

Project Description Report



**Document Title:
Brooks Solar Power Plant Project Description Report**

**Project Name:
Brooks Solar Power Plant**

**Project Location:
County Of Newell, Near Brooks, Alberta**

**Prepared By:
GTE Solar Inc.
Calgary, Alberta**

Date: Sept 2016

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Contents

1 General Information 3
1.1 Name of the Project and Applicant 3
1.2 Contact Information 3
1.3 The Project Location 3
1.3.1 Land Ownership 3
1.3.2 Need For The Project 3
2 Project Proposal Summary 4
3 Environmental Considerations 5
3.1.1 Emissions To Air, Including Odor and Dust 5
4 Consultation Process 6
5 Energy Sources 6
6 Project Information 6
6.1 Facility Components 6
6.2 Project Activities 8
6.3 Noise To Surrounding Residents and Occupants 9
6.3.1 Noise During Project Construction 9
6.3.2 Noise During Operation 9
6.4 Public Health and Safety 9
7 Appendix A, Project Location Maps 10
7.1 Appendix A.1, 800 and 2000 Metre Perimeter Map 10
7.2 Appendix A.2, Brooks Power Plant, Project Location Map, Satellite View 11
7.3 Appendix A.3. Brooks Land Use Zoning Map 12
7.4 Appendix A.4, Newell County Land Use Zoning Map 13
7.5 Appendix A.5, Brooks Power Plant, Sound Overlay Map 14
8 Appendix B, Brooks Power Plant, Site Plan 15
9 Appendix C, Brooks Solar Power Plant, Project Development Plan Summary 16
10 Appendix D, Alberta Environment, EIA Letter 17
11 Appendix E, Canadian Environmental Assessment Agency, Federal EA Letter 18
12 Appendix F, Major Project Components 19
12.1 Appendix F.1, Photovoltaic Solar Panel Arrays 19
12.2 Appendix F.2, Inverter/Transformer Platform 19
13 Appendix G , Alberta Utilities Commission, Public Involvement Brochure 20

Release Information

The following is the list of this PDR document release dates, and update information.

First Release: November 23, 2011

Update 1: Dec 19, 2011 - Removal of a local company name from the PDR.

Update 2: Jan 24, 2012 - Withdrawal of the biogas facility from the PDR.

Update 3: Apr 18, 2013 - Withdrawal of the natural gas facility from the PDR.

Update 4: September 29, 2016 – Summary level for public information

1 General Information

1.1 Name of the Project and Applicant

The name of the proposed facility is the Brooks Solar Power Plant, also referred to as the Brooks Power Plant or the Brooks 1 Solar Facility. The applicant for this project is GTE Solar Inc.

The project is being developed and operated by GTE Solar Inc a developer of power generation assets. For the purpose of this report the combination of GTE Solar Inc. may be referred to as The Company. The Company finances, installs and operates distributed power plants using proven photovoltaic technologies, delivering fully managed power generation facilities.

1.2 Contact Information

Applicant

Mr. Ian Rogers, BA MBA PMP
President and CEO
GTE Power Corp./GTE Solar Inc.
Suite 101, 1401 - 1st Street SE
Calgary, Alberta, Canada T2G 2J3
Phone: 403-233-6088 Fax: 403-218-9701
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Website: www.gtepower.com

Project Engineer

Mr. Roger Zimmerman, P.Eng PMP
Project Engineer, GTE Solar Inc.
Suite 101, 1401 - 1st Street SE
Calgary, Alberta, Canada T2G 2J3
Phone: 403-233-6075 Fax: 403-218-9701
Email: roger.zimmerman@gtepower.com
Website: www.gtepower.com

1.3 The Project Location

GTE Solar has secured 90 acres of industrial zoned land near Brooks, Alberta, see Appendix A for the property location maps, and land use zoning maps. Appendix A also indicates the 800m and 2000m perimeters around the property. The project is located immediately east of the Trans-Canada Highway, and between Range Road 143 and Township Road 190. Approximately 10 acres was previously used for the farmhouse, shop and equipment. The remaining acres were previously used as crop and pasture land. Three oil & gas well sites are also located on the 78 acres of land.

1.3.1 Land Ownership

The Brooks Power Plant land is privately owned. The legal land description is as follows:

Newell County
Plan 9710449 Block 2
Lot/Unit: Part of SW-3-19-14-4
Geophysical Coordinates:
Latitude: 50.577259°
Longitude: -111.866155°

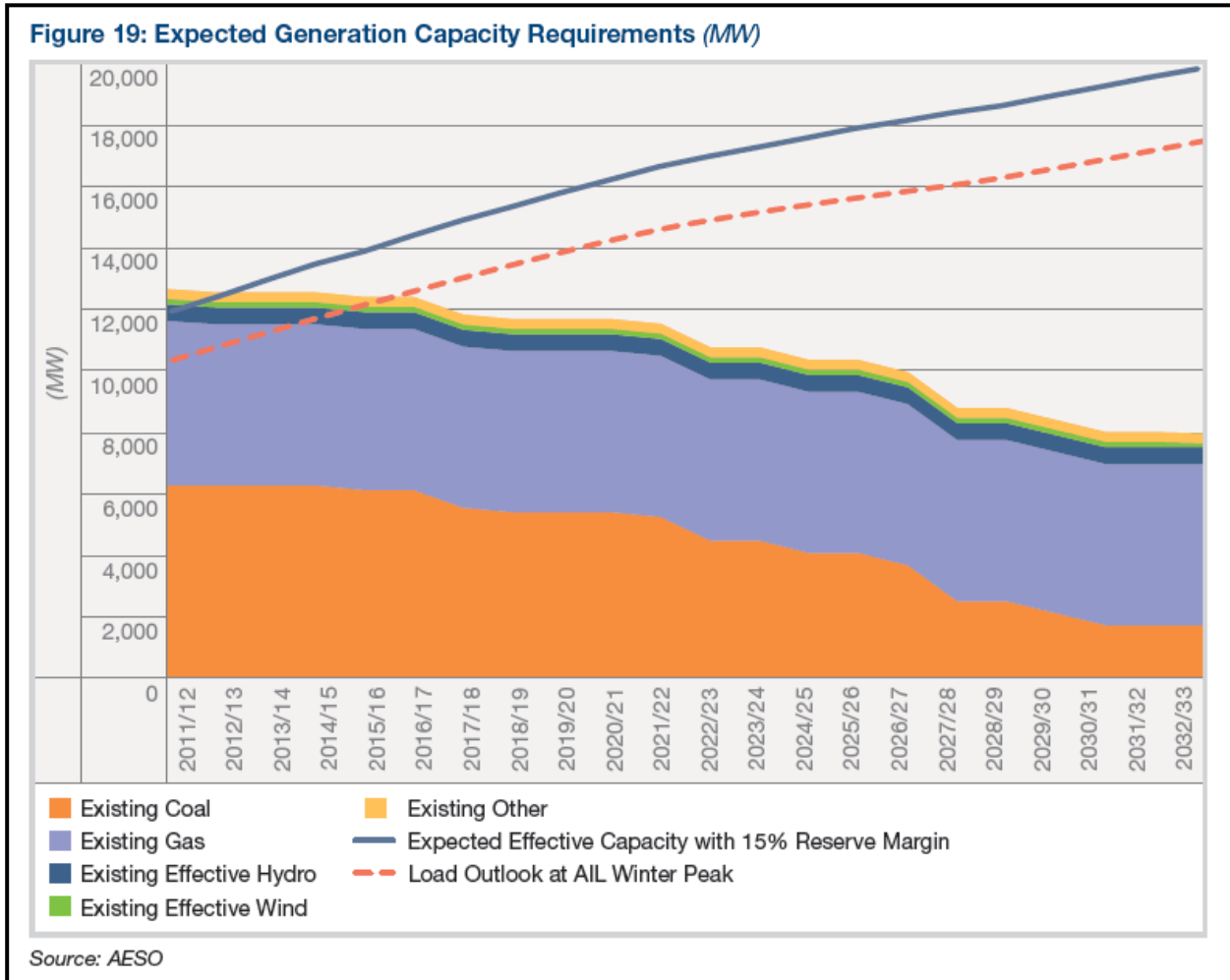
1.3.2 Need For The Project

The Brooks Power Plant facility is proposed in response to the global concern of global warming due in large part to greenhouse gases, and the need to reduce greenhouse gas emissions from electricity generation sources. This project will provide significant greenhouse gas reduction. The average GHG emission intensity from all power generation sources in Alberta is equivalent to 0.65 tonnes of CO₂

per MWh of energy generated. The GHG emission intensity of the Brooks Solar Power Plant will be near 0 emissions, thereby reducing GHG emissions by 0.65 tonnes for every MWh produced.

