



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

2020-08-13

**Newfoundland Power Inc.**

Kelly Hopkins  
55 Kenmount Road  
P.O. Box 8910  
St. John's, NL A1B 3P6  
E-mail: khopkins@newfoundlandpower.com

**Newfoundland and Labrador Hydro**

Shirley Walsh  
P.O. Box 12400  
Hydro Place, Columbus Drive  
St. John's, NL A1B 4K7  
E-mail: shirleywalsh@nlh.nl.ca

**Consumer Advocate**

Dennis Browne, Q.C.  
Browne Fitzgerald Morgan & Avis  
Terrace on the Square, Level 2  
P.O. Box 23135  
St. John's, NL A1B 4J9  
E-mail: dbrowne@bfma-law.com

Dear Madams/Sir:

**Re: Newfoundland Power Inc. 2021 Capital Budget Application  
Application - Hearing information**

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

- i) Newfoundland And Labrador Hydro, and
- ii) Consumer Advocate Dennis Browne.

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  
Director of Corporate Services  
and Board Secretary

Attachments

ecc **Newfoundland and Labrador Hydro**  
NLH Regulatory, E-mail: nlhregulatory@nlh.nl.ca  
**Newfoundland Power Inc.**  
Kelly Hopkins, E-mail: khopkins@newfoundlandpower.com  
NP Regulatory, E-mail: regulatory@newfoundlandpower.com  
**Consumer Advocate**  
Stephen Fitzgerald, E-mail: sfitzgerald@bfma-law.com  
Sarah Fitzgerald, E-mail: sarahfitzgerald@bfma-law.com  
Bernice Bailey, E-mail: bbailey@bfma-law.com

NEWFOUNDLAND POWER INC.  
2021 CAPITAL BUDGET APPLICATION

**APPLICATION INFORMATION**

**SCHEDULE\***

**July 2020**

July 9 (Thursday)	Application Received
July 15(Wednesday)	Notice to paper
July 18(Saturday)	Notice Published
July 30 (Thursday)	Intervenor Submissions Filed/Request to Make a Presentation

**August 2020**

Week of August 10	Presentation of Capital Budget to Intervenors by NP
August 19(Wednesday)	RFIs to be submitted Request for Technical Conference/Hearing Notice of Intervenor Evidence

**September 2020**

September 9 (Wednesday)	Replies to RFIs
September 14(Monday)	Letters of Comments
September 18 (Friday)	Written Submissions from Intervenors
September 25 (Friday)	Written Submission from NP

*\*This schedule may be adjusted as the matter proceeds.*

**NEWFOUNDLAND POWER INC.  
2021 CAPITAL BUDGET APPLICATION**

**CONTACT LIST**

**PARTIES**

**APPLICANT**

**Newfoundland Power Inc.**

Kelly Hopkins E-mail:  
khopkins@newfoundlandpower.com  
55 Kenmount Road  
P.O. Box 8910  
St. John's, NL A1B 3P6

**INTERVENORS**

**Newfoundland and Labrador Hydro**

Shirley Walsh E-mail: shirleywalsh@nlh.nl.ca  
P.O. Box 12400  
Hydro Place, Columbus Drive  
St. John's, NL A1B 4K7

**Consumer Advocate**

Dennis Browne, Q.C. E-mail: dbrowne@bfma-law.com  
Browne Fitzgerald Morgan & Avis  
Terrace on the Square, Level 2  
P.O. Box 23135  
St. John's, NL A1B 4J9

**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 Power Inc.**

Kelly Hopkins  
NP Regulatory

**Newfoundland and Labrador Hydro**

Ms. Shirley Walsh  
NLH Regulatory

**Consumer Advocate**

Dennis Browne, Q.C.  
Stephen Fitzgerald  
Sarah Fitzgerald  
Bernice Bailey

**Public Utilities Board**

Board Secretary, Cheryl Blundon  
Jacqui Glynn  
Public Utilities Board General

**Email**

khopkins@newfoundlandpower.com  
regulatory@newfoundlandpower.com

shirleywalsh@nlh.nl.ca  
NLHRegulatory@nlh.nl.ca

dbrowne@bfma-law.com  
sfitzgerald@bfma-law.com  
sarahfitzgerald@bfma-law.com  
bbailey@bfma-law.com

cblundon@pub.nl.ca  
jglynn@pub.nl.ca  
ito@pub.nl.ca

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)

## TABLE OF CONTENTS

	<b>Page</b>
<b>Introduction</b>	<b>1</b>
<b>Public Record</b>	<b>1</b>
<b>Filing of Documents</b>	<b>1</b>
<b>Form of Documents</b>	<b>2</b>
<b>Revisions to Documents</b>	<b>2</b>
<b>Number of Paper Copies to be filed</b>	<b>3</b>
<b>Requests for Information</b>	<b>3</b>
<b>Service of Documents</b>	<b>3</b>
<b>Time</b>	<b>3</b>
<b>Motions</b>	<b>4</b>
<b>Exceptions</b>	<b>4</b>
<b>Public Viewing</b>	<b>4</b>
<b>Copies of Board Documents/Information</b>	<b>4</b>

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.