



National Energy  
Board

Office national  
de l'énergie

# As a Commenter, how can I be involved in a hearing process?

2017



# Outline

**This presentation provides a brief overview on how you can participate in a hearing process as a Commenter. It also provides information on how to find details regarding the hearing process you apply to participate in.**

**This presentation includes information on:**

- Being a Commenter
- What is a letter of comment?
- Where can you find more information?
- What is a Process Advisor?

# Being an Commenter

- **How do I participate in a hearing process as a commenter?**
  - If you participate as a commenter, you share your views on the project with the Board in a Letter of Comment.
  - Please refer to the project-specific Hearing Order for details on how you can participate. This presentation describes the general procedural rights of a Commenter. On some occasions, more rights are afforded to Commenters – this is why you must refer to the Hearing Order.
- **How do I prepare?**
  - Understand the process and how to participate in it.
  - Read parts of the application and the public record that apply to your interests.
  - Be familiar with the Hearing Order and procedural updates.
  - Respect deadlines.

# Being a Commenter

- **You were approved to be a Commenter because you:**
  - are directly affected, and/or
  - have relevant information or expertise.
- **As a Commenter:**
  - You can seek to influence the Board's recommendation or decision through your letter of comment.
  - Typically, other participants can't ask you questions on your letter and you can't ask questions of others.
- **You can follow the hearing by:**
  - reading the public registry, hearing transcripts and project website,
  - listening to the hearing on-line,
  - attending the hearing in person, and
  - signing up to receive updates on key milestones or decisions of the Board.

# What is a letter of comment?

- **Your letter of comment is your opportunity to let the Board know your views.**
  - You letter must be relevant to the List of Issues.
  - Your letter is a public document and will be posted on the NEB's website.
- **Your letter of comment can include:**
  - Your views and concerns on the project;
  - How the project will impact you;
  - Information or expertise you have about the project;
  - Your position on the recommendation/decision the Board will make;
  - Your views on conditions that should be put on the project, if it is approved; and,
  - Supporting information:
    - For example, photographs, written information that supports your position.
- **For more information, please see the presentation**  
**[How to Prepare a Letter of Comment](#)**

# Where can I find more information?

- On the [NEB Website](#), you can find project webpages for most hearing processes.
- **The Project Page can be a useful tool to hearing participants as it gives quick access to:**
  - key documents and information specific to a hearing process such as the Hearing Order, the hearing schedule and procedural directions;
  - news releases issued by the Board regarding the project;
  - the schedule of workshops, usually on-line, to assist participants in specific parts of the hearing;
  - documents filed in the Public Registry for the project by all participants; and,
  - the Process Advisor contact information.
- **The [Hearing Process Handbook](#) provides you with general information about the NEB hearing process.**

# What is a Process Advisor?

- The Board assigns Process Advisors (PAs) to each hearing to assist you to better understand the hearing process for a specific project, and how to participate in it effectively.
- The Process Advisors are available by telephone and email. Visit the project page of the hearing you registered to participate in at [www.neb-one.gc.ca](http://www.neb-one.gc.ca) to find the contact information of your Process Advisors.
- Process Advisors also offer workshops, usually on-line, to assist participants in specific parts of the hearing.
- The Process Advisors can only discuss process matters with you and cannot make your case for you.

# Where to Find More Information

- **Website:** [www.neb-one.gc.ca](http://www.neb-one.gc.ca)
- **General Inquiries:** Phone (toll free) 1-800-899-1265



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