Electricity demand and consumption continues to increase annually in Alberta. AESO expects a continuously increasing electricity capacity requirements in Alberta, from 12,000 MW in 2011 to 20,000 MW by 2032 (see graph below). New power generation capacity will be required to meet the increased demand. This project will help meet additional need for electrical power, and provide an important and clean energy resource for Albertans.

1.3.2.1 Electricity Demand Forecasts From AESO’s 2012 Long Term Outlook Report



2 Project Proposal Summary

The Company proposes to develop the following facilities on this site:

- 15 Megawatt (MW) photovoltaic solar power production

The Solar Power Facility will occupy most of the land. The mounting system for the photovoltaic panels will require minimal disturbance to the land, with the use of a combination of a helical screw pile mounting system or concrete pad mount. A short grass will be planted on the entire site, to reduce erosion, keep the dust levels down and provide other environmental and esthetic benefits. A mulch will be distributed under the solar panel racking system to prevent weed growth.

The life of the solar power facility is 30 years. After 30 years either the solar technology could be upgraded with the newest technology of that time, or the site will be decommissioned. The decommissioning plan is to remove and return the solar panels to the manufacturer for full recycling. The metal work and copper wiring will be recycled at local recycling facilities. The site will be returned back to the original state, and will be suitable for use as crop and pasture land again.

The operational emissions from the solar power facility is near zero. Refer to Appendix F for the major component images.

3 Environmental Considerations

Environmental considerations are of very high importance for the Company. All precautions will be taken to minimize environmental impacts to the land required for this project, as well as any natural resources that could be impacted.

The project proposal was presented to Alberta Environment for environmental impact assessment consideration pursuant to Section 44 of the Environmental and Enhancement Act (EPEA). Based on the previous land usage and project description, the Alberta Environment determined that an Environmental Impact Assessment is not mandatory for this project. See Appendix D to view the approval letter from Alberta Environment.

The project proposal was also presented to the Canadian Environmental Assessment Agency (CEAA) for environmental consideration pursuant to the Canadian Environment Assessment Act. The CEAA has determined that a federal environmental assessment is not required. See Appendix E for the response letter from CEAA.

There are no natural water bodies or water wells on the site. There is a manmade dugout on the north end of the site. The site is approximately 600 meters from Stafford Lake. Smaller water bodies are within a few hundred meters of the site. No activities or emissions from the site will affect these water bodies. The Company proposes to use some of the water from the dugout, primarily to keep the dust down on the roads during the construction phase. After which the dugout will be reclaimed and filled.. As an alternative, local water will be trucked in from a local company for the water requirements.

Any accidental spills on the site will be handled according to the Alberta guidelines. The site supervisor will ensure all personnel on the site are aware of the processes required for reporting and cleaning up any accidental spills. A spill incident form will be filled in and submitted to the appropriate authority as required.

3.1.1 Emissions To Air, Including Odor and Dust

The following activities will generate some dust during the construction and decommissioning phases:

- Driving of any vehicles on the lot
- Drilling and removal of the helical pile mounts for the solar racks
- Construction or removal of access roads
- Clearing or grading of the site

Steps will be taken to minimize dust by application of water if required. Dust created during the operation of the facility will be minimal.

No odors or air pollutants will come from the solar facility, with the exception of typical exhaust emissions from construction vehicles.

4 Consultation Process

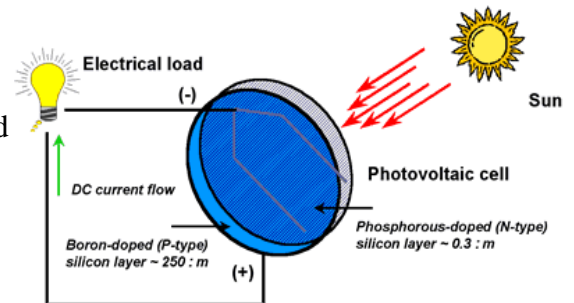
The Company will conduct a full public, municipal and aboriginal consultation prior to the start of construction. As per the regulations from the Alberta Utilities Commission (AUC), all residents, occupants and landowners within 800 m of the property will be given the opportunity for face to face or phone consultation, and those within 2000 m will be consulted in public meetings, or can contact The Company directly to discuss questions or concerns.

This project will fully comply with AUC’s pubic consultation process, providing in Appendix G, the AUC Public Involvement Brochure.

5 Energy Sources

The solar facility will use solar photovoltaic technology. Solar photovoltaic (PV) cells are made of semiconductors to convert sunlight directly into electricity. When light strikes the cell, some of the energy is absorbed by the electrons which allows them to flow freely. The electrons are then forced to flow in a specified direction, producing an electrical current.

The solar cells are made mainly of Silicon, which is a very abundant element on Earth. Solar cells are combined together to become modules; modules are then combined into arrays in order to increase the power output. The electricity is produced in DC form where it is collected by electrical lines and fed into inverters which converts DC into alternating current (AC). Electrical lines carry the AC electricity from the inverters to the transformer substation which upgrades the voltage so it can be fed into the electricity distribution system.



6 Project Information

6.1 Facility Components

The following is a list of the main components required for the Brooks Power Plant with specifications and quantities required:

Component	Manufacturer	Model	Specifications	Quantity
Solar Panel	TBD	TBD	310 Watt, polycrystalline, 16.1% efficiency, overall dimensions, 1x2x0.04m	57,600
Inverter	TBD	TBD	1MW, integrated transformer, integrated 600 VDC sub-array combiners. 96.5% overall efficiency. Overall dimensions: 6.7x2.4x2.6 m (LxWxH),	15

PV Panel Racking System (Option 1)	TBD	TBD	*Dual axis tracker, 50 panels per tracker, astronomical control	1152
PV Panel Racking System (Option 2)	TBD	TBD	Fixed axis, 6 panel width configuration, 5.2 m maximum height, continuous rows (may be seasonably adjustable).	19,200m
Racking foundation anchors (Option 1)	TBD	TBD	Two piles required for every four linear metres of solar array	9,600
Racking foundation anchors (Option 2)	TBD	TBD	Approximately 4x0.4x0.4 m concrete footings, one required for every 4 linear metres of solar array	4,800
Source Circuit Combiners	TBD	TBD	16 circuit input (12 panels per circuit) string combiner, NEMA-4 housing, floating array inputs, 600 VDC.	300
Perimeter Fencing and Gates	TBD	TBD	Wire mesh fencing, 2.1 m height, 833 posts.	2500m
Switchgear	TBD	TBD	24.9 kV required for connection to the PCC, specified to 27 kV max.	1

* The two axis tracking system will use a concrete pad for the base of each of the 1152 trackers. The fixed axis tracking system will use one of the two options indicated for the foundation anchors.

A site controller building will be located on the site. It will contain the power controls for the inverters and combiners, communications equipment, 24.9 kV switchgear and revenue grade PT's, CT's and revenue meter. Pole-top motor-operated disconnect will be used at the point of common coupling (PCC).

There are two access roads into the project site as indicated on the site layout diagram. The two access roads are from the north end of the property, off of Range Road 143. Main service roads within the site will reuse existing roads where possible. The entrance area of the access road will be widened, if required, to ensure there is an adequate and safe turning radius for semi tractor-trailers, as per the Alberta, Ministry of Transportation guidelines.

The inverter/transformer platforms will be distributed through the center area of each site to minimize low voltage DC wiring and reduce power losses. The placement of the inverter/transformer platforms central to the site also reduces noise to any surrounding residents or occupants.

A perimeter fence will be installed around the entire site for public safety. Staging areas will be designated for project installation and decommissioning purposes.

The site plan layout indicating the location of major project components, solar array areas, access roads, the controller area and staging areas is provided in Appendix B.

6.2 Project Activities

Initial activities of the project development include the Alberta Utilities Commission (AUC) application, which will involve a public, municipal and aboriginal consultation. Current activities are the detail project designs, which will be followed by site preparation, construction, startup and commissioning. Refer to Appendix C, for the Project Development Plan Summary for a schedule of activities.

The Company has received Permit approval from the AUC.

During the construction phase semi tractor-trailers will be used to haul in the components and unload at the staging areas, or directly to the final location for the inverters, site controller components and the turbine/generator system. Smaller specialized vehicles will be used to install the helical screw piles. Smaller trucks will be used to relocate the components to their final location within the site. The crating and packaging for the components will be re-cycled as possible or appropriately handled of as per local regulations.

During operation of the solar facility, traffic to/from the site will be a few trips weekly, so the road capacity and local traffic will not be impacted. During construction and decommissioning semi tractor-trailers will access the site to unload/load the components over a period of several months. Minimal delays or road damage is expected due to usage of commonly used vehicles.

