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PRE-HEARING CONFERENCE AGENDA

Water Licence Renewal Application	
File Number	W2023L4-0001
Company	Northwest Territories Power Corporation (NTPC)
Project	Snare Hydroelectric Facility – Water Licence Renewal Application
Location	Snare River, NT
Activity	Power

Pre-Hearing Conference Information	
Location(s)	<ul style="list-style-type: none"> Virtual via Zoom – to join, please contact Cassandra DeFrancis by email or at (867) 765-4581 for participation details before 12:00pm (noon) Mountain Standard Time (MST) on Friday November 3, 2023.
Date(s)	November 7, 2023 1:30 pm – 3:00 pm

Purpose:

The purpose of this Pre-hearing Conference is to allow Parties to better understand the hearing process and to provide clarity on the issues that will be discussed at the Public Hearing. Board legal counsel will be present, and Parties may also choose to have legal counsel attend. Parties should be prepared to discuss the following (if known at this time):

- Any preliminary legal issues or matters of clarification that Parties feel the Board should address before the Hearing;
- A list of topics that will be addressed in their intervention presentation;
- A list of the representatives that will be attending the Hearing, and in what capacity; and
- An indication of approximately how much time will be needed for their intervention presentation.

Agenda:

	TOPICS
1.	Board staff opening comments
2.	Round-table introductions
3.	Hearing details <ul style="list-style-type: none">- Logistics and representation- Format- Zoom logistics
4.	Procedural and legal questions
5.	Next steps in process / Review of work plan (copies available on the Online Registry ¹)
6.	General questions

Logistics for Remote Participation:**Set-up:**

- Each participant should prepare and test their video and audio ahead of time, and each time they log in to the session, to ensure their devices are functioning properly and are fully charged or plugged in.
- Zoom will download automatically when the participant starts or joins the first Zoom meeting and is also available for manual download [here](#). Participants should download the current version of Zoom before the Session to ensure all functions are available.
- For assistance using Zoom, participants can review the following [Zoom Video Tutorials](#).
- To participate only by phone, participants can call one of the Zoom teleconference lines (provided in the Zoom link from Board staff).
- Participants that are experiencing technical difficulties due to poor internet connections can limit videoconference participation to audio only or call in by phone as noted above.
- Each participant is asked to use the following as their screen name: first and last name, followed by the acronym of their respective organization (e.g., Paula Green – WLWB)
 - This can be accomplished by selecting the three dots in the upper right-hand portion of the viewing pane and selecting “rename.”

Etiquette:

- A session facilitator will guide the discussion and order of speaking. To minimize disruption, participants are asked to follow all instructions on turn-taking, and only speak when the facilitator has indicated it is their turn. Each organization/participant will be given opportunities to speak.
- If a participant would like to speak or has a follow-up question, they can use the Zoom group chat (visible to everyone) to notify the facilitator, who will add them to the speaking order.

¹ See WLWB Online Registry for [Snare Hydro - WL Renewal Application - Work Plan - Version 4 - Oct 27_23](#)

- To minimize background noises and feedback, participants should always keep their microphone/headset muted when not speaking. Participants should only unmute when the facilitator has indicated it is their turn to speak.
- A remote session can cause participation fatigue. The Board appreciates participants' professionalism, cooperation, and collaboration during the session.

Technical Difficulties:

- In the event of a disruption to the session or technical difficulties, Board staff will contact the representative of each organization by cell phone, text, or e-mail to communicate the contingency plan if necessary.
- If a participant is having technical difficulties, they should notify the representative of their organization. The representative should contact Board staff directly, or by using the chat option of Zoom.