

Yukon Utilities Board Yukon Energy Corporation Whitehorse Diesel to Natural Gas Conversion Project Proceeding Community Session Guidelines

Oral Statements

An oral statement allows you to provide the Board with your knowledge, views or concerns on the proposed Yukon Energy Corporation Project in person during the hearing. The Board wishes to provide an opportunity for individuals not involved in the formal hearing process to present information that may inform Registered Parties of issues they may not have considered.

Your oral statement should describe the nature of your interest in the application and provide any relevant information that explains or supports your statement. Board members will listen to and consider all oral statements given throughout the session.

As guidance, the Board does not expect oral statements to be longer than 10 minutes.

Oral statements will be transcribed and the transcripts will become public documents. Following the public hearing, the transcripts will be available on the Yukon Utilities Board website under the section about the YEC LNG Project.

Scheduling your statement

The deadline to schedule oral statements is March 28, 2014.

How do I register for an oral statement at the Community Session?

You may register to make an oral statement by contacting the Board's Executive Secretary by one of the following methods no later than March 28, 2014.

By email: yub@utilitiesboard.yk.ca (preferred method)

By phone: 867-667-7500 or 867-334-3400

Please provide your contact information so that you may receive confirmation.

Who can provide an oral statement?

Individuals who registered by the deadline and who are not a Registered Party to the proceeding are able to make an oral statement. The Board wants to hear directly from individuals registered for the Community Session; therefore, participants cannot use a representative to speak on their behalf.

All participants must have scheduled their oral statements in advance.

“Walk-in” registrants may be allowed to make an oral statement at the Community Session depending on available time by registering with Board staff at the hearing room entrance.

If you did not register by the deadline but would still like to share your personal knowledge, views or concerns with the Board, you can submit a Letter of Comment by March 31, 2014.

Can I make an oral statement if I am a Registered Party to the proceeding?

No. Registered Parties to the proceeding have a different path available to them to make their views known and participate in the process. This Community Session is solely for members of the general public who are not Registered Parties or otherwise representing a Registered Party for the purposes of this proceeding.

Where and when will the Community Session be held?

The Community Session will be held in the hearing room for the project review at the Westmark Hotel in Whitehorse. It will be held between the hours of 7:00 p.m. and 10:00 p.m. on March 31, 2014. There will be a 15-minute break during the session.

What type of information does the Board expect to hear in my oral statement?

The Board is interested in hearing your personal knowledge, views or concerns about the proposed project and its potential effects. You must identify yourself for the record at the beginning of your statement.

Oral statements should be related to the terms of reference of the matter before the Board which may be found on the Board’s website. More particularly, they should address:

- a) the public need for the project under reasonable electrical load forecasts;
- b) the capability of currently available generation facilities to meet forecast load requirements;
- c) the risks facing the project and their effect on customer rates; and
- d) any alternatives to the project given reasonable load and risk assessments.

You can include:

- how the project will impact or benefit you;
- your views on whether the project is in the public interest;
- your position on the recommendations the Board should make; and/or
- any other information that supports your position.

Do not bring copies of your oral presentation for the Board or anyone else. Your statement will be transcribed and will form the public record so you may keep your copy if you bring one.

What type of information does the Board expect in a Letter of Comment?

Please see the preceding section for the information the Board is interested in hearing.

Additionally, you must identify yourself in your Letter of Comment. Anonymous letters of comment will neither be put on the public record nor read by the Board.

Information about providing a Letter of Comment is available below. The deadline to submit a Letter of Comment is March 31, 2014.

How long do I have to make my oral statement?

In order to be fair to all registered participants, your oral statement can take no more than 10 minutes. Please plan your time accordingly in order to allow all registered participants to have an opportunity to make their oral statement to the Board.

I'm really nervous about making an oral statement. What should I do?

Not everyone is comfortable speaking in public. You may be nervous about public speaking or concerned that your views about the project will be unpopular in your community. Rather than making an oral statement, you can choose to submit a Letter of Comment. A Letter of Comment is very similar to an oral statement, except it is provided in writing.

What will happen when I arrive to give my scheduled oral statement?

Upon arrival at the venue, you must check in with a member of the Board staff who will explain the process to you. This will allow the Board staff to confirm your attendance and answer any questions.

Can I make an oral statement in a language other than English?

No. Yukon Utilities Board proceedings are conducted in English.

Will anyone ask me questions during my oral statement?

Questions arising from any oral statement, other than questions of clarification by the Board, will not be permitted.

Can I use visual aids during my oral statement?

The use of visual aids is not encouraged. The focus of your 10-minute statement should be on sharing your personal knowledge, views and concerns about the project and your thoughts on the recommendations that the Board must make.

In order to allow as much time as possible to hear oral statements, electronic forms of visual aids (such as PowerPoint presentations, videos, digital photos or maps, or other media) will not be allowed.

Other items such as posters, signs or placards will not be permitted in the hearing room.

How do I file a Letter of Comment on the public record?

You may file a Letter of Comment by submitting it to Board staff at the session. Alternatively, you can mail a paper copy or email an electronic copy of your Letter of Comment to:

Yukon Utilities Board

Box 31728

Whitehorse, Yukon Y1A 6L3, or

yub@utilitiesboard.yk.ca

The deadline to submit a Letter of Comment is **March 31, 2014**.

Where will I sit during the Community Session?

Persons making oral statements, as well as others, are welcome to sit in the designated general seating area within the hearing room. Seating and attendance will be limited by the hearing room setup and room capacity.

How will I know what has been said at the Community Session?

The public hearing is open for anyone to attend, subject to space availability.

A written record of what is said each day at the public hearing, known as a “daily transcript”, will continue to be prepared. The transcripts will be uploaded to the Board’s website as soon as possible after each day of the public hearing.

How do I get more information?

Further information on the public hearing process, including information on the mandate of the Board, can be found on the Board’s website at www.yukonutilitiesboard.yk.ca