Connection to the local electrical power grid will be coordinated with the local distribution company, Fortis Alberta. No additional power lines, transformers or other equipment (outside of the Brooks Power Plant site) are expected for connection to the grid. The connection point, designated by Fortis Alberta, will be near Centre Street and 15 Ave W, Brooks AB.

The reflectivity of the solar panels is similar to that of a pond of smooth water. The reflections are not an issue for local traffic. The site layout, including berms, perimeter trees and solar array placement will eliminate reflections towards the Trans-Canada Highway. The strongest reflection will be from direct sunlight. The reflected sunlight will be at a minimum of 7 meters above the surface of the Trans-Canada Highway, just west of the site.

Berm areas will be used to hold the excess soil removed during site preparation, leveling, drainage ditches or pad area soil removal. The berm material will be used to fill in any areas as required during decommissioning of the project, to bring it back to it's original state. The berms areas will be strategically placed to direct water run off, and to minimize sound and visual impacts to surrounding residents. Bush and trees will be planted or naturally grown on the berm areas, which will also enhance the visual appearance of the site.

The Company will manage the long term operation of the facility. The operation schedule for the solar facility will be daily, 365 days a year. Hourly energy output will depend on the hours of sunlight in each season.

Most of the activities to operate and monitor the site will be done offsite with the use of Supervisory Control And Data Acquisition (SCADA) technology. The on-site operation and maintenance activities will include brief daily inspections, and monthly more thorough site inspection and maintenance.

The life of the facility is 30 years. After 30 years either the solar technology could be upgraded with the newest technology of that time, or the site will be decommissioned. The decommissioning plan is to

remove and return the solar panels to the manufacturer for full recycling. The metal work and copper wiring will be recycled at local recycling facilities. The site will be returned back to the original state.

6.3 Noise To Surrounding Residents and Occupants

The nearest resident is located 30 meters north of the property. The next closest resident is 135 meters to the west, across the Trans Canada Highway. To the immediate North and East of the property is farmland. The South area across the Trans Canada Highway interchange is currently unpopulated. A detailed sound assessment report will be prepared, as per AUC Rule 012, Noise Control.

6.3.1 Noise During Project Construction

Noise levels during the construction phase will be typical of most construction projects. During the construction phase semi tractor-trailers will be used to haul in the components and unload at the staging areas, or directly to the final location for the inverters and larger site controller components. Smaller specialized vehicles will be used to install the helical screw piles. Smaller trucks will be used to relocate the components to their final location within the site.

6.3.2 Noise During Operation

The sound levels from the solar park are very minimal. The operation of the inverters with integrated transformers and cooling fans is the only significant source of noise from the solar facility components during operation. The inverter/transformer platforms, located in the central area of the site, will generate a low level hum during day light hours. Strategically placed berms with vegetation will reduce noise impacts to surrounding residents even further.

A preliminary noise level assessment was completed. The levels at the nearby residents or occupants will be well below the regulations of AUC, Rule 12, Noise Control, and will create very minor noise disturbances. The preliminary analysis was completed using ISO 9613 methodology for prediction of sound levels.

See Appendix A.5 for the sound level prediction level overlay onto a map of the site near Brooks, Alberta. The sound levels shown are only those generated by the Brooks Power Plant project only. For comparison, the nearby Trans Canada Highway noise levels generated are approximately 75-80 dBA at a distance of 25 m from the highway.

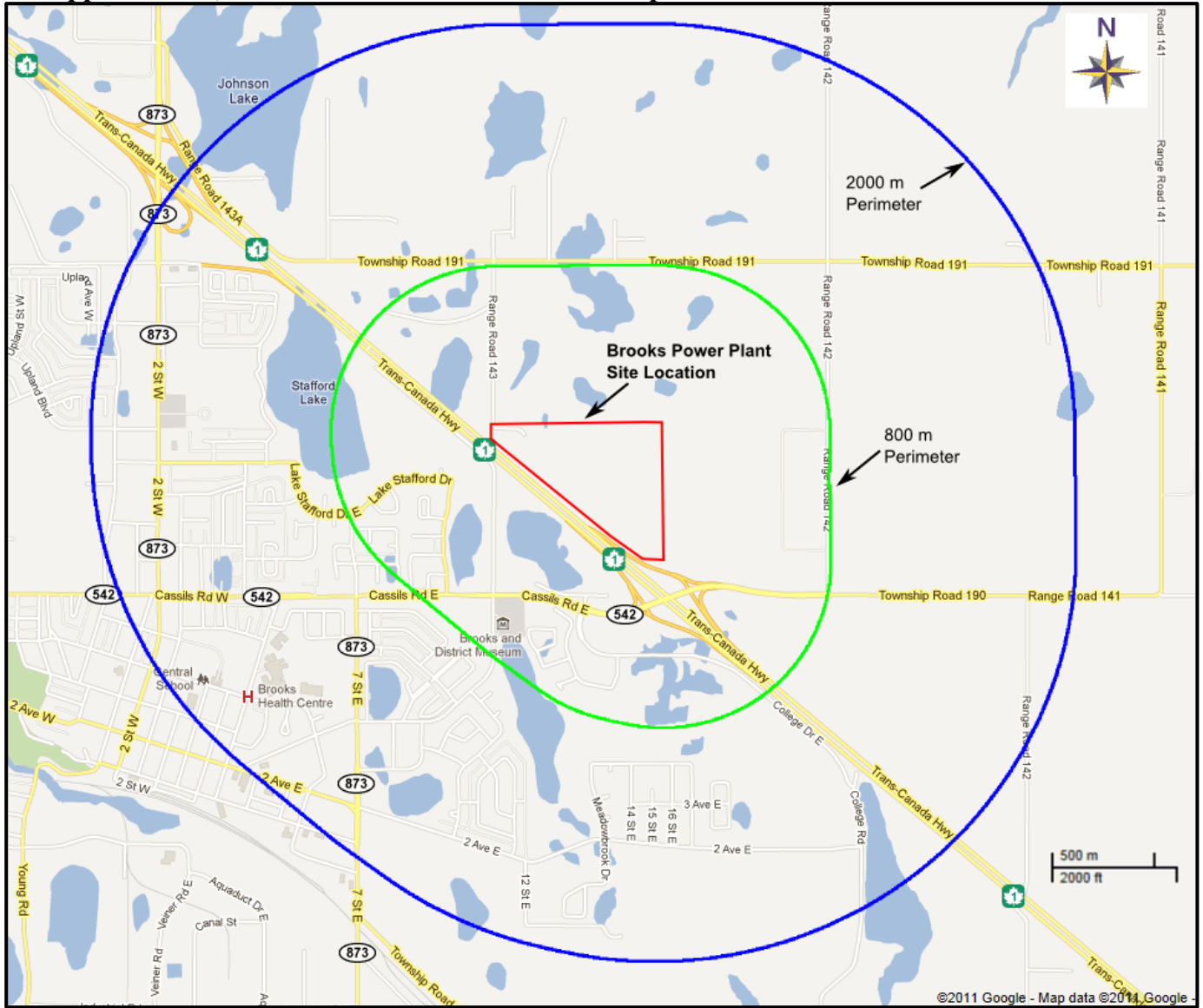
6.4 Public Health and Safety

The construction, operation and decommissioning of the proposed facility is not expected to significantly affect public health and safety. A permanent fence will be installed prior to project construction initiation. The fence will completely surround the operational site and be gated at the road access points. The fence will prevent access by the public and large animals to meet the Electrical Safety Authority requirements. The electrical equipment will be designed and installed in accordance with the Electrical Safety Authority standards and will be equipped with proper safety signage.

