Step 8 - “Service Options and Submission of Complete Form”, you may choose to have the Board’s Participation Portal (Portal) send an Automated Service Notification¹ on your behalf by email to all Participants who have provided a valid email address. To make use of this service, click on “Yes, I want to use the Participation Portal’s Automated Service Notification option for all Participants who have provided an email address.”
- Once you have completed your submission through the Portal, you will receive two emails:
 - your filing receipt where you need to verify your attachments; and
 - important instructions including the contact information of the Participants who have not provided an email address.

4.2.2 What if I can’t file my documents through the Participation Portal?

If you cannot file your documents through the Participation Portal, you may submit documents by e-file, in person, or by mail, fax or courier.

- Prepare the document as explained in section 4.1.
- Hand deliver, mail, fax, or courier one copy of each document to us. See section 5.1 for our contact information.

Please contact the Process Advisor (section 5.3) if you need help with the e-file method.

4.2.3 Who can help me with submitting my documents?

Contact the Regulatory Officer - see section 5.5

4.3 How do I serve documents on others?

When you are required to serve documents, you must send one copy to NGTL and its counsel, and to each Intervenor on the List of Participants. The method of service for each Intervenor will be indicated on the List of Participants.

When you use the Board’s Participation Portal it will send an Automated Service Notification on your behalf by email to all Participants who have provided a valid email address. Follow the instructions as provided in section 4.2.

¹ The Board will accept this Automated Service Notification as equivalent to the service required under the *National Energy Board Rules of Practice and Procedure, 1995* (Rules). If you do not wish to use the Automated Service Notification option, you are required to serve all Participants yourself using any of the methods allowed under the Rules (i.e., email, facsimile, courier, regular mail or hand delivery). **In either case, the Portal cannot serve Participants who have not provided an email address; it is your responsibility to serve a hard copy of your submission on any Participant who has not provided an email address.**

If you e-file documents, you must notify Participants by email when a document has been filed. To do this, create a list of email addresses from the List of Participants and send an email to this list indicating that the filing is available on the Board's website.

If the List of Participants indicates an Intervenor is unable to access electronic documents, you must provide that person with a hard copy.

If your document cannot be scanned, for example, if it is too large, you must mail, fax, courier or deliver by hand one copy to us and to NGTL and all Intervenors. Board staff will put an electronic placeholder on our website. A placeholder indicates a document has been filed in hard copy (and is available in our library) but cannot be viewed or searched online.

4.4 What if I cannot meet a deadline?

Our deadlines are set to provide fairness, efficiency and certainty to all Participants. Timely filing and serving of documents is a standard equally applied to all Participants. Delays have the potential to affect the efficiency of the hearing process and can be prejudicial to other Participants. We encourage participants to use their NEB account so that others receive documents on time.

Late filings will not be accepted unless you first obtain our permission. If you cannot meet a deadline, you must write to us to request an extension. We will then decide whether to grant your request by considering:

- the reason why you cannot meet the deadline;
- whether your submission is likely to assist us;
- whether others have made, or could have made, similar submissions;
- whether other Participants could be disadvantaged as a result of the late submission; and
- any other relevant considerations.

4.5 How do I raise a question of procedure or substance that requires a Board decision?

If you want to ask us to do something, such as asking us to consider a change to the process, you must submit a request to us. This request is called a Notice of Motion.

The Notice of Motion must include:

- a concise statement of the facts;
- the decision or relief requested;
- the grounds for the request; and
- any information which supports the request.

The Notice of Motion must:

- be in writing;
- be signed by the person making the motion or an authorized representative;
- be divided into consecutively numbered paragraphs;
- be filed with us, and served on NGTL and Intervenors; and
- be filed separately from any other correspondence.

*You may use your NEB Account to upload your Notice of Motion using our Participation Portal.

If you are relying on case law or other authorities to support your position, you must submit a book of authorities and highlight the specific passages you are relying on. You must submit a copy to us and send a copy to NGTL, and all Intervenors.

For further information on motions, see section 35 of the *National Energy Board Rules of Practice and Procedure*, 1995 (the Rules). The Rules can be found on our website, see Appendix III.

4.6 Will you keep my evidence confidential?

All evidence we accept for this hearing will be on the public registry unless you file a Notice of Motion to keep your evidence confidential under sections 16.1 or 16.2 of the NEB Act and we accept your request for confidentiality.

