

Yukon Utilities Board

October 4, 2013

TO: All parties participating in a proceeding before the Board

FROM: Bruce McLennan
Chair, Yukon Utilities Board

**RE: Procedural Directions — Use of Hyperlinks in documents
filed in proceedings**

The Yukon Utilities Board (Board) is informing parties of a procedural matter related to the use of hyperlinks to materials not contained as hard copy or PDF in the document filed with the Board during a proceeding.

In the recent YECL 2013-15 General Rate Application (GRA) and subsequent Information Requests, the Board notes that hyperlinks to documents or reference material not contained in the application or the Information Requests were used. The Board is concerned about ensuring that the record of the proceeding are accurate in that the linked documents may change during the course of the hearing or may not be available subsequently because the document is removed from a website or the location is changed.

In this regard, if a party hyperlinks their filed documents to another document that is not filed with the Board, the party must file electronically a PDF of the linked document.

Accordingly, parties to the YECL 2013-15 GRA must file by October 31, 2013 a PDF of the linked document referred to in the application or Information Requests. Any future documents filed with hyperlinks in this proceeding must also be provided as a PDF. In the event of a situation where the original hyperlink no longer exists or there is a dispute about the documentation, the filed PDF version will be accepted by the Board as being the original source documentation.

In addition, this direction applies to all future proceedings before the Board.

The Board appreciates your attention to these matters.