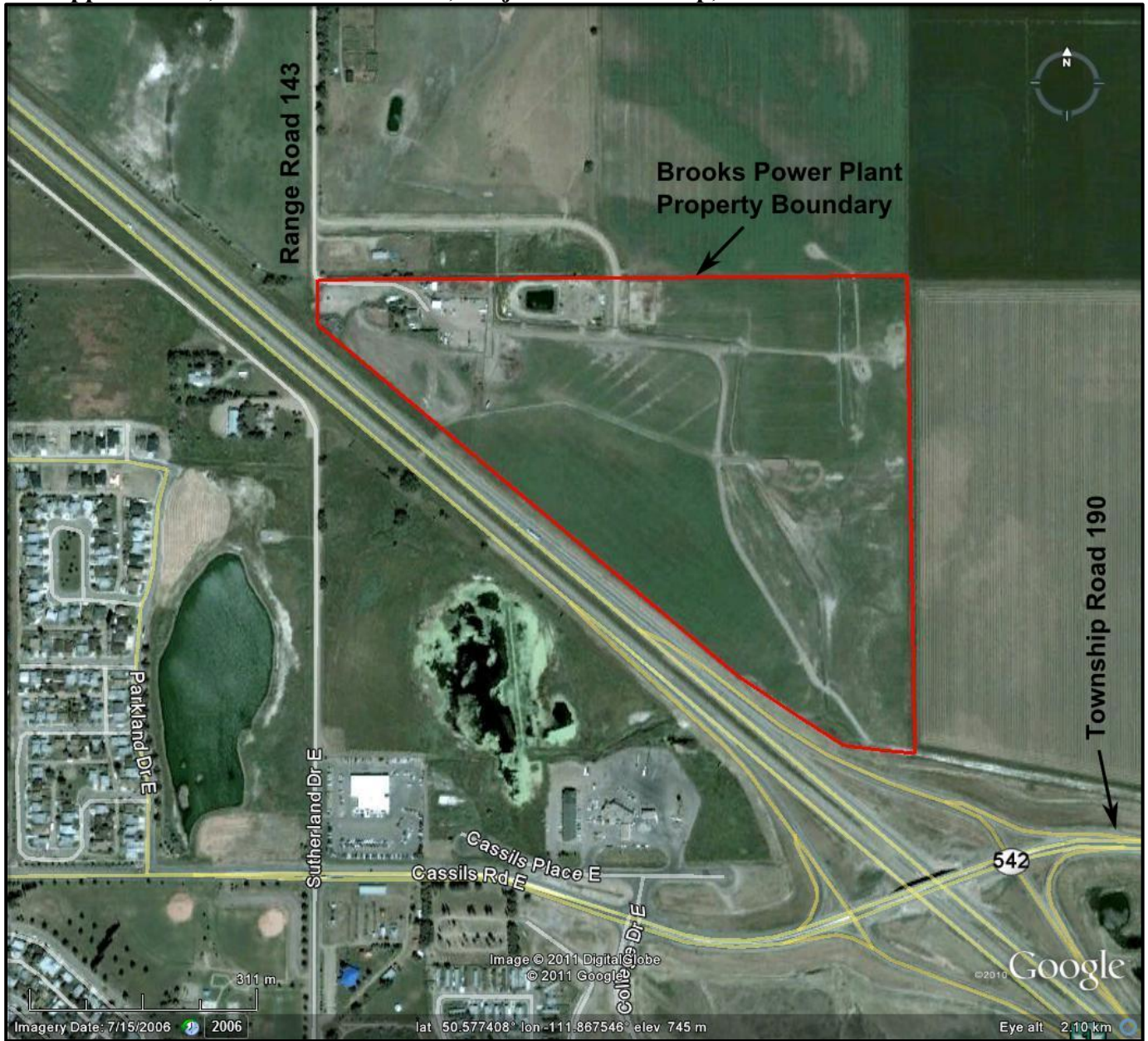
No toxic or hazardous materials are expected to be produced or used during the construction or operations of the project. Portable toilets will be used during the construction and operation phases. Wastes from the portable toilets will be managed as per local regulations, and serviced by local companies. Any cleaner fluids used for the PV Panels will be bio-degradable. Water will be trucked in as required for PV panel cleaning and other needs.

7 Appendix A, Project Location Maps

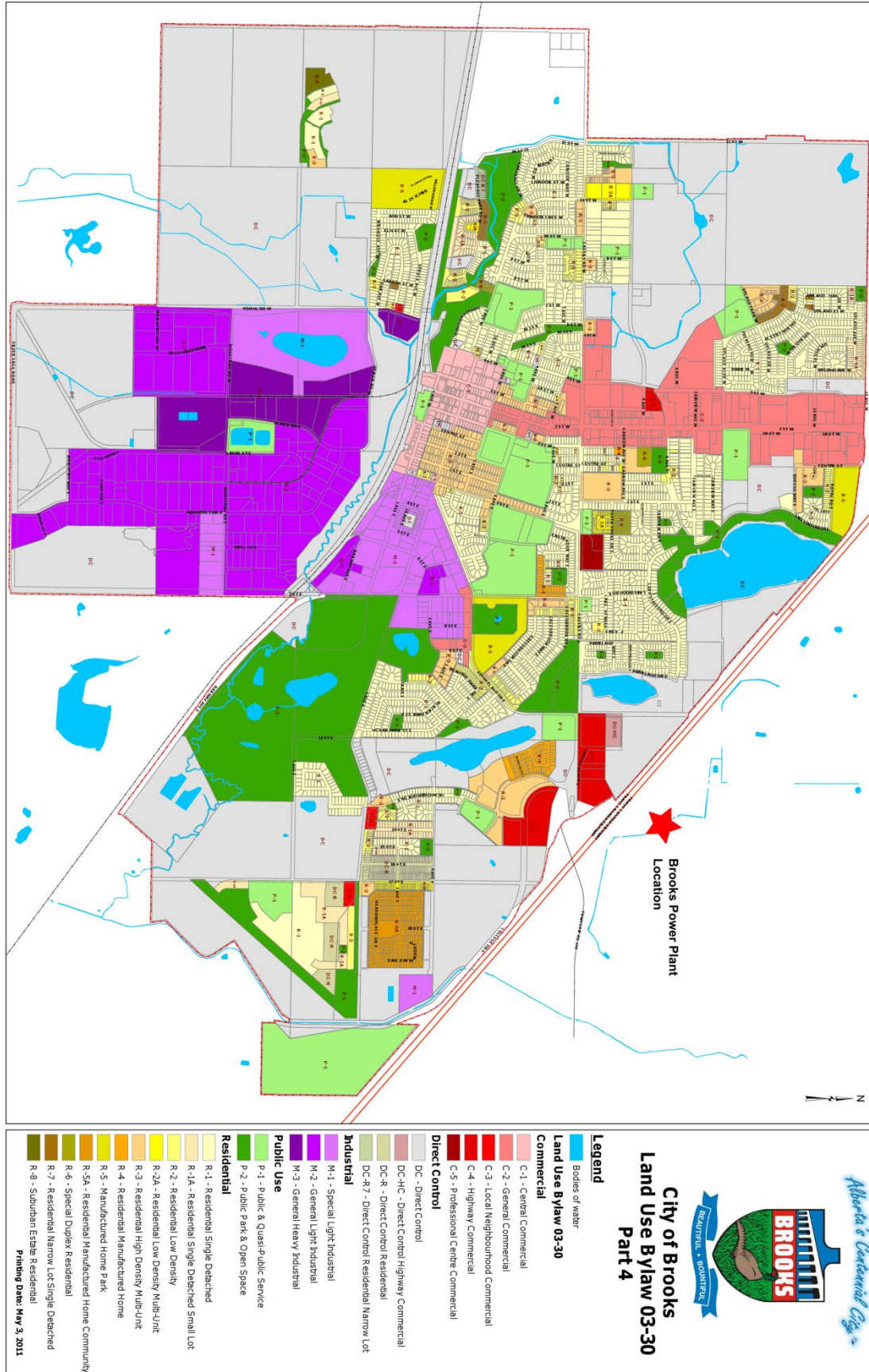
7.1 Appendix A.1, 800 and 2000 Metre Perimeter Map