4.7 Where can I go for more detailed information about the hearing procedures?

The Rules provide detailed information about the hearing process; however, in the event of a discrepancy between the Rules and this Hearing Order, this Hearing Order prevails. You may also contact the Process Advisor - see section 5.3.

5 Contact Information

5.1 Our contact information for filing documents

Secretary of the Board
National Energy Board
517 Tenth Avenue SW
Calgary, AB T2R 0A8

Phone 403-292-4800
Toll-free phone 1-800-899-1265
Fax 403-292-5503
Toll free fax 1-877-288-8803

5.2 NEB Website

We post the most current information about the hearing on our website. Go to www.neb-one.gc.ca/towerbirchexpansion. See Appendix III for information on our website.

5.3 Process Advisor

Our Process Advisor can help you understand the hearing process and how you can participate in it. Appendix IV provides some information on what the Process Advisor can do to assist. You can contact the Process Advisor at:

Nancy MacWhirter
TowerbirchExpansion@neb-one.gc.ca
Phone 403-299-3579
Toll-free phone 1-800-899-1265
Fax 403-292-5503
Toll-free fax 1-877-288-8803

5.4 Information Sessions

Our Process Advisor for this hearing can organize information sessions or workshops to provide you with general information about the hearing process, how to participate in it and information about the Board's Participant Funding Program. If you have questions about the hearing, or how to participate, please contact our Process Advisor (section 5.3). If you wish to comment or give evidence about the Project, see sections 2 and 3.

5.5 Regulatory Officer

If you need help with filing documents, or help with evidence or exhibits during the hearing, please contact the Regulatory Officer at:

Janet Foreman
janet.foreman@neb-one.gc.ca
Phone 403-221-3055
Toll-free phone 1-800-899-1265
Fax 403-292-5503
Toll free fax 1-877-288-8803

5.6 Publications

The Public Hearing Process booklet includes general information about how hearings are conducted - see Appendix III

For our publications, you may also contact our library:

publications@neb-one.gc.ca

Phone 403-292-3562 or 1-800-899-1265 (toll free)

517 Tenth Avenue SW

Calgary, AB T2R 0A8

5.7 Our library

You can view a copy of the Application in our library. The library is also an excellent source of information about energy issues. You can reach the library at:

library@neb-one.gc.ca

403-299-3561 or 1-800-899-1265 (toll free)

517 Tenth Avenue SW

Calgary, AB T2R 0A8

NATIONAL ENERGY BOARD

Original signed by L. George for

Sheri Young
Secretary of the Board

Appendix I – List of Issues

1. The need for the Project.
2. The economic feasibility of the Project.
3. The potential commercial impacts of the Project.
4. The method of toll and tariff regulation.
5. The potential environmental and socio-economic effects of the Project, including those to be considered under the *Canadian Environmental Assessment Act, 2012*.
6. The appropriateness of the general route and land requirements for the Project.
7. Potential impacts of the project on Aboriginal interests.
8. Potential impacts of the project on landowners and land use.
9. The suitability of the design of the Project.
10. Contingency planning for spills, accidents or malfunctions, during construction and operation of the project.
11. Safety and security during construction of the Project and operation of the project, including emergency response planning and third-party damage prevention.
12. The terms and conditions to be included in any recommendation or approval the Board may issue.

Appendix II – Where can I see the Application?

NGTL has made copies of its Application available for public viewing at the following locations:

Fort St. John Public Library – Digital (USB)
10015 – 100th Avenue
Fort St. John, BC

Dawson Creek Public Library – Digital (CD)
1001 McKellar Avenue
Dawson Creek, BC

Hudson's Hope Public Library – Hard Copy
9905 Dudley Drive
Hudson's Hope, BC

Chetwynd Public Library – Digital (CD)
5012 46th St.
Chetwynd, BC

Bonanza Municipal Library – Digital (CD)
80104 Highway 719
Bonanza, AB

Taylor Public Library – Digital (CD)
10008 104th Avenue
Taylor, BC

Copies of NGTL's Application and all related documents are available for viewing at the Board's library:

National Energy Board – Hard Copy
517 Tenth Avenue SW
Calgary, AB

Appendix III – How can I find documents on the Board’s website?

