



NEWFOUNDLAND AND LABRADOR  
**BOARD OF COMMISSIONERS OF PUBLIC UTILITIES**  
120 Torbay Road, P.O. Box 21040, St. John's, Newfoundland and Labrador, Canada, A1A 5B2

2020-09-22

**Newfoundland and Labrador Hydro**

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**Industrial Customer Group**

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E-mail: pcoxworthy@stewartmckelvey.com

Dear Madams/Sirs:

**Re: Newfoundland and Labrador Hydro 2021 Capital Budget Application  
To Parties - Intervenors, Schedule, Contact List and Filing Guidelines**

Please be advised that the Board has confirmed the following intervenors as parties to the above noted application:


- i) Newfoundland Power Inc.;
- ii) Consumer Advocate Dennis Browne, Q.C.;
- iii) Island Industrial Customers Group; and
- iv) Labrador Interconnected Group.

Attached is the Application Information, including the hearing schedule and contact list for the distribution of information, as well as the Board's Filing Guidelines which have been updated to reflect a change in the required number of copies.

Please note that any party wishing to opt out of receiving paper copies can make the necessary arrangements with the other parties involved in this matter.

If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

  
Cheryl Blundon  
Board Secretary

CB/cj

Enclosures

ecc **Newfoundland and Labrador Hydro**  
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**Newfoundland Power Inc.**  
NP Regulatory, E-mail: regulatory@newfoundlandpower.com  
**Consumer Advocate**  
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**Industrial Customer Group**  
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**Labrador Interconnected Group**  
Julia Brown, E-mail: jbrown@oktlaw.com

**NEWFOUNDLAND AND LABRADOR HYRDO  
2021 CAPITAL BUDGET APPLICATION**

**APPLICATION INFORMATION**

**SCHEDULE\***

**August 2020**

August 4 (Tuesday)	Application Received
August 12 (Wednesday)	Notice to paper
August 15 (Saturday)	Notice Published
August 27 (Thursday)	Intervenor Submissions Filed/Request to Make a Presentation

**September 2020**

Week of September 14	Presentation of Capital Budget to Intervenors by Hydro
September 23 (Wednesday)	RFIs to be submitted Request for Technical Conference/Hearing Notice of Intervenor Evidence

**October 2020**

October 14 (Wednesday)	Replies to RFIs
October 19 (Monday)	Letters of Comments
October 26 (Monday)	Written Submissions from Intervenors

**November 2020**

November 2 (Monday)	Written Submission from Hydro
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\*Adjustment to the schedule will be made if Intervenor Evidence is submitted or a Technical Conference or Hearing is required

**NEWFOUNDLAND AND LABRADOR HYDRO  
2021 CAPITAL BUDGET APPLICATION**

**CONTACT LIST**

**PARTIES**

**APPLICANT**

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**Labrador Interconnected Group**

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**PAPER AND ELECTRONIC DISTRIBUTION OF HEARING DOCUMENTS**

**PAPER DISTRIBUTION**

1. File with the Board Secretary one (1) original signed paper copy of each document.
2. Provide nine (9) paper copies of the original documents with the Board.
3. Serve one (1) paper copy of each document to the parties.

## **ELECTRONIC DISTRIBUTION**

### **Newfoundland and Labrador Hydro**

Ms. Shirley Walsh  
NLH Regulatory

### **Email**

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### **Newfoundland Power Inc.**

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### **Public Utilities Board**

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Jacqui Glynn  
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NEWFOUNDLAND AND LABRADOR  
**BOARD OF COMMISSIONERS OF PUBLIC UTILITIES**  
120 Torbay Road, P.O. Box 21040, St. John's, Newfoundland and Labrador, Canada, A1A 5B2

# Filing Guidelines

## Routine Applications and Compliance Filings

Revised: August 17, 2020 - Item 5(a)(ii)

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1 **Introduction**

2  
3 These Filing Guidelines are intended to streamline the process of filing documents in  
4 applications/proceedings where the Board has set an established schedule, and for the review  
5 of routine and annual compliance filings by Newfoundland and Labrador Hydro and  
6 Newfoundland Power.

7  
8 The Board may at its discretion vary or supplement these guidelines, if deemed necessary. In  
9 major applications and/or proceedings, such as General Rate Applications and/or public  
10 hearings and reviews, the Board will normally issue a procedural order setting out, among other  
11 things, the manner of filing documents and identifying the intervenors in that particular  
12 application.

13  
14  
15 **1. Public Record**

- 16  
17 (a) Unless otherwise directed by the Board, all documents filed with the Board shall be  
18 placed on the public record.  
19  
20 (b) A party may apply to the Board requesting that a document or other information filed  
21 with the Board be considered confidential and not be released or released subject to  
22 conditions set by the Board.  
23  
24 (c) The Board is bound by the provisions of the *Access to Information and Protection of*  
25 *Privacy Act, RSNL 2002 Chapter A-1.1*. Documents which are determined by the Board  
26 to be confidential will be dealt with in accordance with the provisions of this legislation.  
27

28  
29 **2. Filing of Documents**

- 30  
31 (a) All documents shall be filed with the Board Secretary.  
32  
33 (b) Documents may be filed by:  
34  
35 (i) hand delivery;  
36 (ii) courier service;  
37 (iii) registered mail;  
38 (iv) electronic mail; or  
39 (v) facsimile.  
40  
41 (c) Filing is accomplished on the date when the Board first receives the submission,  
42 whether electronically or in paper format.  
43  
44 (d) When documents are filed electronically, paper copies must be filed within 24 hours or  
45 the next business day. For parties located outside of the St. John's area, the Board will  
46 allow 3 business days for the filing of paper copies.  
47  
48 (e) Where the Board has set a review schedule for an application or proceeding, all  
49 documents shall be filed no later than 3:00 pm on the date set by the Board. Documents  
50 filed after this time or on a Board holiday shall be considered as filed on the next Board  
51 business day.