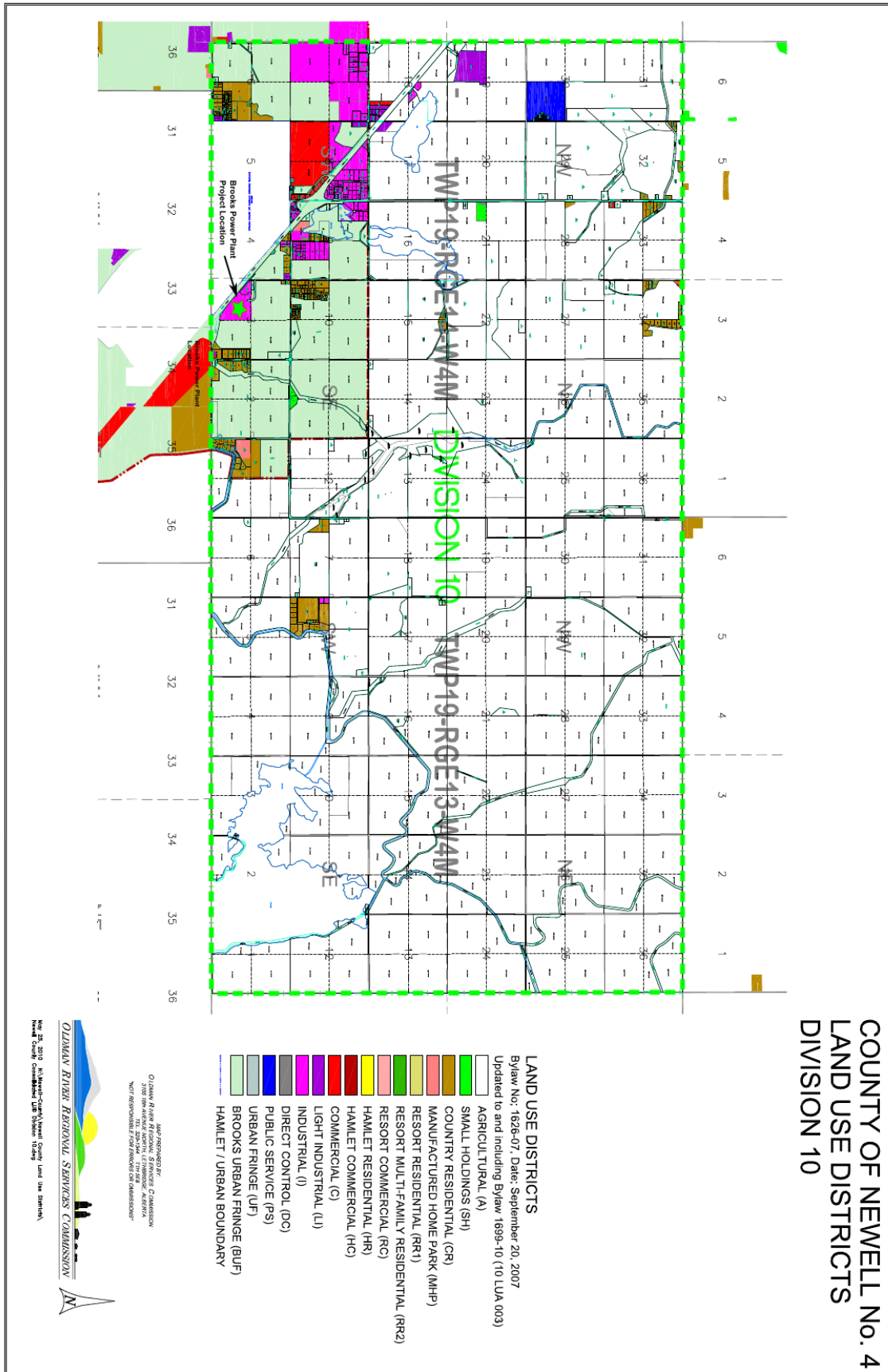
7.2 Appendix A.2, Brooks Power Plant, Project Location Map, Satellite View



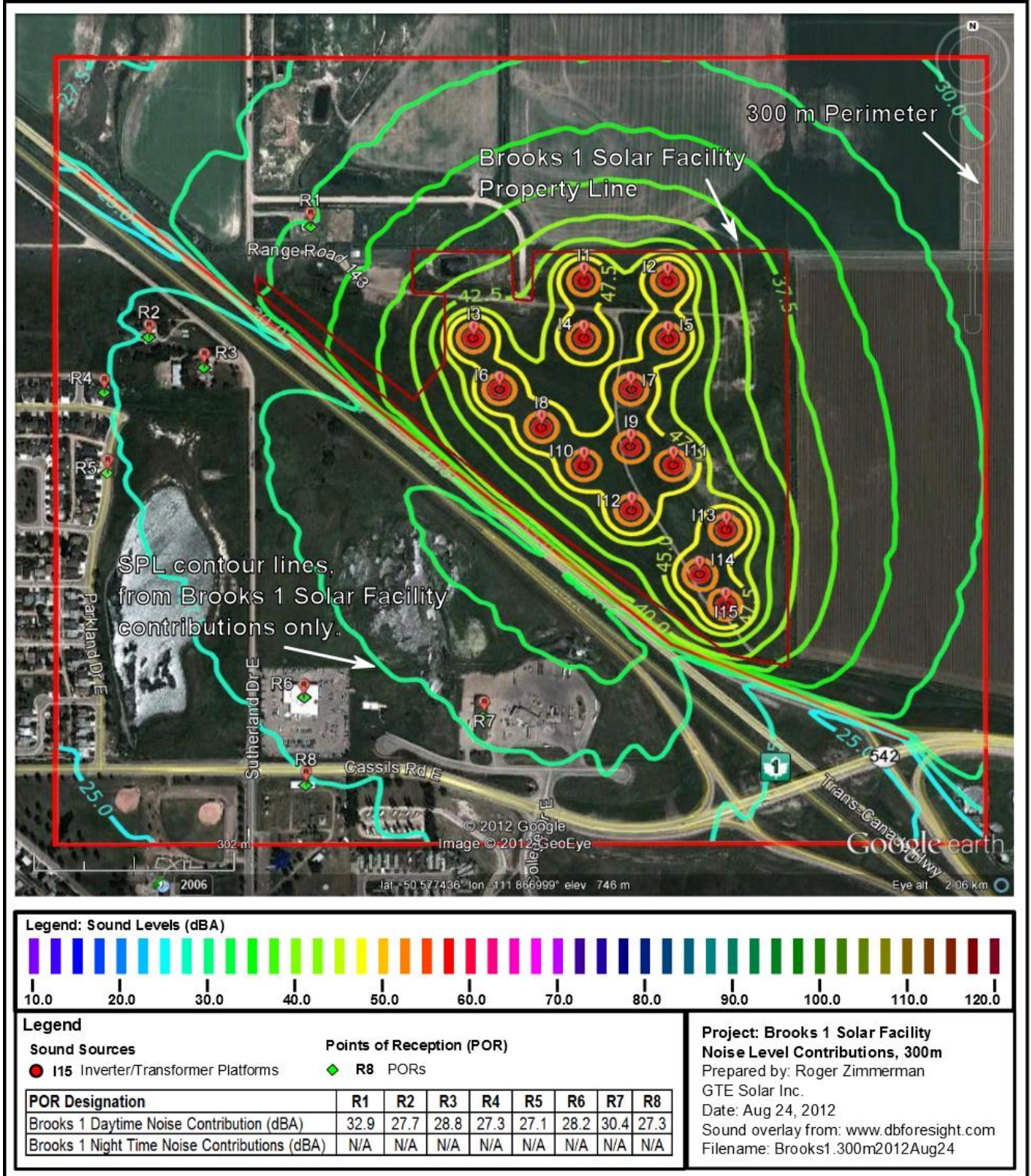
7.3 Appendix A.3. Brooks Land Use Zoning Map



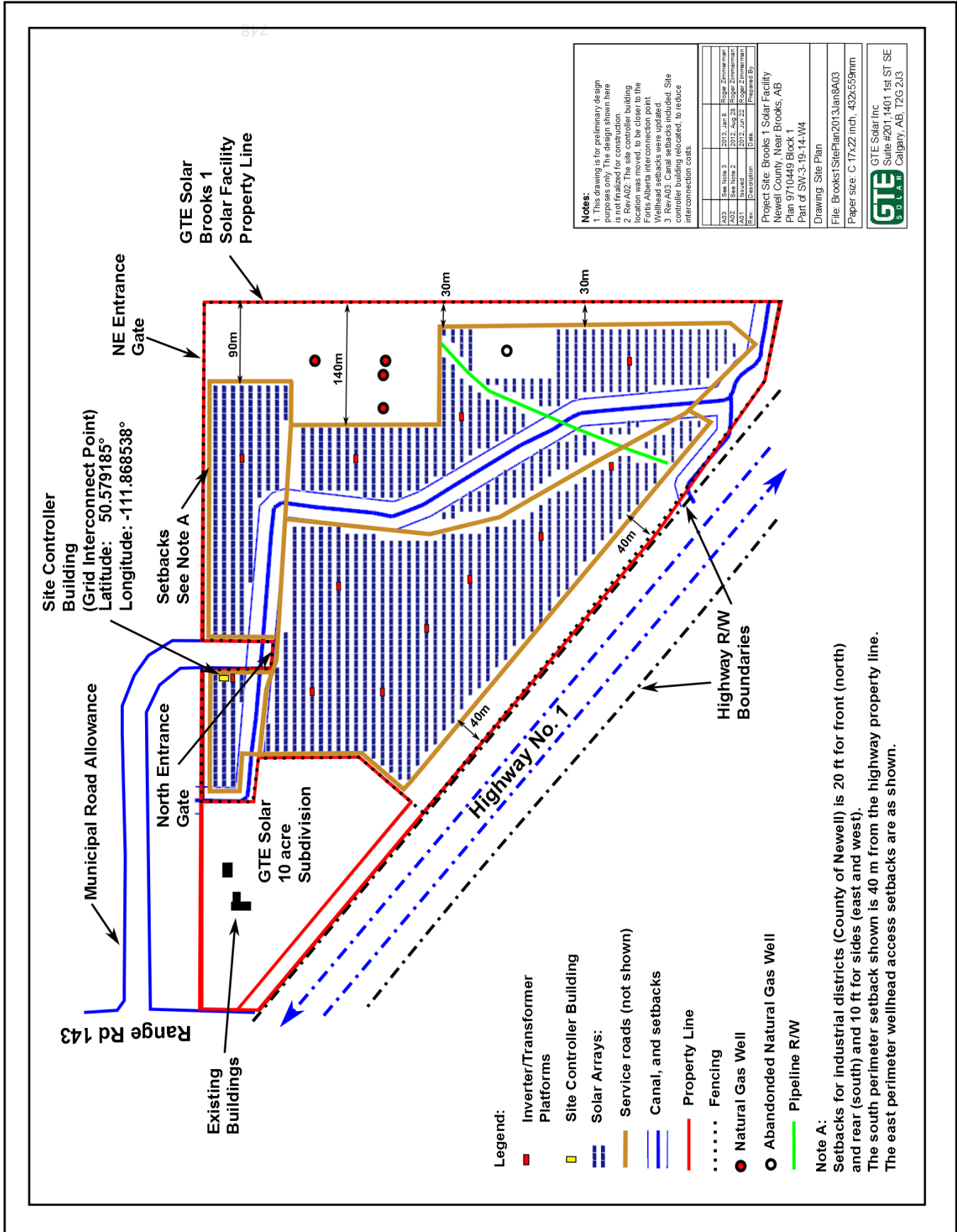
7.4 Appendix A.4, Newell County Land Use Zoning Map