Website Navigation Tips:

1. You will find our website’s home page at: www.neb-one.gc.ca
2. Information on the Towerbirch Expansion is available at:
www.neb-one.gc.ca/towerbirchexpansion
3. To find the Public Registry for the Project, go to the dark blue navigation bar and click on “Applications & Filings” at the top of our home page. On the left hand side of the page, click on “View Regulatory Documents”. Click on “Active Hearings” and “NOVA Gas Transmission Ltd – Application for the Towerbirch Expansion Project”.

You may also find the public registry for the Towerbirch Expansion using the link provided in #2 above.

At times, recently filed documents may not be on the public registry as they are waiting to be filed. There is a hearing-specific Inbox is located within the hearing project folder - “NOVA Gas Transmission Ltd – Application for the Towerbirch Expansion Project”.

4. When you use your NEB Account to submit documents, your Participation Portal will keep a record of these documents.
5. To learn about hearings in general, go to the left side of our home page, click “Participate in a Hearing”.
6. To find Acts, Regulations and Rules, click on “About Us” and then “Acts and Regulations” then select “List of Acts and Regulations” to find:
 - *National Energy Board Act*
 - *Canadian Environmental Assessment Act, 2012*

To find *National Energy Board Rules of Practice and Procedure, 1995*:

Click “List of Acts and Regulations” then from the right hand column beside *National Energy Board Act* click “Regulations” then “*National Energy Board Rules of Practice and Procedure, 1995*”

7. If you would like to receive periodic email updates on the hearing, go to www.neb-one.gc.ca/towerbirchexpansion to register.

Appendix IV – Role of the Process Advisor

The Board has assigned Nancy MacWhirter as the Process Advisor for this Project. The Process Advisor's role is to support the public (e.g. landowners, concerned citizens, environmental non-governmental organizations) and the Aboriginal groups that are participating in public hearings.

If you are thinking about participating in the Board's hearing process for this Project, Nancy MacWhirter can provide you with assistance.

Nancy can:

1. Answer your questions about the Board's hearing process.
2. Explain the different ways you may participate (intervenor, letter of comment) and what you can and cannot do in these roles.
3. Organize and run public information sessions and workshops.
4. Answer your questions about the Participant Funding Program and how to apply.
5. Discuss how you can apply to participate in the process.
6. Provide samples and templates and answer your questions about them.
7. Explain your role in the hearing.
8. Answer your process questions in person during an oral-portion of a hearing.

Nancy cannot:

1. Make your case for you. That means, she cannot:
 - a. Interpret the evidence for you;
 - b. Tell you what information you should give to the Panel Members;
 - c. Tell you how to best present your information; or
 - d. Write your questions or evidence.
2. Talk to the Panel Members on your behalf.
3. Talk to NGTL on your behalf.

Please contact Nancy MacWhirter at 1-800-899-1265 or TowerbirchExpansion@neb-one.gc.ca if you have questions about the hearing for this Project, or if you would like help participating in this hearing.

She will generally be available during business hours and able to respond to enquiries the following business day.

Appendix V – Timetable

Events	Hearing Order Reference	Responsible Participant	Date or Deadline
NGTL's Project application to the Board	N/A	NGTL	2 September 2015
Apply to the Board to participate	2.2	Interested persons	2 – 27 November 2015
Determination of Project application completeness and time limit	3.1	Board	22 December 2015
Release Hearing Order GH-003-2015	3.2	Board	22 December 2015
Release List of Participants	3.3	Board	22 December 2015
Submit additional written evidence	3.4	NGTL	15 January 2016
Submit Information Requests to NGTL	3.5	Intervenors	1 February 2016
NGTL respond to the Information Requests	3.6	NGTL	16 February 2016
Submit written evidence	3.7	Intervenors	8 March 2016
File Letters of Comment	3.7	Commenters	8 March 2016
File Information Requests to Intervenors	3.8	NGTL, other Intervenors	4 April 2016
Respond to Information Requests	3.9	Intervenors	18 April 2016
File reply evidence	3.10	NGTL	9 May 2016
Begin oral portion of the hearing	3.11	NGTL and	To be determined

		Intervenors	
Final Argument	3.12	NGTL and Intervenors	To be determined