1 (f) Unless a schedule has been set, all routine or compliance filings such as those  
2 established by legislation, directed by Board order or by policy shall be filed no later  
3 than 4:30 pm on the filing date.  
4

5 (g) All documents will have the date recorded when received by the Board.  
6  
7

### 8 **3. Form of Documents** 9

10 (a) Paper and electronic filings are considered Board records.  
11

12 (b) All paper documents filed shall be prepared as follows:  
13

- 14 (i) typed, written or printed on 8½" X 11" letter size paper, 3-hole punched;
- 15 (ii) single or double sided;
- 16 (iii) each page shall be numbered; and
- 17 (iv) where reasonable, each line shall be numbered.  
18

19 (c) All documents filed electronically must be searchable and allow for key-word  
20 searching. This will require documents to be scanned with optical character recognition  
21 (OCR) or converted to OCR before they are filed with the Board.  
22

23 (d) The electronic copy must be an exact copy of the original signed document, including  
24 covering letters.  
25

26 (e) Upon request the Board may consider filing exceptions regarding the form of  
27 documents.  
28  
29

### 30 **4. Revisions to Documents** 31

32 (a) A party may revise any document to correct errors or to provide new information.  
33

34 (b) Where all or any part of a document is revised, each revision shall indicate the page(s)  
35 revised, the line(s) revised, the content revised (e.g. shading to indicate revised content),  
36 the number of the revision (i.e. 1<sup>st</sup> revision), and the date of the revision.  
37

38 (c) Where all or any part of a document is revised, the document must be re-filed  
39 electronically in its entirety; however, only the revised pages are required to be filed in  
40 paper copy.  
41

42 (d) Where a revision is made to a document the Board may, upon its own motion or upon  
43 the request of another party, after receiving submissions of the parties, make any order  
44 in respect of the revisions.

1 **5. Number of Paper Copies to be filed**

- 2
- 3 (a) Unless otherwise directed, a party filing a document with the Board shall:
- 4
- 5 (i) file with the Board Secretary one (1) original signed copy of each
- 6 document;
- 7 (ii) provide nine (9) copies of the original document (including the cover letter) to
- 8 the Board; and
- 9 (iii) serve one (1) copy of each document to the other parties.
- 10
- 11 (b) In certain proceedings the Board may alter the number of copies required to be filed.
- 12
- 13

14 **6. Requests for information**

- 15
- 16 (a) The parties shall observe the schedule set for the issuance and filing of requests for
- 17 information (“RFIs”) and for responses to RFIs.
- 18
- 19 (b) RFIs shall be:
- 20
- 21 (i) labeled with the initials of the party issuing the RFI;
- 22 (ii) designated so as to provide notice of to whom the RFI is directed
- 23 (i.e. PUB-NP-001; PUB-CA-001); and
- 24 (iii) numbered consecutively with whole numbers. The number should not contain
- 25 sub-numbering (e.g. PUB-NLH-001A). However, sub-numbering can be used
- 26 within the request itself (e.g. the number will still be a whole number: PUB-
- 27 NLH-001 but may contain a, b, c, etc. within the body of the request).
- 28
- 29 (c) Responses to RFIs shall be:
- 30 (i) filed as individual pages. The electronic copy of each response shall be filed as
- 31 a separate file; and
- 32 (ii) numbered on the top right-hand corner of each page with the RFI number and
- 33 the page number. If the response has an attachment, the RFI number and the
- 34 attachment number as well as the number of pages should be included on the
- 35 top right-hand corner of each page.
- 36
- 37 (d) RFIs, and responses to RFIs, constitute part of the Board’s record and will be considered
- 38 to be evidence in any proceeding.
- 39
- 40

41 **7. Service of Documents**

42

43 The Board may direct to whom service shall be provided.

44

45

46 **8. Time**

47

48 The parties shall observe the schedule established by the Board as amended from time to time.

1 **9. Motions**

- 2
- 3 (a) Motions must be filed in writing with the Board and served upon the other parties.
- 4
- 5 (b) The responding parties must file response briefs with the Board and serve upon the
- 6 other parties in accordance with the schedule set by the Board.
- 7

8

9 **10. Exceptions**

10

11 The Board may dispense with, vary or supplement any provisions of these Rules on those

12 terms the Board considers necessary.

13

14

15 **11. Public Viewing**

16

17 Interested persons may view any or all documents filed with the Board, except confidential or

18 private information, on the Board's website ([www.pub.nl.ca](http://www.pub.nl.ca)) or at the Board's office by

19 contacting the Board Secretary.

20

21

22 **12. Copies of Board Documents/Information**

- 23
- 24 (a) The Board will provide one copy of any document authored by the Board or its
- 25 Consultants, and which is not available on its website, at no charge.
- 26
- 27 (b) Copies of documents originating or authored by a party should be requested directly
- 28 from that party.
- 29
- 30 (c) Where transcripts are provided, the Board will provide one (1) copy of the transcript
- 31 for each day of the hearing to each party at no cost.
- 32
- 33 (d) Copies of the Legislation can be obtained from the Queen's Printer, viewed at the
- 34 Board's Office, or viewed on the Board's website at [www.pub.nl.ca](http://www.pub.nl.ca).
- 35
- 36 (e) The Board may charge copy fees for the cost associated with the reproduction of any
- 37 document requested in accordance with the applicable legislation.