7.5 Appendix A.5, Brooks Power Plant, Sound Overlay Map



8 Appendix B, Brooks Power Plant, Site Plan



9 Appendix C, Brooks Solar Power Plant, Project Development Plan Summary

Project Phase	Phase Description	Schedule
Project Initiation	Secure suitable land near Brooks AB.	Q1, 2011
	Secure financing arrangements	Q1, 2011
Regulatory Phase	Letter to the Alberta Environment to determine if an environmental assessment is required.	Oct, 2011
	AUC Application	Q4, 2011
	CCEMC EOI Submission	Oct 27, 2011
	Application for a water license (water approval not required)	Oct, 2011
	Obtain Connection Impact Assessments (CIA's) through the Local Distribution Company (LDC) and Connect Agreement	Q4, 2011
	Other Municipal and Provincial Applications as required	Q4, 2011
	Municipal & Public consultations, & Aboriginal engagements	Q1, 2012
	Municipal & Public consultations, & Aboriginal engagements	Q1, 2012
Planning And Design	Components review, Detailed Design and Layout	TBD
	Construction and Operations Plan	TBD
Site Preparation	Site survey, site roadways and staging area prepared	TBD
	Plant area cleared, graded and levelled	TBD
	Perimeter fencing installed	TBD
Construction	Underground electrical installation	TBD
	Foundations may be placed in the soil for the racking systems which will accommodate the modules, alternatively the posts of the racking system will be piled, drilled or rammed into the ground dependant on soil conditions	TBD
	Inverters, Racks and Panels Installed	TBD
Commercial Operation	Commissioning, connection to LDC's network	TBD
	Commercial Operation Date (COD), system goes online	TBD

10 Appendix D, Alberta Environment, EIA Letter

Government of Alberta ■
Environment

Environmental Operations
Regional Integration
111 Twin Atria Building
4999 - 98 Avenue
Edmonton, Alberta T6B 2X3
Canada
Telephone: 780-427-5828
Fax: 780-427-9102
www.environment.alberta.ca

October 20, 2011

Roger Zimmerman
GTE Power Corp.
Suite 201, 1401 - 1st St SE
Calgary, Alberta T2G 2J3

Dear Mr. Zimmerman:

Further to your email of October 07, 2011, I wish to advise you that pursuant to Section 44 of the *Environmental Protection and Enhancement Act* (EPEA) I have considered the application of the environmental assessment process to your proposed Brooks Project. This activity is not a mandatory activity for the purposes of environmental assessment. Having regard to the consideration set out in Section 44(3) of EPEA, I have decided that further assessment of the activity is not required. Therefore, a screening report will not be prepared and no environmental impact assessment report is required.

Please note that this decision is based on the current information about the project and that I reserve the ability to review this decision should different and/or new information come to light. GTE Power should also note that Section 47 of EPEA gives the Minister of Environment the authority to order the preparation of an environmental impact assessment report under appropriate circumstances notwithstanding a director's decision to not require an environmental impact assessment report.

GTE Power should be advised that although an environmental impact assessment report is not required for this project, Alberta Environment may have other regulatory requirements under EPEA and/or the *Water Act*. For more information about these regulatory requirements please contact Susan McIntosh at Susan.McIntosh@gov.ab.ca or 403-381-5325.

At this time I recommend that GTE Power contact Mark Kavanagh (mark.kavanagh@auc.ab.ca or 403-592-4446) with the Alberta Utilities Commission (AUC) to discuss any potential application requirements under AUC Rule 7 for Electrical Facilities.

GTE Power should also contact Shauna Sigurdson (780-495-2236) with the Canadian Environmental Assessment Agency to identify any potential federal triggers (including those under the *Fisheries Act* and *Navigable Waters Protection Act*) and thus any federal environmental assessment requirements under the *Canadian Environmental Assessment Act*.

If you have any questions or need further information please contact me at 780-427-9116.

Sincerely,

Corinne Kristensen
Acting Environmental Assessment Team Leader
Regional Integration
(Designated Director under the Act)

cc: M. Kavanagh (AUC)
S. McIntosh (AENV)
R. Leal (AENV)
S. Sigurdson (CEAA)

11 Appendix E, Canadian Environmental Assessment Agency, Federal EA Letter



Canadian Environmental
Assessment Agency

61 Airport Road
Edmonton, Alberta
T5G 0W6

Agence canadienne
d'évaluation environnementale

61, chemin Airport
Edmonton (Alberta)
T5G 0W6

Phone: (780) 495-2580 | Fax: (780) 495-2876
E-mail: michelle.camilleri@ceaa-acee.gc.ca

November 9, 2011

Roger Zimmerman
GTE Power Corp.
Project Engineer
Suite #201, 1401-1st SE
Calgary, Alberta T2G 2J3

Dear Mr. Zimmerman

Subject : GTE Power Corp. Brooks Project

The Canadian Environmental Assessment Agency's (the Agency) understanding of the Brooks Project (the Project) is based on GTE Power Corp.'s letter to Alberta Environment, dated October 5th, 2011 and email correspondence between GTE Power Corp. and the Agency dated November 8th, 2011. At this time, with the information provided, the Agency is not aware of any likely federal triggers under the *Canadian Environmental Assessment Act*. As such, a federal environmental assessment is not required. If there are any changes to the Project that may potentially require federal involvement, please contact the undersigned to discuss further.

Please note this letter does not relieve you of your responsibility to obtain any permits or authorizations that may be required to carry out the work for the proposed Project or to undertake an environmental assessment of another jurisdiction.

As the Agency's role is complete, the Agency will be closing the file. If you should require further assistance, or have any questions or concerns, please contact Michelle Camilleri by telephone at (780) 495-2580 or by electronic mail at michelle.camilleri@ceaa-acee.gc.ca

Sincerely,

Michelle Camilleri, Environmental Assessment Officer
Canadian Environmental Assessment Agency

12 Appendix F, Major Project Components

12.1 Appendix F.1, Photovoltaic Solar Panel Arrays

Solar panels in a fixed mount racking system:



12.2 Appendix F.2, Inverter/Transformer Platform

Typical 1MW inverter/transformer platform:



13 Appendix G , Alberta Utilities Commission, Public Involvement Brochure



Public Involvement In Needs Or Facilities Applications

The Alberta Utilities Commission (AUC) is committed to ensuring that Albertans whose rights may be directly and adversely affected by a needs, or a utility facilities application, is informed of the application and have the opportunity to have his/her concerns heard, understood and considered.

If you believe an application may directly and adversely affect you, you can become involved in the AUC application process. This pamphlet explains how.

www.auc.ab.ca

Summary of the AUC application process

Step 1
Public consultation
(prior to application to the AUC)

Step 2
Application made to the AUC

Step 3
AUC issues notice of application (or hearing)

Step 4
Interested parties make submissions or objections
(If no submissions are made the AUC will continue to process the application)

Step 5
Opportunity for consultation and negotiation
AUC issues notice of hearing (if not already issued in Step 3)

Step 6
Public hearing

Step 7
AUC decision

Needs: Approval of application or Return to applicant or Denial of application

Facilities: Approval of application or Approval of application with conditions or Denial of application

Step 8
Right to appeal
(by applicant or dissatisfied persons)

Step 9
Approvals, construction and operation of facility (if approved)

The Alberta Utilities Commission (AUC or Commission) regulates transmission lines, electric substations, power generation facilities (i.e. power plants including wind turbines) and gas utility pipelines in Alberta. The AUC is committed to ensuring that Albertans whose rights may be directly and adversely affected by an application for these facilities is informed of the application and has the opportunity to have their concerns heard, considered and understood.



