

November 5, 2020

SENT BY EMAIL

To All Parties Interested in Participating in the NRCB Review
Springbank Off-Stream Reservoir Project - Application #1701

How to Participate in the Virtual Pre-Hearing Conference

Pursuant to the Notice of Pre-hearing Conference issued on October 5, 2020, the Natural Resources Conservation Board (Board) will hold a one-day virtual pre-hearing on **December 2, 2020, at 10:00 a.m.** It will be conducted using a cloud-based web videoconferencing platform (Zoom or similar).

This letter is intended to provide guidance for individuals wishing to participate in the pre-hearing.

Observer

A link to a live feed will be posted on the NRCB website on December 1, 2020. This will provide the public at large the capability to watch/observe the pre-hearing. Observers must have access to a broadband connection using a computer, tablet, or smartphone. The remainder of this letter does not apply to observers.

Register as a Participant by November 20, 2020

This pre-hearing will generally follow the same procedures as an in-person oral hearing. Participants are encouraged to familiarize themselves with the Board's hearing procedures described in the informational materials linked in its [September 23, 2020](#) letter and available on the NRCB website.

Parties who wish to register as participants must email Laura Friend, Manager, Board Reviews, at laura.friend@nrcb.ca by November 20, 2020 and provide the following information:

- for each participant (including counsel)
 - organization and role (if applicable)
 - title (Mr., Mrs., Ms., Dr., etc.) and name as it should appear on the videoconferencing platform
 - email address and telephone number that can be used to contact the participant
- written submission responding to the matters identified in the Notice of Pre-hearing Conference
- parties seeking advance intervenor funding must submit an application in writing (see [Intervenor Funding Process Guide](#) for submission requirements)
- any documents you intend to refer to, opening statements, and estimated time required

Privacy

To support an open and transparent process, information you send to the NRCB will be publicly available on the NRCB website. If there is confidential information you would like to file, a request must be made in advance of filing your submission.

Technical Requirements to Participate

- Participants should familiarize themselves with their video and audio equipment to ensure it is working properly.
- Participants may join from any desktop or laptop computer, tablet, or smartphone. The preference is for participants to use a computer headset (microphone and headphones) and web camera that are directly attached to the computer, and a computer that is connected to the internet by a network cable rather than a wireless network connection. The link to join will be distributed by email at a later date.
- Participants without web conferencing capability may join the pre-hearing by telephone using the toll free telephone number that will be provided when the link is emailed. If possible, a landline is preferable.
- If there are issues with the quality of a participant's internet connection, the participant can use a web camera for video and can dial the toll free telephone number for audio.

Required—Attend Test Session on November 25, 2020

- The Board has scheduled a test session on November 25, 2020, 1:00 p.m. – 2:00 p.m.
- The Board requires that all participants attend to reduce the need for an adjournment or any delay on the day of the pre-hearing.
- On November 24, 2020, a link to join the test session will be sent to each registered participant via the email address they provided.
- Links are unique to the intended participant and should not be forwarded.
- Participants are asked to conduct the test session in the same location and with the same equipment they intend to use for the pre-hearing. Board staff will attend the test session. Board members will not be in attendance.

Day Prior to the Pre-hearing – December 1, 2020

- On December 1, 2020, a link to join the pre-hearing will be sent via email to each registered participant.
- Links are unique to the intended participant and should not be forwarded.
- There will be no screen sharing of documents. Participants are responsible for ensuring that they have access to all the documents on the record. These are available on the NRCB website or can be in the participant's preferred format (print, flash drive, etc.).

Pre-hearing – December 2, 2020

Join the Pre-hearing

- Participants should join the pre-hearing at 9:15 a.m. to register and so that any technical issues can be detected and resolved in advance, and they can remain connected throughout the day.
- Participants are expected to join the pre-hearing from a quiet, secure location with reliable connectivity, and follow the technical requirements outlined on page 2 of this letter.
- Participants should ensure that they are positioned centrally on their screen with adequate lighting.
- Participants should have their web cameras turned on during the opening of the pre-hearing while parties are being introduced.
- During the remainder of the pre-hearing, participants will be asked to have microphones muted and web cameras turned off, unless they are speaking.
- Participants should ensure that their electronic devices are silent during the pre-hearing. However, as participants will likely be in separate locations, discreet phone and tablet usage will be permitted for communicating if necessary.
- If multiple participants are in a room together they may use that meeting room sound system; however, everyone in the room should identify themselves and have their own web camera. It is recommended not to use a teleconference phone as it is difficult to hear.

Pre-hearing Procedures

- The panel chair will open and close the pre-hearing and direct the proceedings.
- At the outset of the pre-hearing, all participants will be asked to identify themselves and anyone else in the room with them orally.
- Affirmations/swearing of oaths will be administered remotely by the court reporter.

Recording and Transcription

A court reporter will transcribe the pre-hearing. To obtain an accurate transcript, participants are requested to refrain from speaking at the same time. The court reporter may interject orally, or notify the Board by email or text, if he or she is having difficulty understanding what is being said. Copies of the transcript can be purchased directly from Amicus Reporting Group.

Troubleshooting

If a participant's audio or video connection fails, the participant is directed to immediately contact Laura Friend, Manager Board Reviews, by email at laura.friend@nrcb.ca. The panel chair will be notified and will direct participants to remain silent to provide an opportunity for the participant to restore his or her connection.

In the event of unforeseen and unavoidable technical issues, the Board may adjourn the pre-hearing to another date or may decide to conduct the remainder of the pre-hearing in writing.

The NRCB may make its decision without further notice or process if no written submissions are received.

Should you have any questions, please contact the undersigned.

Sincerely,

(original signed by)

Laura Friend

Manager, Board Reviews

Laura.friend@nrcb.ca

403-297-8269