Transmission needs and utility facilities applications

Approvals from the AUC are required for the construction, operation, alteration and decommissioning of transmission lines and electric substations. These include:

- Approval of the need for transmission upgrades.*
- Approval of the route and location of transmission facilities.

(* The *Electric Statutes Amendment Act* gives the provincial cabinet responsibility for approving the need for specified critical transmission infrastructure projects.)

Sometimes an application for needs approval is considered together with an application for a utility facilities approval in a single hearing, or separate hearings may be held to consider each application.

Power generation facilities and gas utility pipelines

Approvals from the AUC are required for the construction, operation, alteration and decommissioning of power generation and gas utility pipeline facilities in Alberta.

If you believe that you have rights that may be directly and adversely affected by the decision of the AUC on an application relating to a transmission line or electric substation, a power generation facility or a gas utility pipeline you can become involved in the AUC application process. This pamphlet explains how.

A summary of our process is on the page to the left. The rest of this brochure explains each of the steps.

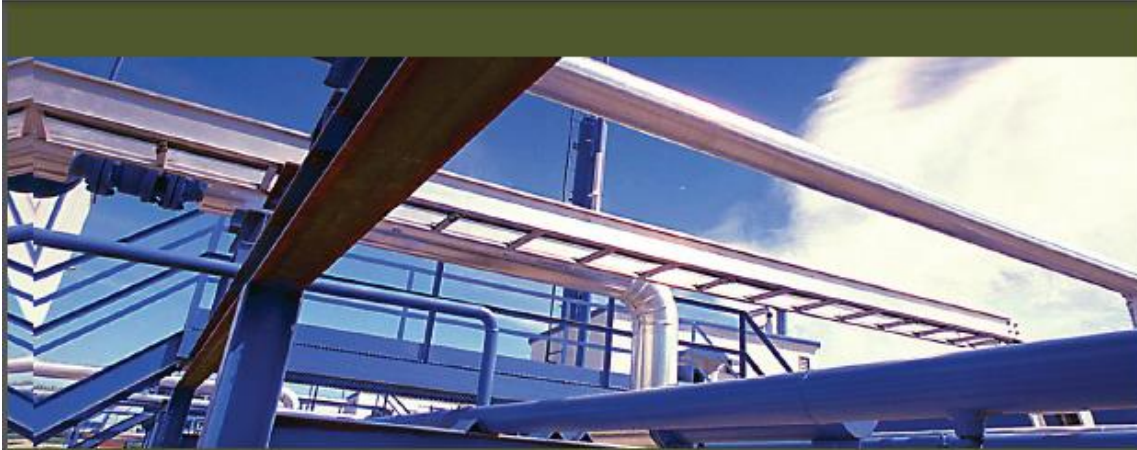


Step 1: Public consultation prior to application

Prior to making an application to the Commission on the need for transmission changes, or for a proposed facility, the applicant is required to conduct meaningful public consultation in the area of the proposed needs, or facilities project(s), so that concerns may be raised, properly addressed and if possible, resolved.

The Commission has set out requirements for applicants to follow regarding public consultation about needs applications for transmission changes. The AUC also has requirements for public consultation for utility facilities applications in respect of power plants, substations, transmission lines and industrial system designations, set out in AUC Rule 007. The requirements for gas pipeline consultation and notification are set out in AUC Rule 020. AUC Rule 007 and Rule 020 can be found on the AUC website at www.auc.ab.ca.

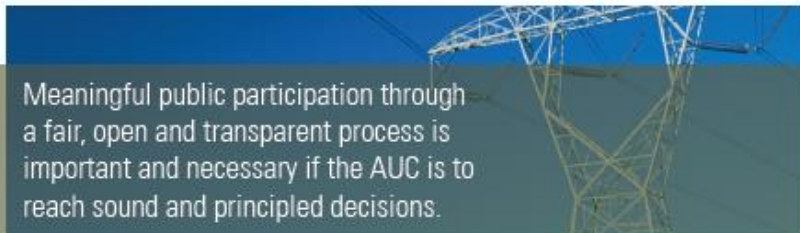
Potentially-affected parties are strongly encouraged to participate in the initial public consultation, as early involvement in informal discussions with an applicant may lead to greater influence on project planning.



Step 2: Application to the Alberta Utilities Commission

After the applicant has conducted its public consultation process, it should take into consideration what it learned during consultations and make any amendments it sees as necessary and reasonable to its proposal. The applicant then makes an application to the Alberta Utilities Commission.

Applicants must identify in their application any unresolved objections or concerns that they are aware of from the public consultation process.



Meaningful public participation through a fair, open and transparent process is important and necessary if the AUC is to reach sound and principled decisions.

Parties wanting to become a participant in an AUC proceeding must make a written submission to the AUC.

Step 3: Public notification

The Commission will issue a notice of application when it receives an application that, in the Commission's opinion, may directly and adversely affect the rights of one or more people. The notice is typically published in local newspapers. The notice will provide key dates, contacts and information on how to participate for those who are interested in becoming involved in the application process.

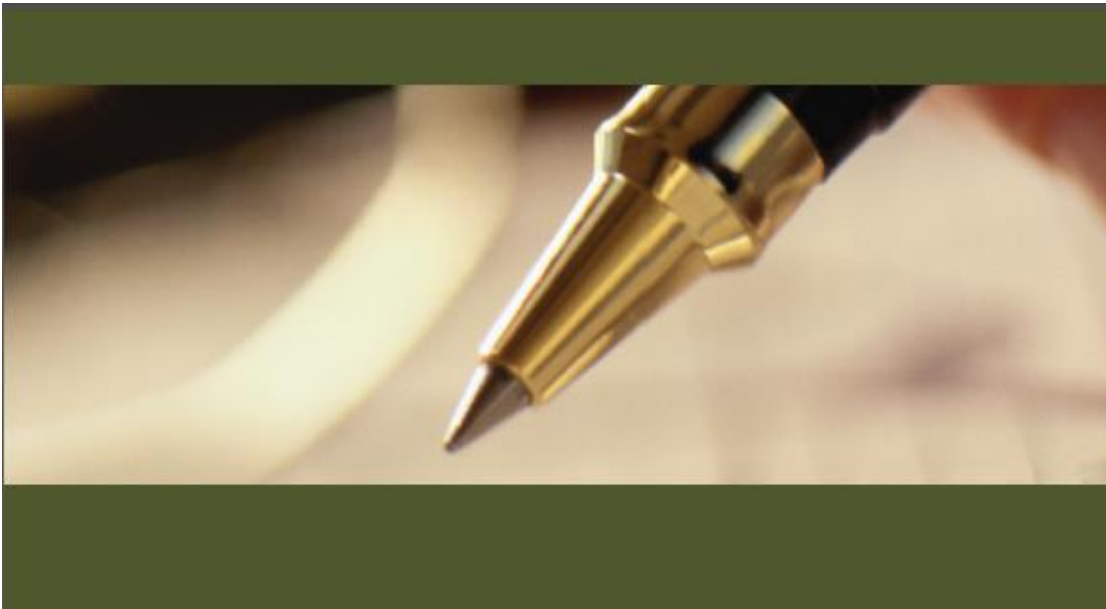
Step 4: Public participation

If you wish to participate in a proceeding, you must make a written submission to the Commission in accordance with the AUC's notice of application.

Submissions must contain:

- A brief description of your concern with or interest in the application, in particular how approval of the application may directly and adversely affect you.
- A brief explanation of your position, on what decision you feel the AUC should take, including why you believe that the Commission should accept your recommendation.

The Commission will consider your submission and decide whether you are a person who may be directly and adversely affected by the proposed project. If you are, an AUC public hearing may be held.



Subject to the *Freedom of Information and Protection of Privacy Act*, all documents filed in respect of an application must be placed on the public record and are accessible through the AUC website. If you wish to keep any information in a document confidential, you must make a request for confidentiality to the Commission. To do this, contact the lead application officer specified in the notice of application, before filing the document in question.

AUC filing systems

Documents associated with applications are stored and accessed through the AUC's electronic filing systems. The AUC would appreciate receiving submissions through its electronic filing services on our website, however submissions may also be made through mail, email or fax. More information on the electronic filing services can be found on the AUC's website at www.auc.ab.ca or by calling Electronic Filing Services. Please see the back cover of this pamphlet for contact information.

Financial assistance

If a party may be potentially directly and adversely affected by a proposed facility, they can apply to be reimbursed for reasonable costs incurred in support of their participation in a Commission proceeding. Details regarding recovery of participants' costs are described in AUC Rule 009: *Rules on Local Intervener Costs*, available on the AUC's website at www.auc.ab.ca.



Step 5: Consultation and negotiation

The Commission supports ongoing efforts to reach a positive outcome for the applicant and all affected parties. The Commission encourages the applicant and those who have filed submissions to continue to attempt to resolve any outstanding issues.

Sometimes in utility facilities applications, the applicant may suggest that it enter into an alternative dispute resolution (ADR) process to resolve any outstanding issues. In an ADR process, the applicant and the participants agree to meet with an independent third party who will facilitate discussions between the parties in an attempt to reach an agreement.





ADR is neither mandatory nor binding on either party. However, it can be an effective tool to try and resolve issues in an amicable environment and manner. If all concerns can be satisfactorily resolved this may eliminate the need for a formal hearing. However, if there continue to be unresolved issues after further discussions with participants, typically those matters will be addressed at an AUC public hearing.

Early involvement in discussion with the applicant may lead to greater influence on project planning.

Step 6: The public hearing process

The public hearing process provides an opportunity for those who were unable to resolve their concerns with the applicant to express their views directly to a Commission panel. Those persons who the Commission has determined may be directly and adversely affected by the proposed application are entitled to participate in the hearing.

The Commission publishes a notice of hearing in newspapers distributed in the local area, in major Alberta daily newspapers and on the AUC website at www.auc.ab.ca. Copies of the notice are also mailed to the applicant and participants.

The notice of hearing sets out the deadlines for various steps in the process, including the process and timelines for filing written submissions and for preparing questions to be answered by the applicant or other participants.

An AUC public hearing operates similarly to a court proceeding and is a quasi-judicial process. The hearing is open to the general public.

Participants in a hearing can either represent themselves or be represented by legal counsel. In addition, participants may hire experts to assist in preparing and presenting evidence to support their position.

Persons who hire legal counsel or technical experts must be aware that while reimbursement for the costs of legal and technical assistance may be available, recovery of costs is subject to the Commission assessing the value of the contribution provided by counsel and technical experts. People with similar interests and positions are expected to work together to ensure that any expenditures on outside legal or technical assistance are efficiently spent and not duplicated.

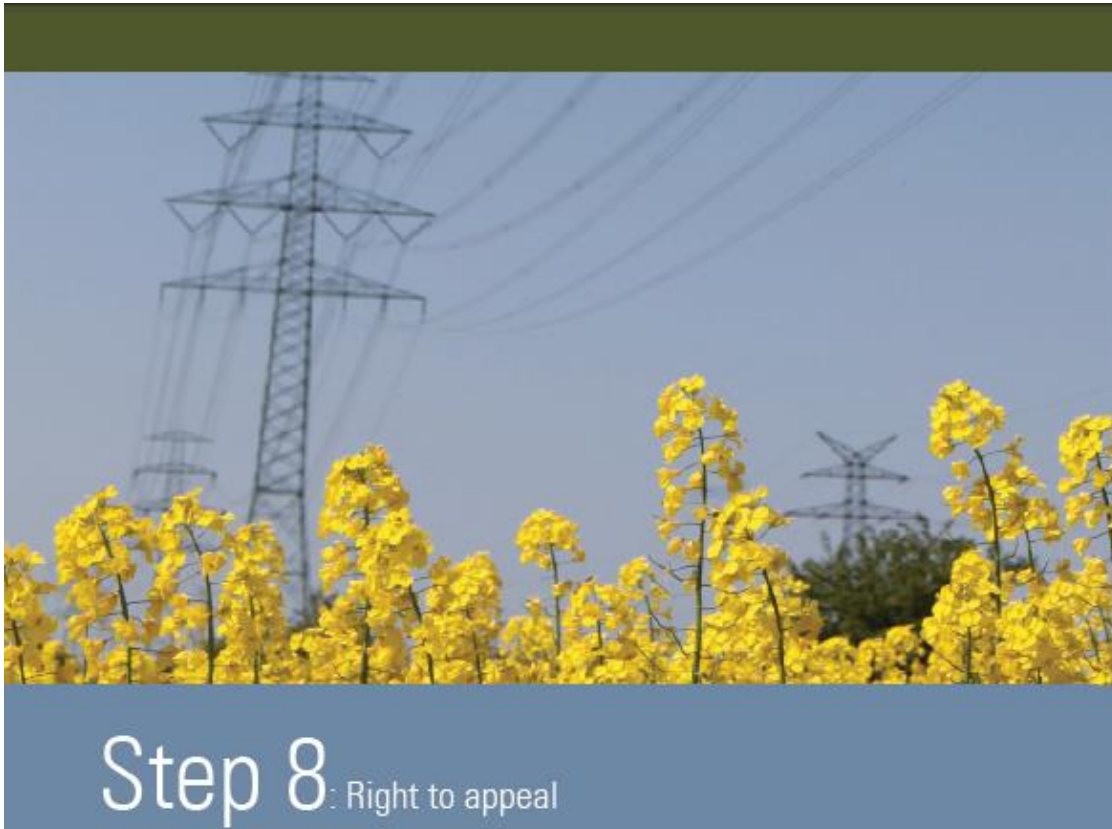


Step 7 : The decision

After hearing a needs application the Commission either approves the application, denies the application, or sends the application back to the applicant with suggestions for change.

After hearing a utility facilities application, the AUC has three options in reaching a decision: approve the application as applied for, approve it with conditions, or deny it. The AUC endeavors to release decisions within 90 days from the close of the record. Decisions are issued in the form of a public written decision report that summarizes the Commission's findings and includes its final decision.

All Commission decision reports are available to any member of the public on the Commission's website (www.auc.ab.ca) or by calling the AUC's Information Services. Please see the back cover of this pamphlet for contact information.



A participant in a hearing who is dissatisfied with the decision of the Commission may request that the Commission review and vary its decision. Such a request must follow the procedure set out in the Commission's Rule 016: *Review and Variance of Commission Decisions*. A dissatisfied participant may also file a leave to appeal motion in the Court of Appeal of Alberta within 30 days from the date the decision is issued.

All Commission decision reports are available to any member of the public on the Commission's website (www.auc.ab.ca) or by calling Information Services. See the back cover of this pamphlet for contact information.



Step 9: Construction and operation

Any applicant that receives a licence or permit to build and operate a facility from the Commission must adhere to any conditions that were set out in the Commission's decision. If you notice something during the construction or operational phases of a project that concerns you, bring this to the applicant's attention. If you are not satisfied with the response you receive, please bring your concerns to the attention of the AUC Consumer Relations. See back cover of this pamphlet for contact information.





Useful resources:

- Rule 001: *Rules of Practice*
- Rule 007: *Rules Respecting Applications for Power Plants, Substations, Transmission Lines, and Industrial System Designations*
- Rule 009: *Rules on Local Intervener Costs*
- Rule 020: *Rules Respecting Gas Utility Pipelines*

- About the AUC brochure
- AUC electronic filing services brochure
- Local intervener costs brochure
- Understanding gas utility pipeline regulation in Alberta



Notes:

A series of horizontal lines for taking notes, with a large, faint watermark of the Alberta Utilities Commission (AUC) logo and text overlaid in the center.

AUC contact information:

Facilities Division
Phone: 403-592-4403 and ask to speak
to the Facilities Division

Consumer Relations
Phone: 780-427-4903, or
Email: utilitiesconcerns@auc.ab.ca

Information Services
Phone: 403-592-4500, or
Email: info@auc.ab.ca

Electronic Filing (E-Filing) Services
Phone: 780-643-1055, or
Email: systemservices@auc.ab.ca

Other contacts:

Surface Rights Board
(Land Compensation and Negotiation)
Phone: 780-427-2444
www.surfacerights.gov.ab.ca

Alberta Environment
(Land Conservation and Reclamation)
Phone: 780-427-2700
www.environment.alberta.ca

Alberta Electric System Operator
(AESO)
Phone: 1-888-588-2376
www.aeso.ca



Calgary - Head Office
Fifth Avenue Place East
Fourth Floor, 425 First Street S.W.
Calgary, Alberta T2P 3L8
Phone: 403-592-8845*
Fax: 403-592-4406

Edmonton Office
HSBC Building
Tenth Floor, 10055-106 Street
Edmonton, Alberta T5J 2Y2
Phone: 780-427-4901*
Fax: 780-427-8970

www.auc.ab.ca

*Dial 310-0000 prior to the 10 digit numbers
for toll-free access anywhere in Alberta.

This brochure provides general information about
public involvement in needs and utility facilities
applications before the AUC. Specific participation
opportunities and requirements may differ depending
on the type of application.

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